

**To:** President and Members of the Munster Town Council  
**From:** Patricia Abbott, Controller/Interim Town Manager  
**Date:** September 5, 2024  
**Subject:** Ordinance 1963, Amendment #4 to 2024 Salary Ordinance

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Ordinance 1926 established the 2024 Salary Ordinance and was adopted December 4, 2023. Ordinances 1940, 1953, and 1961 were amendments 1, 2, and 3 respectively. This amendment will accomplish the following.

The Town has numerous projects running concurrently under the umbrella of Public Works. These include watermain replacements, road resurfacing, sidewalk replacement, and water tower rehabilitation. At the same time, there are the day-to-day operations of any Public Works Department which must be addressed as well as regular, on-going resident requests. The current organizational structure has a Superintendent of Operations to oversee all Street, Water and Sewer employees. There is a desire to add an additional Superintendent. This individual would focus on the large projects by acting as liaison to contractors and vendors and address resident requests. The Superintendents would work together with the Project Superintendent requesting staff support from the Operations Superintendent as needed.

The Town fleet currently exceeds 100 vehicles; this does not include large equipment (e.g. front-end loaders, skidsteers, street sweepers, etc.). Council approved the purchase of twenty take-home vehicles for the Police Department earlier this year and delivery is expected this year. Currently, tracking the fleet is handled by the various departments with mixed results. With the known increase in the number of vehicles, there is a need to have someone responsible for tracking the fleet. This person would maintain the inventory, vehicle assignment information, maintenance records, capital asset information, and support all departments in vehicle registration and purchase/trade-ins. Staff from the Police, Public Works and Clerk-Treasurer's Office met to discuss the matter and recommend hiring a full-time, clerical employee assigned to the Clerk-Treasurer to handle these tasks. The role would be assigned as Deputy Clerk III.

There are also two ministerial amendments to formally include language for the retirement health savings plan and to include the Administrative Secretary in Public Works for PTO as outlined in §4.3 of Resolution 2126 which is a resolution for the Interim Town Manager.

**RECOMMENDED ACTION:**

By motion and roll call vote, consider Ordinance 1963 on first reading and schedule second reading for the next regular meeting.