



MEMORANDUM

TO: Mayor and City Council
FROM: Milton Dohoney Jr., City Administrator
DATE: September 13, 2022
SUBJECT: Enforcement of Expanding Prevailing Wage Compliance Evaluation and Reporting

PURPOSE: This memorandum provides a response to Council Resolution [R-22-240](#), which directed the City Administrator to respond within sixty days to update the administrative policies, where necessary, and to improve practices for better and more transparent implementation of applicable policies to:

1. Draft and implement a revised administrative policy that would require periodic, on-site spot checks of contractor compliance with prevailing wage requirements; and
2. Provide an annual report to the City Council for the next five years detailing contractor compliance with the City's prevailing wage requirements, including the results of periodic, on-site spot checks, with the report to be provided each year prior to March 31st for the previous year's construction season.

ADMINISTRATION: Pursuant to and in compliance with the above direction from Council, the following actions have been taken:

- City Policy 204, Purchase of Good and Services and Section 5.1.6 Prevailing Wage Compliance, was reviewed and meets the requirements outlined in the above referenced Resolution.

As a means of improving current monitoring of contractor compliance and reporting, the City will update its internal procedures as follows:

- For each contractor, periodic on-site spot checks, in the form of Wage Rate Interviews, will be conducted multiple times throughout the duration of a project. Contractors on site for a week or less will have one Wage Rate Interview performed.
- Received payroll will be compared to the conducted Wage Rate Interviews to verify the workers on site were paid per the work they were performing.
- If discrepancies are found, Wage Rate Interviews will be conducted weekly until the issue has been resolved.
- Payroll reviews will be recorded in a tracking system, which will be used to create the annual report.

CONTACT: As the City Administrator, I am the primary point of contact for this action. Please do not hesitate to call or e-mail if you have any questions or if I can provide additional information.

CC:

J Fournier
B Steglitz
S Higgins
N Hutchinson
C Spencer
A Wright