

2026 PROJECT MEMORANDUM - TRAFFIC OPERATIONS ELECTRICIAN SUPPORT FOR SPRWS LEAD REPLACEMENT PROJECT

These project notes are to serve as a memorandum of understanding between St. Paul Department of Public Works – Traffic Operations Division and St. Paul Regional Water Service. The scope of this memorandum was discussed during a joint meeting held on Tuesday, January 27, 2026. See attached agenda.

Overview:

Due to recent staffing cuts and anticipated workload assignments in 2026, the Traffic Operations Division determined that it currently lacks the labor resources to support the SPRWS Lead Replacement Project as it did in 2025 with requested lighting repair and relocation work.

However, an opportunity exists where Traffic Operations could expand its staffing and thereby have the necessary labor to this additional workload. For this to occur, Traffic Operations is seeking a project funding arrangement will allow PW – Traffic Operations to seek hiring approval for (2) Seasonal Electricians to support field work associated with the SPRWS Lead Replacement Project from April through October 2026. The anticipated overall labor costs for these (2) positions is estimated at \$450,000 (with all labor charges to be billed over the course of the 2026 construction season).

Project Funding Summary:

- Support decisions and staffing needs were estimated based on 2025 project field work provided by Traffic Operations and are assumed to be equivalent for 2026.
- At the present time 2025 billing is incomplete due to current status of the new WACS system. As such proposed labor funding that is being requested is based on a total labor only amount estimate of \$450,000. This estimate exists for the purpose of supporting the Traffic Operations hiring requisition for (2) Seasonal Electricians.
- Project billing for Labor/Equipment/Materials will be submitted similar to 2025 processes. Bills from PW – Traffic Operations will be submitted to SPRWS as part of a monthly billing process (once billing capabilities are re-established).
- All billing processes completed by Traffic Operations for 2025 were assumed to be sufficient to meet the needs of SPRWS project funding and reimbursement. If any changes are necessary, please notify Traffic Operations staff (Cindy Kuster and Jackie Friesen).
- 2026 billing will continue to include equipment and vehicle billing as necessary to support requested services.

Project Timeline:

- The current project timeline has identified field work for 2026 to start as early as April 1, 2026 and last through October 31, 2026.
- There is currently no weekend or after- hours work anticipated for Traffic Operations electricians.

Next Steps:

- With the mutual approval of Accounting staff from both SPRWS and Public Works, the next immediate steps include the submittal and approval of the official hiring request and hiring freeze waiver. *(Status: Requisitions entered: 1/28/2026, approval pending)*
- PW Accounting to work with the Budget Office to amend 2026 revenue and expenses in 2026 Traffic Budget. *(Status: Pending)*
- Equipment needs for the 2026 field work will need to be addressed by PW – Traffic Operations for its assigned. *(Status: Equipment request submitted to Municipal Garage – will be addressed later as equipment assignments are finalized for 2026)*
- Upon approval, final hiring will be coordinated through St. Paul HR staff and Local 110. *(Status: Pending, target hiring date of 4/1/2026)*

Key Contacts					
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