



AGENDA ITEM MEMORADUM

Town Manager

Connie Hoffmann *CH*

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Feb 28, 2012	Feb 17
<input type="checkbox"/> Mar 13, 2012	Mar 2
<input type="checkbox"/> Mar 27, 2012	Mar 16
<input type="checkbox"/> April 10, 2012	Mar 30
<input checked="" type="checkbox"/> April 24, 2012	Apr 13

***Subject to Change**

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: REQUEST FOR AN ADDITIONAL PART TIME POSITION IN MUNICIPAL SERVICES DEPARTMENT

EXPLANATION: Director Don Prince has made a strong case for an additional position in his Department in order to handle the additional duties his staff has been absorbing, to continue to do unanticipated projects rather than contract those projects out, and to respond to increasing demands for higher service levels. (See attached memo.)

I agree that a higher level of maintenance at the beach portals and the Pavilion, of our public landscape, in cleaning our sidewalks and public restrooms is desirable. As hard as our crews work and as responsive as they are to Don's and my requests, there is more work to be done than they can absorb.

Recommendation: It is requested that the Commission consider authorizing a 30 hour per week Maintenance Worker I position. The cost of the position for the remainder of the fiscal year would be approximately \$13,000 including benefits, depending on the health insurance cost for the employee. The full cost in the next fiscal year would be \$40,000.

FISCAL IMPACT: Appropriate \$13,000 from General Fund Contingencies Account 001.519.000.500.497 to 001.541.100.500.120 Public Works Division salaries.

Reviewed by Town Attorney
 Yes No

Town Manager Initials *CH*

Memo

Date: 04/10/2012

To: Connie Hoffmann

From: Don Prince, Public Works Director

Re: Additional Personnel

With the additional responsibilities (listed below) my Department has taken on, I would like to request a full time or part time position be added to my staff so that the Public Works Department can continue to maintain the Town to the highest standards possible.

- Trash is being picked up twice a day instead of once a day during the busy seasons (December – April, and July –August).
- We have been pressure washing the sidewalks in the downtown area (East of A1A and Commercial) once a month, but it has become clear that they need to be washed on a bi-weekly basis. We just started this and it has been well-received.
- With the A1A project recently completed it is now the responsibility of Public Works to maintain the area which includes but is not limited to trash collection, pressure washing sidewalks, maintaining the landscaping and the teak benches.
- The eight beach ends are currently cleaned on Monday morning. You have asked me to clean them at least twice a week due to resident complaints about them, but we have not been able to do this on a regular basis due to other priorities.
- Currently staff goes to the pavilion every morning and uses gas powered blowers to clean the Pavilion of sand and debris. The blowers will remove sand and debris from the Pavilion but the benches, walls and pavers are still dirty from spilled drinks, ice cream and other substances. There is a high volume of people that visit the Pavilion all hours of the day and night and I feel this area requires more attention than it is currently getting.

- As you know, there have been many instances this past season when trash volumes have been too much for our single weekend worker to handle and you directed me to move a second person to weekends. There have also been some weekends and evenings when, despite having two men working to dump the trash cans, the trash cans in the downtown were overflowing only a few hours after their shift ended. I believe we need to regularly schedule two men to work the weekends, and possibly a third to work into the evenings on weekends in high season.
- On many occasions this past year, we have used our staff to do work that is not on our normal schedule, such as swale restoration projects, digging up sewer cleanouts, doing much of the renovation of the Fire Station's break/meeting room and bathroom, tearing apart the old wooden trash cans and replacing the wood slats with the colorful, recycled plastic slats, multiple projects for the parking system (i.e. removing and moving parking meters, posting informational signs & stickers for new parking meters, restriping in parking lots), creating sand dunes using sea oats to prevent sand from entering our drainage systems, etc. We are dedicated to doing whatever the Town needs done. It is less expensive for our staff to do some of this work than to have a contractor come in and do it. And we have the ability to act quickly, whereas bringing a contractor in takes weeks and sometimes months. There are other unexpected work projects that arise on a daily basis to make the Town more attractive to residents and businesses alike.
- We often receive requests from businesses on Commercial Boulevard to clean more frequently, trim hedge material more frequently, and from residents to pick weeds more often, and to clean the bathrooms in Friedt Park frequently.

I assure you that the Public Works Staff will continue to strive for excellence in serving the residents, visitors and businesses in Lauderdale-by-the-Sea.

Thank You

Don Prince



CC: Bud Bentley