



MEMORANDUM

City of Venice

Public Works Department

TO: Ed Lavallee, City Manager

THROUGH: N/A

FROM: James R. Clinch, PE, Director of Public Works and Asset Management

DATE: May 7, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: May 25, 2021

STRATEGIC PLAN GOAL: Keep Venice Beautiful and Eco-Friendly

SUBJECT: Authorization to Fill PW Parks Municipal Service Worker Position

Background: During the FY21 budget process, an additional position for Public Works was considered in order to increase the current level of service provided to the downtown district. After discussion, it was decided that the position would be included in the FY21 budget, however, would not be filled until later in the fiscal year. The position remains vacant at this time and Public Works is now requesting authorization to fill the position.

The City continues to receive concerns from residents, business owners and volunteers, that additional attention should be given to the downtown area in regards to cleanliness, trash collection and general maintenance. The request to fill this position is in response to these citizen led concerns and would increase the current level-of-service being provided to the downtown area. This position would be able to clean off the sidewalks daily, collect litter, clean trash cans, clean benches and assist with the many other parks functions in this area. This position would also help address the ongoing sidewalk staining concerns. This staff member would keep the sidewalks clean of the tree debris which is what is causing the sidewalk staining. It is our opinion that the timing is now appropriate to fill this position with the purpose of improving the level-of-service provided within the downtown district.

Requested Action: Authorize staff to fill the vacant PW Parks Municipal Service Worker Position

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): 001-0930-572.12-00

ORIGINAL(S) ATTACHED: Parks MSW - Job Description

Cc: Rick Simpson, Asst. Director of Public Works and Asset Management