



THE CITY OF KEY WEST

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MEMORANDUM

TO: Jim Scholl, City Manager

CC: David Fernandez, Assistant City Manager- Operations
Mark Finigan, Assistant City Manager- Administration

FROM: Greg Veliz, Community Services Director

DATE: April 3, 2012

SUBJECT: Resolution approving the addition of two Full Time Equivalent Maintenance Worker I positions for assignment to the Key West History Cemetery

ACTION STATEMENT: This resolution authorizes the addition of two Full Time Equivalent Maintenance Worker I positions for assignment to the cemetery in order to maintain both the Key West Historic Cemetery and the Peary Court Cemetery.

BACKGROUND:

The City of Key West entered into an agreement with the Monroe Association of ReMARCable Citizens, Inc. (M.A.R.C.) on October 5, 1995, Resolution No. 95-391, for landscaping and maintenance services at the Key West Historic Cemetery for the amount of \$39,489.84, with a waiver of competitive bidding. This exemption was granted under the provisions of City of Key West Code of Ordinances, Section 2-797 Exemptions, Paragraph 4(b) where if in the opinion of the city manager exceptional circumstances exist to exempt a purchase from the competitive bid requirements of this subdivision for the best interests of the city, he shall place a resolution before the city commission for approval of such exemption. Provisions for Consumer Price Index increases over approximately 17 years have adjusted the annual cost to \$54,432 for cemetery landscaping services.

M.A.R.C. provides numerous services such as client training and support that enhances individual abilities to understand daily community routines and learn social, self-care, vocational skills. M.A.R.C. clients performing landscaping services at the Historic Cemetery presented a good opportunity which has been mutually beneficial for the City and M.A.R.C. for many years. Over time fewer clients have worked at the cemetery due to client safety concerns and degradation in level of service. M.A.R.C. continues to provide landscaping services through the use of non-client employee labor; however, the premise of agreement, particularly the exemption to the competitive procurement

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process is in question. Thus, a formal Invitation to Bid was issued.

On February 8, 2012, the City Commission passed Resolution No. 12-057 rejecting the bid in response to Invitation to Bid (ITB) #12-013, for Cemetery Landscaping Services pursuant to city code of ordinances section 2-834. The submitted bid was \$129,750 and the current budgeted amount for cemetery landscaping services is \$54,432.

City staff and the M.A.R.C. have agreed that the current landscaping services contract has ceased to be beneficial to both parties.

PURPOSE & JUSTIFICATION:

The lands which comprise the Key West Historic Cemetery and Peary Court Cemetery span over twenty acres. This area requires constant landscaping and maintenance. At present three full time equivalent City Associates are assigned to the Cemetery for interment and disinterment operations with additional duties maintaining the appearance of the cemeteries.

The addition of two more full time equivalent Maintenance Worker I positions would augment the current cemetery crew as well as enhance the Community Services Department labor cross leveling concept.

OPTIONS:

1. Approve the addition of the addition of two Full Time Equivalent Maintenance Worker I positions for assignment to the Key West History Cemetery. This option has been the most effective method to provide manpower for the Cemetery and the Community Services Department.
2. Disapprove resolution and forgo the use of the necessary manpower. This condition would in time degrade the appearance and maintenance of the Historic Cemetery.

FINANCIAL IMPACT:

The Fiscal Year 11-12 General Fund- City Cemetery approved budget contains an allocation of \$54,432 for the line item (001-1905-34.00). The remainder of this line item would be transferred to the General Fund Salaries Account for the 001-1905-519.12. Two fully wrapped Full Time Equivalent Maintenance Worker I positions cost \$63,415.88. The \$8,983.88 shortfall will be absorbed in lapsed salaries within the 001-1905-519.12

RECOMMENDATION:

Approve the addition of two Full Time Equivalent Maintenance Worker I positions for assignment to the Key West History Cemetery.