




TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 27, 2021

TO: Mayor and Board of Commissioners

FROM: Debora P. Diaz, Town Manager 

REF: New Business

1. 2020 Audit report, 2021 budget status update, and request for approval of two new positions (Attached NB-1)

Finance Director Beverly Kissinger will present the Town's 2020 audit report, or Comprehensive Annual Financial Report (CAFR), and provide an update on revenues for the Town's 2020-2021 budget.

The Board of Commissioners had previously discussed at its September 19, 2020, retreat the need for additional positions to Town Staff, including Streets Equipment Operator and Facility Maintenance.

The Streets Equipment Operator position (Streets Division) was originally slated for inclusion in this fiscal year's budget planning, but was removed due to the COVID-19 related revenue concerns. The Facility Maintenance position (Sanitation/ Buildings & Grounds) was identified as a position to be shared between divisions, providing assistance for beach access cleaning and maintenance, along with support with off-season projects. Public Services Director Steve Albright's attached memorandum outlines the justification details of these positions.

Staff recommends Board approval for the additional positions for this Fiscal Year, along with any necessary budget amendments.

A motion would be in order.



Memorandum

To: Debbie Diaz, Town Manager
Beverly Kissinger, Finance Director

From: Charlene Allen, Assistant Finance Director

Date: January 20, 2021

RE: Estimated Salary & Benefits for Additional Positions in
Streets and Sanitation/Buildings & Grounds

This memorandum is regarding the estimated salary and benefits expenses associated with the above positions for April through June, 2021. This would provide time for staff to advertise and recruit for the positions and bring them on board with the Town around April, 2021.

The Streets Equipment Operator (grade R7) position is estimated at a total of \$19,075 in salary and benefits to cover April through June 2021 expenses.

Also, a new Facility Maintenance position (grade R5) to be shared by the Sanitation and Buildings & Grounds departments, is estimated at \$17,760 in salary and benefits expenses for April through June 2021.

Please let me know if you have any additional questions.



TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

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STEPHEN F. ALBRIGHT
Director

January 27, 2021

DEREK A. DAIL
Assistant Director

Memorandum

MARCIA K. OLLIS
Administrative Services

To: Debora P. Diaz, Town Manager

ALFRED BURTON
Water Plant

From: Stephen F. Albright, Public Services Director

WILLIAM H. WATERFIELD
Water Systems

**Subject: Recommendation for Staffing Considerations – Streets Division,
Solid Waste Division and Buildings and Grounds Division**

L. RANDOLPH TURNER
Streets

As you may recall, the budget adopted June 10, 2020 did not include approval of the requested Equipment Operator position for the Streets Division. The need for this position was acknowledged but not recommended by the Town Manager based on the fiscal uncertainties created by the COVID-19 pandemic. Staff recalls some desire to revisit this issue mid-year based on improving fiscal conditions. Additionally, Board of Commissioner members indicated at their September 19, 2020 retreat a desire to improve service levels on the beach for our summer visitors along with improving maintenance at beach accesses. Staff agrees with these possible staffing additions as both are needed and beneficial. Highlights for both positions are outlined below:

LYNN E. LINDSEY
Solid Waste

Equipment Operator Streets Division (Grade 7)

- Currently funded at three positions
- Request includes adding fourth position
- Operates specialized equipment of the department to
 - Clean and scrape ditches
 - Mow rights-of-way
 - Sweep multi-use paths, sidewalks and wide paved shoulder bicycle and pedestrian routes
 - Cleans culverts and stormwater systems

- Prunes and trims trees along roadways to keep route clear for high vehicles, fire apparatus and school buses
- Mow ditches
- Respond to storm events and flooding
- Maintains stop, warning, speed limit and all street name signs
- Supports Solid Waste during bulk collections
- Cleans beaches after storm events
- Asphalt repair, paving and pothole response
- Maintains roadway shoulders, curb and gutter, and drainage structures
- Licensed CDL driver

Facility Maintenance Position (Grade 5)

- One additional shared position between Buildings and Grounds (50%) and Solid Waste Divisions (50%)
- Expected duties include
 - Assist beach barrel attendant on weekends with servicing barrels on the beach and restroom facilities. Weekend trash loads have been extremely heavy the last two seasons making the completion of the morning run difficult to complete by one person before beach visitation peaks.
 - Responsible for cleaning and maintaining restroom facilities including new facility and possibly provide a mid-day check not currently offered
 - Access maintenance including steps, handrails and walks
 - Provide other B&G weekend maintenance functions such as pet waste stations, parks and restrooms
 - Beach barrel activity will be seasonal May – October
 - Assist Solid Waste with spring and fall bulk collections
 - Assist B&G with holiday light display installation and removal
 - Off Season work with B&G on access maintenance and repair projects

I appreciate the opportunity to present this additional information and hope that it is helpful. I agree that as service level expectations increase along with visitation numbers, these additional positions are needed and will provide a valuable service. Based on the seasonal nature of these positions, an April start date would be ideal to allow us to train and capture services for the full summer season. Thank you for your consideration.