



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** May 21, 2025

**Originating Department:** Public Works

**Agenda Title:** Discussion - Proposed Change to Town's Sanitation Schedule - Public Works Department

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Proposed Change to Sanitation Schedule

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**Please initial one:**

\_\_\_\_\_ Yes, I have notified everyone.

JM Not applicable in this case

**Summary Explanation/Background:**

Due to a current staffing shortage within the Town's Sanitation Division (operating at approx. 50% capacity), the Public Works Department has identified an opportunity to revise the Town's sanitation collection schedule in an effort to identify and improve operational efficiency while preserving equipment and maintaining essential services.

The proposed schedule, if approved, would organize weekly sanitation services by waste type and equipment usage, limiting service overlap and equipment changeovers. This proposed change would introduce a streamlined structure that is expected to enhance predictability for both crews and residents, improve utilization of the grapple/clam and side-loader equipment and provide built-in recovery flexibility for delayed services.

The Public Works Department is requesting an opportunity to outline the proposed changes and potential improvements to the delivery and customer service for this important service.

If approved, the proposed changes would be included within 90-day pilot program, which will enable the Department to receive input from the community, the Commission and the Town's staff on whether this proposed change improves sanitation collection and improves the quality of life within our community.

**RECOMMENDATION:**

N/A – Discussion by the Town Commission and provide direction on a proposed new pilot program related to the proposed changes to the Town's sanitation collection schedule.

# Proposed Sanitation Schedule Change: Enhancing Operational Efficiency Amid Staffing Constraints

## Objective:

This revised sanitation schedule is designed to **maximize operational output** using available equipment and limited staffing, while enhancing **continuity of service** and **minimizing unnecessary mechanical strain** on key assets. The restructuring strategically sequences activities based on equipment type and crew capacity, enabling more predictable and efficient operations under current resource constraints.

## Proposed Weekly Sanitation Schedule:

Day	Service Activity	Target Area	Primary Equipment
Monday	Regular Garbage	Town-wide	Side Loader
	Vegetation Collection	North Side	Grapple/Clam
Tuesday	Vegetation Collection	South Side	Grapple/Clam
Wednesday	Bulk Pick-Ups	Town-wide	Grapple/Clam
Thursday	Special Pick-ups	Town-wide	Grapple/Clam
	Regular Garbage	Town - wide	Side Loader
Friday	Recycling Collection	Town-wide	Automated Side Loader (Recycling Vehicle)

## Rationale for the New Schedule:

### 1. Optimized Use of Limited Staff:

- The Town's Sanitation Division is currently operating with only **50% of its required staffing**. This new schedule reduces daily service variety, allowing the available crew to concentrate on a **single debris type per day**.
- By organizing the week by waste type and equipment, the schedule helps prevent fragmentation of duties and limits physical burnout among the small team.

### 2. Effective Deployment of Specialized Equipment:

- With the addition of a **support member assigned to Grapple/Clam operations**, the schedule consolidates all Grapple/Clam-dependent activities (vegetation and bulk pick-up) into **consecutive days**. This enables smoother transitions and ensures that mechanical resources are used to their full potential.

3. **Built-In Service Continuity:**

- Should a collection be delayed (e.g., vegetation on Tuesday), the **Wednesday bulk pick-up window** provides a logical extension without requiring rerouting or reallocation. This is critical under current manpower limitations where same-day recovery is often not feasible.

4. **Reduced Equipment Cycling and Downtime:**

- Limiting unnecessary switchovers between equipment types on the same day significantly reduces wear on loaders, hydraulic systems, and Grapple/Clam arms. This extends the **life expectancy of capital equipment** and allows for **more predictable maintenance planning**.

5. **Streamlined Communication and Field Execution:**

- A clear and consistent weekly plan improves crew coordination and enables better public communication. Residents will benefit from **predictability**, and the team will operate with improved **clarity and morale**.

## **Conclusion & Recommendation:**

Given the current staffing shortage, this schedule represents a **strategic operational response** that maximizes productivity without increasing strain on personnel or assets. It improves workflow logic, enhances the effectiveness of the Grapple/Clam-support arrangement, and provides **flexibility for service completion** when interruptions occur.

I recommend implementation as a **90-day pilot program**, with **weekly progress tracking** and the opportunity for feedback-based adjustments. The proposal also aligns with broader goals of **fleet preservation**, **workflow standardization**, and **responsible resource use** under constrained conditions.