TO: City Council

FROM: Eric Hansen, Public Works Director

DATE: 1/12/2015

SUBJECT: Temporary Summer Help VS. Landscape Contractor

Background: Starting in 2005 the City of Stevenson began hiring a contractor for landscape maintenance rather than performing the duties using public works personnel. The results have seen varying success depending upon the contractor who won the bid. In 2013 & 2014 the contract cost was $15,907.29 per year, based on a 2 year contract, lasting from March 1st thru October 31st. The contractor averages 15 to 20 hours per week on site performing the duties as defined by the contract documents. The past several years has seen an increase in public works staff time managing the contractor, mainly ensuring the work is performed to the standards expected by the city.

Proposal: Public Works is proposing hiring a full-time temporary staff person rather than awarding a Landscape Maintenance contract in 2015. The proposed position would last from March 16th, 2015 ending on October 30th, 2015. This time frame equates to 33 weeks or 1320 man hours. The proposed rate of pay for this position would be $12.00 per hour equaling $15,8401 for the year, based on a 40 hour week. With the additional hours (as opposed to a landscape contractor), the additional staff person would be available to assist in the performance of other duties that are currently being overlooked or being performed by full-time personnel (see attached for a list of proposed duties). This would enable our full time staff to perform more complex duties and special projects (such as installing wayfinding signs).

Conclusion: For a small increase in cost to the City, we could gain several hours of labor to assist our permanent staff in performing our regular duties and special projects. With City Council approval, Public Works would like to proceed with the hiring process of a full-time temporary worker for 2015.

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1 Plus Social Security @ 7.65% and L&I @ $1.22/hr for a total of $18,662 per term
Temporary Worker Duties 2015

1. Hydrant Maintenance
2. Catch Basin Cleaning
3. Brushing fencelines on all City property
4. Painting misc. pipes, valves at waterplant
5. Pressure wash tanks at sewer plant
6. Pressure wash Catholic Church Reservoir
7. Pressure wash High Level Reservoir
8. Pressure wash Contact Chamber
9. Curb Painting
10. Lawn mowing at water plant
11. Lawn mowing at sewer plant
12. Lawn mowing at Gropper Park
City of Stevenson
Public Works Department
(509) 427-5970
7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

Landscape Maintenance Scope of Work
(See Maintenance Schedule for work task frequency, Attachment A)

I. Lawn Care
1. East Entrance of the City 9,000 sq. ft irrigated
2. West Entrance of the City 7,000 sq. ft irrigated
3. Triangle Park (Rock Creek Drive & Second Street) 8,000 sq. ft irrigated
4. Rock Creek Drive (Attwell to Foster Creek Road) 11,500 sq. ft not irrigated
5. City Hall 800 sq. ft. irrigated
   a. Mowing.
      Maintain lawns in crisp, clean appearance, minimum mowing height 1-1/2". More frequent mowing if lawn exceeds 3" in height. Remove visible clippings and dispose off site.
   b. Edging.
      Clipping back of grass growing horizontally over edges of walks, drives, curbs, hard edges, shrub beds, soft edges and other places, to present a neat appearance.
   c. Fertilization.
      Uniform application of a balanced slow-release fertilizer. Rate of one (1) pound actual Nitrogen per 1,000 square feet.
   d. Spraying.
      Application of chemical to protect turf from the invasion of broadleaf weeds and insects.

II. Tree and Shrub Bed Areas Care
1. First Street (West Entrance to East Entrance) 2,200 sq. ft., 75 trees
2. Second Street (West Entrance to East Entrance) 5,727 sq. ft, 27 trees
3. Rock Creek Drive (2nd Street to Skamania Lodge Way) 29,369 sq. ft, 27 trees
4. Walnut Park 2,800 sq. ft.
5. Triangle Park (Rock Creek Drive and Second Street) 1000 sq. ft., 6 trees
6. City Hall (all areas) 1,530 sq. ft.
   a. Pruning.
      Prune for aesthetic character or corrective measures per National Arborist Association “Pruning Standards”.
   b. Fertilization.
      Shrubs and Ground Cover application of a balanced, slow-release fertilizer. Rate of one and a half (1.5) pounds actual nitrogen per 1,000 square feet.
   c. Spraying.
      Plant material to be treated for insects and diseases on an as needed basis.
   d. Weed Control.
      ✓ Removal of undesirable vegetation to maintain a neat appearance.
      ✓ Pre-emergent herbicide: Application of chemical to control weed germination.
      ✓ Contact Spray: Spot spray with chemical to kill weeds.

III. Ground Clean-Up.
1. Litter Control.
The collection and disposal of litter and debris from the sidewalks, lawn, flower display and shrub areas to maintain a clean neat appearance. Trash receptacles in downtown area will be emptied weekly (or more if necessary) and taken to city supplied dumpster.

2. Leaf Control.
Removal and disposal of leaves from the lawn, flower display, shrub areas and park areas.

Mechanical removal of debris from the sidewalks, lawns and shrub areas to maintain a clean neat appearance. (Note: Only sidewalks adjacent to and affected by landscape areas.)

IV. Automatic Irrigation System.
1. Contractor Responsibility
   The contractor will be responsible for:
   a. Checking the operation of the system to insure proper watering coverage.
   b. Minor head cleaning and adjustments to sprinkler heads.
      i. Notifying owner of any major repairs needed.
   c. Owners responsibility
      i. System start up and shut down.
      ii. Setting automatic controllers
      iii. Repair and maintenance of all lines, valves and meters.

V. Exclusions. (City to Perform)
1. Trimming or spraying trees over fifteen (15) feet tall.
2. Application of bark mulch.
3. Installation of new plant material and annual flowers.
4. Cleaning of roads and parking lots.
5. Cleaning and repairing from acts of vandalism or natural disasters.
6. Aeration or thatching of lawns.
7. Repair of irrigation systems beyond that scheduled above.
8. Insect and disease control beyond that scheduled above.
9. Disposing of garbage collected (City to supply dumpster).
10. Disposing of brush and weeds (City to supply dump site).