



City of Stevenson

Public Works Department

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TO: City Council

FROM: Eric Hansen, Public Works Director

DATE: 3/16/2017

SUBJECT: Temporary Summer Help (Revised)

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. In 2015 we hired a full time temporary employee to assist in the regular and recurring duties of vegetation control with great success. We received many compliments from the general public about his work.

Proposal: Public Works is proposing hiring a full-time temporary staff person again for 2017. The proposed position would last from April 17th, 2017 ending on October 27th, 2017. This time frame equates to 28 weeks or 1120 man hours. The proposed rate of pay for this position would be \$16.00 per hour equaling \$17,920¹ 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. This would enable our full time staff to perform more complex duties and special projects. **For 2017, I would like to propose that we add a clause to potentially make this employee full time at the conclusion of this contract.** This could potentially draw a bigger of pool of applicant's.

Conclusion: For a small increase in cost to the City, we could gain several hours of labor each week to assist our permanent staff in performing our regular duties and special projects. With City Council approval, Public Works would like to continue with the hiring process of a full-time temporary worker for 2017.

¹ Plus Social Security @ 7.65% and L&I @ \$1.22/hr and PERS @11% for a total of \$22,628.48 per term