



VICTOR STAFF REPORT

Decision Item Agenda Documentation

PREPARATION DATE: April 18, 2019

MEETING DATE: April 24, 2019

SUBMITTING DEPARTMENT: Public Works

DEPARTMENT DIRECTOR: Robert M. Heuseveldt, P.E., CFM

PRESENTER: Olivia Goodale

SUBJECT:

Re: Applicable Victor Values:

- | | | |
|---|---|---|
| <input type="checkbox"/> Culturally Historic | <input checked="" type="checkbox"/> Sustainable | <input type="checkbox"/> Connected to Nature |
| <input checked="" type="checkbox"/> Small Town Feel | <input type="checkbox"/> Family Friendly | <input checked="" type="checkbox"/> Administrative Need |

STATEMENT/PURPOSE

The purpose of this item is to obtain council's approval to enter into a contract with Trail Creek Nursery to maintain the public parks this season.

BACKGROUND/ALTERNATIVES

As a result of difficulty finding seasonal workers due to the labor shortage in the area, staff requested that Trail Creek Nursery provide the City with a quote for maintaining the parks this season. Attached is a detailed proposal from Trail Creek Nursery. The work is also summarized on the quote and includes the following: Spring Clean Up, Planter Bed Maintenance, Weekly Mowing, Trimming, and Weeding as needed, Open Irrigation System, and Monitor Irrigation System. Should Trail Creek encounter any sprinkler system issues they are to notify the City for direction and have provided an hourly rate should we need their services. Staff proposes to complete the repairs that go above and beyond the contract in house. Staff is proposing to use this year as a trial run to see if outsourcing the parks is a viable long-term solution to increase the quality of our parks. The City of Driggs has moved to a similar arrangement to save staff time and expense. They have been pleased with the arrangement.

As part of the current budget the City planned to keep the work in house. The budget has the following line items for park maintenance:

Sprinkler System Upkeep	\$10,000
Lawn Care	\$ 8,000
<u>Seasonal Help</u>	<u>\$20,000</u>
Total	\$38,000

Staff is proposing to not hire seasonal help and to outsource the parks to Trail Creek Nursery in the amount of \$23,627 as shown on the attached proposal. It is estimated that we will still have

approximately \$8,000 to \$10,000 of expenses in the park for sprinkler system upkeep and fertilizer but the proposal will save the City approximately \$4,000. This proposal will also save the existing public works crews time which can be reassigned to the other maintenance items in the City that need to be addressed such as street, water, and sewer.

ALIGNMENT WITH STRATEGIC INTENT

Family Friendly and Sustainable

ATTACHMENTS

Trail Creek Nursery Proposal

FISCAL IMPACT

Existing Parks Budget	\$38,000
Anticipated Expenses	\$10,000
Proposal from Trail Creek	\$23,627

STAFF IMPACT

This move should free up public works staff to focus on the maintenance of the other departments.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends approval of the proposal from Trail Creek Nursery in the amount of \$23,627. If the City pays for this item up front there is a savings of \$1,243. Staff recommends paying up front for these services to obtain these savings.

SUGGESTED MOTION

I move to approve the proposal from Trail Creek Springs for the Yearly Maintenance of the City Parks in the amount of \$23,627. Further, I move to pay the contract up front as proposed.

TRAIL CREEK NURSERY
PO Box 529
7095 South Hwy 33
Victor, ID 83455
208-787-2470 or 800-336-2470
www.trailcreeknursery.com

4/18/2019

TO: City of Victor

PH:

FAX:

Project: Yearly Maintenance Contract for 2019

Includes: The Depot, Pioneer, City, Cedron, Brookside Hollow, Willow Creek and Settlement Parks

Item

Spring clean up (power raking lawn areas, debris removal)
Planter Bed Maintenance (weeding and pruning as needed)
Weekly mowing, trimming and weeding as needed
Open irrigation system
Monitor irrigation system throughout the season

If prepaid save 5%

Above Items Included in Contract	\$24,870
Prepaid total	\$23,627

Any irrigation replacement parts will be an additional charge.

Labor for replacement parts will be at \$50 per hour.

Any maintenance of natural areas will be an additional charge.

Any additional work or repair must be approved by the city of Victor

TRAIL CREEK NURSERY, INC.
208-787-2470 OR 800-336-2470

CUSTOMER: City of Victor

Billing Options: (Circle one)
Due within 14 days of received contract (deduct 5% off of bill)
In thirds May-July-Sept.

We propose hereby to furnish material and labor complete in accordance with above specifications. Any changes or additions to this contract must be in writing and signed by both parties.

THIS OFFER VALID FOR 30 DAYS

Signature Paul Reeseey
(Trail Creek Nursery's Representative)

Date: 18-Apr-19

Title: Maintenance Manager

The above prices and descriptions are satisfactory and are hereby accepted.
Trail Creek Nursery is authorized to proceed with the work as specified.

Signature
(Customer's)

Date: