

SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NO: C - 4

DATE: May 10, 2007

SUBJECT: Renewal of Contract # CDCI 4597
Department of Corrections

CONTACT PERSON: Public Works Director Dunn

ISSUE:

The issue before the Council is to authorize the Mayor to sign the renewal of the contract with the Department of Corrections for Community Work Crew from the Monroe Correctional Complex to assist the Public Works staff in general maintenance of City wide parks, existing open spaces and areas that we don't have staff time to attend to.

SUMMARY:

The City of Sultan has maintained a contract for the Community Work Crew supplied by the Department of Corrections for several years. This is an annual renewal and update of the contract. The City of Sultan has used this labor force effectively to thin trees in the Watershed, clean flood debris from Sportsman Park and brush and clean the trail system in Osprey Park.

Department of Corrections (DOC) will provide inmate work crews to do general labor for the City as well as provide necessary tools and equipment required to complete the project requirements. Attachment A provides a description of project terms, payment and conditions.

This is a community work project that the Monroe Correctional Complex offers to local entities to supplement work that needs to be complete at a nominal fee. The City of Sultan has used this contract in the past and will use offender crews in the future for various projects in the parks and throughout the City. The offender crew of 10 are supervised by one correctional officer. The Council has discussed using DOC crews for park maintenance and other general work that will not detract from Union work. This contract provides an opportunity save on cost by using another government agency to supply this controlled labor. The only problems that have delayed use of this work force is the time to develop the task and supervise the projects.

FISCAL IMPACT:

In consideration of the services provided by DOC for the following costs:

- A. Inmate crew wages for \$1.10/hour /inmate
- B. Vehicle operating costs at the prevailing state rate. (\$0.485/mile)
- C. Workers compensation of \$0.2380/hour/inmate
- D. Standard fee of 50% of the inmate labor, mileage and workers compensation totals. This fee is for the use, repair and maintenance of DOC supplied tools and equipment used on the projects.

Typically a day of a ten (10) member offender crew with one officer and equipment cost is approximately \$175-200.00 per day equal to less than \$1,000.00 per week. If the City Council recommended using offender labor for roadside and minor park maintenance one week per month from June through September the approximate cost would be \$4,000.00. Funds would be from the Parks Fund Operations and Maintenance and Street Fund Cleaning line item, sharing the costs portionately.

ANALYSIS:

This contract has a minimal impact on Sultan Budget to complete tasks such as cleaning up the Osprey Park trails, also along US 2 greenways that currently City of Sultan does not have staff to accomplish. Partnering with Department of Corrections helps the City of Sultan create effective and efficient methods of acquiring, developing, operating and maintaining facilities that accurately distribute costs and benefits to public and private interest.

RECOMMENDED ACTION:

Authorize Mayor Tolson to sign the renewal form of Contract # CDCI 4597 with Washington State Department of Corrections for the period of July 1, 2007 through June 30, 2008.

COUNCIL ACTION:

DATE: May 10, 2007

ATTACHMENTS:

Community Work Crew Work Project Description, Contract # CDCI 4597
With Cover Letter



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
NORTHWEST REGION BUSINESS OFFICE
P.O. Box 888 • Monroe, Washington 98272-0888 • (360) 794-2400
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BY:.....

April 19, 2007

City of Sultan
Attn: Ms. Connie Dunn
P.O. Box 1199
Sultan, WA 98294

Subject: Renewal of Contract # CDCI 4597

Dear Ms. Dunn:

Your current Community Work Crew Contract with the Department of Corrections will expire on June 30, 2007. If you would like to renew this contract, please sign, date and return the enclosed Work Project Description.

Please respond no later than May 30, 2007 to ensure your contract is renewed.

The following changes become effective July 1, 2007:

- The mileage rate has increased to \$0.485
- The workers compensation rate has decreased to \$0.2380

If you have any questions, please contact me at the number below.

Thank you for your prompt attention to this matter.

Sincerely,

Tracy Butterfield
Fiscal Analyst III
Dept. of Corrections, Monroe
(360) 794-2881

Enclosures (1)

"Working Together for SAFE Communities"



State of Washington
Department of Corrections
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**Community Work Crew
Work Project Description**

- **Contract number:** CDCI 4597
- **Institution:** Monroe Correctional Complex
- **Contractor:** City of Sultan
- **Project Period:** July 1, 2007 – June 30, 2008
- **Project Description:** DOC will provide inmate work crews to do general labor for the contractor. Labor to include brush clearing, trail maintenance, litter clean-up, "grounds" work (i.e. mowing, weeding, sweeping, trimming, raking, etc.), cutting up logs, ditch digging, demolition work, brush removal/hauling/dumping, etc. DOC will provide all necessary tools and equipment required to complete the project requirements.
- **Payment Terms:** In consideration of the services provided by DOC, the parties to this contract agree to reimburse DOC for the following costs:
 - A. Inmate crew wages of \$1.10 per hour per inmate.
 - B. Vehicle operating costs at the prevailing state rate. The current rate is \$0.485 per mile,
 - C. Workers compensation of \$0.2380 per hour worked per inmate.
 - D. Standard fee of 50% of the inmate labor, mileage and workers compensation totals. This fee is for the use, repair and maintenance of DOC supplied tools and equipment used on the projects.

DOC shall bill the Contractor by the 10th of each month.
Payment shall be due to DOC within 30 calendar days from date of invoice.

- **Additional Terms and Conditions:**
 - A. No public employees will be displaced as a result of this contract.
 - B. Offender work crews will consist of no more than 10 offenders.
 - C. DOC shall provide one correctional officer to supervise the crew.
 - D. DOC will maintain a log of hours worked by offender crews.
 - E. All DOC and MCC Policies will be adhered to, including non-smoking and unauthorized literature. Any observed violations must be reported to the assigned correctional staff immediately.

Contractor:

Department of Corrections:

DATE

DATE

Ken Quinn, Superintendent MCC

Please Print Name and Title