

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM #:** C - 3  
**DATE:** May 13, 2010  
**SUBJECT:** Contract Renewal – Department of Corrections  
**CONTACT PERSON:** Connie Dunn, Public Works Director 

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**ISSUE:**

The issue before the Council is authorizing the Mayor to sign the renewal of the Department of Corrections Contract #CDCI 4597. (Attachment A)

**SUMMARY:**

The Department of Corrections (DOC) provides inmate work crews to do general labor at a minimal cost:

- \$1.10 per hour per inmate
- \$0.50 mileage rate
- \$0.2397 workers compensation rate

Labor includes brush clearing, trail maintenance, litter clean-up, grounds work, ditch digging, demolition work and brush removal and dumping. The DOC requests the City provide all the necessary tools and equipment required to complete the project requirements.

The DOC provides a correctional officer to supervise the crew and maintains a log of hours worked by the crew.

The City has used DOC crews in the past to do trail maintenance and work in the watershed. They could be used to maintain the Highway right of way, Osprey Park trails and maintain the cemetery. The contract is effective June 1, 2010 to June 30, 2011.

The following is a list of projects that Public Works Staff has developed as a possible project list that could be accomplished with DOC work crews:

**PARKS**

- Install the Swing Set at Osprey Park, donated from VOA      end of July 2010
- Garden and Travelers Park along the RR Track cut out blackberries and trim trees      April 2011

**WATER**

- Around Lake 16, slashing deciduous trees and brush, before the leaves fall, the leaves recreate the water to be discolored adding organic materials to be treated at the water plant  
July 2010

**STREET**

- Maintenance on Evacuation Trail August, 2010
- Fifth Street Trail between High Ave. and High School, it becomes a fire hazard by late summer  
June 2010

**STORMWATER**

- Maintenance of the Retention Ponds owned by the City:
  - Sultan Basin Rd. September 2010
  - Swale at River Park September 2010
  - Elm Street Ponds September 2010
  - Pine Street September 2010

**FISCAL IMPACT**

DEPT.		ESTIMATED TOTAL HOURS	ESTIMATED COST	Funds Available
Parks:		200	\$400.00	2011
Water:		200	\$400.00	2010
Street		100	\$200.00	2011
Stormwater:		200	\$400.00	2010

The hours are based on 40 hour week and 5 man work crew. All numbers are approximate.

**ALTERNATIVES**

- 1) Authorize the Mayor to sign the contract renewal with the Department of Corrections. This would allow the City to use inmate work crews to complete projects in Water and Stormwater Departments in 2010 then Parks and Streets in 2011.
- 2) Do not authorize the Mayor to sign the contract renewal with the Department of Corrections and direct staff to find alternate methods for maintenance.

**RECOMMENDATION:**

Staff recommends the Mayor be authorized to sign the renewal of Contract #CDCI 4597 with the Department of Correction to complete projects in the Water and Stormwater Departments in 2010, then budget in 2011 for work in the parks and streets.

**WASHINGTON STATE  
DEPARTMENT OF CORRECTIONS**

CLASS IV WORK PROJECT DESCRIPTION

**Contract Number:** CDCI 4597

**Employer:** CITY OF SULTAN  
Contact: **Connie Dunn** Telephone: **(360) 793-1114**

**Work Project Description:** DOC will provide offender work crews who will do general labor for the contractor. Each work crew shall consist of approximately 8 Minimum Custody offenders supervised by a first aid qualified Correctional Officer.

**Project Period:** July 1, 2010 through June 30, 2011.

**Projected Number of Offender Work Crew Hours:** Dependent upon work needing to be done. Crews work a 10 hour day from departure of facility and return.

**Special Payment Terms:**

- A. Inmate crew wages of \$1.10 per hour.
- B. Workers compensation of \$0.2397 per hour worked per offender.
- C. Additional fee of 50% of the total cost for wages, compensation, and mileage totals added for tool maintenance and repair.
- D. Vehicle operating costs charged at the prevailing rate.

Current Washington mileage is \$ 0.50 per mile.

**Personal Protective Equipment:** Hard hats, goggles, hearing & eye protection & work boots will be provided by DOC.

**Equipment/Tools:** MCC will continue to provide power tools through the 2010 contract year. Tools will be phased out through attrition. Contractors will need to begin acquiring tools since MCC tools are not being repaired/replaced and therefore may not be available for a particular job. On July 1, 2011 tools will be supplied solely by the contractor in order to extend the contract further.

**Safety Training:** Employer will provide job and safety training in compliance with all applicable laws or regulations such as, but not limited to WISHA.

**Additional Terms:** Crews may be held in for facility need at any time. Crews may be held in or redirected in the event of a natural disaster; i.e. fire, earthquake, or flood. Crews may also be recalled early due to institutional safety and security.

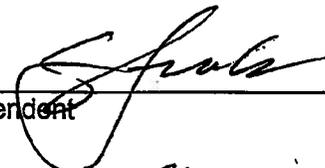
**EMPLOYER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**DEPARTMENT OF CORRECTIONS**

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Institution

  
\_\_\_\_\_  
Date

## Connie Dunn

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**From:** Polson, Dianna F. (DOC) [dfpolson@DOC1.WA.GOV]  
**Sent:** Friday, April 16, 2010 1:24 PM  
**To:** connie.dunn@ci.sultan.wa.us  
**Subject:** MONROE CORRECTIONAL COMPLEX COMMUNITY WORK CRWE  
**Attachments:** DOC1pMON1027\_20100416\_100519\_a482850e00cd.pdf

Connie,

This is for the new contract that goes from July 1, 2010 thru June 30, 2011. Please print, review, sign and date. If you can you could scan it back to me in email if you are not able to do that then you can either mail it or fax it back to me. If you have any questions or concerns please contact Dave Bustanoby at 360-794-2325.

Dianna Polson  
Monroe Correctional Complex  
Minimum Security Unit  
16446 177th AVE SE  
PO BOX 7001  
MONROE, WA 98272  
360-794-2669 PHONE  
360-794-2761 FAX

-----Original Message-----

**From:** DOC1pMON1027 [mailto:DOC1pMON1027]  
**Sent:** Friday, April 16, 2010 11:05 AM  
**To:** Polson, Dianna F. (DOC)  
**Subject:** Scanned image from DOC1pMON1027

DEVICE NAME: DOC1pMON1027  
DEVICE MODEL: MX-M620N  
LOCATION: MON1 MSU ADMIN

FILE FORMAT: PDF MMR(G4)  
RESOLUTION: 300dpi x 300dpi

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