

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: April 21, 2022

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the preparation and submittal of a Request for Proposal for Professional Park Landscape Maintenance Services

ISSUE:

Shall the Board of Directors authorize the preparation and submittal of a Request for Proposal for park landscaping maintenance services?

GENERAL MANAGER'S RECOMMENDATION:

Authorize the General Manager to submit a Request for Proposal for park landscaping maintenance services.

FISCAL IMPACT: \$500 advertising cost.

DISCUSSION:

Staff is recommending soliciting proposals to determine the annual cost saving to hire a company to maintain all of the HPUD parks landscape maintenance. Landscape maintenance will include lawn mowing, edging, and trimming around trees, stairways, walkways and borders. Removal of trimmed mowed grass, paper, weeds, trash and debris. Trimming of shrubs, trees and palms not exceeding 10 feet tall. Reshaping of trees and shrubs that have started unwanted growth. Cultivating of flower beds.

The fully burdened cost of the Parks Maintenance employee including benefits is \$77,000. There is a potential cost savings by hiring a professional company to perform many of the park landscaping maintenance duties. Additional savings would result from reduced operation and maintenance of equipment that would be provided by the contracting firm. Our riding lawn mower is nine (9) years old and reaching the end of its life expectancy. This item will be included in our FY 2022-23 budget unless we hire a landscape service.

Currently, we have one Parks Maintenance positions filled and one temporary part-time employee who works only 4 hours per day. In the past, the District had two full time employees in Parks. In 2019 one of the parks employees was promoted to a water/wastewater operator in training and at that time, the District issued a request for proposal for park landscape services. It was later determined that there was a great enough of a cost savings and the issue was not pursued during the budget development in FY 2020-21. Then we were hit with COVID and our employees were working altered hours to help stop the spread of COVID.

In FY 2021-22, the Board approved hiring a temporary part-time employee to work with our full-time employee. However, even with 1.5 Full time employees our parks need more attention.

CONCLUSION:

During the budget development for this Fiscal Year, staff feels it is a good opportunity to solicit proposals for professional park landscape maintenance services and to determine the annual cost savings by contracting these services.

Once the request for proposals have been received and we have prepared a cost analysis, we will present that to the Board for your consideration. We should have this information to you by the May 19th meeting.

ALTERNATIVES:

- 1) Do not authorize the General Manager to submit an RFP for parks landscape maintenance services.
- 2) Provide alternative direction to staff.

Respectfully Submitted,
Laura Fischer, General Manager