

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Public Works	DATE SUBMITTED: 05/28/2021
PREPARED BY: Teresa Tieman, Mike Locke	
SUBJECT: Mowing Contract	
REFERENCE:	
RELATED PROJECT: Back Flow Preventer Installation Project	
REVIEWED BY: Teresa Tieman	
EXHIBITS: Quote	
EXPENDITURE REQUIRED: \$812.50/week up to 16 weeks \$13,000	AMOUNT BUDGETED: \$0
FUNDING SOURCE (Dept./Page in CIP & Budget): RTT	
TIMETABLE: up to 16 weeks	
RECOMMENDED ACTION: Review and discussion	

BACKGROUND AND ANALYSIS

The Public Works team recognizes the importance of installing eleven back flow preventers in critical areas around the Town to prevent flooding in the Town's bay areas. These back flow preventers will replace aged, inoperable valves. The Public Works team has been short staffed for several months by half a person and has not been able to focus attention or time to this project. They investigated contracting the installation of the back flow preventers and received a quote of \$33,000.

After analyzing the situation, the Public Works team believes that contracting the mowing for up to the next sixteen weeks (June through September) would free them up to focus on the installation project and be a less expensive alternative.

We have received a quote of \$13,000 for mowing all Town rights of ways, medians and any areas typically mowed by the Public Works team. This is \$812.50 per week. The quote is based on \$50 per man hour and \$50 per week for gas. The Town will only be charged for the mowing work that is done.

If this system is effective in completing installation of the 11 replacement back flow preventers, staff may be requesting early authorization to move forward with an additional fourteen valves (\$23,100) proposed for the FY 22 capital budget.

Staff recommends Council approval of spending up to \$13,000 for summer mowing in order to move the back flow preventer installation forward.