

**Subject: Resolution 2017-61 - Authorizing an Intergovernmental Cooperative Agreement with County of Boulder and the Town of Lyons for Funding a Crew Boss and Work Crew for Town Maintenance Projects**

**Presenter: Victoria Simonsen/Dave Cosgrove**

**Background Information:** For several years the Town of Lyons has been working with Jail Inmate Work Crews through the Boulder County Sheriff's Department to assist the Town with various construction and maintenance tasks. The assistance of these crews has lent critical support to the Town's labor force and limited resources to complete projects that may have otherwise been difficult to complete.

These crews have been invaluable; unfortunately, they have also been difficult to fully plan for and utilize due to scheduling difficulties. Oftentimes, crews will show up when staff members have not been notified or fully aware. In addition, the Town has had to work around the Sheriff's Office's other contracts and obligated schedules, often leaving the Town having to staff these Jail Inmate Work Crews on weekends with our Town Staff, creating scheduling and overtime issues. This agreement would let staff properly plan for and execute a strategy to complete designated tasks and implement various maintenance plans effectively.

The proposed agreement would alleviate these issues by offering regularly scheduled crews and a crew boss in which to communicate with. It would offer the Town an average crew of five (5) workers with the supervision of a Boulder County Sheriff Crew Boss, for two full weekdays (Thursday and Friday have been discussed as the scheduled days) for a total of six months (June 1, 2017 through December 31, 2017) at about the same cost of a .5 FTE (\$18,000). This is a significant amount of labor hours: 16 hours/week x 5 crew members = 80 hours x 26 weeks = 2080 hours or the same as one FTE 40 hrs/week for one full year.

The \$18,000 payment to Boulder County would be paid through the financial savings to date from the lack of staffing in the Public Works and Utilities areas year to date.

With proper planning, direction and specific training on certain projects, jail inmate crews can assist the Town throughout the year with a variety of routine/seasonal maintenance tasks and other larger projects as needed. The following is an example list of potential tasks that jail inmate crews could assist maintenance staff in completing. This would begin to allow for better delivery of service to the community by permitting regular staff to complete a backlog of higher priority projects. These projects are in no particular priority or order:

- 1) Trail construction/maintenance
- 2) Regular weeding of planter beds, Main St., park areas, and removal of noxious weeds
- 3) Fence repair and maintenance

- 4) Sign installation and maintenance - parks and streets
- 5) Painting of curbs, streets, buildings, and other areas
- 6) Clearing of storm drains/pipes
- 7) Clean up of alleys/Rights of way
- 8) Assist with weekly and special event trash removal in parks/downtown
- 9) Assist with special event set up/tear down - other special event needs
- 10) Assist with inventory
- 11) Cleaning of shop areas/equipment/fleet vehicles
- 12) Assisting staff with moving offices/building furniture
- 13) Moving and organizing files
- 14) Cleaning windows
- 15) Planting trees/tree maintenance
- 16) Building retaining walls/landscape walls
- 17) Seasonal Maintenance-planting, edging, pruning, painting, sweeping, clearing gutters/under drains, mulching, raking leaves, shoveling snow, etc.
- 18) Assisting with cleaning shelter areas
- 19) Assisting with cleaning fire pits, fire places, grills
- 20) Assist with playground surface maintenance
- 21) Assist with sidewalk repair
- 22) Ditch cleaning/repair
- 23) Assist with community clean up days
- 24) Assist with Holiday lights/displays/Town banners
- 25) Cold asphalt patching of potholes/streets

Staff fully supports the pursuit of this agreement with Boulder County to assist the Town in its continued effort to delivery better services to the Lyons community.