



Libraries Outdoor Maintenance Agreement

City of Alexandria, Virginia

Alexandria Library

August 20, 2008

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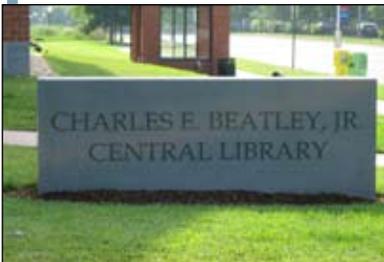
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Introduction



During the City Council Budget Hearings in 2007, the City Council proposed changes to the existing structure of maintenance responsibilities at the public libraries. In an effort to utilize and manage City resources more effectively, the City Council and Office of Budget and Management (OMB) proposed that RPCA provide the grounds maintenance, and T&ES provide snow removal and paving for the four City Libraries. Internal meetings were held between RPCA and Library Staff members to further define the maintenance roles of each agency and to create a Memorandum of Understanding(MOU) signed by each agency in 2008.



As part of the City Manager's desire to provide better efficiencies to the community, the Director of Libraries agreed to the existing Library grounds being maintained by RPCA Park Operations Division. The Park Operations Division was recently reorganized into seven districts that decentralized the operations to on-site locations, allowing them to gain a significant amount of time for maintenance functions that had previous been lost to inter-city travel.



This proposal seeks to develop better communication between the Departments of Recreation, Parks and Cultural Activities (RPCA), and the Alexandria City Libraries. The estimate contained in this MOU for the Level 3 cost of services in FY 2008 is \$47,000 including \$12,000 in material costs and additional horticultural services. While this figure is \$17,000 more than the current budgeted amount, it allows RPCA Park Operations Division the ability to provide a higher level of maintenance for each library, enhancing the beauty and providing a better quality of life for the community. It is intended that this memorandum will be signed in August 2008.



Levels of Service to be Provided

Overview

Mowing Operations

The Libraries sites will be mown at frequencies prescribed in their assigned level of service, (discussed in more detail on page 7) April through October depending on weather conditions and the condition of the individual sites. Every attempt will be made to conduct mowing operations during the regular work day in the mornings.

Leaf Collection

Leaf collection will begin with City scheduled removal of leaves between late October and December. Collection activity will be conducted according to level of service assigned to each site. As weather permits, unscheduled leaf removal will continue into the spring.

Snow Removal

Each Library will be assigned a crew for snow removal. The crews will operate on 12-hour shifts during snow removal days to make sure libraries are plowed and sidewalks are cleared within the time frames listed per level of service. Winter maintenance programs will take place in January and February. The snow removal plans for each Library are highlighted in yellow and orange on the following pages.

Spring Maintenance

In March and April, each site will receive additional maintenance including pruning the trees, overhauling the flower and shrub beds and repairs to the turf areas.

Tree Services

Library properties will be inspected annually to determine tree maintenance requirements on each site. Work orders to prune trees, remove low limbs and/or limbs interfering with library structures, and when necessary remove dead or hazardous trees and stumps will be written and executed as needed. In general, pruning of all trees will be completed on a five year rotation. Limbs that fall and trees that are damaged or fail during severe weather events will be removed as soon as possible.

Levels of Service to be Provided

Overview Continued

Horticulture Services

The goal is to provide perennials and seasonal color to all designated areas at each Library according to the assigned level of service. The Horticultural Supervisor at RPCA will consult with the Director of Libraries to determine appropriate plant needs given each budget cycle and level of service. Additional mulch and/or additional service will be provided through requests to the RPCA Park Operations and for an additional fee. Any additional landscape areas or services not identified in this plan that the Libraries desire will be at the expense of the Libraries.

Capital Improvement Projects

RPCA and Libraries recognize that consideration should be given to making capital improvements on Library grounds maintained by RPCA. Such improvements could include, but are not limited to new irrigation systems, outdoor gardens, demonstration areas, natural areas etc. The RPCA will consult with Library staff during the development of the City Manager's proposed CIP. Such projects, if proposed by the City Manager, will be contained in the RPCA section of the CIP with support from Libraries during the budget process.

Friends of the Libraries

Friends of the Libraries and other volunteer groups may perform weeding, mulching, watering and installation of new plants on Library grounds if done so in coordination with RPCA. Groups may request mulch and plants from RPCA for a fee. All requests must be made in writing.

Additional Services

Additional services not addressed in this MOU may be provided by RPCA at an additional charge. Additional services include but are not limited to lawn weeding, pruning outside of normal schedule, leaf pickup outside of normal schedule, and other services outside of Maintenance Level 3, listed on page 8 of this MOU.

Points of Contact

RPCA will coordinate all communication related to outdoor library maintenance through the Deputy Director of Libraries with a cc: to the Administrative Officer. Alexandria Library will coordinate all communication related to outdoor library maintenance through the Deputy Director with cc: to the Horticultural Supervisor at RPCA. RPCA will not coordinate with volunteer groups without direction from designated library staff.

Levels of Service to be Provided

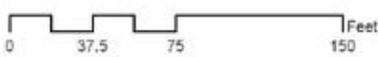
Kate Waller Barrett Branch Library - Waterfront District



Located at:
717 Queen Street
Alexandria, VA 22314-2420

Service Level 3

Snow Removal Plan

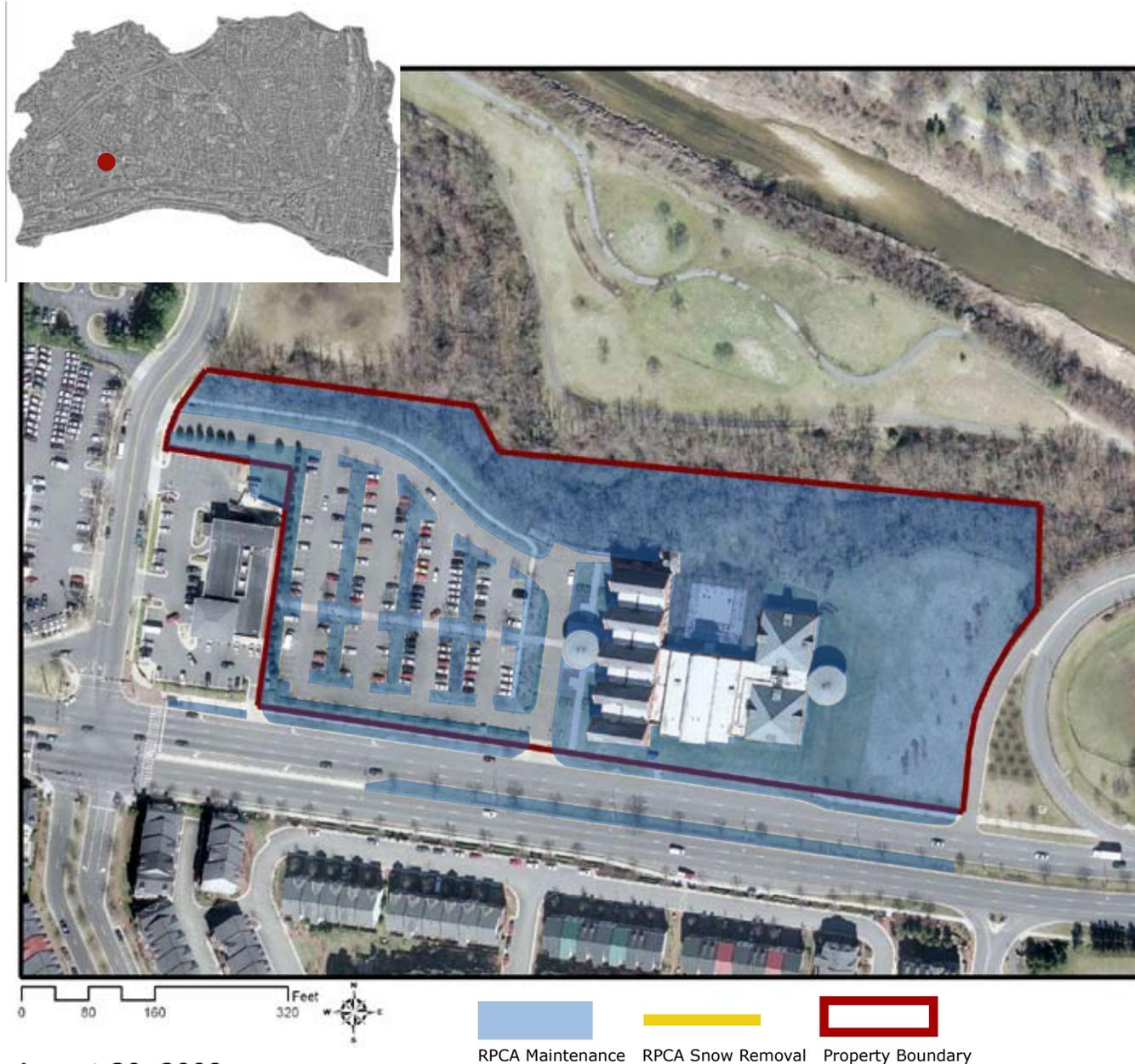


-  RPCA Maintenance
-  RPCA Snow Removal
-  Property Boundary

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Levels of Service to be Provided

Charles E. Beatley, Jr. Central Library - Ben Brenman District



Located at:
5005 Duke Street
Alexandria, VA 22304-2903

Service Level 3

Snow Removal Plan



August 20, 2008

Levels of Service to be Provided

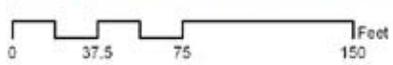
Ellen Coolidge Burke Branch Library - Fort Ward District



Located at:
4701 Seminary Road
Alexandria, VA 22304

Service Level 3

Snow Removal Plan



RPCA Maintenance RPCA Snow Removal Property Boundary

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Levels of Service to be Provided

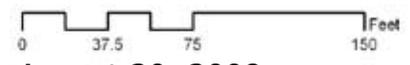
James M. Duncan Branch Library - Simpson District



Located at:
2501 Commonwealth Avenue
Alexandria, VA 22301

Service Level 3

Snow Removal Plan



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Levels of Service to be Provided

Proposed Operating Costs

Library	Labor	Material Cost	Total
Barrett			
Level 1	\$7,125	\$2,250	\$9,375
Level 2	\$5,625	\$1,875	\$7,500
Level 3	\$4,375	\$1,500	\$5,875
Beatley			
Level 1	\$35,625	\$11,250	\$46,875
Level 2	\$28,125	\$9,375	\$37,500
Level 3	\$21,875	\$7,500	\$29,375
Burke			
Level 1	\$7,125	\$2,250	\$9,375
Level 2	\$5,625	\$1,875	\$7,500
Level 3	\$4,375	\$1,500	\$5,875
Duncan			
Level 1	\$7,125	\$2,250	\$9,375
Level 2	\$5,625	\$1,875	\$7,500
Level 3	\$4,375	\$1,500	\$5,875
Total			
Level 1	\$57,000	\$18,000	\$75,000
Level 2	\$45,000	\$15,000	\$60,000
Level 3	\$35,000	\$12,000	\$47,000

Maintenance Levels

Level 1

Horticulture: 4 seasons of color: Spring, Summer, Fall, and Winter (annuals)
 Mowing: 7 day schedule (April- October)
 Leaf Collection: 7 day schedule
 Snow Removal: Bare Pavement within 4 hours
 Trash Removal: Daily

Total Costs:
\$75,000/ year

Level 2

Horticulture: 2 seasons of color: Spring, Fall, (annuals)
 Mowing: 7-10 day schedule (April- October)
 Leaf Collection: 10 day schedule
 Snow Removal: Bare Pavement within 8 hours
 Trash Removal: Twice weekly

Total Costs:
\$60,000/ year

Level 3 (Current Level for All Libraries)

Horticulture: No annuals- Perennials only
 Mowing: 10-14 day schedule- April- October
 Leaf Collection: 15 day schedule
 Snow Removal: Bare Pavement within 12 hours
 Trash Removal: Inspections every 5-7 days

Total Costs:
\$47,000/ year

Interdepartmental City Contract

WHEREAS, The City of Alexandria is fortunate to be able to provide many fine public facilities for use by its citizens; and

WHEREAS, the Alexandria City Manager has agreed that it is in the best public interest for RPCA and the Libraries to work together to ensure the maximum feasible public use of these facilities for educational and recreational purposes; and

WHEREAS, the Alexandria City Library and the City of Alexandria Department of Recreation, Parks, and Cultural Activities (RPCA), agree to have RPCA provide outdoor grounds maintenance activities and mutual services related to their specific areas of responsibility and for the Libraries to provide for the public service and indoor maintenance of the Libraries and mutual services related to their specific areas of responsibility.

NOW THEREFORE, the Alexandria City Library and the City of Alexandria Department of Recreation, Parks & Cultural Activities do hereby enter into the following agreement for the grounds maintenance of public libraries.

Philosophy, Situation, and Terms of This Agreement

A. The purpose of this agreement is to provide detailed understanding and structure for cost effective grounds maintenance associated with City of Alexandria Library grounds, open space, gardens, and Library property to provide greater efficiency to the City of Alexandria taxpayers.

B. It is recognized that RPCA and the Libraries and other City agencies are limited in financial, personnel, and facility resources to support their respective programs. Therefore, establishing a mutual maintenance agreement that provides best management practices to support the mission and desires of the City and provides maximum effective utilization of all public/community facilities is beneficial.

C. The City of Alexandria Library System has provided \$30,000 from the FY 2007 year budget to fund the grounds maintenance from the Library operating funds to effectuate this funding arrangement. RPCA staff shall recommend appropriate actions to be completed as grounds maintenance tasks.

Interdepartmental City Contract

- D. RPCA shall provide outdoor grounds maintenance in the designated areas found in this agreement, see pages 3-6.
- E. The City Council approved a fund balance transfer in the amount of \$30,000, which was included in the FY 2008, RPCA operating budget. After this one time transfer, RPCA will maintain these costs through the City budget process.
- F. The Libraries shall be responsible for the electrical and water costs associated with grounds maintenance tasks at each site.

Interdepartmental City Contract

Funding

In FY 2009 and thereafter, the RPCA and Libraries shall fund necessary costs pursuant to this agreement in accordance with normal budgetary procedures. If either RPCA or Library staff believe that a change in the negotiated levels of service are warranted for any reason, each shall notify the other in a timely fashion during the development of their respective budget requests.

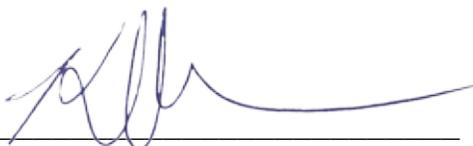
City staff shall make good faith efforts to maintain the levels of service as negotiated in this agreement and shall add whatever is necessary in the RPCA budget to cover inflation, COLAs, increased benefits costs and other operational cost increases that are necessary to provide that level of service. If the Libraries desire higher levels of service than those negotiated here, then the cost of such increases will be the responsibility of the Libraries.

Public Information

The RPCA Park Operation staff will prepare annually for the City Manager and Library Board, an evaluation report on the administration of this agreement, which will be disseminated by the City Manager as they deem appropriate.

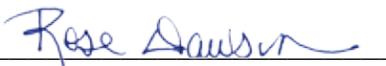
This agreement is made on this 20th Day of August 2008, by and between the Director of Libraries, Alexandria, VA, and the City of Alexandria Department of Recreation, Parks & Cultural Activities. It formalizes and gives credence to procedures for proper use of the City Library Facilities and assigns responsibilities for the ground maintenance and snow removal for the 4 Library facilities.

This agreement shall be for an indefinite term commencing on July 1, 2008. Either party may terminate this agreement unilaterally upon providing the other party(s) with written notification of twelve months notice of such intentions. July 1 of each year is the agreed upon date of notice to allow for appropriate budget adjustments by both parties for the fiscal year commencing twelve months later.



By: Director of RPCA,
City of Alexandria, VA

8.20.08
Date



By: Director of Libraries,
City of Alexandria, VA

8/21/08
Date