



CITY OF VENICE
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Interoffice Memorandum

City Manager's Office

TO: Mayor Holic and City Council Members

FROM: Edward F. Lavallee, City Manager 

RE: Hiring Four Employees to Clean and Maintain City Facilities

DATE: April 18, 2018

This is a request for City Council approval to amend the current adopted budget for purposes of hiring four employees to clean and maintain City facilities. During the past six years, and presumably prior to that period, the City has not employed any building janitorial/cleaning personnel. The cleaning services have been contracted out to private companies. This condition has proven to be less than optimum. Our latest contracted service was terminated two weeks ago for a number of problems: poor cleaning performance, cleaning personnel allowing unauthorized individuals into City buildings, and destruction of City property. Previous to this experience, a former contracted service resigned in the face of criticism over the quality of the cleaning of City property.

Experience has shown that there are specific benefits to hiring employees for certain types of work as opposed to contracting for the service. Pride in workmanship, security concerns, and flexibility in scheduling are among the important benefits of providing a cleaning service with in-house employees. The appearance and condition of City buildings reflects on all of us. *A sense of ownership and pride in daily workmanship distinguishes outside contracted service from employees that belong to the organization they serve.*

There are a number of specific challenges to the City's overall cleaning requirements: week-end duty; cleaning of public rest rooms; flexibility to be available more frequently during special events. These challenges are difficult to meet with a rigid defined cleaning contract.

Attached is a proposal to hire three entry level service technicians and one working crew leader to assume full responsibility for the cleaning of City buildings and facilities. This includes properties assigned to the Enterprise Funds. For those facilities, the cost will be proportionately billed through an indirect cost allocation formula.

Aside from the personnel costs, there is a one-time start-up cost for equipment and materials – projected at \$5,000. The cost to employ the personnel as requested approximates \$86,000 for the remainder of the fiscal year. The projected cost of service for fiscal year 2019 is \$216,820. The cost of the current contracted service is \$63,000. The services received under the last contract were limited to emptying trash, limited cleaning, and replenishing of restroom supplies. There were no proactive tasks performed. Under an in-house model, a higher quality of service will be visible with troubleshooting, minor maintenance, and preventive work included in the daily work regimen.

EFL/jg

Attachment