



## Agenda Memo

Crest Hill, IL

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**Meeting Date:** 12/11/23  
**Submitter:** Blaine Kline, Director of Public Works  
**Department:** Public Works  
**Agenda Item:** Janitorial Position

**Summary:** After having six months to evaluate the part time janitorial situation and the cleaning needs of City Hall, Council Chambers, and the Police Department we have realized some internal needs are not being met. Most importantly it has been a struggle to retain three part time 19 hours a week janitors. Notably only one has been dependable. We hired off two civil service lists and have not had much luck contacting the applicants once the position was open for hire. We initially planned for three part time janitors at 19 hours a week at a rate of \$20 per hour. That amounts to \$59,280 annually for part time janitors. Quotes from the previous cleaning vendor came in anywhere from \$5000-\$7500 per month when researched last year. While some part-time help is necessary moving forward, it is believed that having one full time janitor dedicating 40 hours a week at City Center would make a substantial improvement in the cleaning operations.

Staff has talked about this idea with both administration and police, and all are in favor of this proposed plan. It is recommended that the salary be \$19 an hour for a total of \$39,520 plus benefits. This position would have flexible hours to meet the cleaning needs and could work evenings and weekends. One part-time staff member would also need to be on staff to fill in for potential time off, holidays, and sick leave.

**Recommended Council Action:** Recommend staff to move forward with offering the current part-time janitor to become a full-time staff member.

### Financial Impact:

**Funding Source:**

**Budgeted Amount:** \$59,820

**Cost:** \$39,520 plus benefits

**Attachments:**