



City of Grass Valley
City Council
Agenda Action Sheet

Title: Park Restroom Maintenance Services and Parks Division Staffing

CEQA: Not a Project.

Recommendation: That the City Council:

1. Approve the addition of one full-time Maintenance Worker I position in the Parks Division, effective August 1, 2026.
2. Authorize the Finance Director to amend the Fiscal Year 2026-27 General Fund budget by transferring appropriations from the Ultimate Building Maintenance contract to the appropriate salary, benefit, and contractual services accounts.

Prepared by: Jennifer Styczynski, Finance Director

Council Meeting Date: 07/14/2026

Date Prepared: 07/07/2026

Agenda: Consent

Background: Since March 2021, the City has contracted with Ultimate Building Maintenance to provide daily cleaning services for park restroom facilities. The current agreement provides for cleaning services seven days per week at eleven restroom facilities and two shower/locker room facilities. Services include trash and debris removal, cleaning and sanitizing sinks, toilets, floors, counters, faucets, mirrors, and surrounding wall surfaces, as well as sweeping and mopping floors. The annual contract amount is up to \$115,140.

Staff has evaluated the current service model and determined that bringing daytime restroom cleaning services in-house while contracting evening restroom cleaning and locking services will improve operational efficiency, increase workforce flexibility, and reduce overall operating costs.

Discussion: The proposed staffing and service changes are intended to improve the efficiency of the Parks Division by assigning work according to employee skill level while maintaining a high level of service for park restroom facilities.

Under the proposed approach, a newly created full-time Maintenance Worker I position will assume responsibility for the daily cleaning and maintenance of park restrooms. Assigning these routine maintenance responsibilities to an entry-level maintenance employee allows experienced maintenance staff to focus on higher-priority and more technically demanding work, including equipment diagnostics and repairs, irrigation system maintenance, preventive maintenance activities, infrastructure repairs, technical landscaping projects, and other skilled assignments requiring greater experience and expertise.

After completing daily restroom cleaning responsibilities, the Maintenance Worker I is expected to have approximately three to four hours each day available to perform other

routine maintenance activities throughout the City's parks, including litter removal, mowing, landscape maintenance, and basic facility upkeep. This additional staffing capacity will improve the department's ability to complete routine maintenance activities while providing greater flexibility to respond to seasonal workload demands, special projects, and unexpected maintenance needs without diverting senior staff from skilled work.

To complement the in-house daytime maintenance program, staff recommends contracting with Gold Country Security to provide evening restroom clearing and locking services. Services will include inspecting restroom facilities approximately one hour after sunset each evening, ensuring facilities are vacant prior to closing, locking restroom buildings, inspecting for vandalism or damage, and reporting maintenance concerns to City staff. The contract will cover seven park and parking lot locations, including two parks with multiple restroom facilities.

Contracting for these evening services allows the City to secure restroom facilities after normal Parks Division working hours without requiring overtime or extended work shifts for City employees. This approach provides a cost-effective means of ensuring park restrooms are closed and secured each evening while allowing Parks Division staff to focus on daytime maintenance and operational responsibilities during their regular work schedules.

Staff solicited proposals from five security service providers. Gold Country Security was the only firm to submit a proposal. The proposed annual contract cost is \$21,240.

Council Goals/Objectives: This recommendation supports the City's Strategic Plan by promoting Fiscal Sustainability through a more cost-effective service delivery model while enhancing Parks and Recreation operations through improved maintenance efficiency, increased workforce flexibility, and continued high-quality service to park users.

Fiscal Impact: The current Ultimate Building Maintenance contract has an annual cost of up to \$115,140.

The proposed Maintenance Worker I position has an estimated fully burdened annual cost of approximately \$82,413. The proposed agreement with Gold Country Security will cost approximately \$21,240 annually.

The combined annual cost of the proposed staffing and security services is approximately \$103,653, representing an estimated annual General Fund savings of approximately \$11,487 compared to the current contracted service model.

A budget amendment is required to implement these changes effective August 1, 2026. The amendment will transfer existing appropriations within the General Fund from the Ultimate Building Maintenance contract to the appropriate salary, benefit, and contractual services accounts. No additional General Fund appropriations are requested.

Account #: General Fund - Budget amendment to transfer appropriations from the Ultimate Building Maintenance contractual services account to the appropriate salary, benefits, and contractual services accounts.

Reviewed by: Interim City Manager

Attachments: None