



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 11, 2024

Subject: Approval of custodial managed services agreement

Staff recommends approval of the attached custodial managed services agreement with Tegrete Corporation. This proposal is part of a strategic approach to address the Public Works Department's request for additional field staffing.

Rather than hiring a new Public Works employee, staff proposes reallocating the current employee responsible for cleaning City Hall to field operations, where their skills can be utilized to meet the department's growing needs. To ensure City Hall remains well-maintained, this agreement provides for professional custodial services at a monthly rate of \$3,100, with a comprehensive scope of work outlined in the contract.

This approach is cost-effective, as it avoids the long-term financial commitment of hiring an additional full-time employee while meeting operational needs both in the field and within City Hall.

I recommend the City Council approve the custodial services agreement with Tegrete Corporation, effective January 6, 2025.

If you have any questions, please do not hesitate to contact me at 763-784-6491.