



AGENDA MEMO

Business of the City Council

City of Sweeny, Texas

Meeting Date	07/23/2024	Agenda Items	
Approved by City Manager		Presenter(s)	City Manager, CS, Finance
Reviewed by City Attorney		Department	Administration, CS, Finance
Subject	Discussion and possible action on janitorial rates and/or fees		
Council Strategic Goals	Government Sustainability		
Attachments / Supporting documents	Janitorial Services		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	See attached	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

At the May 21, 2024 meeting, proposals were presented from the 2nd run of the Janitorial Services RFP. Council requested for the services to stay as is, on a month to month basis with the City's current janitorial provider. Council additionally requested for a generalized agenda item to be brought back to the next regular meeting to further discuss janitorial rates and fees.

The City supplies all janitorial supplies to be used by the janitorial provider for all buildings.

- Seniors Building- We do not charge to use. Actions occupy the building Monday – Friday, 8am- 12 noon.
 - Ten (10) additional groups are currently using the facility.
 - The building is cleaned twice a week.
- Library- The City provides janitorial services five days a week.
- Community Center- The Community Center is cleaned per rental. The renter is charged a \$90.00 cleaning fee. That fee is passed through to the janitorial services provider.
 - From FY (10/1) to May 31/24, the City has paid our janitorial provider \$2,340.00 for rental cleanings at the Community Center.

* Staff suggests looking at incorporating a part time janitorial position to include all city buildings within the newly adopted FY 25 budget. A part time position could not exceed 1,000 hours. This would allow up to 20 hours per week for five facilities (CC, Seniors, Library, City Hall, Public Works, & Police Department), contrary to the currently three buildings cleaned for close to the same amount as projected if RFP requested rates are granted.



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Current Master Fee Schedule Rates assessed to the public for usage:

Seniors Building	No Fees
Library	No Fees/ Contract with Brazoria County
Community Center:	
Non Profit	\$315 Total; \$215 Rental Fee (\$90.00 cleaning fee included) & \$100 Deposit
Regular Rental	\$440 Total; \$290 Rental Fee (\$90.00 cleaning fee included) & \$150 Deposit

Current Janitorial Providers Newly Requested Rates per previously received RFP:

Seniors Building	\$75.00 per cleaning/ cleaned 2Xweekly = \$150.00 Weekly
Library	\$40.00 per cleaning/ cleaned 5Xweekly = \$200.00 Weekly
Community Center	\$100.00 per cleaning/cleaned as rented

Recommended Action

Council Discretion

**** If rental fees are modified, an amendment to the master fee schedule would be required. A statement reflecting would need to be included within the motion to allow staff to update accordingly.**