



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Hiring for Janitorial Position

Preferred Agenda: November 13, 2023

Submitted By: Jason Ogden, Chief of Police

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution ____ Motion Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Be an effective and efficient government

Attachments: N/A

Purpose of this RCA:

The purpose of this RCA is to seek the approval from council to create a part-time janitorial position that will be shared among the Sweet Home Municipal Court, Sweet Home Police Department as well as the Sweet Home Library.

Background/Context:

In the pursuit of cost-effective operational solutions, the Municipal Court, Police Department, and Library have collectively recognized the opportunity to optimize the management of janitorial services within their respective facilities. Each of these municipal departments has traditionally maintained their own janitorial services, incurring individual expenses for routine cleaning and minor maintenance.

Upon careful evaluation of the current operational setup, it has been determined that the Sweet Home Police Department and Sweet Home Municipal Court will need to comply with CJIS (Criminal Justice Information System) certification. In order to maintain the certification, we will need to hire someone that can be CJIS certified. It has also been determined that sharing the janitorial services will be more cost effective.

This proposed shift will involve the creation of a shared part-time janitorial position, totaling 15 hours per week, responsible for the maintenance and cleanliness of the facilities across all three departments.

The shared part-time janitorial position not only signifies a commitment to fiscal responsibility but also ensures that the three municipal departments can continue to provide a safe, clean, and welcoming environment for employees, residents, and visitors. This transition represents a proactive and cost-effective solution to address the janitorial needs of the respective departments while maintaining a high standard of facility upkeep.

The Challenge/Problem:

Maintenance Consistency: Ensuring consistent and high-quality janitorial services across the departments has been a challenge due to variations in service providers and their approaches. This challenge is particularly pronounced in facilities that require CJIS certification, such as the Police Department and Municipal Court. CJIS certification is essential for maintaining security and confidentiality within these departments.

Cost Effectiveness: With the city's commitment to fiscal responsibility, there is always a need to identify opportunities for cost savings. The shared janitorial position addresses this challenge by consolidating services and reducing overall janitorial costs for all departments.

Resource Allocation: Efficient allocation of resources, including personnel, time, and cleaning supplies, is essential for maintaining clean and safe public spaces. The challenge lies in finding the optimal balance between budget constraints and facility maintenance needs.

Stakeholders:

- Community – Cleanliness and upkeep of these facilities significantly impact their quality of life and overall well-being.
- Department Staff – There is a need for more cost-effective janitorial services for all three departments.
- City of Sweet Home Police Staff – Council support for hiring a part-time janitor that can be CJIS certified.

Issues and Financial Impacts:

Funds are available in the recently approved operating budget 2023-2024. We do expect some cost savings by consolidating between the three departments.

Elements of a Stable Solution:

A stable solution offers operational efficiency, reduced costs, consistency in maintenance, and enhanced security while ultimately benefiting both the city's finances and satisfaction of staff and community members.

Options:

1. Approve the requested position. This would allow for the Police Department, Municipal Court and Library to share one janitorial position.
2. Deny the request. This would not allow for the departments to share the position.
3. Amend the request. Direct staff to research other ways to accomplish the same goal.

RECOMMENDATION:

Staff recommends option #1. This would allow for the creation of one position that can be shared between all three departments.