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**Parks & Facilities
Department**

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To: Lemoore City Council **Item** 6

From: Joe Simonson, Parks & Recreation
Director

Date: June 10, 2010

Subject: Outsourcing Maintenance of Small Areas

Discussion:

The City of Lemoore Parks and Public Buildings Divisions have experienced many personnel staffing issues this year with multiple employee absences.

The Department has been able to maintain its work load with the help of the JTO (Job Training Office) employees. Unfortunately, the JTO office has informed us that the majority of the funding will be exhausted before the end of June. As well as being shorthanded, our citizens seem to be staying home and the parks are full each week necessitating more time spent cleaning up the pavilions, restrooms and grounds. With the start of summers hot temperatures and growing season, the work load is not manageable with the current staff level.

The Parks and Public Buildings Divisions have the charge to maintain the grounds at City Hall / Civic Auditorium, Veterans Memorial Building, Police Station, Cinnamon Municipal Complex, Train Depot, Sarah A. Mooney Memorial Museum, and the Meyers Ranch House. Maintenance of park grounds, pavilions and restrooms is essential at City Park, Heritage Park, Lions Park, Rotary Skate Park, Plaza Park, 19th Avenue Park's Vierra Field and Dog Park as well as some areas in downtown. The graffiti removal duties have been tasked to the same personnel as well.

Subcontracting out the grounds at the City Hall/Civic Auditorium, Veterans Memorial Building, Police Station, Train Depot, Plaza Park, Sarah A. Mooney Memorial Museum, and the Meyers Ranch House will free up each Tuesday to allow the Parks crew to keep up with the Parks Maintenance and allow for events and vacations.

The City received two quotes back in December from our current LLMD/PFMD contractors. At that time we were anticipating the potential departure/retirement of a Parks employee. Shinnen Landscape gave us a proposal \$2,488.16 per month and Elite Maintenance gave us a proposal of \$3,025.00 per month.

Budget Impact:

The projected costs remain lower than the 2010/2011 proposed General Fund Budget (Parks and Public Buildings), taking into account the untimely loss of one employee and the anticipated savings from the medical absences of multiple employees, on a monthly basis, even when factoring in the new costs associated with the contractor by about \$25,000 per year.

Recommendation:

That City Council approve subcontracting the small areas on a month to month basis as needed, around the buildings at City Hall/Civic Auditorium, Veterans Memorial Building, Police Station, Train Depot, Plaza Park, Sarah A. Mooney Memorial Museum, and the Meyers Ranch House to Shinnen Landscape Company for a cost of \$2,488.16 per month, on a month to month basis.