

PERSONNEL AND ANIMAL WELFARE and INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEES' REPORTS relative to the hiring plan for custodial service utilizing the Target Local Hire (TLH) Program.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. TRANSFER \$2,789,752 from the Unappropriated Balance to the Department of General Services (GSD) Contractual Services Account No. 3040, Fund No. 100/40.
2. TRANSFER \$262,000 from the GSD Contractual Services Account No. 3040, Fund No. 100/40 to the GSD's Salaries General Account No. 1010.
3. DETERMINE if six-month funding is needed and if so, APPROPRIATE \$253,000 from the Unappropriated Reserve for Mid-Year Adjustments to the GSD Fund No. 100/40 as follows:

<u>Account No.</u>	<u>Title</u>	<u>Amount</u>
1010	Salaries General	\$92,000
1090	Overtime General	\$8,000
3170	Custodial Supplies	\$78,000
7350	Other Operating Equipment	\$63,000
6010	Office and Administrative Expense	\$8,000
4430	Uniforms	\$4,000

4. RESOLVE that the following positions are APPROVED and CONFIRMED from January 1, 2019 through June 30, 2019, subject to allocation by the Civil Service Commission:

<u>Positions</u>	<u>Class Code</u>	<u>Title</u>
12	3156	Custodian
2	3176	Custodian Supervisor
2	3157	Senior Custodian
1	9171	Senior Management Analyst

5. INSTRUCT the GSD to report on a quarterly basis in regard to the status of the GSD's custodial services pilot program utilizing the TLH Program hires.
6. AUTHORIZE the release of \$2.8 million in continuation funding for custodial services for 135 small facilities.

Fiscal Impact Statement: The GSD reports that the TLH Training and Hiring pilot program will cost \$515,000 in 2018-19. Of this amount \$262,000 will be financed by a transfer within GSD

accounts. The remaining \$253,000 will require a transfer from the Unappropriated Balance. Future years funding will be included in the Department's annual budget requests.

Community Impact Statement: None submitted.

Summary:

On January 16, 2019, the Personnel and Animal Welfare (PAW) Committee considered a November 20, 2018 Department of General Services (GSD) report in response to a Adopted Budget Recommendation relative to the hiring plan for custodial service utilizing the TLH Program. According to the GSD, it is proposing a pilot program to hire up to 12 TLH candidates for regular full time custodial positions in the current year. In the first year, three locations (the Personnel Building, Los Angeles Fire Department Training Academy and the LA Mall) will be brought in-house. If the pilot program is successful, the GSD estimates to hire up to 24 TLH candidates and up to six locations may be converted from contract to GSD-cleaned buildings annually.

The GSD's strategy will be to convert larger, geographically centralized buildings to maximize cost efficiency. The GSD will also use this program for additional hires needed to fill regular custodial vacancies in buildings already maintained by the GSD. This program will be comprised of eight weeks of classroom and hands-on training in the techniques, policies and procedures of regular and green cleaning for the new TLH hires. Once the classroom and hands-on training is completed, a mentoring partnership will pair a new TLH worker with a seasoned custodial staff member. Mentoring ensures the success of the TLH worker by confirming that the training they received is understood and practiced correctly. The length of the mentorship will vary according to the proficiency of the TLH worker. After the mentorship is completed, the TLH hire will be assigned to their regular work location which will also be at a facility previously contracted out. The new TLH hire will also be transitioned into a regular full-time custodial position. The cost of the TLH pilot over six months in the current fiscal year will be \$515,000 and requires 17 new positions including:

- 12 TLH hires
- 2 Senior Custodians
- 2 Custodian Supervisors
- 1 Senior Management Analyst

The above figure of \$515,000 also includes related expense and equipment funding for three locations. Of this amount, \$262,000 can be transferred from GSD's Contractual Services account. An appropriation will be required for the balance of \$253,000. Funds were not budgeted for contract administration so there are no savings available to further offset the cost of this program. Each subsequent year will require funding and resources to continue the conversion of contracted facilities to GSD-cleaned-buildings and as such, these resources will be requested as part of the department's annual budget request. Transfers from GSD's contractual services account will also be included to help offset a portion of the cost of new TLH hires.

Resource requests will vary depending on the number of buildings being converted and their square footage. Benefits to this program are to facilitate the hiring and success of TLH candidates, thereby allowing the GSD to deliver a much higher level of service to City employees than is currently being offered by the contractors. In-house GSD custodians will respond to special, urgent or routine requests and emergencies more quickly and cost effectively. Additional charges for work outside the basic level, such as debris cleaning in City buildings, pressure wash clean ups and various other services outside the scope of the contract will no longer be incurred. The GSD also requests funding set-aside in the Unappropriated Balance be transferred to the department to finance the facilities that will continue to be handled by the contractor.

After consideration and having provided an opportunity for public comment, the PAW Committee moved to recommend approval of the recommendations contained in the GSD report and detailed in the above recommendation. Subsequently, on February 13, 2019, the Information Technology and General Services (ITGS) Committee also considered this item and after having provided an opportunity for public comment, the ITGS Committee moved to concur with the PAW Committee. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



MEMBER VOTE

KORETZ: YES
SMITH: YES
PRICE: YES

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
SMITH:	YES
BLUMENFIELD:	YES
RODRIGUEZ:	YES

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2/14/19

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