

# **CONTRACTING FOR CITY SERVICES**

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## **A REVIEW OF STAFF'S APPROACH**



# Agenda:

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- Current Contracted Services
- Factors Affecting Decision to Contract or Use City Staff
- Discussion of Current Approach



# Brief Background

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- ❑ **Contracted Services at the City of Santa Monica currently account for 5% of the total Operating Budget of the City or \$16 million a year**
- ❑ **Professional Services are generally more technical and specialized than contractual services**
- ❑ **Landscape maintenance is an example of a contracted service; EIR preparation is an example of a professional service**



# Current Contracting Includes:

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- Parking operations (\$3.2 million)
- Temporary employee services (\$1 million)
- Janitorial (\$0.8 million)
- Security Guards (\$0.4 million)
- Landscape maintenance (\$2.2 million)
- Hazardous materials management (\$0.2 million)



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# When Considering Contracting For Services



# Staff's Current Approach

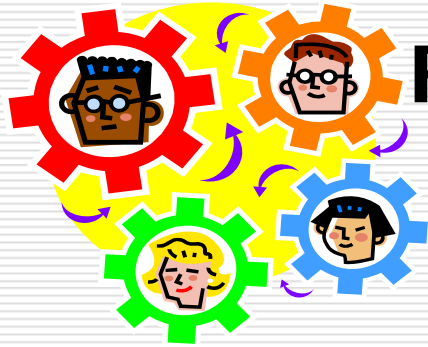
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- First question is always, can current City staff perform the service?
- If not, should City staff perform the increased service?
- What factors should be considered?



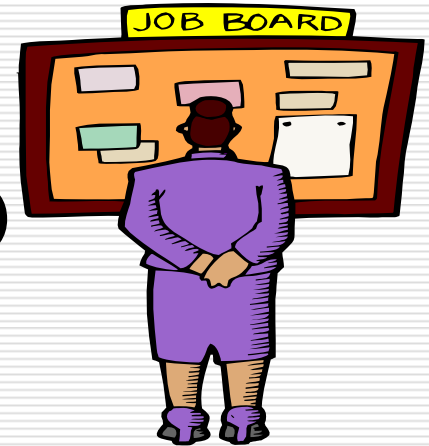
# Factors Affecting Contractual Services Decisions

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**Flexibility of Workforce**

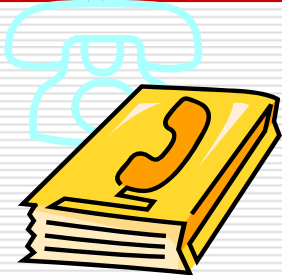
**Cost to the City (HR)**



**Worker Benefits**

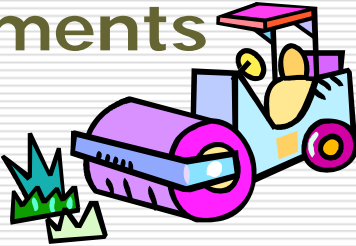
# Factors Affecting Contractual Services Decisions (cont.)

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Service Provider Availability

Capital/Equipment Requirements



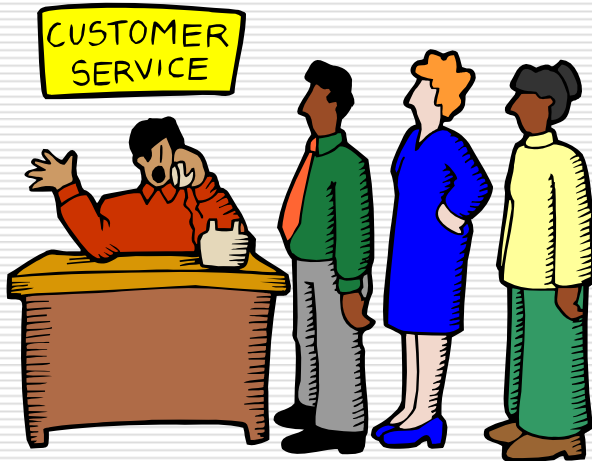
Santa Monica Expertise





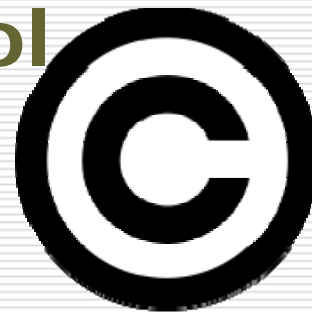
# Factors Affecting Contractual Services Decisions (cont.)

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Customer Service

Proprietary Control



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# Application of Factors to Some Contracting Decisions



# Expanded Janitorial Services

Factor	Contract Out	Use City Staff
Flexibility	X	
Cost	X	
Worker Benefits		X
Service Provider Availability	X	
Capital Requirements		X
Need for Expertise in Santa Monica	X	
Customer Service		X
Proprietary Control	N/A	N/A
<b>DECISION: Consider Contracting</b>		



# Tree Trimming

Factor	Contract Out	Use City Staff
Flexibility	X	
Cost	X	
Worker Benefits		X
Service Provider Availability	X	
Capital Requirements	X	
Need for Expertise in Santa Monica		X
Customer Service		X
Proprietary Control	N/A	N/A
DECISION: Consider Contracting		



# Business License Inspections

Factor	Contract Out	Use City Staff
Flexibility	X	
Cost		X
Worker Benefits		X
Service Provider Availability		X
Capital Requirements		X
Need for Expertise in Santa Monica		X
Customer Service		X
Proprietary Control	N/A	N/A
Decision: Use City Staff		



# Discussion of Staff's Current Approach

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- First question is always, can current City staff perform the service?
- If not, should City staff perform the increased service?
- What factors should be considered?