

Facility & Support Services

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~ Our Promise: Professional People, Solving Problems, High Performance

Date: January 3, 2023
To: Mahesh Sharma, County Administrator
From: Tammy Speidel, FMP
Director, Facility & Support Services
Re: Organizational Change Request – Custodial Division FSS

As you know, Facility & Support Services has struggled to fill our part time part-time .45 FTE custodial positions. For the majority of the last 3 years, we have been down 5 to 6 of our currently authorized .45 positions. This vacancy represents about 50 percent of the part time positions assigned to the downtown campus locations.

Due to the inability to fill part-time custodial positions, we're struggling to keep up with daily cleaning tasks. Along with the shortage, it requires us to pull full-time staff from deep cleaning tasks to do routine cleaning. However, the inability to perform routine deep cleaning activities, eventually leads to wear and tear on the buildings and shortened lifespan of assets such as carpet.

During the pandemic, custodial staff in our buildings and elsewhere, became essential workers. They were doing additional cleanings in order to minimize the spread of Covid-19. Those issues made it difficult to compete with the private sector hiring and national lack of custodians. We currently have eleven .45 part-time staff positions assigned to our downtown campus locations. At this time 5 of those positions are vacant, we expect 2 additional positions to leave our employment in the next six months and one more to convert to full time with the opening of YJRC in the spring / summertime frame of 2024.

Under the provisions of County Policy D, I am requesting to reorganize the division, by moving away from part-time and transitioning to full-time staff. Initially we would be eliminating the current 5 part-time vacancies, eliminating a sixth part-time position when the new YJRC facility opens, and anticipate eliminating either 2 or 3 additional part-time positions depending on how many part-time staff are interested in converting to full-time employees.

If at the end of the shuffling of part time to full time staff, there are any of the eleven part-time positions still filled we would remove those positions through attrition. This change will allow us to begin to resume daily cleaning tasks where they have been curtailed, resume project work and deep cleaning, and allow vacation and floating holiday request to resume at full staffing levels.

Ultimately our organization chart would change as follows:

CURRENT

FULL TIME STAFF (1.0 FTE)	7
PART TIME STAFF (.45 FTE)	11
WASTE COMMISSION PART TIME (.72 FTE)	1
WASTE COMMISSION PART TIME (.45 FTE)	1

FUTURE

FULL TIME STAFF (1.0 FTE)	10
	11 TOTAL WHEN YJRC LOCATION OPENS
PART TIME STAFF (.45 FTE)	0
WASTE COMMISSION PART TIME (.72 FTE)	1
WASTE COMMISSION PART TIME (.45 FTE)	1

The elimination of 10 non benefit eligible .45 part-time staff now and converting those to 3.0 full time benefit eligible is an additional cost of \$6,815.00. Additionally as we may maintain a low number of part-time .45 staff until the positions become vacant there may be some additional minimal costs until those positions no longer exist.

FSS has not been at full staff for the entire fiscal year and are projecting at least one on going vacancy. The FSS budget can support the additional costs until they are part of a formalized future fiscal year budget.

I along with the FSS management team will be available at the Committee of the Whole to discuss this issue and answer any questions the board may have.

CC: Chris Still, Facility Maintenance Manager
Daniel Mora, Custodial Supervisor

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 19, 2023

A RESOLUTION APPROVING STAFFING ADJUSTMENTS IN FACILITY AND SUPPORT SERVICES.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for Facility and Support Services be reduced by ten .45 FTE custodial positions (total .45 FTE).

Section 2. That the table of organization for Facility and Support Services be increased by three 1.0 FTE Custodial positions (total 10.0 FTE)

Section 3. That any .45 custodial positions remaining filled after promotional opportunities will be eliminated through attrition.

Section 4. This resolution shall take effect immediately.