

## Facility & Support Services

600 West Fourth Street  
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Date: February 2, 2023  
To: Mahesh Sharma, County Administrator  
From: Tammy Speidel, FMP  
Director, Facility & Support Services  
Re: Organizational Change Request FSS

In March 2020, the Board of Supervisors approved a contract with a third-party security service when the Sheriff's Office was no longer able to provide a consistent security presence at the Administrative Center. Due to the COVID pandemic and changes with how business was conducted, it was important to the Board for there to be a regular presence at the front desk of the building. Subsequently we contracted with Global Security to provide security for the building and have spent the following amounts:

FY 20 (March – June)	Contract Amount	\$14,330.00
FY 21	Contract Amount	\$69,119.22
FY 22	Contract Amount	\$69,634.32
FY 23	Budgeted Amount	\$66,950.00

In the fall of 2022, we submitted an organizational change request to convert this contracted position into a county position during the FY 24 budget process. We strongly believe that having a dedicated county employee in the Security Officer role will be a benefit for staff retention. It also provides for consistent service to members of the public and staff. Most importantly, we determined the change will be cost neutral.

During the January 24, 2023 budget work session with the Board, we engaged in discussion regarding our request for a full-time Administrative Center Security Officer. The contract with Global Security is up for renewal at the end of March 2023. In order to terminate the contract, we are required to provide a 30-day notice to Global Security. Based on this information, the Board asked us to submit the organizational change request outside of the normal budget cycle. I am requesting Board approval to submit contract termination notice to Global Security in order to meet the 30-day notice period. This would mean the last day of contracted service would be March 30, 2023 and the Administrative Center Security Officer would become a County position effective March 31, 2023.

We worked with Human Resources and provided a position analysis questionnaire to PSPC for their evaluation. Subsequently, the position was placed on the non-represented salary scale at a pay grade 21 with a starting rate of \$21.23/hour.

I will be available at the Committee of the Whole to answer any questions the Board may have.

CC: FSS Management Team

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

February 16, 2023

A RESOLUTION APPROVING THE ORGANIZATIONAL CHANGE REQUEST RELATED TO THE ADMINISTRATIVE CENTER SECURITY POSITION 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 changed to reflect an increase of 1.0 FTE for the addition of the Administrative Center Security Position (total 1.0 FTE)

Section 2. That the position is placed on the non-represented salary range 21.

Section 3. That the Facility & Support Services Director is authorized to provide written notice to terminate the contract for security services with the current vendor in order to provide the required 30-day notification clause.

Section 4. That the effective date for the position to transition from a contracted service to a county position shall be March 31, 2023.