

SCOTT COUNTY ENGINEER'S OFFICE

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COUNTY ENGINEER

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TARA YOUNGERS
SENIOR ADMINISTRATIVE ASSISTANT

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Fleet Manager Appointment

DATE: November 21, 2023

I recommend appointing Mark Garrow as our Fleet Manager at Step 7 on the pay scale at \$81,848. I also recommend that Mark accrue an annual vacation leave credit of 120 hours.

Mark worked as a Mechanic for the City of Bettendorf from 1994 – 2012. He obtained an Associate of Applied Science degree in Diesel Technology in 1985. In 2012, Mark was promoted to the Transit/Garage Manager and worked in that position until he retired in June 2023.

The work that Mark performed as the Garage Manager for the City of Bettendorf for eleven years aligns well with our Fleet Manager position. He was responsible for planning, prioritizing, assigning, supervising, and inspecting work performed by staff in the maintenance and repair of a variety of vehicles and light/heavy duty equipment. He prepared and administered the fleet annual budget and contracts for municipal garage operations. He monitored and controlled expenditures; developed and implemented fleet replacement schedules; implemented fleet policies and procedures; prepared specifications for fleet replacements; oversaw the disposal of vehicles and equipment; prepared administrative and technical reports; oversaw and maintained the city's fuel infrastructure; and oversaw the requisitions of repair parts, tools and supplies.

Mark managed a team of twenty-one personnel across two departments (Fleet and Transit). He participated in the selection of staff; provided and coordinated staff training; performed employee evaluations; adjudicated personnel issues; prepared and enforced department policies; and provided direction to employees. Mark actively participated in leadership training at the City of Bettendorf. He is a strong promoter of teamwork and staff development. He is committed to creating and maintaining a positive and productive work environment by identifying the needs of individual employees and developing skills through training, coaching, and counseling.

In addition to his Garage Manager duties, Mark was also the Transit Manager for the City of Bettendorf. He performed many of the same Garage Manager duties for Transit. However, he was additionally responsible for drafting and administering state and federal transit grants; preparing

financial and operational status reports of Transit operations for state and federal agencies; and maintaining specific transit records and files for federal compliance reviews.

Based on Mark's extensive experience and job knowledge, he would be able to commence work as our Fleet Manager immediately upon hire. Therefore, I am requesting that he is brought in at Step 7 on the pay scale and that he accrue an annual vacation leave credit of 120 hours. We have sufficient funds in our Secondary Roads FY2024 budget to accommodate starting the salary at Step 7.

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

DATE

SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS
DECEMBER 7, 2023
APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Mark Garrow for the position of Fleet Manager with the Secondary Roads Department starting at step 7 and accruing 3 weeks of vacation annually.