



## Legislation Details (With Text)

**File #:** 22-0864      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 5/4/2022      **In control:** Board of Supervisors

**On agenda:** 5/17/2022      **Final action:** 5/17/2022

**Title:** Chief Administrative Office, Facilities Division, recommending the Board approve and authorize the Chair to sign Resolution 073-2022 to:  
 1) Delete 9.85 Full-Time Equivalent (FTE) Custodian and 1.0 FTE Sr. Custodian allocated positions; and  
 2) Authorize the Human Resources Department to initiate and process a reduction in force.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution 5-17-22, 2. B - Approved Blue Route 5-17-22, 3. Executed Resolution 073-2022

Date	Ver.	Action By	Action	Result
5/17/2022	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Facilities Division, recommending the Board approve and authorize the Chair to sign Resolution **073-2022** to:  
 1) Delete 9.85 Full-Time Equivalent (FTE) Custodian and 1.0 FTE Sr. Custodian allocated positions; and  
 2) Authorize the Human Resources Department to initiate and process a reduction in force.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

In December 2021, the Facilities Division of the Chief Administrative Office conducted a Request for Proposals (RFP) for countywide custodial services. The results from that RFP projected an estimated savings for the County between \$304,000 - \$508,000 annually when custodial services are contracted out to the lowest bidders. The projected savings also reflect a higher level of service than can currently be performed with existing staff in house, and assume the retention of only one (1) Custodial Supervisor to help oversee contracted vendors.

Currently, the County has 9.85 full-time equivalent (FTE) Custodian (8.0 FTE filled, 1.85 FTE vacant), 1.0 FTE Sr. Custodian (filled), and 1.0 FTE Custodial Supervisor (filled) allocations. In order to realize the projected savings, the County would outsource custodial services and delete the 9.85 FTE Custodian and 1.0 FTE Sr. Custodian allocations, resulting in the Reduction in Force (RIF) of up to nine (9) existing County custodial employees (retaining the 1.0 FTE Custodial Supervisor allocation).

The County met and conferred in good faith with Operating Engineers Local Union No. 3 (Union), representing employees in the Trades and Crafts bargaining unit, over bargainable impacts associated with the conceptual transfer of bargaining unit work to a contracted vendor and the associated RIF of custodial staff. The Letter of Agreement (LOA) was presented to the Board on May

10, 2022 for adoption. Pursuant to the LOA, an employee who is subject to the layoff may submit written request to be laid off at least sixty (60) days following the written request or be laid off July 20, 2022, whichever occurs first. Only one employee submitted request for early layoff; therefore, one (1.0 FTE) allocation would be deleted effective May 21, 2022, based on the date the employee submitted written request, and all other affected allocations would be deleted effective July 20, 2022.

#### **ALTERNATIVES**

The Board could choose to direct the CAO Facilities Division to keep the current allocations.

#### **PRIOR BOARD ACTION**

The Board adopted the LOA with the Union on the conceptual custodian RIF on May 10, 2022 (Legistar #22-0636)

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources

#### **CAO RECOMMENDATION**

Approve as recommended.

#### **FINANCIAL IMPACT**

The outsourcing of custodial services will result in Net County Cost savings realized in the CAO Facilities Division in the amount of \$304,000 - \$508,000 annually.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Clerk of the Board to provide CAO Facilities Division (Attention: Laura Schwartz) and Human Resources (Attention: Misty Garcia) each a copy of the fully executed Resolution.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

Laura Schwartz, Deputy Chief Administrative Officer  
Joseph Carruesco, Director of Human Resources