



Exhibition Hall

Veterans Memorial Coliseum
New Holland Pavilions Arena

Willow Island

To: Members of the Dane County Public Works and Transportation Committee
From: Alliant Energy Center Interim Executive Directors Kevin Connors and Dave Ripp
Date: June 4, 2024
RE: Resolution 387 – Update Regarding Surge Cleaning for Alliant Energy Center Events

The County Board recently passed 2023 Res 387 Sub 1. **(Attachment A)** This legislation requires the Alliant Energy Center to explore the possibility of County Employees who do not work at the Alliant Energy Center to assist with Surge Cleaning at the Alliant Energy Center.

Surge cleaning at the AEC may include the following non-exhaustive list of duties: bathroom and shower room cleaning, trash pickup and cleaning of seating areas in the Coliseum, indoor and outdoor trash removal, power washing stalls, milking parlor, walls, doors; wiping down sanitizing rail around rings; cleaning ventilation system in the Pavilions.

Summary of Meetings

On April 5, 2024, AEC Interim Executive Director Kevin Connors, Deputy Director – Administration & Finance, Carolyn Clow, Assistant Director of Administration, Nick Bubb, EG65 Representatives Erik Anderson, Travis Thomas and Neil Rainford held the first bi-weekly AEC management- EG65 meeting. We began discussing issues regarding EG65 employees, beginning with surge cleaning services as described in Res 387.

During these meetings a survey was developed and subsequently emailed by DOA to all current employees in EG 65, 705 and 702, including LTE and part time staff. Survey responses are attached. **(Attachment B)** Two hundred three (203) of approximately 1100 eligible employees responded to the survey. Ninety-one (91) employees are interested in assisting with surge cleaning fifty-six (56) employees may be interested in surge cleaning.

Please note: the survey was not sent to retirees, as the County does not have a list of retiree email addresses. AFSCME believes they have a list of retiree email addresses that could be used for this type of communication and we are working together to obtain this list so retirees can be included in the future.

Once the survey responses were received, we used one of our regular meeting times to discuss a possible temporary handbook exception to allow a surge cleaning pilot program to be implemented. **(Attachment C)** The temporary exception was agreed upon and issued by the Department of Administration on June 3, 2024.

Potential Concerns Regarding implementation

There are a number of potential concerns regarding implementation of this program as it is highly unusual for an organization of the size of Dane County to recruit from its existing pool of employees to perform work at a different work location and likely for a completely different type of task, outside of their normal working hours. AEC management, Corporation Counsel staff, payroll staff and EG65 representatives met at different times to discuss the pilot program.

Some of the areas of concern identified to date include the following:

- a. Survey may not have communicated whether employees will really sign up. Some may have an interest, but when they are asked to sign up – won't do so. A hypothetical ask is not the same as a concrete one.
- b. County staff volunteering for the shifts may not fully understand all that is asked. Cleaning out animals in the pavilion is a different ask than cleaning office space
- c. Low response rate. There are roughly 1100 employees in EGs 65, 720, and 705. Only 18% of those employees responded to the survey and only 9% of those employees indicated they were interested in this opportunity.
- d. The totals may not be sufficient to staff the cleaning needs on each and every day.
- e. There will be limited opportunities to provide training.
- f. Supervisors will not know the staff members from other departments and communication may be hindered by trying to build relationships on the fly during our busiest times.
- g. Supervision. The AEC doesn't have staff to supervise these employees. Would need to hire LTEs in order to staff out this function and does not currently have LTEs setup for this purpose.
- h. Worker's Compensation. If an employee is injured working at the AEC, how does the County account for the Worker's Comp claims? Does the Employee's Home Department pay for those costs? How does the home department replace the staff?
- i. Needs of the Original Department. If the Employee's original Department orders overtime in order to respond to an emergency, how does the AEC still have its cleaning needs addressed? The Employee can't be in two places at once.
- j. Potential reputation damage (to visitors and exhibitors) from a poor experience due to less than adequate numbers of employees to do Surge Cleaning.

- k. Payroll issues as we do not normally pay County employees to work in two different departments. Employees will need to have manual timesheets as they can not punch into a timeclock in two different work locations. Payroll is developing a special process to account for these payments.
- l. ADA accommodations that employees have in their home departments may need to be accommodated by the AEC. Since the AEC is not the home department, we do not have the ability to know the staff member and provide a proper work environment.
- m. Discipline is difficult since the AEC is not the employee's home department and disciplinary issues will likely not be able to be addressed other than having the staff member leave campus. If a staff member leaves campus, the AEC will be without sufficient staff to provide service to our clients.

Despite these concerns, the AEC is planning on trying a limited pilot for Angus June 26-July 6, 2024.

Cost

There are two places where Resolution 387 has financial impact on the AEC – increase in LTE hourly rate and shift from using contracted cleaning staff to using County employees at overtime rates.

LTE Labor Rate Increase

The Resolution increase the LTE General Laborer Rate from \$22.98 to \$29.46 per hour. A \$6.48 per hour increase. **Based on the number of LTE hours in 2023, we will have \$157,742.64 additional of expenses to comply with the LTE wage increase part of the resolution. This pay increase became effective pay period 10 and will be paid on all future LTE hours for General Laborers.** The AEC will need to account for this pay increase in its 2025 budget request.

Total Cost Impact Surge Cleaning

The total cost impact for surge cleaning using County staff will be approximately double the cost of the contracted service. These numbers represent the hard costs for payment of the additional labor hours.

It is important to note that the contracted service is all inclusive. The contractor hires, trains, schedules, supervises, pays and discipline's their own staff. When using County staff, the responsibilities for the hiring, training, scheduling, supervision, payroll and discipline are not included in these costs. All staff at the

AEC already have job responsibilities that do not include supervision of these staff members. Employees' home departments are not normally responsible for any impacts, payroll or operational, for employees working outside of their normal departments.

The Angus event, where the AEC will pilot this program, has 100 shifts available during the second and third shift times on weekdays. AEC management will be responsible for hiring, training, scheduling, supervision, payroll and discipline of 20-100 County employees who do not normally work in the department, depending upon how many shifts each employee selects. **(Attachment D)**

Angus Event Estimated – June 26- July 7, 2024		
<u>If A&L Cleaned:</u>		
Managers	\$ 23.00	\$ 690.00
Staff	\$ 22.00	\$ 13,200.00
		\$ 13,890.00
<u>Using County Employees, if paid at the Janitor (9) rate</u> (*Note: this is the minimum we will need to pay as each employee is paid their own overtime rate for their current position.)		
Overtime Rate AEC	\$ 44.19	\$ 27,839.70
Training	\$ 44.19	\$ 1,767.60
		\$ 29,607.30 *

2024 hours for Midwest Horse Fair			
1358 hours	\$ 22.00	\$ 29,876.00	A&L contracted rate
	\$ 44.19	\$ 60,010.02*	Janitor (9) OT rate

AEC management will update cost information and report on operations after the Angus pilot.

Attachments:

- A. 2023 Res 387 Sub 1
- B. Survey Results
- C. Proposed temporary handbook exception
- D. Detailed AEC Surge Cleaning Estimate for Angus 2024
- E. Updated contracted cleaning analysis