

**COUNTY FACILITIES COMMITTEE
BUILDINGS AND GROUNDS AGENDA
September 22, 2020**

Committee Members: *BEATY, Bruno, Magowan, Conover, Diamond, Hogan, Seeber*

- I. Committee Meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Action Agenda/New Business Items:**
 - 1. Request: Reclassify a Position in Building and Grounds
Rationale: Due to expanded work duties
 - 2. Request: Notice of Intent to Fill Position of Senior Building Maintenance Mechanic
Rationale: Due to expanded work duties
- IV. Discussion Items:**
 - 1. OES facility
 - 2. Charging Stations – NG Reimbursement
 - 3. Work Order Request Program - Maintenance
- V. Referrals/Pending Items:**
 - 1. Discussion to continue regarding changes to the concrete area at the front entrance of the Municipal Center Building. (01.22.20) Committee decided to delay any action on this item until more information is available regarding the impacts of the COVID-19 pandemic on the County's finances. (04.21.20)
 - 2. Supervisors Magowan, Bruno, Braymer (and any other Supervisors interested) to make up a working group with Kevin Hajos and Frank Morehouse to discuss options for removal of asbestos from the old Jail and report back to Committee at a future meeting. (07.11.20)
 - 3. Discussion on placement of bricks removed from the Crime Victims memorial in Albany at the Municipal Center to continue. (08.25.20)
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)**
- VII. Motion to adjourn**

Attachments: 1. Resolution Request Form No. 14 – Reclassify a Position
2. Resolution Request Form No. 12 – Notice of Intent to Backfill a Position

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: County Facilities

DATE: September 22, 2020

- (a) Title of Reclassified Position: Senior Building Maintenance Mechanic #4
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. \$58,171.00
- (c) Title and Employee Number of Position to be Deleted: Building Maintenance Mechanic
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. \$53,234.00
- (e) Effective Date:* October 19, 2020
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A 1620 - Salaries
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees. Yes

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works - Buildings and Grounds Payroll Dept. No: 19.10
Title of Position: Senior Building Maintenance Mechanic Base Salary of Position: 58,171 Grade: 18
Filling at Step # (If Known): 25
Budget code and title: A 1620 Building and Grounds Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: 8488 Ross, N Date of Vacancy: _____
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☐ Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- ☐ The Administrator has no objection to the filling of the vacancy.
☐ The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- ☐ The Budget Officer has no objection to the filling of the vacancy.
☐ The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- ☐ The committee has no objection to the filling of the vacancy.
☐ The committee objects to the filling of the vacancy.
☐ In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
☐ In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____



