

Agenda
County Facilities Committee – Buildings and Grounds
Department of Public Works
June 23, 2020 10:55 am

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

I. Committee Meeting Call to Order.....Chairman Beaty

II. Motion to Approve Minutes of Prior Committee Meeting.....Chairman Beaty

III. Action Agenda/New Business

Page

- 2 Request: To create a new position..... Kevin Hajos
Rationale: Provide cleaning during the daytime hours of operation
- 3 Request: Notice of Intent to Fill position of Custodian..... Kevin Hajos
Rationale: Provide cleaning during the hours of operation.
- 4 Request: Transfer of salaries..... Kevin Hajos
Rationale: Increase the amount in Temporary Salaries for temporary cleaner

IV. Referral/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) Referral from the Environmental Concerns & Real Property Tax Services Committee to put a plan in place to address asbestos in the old jail. (03.02.20) 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. Committee Chair Beaty agreed to meet with Supervisor Magowan on his idea for developing a working group to gather more information on this details on working group to be brought back to Committee before establishing. (04.21.20).
- 3) Mr. Hajos was asked by the Committee to establish a plan, and an estimate of the cost to implement same, to install hand washing/hand sanitization stations in areas where they may be needed for employees and visitors to County buildings. (05.19.20).

V. Information for Discussion/Review

VI. Privilege of the floor to discuss any additional items to come before Committee

Motion to Adjourn.....Chairman Beaty

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: Custodian
- (b) Annual **Base** Salary (and Grade if Applicable): \$31,824 Grade 6
- (c) Effective Date for New Position:* July 1, 2020
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Building Maintenance Worker II, \$49,959 Grade 12
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.1624 110 -
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

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 Payroll Dept. No: A.1624
Title of Position: Custodian Base Salary of Position: \$31,824 Grade: 6
Filling at Step # (If Known): _____
Budget code and title: A.1624 Custodian Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ 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. For 6/15/20
Human Resources Director has approved this form when initialed. 10-19/10/20

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 [Signature] Date 6/17/20

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 [Signature] Date 6/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- 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 Verbally approved by Supervisor Beatty Date 6/23/20

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 6/23/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1624 110	HHS Bldg, Salaries - Regular	A.1624 130	HHS Bldg, Salaries - Part Time	\$8,750

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

A.1990 439 Contingent Fund

Please state reason for transfer request:

Three additional months Salary for Temporary Cleaner due to Covid-19