

County Facilities – Buildings and Grounds  
Department of Public Works  
AGENDA  
October 30, 2017 – 9:30 am

*Committee Members: Girard, Strough, Seeber, Beaty, Montesi, Braymer, Simpson,  
Leggett, MacDonald, Geraghty, Vacant*

- I. **Committee Meeting Call to Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**  
Page  
3 Resolution Request – Intent to backfill position  
Rationale: Backfill vacant position ..... Jeff Tennyson
- IV. **Referral/Pending Items**  
Page  
2
- V. **Information for Discussion/Review**  
Page  
Court Project Update ..... Frank Morehouse  
Arrestment Area – Update ..... Frank Morehouse
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

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Attachments - None

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

Jeffrey E. Sampson 10/30/17

Department: Public Works Payroll Dept. No: 19.10

Title of Position: Building Maintenance Worker Base Salary of Position: \$30,187.00 Grade: 6

Filling at Step # (If Known):

Budget code and title: A.1620 Building Maintenance Worker #2 Union [checked] Non-Union [ ]

This position is vacated due to: [checked] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]

Employee No./Last Name: 11754/Sampson Date of Vacancy: 10/25/2017

Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [checked] 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. 10/31/17

Human Resources Director has approved this form when initialed. 10/30/17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.

[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/31/17

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 Frank E. Thomas Date 10/31/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

[checked] 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 [Signature] Date 10/30/17