

**Agenda**  
**County Facilities Committee – Buildings and Grounds**  
**Department of Public Works**  
**October 1, 2018 – 12:30 pm**

*Committee Members: Diamond, Beaty, Leggett, Loeb, Geraghty, Strough, Simpson, Frasier, Wild, McDevitt, Sokol*

- I. **Committee Meeting Call to Order**..... Chairman Diamond
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Diamond
- III. **Action Agenda/New Business**  
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Resolution: Notice of Intent to backfill position  
Rationale: Intent to backfill position vacated due to promotion..... Frank Morehouse

**IV. Referral/Pending Items**  
**BUILDING & GROUNDS:**

- 1) Committee tabled action on the request to renew lease agreement with D&G Recycling pending determination as to whether the lease was behind on payments for the current lease, and consideration of whether the lease should include language relating to how the property should be maintained. (07.25.17) Update: Committee authorized a one month extension for D&G Recycling lease agreement to allow Committee members time to review the terms on annual renewal and the County Attorney to draft a revised lease renewal which will include language concerning property maintenance for review and consideration at the next Committee meeting. (08.21.17) Update: Mr. Diamond indicated discussion pertaining to whether a contract renewal was in the best interest of the County would take place at the next Committee meeting. (02.27.18) Update: The County Attorney to email the contract with D&G Recycling to the Committee members for review and discussion at the next meeting. (03.19.18) Update: County Attorney advised she had revised the contract as directed, but had not received any further instructions. (04.24.18) Update: Supervisor Wild is working with D&G Recycling on a long-term agreement. (05.21.18) Update: Gary Finger, *owner, D&G Recycling*, proposed a three-year lease of the County-owned property where D&G Recycling was currently located, with a 10% increase each year and the option of three additional one- year extensions with the cost of those additional extensions to be negotiated, as well as his interest in obtaining additional work space at this location following which Mr. Wild indicated the Committee would continue discussions on the contract at their next meeting. (08.27.18)

- V. **Information for Discussion/Review**  
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Court Project Update ..... Frank Morehouse

- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn** ..... Chairman Diamond

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

Department: Public Works Payroll Dept. No: 19.13  
Title of Position: Building Maint. Worker #6 Base Salary of Position: \$31,017 Grade: 6  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1624 General Health & Human Services Building Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Maston Date of Vacancy: 9-24-18  
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.** JCA 9/24/18  
**Human Resources Director has approved this form when initialed.** 19 9-24-18

### 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 9/24/18

### 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 Frank E. Thomas Date 9/27/18

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee ~~Public Works~~ 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 [Signature] Date 10/1/18