

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
FEBRUARY 23, 2021**

Committee Members: *Magowan*, Bruno, Wild, Shepler and Strough

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: Notice of Intent to Fill Vacant Position
Rationale: Backfill Building Maintenance Worker #2 - Promotion
2. Request: Notice of Intent to Fill Vacant Position
Rationale: Backfill Building Maintenance Worker #6 - Promotion
3. Request: Notice of Intent to Fill Vacant Position
Rationale: Backfill Cleaner #12 - Termination
4. Request: New Contract
Rationale: Term Agreement for HVAC services
5. Request: New Contract
Rationale: Term Agreement for Overhead Door Services
6. Request: Transfer Funds
Rationale: Full time salary to Part time salary

IV. Discussion Items

FEMA Reimbursement update
Court Update

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) Update: Mr. Hajos informed this was on hold until next summer. (10.20.22) Update: Mr. Hajos advised the revitalization of the front entrance was part of the final phase of the Court Expansion Project that would be looked into next September. (11.24.20) Update: Mr. Hajos informed the concrete area in front of the Municipal Center would not be done until the Court Expansion Project was completed. (01.20.21)
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. Referral from the Economic Growth & Development and Higher Education Committee to consider approving an energy audit on the windows in the Municipal Center Building. (11.24.20) Update: Mr. Morehouse apprised Buildings & Grounds staff were experimenting by insulating the windowsills as it was not cost effective to replace the windows. (01.20.21)

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. 12 – Notice of Intent to Fill Vacant Position
 2. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
 3. Resolution Request Form No. 03 – New Contract
 4. Resolution Request Form No. 03 – New Contract
 5. Resolution Request Form No. 10A – Transfer Funds

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 Work-Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Building Maintenance Worker #2 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.1620 General.Buildings Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #6230 Woodard, G. Date of Vacancy: 02/15/2021
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. 2/12/21
Human Resources Director has approved this form when initialed. 2/12/21

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 2/18/21

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 2/23/21

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 [Signature] Date 2/23/21

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 Work-Health & Human Services Payroll Dept. No: 19.13
Title of Position: Building Maintenance Worker #6 Base Salary of Position: \$33,600 Grade: 7
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: #13191 Ruland Date of Vacancy: 02/15/2021
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. Doc 2/17/21
Human Resources Director has approved this form when initialed. AF 2/12/21

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 2/18/21

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 2/23/21

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 [Signature] Date 2/23/21

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: DPW, Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Cleaner #12 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A.1620 DPW/General Buildings Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13402/Rawson Date of Vacancy: 02/03/2021
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. PCN 2/18/21
Human Resources Director has approved this form when initialed. 1/2 2/18/21

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 2/19/21

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 2/23/21

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 [Signature] Date 2/23/21

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Facilities

DATE: 2/23/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: WC 9-21 HVAC Repairs, Rehabilitation and Installation
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: 12/31/2021 with additional one-year terms possible
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Facilities

DATE: 2/23/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid

- (b) Purpose of Contract: WC 16-21 Overhead Door repair, replacement and installation

- (c) Name of Contractor: TBD

- (d) Address of Contractor: TBD

- (e) Contractor's Contact Person and Telephone Number: TBD

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 5/1/2021

- (h) Termination Date of Contract: 4/30/2022 with 2 one-year extensions possible

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

REQUEST FOR TRANSFER OF FUNDS

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

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 2/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 110	General, Buildings, Salary - Regular	A.1620 130	General, Buildings, Salary - Part Time	\$ 10,400.00

<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:

To Fund Temporary Position