

Agenda
County Facilities Committee – Buildings and Grounds
Department of Public Works
February 25, 2020 9:30 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**
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2 Request: Notice of Intent to fill Cleaner #11 position..... Kevin Hajos
 Rationale: Due to Resignation
- IV. **Referral/Pending Items**
Discussion to continue regarding changes to the concrete area at the front entrance of the
Municipal Center Building. (01.22.20)
- V. **Information for Discussion/Review**
- VI. **Privilege of the floor to discuss any additional items to come before Committee**
- VII. **Motion to Adjourn**.....Chairman Beaty

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: 19.10
Title of Position: Cleaner #11 Base Salary of Position: 27,438 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A.1620 Cleaner #10 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13283/Courtney Kelly Date of Vacancy: 02/17/2020
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. PN 2/25/20
Human Resources Director has approved this form when initialed. AP 2/25/20

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 2/25/20

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 L. B. M. [Signature] Date 2/26/20

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 [Signature] Date _____