

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

AMENDED
3/11/16

GENERAL SERVICES COMMITTEE
TUESDAY, MARCH 15, 2016 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order and Approve Agenda
2. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Pending Litigation

Reconvene at approximately 8:10
3. Citizen Participation
4. Approval of Minutes – March 1, 2016
5. Transfers and Appropriations
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Request Approval to use Bidder's Qualified Statement for the Following Projects:
 - A. UW Rock County Air-Handling Unit Replacements
 - B. Parking Lot and Sidewalk Reconstruction Projects
 - 1) UW Rock County
 - 2) Health Care Center
 - 3) Glen Oaks
 - C. Roof Replacement Projects
 - 1) Courthouse
 - 2) Health Care Center
 - 3) Records Storage
 - 4) Youth Services Center
 - D. Courthouse Tower Demolition
8. Update
 - A. Kubota Loader
9. Resolutions
 - A. Recognizing Robert Leu
 - B. Retaining Architectural Firm to Develop Options and Costs for Phase 2 Building Access and Security Screening at the Courthouse
 - C. Renaming the General Services Department and Director Title
10. Communications, Announcements and Information
11. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

PURCHASE ORDER NUMBER P1600096 PEID 012315

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 3/8/16

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME DIVERSIFIED BUILDING MAINTENANCE

ACCOUNT NUMBER 18-1820-0000-64911 LINE 9

FUNDS DESCRIPTION ADDITIONAL CLEANING

AMOUNT OF INCREASE \$ 1250.00

INCREASE FROM \$ 6335.04/250,811.00 TO \$ 7585.04/252,061.00

ACCOUNT BALANCE AVAILABLE \$ 0 Clearing account-no budget SB 03/09/16

REASON FOR AMENDMENT ADDITIONAL CLEANING OF LOBBY IN THE HUMAN SERVICES DEPARTMENT ON THE ECLIPSE CENTER

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
Chair Date
(If over \$10,000)

COUNTY BOARD _____
Resolution # Adoption Date
(If over \$10,000)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
18-1815-0000-62400	R & M SERV	P1600314	02/20/2016	JOHNSON CONTROLS INC	3,870.78	
		P1600379	02/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,222.00	
		P1600451	02/14/2016	E AND S SNOWPLOWING	455.00	
		P1600463	02/23/2016	JANESVILLE ELECTRIC MOTOR CORP	94.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	200,690.00	84,149.74	75,128.06	5,641.78	35,770.42	
18-1815-0000-63500	R&M SUPPLIES	P1600316	03/01/2016	NAPA AUTO PARTS	39.42	
		P1600454	02/09/2016	FASTENAL COMPANY	97.86	
		P1600468	02/26/2016	MENARDS	34.52	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	45,000.00	2,867.51	3,321.76	171.80	38,638.93	
HCC BUILDING COMPLEX PROG TOTAL				5,813.58		

I have examined the preceding bills and encumbrances in the total amount of **\$5,813.58**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 15 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV	P1600322	02/23/2016	ARAMARK UNIFORM SERVICES INC	92.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	88,892.00	21,186.79	52,061.86	92.90	15,550.45
18-1810-0000-63104	PRNT & DUPLICATI	P1600913	02/08/2016	JORSON AND CARLSON CO INC	102.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	609.13	2,764.83	102.00	21,524.04
18-1810-0000-63200	PUBL/SUBCR/DUES	P1601183	02/17/2016	JANESVILLE GAZETTE INC	299.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	400.00	0.00	0.00	299.00	101.00
18-1810-0000-63500	R&M SUPPLIES	P1600321	02/18/2016	AARONS LOCK AND SAFE INC	32.98
		P1600323	02/23/2016	BADGER STATE INDUSTRIES	669.34
		P1600326	02/16/2016	BJ ELECTRIC SUPPLY INC	30.88
		P1600341	01/25/2016	HARRIS ACE HARDWARE LLP	42.20
		P1600342	01/29/2016	HOME DEPOT/GECF	173.20
		P1600346	02/22/2016	JANESVILLE WINSUPPLY COMPANY	260.76
		P1600353	02/22/2016	MC MASTER-CARR SUPPLY COMPANY	190.40
		P1600380	02/26/2016	K AND W GREENERY INC	32.28
		P1600774	02/16/2016	STAPLES ADVANTAGE	526.23
		P1600933	02/16/2016	DIGI KEY ELECTRONICS	145.59
		P1601219	02/08/2016	FOUR SEASONS REPAIR INC	7.12
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	123,500.00	28,754.29	20,159.19	2,110.98	72,475.54
GENERAL SERVICES PROG TOTAL				2,604.88	
18-1811-0000-62400	R & M SERV	P1600322	02/23/2016	ARAMARK UNIFORM SERVICES INC	23.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,938.00	310.64	1,542.16	23.60	37,061.60
18-1811-0000-63500	R&M SUPPLIES	P1600345	02/17/2016	JANESVILLE ELECTRIC MOTOR CORP	172.00
		P1600354	02/24/2016	MENARDS	26.37
		P1600774	02/12/2016	STAPLES ADVANTAGE	46.14
		P1601263	01/01/2016	SAFEWAY PEST CONTROL	45.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	1,064.15	100.00	289.51	18,546.34

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
GLEN OAKS FACILITY OPERATION PROG TOTAL					313.11
18-1812-0000-63500	R&M SUPPLIES				
		P1600333	02/17/2016	DE VERE COMPANY INC	294.39
		P1600342	02/11/2016	HOME DEPOT/GECF	17.22
		P1600345	02/23/2016	JANESVILLE ELECTRIC MOTOR CORP	248.48
		P1600346	02/17/2016	JANESVILLE WINSUPPLY COMPANY	748.00
		P1600351	02/18/2016	PROCESS AND MECHANICAL SYSTEM	701.96
		P1600353	02/15/2016	MC MASTER-CARR SUPPLY COMPAN	63.75
		P1600366	02/18/2016	STATE OF WISCONSIN	150.00
	Budget		YTD Exp	YTD Enc	Pending
	20,000.00		5,171.98	200.00	2,223.80
YOUTH SERVICES CENTER PROG TOTAL					2,223.80
18-1816-0000-62400	R & M SERV				
		P1600322	02/23/2016	ARAMARK UNIFORM SERVICES INC	23.58
	Budget		YTD Exp	YTD Enc	Pending
	24,500.00		4,463.40	3,162.14	23.58
COMMUNICATIONS CTR.OPERATION PROG TOTAL					225.80
18-1816-0000-63500	R&M SUPPLIES				
		P1600324	03/02/2016	BATTERIES PLUS LLC	25.90
		P1600333	02/24/2016	DE VERE COMPANY INC	125.04
		P1600350	02/27/2016	JOHNSTONE SUPPLY	51.28
	Budget		YTD Exp	YTD Enc	Pending
	21,000.00		2,782.20	2,134.77	202.22
18-1818-0000-62160	CLEANING CONTRAC				
		P1600334	02/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,221.00
	Budget		YTD Exp	YTD Enc	Pending
	59,150.00		8,579.34	36,791.66	1,221.00
18-1818-0000-62400	R & M SERV				
		P1600322	03/01/2016	ARAMARK UNIFORM SERVICES INC	102.66
	Budget		YTD Exp	YTD Enc	Pending
	305,414.00		7,365.88	8,328.94	102.66
18-1818-0000-63500	R&M SUPPLIES				
		P1600324	03/02/2016	BATTERIES PLUS LLC	25.90
		P1600326	02/18/2016	BJ ELECTRIC SUPPLY INC	445.21
		P1600330	02/11/2016	COLLINS SANITARY	185.00
		P1600336	02/29/2016	ENERGETICS INC	16.67
		P1600339	02/18/2016	FIRST SUPPLY LLC	38.05
		P1600340	02/18/2016	GRAINGER	63.67

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1600342	02/01/2016	HOME DEPOT/GECF	25.12
		P1600346	02/22/2016	JANESVILLE WINSUPPLY COMPANY	132.50
		P1600353	02/15/2016	MC MASTER-CARR SUPPLY COMPANY	21.30
		P1600358	02/18/2016	PIEPER ELECTRIC INC	1,459.29
		P1601138	02/18/2016	MIDWEST ALARM SERVICES INC	845.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	181,500.00	16,316.77	5,283.74	3,258.31	156,641.18
JAIL PROG TOTAL				4,581.97	
18-1819-0000-63500	R&M SUPPLIES				
		P1600932	02/18/2016	JMB & ASSOCIATES	2,234.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00	865.99	0.00	2,234.00	36,900.01
UW-ROCK COUNTY PROG TOTAL				2,234.00	
18-1821-0000-62400	R & M SERV				
		P1600322	02/26/2016	ARAMARK UNIFORM SERVICES INC	13.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	71,875.00	691.00	456.00	13.20	70,714.80
18-1821-0000-63500	R&M SUPPLIES				
		P1600324	02/23/2016	BATTERIES PLUS LLC	31.90
		P1600341	02/16/2016	HARRIS ACE HARDWARE LLP	92.20
		P1600343	02/09/2016	ILLINGWORTH KILGUST MECHANICAL	794.20
		P1600358	02/25/2016	PIEPER ELECTRIC INC	1,537.14
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	33,000.00	6,687.36	3,480.00	2,455.44	20,377.20
JOB CENTER PROG TOTAL				2,468.64	

I have examined the preceding bills and encumbrances in the total amount of **\$14,652.20**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 15 2016** Dept Head _____
 Committee Chair _____

BIDDER'S QUALIFICATION STATEMENT

INVITATION TO BID
PROJECT NUMBER
PROJECT NAME

ATTACH AND SUBMIT WITH BID

Name of Firm	
Firm Contact	
Address and/or PO Box	
City-State-Zip	
Telephone Number	
Fax Number	
E-Mail	
When Organized	
Where Incorporated	

1	Have you ever failed to complete any work awarded to you?	YES	NO
2	Have you ever defaulted on a contract?	YES	NO
3	Have any of your contracts resulted in lawsuits?	YES	NO
4	Has your firm or any member thereof, while performing work of the nature to which is being bid, ever filed bankruptcy?	YES	NO
5	Does your firm possess all technical qualifications and resources, including equipment, personnel, and financial resources, necessary to perform the work required for this project?	YES	NO
6	Does your firm possess all valid, effective licenses, registrations or certificates required by federal, state, county or local law, but not limited to, those for any type of trade work or specialty work?	YES	NO
7	Does your firm maintain a substance abuse policy for employees?	YES	NO
8	Will all employees assigned to this work have been through a safety training program within the last year?	YES	NO
9	Has your firm committed a willful violation of federal, state, or local government safety laws determined by a final decision of a court or government agency authority?	YES	NO
10	All employees assigned to this work will have to pass a Rock County Law Enforcement Background Check. Will your firm pre-screen these employees before they are submitted for a County Law Enforcement Background Check?	YES	NO
11	Has your firm had any type of business contracting or trade license, certification or registration revoked or suspended?	YES	NO
12	Has your firm been debarred by any federal, state or local government agency?	YES	NO
13	Has your firm defaulted or failed to complete any contract?	YES	NO

Current Contracts Held: List contracts your organization has in progress as of the date of this statement. If contract is as a sub, give the name of the prime contractor, amount of total contract and amount of sub contract.

(To adequately describe the scope of work, please feel free to attach a separate sheet with relevant information)

Contract Amount	Scope of Work	Completion Date	Owner Phone #	Architect Phone #

List last five Contracts Completed:

Contract Amount	Scope of Work	Completion Date	Owner Phone #	Architect Phone #

In order for a bidder to be considered for an award of Contract, the County shall be satisfied that the bidder meets the following requirements:

- Has completed at least one (1) project of at least fifty percent (50%) of size, or value of work being bid.
- Said project shall have been of the scope and type currently being bid as outlined in the Specifications of the project manual for ITB # _____.

Contract Amount	Scope of Work	Completion Date	Owner Phone #	Architect Phone #

(To adequately describe the scope of work, please feel free to attach a separate sheet with relevant information.)

Do you have any objection to our inquiring about any or all of the projects listed above? If yes, describe the circumstances: Yes No

Any other references you care to list:

Will an on-site, skilled superintendent or foreman capable of executing the work under the Contract be assigned to this project? Yes No

Will this skilled superintendent or foreman actually be entrusted with executing the work under the Contract? Yes No

If no, please explain: _____

State the training and experience of the superintendent or foreman:

Equipment: Outline below the major equipment owned that is available for this work.

Item	Description	Owned / Leased	Qty	Condition

Financing: Financial Statement must be provided upon request.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Nick Osborne
DRAFTED BY

March 1, 2016
DATE DRAFTED

RECOGNIZING ROBERT LEU

- 1 **WHEREAS**, Robert (Rob) Leu was hired by Rock County as a Planner/Engineer on February 20, 1978; and
2
3 **WHEREAS**, Rob was hired as the Rock County General Services Director on January 19, 1981 and served
4 in that role until his retirement on April 29, 2016; and
5
6 **WHEREAS**, during Rob's career of more than 38 years with Rock County he played a significant role in
7 many major County construction projects, including:
8
9 - Jail Construction in 1986
10 - Juvenile Detention Center construction in 1994-95, later renamed the Youth Service Center
11 - Communications Center construction in 1992 and addition/renovation in 2005
12 - Courthouse addition/renovation in 1999
13 - Glen Oaks Renovation in 1995
14 - Job Center Renovation in 1997
15 - Eclipse Center Renovation in 2009-10; and
16
17 **WHEREAS**, Rob has guided and overseen the development and expansion of many of the facilities on the
18 UW-Rock County campus, including:
19
20 - Wells Cultural Center in 1980-81
21 - Williams Hall addition/renovation in 1998
22 - Engineering Center in 2007
23 - Library - Allen Hall in 2009; and
24
25 **WHEREAS**, Rob played a key role in establishing, developing, and managing numerous County functions
26 during his career that included facility maintenance, lease negotiations, purchasing, central duplicating, mail
27 operations, and the contract review process; and
28
29 **WHEREAS**, Rob's expertise and institutional knowledge of Rock County facilities will be greatly missed.
30
31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
32 this _____ day of _____, 2016 does hereby recognize Rob Leu for his 38 plus years of service and
33 extends best wishes in his future endeavors.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Edwin Nash

Jason Heidenreich, Vice Chair

Jeremy Zajac

Thomas J. Brien

RECOGNIZING ROBERT LEU

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COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

February 23, 2016
DATE DRAFTED

**Retaining Architectural Firm to Develop Options and Costs for Phase 2 Building
Access and Security Screening at the Courthouse**

- 1 **WHEREAS**, as commissioned by the County Board in September, Mead and Hunt Engineering
- 2 continues to work on the plans and specifications for Phase 1 security upgrades at the Courthouse to
- 3 include: duress alarms, card access, door control and video surveillance; and,
- 4
- 5 **WHEREAS**, second phase of security improvements will include building access with weapons
- 6 screening; and,
- 7
- 8 **WHEREAS**, before any recommendations can be made relative to the number and location of building
- 9 entrances, and thus screening stations, the General Services Committee needs more information on the
- 10 options, construction/remodeling requirements and the cost impact; and,
- 11
- 12 **WHEREAS**, because of their extensive experience in the design of courthouses and secure facilities,
- 13 Potter Lawson Architects met with the Committee and submitted a proposal for services that would
- 14 generate the information needed.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors, duly assembled
- 17 this _____ day of _____, 2016, hereby retains Potter Lawson Architects of Madison, WI to
- 18 develop access and screening options, renovation requirements, and cost estimates related to Phase 2
- 19 security improvements at the Courthouse in an amount not to exceed \$30,000.00, and;
- 20
- 21 **BE IT FURTHER RESOLVED** that a design contingency be established in the amount of \$15,000.00
- 22 to cover additional services of the architect, or other engineering disciplines, as authorized in advance, by
- 23 the General Services Committee, and;
- 24
- 25 **BE IT FURTHER RESOLVED** that payments be made to the vendor upon approval of the General
- 26 Services Committee.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

FISCAL NOTE:

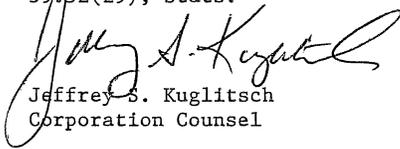
Sufficient funds are available in the Courthouse Security capital account for this contract. This project is funded by sales tax revenues.



Sherry Oja
Finance Director

LEGAL NOTE:

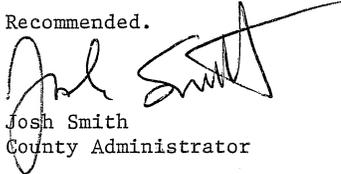
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- Facilities Management
- Maintenance
- Duplicating
- Central Stores
(608)757-5518

Executive Summary

Retaining Architectural Firm for Services Relating to Option Development and Cost Estimating Relating to Phase 2 of the Courthouse Security Upgrade Project

Phase 2 of the Courthouse Security Upgrade Project will address building access and weapons screening. Due to the complexity of the topic, numerous options, and the short term/long term cost implications, the General Services Committee wants more information before making recommendations to the County Board.

To that end, the Committee, and thus this resolution, retains Potter Lawson Architects to look at the options, renovation requirements, and cost implications. During this process new options may surface. The cost for this basic scope of work will be on a fixed fee basis, not to exceed \$30,000.00.

In the event an option needs extensive analysis, structural, or other engineering input, a design contingency of \$15,000.00 will be established. Control and use of this contingency will rest with the General Services Committee. It is often said, money spent at this early stage in the process can reap the greatest benefits down the road.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY



Josh Smith
DRAFTED BY

General Services Committee
SUBMITTED BY

March 8, 2016
DATE DRAFTED

Renaming the General Services Department and Director Title

- 1 **WHEREAS**, the General Services Director is retiring, necessitating a recruitment process to fill the position;
2 and,
3
4 **WHEREAS**, the General Services Department is currently responsible for maintaining County facilities that
5 total approximately 1.2 million square feet valued at about \$285 million, representing a significant
6 investment of time and financial resources; and,
7
8 **WHEREAS**, over the years changes have been made to the responsibilities of the department to reflect an
9 increased focus on facilities management; and,
10
11 **WHEREAS**, changing the name of the department and the director position to more accurately describe the
12 focus on facilities management will assist in recruiting qualified candidates and improve the understanding
13 of potential candidates and the public regarding the department's responsibilities.
14
15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
16 this _____ day of _____, 2016 does hereby change the name of the General Services Department
17 to the Facilities Management Department and the name of the director position from General Services
18 Director to Facilities Management Director.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Edwin Nash

Jason Heidenreich, Vice Chair

Jeremy Zajac

Thomas J. Brien

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

Renaming the General Services Department and Director Title
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FISCAL NOTE:

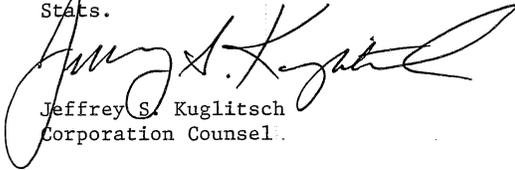
No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

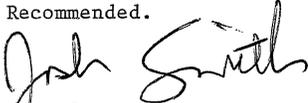
The County Board is authorized to take this action pursuant to sec. 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The retirement of the General Services Director necessitates a recruitment to fill the position. Changing the name of the department to the Facilities Management Department and the title of the position to Facilities Management Director will aid in the recruitment process by making it clearer to potential applicants what the responsibilities of the department and the position are.

The County's investment in its facilities is significant, with the General Services Department managing nearly 1.2 million square feet of space valued at about \$285 million. In 2016 the department's budget totaled nearly \$5 million and included 22.6 FTE staff.

In addition, over the last several years changes have been made to the responsibilities of the department to increase the focus on its role in managing facilities. It is anticipated that an additional resolution will be forthcoming within the next several months to continue this trend by moving responsibility for oversight of the central duplicating and mail operations out of the General Services Department and into the Finance Department.