

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20050543

1. ACTION REQUESTED/PURPOSE: Approval to amend the extended Memorandum of Understanding (MOU) dated November 27, 2001, by: 1) revising the current job descriptions & deleting one title; 2) adding four new titles; and 3) increasing all the existing salary range maximums four percent. All can be found in Attachment A1. Additionally, beginning the first pay period of FY 2005-2006 and each concurrent year, we are requesting that the salary range maximums be increased according to the prior FY's July consumer price index (Attachment B). Also, amend the MOU's Current Section #3 with the attached Proposed Section #3A (Attachment C), which revises the current method of figuring the net gain square footage when justifying the need for additional staff, and increases the Facilities/MARS operating supply budget for newly acquired space and small projects.

No additional budget increase is needed at this time for these changes.

2. WHAT ACTION ACCOMPLISHES: Updates the MOU's current job descriptions, titles, and salary ranges; provides an increase to the salary range maximums this, and each following year; revises the current methodology of figuring square footage for new positions; and increases the MARS operating supply budget when a new facility or project is acquired.

3. MANAGEMENT RECOMMENDATION:

4. Departmental Category: 02 C2B		5. Meeting Date: 05-10-2005
6. Agenda: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	7. Requirement/Purpose: (specify) <input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input type="checkbox"/> Admin. Code <input type="checkbox"/> Other	8. Request Initiated: Commissioner Department Construction & Design Division Facilities Management By: <i>[Signature]</i> Rich Beck, Director

9. Background: Since the start of the MOU contract, the job descriptions have not been revised or added to, nor have the salary ranges been raised. We are requesting that the original Attachment A in the extended MOU be replaced with Attachment A1. In conjunction, we are requesting that beginning in the next fiscal year, 2005-2006, and each concurrent year, the salary range minimums and maximums be increased according to the prior FY's July consumer price index, as noted in Attachment B. In addition, replace the prior Section #3 with the proposed Section #3A (Attachment C), which formulizes our net square footage justification for new positions to be more in keeping with actual maintenance requirements. In conjunction, we are asking for an increase in our operating supply budget of \$1.70/sq. ft. when new facilities are acquired or when minor projects are added. The current MOU only allows for increases to the budget for items directly related to the hiring of new employees (personnel, uniforms, vehicles, and telecommunications). This supply budget increase will be done either when new positions are requested during the fiscal year, due to square footage increases, or during the yearly budget process.

- Attachments:
 Attachment A1
 Attachment B
 Attachment C

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
<i>[Signature]</i> 4/22/05		<i>[Signature]</i> 4/25/05		<i>[Signature]</i> 4/25/05	Analyst <i>[Signature]</i> 4/25/05	Risk <i>[Signature]</i> 4/25/05	Grants <i>[Signature]</i> 4/25/05	Mgr. <i>[Signature]</i> 4/25/05	<i>[Signature]</i> 4/22/05

11. Commission Action:

- Approved
 Deferred
 Denied
 Other

Rec. by CoAtty
 Date: 4/25/05
 Time: 12:00
 Forwarded To:
[Signature] 4/25/05

RECEIVED BY
 COUNTY ADMIN: *[Signature]*
 4/25/05 MF
 3:25
 COUNTY ADMIN
 FORWARDED TO: *[Signature]*
 4/25/05
 4/25/05

Detention Center Tradesworker IV Salary \$36,850 - \$59,402

PURPOSE: This is a lead position requiring extensive knowledge in all areas of building maintenance including, but not limited to plumbing, electrical and mechanical fields and the ability to explain correct procedures to other tradesworkers when asked. Will perform numerous duties in the detention centers and take direction from Facilities Supervisor. Will fill in for supervisors when they are absent and be required to assign work schedules to other tradesworkers. Duties include, but are not limited to: prepare project cost analyses, including time, materials, and timeframe, obtain quotes from vendors, assign work orders, schedule projects with Sheriff's Office, verify invoices for proper billing of jobs, handle technical and administrative issues, and are expected to report to work after an emergency unless excused by management as the duties performed in the position are essential. Prefer thorough knowledge of mechanical electronics, HVAC, building automation systems, locks, welding, gear driven devices, electrical, carpentry or other specific skills necessary to perform the required job assignments, knowledge of standard methods and tools of overall related codes, rules and regulations plus ability to work from blueprints and sketches, special licenses, i.e., electrical journeyman, additional certifications, i.e., refrigerant recovery, and knowledge of computer systems and/or automated systems and equipment, ability to climb ladders, scaffolding, dig, crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, work in small spaces in extreme temperatures and learn ability to adhere to security and tool control measures. Must be respirator certified and able to work flexible hours and days as needed, work overtime and be on call for emergencies.

This position requires any combination of education and experience equivalent to: Graduation from a high school; plus prefer five years of detention center experience. Must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license or CDL has to be obtained within 6 months of hire. Must be able to pass a criminal background check.

Detention Center Tradesworker III Salary \$32,450 - \$50,622

PURPOSE: This individual performs complex installations and repairs in all areas of building maintenance including, but not limited to plumbing, electrical and mechanical fields. Will perform numerous duties in the detention centers and take direction from Facilities Supervisor and Tradesworker IV. Provides direction to Tradesworker IIs. Duties include, but are not limited to: assign work orders, procuring parts as required and is expected to report to work after an emergency unless excused by management as the duties performed in the position are essential. Prefer thorough knowledge of mechanical electronics, HVAC, building automation systems, locks, welding, gear driven devices, electrical, carpentry or other specific skills necessary to perform the required job assignments, knowledge of standard methods and tools of overall related codes, rules and regulations plus ability to work from blueprints and sketches, special licenses, i.e., electrical journeyman, additional certifications, i.e., refrigerant recovery, and knowledge of computer systems and/or automated systems and equipment, ability to climb ladders, scaffolding, dig, crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, work in small spaces in extreme temperatures and learn ability to adhere to security and tool control measures. If licenses and certifications are not in possession at time of employment, they must be obtained within 6 months of hire. Must be respirator certified and able to work flexible hours and days as needed, work overtime and be on call for emergencies.

This position requires any combination of education and experience equivalent to: Graduation from a high school; plus prefer four years of detention center experience. Must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license or CDL has to be obtained within 6 months of hire. Must be able to pass a criminal background check.

Detention Center Tradesworker II Salary \$28,050 - \$43,758

PURPOSE: This individual performs essential apprentice level installations and repairs in all areas of building maintenance including, but not limited to plumbing, electrical and mechanical. Will perform numerous duties in the detention centers and take direction from Facilities Supervisor and both Tradesworker IVs and IIIs. Expected to report to work after an emergency unless excused by management, as the duties performed in the position are essential. Prefer knowledge of mechanical electronics, HVAC, building automation systems, locks, welding, gear driven devices, electrical, carpentry or other specific skills necessary to perform the required job assignments, knowledge of standard methods and tools of overall related codes, rules and regulations plus ability to work from blueprints and sketches, additional certifications, i.e., refrigerant recovery, and knowledge of computer systems and/or automated systems and equipment, ability to climb ladders, scaffolding, dig, crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, work in small spaces in extreme temperatures and learn ability to adhere to security and tool control measures. Must be able to pass a respirator physical and become respirator certified, and work overtime as required.

This position requires any combination of education and experience equivalent to: graduation from a high school; plus prefer two years of detention center experience. Must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license has to be obtained within 6 months of hire. Must be able to pass a criminal background check.

TRADESWORKER IV \$33,500 - \$54,002

PURPOSE: This is a lead position requiring extensive knowledge of their trade and the ability to explain correct procedures to other tradesworkers when asked. Will perform numerous duties in the field and take direction from Facilities Supervisor. Will fill in for supervisors when they are absent and be required to assign work schedules to other tradesworkers. Duties include, but are not limited to: prepare project cost analyses, including time, materials, and timeframe, obtain quotes from vendors, assign work orders, schedule projects with County departments, verify invoices for proper billing of jobs, handle technical and administrative issues, and are expected to report to work after an emergency unless excused by management as the duties performed in the position are essential. May require thorough knowledge of mechanical electronics, HVAC, building computer controls, electrical, carpentry or other specific skills necessary to perform the required job assignments, knowledge of standard methods and tools of overall related codes, rules and regulations plus ability to work from blueprints and sketches, special licenses, i.e., electrical journeyman, additional certifications, i.e., refrigerant recovery, and knowledge of computer systems and/or automated systems and equipment, ability to climb ladders and scaffolding, dig and crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, and work in small spaces in extreme temperatures. Must be respirator certified and able to work flexible hours and days as needed, work overtime and be on call for emergencies.

This position requires any combination of education and experience equivalent to: Graduation from a high school, plus five years of experience in a specific trade. Must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license or CDL has to be obtained within 6 months of hire. Must be able to pass a criminal background check.

TRADESWORKER III \$29,500 - \$46,020

This individual performs complex installations and repairs in the specific trade. Will perform numerous duties in the field and takes direction from Facilities Supervisor and Tradesworker IV. Provides direction to Tradesworker IIs. Duties include, but are not limited to: assign work orders, procuring parts as required and is expected to report to work after an emergency unless excused by management as the duties performed in the position are essential. May require thorough knowledge of mechanical electronics, HVAC, building

computer controls, electrical, carpentry or other specific skills necessary to perform the required job assignments, knowledge of standard methods and tools of overall related codes, rules and regulations plus ability to work from blueprints and sketches, special licenses, i.e., electrical journeyman, certifications, i.e., refrigerant recovery, and knowledge of computer systems and/or automated systems and equipment, ability to climb ladders and scaffolding, dig and crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, and work in small spaces in extreme temperatures. If licenses and certifications are not in possession at time of employment they must be obtained within 6 months of hire. Must be respirator certified and able to work flexible hours and days and overtime as needed and be on call for emergencies.

This position requires any combination of education and experience equivalent to: Graduation from a high school; plus four years of experience in a specific trade. Must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license or CDL has to be obtained within 6 months of hire. Must be able to pass a criminal background check.

TRADESWORKER II \$25,500 - \$39,780

This individual performs essential apprentice level installations and repairs in the specific trade. Will perform numerous duties in the field and take direction from Facilities Supervisor, Tradesworker Ivs, Tradesworker IIIs and provides direction to Tradesworker Is. Is expected to report to work after an emergency unless excused by management as the duties performed in the position are essential. Some knowledge of mechanical electronics, HVAC, building computer controls, electrical, carpentry or other specific skills necessary to perform the required job assignments. May require knowledge of standard methods and tools of the specific trade plus the ability to work from blueprints and sketches. Physical requirements are the ability to climb ladders and scaffolding, dig and crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, and work in small spaces in extreme temperatures. Must be able to pass a respirator physical and become respirator qualified, able to work flexible hours and days and overtime as needed.

This position requires any combination of education and experience equivalent to graduation from high school and prefer two years of experience in the specific trade, must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license if applicable must be obtained within six months of hire; and passing a criminal background check.

TRADESWORKER I \$21,500 - \$33,540

This individual performs essential entry level repairs and assists with installations in the specific trade. Will perform numerous duties in the field and take direction from Facilities Supervisor, Tradesworker's IVs, Tradesworker IIIs, and Tradesworker IIs. Is expected to report to work after an emergency unless excused by management as the duties performed in the position are essential. Some knowledge of mechanical electronics, HVAC, building computer controls, electrical, carpentry, or other specific skills necessary to perform the required job assignments. Prefer knowledge of standard methods and tools of the specific trade plus the ability to work from blueprints and sketches. Physical requirements are the ability to climb ladders and scaffolding, dig and crawl in tight spaces, reach, stoop, squat, lift 60 pounds, work outside during all seasons, and work in small spaces in extreme temperatures. Must be able to pass a respirator physical and become respirator qualified, able to work flexible hours and days and overtime as needed.

This position requires any combination of education and experience equivalent to graduation from high school and prefer one year of experience in the specific trade, must possess a valid Florida Class "E" drivers license with an acceptable driving record with the understanding a Florida Class "D" drivers license within six months of hire; and passing a criminal background check.

SENIOR SUPPLY SPECIALIST \$26,222 - \$40,907

This individual oversees the operation and inventory control of the materials warehouse. Requirements are: combination of education and experience equivalent to graduation from high school and prefer two years of experience in a stockroom, records center, or related field; must possess valid Florida Class "E" drivers license with an acceptable driving record; passing a criminal background check; and working overtime as required. Prefer knowledge of warehouse operations, records maintenance and computer skills. Physical requirements are the ability to climb ladders, crawl, bend, stoop, and lift up to 60 pounds including lifting 30 pounds overhead.

The duties performed in this position are essential and the employee will be expected to report to work after an emergency unless excused by management.

SUPPLY SPECIALIST \$19,879 – \$31,010

This individual performs clerical and physical tasks in receiving, storing and issuing of parts and equipment at materials warehouse. Requirements are: combination of education and experience equivalent to graduation from high school and prefer one year of experience in a stockroom, record keeping, warehouse or related field; must possess a valid Florida Class "E" drivers license with an acceptable driving record, passing a criminal background check; and working overtime as required. Prefer knowledge of warehouse operations and records maintenance, and prefer computer experience. Physical requirements are the ability to climb ladders, crawl, bend, stoop, and lift up to 60 pounds including lifting 30 pounds overhead.

The duties performed in this position are essential and the employee will be expected to report to work after an emergency unless excused by management.

OFFICE ASSISTANT, SENIOR \$20,380 - \$31,906

The incumbent, under direct supervision, performs general office support and clerical duties following established procedures and detailed instructions. Duties included are, but not limited to: answering telephones, customer service inquiries, prepare correspondence, handle petty cash, prepare forms, logs and calendars, and operate office equipment, e.g.: copiers, fax, pc's, etc. The position requires strong communication and customer service skills with computer software knowledge.

This position requires any combination of education and experience equivalent to high school graduation and three years of experience in public relations, customer service work, or clerical experience or related experience specific to position assignment. Demonstrated, if necessary, abilities in typing, specific computer programs (word processing, basic spreadsheets, etc.), and /or written or verbal communication.

OFFICE ASSISTANT \$18,610 - \$29,031

This individual provides clerical support that includes phone coverage, typing, and filing. Requirements are: combination of education and experience equivalent to graduation from high school and passing a typing test at a minimum of 35 wpm. Prefer three years of clerical and computer experience. Must pass a criminal background check and work overtime as required. Physical requirements are the ability to remain seated for long periods.

Additional Information to Accompany Blue sheet Concerning Modification of
MOU

Seven years ago, the Maintenance and Repair Shop (MARS) portion of Facilities Management Division was placed under an MOU with the BOCC. This agreement has been in place with no modification since it was implemented. During this time significant changes within the Facilities/MARS organization and the County now necessitate updating the MOU in two important areas, Operations and Personnel.

Operations:

Under the existing MOU, MARS is allowed to hire one person for every 46,000 square feet of space acquired by the County. However, not all space is created equal when regarding maintenance and for this reason a formulary has been created based upon auditing actual work orders, see Attachment C.

Under the existing MOU, even as space was added, there was no methodology in place to increase the amount of operating funds necessary to maintain the properties. Facilities Management simply worked with Fiscal and Budget every year to come up with a "best guess" estimate of future monies needed. However, it is now possible with the new Facilities Focus work order software to accurately calculate our operating costs per square foot. Based upon our current amount of calculated square footage maintained by MARS, divided into the amount of money actually used to maintain our structures and land, we show that for every calculated square foot of space added, our operating expenses go up an average of \$1.70. If we considered this similar to a Common Area Charge (CAM) found in any leased building, a good gauge of our efficiency is found. Most CAM charges range in Lee County from a low of \$1.75/sq ft to \$8.00/sq ft with an average of \$2.50/sq ft. Clearly this shows that Facilities Management is providing services to all County operated facilities below market rates. Facilities Management would on a yearly basis during the budget cycle or in conjunction with new position requests during the course of the FY total the creditable square footage obtained during the previous year and use the \$1.70 figure to calculate operating expenses included for the next year.

Also, Facilities CIP projects under \$25,000 are encouraged to be placed under our Operating Budgets. If the CIP project is maintenance related and is under \$25,000, it would be added to the MARS Operating Budget and tracked by a subsidiary number. This represents a change to the \$5,000 project limit outlined in the scope of work, RFP-98-01, section 3.25.

Personnel:

When approved by the BOCC seven years ago the position descriptions contained in the MOU had minimum and maximum salary ranges in the neighborhood of 36% higher than comparable job descriptions remaining directly under BOCC Human Resources. However, unlike the County pay plan, the MOU

Attachment B

did not provide for adjusting the salary range of a job with the calculated Consumer Price Index (CPI) every year. So for the past seven years the MARS Trades Workers have not had their salary ranges increased. Many of the people have now reached the top of their scale and are not able to receive either a cost of living or annual performance raise. When compared today with similar County positions the MARS salary ranges are on average 4% lower. For this reason we are requesting a 4% increase in the salary ranges contained in this MOU. Additionally, this revision includes the same CPI yearly calculation for both the minimums and maximums of the salary ranges contained in the MOU.

Additionally, the expanding Jail and Detention Center network has caused us to re-evaluate the demands it has placed on our personnel. Due to the nature of the work, the "2-man" rule in effect for safety, and the 24-hour nature of these specialized facilities, the ratio for personnel would be 3 staff members for every 46,000 sq ft accumulated for Jail/Detention Center Facilities. This will enable MARS to have more of a presence on the night and late night shifts to meet the demand, and the will decrease the overtime we currently incur in meeting these demands.

Conclusion:

When the MOU went into affect, Facilities Management was maintaining approximately 1,268,000 square feet of County owned or leased facilities. Today we are maintaining 2,332,000 square feet with a new indoor shooting range, South Regional Library and two more regional parks scheduled to come on line within the near future. It is probable that by the end of 2006 Lee County will control 3,000,000 square feet of space. To meet the challenge of rapidly increasing MARS maintained square footage, Facilities has looked for innovative cost effective ways to maintain our buildings including infrared thermography, Indoor Air Quality surveillance, in-house mold remediation capabilities, Energy Star program, remote monitoring and control of lighting and air conditioning and others. Amending the MOU at this time will help to position MARS for the new challenges ahead and allow us to continue seeking ways to provide excellent service while maintaining a well below industry average cost per square foot.

Formularies When Requesting Additional Headcount or Operating Supply Budget

Personnel Increases

1) For every sq ft of building space with HVAC systems added to the Facility Focus Work Order System we will credit a ratio of 1:1.

2) If a structure is added to Facility Focus that does not have both plumbing *and* HVAC systems, but does have complete walls, the creditable ratio will be 1:0.75; i.e., A 10,000 square foot warehouse with no AC and plumbing will reflect an additional 7,500 square feet of creditable space working towards the 46,000 sq ft number for one additional trades person.

3) A structure that does not have complete walls such as a picnic pavilion or bus stop will have a ratio of 1:0.5.

4) Land with irrigation and/or lighting such as a ball field will be credited using a ratio of 1:0.25.

5) Square footage associated with Jail/Detention Center Service Facilities will be credited with 3 additional trades persons for each 46,000 sq ft accumulated.

Operating Supply Increases

1) For every calculated sq ft of space added, the Operating Supply budget will be increased \$1.70.

2) CIP-related maintenance projects that fall under \$25,000 will be included in the MARS Operating Budget.