

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

Blue Sheet No. 20050573

- 1. ACTION REQUESTED/PURPOSE:** Approve (5) five new positions for Facilities Management Administration (non-MOU), to help administer the County Facilities. Approve a budget transfer in the amount of \$188,800 to cover personnel & operating expenses, and 1-time capital purchases, for the balance of the Fiscal Year. Approve Budget Amendment Resolution for Fleet Management for increased vehicle maintenance expenses.
- 2. WHAT ACTION ACCOMPLISHES:** These positions have already been submitted for inclusion in the FY06 budget. The establishment of these positions during FY05 will help us to meet the pressing needs generated by the growing County Facilities.
- 3. MANAGEMENT RECOMMENDATION:** Approve

4. Departmental Category: CAC **5. Meeting Date:** 05-10-2005

6. Agenda:	7. Requirement/Purpose: (specify)	8. Request Initiated:
<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Statute	Commissioner
<input type="checkbox"/> Administrative	<input type="checkbox"/> Ordinance	Department <u>Construction & Design</u>
<input type="checkbox"/> Appeals	<input type="checkbox"/> Admin. Code	Division <u>Facilities Management</u>
<input type="checkbox"/> Public	<input type="checkbox"/> Other	By: <u>[Signature]</u>
<input type="checkbox"/> Walk-On		Rich Beck, Director

9. Background:
The MOU between Lee County and Facilities Management/MARS provides for additional tradesworkers as the accumulated square footage increases. However, our rapid expansion in the last year has created a tremendous need for Facilities Management/Administrative and Supervisory staff. These 5 positions will assist in the following areas: 1) Facilities Supervisor to manage large number of Countywide, MARS-managed projects; 2) Parking Attendant to assist at the expanding Juror Lot and additional toll booth being installed; 3) Tradesworker, Journeyman to complete an internal life-safety/fire alarm systems inspection team for Countywide facilities, reducing external vendor costs; 4) Tradesworker, Journeyman to assist in the Indoor Air Quality Program (sampling, testing, mold remediation, water damage restoration), reducing the need for external vendors; 5) Tradesworker, Journeyman to assist the Design Specialist in coordinating external office furniture installations and reconfigurations, as well as performing some internal installations, repairs, measurements, and minor drawings, in Countywide buildings, further reducing the need for external vendors.

Estimated costs for FY05: \$188,800
Salary and fringe benefits: \$77,200
Operating Costs: \$9,600
Capital equipment and rolling stock (1-time): \$102,000

Upon transfer from reserves, funds will be available in:
QC5121200100.501210/504030/506410/506430

Attachments:
Transfer sheet
Budget Amendment Resolution

10. Review for Scheduling:

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

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

Rec. by CoAtty
Date: 4/25/05
Time: 3:25
Forwarded To:
[Signature]
4/25/05

RECEIVED BY COUNTY ADMIN: [Signature]
4-25-05
4:45
COUNTY ADMIN FORWARDED TO: [Signature]
[Signature]

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General DATE: 04/22/05 BATCH NO. _____

FISCAL YEAR: 04/05 FUND #: 00100 DOC TYPE: YB LEDGER TYPE: BA

TO: Facilities Management (DIVISION NAME) Facilities Management - Admin (PROGRAM NAME)

NOTE: PLEASE LIST THE ACCOUNT NUMBER BELOW IN THE FOLLOWING ORDER:
 FUND #-DEPT/DIV #-PROGRAM #-OBJECT CODE #-SUBFUND #-PROJECT#-COST CENTER #.
 (EXAMPLE: BB5120100100.503450)

ACCOUNT NUMBER	OBJECT NAME	DEBIT
QC5121200100.501210	Salaries	\$77,200
QC5121200100.504030	Motor Pool Charges	9,600
QC5121200100.506410	Furniture & Equipment	2,000
QC5121200100.506430	Vehicle & Rolling Stock	100,000
TOTAL TO:		\$ 188,800

FROM: Non-Departmental (DIVISION NAME) Reserves (PROGRAM NAME)

ACCOUNT NUMBER	OBJECT NAME	CREDIT
GC5890100100.509910	Reserves for Contingency	\$ 188,800
TOTAL FROM:		\$ 188,800

EXPLANATION: Budget for additional five (5) employees, as approved by BoCC.

Handwritten: Paper Correction 4/22/05

Handwritten Signature: [Signature] 4-26-05
 DIVISION DIRECTOR SIGNATURE DATE

DBS: APPROVAL DENIAL _____
 APPROVAL DENIAL _____
 CO. ADMIN.: APPROVAL _____ DENIAL _____

DEPARTMENT DIRECTOR SIGNATURE DATE
Handwritten: [Signature] 4/26/05
 OPERATIONS ANALYST SIGNATURE DATE
Handwritten: [Signature] 4/27/05
 BUDGET OPERATIONS MANAGER SIGNATURE DATE

CO. ADMIN. SIGNATURE DATE

BCC APPROVAL DATE _____

BCC CHAIRMAN SIGNATURE _____

BA NO: _____ AUTH CODE: _____ TRANS DATE: _____

REV. 05/93

RESOLUTION # [REDACTED]

Amending the Budget of Fleet Management-Fund 59400 to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2004-2005.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lec County, Florida, to amend the Fleet Management-Fund 59400 budget for \$4,000 of the unanticipated revenue from additional user fees and an appropriation of a like amount for additional expenses and;

WHEREAS, the Fleet Management-Fund 59400 budget shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total: \$5,832,053
Additions

JB5191059400.341210.9001 Vehicle-Maintenance Fees \$4,000

Amended Total Estimated Revenues \$5,836,053

APPROPRIATIONS

Prior Total: \$5,832,053
Additions

JB5191059400.504670 Equipment Repair Parts \$4,000

Amended Total Appropriations \$5,836,053

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the Fleet Management-Fund 59400 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ____ day of _____, 2005.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA