#### Lee County Board Of County Commissioners Agenda Item Summary Blue Sheet No. 20040506

### 1. REQUESTED MOTION:

<u>ACTION REQUESTED</u>: For Facilities Management, MARS, approve (5) new positions to maintain additional square footage acquired in the County, per MOU of 4/7/98 and amended 11/27/01. Approve Piggy Back purchase, estimated at \$80,000 with options, for (2) Freightliner Sprinter Utility Cargo Vans via Florida Sheriffs Association Bid #03-11-0825. Estimated costs for balance of FY04 for salaries, vehicles, equipment, and operating expenses is \$253,550.

For Facilities Management, Administration, approve a budget increase to cover building operating expenses for the Justice Center Annex (SunTrust Building, purchased 2/9/04). Estimated costs for the balance of FY04 for building operating costs are \$297,319.

Approve budget transfer from General Fund Reserves in the amount of \$550,869, and approve Budget Amendment Resolution for Fleet Management.

<u>WHY ACTION IS NECESSARY</u>: Board approval is required for establishment of new positions, budget transfers and resolutions, and Piggy Back purchases over \$50,000.

<u>WHAT ACTION ACCOMPLISHES</u>: To staff and equip Facilities Management Administration and Maintenance & Repair Division at a level which will enable us to efficiently service the newly acquired Justice Center Annex.

COMMISSION DISTRICT #       Complexity       Construction & Design         ADMINISTRATIVE       ORDINANCE       B. DEPARTMENT       Construction & Design       Facilities Management         ADMINISTRATIVE       ORDINANCE       B. DEPARTMENT       Construction & Design         APPEALS       ADMIN. CODE       C. DIVISION       Facilities Management         PUBLIC       OTHER       C. DIVISION       Facilities Management         WALK ON       TIME REQUIRED:       C. DIVISION       Facilities/MARS, per the         MOU, include: (5) Tradesworker III's. Total of (5) vehicles purchased will be shared by these field employees, as well as 3 employees who did not receive a vehicle as part of the 1/13/04 bluesheet.       Salaries and Benefits: \$99,300         Vehicle purchases and maintenance: \$150,000       Operating Expenses (phones, uniforms, tools, PC): \$4,250       Total: \$253,550       Status        continued on Page Two       9. RECOMMENDED APPROVAL:       Status       G         A B C D E F       G       County Manager						
x       CONSENT       STATUTE       A. COMMISSIONER         ADMINISTRATIVE       ORDINANCE       B. DEPARTMENT       Construction & Design         APPEALS       ADMIN. CODE       C. DIVISION       Facilities Management         PUBLIC       OTHER       BY:       Rich Beck, Director       Recomment         WALK ON       TIME REQUIRED:       OTHER       BY:       Rich Beck, Director       Recomment         7.       BACKGROUND:       For additional 230,000 sq.ft. acquired since our bluesheet (#20031497) dated 1/13/04, positions for Facilities/MARS, per the         MOU, include: (5) Tradesworker III's. Total of (5) vehicles purchased will be shared by these field employees, as well as 3 employees who did not receive a vehicle as part of the 1/13/04 bluesheet.       Salaries and Benefits: \$99,300         Vehicle purchases and maintenance: \$150,000       Operating Expenses (phones, uniforms, tools, PC): \$4,250       Otal: \$253,550        continued on Page Two       8.       RECOMMENDED APPROVAL:         A       B       C       D       E       F       G						
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9. <u>RECOMMENDED APPROVAL</u> : A B C D E F G						
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Director or Resources Attorney						
Sounder Marine OA OM Risk GC						
Munda Avent Ripolor 120 920 18 101 12101 92004						
10. COMMISSION ACTION:						
APPROVED Rec. by CoAtty COUNTY ADMIN: (K						
DENIED Date: 40.0104 04/120/04						
COUNTY ADMIN						
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Bluesheet #20040506 Page Two

For Facilities/Admin Building Operating Expenses (utilities, janitorial, landscaping, etc) Total: \$297,319

Upon transfers, funds will be available in QC5121200100 & QC5190100100. (Construction & Design, Facilities Management, Facilities Administration/Facilities MARS, General Fund.) Fleet Budget Resolution will provide additional budget for monthly maintenance and fuel needed for new vehicles.

Attachments: Budget Transfer Budget Resolution

# **REQUEST FOR TRANSFER OF FUNDS**

FUND NAME:	General			DATE:	04/16/04	BATCH NO	•		
FISCAL YEAR:	04	FUND #:	00100	_ DOC TYPE;	YB	LEDGER TYPE:		BA	
то:		Management			A	dmin/MARS			
(DIVISION NAME)					(PRC	(GRAM NAME)			
	Note: Please L Fund #-Dept/Div (Example: BB51	/ #-PROGRAM #-(	OBJECT COD						
	ACCOUNT NUM	BER			OBJECT NAME			DEBIT	
QC5190100100.5				Salaries			\$	99,300	
QC5190100100.5				Vehicle & Roll	ing Stock			140,000	
QC5190100100.5	04030			Motor Pool Ch	narges			10,000	
QC5190100100.5	04110			Telecommuni	ications			1,250	
QC5190100100.5				Minor Equipm	nent			2,500	
QC5190100100.5	05230			Clothing & We	earing Apparel			500	
QC5121200100.5	04310			Electric				140,000	
QC5121200100.50	03410			Janitorial Serv	/ices			79,219	
QC5121200100.50	04330			Water & Sewe	r			31,500	
QC5121200100.50	03490			Other Contrac	cted Services			46,600	
						TOTAL TO:	\$	550,869	
FROM:	Non-de	partmental				Reserves			
(DIVISION NAME)				(PROGRAM NAME)					
ACCOUNT NUMBER				OBJECT NAME				CREDIT	
GC5890100100.50	09910			Reserves for C	Contingency		\$	550,869	
						TOTAL FROM:	\$	550,869	

EXPLANATION: Provides Budget for personnel and building maintenance cost associated with acquisition of SunTrust Building 2/9/04

NOT WHAT	N	r	1		Stander	4.20.04
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•					OPERATIONS ANALYST SIGNATURE	DATE
		APPROVAL		DENIAL	0	
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			<u> </u>		BCC CHAIRMAN SIGNATURE	
BA	NO:		AUTH	CODE.	TRANS DATE:	
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## **RESOLUTION#**

Amending the Vehicle & Equipment Maintenance Budget, Fund 59400 to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2003-2004.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the Vehicle & Equipment Maintenance Budget, Fund 59400, for \$ 10,000 of the unanticipated revenue from Vehicle Maintenance Fees funding and an appropriation of a like amount for Equipment Repair Parts expenditures and;

WHEREAS, the Vehicle & Equipment maintenance Budget, Fund 59400 shall be amended to include the following amounts which were previously not included.

### **ESTIMATED REVENUES**

Prior Total: Additions		\$ 5,155,795		
JB5190159400.341210.9001	Vehicle Maint. Fees- Maint/Repair	\$ 10,000		
Amended Total Estimated Revenues		\$ 5,165,795		
Prior Total: Additions	APPROPRIATIONS	\$ 5,155,795		
JB5191059400.504670	Equipment Repair Parts	\$ 10,000		
Amended Total Appropriations		\$ 5,165,795		

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the Vehicle & Equipment Maintenance, Fund 59400 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 \_\_\_\_\_\_, 2004

ATTEST: CHARLIE GREEN, EX-OFFICIO CLERK BOARD OF COUNTY COMMISSIONERS LEE COUNTY, FLORIDA

BY: \_\_\_

DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

DOC TYPE YA LEDGER TYPE BA OFFICE OF COUNTY ATTORNEY