

Lee County Board of County Commissioners

Agenda Item Summary

Blue Sheet No. 20030097

1. REQUESTED MOTION:

ACTION REQUESTED: Approval for Facilities Management to create, advertise and hire for Preventive Maintenance Coordinator (PMC) position. Approve transfer of Budget from the General Fund Reserves #001 the amount of \$63,800.00 to cover estimated salary, benefits and associated operating costs for the remainder of the current 2002/2003 fiscal year.

WHY ACTION IS NECESSARY: Lee County Commissioners Board approval is needed to transfer funds from reserves and approve additional position.

WHAT ACTION ACCOMPLISHES: Capability for Facilities Management to hire new staff and purchase 1 new vehicle plus needed maintenance equipment in fiscal year 2002/2003.

2. DEPARTMENTAL CATEGORY: 02

COMMISSION DISTRICT #:

C2A

3. MEETING DATE:

02-18-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON

TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN.
- OTHER

6. REQUESTOR OF INFORMATION

- A. COMMISSIONER _____
- B. DEPARTMENT Construction & Design
- C. DIVISION Facilities Management
- BY: Rich Beck, Director *just*

7. NOTES:

Management now has the necessary tool to embark upon an aggressive preventative maintenance program. Industry standards agree that for every dollar spent performing preventive or routine maintenance, four dollars are saved on repairs. Entering equipment into the Facility Focus program with the manufacturers recommended periodic maintenance schedules and then coordinating and verifying that assigned tasks have been completed, requires the establishment of a new position in Facilities Management, for this reason I am requesting the addition of one person to the Facilities staffing level.

Estimated salary and fringe benefits	\$34,500
Misc. Operating Purchases (tools, radio, uniforms)	3,200
Capital Equipment (vehicle, purchase & maintenance)	<u>26,100</u>
	\$ 63,800

Funds will be available in fund QC5121200100.501210

Construction & Design/Facilities Management Administration/General Fund/Salaries

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>Stander</i> 1-27-03	N/A	<i>George A. Stander</i> 1/31/03		<i>[Signature]</i> 1/31/03	OA <i>[Signature]</i> 2/3/03	<i>CA</i> LOM <i>[Signature]</i> 2/4/03	RISK <i>[Signature]</i> 2/5/03	GC <i>[Signature]</i> 2-5-03	<i>Stander</i> 1-27-03

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: <i>1/31/03</i>
Time: <i>3:07 pm</i>
Forwarded To: <i>Budget 1/31/03 3:07pm</i>

RECEIVED BY COUNTY ADMIN. <i>CA</i>
<i>1-31-03 4:55</i>
COUNTY ADMIN. FORWARDED TO: <i>[Signature]</i>
<i>2/16/03</i>

