

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

Blue Sheet No. 20031497

1. REQUESTED MOTION:

ACTION REQUESTED: For Facilities Management, MARS, approve five (5) new positions to maintain additional square footage acquired in the County, per MOU of 4/7/98 and amended 11/27/01. Approved estimated \$200,000 purchase of Aerial Lift Truck fro Altec Industries via GSA pricing in effect at the time. Estimated costs for balance of FY04 for salaries, equipment, and operating expenses is \$460,821.

For Facilities Management, Administration, approve three (3) new positions to maintain the level of service within the County and to provide staff for new programs within Facilities. Estimated costs for the balance of FY04 are \$136,764.

Approve budget transfer from General Fund Reserves in the amount of \$597,585, and approve Budget Amendment Resolution for Fleet Management.

WHY ACTION IS NECESSARY: Board approval is required for establishment of new positions, budget transfers and resolutions, and GSA purchases over \$50,000.

WHAT ACTION ACCOMPLISHES: To staff and equip Facilities Management and Maintenance & Repair Division at a level which will enable us to efficiently service the newly acquired City of Palms and 5-plex practice fields. This sheet will also begin to position staffing for the upcoming purchase of the SunTrust Plaza building downtown.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #:**

C2G

3. MEETING DATE:

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: *[Signature]*

7. BACKGROUND:

For additional 230,000 sq ft acquired since our blue sheet (#20030493) dated 5/13/03, positions for Facilities/MARS, per the MOU, include: (1) Tradesworker Supervisor and (4) Tradesworker IV's. Aerial Lift Truck is needed to replace the 13-year old aerial truck for lamp work at the newly acquired Red Sox Stadium and 5-plex practice fields as well as the existing fields located at various parks throughout Lee County.

Salaries and Benefits: \$188,625

Vehicle purchases and maintenance: \$246,196

Operating Expenses (phones, uniforms, tools, PC): \$26,000

Total: \$460,821

Continued on Attached Sheet:

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
					AMM 12/30/03			
					OA	OM	RISK	GC
<i>[Signature]</i> 12-24-03	N/A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> 12/29/03	<i>[Signature]</i> 12/29/03	<i>[Signature]</i> 12/30/03	<i>[Signature]</i> 12/29/03	<i>[Signature]</i> 12/24/03

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D.
by CO. ATTY.
12-24-03
CO. ATTY.
FORWARDED TO:
[Signature]

RECEIVED BY
COUNTY ADMIN: *[Signature]*
12/29/03
COUNTY ADMIN
FORWARDED TO:
12/30/03

Background continued:

Facilities/Admin is requesting the following three (3) positions which will handle these particular issues County wide:(1) Trades Supervisor to head-up Preventive Maintenance program; (2) Sr. Supply Specialist at the Records Center to balance the workload with additional departments requesting records storage and the creation of the internal sign shop; and (3) Office Design Coordinator to design layouts, place modular furniture orders, and coordinate installations.

Salaries and Benefits: \$107,979

Vehicle purchase and maintenance: \$24,185

Operating Expenses (phones, uniforms, tools, PC): \$4,600

Total: \$136,764

Upon transfer, 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.

ATTACHMENT:

Budget Transfer

Budget Resolution

RESOLUTION

Amending the Budget of Fleet Management-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 Fleet Management-Fund 59400 budget for \$10,170 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:		\$4,935,872
Additions		
JB5191059400.341210.9001	Vehicle-Maintenance Fees	\$10,170
Amended Total Estimated Revenues		\$4,946,042

APPROPRIATIONS

Prior Total:		\$4,935,872
Additions		
JB5191059400.504670	Equipment Repair Parts	\$10,170
Amended Total Appropriations		\$4,946,042

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 _____, 2003.

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

**MOU HEADCOUNT SQUARE FOOTAGE
(12/03 BLUE SHEET)**

Date	Description	Sq. Footage
1/03	N Ft Myers Community Park-4 Baseball Fields	44,550
1/03	Rutenburg Library Addition	504
2/03	Veterans Park-1 Ballfield	16,250
5/03	Bay Oaks Community Center-Tennis Courts	3,280
5/03	Matlacha Community Park-Pine Island Art Assoc	2,076
5/03	Schandler Park-Modular Unit	1,794
5/03	Schandler Park-Restrooms	300
7/03	Cypress Lake High School Pool-Ted Shed	192
7/03	Justice Center-Pod D Elevators	330
7/03	N Ft Myers High School Pool-Ted Shed	192
9/03	Transit-Trailer Administration	720
11/03	Boca Grande Community Park-Bargain Trailer	960
11/03	Bonita Spring Elections Annex	1,200
11/03	City of Palms-2 Ball Fields	50,500
11/03	City of Palms-Offices Under Stadium	18,000
11/03	City of Palms-Stadium Seating	26,500
11/03	Elections Center-Relocation to US 41	53,827
11/03	Five Plex-Batting Tunnel	6,798
11/03	Five Plex-Clubhouse 12,362 – 1,927 = 10,435*	1,927
11/03	Five Plex-Tower/Restrooms	100
		230,000

*Remaining 10,435 will be carried to next Headcount request.