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.

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

<u>WHAT ACTION ACCOMPLISHES</u>: 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: 126 3. MEETING DATE:								
4. AGENDA: 5. REQUIREMENT/PURPOSE: 6. REQUESTOR OF INFORMATION								
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X CONSENT	PATIVE	(Specify) STATUT	E		A CO.	MMISSIONER		
APPEALS	MINE	ORDINA				ARTMENT C	onstruction &	& Design
PUBLIC	PUBLIC ADMIN.				C. DIVISION Facilities Management			
WALK ON TIME REQUIRED:		OTHER	_ _		—— ВҮ: —	6	Lan	
7. BACKGROUND: For additional 230,000 sq ft acquired since our blue sheet (#20030493) dated 5/13/03, positions for Facilities/MARS, per the								
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								ting fields located
at various parks t					01011 p. 0.00			and the state of t
Salaries and Ben		,						
Vehicle purchase		ance: \$246,196	3					
Operating Expen	ses (phones, ur	niforms, tools,	PC): \$26	3,000				
Total: \$460,821								
Continued on Atta	ached Sheet:							
9 MANAGEM	ENT DECOME	AENDATION	<u> </u>			<u> </u>		
8. MANAGEMENT RECOMMENDATIONS:								
9. <u>RECOMMENDED APPROVAL</u> :								
Α	В	С	D	E		F		G
	Purchasing or	Human	Other	County		get Services		County Manager
Director	Contracts	Resources	No. of the last	Attorney		M 12/30/03		
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<u> </u>				D. Co.		COUNTY		
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PORWARDED TO:								
				interest to the term				

BLUE SHEET NO. 20031497 CONTINUED

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

REQUEST FOR TRANSFER OF FUNDS

				_ DATE:	12/18/03	BATCH NO.	_	
ISCAL YEAR:	04	FUND #:	00100	_ DOC TYPE:	YB	LEDGER TYPE:		ВА
D:		Management				lmin/MARS		
	(DIVIS	ION NAME)			(PRO	GRAM NAME)		
FUN	ID #-DEPT/DIV	IST THE ACCOUN 7 #-PROGRAM #-0 20100100.50345	BJECT COD					
A(COUNT NUM	BER			OBJECT NAME			DEBIT
C5121200100.5012				Salaries		 _	\$	107,979
C5121200100.50641				Furniture & Ec				2,500
C5121200100.5064				Vehicles & Roll	_			20,000
C5121200100.5040 C5121200100.5041 [,]				Motor Pool Ch	-			4,185 1350
C5121200100.5041 C5121200100.50523				Telecommunic				750
C5190100100.5032.				Clothing & We Salaries	aring Apparei			188,625
C5190100100.5064				Furniture & Ec	winment			2,500
C5190100100.50643				Vehicles & Roll				217,000
C5190100100.5041				Telecommunic	•			2,250
C5190100100.50403	30			Motor Pool Ch	arges			29,196
C5190100100.50523	3 0			Clothing & We	aring Apparel			1,250
c5190100100.50528	30			Minor Equipm	ent			20.000
						TOTAL TO:	\$	59758
								21930
OM:	Nonde	partmental			F	Reserves		
		ON NAME)				CRAM NAME)	_	
	ACCOU	NT NUMBER			OBJECT NAME			CREDIT
5890100100.50991				Reserves for C			\$	697 68
								,
						TOTAL FROM:	\$	597, 589
PLANATION: Prov	/ides budget	for 9 additiona	l positions	requested at J	anuary / 3, 2004		\$	597, 589
× A	rec	1 12	2-25-05	<u> </u>	Dam	Bocc meeting.	\$	17-23-03
	ACC RECTOR SIGNA	ATURE 12			Dam		\$	17-73-03 Date
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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 REVENUE	S
Prior Total: Additions		\$4,935,872
JB5191059400.341210.9001	Vehicle-Maintenance Fees	\$10,170
Amended Total Estimated Revenu	nes	\$4,946,042
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Prior Total: Additions	APPROPRIATIONS	\$4,935,872
JB5191059400.504670	Equipment Repair Parts	\$10,170
Amended Total Appropriations		\$4,946,042
NOW, THEREFORE, BE IT RE		nmissioners of Lee County, Florida, that the Fleet dditions to its Estimated Revenue and Appropriation
Duly voted upon and adopted in C day of, 2003.		the Board of County Commissioners on this
ATTEST: CHARLIE GREEN, Ex-OFFICIO CLE	RK	BOARD OF COUNTY COMMISSIONERS LEE COUNTY, FLORIDA
BY:		Chairman
		APPROVED AS TO FORM
		OFFICE OF COUNTY ATTORNEY

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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.