

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

**Blue Sheet No. 20050950**

**1. ACTION REQUESTED/PURPOSE:** For Facilities Management, MARS, approve seven (7) new positions to maintain additional square footage acquired in the County, per MOU of 4/7/98, and amended 11/27/01 and 5/10/05. Estimated costs for balance of FY05 for salaries, vehicles, equipment, and operating expenses is \$92,540. Operating supplies, per the 5/10/05 MOU revision, are \$547,400.

Approve budget transfer from General Fund Reserves in the amount of \$639,940.

**2. WHAT ACTION ACCOMPLISHES:** Board approval is required for establishment of new positions and budget transfers.

**3. MANAGEMENT RECOMMENDATION:** Management recommends approval.

**4. Departmental Category:** 02

*C2B*

**5. Meeting Date:** *08-02-2005*

- 6. Agenda:**
- Consent
  - Administrative
  - Appeals
  - Public
  - Walk-On

- 7. Requirement/Purpose: (specify)**
- Statute
  - Ordinance
  - Admin. Code
  - Other

**8. Request Initiated:**

Commissioner \_\_\_\_\_

Department Construction & Design

Division Facilities Management

By: Rich Beck, Director *[Signature]*

**9. Background:**

For additional 322,000 sq. ft. acquired since our blue sheet 20041453, dated December 7, 2004, positions for Facilities/MARS, per the MOU, include: one (1) Tradesworker III; three (3) Detention Center Tradesworker III's; two (2) Tradesworker II's; and one (1) Office Assistant. (Salaries and Benefits: \$16,146; one-time Vehicle and computer purchases: \$74,000; Operating Expenses (phones & uniforms): \$2,400; Total: \$92,540.

Per the MOU revision of 5/10/05, MARS will increase their Operating Supply budget \$1.70/s.f. of acquired space. Based on 322,000 newly acquired s.f., the total increase of supplies for maintaining the facilities is \$547,400.

Upon transfers, funds will be available in QC5190100100. (Construction & Design, Facilities Management, Facilities MARS, General Fund.)

- Attachments: 1) Budget Transfer  
2) Square footage calculation

**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.	
<i>[Signature]</i> 7-1-05						<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> 7-1-05

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

REC'D. 11/13/05  
by CO. ATTY.  
10:30 AM  
CO. ATTY.  
FORWARDED TO:  
*[Signature]*

RECEIVED BY  
COUNTY ADMIN  
7-12-05  
220  
COUNTY ADMIN  
FORWARDED TO:

## REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General DATE: 6/27/05 BATCH NO.: \_\_\_\_\_

FISCAL YEAR: 04/05 FUND NO.: 00100 DOC. TYPE: Y~~B~~  
 LEDGER TYPE: BA

TO: \_\_\_\_\_  
Facilities Management MARS/Admin.  
(Division Name) (Program Name)

NOTE: Please list the account number below in the following order:  
 Business Unit (dept/div, program, fund, subfund); Object Account; Subsidiary; Subledger  
 (Example: BB 5120100100.503450)

<u>Account Number</u>	<u>Object Name</u>	<u>DEBIT</u>
QC5190100100.501210	Salaries	\$16,140
QC5190100100.506430	Vehicle & Rolling Stock	\$72,000
QC5190100100.504110	Telecommunications	\$ 1,400
QC5190100100.505230	Clothing & Wearing Apparel	\$ 1,000
QC5190100100.506410	Furn. & Equipment	\$ 2,000
QC5190100100.504635	Equip. Repair Parts	\$547,400
 TOTAL TO:		 <u>\$639,940</u>

FROM: \_\_\_\_\_  
Non-Departmental Reserves  
(Division Name) (Program Name)

<u>Account Number</u>	<u>Object Name</u>	<u>CREDIT</u>
GC 5890100100.509910	Reserves for contingencies	\$639,940
 TOTAL FROM:		 <u>\$639,940</u>

EXPLANATION: Provide Budget for 7 additional positions going to the BoCC for approval, August 2005.

<div style="font-family: cursive; font-size: 1.2em; margin-left: -80px; margin-top: -10px;">John Cloyner 6/28/05</div> <div style="font-family: cursive; font-size: 1.5em; margin-left: 20px;">[Signature]</div> <p>DIVISION DIRECTOR SIGNATURE <span style="float: right;">7-1-05</span>                  DATE</p> <p>DBO: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/></p> <p>OPS. MGR.: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/></p> <p>CO. MGR.: APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/></p>	<div style="font-family: cursive; font-size: 1.5em; margin-bottom: 10px;">[Signature]</div> <p>DEPARTMENT HEAD SIGNATURE DATE</p> <div style="font-family: cursive; font-size: 1.5em; margin-bottom: 10px;">Carin Agostino</div> <p>OPS. ANALYST SIGNATURE DATE <span style="float: right;">7/13/05</span></p> <div style="font-family: cursive; font-size: 1.5em; margin-bottom: 10px;">[Signature]</div> <p>OPS. MGR. SIGNATURE DATE <span style="float: right;">7/13/05</span></p> <p>CO. MANAGER SIGNATURE DATE</p>
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BCC APPROVAL DATE: \_\_\_\_\_  
 BCC CHAIRMAN SIGNATURE \_\_\_\_\_

BA. NO. \_\_\_\_\_ AUTH CODE \_\_\_\_\_ TRANS DATE \_\_\_\_\_

**Square Footage for Headcount Request per MOU  
(Blue Sheet attached)**

<b>Description</b>	<b>Square Footage</b>
Five-plex Baseball Fields (Carryover)	69,949
EMS Station Sanibel #5	803
City of Palms – Landscaping at Parking Lot	14,500
Charleston Park Basketball Court	4,375
Boca Grande Sheriff Station	963
SW Regional Airport-EMS Station #4	4,750
SW Regional Airport-EMS Micro Wave Room	200
City of Palms-East/West Parking Lots	107,750
Boca Grande Community Park-DOT East/West Sheds	1,152
Five-plex Horticulture Portable Offices	264
Boca Grande – EMS Station	1,408
Terry Park Trailers #1 & #2	840
University Park, VCB	11,028
University Park, ITG	400
University Park, Economic Development	8,404
Sheriff Central District Substation	6,774
Lee Tran Bus Shelters	2,010
Sports Complex Weight Room	6,000
Paratransit	3,964
Five-plex Weight Room	2,800
Veterans Park Recreation Room	33,000
Medical Examiner Expansion	7,445
Lakes Regional Library Building (40,000 - 33,221 = 6,779* carryover)	33,221
<b>TOTAL</b>	<b>322,000</b>

322,000 divided by 46,000 = 7 headcount

\*Remaining 6,779 will be carried to next Blue Sheet request.