

Department of Facilities Development and Management



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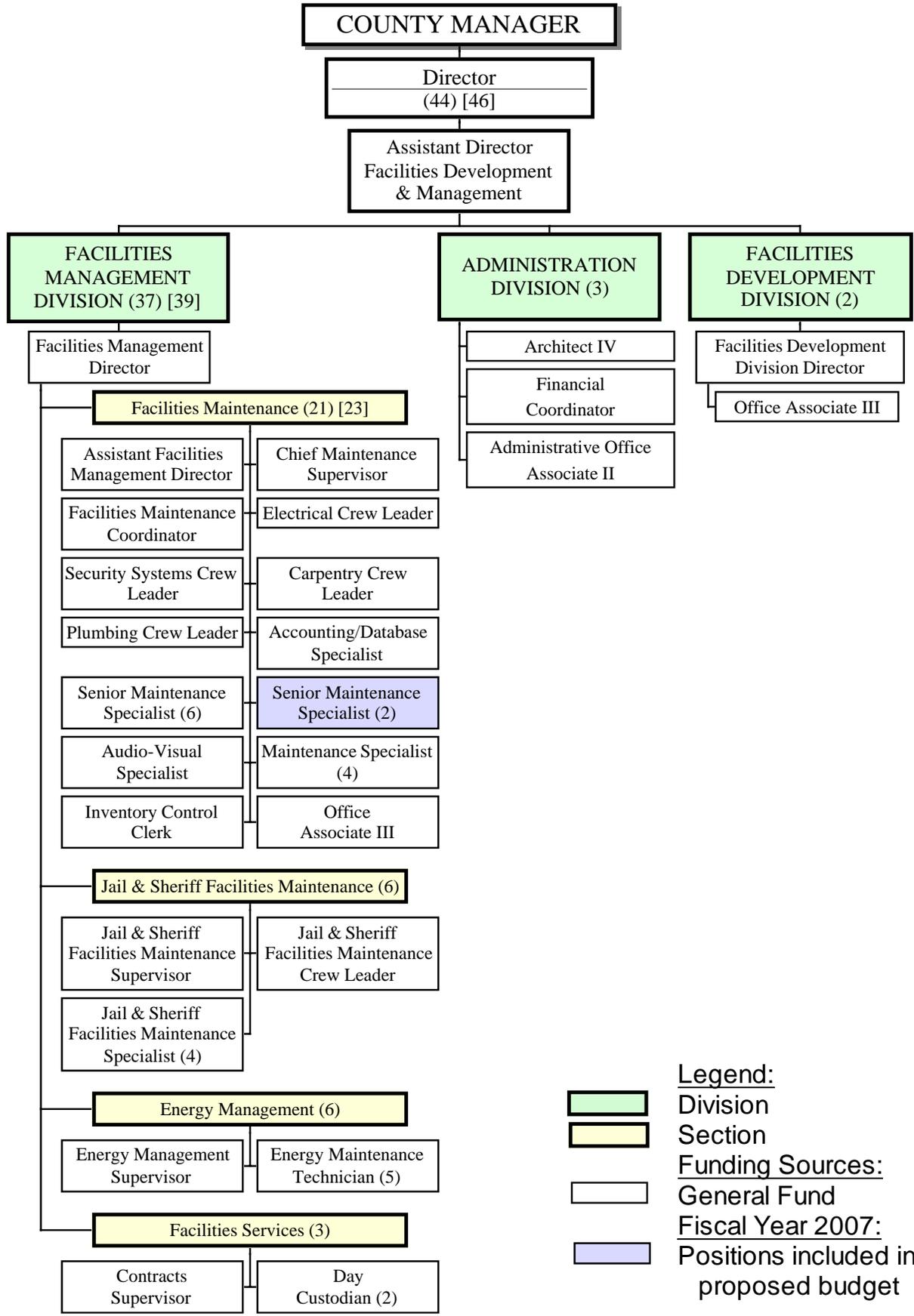
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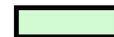
Department of Facilities Development and Management

Organization Chart

Proposed Fiscal Year 2007



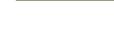
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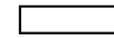
Division



Section



Funding Sources:



General Fund



Fiscal Year 2007:



Positions included in
proposed budget

Highlights and Goals

The Department of Facilities Development and Management continues to support the goals set by the Board of County Commissioners:

Lake County is a Leader in Multi-Jurisdictional Cooperation

Department staff continues to work with affected agencies and municipalities in the design and construction of our facilities, as well as fostering the participation of County employees and Constitutional Officers throughout the process. Some of the larger projects currently in various stages of development that are under the direction of this department are:

- Lake County Government Center Expansion
- South Tavares Government Services Complex
- Property Appraiser/Tax Collector Facility
- Parking Garage
- Jail Expansion
- Umatilla Health Clinic Renovation
- Cagan Crossings Community Library
- Lake Jem Fire Station

The Economy of Lake County is Strong, Diversified, and Sustainable

Construction projects will provide direct benefits to the local economy through the purchases of labor, materials, and support services; and indirectly through revenues from meals, fuel, housing, and other needs that will be created by these activities. In the long term, the projects will create increased employment in the government and private sectors, and will aid in attracting more business and residential development as government services improve.

Lake County Preserves Environmental Resources

We are continuing our multi-year program to improve the efficiency of plumbing and lighting fixtures in county buildings, and are promoting an environmentally friendly approach to building design and construction. Progress is being made towards LEED certification for new structures.

Lake County is a High Performance Organization

The Department continues to plan and construct projects to allow for the highest level of service to citizens. We also continually assess internal operational practices to look for ways to increase efficiency and effectiveness.

Appearance of Lake County is Esthetically Pleasing and Well Designed

Design and construction of new projects will better conform to their location areas, and will be more easily identified by the public. The addition of plotting/scanning equipment will allow in-house staff to provide a more consistent theme among projects by better controlling the design process.

Department of Facilities Development and Management



All Funds
Department Summary

Expenditures By Fund	2005 Actual	2006 Amended	2007 Adopted	% Change
General Fund	\$ 5,001,650	\$ 7,551,987	\$ 7,477,365	-0.99%
Expenditures By Fund	\$ 5,001,650	\$ 7,551,987	\$ 7,477,365	-0.99%

Expenditures By Major Object	2005 Actual	2006 Amended	2007 Adopted	% Change
Personal Services	\$ 1,904,881	\$ 2,451,840	\$ 2,785,859	13.62%
Operating Expenses	\$ 2,992,017	\$ 4,873,293	\$ 4,534,506	-6.95%
Capital Outlay	\$ 104,752	\$ 226,854	\$ 157,000	-30.79%
Expenditures By Major Object	\$ 5,001,650	\$ 7,551,987	\$ 7,477,365	-0.99%
<i>Full-Time Positions</i>	<i>40</i>	<i>44</i>	<i>46</i>	



Department of Facilities Development and Management

Facilities Development and Management Administration Workload Measures			
Work Activity	2005 Actual	2006 Anticipated	2007 Projected
Facilities Development and Management Administration:			
Projects in pre-design/planning phase (prior to schematic design)	14	8	14
Projects in pre-construction phase (schematic design through construction documents)	2	9	5
Projects in construction phase	1	6	4
Assistance provided for non-departmental projects	0	3	7

Facilities Development and Management Administration				
Division Summary				
	2005 Actual	2006 Amended	2007 Adopted	% Change
<i>Revenues</i>				
General Fund Revenue	\$ -	\$ 375,650	\$ 439,555	17.01%
Revenues	\$ -	\$ 375,650	\$ 439,555	17.01%
<i>Expenditures</i>				
Facilities Development & Mgmt Administration	\$ -	\$ 375,650	\$ 439,555	17.01%
Expenditures	\$ -	\$ 375,650	\$ 439,555	17.01%
<i>Full-Time Positions</i>	0	4	4	

Adopted Budget Highlights

In February 2005, a reorganization was implemented and the functions of facilities development and management were separated from the Department of Public Works. The Divisions of this Department are separated by functionality. This Division provides oversight for the various County construction projects.

➤ The majority of the FY 2007 adopted budget is attributed to the following:

Travel and Per Diem - primarily to ensure architects maintain proper certifications

Communications and Freight - for Nextel services and postage

Promotional Activities - to promote public awareness of the County's efforts to utilize sales tax dollars

Reprographic Charges - for anticipated increases in project documentation

Books, Publications and Dues - to include funding for professional licensure compliance activities, continuing education and professional conferences. This area also includes funding for publications, codification documents and other materials to remain current on professional standards and innovative processes and materials related to design, construction and maintenance of facilities.



Department of Facilities Development and Management

LAKE COUNTY
FLORIDA

Facilities Management Workload Measures			
Work Activity	2005 Actual	2006 Anticipated	2007 Projected
Facilities Management:			
County owned facilities	N/A	126	126
County leased facilities	N/A	16	22
Total square feet maintained by County staff	N/A	1,059,456	1,102,086
Total number of maintenance work orders	7,422	8,640	8,731
Percent of work orders for preventive maintenance	70	75	80
Percent of work orders for routine maintenance	30	25	20

Facilities Management				
Division Summary				
	2005 Actual	2006 Amended	2007 Adopted	% Change
<i>Revenues</i>				
Reimbursements	\$ 4,261	\$ 1,500	\$ 3,000	100.00%
General Fund Revenue	\$ 4,475,158	\$ 6,907,624	\$ 6,755,892	-2.20%
Revenues	\$ 4,479,419	\$ 6,909,124	\$ 6,758,892	-2.17%
<i>Expenditures</i>				
Facilities Maintenance	\$ 2,226,804	\$ 3,479,258	\$ 2,731,525	-21.49%
Jail and Sheriff Facilities Maintenance	\$ 599,254	\$ 705,952	\$ 868,090	22.97%
Facilities Services	\$ -	\$ 802,047	\$ 1,014,871	26.54%
Energy Management	\$ 1,653,361	\$ 1,921,867	\$ 2,144,406	11.58%
Expenditures	\$ 4,479,419	\$ 6,909,124	\$ 6,758,892	-2.17%
<i>Full-Time Positions</i>	34	37	39	

Adopted Budget Highlights

The Division of Facilities Management handles the maintenance of all County facilities and is separated into sections by functionality.

Facilities Maintenance:

- The revenue in this section is for reimbursement for staff time to stay after hours while a meeting is held in a County facility, such as the School Board meetings.
- The FY 2007 adopted budget includes the addition of two new Senior Maintenance Specialist positions due to the increased number of facilities and the associated workload for the growth.
- The FY 2007 budgeted expenses are the funds required for the maintenance of the expanding number of County facilities expected in FY 2007. FY 2007 also includes budgeted amounts to continue the scheduled re-roofing projects for various County facilities, as well as replacement floor covering and painting. Also included is \$62,300 for anticipated recurring costs for various staff relocations implemented in FY 2006 in the County, as well as \$64,000 for a fire suppression system in the Clerk's Public Records Center.
- Beginning in FY 2006, this budget was reduced for the repair and maintenance of the Court Services facilities that are funded and charged in the Court Services area of the budget instead due to Article V stipulations for State reporting purposes. FY 2007 continues this practice for specific expenses in the amount of \$17,284 funded and charged through Article V.

Jail and Sheriff Facilities Maintenance:

- Some of the FY 2007 budgeted expenses includes the following:
 - Sheriff's Admin Bldg - *Retrofit faucets to electronic control - lower water consumption* - \$6,000
 - Jail & Prelude - *secure upper pod walkway with security screens* - \$25,000
 - Jail & Prelude - *seal exterior walls of facility* - \$75,000
 - Jail & Prelude - *caulk and paint exterior windows* - \$25,000
 - Jail & Prelude - *prep and paint secure pod recreation areas and intake* - \$50,000

Facilities Management
Division Summary

Adopted Budget Highlights (continued)

Jail and Sheriff Facilities Maintenance (continued):

- Capital funding in the amount of \$60,000 is budgeted annually for unexpected projects and/or repairs and maintenance to any of these facilities. Also included in the adopted budget is \$75,000 to begin the replacement of jail kitchen equipment that is reaching the end of its useful life.

Facilities Services:

- Beginning in FY 2006, this budget was reduced for facilities services of the Court Services facilities that are funded and charged in the Court Services area of the budget instead due to Article V stipulations for State reporting purposes. In FY 2007, the total for these expenses is \$153,117.
- The FY 2007 budget includes increased amounts for maintenance for the additional County facilities that are anticipated to be operational in FY 2007 due to the relocation of various County departments.
- The FY 2007 budget includes increased amounts for several contracts that have been awarded to new vendors. Included in the new contracts is the custodial contract that is being re-bid with updated specifications. The anticipated increase in the custodial contract is approximately 48%. The lawn contract was awarded to a new vendor in March 2006 and resulted in a 23% increase for this service.

Energy Management:

- The majority of the budgeted expenses for this section is for utility services for the County facilities. The adopted budget includes the anticipated increase in those services due to the increase in fuel prices for FY 2007. In FY 2006, an additional \$165,000 was added to utility services during the fiscal year to accommodate the unanticipated increases. Since April 2005, the County has experienced a 21% increase for Progress Energy and a 49.9% increase for Peoples Gas.
- Beginning in FY 2006, this budget was reduced for the utilities of the Court Services facilities that are funded and charged in the amount of \$242,708 in the Court Services area of the budget instead due to Article V stipulations for State reporting purposes.
- The FY 2007 budget includes increased amounts for the additional County facilities that are anticipated to be operational in FY 2007 due to the relocation of various County departments.



Department of Facilities Development and Management

Facilities Development Administration Workload Measures			
Work Activity	2005 Actual	2006 Anticipated	2007 Projected
Facilities Development and Management Administration:			
Projects in pre-design/planning phase (prior to schematic design)	14	8	14
Projects in pre-construction phase (schematic design through construction documents)	2	9	8
Projects in construction phase	1	6	4
Assistance provided for non-departmental projects	0	3	7

Facilities Development Administration				
Division Summary				
	2005 Actual	2006 Amended	2007 Adopted	% Change
<i>Revenues</i>				
Interfund Transfer - Fund 112 (CTT)	\$ 28,304	\$ -	\$ -	0.00%
Interfund Transfer-Renewal Sales Tax	\$ 196,673	\$ -	\$ -	0.00%
General Fund Revenue	\$ 297,254	\$ 267,213	\$ 278,918	4.38%
Revenues	\$ 522,231	\$ 267,213	\$ 278,918	0.00%
<i>Expenditures</i>				
Facilities Development Administration	\$ 522,231	\$ 267,213	\$ 278,918	4.38%
Expenditures	\$ 522,231	\$ 267,213	\$ 278,918	4.38%
<i>Full-Time Positions</i>	6	3	3	

Adopted Budget Highlights

In February 2005, a reorganization was implemented and the functions of facilities development and management were separated from the Department of Public Works. The Divisions of this Department are separated by functionality. This division handles the function for the development of the County facilities.

- The budget for FY 2007 includes the anticipated cost of fuel as well as travel to an increased number of construction projects. The staff expensed in this division usually have high mileage due to traveling to various construction sites. Also included in this budget is the addition of a land line and a data line to the staff location at the Ag Center. Other expenses are directly attributable to staff anticipation of miscellaneous costs for project administration.