


MANATEE COUNTY GOVERNMENT
AGENDA MEMORANDUM

SUBJECT	Responses to Board Inquiries	AGENDA ITEM	Consent
DATE REQUESTED	January 12, 2010	DATE SUBMITTED/REVISED	January 6, 2010
BRIEFINGS? Who?	None	CONSEQUENCES IF DEFERRED	Public record would be incomplete
DEPARTMENT DIVISION	County Administrator's Office	AUTHORIZED BY TITLE	Ed Hunzeker County Administrator
CONTACT PERSON PHONE/EXTENSION	Marianne Lopata 3724	PRESENTER TITLE PHONE/EXTENSION	Ed Hunzeker County Administrator 3717
ADMINISTRATIVE APPROVAL			

ACTION REQUESTED
<ul style="list-style-type: none"> Accept into the record the attached memos from County Departments in response to directions/inquiries by the Board.

ENABLING/REGULATING AUTHORITY
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

COUNTY ATTORNEY REVIEW		APPROVED IN OPEN SESSION
Check appropriate box		JAN 12 2010
<input type="checkbox"/>	REVIEWED Written Comments (check one): <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials:)	BOARD OF COUNTY COMMISSIONERS MANATEE COUNTY, FLORIDA
<input checked="" type="checkbox"/>	NOT REVIEWED (No apparent legal issues.)	
<input type="checkbox"/>	NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)	
<input type="checkbox"/>	OTHER (Explain):	

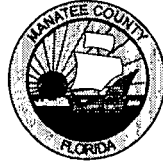
ATTACHMENTS: (List in order as attached)	INSTRUCTIONS TO BOARD RECORDS:
1) Maintenance of County Buildings (B903945/904336)	None
COST:	SOURCE (ACCT # & NAME):
COMMENTS:	AMT./FREQ. OF RECURRING COSTS:

BACKGROUND/DISCUSSION
<ul style="list-style-type: none"> During Board Meetings various questions and concerns are raised requiring a response by staff. These assignments are entered into the tracking system (CAS) and the tracking number is referenced on a monthly report provided to the Board, as well as on the printed Summary. To maintain a public record of responses provided to the Board on these matters, copies of reports and/or memos will be entered into the official record.

MEMORANDUM

RECEIVED

DEC 16 2009



**Parks and Recreation
Department**
5502 33rd Ave Dr W
Bradenton, FL 34209

MANATEE COUNTY
FLORIDA

COUNTY ADMINISTRATOR
MANATEE COUNTY Phone: 941.742.5923
Fax: 941.742.5972
www.mymanatee.org

To: Commissioner Getman
From: Cindy Turner, Director, Parks and Recreation Department
Charlie Bishop, Interim Director, Property Management Department *CHM*
Date: December 14, 2009
Subject: Interior and Exterior Maintenance to County Buildings and Libraries (B0904336 & B0903945)

This memorandum is in response to the above subject flagged during a FY10-11 Budget Work Session and was recorded as a CAS to respond by December 15, 2009 (attached).

The Parks & Recreation Department provides grounds maintenance to all County parks and County non-park facilities, including the libraries. Parks and Recreation also maintains the interior and exterior of their department buildings including their maintenance buildings, concession buildings, park restrooms, dugouts and press-boxes. Any major renovations that are needed are coordinated with the Property Management Department at a billable cost to the Parks and Recreation Department.

The Property Management Department provides interior and exterior building maintenance to all County buildings (including the Sheriff's Department) with the exception of buildings that fall under Utilities Operations, the Civic Center, and Parks and Recreation as indicated above. If required, Property Management can provide repair services for buildings that do not fall under their responsibility at a billable cost to those departments. Property Management also provides custodial support to County owned buildings, including the libraries.

Should you have further questions, please contact Cindy at extension 6001 or Charlie at extension 3004. Thank you.

CT/dvd

c: Board of County Commissioners
Ed Hunzeker, County Administrator
Marianne Lopata, Administrative Agenda Coordinator

Dept Resolve

Req#: 0904336	Origin: B	Source: RDG
Call Date: 061509	Taken By: KCE	Due Date: 121509
Accessed: 100209 06:40PM	By: KELLIS	Status: Active
Type Code: 30	Confidential?:	Ref.:
Contact: CINDY TURNER	Dept Id: PR	Div.: ADM
Citizen: GETMAN, COMMISSIONER	District: 2	Home#:
Address:	Work#:	Ext#:
City:	Zip:	Contacted: <input type="text"/>
Location: COUNTY WIDE ISSUE	Apartment:	Violation:
City:	Assign to: <input type="text"/>	Assigned: <input type="text"/> (MMDDYY)
Complete By: <input type="text"/>	Dept.Sign?: <input type="checkbox"/>	Signed: <input type="text"/> (MMDDYY)
Completed:		

Request

Control	Page No	Extended RQST
904336	1W	HO MANAGES OR PROVIDES INTERIOR AND EXTERIOR MAINTENANCE TO COUNTY BUILDINGS, INCLUDING THE LIBRARIES?

Resolution

No Records returned

- **Return Links**
 - [Request Tracking](#)

[Request Tracking](#)

CAC Update

Req#: 903945 Origin: Status: Called: Due:
 Taken By: Accessed: 121109 1258PM By: L WILLIS Source: District:
 ADA?: Brief Request: Type: Confidential?:
 Dept Id: Div Id: Contact: Reference:
 Citizen: Home Phone#:
 Address: Work Phone#: Ext.:
 City/State: Zip: Citizen Contacted:
 Violation Type: Description: Assign to: Assigned:
 Viol.Address: Dir.:
 Apartment: City: Subdivision:
 Completed: By: Days: Dept?: Signed:
 CAC?: Signed: Brief RSOL:

Request

Control	Page No	Extended RQST
903945	1	WHO MANAGES OR PROVIDES INTERIOR AND EXTERIOR MAINTENANCE TO COUNTY BUILDINGS, INCLUDING THE LIBRARIES?

Resolution

Control	Page No.	Text
903945	1	PROPERTY MANAGEMENT STAFF WILL PROVIDE A REPORT IN FALL 2009 ON HOW CUSTODIAL SERVICES ARE PROVIDED IN THE VARIOUS COUNTY FACILITIES. ON 11/19/09 DAVE THOMPSON SENT TO DINORAH DIFONZO, FISCAL SERVICES MANAGER WITH PARKS AND RECREATION DETAILED INFORMATION REGARDING WHAT PROPERTY MANAGEMENT DOES FOR ALL BUILDINGS OWNED BY THE COUNTY WITH THE EXCEPTION OF THE CIVIC CENTER, UTILITIES AND PARKS & REC.

- **Return Links**

- [Request Tracking](#)

[Request Tracking](#)

MANATEE COUNTY BOARD OF COMMISSIONERS

REPORT ON "BUDGET QUESTIONS" FROM BUDGET WORKSESSIONS

Department: Property Management

Program: 3301 Building Management

Item#: 67 New#: N27

Item Type: REPORT

Source Date: 06/15/09

Requested by: Getman

Due by: 12/15/09

Assigned to: Staples, Turner

DU Book 567

Status: COMPLETED

Page:

Question:

Who manages or provides interior and exterior maintenance to County buildings, including the Libraries?

Response:

Property Management staff will provide a report in Fall 2009 on how custodial services are provided in the various County facilities.

Recommendation:

Forwarded to Citizens Action Center 9/11/2009 (CAC#903945).

FMD Notes:

Cindy to work with J.Staples.

9/1/09 - Q&A were revised for EH memo

9/11/09 - sent to CAS.

Item	Requested By	Pg No.	Description	Assigned to & Due Date
63	Whitmore	451	<p>Would like to have Boat Ramps handled by one department instead of two. Explain rationale for using Parks for grounds maintenance and Natural Resources for ramp/water related issues.</p> <p><i>With consolidation of some boat ramp related services from Environmental Management into the Natural Resources Department last year, an agreement with Parks as to a clear delineation of duties was determined. The rationale for this arrangement will be provided to the Board.</i></p>	Hunsicker Report Fall, 2009
64	McClash Whitmore	515	<p>Planning Department - Create a summary page of revenues/expenditures including revised staffing levels.</p> <p><i>Staff will provide a summary of the planned funding sources and related expenditures for the FY2009-2010 Planning Department.</i></p>	Osborne Report Fall, 2009
65	McClash Whitmore	529	<p>Use of impact fees for administration. County attorney is exploring if reserve funds could be put into projects.</p> <p><i>An RLS will request a determination on whether administrative fees collected to administer the impact fee program can be used toward impact fee projects.</i></p>	FLAG Attorney Fall, 2009
65a	Getman McClash	529	<p>Show what was collected in each of past years and a time line for expenditure of impact fee funds .</p> <p><i>A schedule of the impact fee collections vs. expenditures will be presented in the Fall, 2009.</i></p>	FLAG Seuffert Fall, 2009
66	McClash	535	<p>Environmental Planning – Check allocation of fees to fund part of this program for development review.</p> <p><i>Staff comments indicated that a fee study will be done to determine the appropriate fees for development related review including Environmental Planning. The study is planned before the end of the year with revised fees and implementation plan to be approved by the Board in early 2010.</i></p>	Osborne Fee Study Fall, 2009
67	Getman	567	<p>Library cleanliness – Parks Department handles outside grounds maintenance – Property Management handles inside. Why aren't we using contracted services here? Report on which buildings are done with county staff and which buildings are contracted out.</p> <p><i>Staff will provide report on the cleanliness requirements of the Libraries and how custodial services are provided in the various County facilities.</i></p>	Staples Report Fall, 2009