

Christopher S. Wert, P.E.

EXPERIENCE:

- **Hernando County, Office of the County Engineer** (03/91 – 2001/ 2003-2010)
Assistant County Engineer & Engineering Coordinator

Experienced in all aspects of design, permitting and overseeing construction for Capital Improvement projects. Responsibilities include all phases of construction projects, i.e., bid preparation, bid letting, supervising and inspecting construction, and preparing record drawings and engineering artifications. Permitting experience includes SWFWMD permits, FDEP/COE dredge and fill permits, and all applicable County permits (HRS Septic Systems, Water & Sewer Commitments, CCR site plan approvals, FDEP water and sewer connection permits, and FDOT connection permits. Member of the Development Review committee and FDOT Utility Group. Experienced with several software computer models including ICPR, TR55 and BRN, HEC II.

Responsibility also includes overall engineering management such as final report preparations, staff assignment for the Engineering Department and the implementation of Quality Assurance Programs.

- **Hernando County School Board** (2001 – 2003)
Chief Engineer

Development Team member for oversight of 26 million High School, lead Civil Engineer for approval of site development facilities

Supervised and inspected construction plans and designs, preparations of record drawings and coordinated all permitting applications through various agencies for numerous projects.

Building inspector, Building Official certified under DOE (expired)

- **Coastal Engineering and Associates, Inc.** (05/89 – 02/91)
Project Manager

Designed Stormwater Management Facilities; Water Treatment Plant Design, Roadway Design; complex lift station design; Project Manager Responsibilities for various projects.

EDUCATION:

Bachelor of Science (Civil Engineering), - 1989 - University of South Florida
Master's of Civil Engineering, - 2004- University of South Florida

PROFESSIONAL AFFILIATIONS:

Chi Epsilon National Civil Engineering Honor Society
Phi Theta Kappa Honor Society
American Society of Civil Engineers
Florida Engineering Society

REGISTRATION:

Professional Engineer #48216 (Florida)
Certified General Contractor CGC 062159(inactive)

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Public Works Director**

DEPARTMENT: **Public Works**

DIVISION: **Public Works**

GENERAL DESCRIPTION:

Highly responsible work in the management and administration of all activities of the Public Works Division.

ESSENTIAL JOB FUNCTIONS:

1. Plans, coordinates and directs employees engaged in a wide variety of public works tasks and services, including the maintenance of all County paved and unpaved roads, parks and recreation, mosquito control, and the solid waste facility. Coordinates other projects as assigned by the County Administrator such as stormwater treatment and routing, emergency management, water and sewer projects, and flood mitigation.
2. Responsible for directing and participating in the selection, placement, promotion, training, development, safety, discipline and appraisal of a large staff of employees.
3. Studies departmental organization, personnel distribution and project requirements to effect the most efficient and economical utilization of facilities, personnel and equipment.
4. Administers the program of maintenance of the County's road systems. Responsible for County bridges and drainage systems.
5. Develops and implements programs, practices and procedures for the Public Works Division.
6. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety and other related matters.
7. Directs the budget preparation for the Division. Administers and prepares cost analysis and operational reports.
8. Prepares procedural and operational recommendations to the Board of County Commissioners.
9. Investigates and resolves public questions or complaints relating to roads, drainage, bridges, parks and recreation, mosquito control, Facility Development, Facility Maintenance, and the Citizen Drop-off Area within the County.
10. Personally checks field crews, work sites and equipment to determine if projects are progressing in accordance with schedules and specifications.
11. Implements programs and projects relating to the Division as directed by the Board of County Commissioners.
12. Directs the operation and staff involved in operating Road and Bridge, a Citizen Drop-off area, parks and recreation, Facility Development, Facility Maintenance and mosquito control.

Public Works Director

13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Regular attendance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern techniques, methods, procedures and practices of public works.
- Knowledge of road construction maintenance and construction, parks and recreation, solid waste disposal and mosquito control.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, estimates and construction and cost records.
- Ability to plan, assign, instruct, review, and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials and the general public.
- Ability to develop, prepare, and present long range plans and programs relating to public works.
- Ability to evaluate construction problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Engineering, Technical Management or a closely related field.
- Eight (8) years experience in the field of public works including three (3) years in a responsible supervisory position.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- State of Florida, Professional Engineer Certification preferred.
- Certification in the National Incident Management System (NIMS) within one-year of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate motor vehicle and construction equipment.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with noise and dust.
- In or with moving vehicles

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Public Works Director

Revised 05/24/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Public Works Director for Planning, Engineering and Stormwater Projects**

DEPARTMENT: **Road and Bridge**

DIVISION: **Public Works**

GENERAL DESCRIPTION:

Responsible supervisory and technical work in connection with several career fields including engineering, project management, surveying, and stormwater projects performed in the field or office.

ESSENTIAL JOB FUNCTIONS:

1. Organizes, plans, leads, and controls professional and technical county staff members in the engineering review, planning, financing, acquisition, design, construction, operation, and maintenance of county buildings, county roads, rights-of-way, bridges, traffic control systems, and county stormwater systems. Provides detailed technical input on the Development Review Committee to assist the County Planning and Development Director in review of proposed development and projects.
2. Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, and manpower and equipment utilization; promotes effective operations through standardization, improvement, simplification, and installation of new operating systems. Develops and implements approved organizational and administrative changes.
3. Works directly with outside consultants and contractors including, but not limited to: architects, engineers, geotechnical specialist, contractors, and other specialists. Reviews engineering plans and studies, checks preliminary and final designs. Acts as liaison between the contractor and County.
4. Manages the County Engineering consultants and rotation schedule. Prepares scope statements and cost estimates and negotiates final scope, price and schedule for each task order.
5. Tracks the progress of road construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, plan of action will be devised and recommended for implementation.
6. Acts as County lead for pavement Management and the development of various pavement treatment techniques and materials. Ensures annual inspection and ranking are completed, and funding requests are submitted in a timely manner.
7. Supervises the Engineering Technicians, Facilities Development staff, and consultant staff augmentation. Provides training and assistance to the Engineering Technicians and Facilities Development staff. Assigns projects and evaluates their work performance. Reviews reports and documents for accuracy.
8. Assures the accurate review and interpretation by staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to road construction and maintenance. Maintains limited in-house design capability.

Assistant Public Works Director of Planning, Engineering and Stormwater Projects

9. Assists in developing and managing the county stormwater management program. Coordinates directly with SWFWMD, FDEP, and county municipalities to ensure effective stormwater management within the county, and timely permitting as required.
10. Functions as chief road construction inspector. Oversees county and consultant inspection personnel. Oversees ROW Use and Driveway permit management.
11. Functions as the county Road and Bridge Engineer.
12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
13. Maintains regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, practices and techniques of surveying, civil engineering, road construction, or engineering inspections.
- Knowledge of engineering standards, practices and techniques for design, construction, operation, and maintenance of roads and bridges.
- Knowledge of mathematics, through algebra and geometry.
- Knowledge of methods, material and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation standards and specifications for road and bridge construction, latest edition.
- Skill in the use of an engineering calculator.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to perform specific technical duties.
- Ability to access, input and retrieve information from a computer.
- Ability to supervise the work of Engineering Technicians.
- Ability to utilize Stormwater software for calculations to confirm design and to support Public Works operations.
- Ability to utilize Geographic Information Systems.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Management or a reasonably related field.
- Five (5) years experience in civil engineering, surveying, drafting or roadway/utility construction.
- Three (3) years supervisory experience.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- State of Florida, Professional Engineer Certification preferred, or ability to obtain one within twelve (12) months.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside
- Works outside in varying weather conditions
- In or with noisy conditions

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/1/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Project Manager**

DEPARTMENT: **Facilities Development and Maintenance**

DIVISION: **Public Works**

GENERAL DESCRIPTION:

Highly responsible professional, and technical work in effectively directing and coordinating building construction and renovation of County Buildings. This position is responsible for monitoring construction and contract compliance. This position reports to the Assistant Public Works Director for Planning, Engineering and Stormwater Projects.

ESSENTIAL JOB FUNCTIONS:

1. Works directly with outside contractors including, but not limited to: architects, engineers, contractors, construction trades, and specialists. Reviews studies, checks preliminary and final designs. Acts as liaison between the contractor and County.
2. Coordinates the planning, design, permitting, construction, and renovations of County Buildings and projects. Reviews plans and construction documents during design development. Coordinates bidding requirements and participates in bid reviews and recommendations.
3. Coordinates with Architects and Engineers to develop design solutions to resolve outstanding project related issues. Reviews all drawings and specifications to determine compliance with project related issues.
4. Coordinates with Contractors and Sub-contractors to implement construction activities to resolve outstanding project related issues. Monitor construction activities to ensure compliance with design documents i.e., drawings and specifications. Provide field reports and photographs. Develop and maintain construction schedules. Review applications for payments and issue recommendations.
5. Tracks the progress of construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, plan of action will be devised and recommended for implementation.
6. Ensures that actual and pending expenditures do not exceed the budget.
7. Interface project related issues between BOCC departments, i.e., Building Department and Fire Services Department to ensure code compliance and permitting requirements.
8. Manages the process of project closeout, and acceptance of buildings into County ownership. Maintains all project warranties and required inspections for the term of those contracts.
9. Investigates reports of faulty workmanship or materials in new construction, renovations, and maintenance; takes appropriate action under the terms of warranties and guarantees.
10. Addresses safety issues and insures that concerns are communicated and resolved in a timely and efficient manner.
11. Reviews and approves all pay applications for building project engineers, consultants, designers, and contractors.

Project Manager

12. Responsible for contract compliance for contracts involving County Buildings.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of site, architectural, building, mechanical, and electrical plans and specifications, contract compliance, building trades, construction schedules, and construction/renovation estimating.
- Knowledge of all applicable codes at County, State, and Federal levels.
- Knowledge of building construction principles and practices
- Knowledge of the methods, techniques, tools and materials used in the building trades.
- Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.
- Ability to review and comprehend site plans and building plans, and to relate those documents to on-site construction activities.
- Ability to inspect structures in the process of being constructed to determine adherence to specifications and ordinances.
- Ability to communicate both orally and in writing.
- Ability to provide clear, verbal and written instructions and reports.
- Ability to establish and maintain effective working relations with contractors, vendors, County employees, and the public.
- Proficient in computer skills using Microsoft Word and Excel programs
- Ability to read and interpret sketches and blueprints.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Construction Engineering, Construction Management, Building Construction, or related field is preferred, but equivalent field experience may be substituted.
- Five (5) years experience in building construction of large commercial or industrial projects. On-site experience in supervising commercial, industrial, or public projects, including permitting, construction scheduling, site development and building construction.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 100 lbs)
- Reaching
- Climbing
- Walking
- Standing
- Stooping
- Driving

Project Manager

- Sitting

ENVIRONMENTAL CONDITIONS:

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 05/24/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Public Works Director of Field Operation and Maintenance**

DEPARTMENT: **Road and Bridge**

DIVISION: **Public Works**

GENERAL DESCRIPTION:

Responsible administrative work assisting in directing the activities of the Public Works Division.

ESSENTIAL JOB FUNCTIONS:

1. Plans, coordinates and directs employees engaged in a wide variety of public works tasks and services, including the maintenance of all paved and unpaved roads in the County and oversight of Road and Bridge, the Citizen's Drop-off Area, Mosquito Control, Facilities Maintenance, and the Parks and Recreation Department.
2. Assists in the selection, placement, promotion, training, development, safety, discipline and appraisal of a large staff of employees.
3. Studies departmental organization, personnel distribution and project requirements to effect the most efficient and economical utilization of facilities, personnel and equipment. Coordinates supporting work activities and tasks between Public Works Departments to insure efficient completion of assigned tasks.
4. Assists the Public Works Director in administering the program of maintenance of the County's road systems. Supervises the sub grading of unpaved roads for paving Countywide. Supervises the County bridges and drainage systems.
5. Provides guidance and support to the Mosquito Control and Facilities Maintenance departments. Provides direct supervision and support to the Citizen's Drop-off Area. Coordinates directly with permitting agencies and consultants to ensure all Federal, State and Local regulations are satisfied.
6. Develops and implements programs, practices and procedures for the Public Works Division including performance standards and progress reports.
7. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety and other related matters.
8. Assists in the budget preparation for the division. Prepares cost analysis and operational reports.
9. Makes procedural and operational recommendations to the Public Works Director.
10. Investigates and resolves public questions or complaints relating to roads, drainage, bridges, mosquito control, Citizen's Drop-off Area, facilities, and parks within the County. Reports and records complaint follow-up information in the CityWorks tracking system.
11. Personally checks field crews, work sites and equipment to determine if projects are progressing in accordance with schedules, specifications and safety requirements.
12. Implements programs and projects relating to the County road system and parks as directed by the Board of County Commissioners.

Assistant Public Works Director of Field Operation and Maintenance

13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern techniques, methods, procedures and practices of public works.
- Knowledge of road construction maintenance and construction and parks and recreation administration.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, cost estimates and construction and cost records.
- Ability to plan, assign, instruct, review and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials and the general public.
- Ability to develop, prepare and present long range plans and programs relating to public works.
- Ability to evaluate construction problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma. Associates degree preferable.
- Five (5) years experience in the field of public works including three (3) years in a responsible supervisory position.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Class "A" Driver's License within sixty (60) days of employment and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate motor vehicle and construction equipment.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with noise and dust.
- In or with moving vehicles

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 05/24/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Maintenance Supervisor**

DEPARTMENT: **Facilities Development and Maintenance**

DIVISION: **Public Works**

GENERAL DESCRIPTION:

Responsible supervisory work in directing a program of care, maintenance and repair of building and facilities. This position reports to the Assistant Public Works Director for Field Operation and Maintenance.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and participates in the work of skilled and semi-skilled personnel engaged in maintenance and repair including plumbing, painting, carpentry, heating and air conditioning, electrical systems and fixtures, and all other Building components in the remodeling and renovation of County-owned / leased buildings and facilities. This involves instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, budget preparation and monitoring, and allocating personnel.
2. Establish and maintain daily inspection of buildings for cleanliness and repair needs.
3. Reads and interprets building construction drawings, specifications, materials, equipment and fixture product/catalog information sheets in order to investigate and resolve problems pertaining to building maintenance issues. Tracks maintenance productivity.
4. Makes recommendations pertaining to the need for contracted services. Responsible for the supervision of service contracts.
5. Procures and controls the use of supplies and equipment.
6. Maintain facilities protocol in terms of routine, periodic, preventative and emergency maintenance records and makes reports as required.
7. Confers with department heads regarding their maintenance needs and problems. Communicates with occupants of the area being serviced in terms of scope of work and the estimated timeline of services.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
9. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, techniques, tools and materials used in the building trades.

Maintenance Supervisor

- Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.
- Knowledge of the materials commonly used in the care and maintenance of grounds and buildings.
- Skill in the use of computers and computer software programs, including Microsoft Word and Excel programs.
- Ability to layout work and instruct skilled and semi-skilled workers in a variety of maintenance activities.
- Ability to maintain records, prepare written technical reports, estimates, and cost records using mathematical functions, calculation of ratios, rates and percents.
- Ability to establish and maintain good working relationships with associates and the general public.
- Ability to read and interpret sketches and blueprints.
- Possession of effective supervisory ability.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- Four (4) years experience in general building maintenance and repair, including some experience as a trade's foreman or in a similar supervisory capacity.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing.
- Heavy lifting and carrying (up to 100 lbs)
- Reaching
- Climbing
- Walking
- Standing
- Driving

ENVIRONMENTAL CONDITIONS:

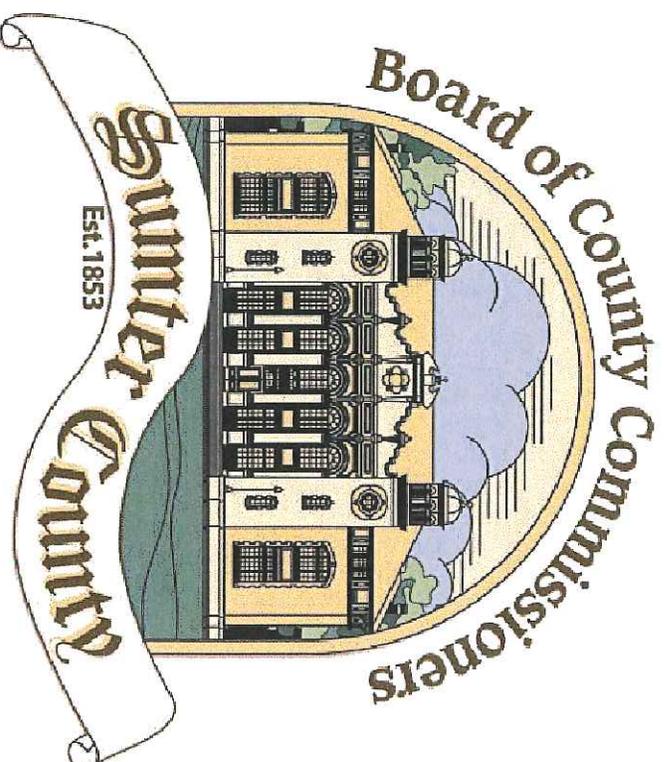
- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 50 feet)

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 05/24/11

Public Works Division (PWD) Sumter County, FL

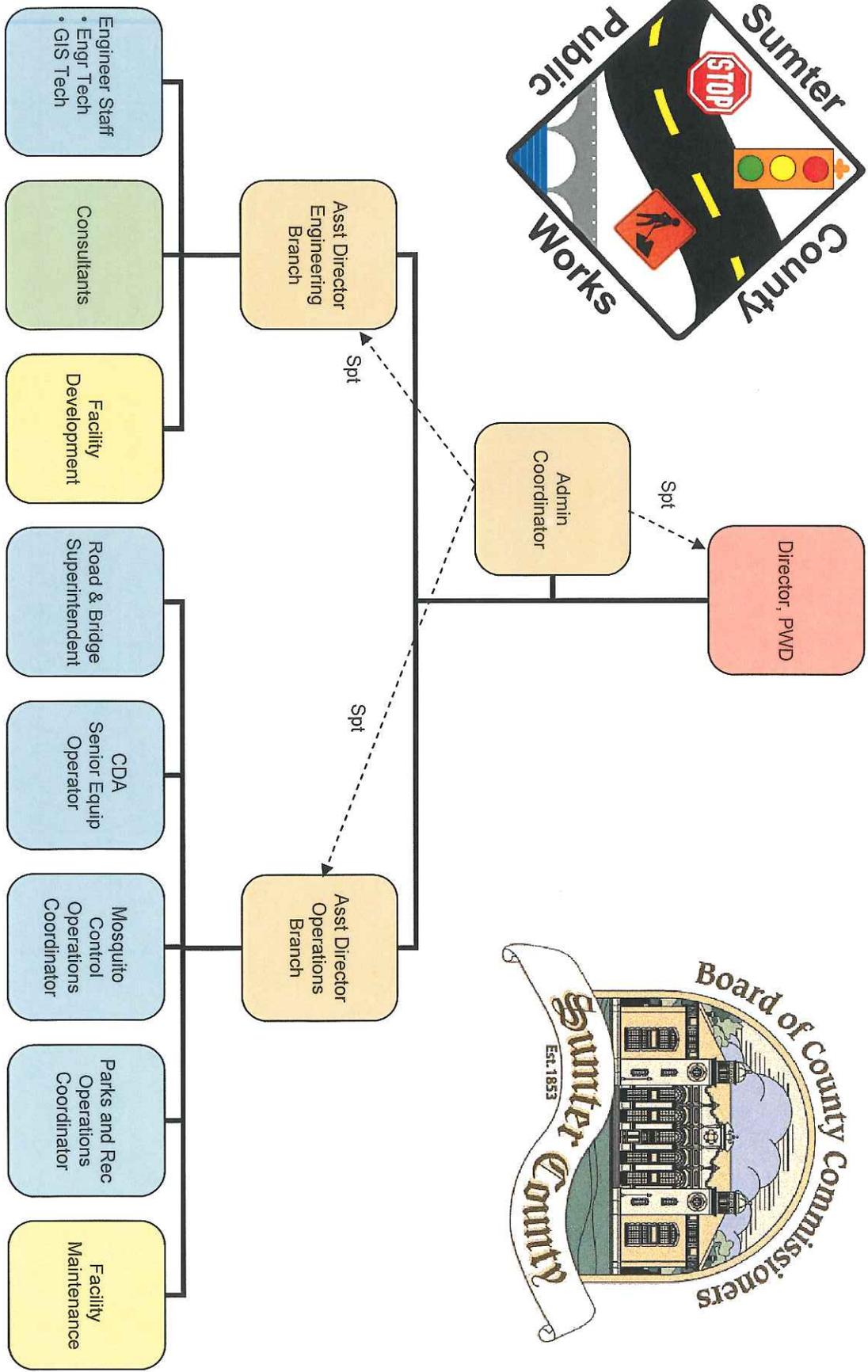
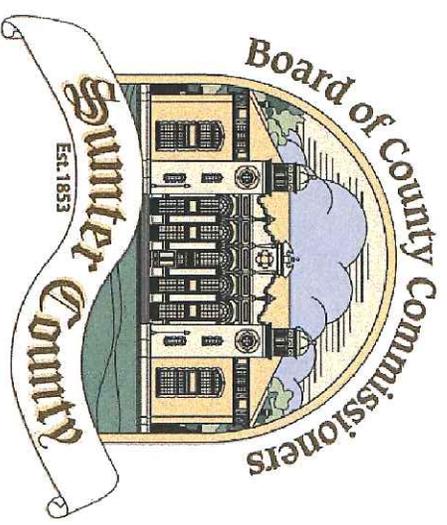


Incorporating Facility Development and Maintenance

Background

- Facility Development and Maintenance (FDM) Department proposed to transfer to PWD after 24 May BOCC meeting **o/a 28 May 2011**
- FDM brings capital (vertical) and O&M aspects with it
- PWD already has capital (horizontal) and O&M (Road & Bridge, CDA, Parks and Mosquito Control) aspects to it
- Guidance is to seek commonalities and potential economies of scale
- Three questions
 - Is the County staff better served by placing FDM directly under Dir, PWD or Asst Dir for Engr?
 - Are the County staff and public better served by uniting Facility Maintenance with other operations oriented departments or keeping them separate but mutually supporting?
 - Do the benefits of either outweigh the costs?

Recommended PWD Organization



Implementation

- FDM has met with PWD on a weekly basis since **27 April 2011**
- PWD participated in FDM's FY12-16 Budget prep and briefings to the County Administrator
- Office space for Facility Development is complete and operational in the Engineering area of PWD
- Facility Maintenance will remain in its present location
- On **28 May**, we will assign Facility Maintenance (FM) under Operations and Facility Development (FD) under Engineering
 - Director PWD will complete current evaluation on Project Manager of **FD thru 28 May 2011**
 - Project Manager of FD will complete evaluation on Maintenance Supervisor **thru 28 May 2011**
 - Subsequent evaluations for FD and FM will be performed by the Assistant Directors of Engineering and Operations, respectively

Implementation (continued)

- FDM budget
 - Would remain combined thru FY11
 - Consider splitting in FY12 or FY13 into Facility Maintenance (FM) and place Facility Development (FD) staff in the CTT budget.
 - Capital projects managed by Facility Development (FD) are funded separately.
- Assess possible manpower and financial efficiencies within Assistant Director of Operations
 - **31 May – 31 Aug 2011** – 90 days to observe, document and discuss methods and means of operations among R&B, Parks, and Facilities Maintenance
 - CDA and Mosquito Control are significantly different
 - Seek duplications of effort, or better ways of doing something
 - Implement minor common sense measures such as SCARC adjustments
 - Teach “Mpulse” software to Parks for better equipment maintenance scheduling
 - **1 – 20 Sep 2011** – prepare written report to County Administrator
 - On potential efficiencies and recommendations for further organization changes or consolidations
 - Consider both efficiency and effectiveness, while maintaining customer service levels

Implementation (continued)

- **27 Sep 2011** – BOCC agenda item for measures that require BOCC approval
- **3 Oct 2011** – implement accepted measures from both County Administrator and BOCC
- **11 Jan 2012** – report to the BOCC on status of measures implemented and submit budget amendment as necessary