




ORANGE COUNTY MAYOR
TERESA JACOBS

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APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS

July 15, 2014

JUL 29 2014 KHls

To: Board of County Commissioners
From: Mayor Teresa Jacobs 
Subject: Managerial Appointments
Consent Agenda – July 29, 2014

I am pleased to present the following appointments for confirmation. These individuals will all be outstanding additions to Orange County's management staff and each one brings unique skills and experience to their new role.

Administrative Services Department/Fleet Management Division

Mr. Bryan Lucas for Manager of the Fleet Management Division

Mr. Lucas has been serving as the Acting Fleet Management Division Manager since November 24, 2013. In this position, he has been responsible for successfully overseeing a division of 62 employees who maintain over 1,850 sedans, light trucks, and heavy trucks; 1,667 pieces of heavy equipment, over 1,000 pieces of small engine equipment and a \$19 million budget.

Mr. Lucas has been employed by Orange County for over thirteen years and has assumed increasingly more responsible positions. For the two years prior to being appointed Acting Manager, Mr. Lucas was the Assistant Manager of Fleet Management and this experience coupled with his seven months as Acting Manager will provide leadership continuity for the division. Mr. Lucas has a Bachelor of Science Degree in Business Administration from the University of Central Florida.

Mr. Lucas's appointment will become effective immediately upon approval and his annual salary will be \$89,336. His resume is attached for reference.

Administrative Services Department/Facilities Management Division

Mr. Richard Steiger for Manager of the Facilities Management Division

Mr. Steiger has been serving as the Acting Facilities Management Division Manager since May 5, 2013. In this position, he has been responsible for successfully overseeing a division of 157 employees who maintain over six million square feet of space located in approximately 400 County owned and leased buildings and a \$34 million budget.

Mr. Steiger has been the Facilities Management Division's Assistant Manager since October 29, 2007. He came to us from Seminole County where he was a project manager in the Facilities Management Division. He has a Bachelor of Arts Degree in Public Administration from the University of Central Florida and holds a Facilities Management Administrator (FMA) designation from Building Owners and Managers Institute (BOMI) of Orlando.

Mr. Steiger's appointment will become effective immediately upon approval and his annual salary will be \$97,000. His resume is attached for reference.

Action Requested

**Confirmation of Mayor's managerial appointments:
Bryan Lucas as Manager, Fleet Management Division
and Richard Steiger, Manager, Facilities Management
Division.**

Attachments

C: Ajit Lalchandani, County Administrator
Eric Gassman, Deputy County Administrator
John Terwilliger, Director, Administrative Services
Ricardo Daye, Director, Human Resources

Bryan Lucas

Professional Experience **December 2011 – Present** **Orange County Government** **Orlando, FL**

Assistant Manager – Fleet Management Division

- Supervise daily operations of an Internal Service Funded Fleet facility with an \$18.0+Mil budget and 62 positions in administration, supply, service, automotive, heavy equipment, specialty, and satellite/mobile repair shops.
- Oversee daily operation all of Fleet's software systems (work order, billing, and fuel), coordinating with IT Staff as needed to resolve problems, install upgrades, and plan replacements.
- Ensure customer service standards are met in all areas, including planning regular meetings with Fleet's largest customer.
- Make certain Fleet's aggressive preventative maintenance program is functioning properly.
- Involved with all Human Resource decisions including hiring, counseling, discipline, and termination.
- Coordinate various projects and repairs with Facilities Management and private contractors to ensure an aging facility is properly maintained and ready to meet operational needs.
- Review Fleet's 30+ Term Contracts to make certain they meet the organization's needs.
- Project manager for Fleet's replacement database software.
- Project manager for Fleet's fuel system software/hardware upgrades.
- Responsible for coordinating Fleet's Benchmarking reporting to a variety of agencies.
- Coordinate Fleet's support of Orange County's Emergency Operations Center as a member of the *ESF 7 – Resource Support* function.

April 2011 – December 2011 **Orange County Government** **Orlando, FL**

Financial Administrator — Utilities Department

- Responsible for budget and financial activities for Utilities' \$515Mil Water & Solid Waste system funds. This includes budgeting, revenue/expenditure monitoring, projections, and reporting to ensure the Department's Enterprise/MSBU fund meets its short and long term goals.
- Perform financial analysis for expenditures, revenues, cash flow modeling, CIP performance, rate studies, and benchmarking for a variety of projects and issues. These often arise on short notice and have minimal preparation time.
- Direct preparation of quarterly financial analysis reports for all divisions; meet individually with division managers and department directors to address concerns and review progress.
- Supervise Department's Accounting Section, to ensure accurate financial reporting and coordination of records with Orange County Comptroller's Office.
- Managed Utilities' 2011 state-wide Benchmarking study against other counties. Compiled and normalized the data for use by consultant, upper management, and elected officials.
- Supervise a total of 8 employees in the Budget/Analysis and Accounting Sections.

January 2001 – April 2011 **Orange County Government** **Orlando, FL**

Business Unit Financial Advisor — Fleet Management Division

- Directed all fiscal, purchasing, and budget activities for \$16.5Mil, internally funded Fleet Management Division while supervising 10 employees. Increased Cash Reserves during this time period by 45%.
- Responsible for fiscal operations that efficiently and accurately processed approx. 20,000 invoice

lines and \$1.8M of miscellaneous purchases annually. This directly led to a reduction in payment processing times (by 58% since 2005) and purchasing errors (by 400% since 2007).

- Analyzed data, identified trends, created projections, and reported on Fleet's fiscal and operational performance to ensure the division was performing efficiently and would meet its *Performance Based Measurement* and benchmark goals.
- Responsible for inventory and supply management operations including parts, materials, supply, and tangible assets. Increased annual parts inventory turnover rate by 58% since 2001.
- Responsible for the development and administration of 30 contracts for critical commodities and services. Many of these contracts were later used by other agencies.
- Supervised fuel operations and environmental compliance for Orange County's fuel and hazardous waste programs.
- Analyzed R.O.I., and coordinated planning and installation of over \$1.0Mil in Fleet Capital Projects.
- Responsible for Preventative Maintenance program to guarantee compliance for all of Orange County's vehicular and heavy equipment assets.
- Advisor to Orange County's *Vehicle Replacement and Utilization Committee* and Orange County staff for vehicle and equipment purchases.
- Member of Planning Committee and a speaker at the *2009 North American Alternative Fuels & Vehicle Convention*. Directly responsible for planning and implementation of many of the Public Day events.
- Graduate of *2002 – Orange County Employee Academy Program*

March 1996 – January 2001 Sears, Roebuck, & Co. Sanford, FL

Asset Protection Manager

- Expense and budget control responsibilities for operations, safety/worker's compensation, and loss prevention for a \$24.0Mil retail store and automotive service center with 185+ employees.
- Responsible for formulating budgets and plans to support the store's revenue and profit goals, while managing 10 employees.
- Designed, developed, and implemented internal audits and training programs to ensure expense control for all areas of store operations.
- Analyzed revenue and expense data to identify trends; then prepared and implemented proactive recommendations.
- Received *ACHIEVEMENT AWARDS for Budget and Expense Control* in Operations, Safety, and Loss Prevention during 1997, 1998, 1999, & 2000.

Skills

Strong written and oral communication skills; Considerable customer service skills; Extensive knowledge of MS-Excel; Proficient in MS-Word, MS-PowerPoint, & MS-Publisher; Proficient in SquareRigger Fleet Operations software; Completed training in interview and interrogation techniques. Additional classes in Leadership Principles, Management Principles, Financial Management, and Time Management

Education 2008 Graduate of Orange County Leadership Institute

1992 University of Central Florida Orlando, FL
Bachelor of Science in Business Administration Major in FINANCE

RICHARD F. STEIGER

1957 KING ARTHURS COURT

WINTER PARK, FL 32792

CELL PHONE: 407-492-5107 • EMAIL: rfsteiger@yahoo.com

CAREER SUMMARY

Financial Administration • Budget Development • Project Management • People Management
Contract Administration • Technology Application Management

Experienced professional in Facilities Management, Construction Administration, Fleet Operations, Planning and Development, Public Administration, Government Procurement, and Grant Writing. Excellent supervisory, organizational, analytical and computer skills. Manage all functions of the budget process including operations, capital projects, and program enhancements.

PROFESSIONAL EXPERIENCE:

Orange County Board of County Commissioners, Orlando, FL

Acting Manager, Facilities Management Division

2013 – Present

- Manage a \$34 million annual Operating Budget and \$4 million in Capital Improvement Projects.
- Manage maintenance and service contracts in excess of \$14 million annually.
- Manage daily operation of five (5) Maintenance Districts with six (6) million square feet of space and over 400 County owned buildings.
- Manage Special Services which includes Grounds, Locksmith, and County's Security Guard contract.
- Manage training, performance reviews, hiring, interviewing, division protocols, policies and standard operating procedures for 155 subordinates. Hold Predetermination Hearings when required.
- Manage all technology enhancements including Building Automation Systems, Maximo, Energy Management, Utility Reporting System, Key Tracking Database, and various software and hardware applications.
- Manage the operation of five (5) district warehouses with an inventory value over \$400,000.
- Oversee the County's Mail Processing Center that provides inter-office mail distribution services to County facilities.

Assistant Manager, Facilities Management Division

2007 – 2013

- Assist with all functions of the budget process for a \$34 million annual budget.
- Supervise maintenance and service contracts in excess of \$14 million annually. Reduce contract values by \$2 million annually from 2007 to 2012.
- Oversee the administration and development for Maximo software program, which receives over 54,000 work orders annually. Program includes preventative maintenance, management of equipment/tools, inventory, special projects, contracts, and hand held computers.
- Responsible for the Division's technology enhancements including the development of the County's first Utility Reporting System (EnergyCap) and Key Tracking Database.
- Manage Special Services which includes Grounds, Locksmith, and administration of the County's Security Guard contract.
- Manage the operations of five (5) district warehouses with an inventory value over \$400,000.
- Oversee the County's Mail Processing Center that provides inter-office mail distribution services to County facilities.
- Assist Deputy Director with all aspects of the day to day operations, including training, performance reviews, hiring, interviewing, cost controls, established and implemented protocols, writing policies and standard operating procedures.

PROFESSIONAL EXPERIENCE CONTINUED:**Seminole County Government, Sanford, FL***Project Manager I, Facilities Management Division*

2004 – 2007

- Manage all functions of a \$12.5 million annual budget.
- Supervise administration of term contracts in excess of \$1.5 million annually, prepare bid proposals, ensure contract compliance, and assist in the resolution of contractual problems.
- Develop and manage award winning Pro-active Maintenance program that forecasts repair and maintenance costs for County facilities at 10, 20, and 50 year intervals, which is now an essential part of the annual budget process.
- Lead administrator of the Division's work order system, which receives over 13,000 work orders annually, includes preventative maintenance, equipment management, inventory management, project management, contract management, and an integrated Computer-Aided Drafting program (CAD).
- Approve divisional purchases for materials, supplies, and equipment.
- Provide direct supervision of subordinates in contracts, accounting, CAD, office assistants, and Division interns.

Planner, Planning Division

2003 – 2004

- Review development plans and land use applications for compliance with development and permitting requirements.
- Process and conduct field visits for variance requests and land use applications.
- Prepare advertisements and correspondence, present applications and plans to various boards, government officials, and citizens with recommendation for approval or denial.
- Perform research and analysis to assist with updating Seminole County's Comprehensive Plan.

Senior Coordinator, Fleet Services Division

2003 – 2003

- Perform all functions of the budget process for a \$6.5 million annual budget.
- Plan and supervise fleet operation activities for County vehicles and equipment.
- Prepare cost pricing reports and lifecycle cost analysis for budgeted vehicles, equipment, and tools for the Purchasing Division with State bid pricing in excess of \$2.5 million annually.
- Develop specifications for approving rolling stock purchases of light/heavy vehicles, off road equipment, emergency vehicles, fire apparatus, portable and stationary generator sets.

Senior Analyst, Administrative Services Department

2000 – 2003

- Coordinate and oversee all functions of the department's \$32 million annual budget.
- Project liaison & Assistant Administrator for Seminole County's \$44.5 million dollar Criminal Justice Center construction project (largest county construction project in history).
- Develop strategic plans, analytical studies, and conduct surveys to improve performance and support goals, objectives, and mission of the department.

LEARNING CREDENTIALS**Bachelor of Arts Degree, Public Administration**

University of Central Florida - Orlando, Florida

Facilities Management Administration Designation

BOMI Institute, Orlando, Florida

Leadership Institute

Orange County Government, Orlando, Florida

AWARDS & RECOGNITION:**NACO (National Association of Counties) Achievement Award 2007****COMPUTER SOFTWARE/SYSTEMS:**

Maximo, EnergyCap, TMA Work Order and Inventory System, MARS 7.0 (Facility Cost Forecasting System), Building Automation Systems, Microsoft Office Suite (Word, Excel, Access, Power Point, Outlook), and Microsoft Visio.