

# Administrative Services



Len Golden-Price  
Administrator

**Media Contact**  
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safeguards all county databases; and assists internal customers in developing and executing business continuity and disaster recovery plans for their technology systems.

**Purchasing Department – Director Steve Carnell**  
Staff facilitates the open competitive procurement of commodities and services in the most cost efficient manner possible on behalf of, and in conjunction with, other county agencies, as well as manages the county's purchasing card program and the transfer and disposition of surplus county property.

**Records Management – Manager Michael Cox**  
Designed as a guideline for county employees to adhere to when making filing decisions, the program addresses three key issues: 1) Assuring compliance with the State of Florida Public Records laws and Florida Administrative Code; 2) Improving customer service by providing the right documents to the right people at the right time and 3) Reducing costs by eliminating unnecessary storage of paper documents.

**Risk Management – Director Jeff Walker**  
The department is responsible for the identification, measurement and treatment of potential risk of loss to county assets, and manages a Subrogation Recovery Program designed to pursue and collect monies owed to the county due to damages caused by third parties. In December, 2006 the department opened an on-site primary care clinic to effectively address the healthcare needs of employees.

**Facilities Management – Director Skip Camp**  
The department is responsible for the security, repair, and systematic maintenance of 660 county buildings and structures that include more than three million square feet of space.

**Fleet Management – Director Dan Croft**  
The department provides centralized maintenance of the county fleet of motor vehicles. Annually, staff completes more than 8,500 maintenance and repair work orders, maintains the county's fuel system and dispenses more than 1.3 million gallons of fuel each year to both internal and external agencies.

**Human Resources – Director Jean Merritt**  
Designated a *Family Friendly Business* by the Naples Alliance for Children, the Human Resources Department has taken steps to improve the personal growth opportunities and job satisfaction for employees, with a focus on the value of maintaining a competitive compensation and benefits package, while creating an organizational climate that challenges employees to better levels of performance.

**Information Technology – Director Barry Axelrod**  
Staff provides the backbone data services including e-mail, internet access, desktop support and Intranet services for over 1,500 computer users; manages and

**Conservation Collier  
Manager Alexandra Sulecki**  
Conservation Collier is a willing-seller, taxpayer-funded conservation land acquisition program initiated by voters in a November 2002, county-wide referendum and subsequently affirmed in a November 2006 referendum. Program goals are to acquire, protect, restore and manage environmentally sensitive lands within Collier County for the benefit of present and future generations.

**Grant Services  
Coordinator Marlene Foord**  
Staff manages a centralized grant acquisition program and provides guidance for proper grant management and compliance with state, federal and local and grantor requirements. The goal of the grant acquisition initiative is to reduce the cost of providing the public with services, facilities and infrastructure by maximizing the use of federal, state, and local grants.

**Real Estate Services – Manager Toni Mott**  
Part of Facilities Management, the Real Estate section is responsible for securing land and land rights for the construction of county infrastructure and supporting facilities. Additional responsibilities include insuring that the property appraisal program operates within the requirements of Florida Statutes, managing the Lake Trafford Memorial Gardens Cemetery, the sale of lands in Golden Gate Estates pursuant to the 1983 Agreement with Avatar Properties Inc., and administering the funds derived from the sale of the lands.