	<u> </u>									
Lee County Board of County Commissioners										
Agenda Item Summary Blue Sheet No. 20030097										
1. <u>REQUESTED MOTION</u> :										
ACTION REQUESTED: Approval for Facilities Management to create, advertise and hire for Preventive Maintenance										
Coordinator (PMC) position. Approve transfer of Budget from the General Fund Reserves #001 the amount of										
\$63,800.00 to cover estimated salary, benefits and associated operating costs for the remainder of the current										
2002/2003 fiscal year.										
WHY ACTIO	N IS NECESSA	RY. Lee Co	unty Co	mmissioners	Board	annrova	l is noodor	l to tran	sfor funds from	
WHY ACTION IS NECESSARY: Lee County Commissioners Board approval is needed to transfer funds from reserves and approve additional position.										
reserves and approve additional position.										
WHAT ACTION ACCOMPLISHES: Capability for Facilities Management to hire new staff and purchase 1 new vehicle plus needed maintenance equipment in fiscal year 2002/2003.										
plus needed	maintenance eq	uipment in fis	scal yea	r 2002/2003.						
2. <u>DEPART</u>	MENTAL CATE	<u>GORY</u> : 02		An		:	3. 🗩 <u>Mee</u>	TING D		
COMMISSIC	ON DISTRICT	#:		CAH			12-1	8-0	1003	
4. AGENDA:		5. REQUIRE	MENT/PU	RPOSE:		6. REQU	ESTOR OF INF	ORMATIO	<u>N</u>	
	IT	(Specify)								
	ADMINISTRATIVEŚTATÚTE					A. COMMISSIONER				
APPEAL	APPEALS ORDINANCE					B. DEPARTMENT Construction & Design C. DIVISION Facilities Management				
WALK O	N	ADMIN.					Beck, Director			
TIME REQUIRED								7		
ies										
	ow has the neces:	sarv tool to emb	oark upoi	n an aggressive	e preven	tative mai	intenance pr	ogram. Ir	ndustry standards	
									epairs. Entering	
									nedules and then	
									sition in Facilities	
Management, for this reason I am requesting the addition of one person to the Facilities staffing level.										
Estimated s	alary and fringe b	enefits		\$34,500						
	ating Purchases (t		iforms)	3,200						
	ipment (vehicle, p									
\$ 63,800										
Funds will be available in fund QC5121200100.501210										
Construction &	Design/Facilities	Management	Adminis	tration/General	Fund/S	alaries				
8. MANAGEMENT RECOMMENDATIONS:										
		9.	RECO	MMENDED A	PPRO	<u>/AL</u> :				
A	B	С	D	E			F		G	
Department	Purchasing or	Human	Other	County		Budget	t Services		County Manager	
Director	Contracts	Resources		Attorney		Mu		 .		
X2. A		George A.		Kht L	OA	<u>/0</u> M	RISK	GC My 3	A Jour lin	
Janney	NA	William		NIA LA	2131	Mala	3 58 5103	123	. Comme _	
1.27.03		1/31/05		13103	2121	<u>ヽ/ヽ</u>	<u> </u>	2.5	1.27.03	
10. <u>COMMISSION ACTION</u> :										
APPROVED										
DEFERRED RECEIVED BY										
Date://3//D9										
Time: 3:07 COUNTY ADMIN.										
Forwarded To:										
	ASING AST									
<u> </u>										

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General Fund	DATE: <u>1/24/03</u>	BATCH NO.:						
FISCAL YEAR: <u>02-03</u> FUND N	O.: <u>00100</u> DOC. TYPE: <u>YB</u>	LEDGER TYPE: <u>BA</u>						
TO: Facilities Manage	ment Facilitie	Facilities Management- Admin						
(Division Nam		(Program Name)						
NOTE:Please list the account number below in the following order: Business Unit (dept/div, program, fund, subfund); Object Account; Subsidiary; Subledger (Example: BB 5120100100.503450)								
Account Number	Object Name	DEBIT						
QC5121200100.501210 QC5121200100.506430 QC5121200100.506410 QC5121200100.504030 QC5121200100.505280	Salaries Vchicle and Rolling S Furniture & Equipmer Motor Pool Charges Minor Equipment	nt \$ 2,500 \$ 3,600 \$ 3,200						
TOTAL TO:		<u>\$63,800</u>						
FROM: Non – Departm		Reserves						
(Division Na	me) ((Program Name)						
Account Number	Object Name	CREDIT						
GC5890100100.509910	Reserves for Continge	ncy \$63,800						
TOTAL FROM:		<u>\$63,800</u>						
EXPLANATION: To add one Preventive Maintenance Coordinator position to embark upon an aggressive preventative maintenance program.								
•••								
DIVISIÓN DIRECTOR SIGNATURE/DATE DEPARTMENT HEAD SIGNATURE/DATE								
DBO: APPROVAL DE	1 Sinda	<u>Gartere</u> States Signature DATE						
OPS. MGR.: APPROVAL DEI	NIAL OPS. MGR. SIG	$W_{\rm NATURE} = \frac{2/6/63}{DATE}$						
CO. MGR.: APPROVAL DE	NIAL CO. MANAGEF	R SIGNATURE DATE						
BCC APPROVAL DATE:	BCC CHAIRMA	AN SIGNATURE						
BA. NO.		TRANS DATE						

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