

LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
**AGENDA ITEM SUMMARY**

**BLUE SHEET NO: 20030250-UTL**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:**

Change Meter Reader Position Number #02120 from part-time to full-time.

**WHY ACTION IS NECESSARY:**

Board approval is required to change positions from part-time to full-time.

**WHAT ACTION ACCOMPLISHES:**

This will allow the Customer Service billing system to bill based on actual meter readings. Otherwise, should the routes fall behind, we could be forced to estimate meter reading so that billing is not delayed.

**2. DEPARTMENTAL CATEGORY: 10 - UTILITIES**  
**COMMISSION DISTRICT #: CW**

*C10B*

**3. MEETING DATE:**

*03-18-2003*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED: \_\_\_\_\_

**5. REQUIREMENT/PURPOSE:**

- (Specify)*
- STATUTE \_\_\_\_\_
  - ORDINANCE \_\_\_\_\_
  - ADMIN. CODE \_\_\_\_\_
  - OTHER Personnel Item

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER: \_\_\_\_\_
- B. DEPARTMENT: Lee County Public Works
- C. DIVISION/SECTION: Utilities Division
- BY: Rick Diaz, Utilities Director
- DATE: 2/27/03

**7. BACKGROUND:**

This position has been working 80 hours bi-weekly helping the Customer Service Team to keep up with reading meters of LCU's customers. One employee has been changed to part-time due to an approved ADA medical problem, and position #02120 will be taking that route.

Money has been budgeted for a full-time position in the following account:

OD5360948700.501210  
 (Utilities-Meter Services, Salaries-Full Time Regular)

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL**

| (A)<br>DEPARTMENT<br>DIRECTOR              | (B)<br>PURCH. OR<br>CONTRACTS | (C)<br>HUMAN<br>RESOURCES                                       | (D)<br>OTHER | (E)<br>COUNTY<br>ATTORNEY             | (F)<br>BUDGET<br>SERVICES   |                             |                             |                             | (G)<br>COUNTY<br>MANAGER                   |
|--|-------------------------------|---|--------------|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--|
|  |                               |   |              |                                       | OA                          | OM                          | Risk                        | GC                          |  |
| <i>J. Lavender</i><br>Date: <i>2/28/03</i> | N/A                           | <i>George A. Williams</i><br>G. Williams<br>Date: <i>3/5/03</i> |              | <i>D. Owen</i><br>Date: <i>3/5/03</i> | <i>ekw</i><br><i>3-5-03</i> | <i>apm</i><br><i>3/6/03</i> | <i>apm</i><br><i>3/6/03</i> | <i>apm</i><br><i>3/6/03</i> | <i>J. Lavender</i><br>Date: <i>2-28-03</i> |

**10. COMMISSION ACTION:**

- \_\_\_\_\_ APPROVED
- \_\_\_\_\_ DENIED
- \_\_\_\_\_ DEFERRED
- \_\_\_\_\_ OTHER

**Rec. by CoAtty**  
 Date: *3-6-03*  
 Time: *1:35PM*

**Forwarded To:**  
*1:45 PM*  
*Chy Admin*

**RECEIVED BY  
 COUNTY ADMIN.**  
*3-6-03*  
*1:45*

**COUNTY ADMIN.  
 FORWARDED TO:**  
*3/6/03*  
*4/1/03*