

(Revised 7/22/03)

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20030801

1. REQUESTED MOTION:

ACTION REQUESTED: Approve FY03 funding for two Permit Representative positions (#02445 and #02446), which have already been created and budgeted for FY04, by transferring funds from MSBU - Building Reserves. The approximate cost for the balance of FY03 for these fee-supported positions is \$17,900 for salaries, fringe benefits, furniture and computers. Also approve implementation of Zoning Planning Technician position (#02436), which has also been created and budgeted for FY04, for this fiscal year. Due to position vacancies in FY03, no funding transfers are necessary as sufficient funding is in place to cover this position for the remainder of this fiscal year.

WHY ACTION IS NECESSARY: Board approval is needed for new positions during the fiscal year and transfers from reserves.

WHAT ACTION ACCOMPLISHES: Maintains level of service for permitting. Level of service has been a problem due to staff vacancies and high activity levels.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

CW A4A

3. MEETING DATE:

08-05-2003

4. AGENDA:

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

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE 3-6
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Community Development
- C. DIVISION Administration

BY: Mary Gibbs, Director

Mary Gibbs

7. BACKGROUND:

Board approval is required to transfer funds. Implementation of these positions prior to FY04 is necessary to maintain levels of service.

Upon transfer, funds will be available in LC5240815501.501210/505280/506410 (Community Development, Development Services, Permit Issuance, MSBU - Building Reserves, Salaries/Minor Equipment/Furniture & Equipment)

Attachment: Transfer Form

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

| A Department Director | B Purchasing or Contracts | C Human Resources | D Other | E County Attorney | F Budget Services | G County Manager |
|-----------------------------|------------------------------------|---------------------------|------------|-------------------------|--|---------------------|
| <i>Mary Gibbs</i> | N/A | <i>George H. Williams</i> | N/A | <i>Andrea J. Fraser</i> | <i>QM 7/24/03</i> <i>Risk 3/25/03</i> | <i>GC 7/24/03</i> |

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 7/22/03
Time: 3:25 PM
Forwarded To: Budget
7/22/03 4:00 PM

RECEIVED BY
COUNTY ADMIN TD
7/22/03 4:00
COUNTY ADMIN
FORWARDED TO: BT
7/22/03 4:00

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: MSBU Building Reserves DATE: _____ BATCH NO.: _____

FISCAL YEAR: 02/03 FUND NO.: 15501 DOC. TYPE: YB LEDGER TYPE: BA

TO: Community Development Permit Issuance
 (Division Name) (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)

| <u>Account Number</u> | <u>Object Name</u> | <u>DEBIT</u> |
|-----------------------|-----------------------|--------------|
| LC5240815501.501210 | Salaries | 12,500 |
| LC5240815501.505280 | Minor Equipment | 2,000 |
| LC5240815501.506410 | Furniture & Equipment | 3,400 |
| TOTAL TO: | | \$17,900 |

FROM: Non-Departmental Reserves
 (Division Name) (Program Name)

| <u>Account Number</u> | <u>Object Name</u> | <u>CREDIT</u> |
|-----------------------|----------------------------|---------------|
| GC5890115501.509910 | Reserves for Contingencies | \$17,900 |

TOTAL FROM: \$17,900.00

EXPLANATION: Additional budget needed for FY03 funding for 2 new (in FY04) Permit Rep positions.

| | |
|---|----------------------------------|
| DIVISION DIRECTOR SIGNATURE/DATE | DEPARTMENT HEAD SIGNATURE/DATE |
| DBO: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/> | <u>[Signature]</u> 7/16/03 |
| OPS. MGR.: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/> | OPS. ANALYST SIGNATURE DATE |
| CO. MGR.: APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/> | <u>[Signature]</u> 7/18/03 |
| | OPS. MGR. SIGNATURE DATE |
| | CO. MANAGER SIGNATURE DATE |

BCC APPROVAL DATE: _____ BCC CHAIRMAN SIGNATURE _____

BA. NO. _____ AUTH CODE _____ TRANS DATE _____