

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030223

1. REQUESTED MOTION:

ACTION REQUESTED: 1) Create two additional permit representative positions in the building permit review (Zoning Review) section, for the Department of Community Development.

2) Approve transfer of funds from MSBU - Building Reserves (building permit surplus funds) in the amount of \$50,270 for salary, fringe, and furniture and equipment for remainder of current 2002/2003 Fiscal Year.

WHY ACTION IS NECESSARY: Board approval required for new positions and transfers above \$25,000. This is a fee-supported function.

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

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #CW

A4A

3. MEETING DATE:

03-18-2003

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

7. BACKGROUND:

Board approval is required to create new positions and transfer funds. The new positions are necessary to maintain established levels of service for building permit review times.

Residential building permitting has increased dramatically over the last year. Single family home permitting has increased 25 percent from 2001 to 2002 and pool permits have increased 21 percent in this same period. All other residential permits have increased 22 percent in the last year. Existing staff has been unable to handle this volume in a timely manner.

Upon transfer, funds will be available in: LC5241315501.501210/506410 (Community Development, Development Services, Zoning Review, MSBU-Building Reserves, Salaries/Furniture & Equipment)

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>[Signature]</i>	N/A	<i>George A. Williams</i> 2/20/03	N/A	<i>[Signature]</i>	OM <i>[Signature]</i> 2/21/03	Risk <i>[Signature]</i> 2/21/03	GC <i>[Signature]</i> 2/21/03	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 2/20/03
Time: 1:10 pm
Forwarded To:
Budget
2/20/03 2:35 pm

RECEIVED BY
COMM. ADMIN. CA
2/20/03
4:10 pm
2/25/03

REQUEST FOR TRANSFER OF FUNDS

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

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

TO: Community Development Zoning Review
 (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>
LC 5241315501.501210	Salaries	\$40,270
LC 5241315501.506410	Furniture & Equip.	\$10,000

TOTAL TO: \$50,270

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

<u>Account Number</u>	<u>Object Name</u>	<u>CREDIT</u>
GC 5890115501.509910	Reserve for Contingencies	\$50,270

TOTAL FROM: \$50,270

EXPLANATION:. Additional Budget needed for 2 newly created positions.

DIVISION DIRECTOR SIGNATURE/DATE DEPARTMENT HEAD SIGNATURE/DATE

DBO: APPROVAL DENIAL Shelma S. Davis 2/21/03

OPS. ANALYST SIGNATURE DATE

OPS. MGR.: APPROVAL DENIAL C. M. Mays 2/24/03

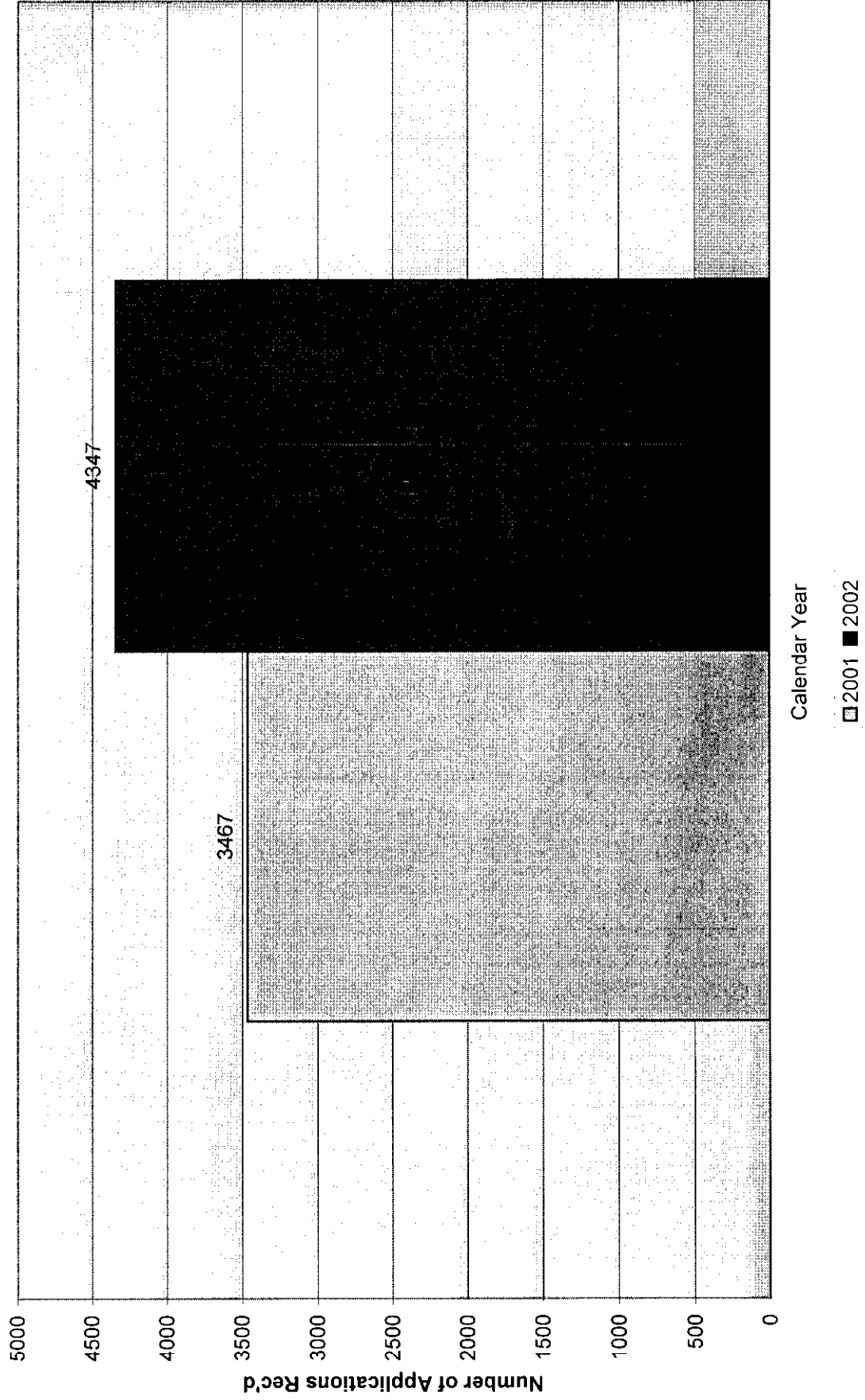
OPS. MGR. SIGNATURE DATE

CO. MGR.: APPROVAL DENIAL _____
 CO. MANAGER SIGNATURE DATE

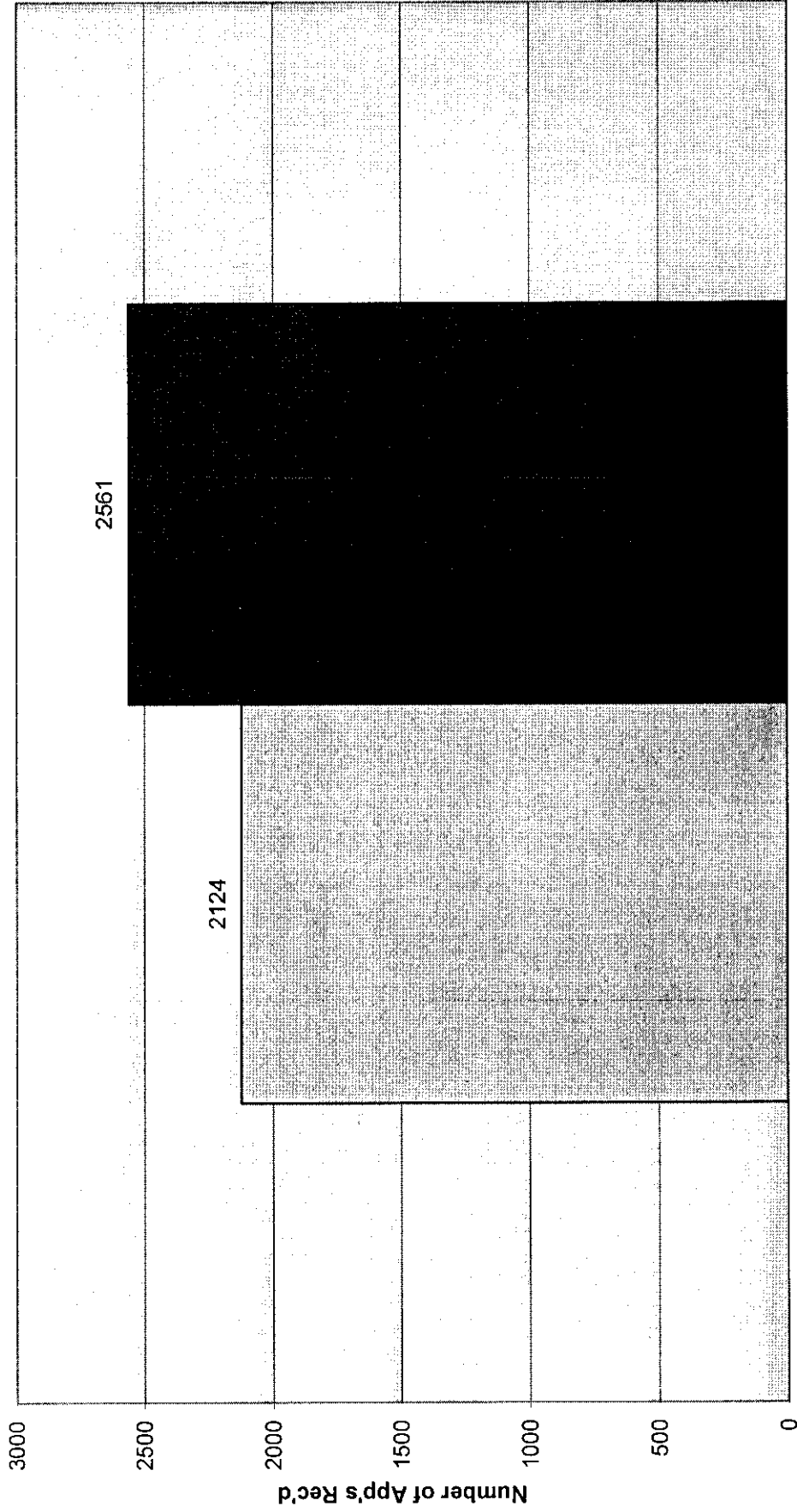
BCC APPROVAL DATE: _____
 BCC CHAIRMAN SIGNATURE

BA. NO. _____ AUTH CODE _____ TRANS DATE _____

SFR Applications Received



Pool Applications Rec'd



Calendar Year
Year

2001 2002

Residential Other Rec'd App's

