

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

Blue Sheet No. 20030445

1. REQUESTED MOTION:

ACTION REQUESTED: Authorize one (1) new full-time Administrative Specialist position for Public Works Administration, Contracts Management. Approve transfer of funds from reserves in the amount of \$20,520.00 for salaries, benefits and equipment for the remainder of current 2002/2003 fiscal year.

WHY ACTION IS NECESSARY: Board approval is required for unbudgeted new positions.

WHAT ACTION ACCOMPLISHES: Provides Contracts Management with the necessary personnel resources to effectively maintain the current level of service.

2. DEPARTMENTAL CATEGORY:

COMMISSION DISTRICT #: CW

C2A

3. MEETING DATE:

04-29-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON

TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN.
- OTHER

6. REQUESTOR OF INFORMATION

- A. COMMISSIONER
- B. DEPARTMENT *Public Works Administration*
- C. DIVISION *Contracts Management*
- BY: *Cindy Logan, Contracts Manager*

7. BACKGROUND: Board approval is required to create new positions and transfer funds. This new position is necessary to maintain established levels of service, particularly in regards to project turnaround times.

The Contracts office continues to see an increase in the number of contracted projects, and their document imaging program is close to being implemented.

The increase in projects for the Contracts staff can be seen in the following statistics:

	<u>2001</u>	<u>2002</u>	
Construction Bids	26	32	
Competitive Negotiations	17	28	
Request for Qualifications	8	28	
Request for Proposals	7	4	
Bid Waivers	11	12	
Emergencies	0	2	
Service Provider/Other Agreements	<u>219</u>	<u>314</u>	
TOTAL	288	420	(Increase of 46%)

Continued on page 2.....

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services <i>Ann 4/17/03</i>				G County Manager
					OA	OM	RISK	GC	
<i>4.10.03</i>	<i>4/10/03</i>	<i>George A. Killian 4/14/03</i>			<i>4/15/03</i>	<i>4/16/03</i>	<i>4/16/03</i>	<i>4-16-03</i>	<i>4.10.03</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *4/11/03*
Time: *1:00 PM*
Forwarded To:
Human Res 4-11-03 200

RECEIVED BY
COUNTY ATTY. *ID*
4-14 2:00
COUNTY /
FORWARD

All indications show that the workload will continue to increase at this intensity. Future projects include: the Sanibel Causeway design and construction project; the expansion at the Solid Waste Waste-to-Energy Facility; and Utilities' purchase of the GES Utility. Through careful analysis, it has been determined that by obtaining this new position, the Contracts Management program will be enabled to operate effectively and cost efficiently.

NEW POSITION - ADMINISTRATIVE SPECIALIST

Salary & Benefits	\$18,820 (Based on an annual salary and benefits of \$40,780)
PC Purchase	\$ 1,700 (Object code 6410)
TOTAL FROM RESERVES	\$20,520

Upon transfer from reserves, funds will be available in: NB5131900100.501210/506410
(Public Works, Internal Services, Contracts Management, General Fund, Salaries/Furniture & Equipment)

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: GENERAL FUND DATE: 4/10/03 BATCH NO.: _____

FISCAL YEAR: _____ FUND NO.: 00/00 DOC. TYPE: YB LEDGER TYPE: BA

TO: _____
Internal Services
(Division Name)
Contracts Management
(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>
NB5131900100.501210	Salaries	\$18,820
NB5131900100.506410	Furniture and Equipment	1,700

TOTAL TO: \$20,520

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

<u>Account Number</u>	<u>Object Name</u>	<u>CREDIT</u>
GC5890100100.509910	Reserves for Contingency	\$20,520

TOTAL FROM: \$20,520

EXPLANATION: To provide budget for new approved Administrative Specialist position.

 DIVISION DIRECTOR SIGNATURE/DATE 4.10.03
 DEPARTMENT HEAD SIGNATURE/DATE

DBO: APPROVAL DENIAL _____

 OPS. ANALYST SIGNATURE DATE

OPS. MGR.: APPROVAL DENIAL _____

 OPS. MGR. SIGNATURE DATE

CO. MGR.: APPROVAL _____ DENIAL _____

 CO. MANAGER SIGNATURE DATE

BCC APPROVAL DATE: _____

 BCC CHAIRMAN SIGNATURE

BA. NO. _____ AUTH CODE _____ TRANS DATE _____