

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

Blue Sheet No. 20030872

1. REQUESTED MOTION:

ACTION REQUESTED: Authorize the establishment of three (3) full time positions titled Maintenance Worker, Sr. to escort vendors into each of the detention centers: Downtown Jail, Stockade, and the Core Building. Approve transfer of \$14,496 from the General Fund reserves to fund the positions' salary, fringes, and startup costs for the balance of FY 02/03.

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

WHAT ACTION ACCOMPLISHES: Provides Facilities Management the capability to escort vendors in the detention centers thereby freeing their skilled staff for normal maintenance duties.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

C2A

3. MEETING DATE:

08-19-2003

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 *Construction & Design*
- C. DIVISION *Facilities Management*
- BY: *Rich Beck, Division Director*

[Signature]

7. BACKGROUND: When vendors are called upon to perform any type of maintenance work in any of the County owned/leased facilities, Facilities Management's staff, as a matter of security, escorts them and remains with them throughout the job. This practice is also done in all of the detention centers where security is a very high priority. Currently, when vendors are needed in the detention centers, our skilled Jail Tradesworkers are escorting these vendors, which is taking them away from their normal maintenance duties thereby lowering our available staff to handle all the daily maintenance issues. The three (3) requested staff will handle all the escorting requirements and will be available (as time allows) to assist the Jail Tradesworkers with minor jobs.

Upon transfer from Reserves, funds will be available in Account QC5121200100.501210/504110/505230. (Construction & Design; Facilities Management Administration; General Fund; Salaries; Telecommunications; Clothing and Wearing Apparel)

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
					OA	OM	Risk	GC	
<i>[Signature]</i> 7-25-03	N/A	<i>George A. Williams</i> 7/30/03		<i>[Signature]</i> 7/31/03	<i>CA</i> 7/31/03	<i>[Signature]</i> 7/31/03	<i>[Signature]</i> 7/31/03	<i>[Signature]</i> 7/31	<i>[Signature]</i> 7-25-03

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *7/30/03*
Time: *8:25 am*
Forwarded To:
Co. Admin
7/31/03 9:10 am

RECEIVED BY
COUNTY ADMIN: *CA*
7/31/03
11:05
COUNTY ADMIN
FORWARDED TO:
7/31/03

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General Fund **DATE:** 07/24/03 **BATCH NO.** _____
FISCAL YEAR: 02/03 **FUND #:** 100 **DOC TYPE:** YB **LEDGER TYPE:** BA
TO: Facilities Management Facilities Management Administration
(DIVISION NAME) (PROGRAM NAME)

NOTE: PLEASE LIST THE ACCOUNT NUMBER BELOW IN THE FOLLOWING ORDER:
 FUND #-DEPT/DIV #-PROGRAM #-OBJECT CODE #-SUBFUND #-PROJECT#-COST CENTER #.
 (EXAMPLE: BB5120100100.503450)

ACCOUNT NUMBER	OBJECT NAME	DEBIT
QC5121200100.501210	Salaries	\$ 13,446
QC5121200100.504110	Telecommunications	300
QC5121200100.505230	Clothing & Wearing Apparel	750
	TOTAL TO:	\$ 14,496

FROM: Non-Departmental Reserves
(DIVISION NAME) (PROGRAM NAME)

ACCOUNT NUMBER	OBJECT NAME	CREDIT
GC5890100100.509910	Reserves for Contingency	14,496

TOTAL FROM: \$ 14,496

EXPLANATION: Budget for 3 additional positions for balance of FY03.

<p><i>[Signature]</i> <u>7-29-03</u></p> <p>_____ DIVISION DIRECTOR SIGNATURE DATE</p> <p>DBS: APPROVAL <input checked="" type="checkbox"/> DENIAL _____</p> <p>APPROVAL <input checked="" type="checkbox"/> DENIAL _____</p> <p>CO. ADMIN.: APPROVAL _____ DENIAL _____</p> <p>BCC APPROVAL DATE _____</p>	<p><i>[Signature]</i> <u>7/31/03</u></p> <p>_____ DEPARTMENT DIRECTOR SIGNATURE DATE</p> <p><i>[Signature]</i> <u>7/31/03</u></p> <p>_____ OPERATIONS ANALYST SIGNATURE DATE</p> <p>_____ BUDGET OPERATIONS MANAGER SIGNATURE DATE</p> <p>_____ CO. ADMIN. SIGNATURE DATE</p> <p>_____ BCC CHAIRMAN SIGNATURE</p>
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BA NO: _____ AUTH CODE: _____ TRANS DATE: _____