

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

Blue Sheet No. 20031077

1. REQUESTED MOTION:

ACTION REQUESTED: Approve additional Senior Supply Specialist position for Facilities Management Administration for FY04, and transfer of Budget from General Fund Reserves \$45,579 to cover salary, benefits and associated operating costs.

WHY ACTION IS NECESSARY: Board approval needed for new positions and transfers from Reserves.

WHAT ACTION ACCOMPLISHES: Provides ample staff to maintain and support the County Records Center.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

C2A

3. MEETING DATE:

10-07-2003

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: It has been determined that the outsourcing of the County Records Center is no longer a viable option. Records storage will continue to be performed in-house. The move to a larger updated facility will enable the County to accommodate, at a cost, records storage services to all the Constitutionals which will include the Clerk of Court and State Attorney offices who currently do not use our Records Center. The Port Authority will also be using our Records Center for their storage needs. The expansion of our services dictates a second staff member.

Upon transfer from reserves, funds will be available in QC5121200100.50 1210/504110/505230 (Construction & Design; Facilities Management Administration, General Fund, Salaries/Telecommunications/Clothing & Wearing Apparel)

Attachment: Transfer of Funds

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> 9.10.03		<i>George A. Williams</i> 9/22/03		<i>[Signature]</i> 9/10/03	QA <i>[Signature]</i> 9/10/03	OM <i>[Signature]</i> 9/19/03	Risk <i>[Signature]</i> 9/10/03	GC <i>[Signature]</i> 9-10-03	<i>[Signature]</i> 9.10.03

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
 Date: 9/10/03
 Time: 1:05 PM
 Forwarded To:
 Co. Admin
 9/10/03 1:05 PM

RECEIVED BY
 COUNTY ADMIN: CA
 9/10
 4:25 PM
 COUNTY ADMIN
 FORWARDED TO:
 9/22/03

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General Fund DATE: 10/1/03 BATCH NO. _____
FISCAL YEAR: 04 FUND #: 00100 DOC TYPE: YB LEDGER TYPE: BA
TO: _____
(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	\$ 44,829
QC5121200100.504110	Telecommunications	500
QC5121200100.505230	Clothing & Wearing Apparel	250
TOTAL TO:		\$ 45,579

FROM: _____
(DIVISION NAME) (PROGRAM NAME)

ACCOUNT NUMBER	OBJECT NAME	CREDIT
GC5890100100.509910	Reserves for Contingency	45,579
TOTAL FROM:		\$ 45,579

EXPLANATION: To provide Budget for additional Senior Supply specialist position for maintaining, in-house, Records Storage Program. *per Budgetsheet # 200310794*

PB *[Signature]* 9-10-03 *IL* *[Signature]* 9-10-03
DIVISION DIRECTOR SIGNATURE DATE DEPARTMENT DIRECTOR SIGNATURE DATE

DBS: APPROVAL DENIAL _____
OPERATIONS ANALYST SIGNATURE DATE: 9-16-03

APPROVAL DENIAL _____
BUDGET OPERATIONS MANAGER SIGNATURE DATE: 9/16/03

CO. ADMIN.: APPROVAL _____ DENIAL _____
CO. ADMIN. SIGNATURE DATE

BCC APPROVAL DATE _____ BCC CHAIRMAN SIGNATURE _____

BA NO: _____ AUTH CODE: _____ TRANS DATE: _____ REV. 05/93