

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

Blue Sheet No. 20041655

1. REQUESTED MOTION:

ACTION REQUESTED: Request Board approve establishing a full-time (80 hours biweekly) Parks & Recreation Program Specialist, Senior position, currently a temporary on-call, position #T2348. This will enable staff to improve the efficiency and customer service at Bay Oaks Community Center. This position will be reimbursed by the Town of Fort Myers Beach at 100% of the total cost of the position.

WHY ACTION IS NECESSARY: Board must approve all position status changes.

WHAT ACTION ACCOMPLISHES: Increasing to full-time status provides more hours for senior programs. This will also allow the other staff to concentrate on regular duties.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT # 03

C11B

3. MEETING DATE:

12-21-2004

4. AGENDA:

- CONSENT ADMINISTRATIVE APPEALS
- PUBLIC WALK ON TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Parks & Recreation
- C. DIVISION

BY: John Yarbrough

John Yarbrough

7. BACKGROUND:

It has been determined that the current staff level utilizing a temporary/on-call position for an average of 58 hours biweekly no longer meets the needs of the fast growing senior program at Bay Oaks Community Center. A full-time Parks & Recreation Program Specialist, Senior position will provide the activities associated with the senior program. Some social activities for the 130+ seniors include a bocce league, hosting the Senior Olympics, and inter-generational activities with children after school. This position will be reimbursed by the Town of Fort Myers Beach at 100% of the total cost of the position. There will be no cost to Lee County. Funding will be available in account #KH5722015500.501210 (Parks & Recreation-Parks & Recreation Operations-MSTU fund-n/a subfund-full time salaries)

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

CCM

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>John Yarbrough</i> <i>12-7-04</i>		<i>[Signature]</i> <i>12-9-04</i>		<i>[Signature]</i> <i>12/10/04</i>	<i>[Signature]</i> <i>12/9/04</i>	<i>[Signature]</i> <i>12/9/04</i>	<i>[Signature]</i> <i>12/9/04</i>	<i>[Signature]</i> <i>12/9/04</i>	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *12/9/04*
Time: *1:15*
Forwarded to: *[Signature]*
12/9/04

RECEIVED BY
COUNTY ADMIN: *[Signature]*
12-9-04
1:20
COUNTY ADMIN
FORWARDED TO: *[Signature]*
12/9/04
4:30 PM

REPORT OF PERSONNEL ACTION

Department/Division: Parks & Recreation Effective Date: 12-21-04
 Employee Name: VACANT Employee ID# _____
(Last Name, First Name, MI)

Check all actions that apply:

EMPLOYEE ACTIONS

- Transfer**
*TRANSFER REASON _____

- Salary Change**
*SALARY CHG REASON _____
Percentage _____ %
TAD End Date _____
- Shift Diff On _____ %
- Shift Diff Off _____ %
Shift End Date _____
- Change Hours**
- Change Distribution ID**
- Extend Probation Period**

COMPENSATION ACTIONS

- Re-classification**
- Re-grade**
- Re-title**

PERSONNEL STATUS CHANGES

- Regular**
*STATUS REASON _____
- Probationary**
*STATUS REASON _____
- Temporary/On-Call Hire**
*TYPE OF STATUS _____

- Leave of Absence**
 - FMLA Workers Comp
 - *LEAVE PAY STATUS _____
 - Type: *LEAVE TYPE _____

- Termination**
Assignment Ended _____

- FRS Drop**
- Dual Employment**
*ON/OFF Pos# _____

POSITION CONTROL ACTIONS

- New Position**
FT Regular

- Blue Sheet #: 20041655
- Board Date: 12-21-04
- Grant Exp. Date: _____
- Position End Date: _____

- Extend Temp Position**
FRS Eligibility Date _____
Position End Date _____

- Account String Change**

- Position Transfer**

- Inactivate Position**

COMMENTS/REMARKS: _____

	FROM	TO
Position Title		Parks & Recreation Program Specialist, Sr.
Position Type	*POSITION TYPE	Full Time
Home Dept/Div Code		KH-P
Position Number		T2348 RK
Position Group Code		52090
Position Pay Grade		010
Distribution ID		KH408
Bi-Weekly Hours		80
Bi-Weekly Salary		
Hourly Rate		
Employee Status		

Account Distribution (attach additional sheet if necessary)

KH5722015500.501210	100	%
		%

Division Director _____ Date 12/9/04
Reginald R. Koster
 Budget Services _____ Date _____
 Form Completed By Faye Fowler

Department Director _____ Date 12/9/04
Barbara M. ...
 Human Resources _____ Date _____
 Form Completed On 12/09/04