

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

**Blue Sheet No. 20050065**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Authorize the establishment of a permanent part time position for the VCB Visitor Services at the Airport. Position pay grade 013 to be funded from the Visitor & Convention Bureau tourist tax fund @ 60 hours bi-weekly with a salary of \$29,999/year. *JRD*

**WHY ACTION IS NECESSARY:** Board approval is required.

**WHAT ACTION ACCOMPLISHES:** Allows position to be established and provides for coordination of Volunteers at RSW.

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

*CIA*

**3. MEETING DATE:**

*02-01-2005*

**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 Visitor & Convention Bureau
- C. DIVISION *[Signature]*
- BY: D.T. Minich, Director

**7. BACKGROUND:**

This position will assist the VCB Visitor Services Project Manager in the coordination of work assignment & work schedule for the current 118 Volunteers at the Southwest Florida International Airport. The staff increase is necessary for expansion of the volunteer program in order to meet the requirements of the terminal. Position will be funded from Account String: HB5520317400.501230

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

| A<br>Department Director | B<br>Purchasing or Contracts | C<br>Human Resources          | D<br>Other | E<br>County Attorney | F<br>Budget Services          |                               |                               |                               | G<br>County Manager           |
|--------------------------|------------------------------|-------------------------------|------------|----------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
|                          |                              |                               |            |                      | OA                            | OM                            | Risk                          | GC                            |                               |
| <i>JRD</i>               |                              | <i>[Signature]</i><br>1-21-05 |            | <i>[Signature]</i>   | <i>[Signature]</i><br>1/19/05 | <i>[Signature]</i><br>1/19/05 | <i>[Signature]</i><br>1/20/05 | <i>[Signature]</i><br>1/20/05 | <i>[Signature]</i><br>1-20-05 |

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
Date: 1-19-05  
Time: 2:00  
Forwarded To:  
*Admin 1-19-05*

RECEIVED BY  
COUNTY ADMIN:  
*[Signature]*  
3:55 pm 1/19/05  
COUNTY ADMIN  
FORWARDED TO:  
*[Signature]*  
2:00