

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

Blue Sheet No. 20050226

1. REQUESTED MOTION:

ACTION REQUESTED:

Adopt resolution to delete Administrative Codes 1-12 and 1-15.

WHY ACTION IS NECESSARY:

Board motion required to amend Administrative Codes.

WHAT ACTION ACCOMPLISHES:

Deletes Administrative Codes that did not meet the needs of the organization.

2. DEPARTMENTAL CATEGORY:

COMMISSION DISTRICT #:

Countywide

C6V

MEETING DATE:

03-01-2005

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE *1-12 and 1-15*
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
- B. DEPARTMENT *Human Resources*
- C. DIVISION _____
- BY: *Dinah L. Lewis*
Human Resources Director

7. BACKGROUND:

Revisions to the Policies and Procedures Manual are being proposed to the BoCC: included in those revisions are changes to Policy 208 regarding the use of County communication equipment. Newly incorporated into this policy is comprehensive coverage of the policies and procedures for use of personal use of County telephones and cellular telephones. Separate Administrative Codes regarding the use of County telephones and cellular telephones is no longer needed.

8. MANAGEMENT RECOMMENDATIONS:

Delete Administrative Codes.

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>		<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

CO. ATTY.
FORWARDED TO CO. ADMIN.
[Signature]

RECEIVED BY
COUNTY ADMIN: *[Signature]*
2/14/05
COUNTY ADMIN
FORWARDED TO: *[Signature]*
2/14/05
4pm

LEE COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed

amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY

COMMISSIONERS THAT:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code 1-12 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner _____,
who moved its adoption. The motion was seconded by Commissioner _____
and, being put to a vote, the vote was as follows:

ROBERT JANES	_____
DOUGLAS ST. CERNY	_____
RAY JUDAH	_____
TAMMY HALL	_____
JOHN E. ALBION	_____

DULY PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:
CHARLIE GREEN, CLERK

**BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA**

By: _____
Deputy Clerk

By: _____
Chairman

APPROVED AS TO FORM:

By: _____
Office of the County Attorney

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

<u>CATEGORY:</u>	<u>CODE NUMBER:</u>
Administration	AC-i-12
<u>TITLE:</u> Employee Use of County Telephones.	<u>ADOPTED:</u> 11/27/91
	<u>AMENDED:</u> 1/4/95
	<u>ORIGINATING DEPARTMENT:</u> 'Division of Communications

PURPOSE/SCOPE:

To define guidelines for Lee County employees in the use of county telephones.

POLICY/PROCEDURE:

To ensure the appropriate use of county owned telephones; the following criteria are to be used.

- 1) Lee County employees are discouraged from using the phone for **personal use**.
- 2) In the event that a long distance personal telephone call is made on county telephones, the county employee must either use their personal telephone credit card; charge the call to their private/home telephone account; or reimburse the county for cost incurred by the county through the employee's use of the county telephone lines and system.
- 3) Each month, each employee must review the itemized list of phone charges and certify that the calls made were business related, or at **no charge to the county**; and, for those calls not business related which result in a charge to the county, reimbursement to the county must be made. Payments are to be made payable to Lee County Board of County Commissioners and should be deposited by the department fiscal staff into the departments **appropriate object code designated** by Budget Services for the fiscal year. **Do not** forward justification sheets or payments to telecommunications. Tracking of all long distance calls is the individual departments' responsibility. See Attachment A **for the** standard form to be used for this purpose.

Each month the direct supervisor of each employee is **required** to review the telephone bills of their employees for appropriate use of time spent on the phone **and the** associated costs.

- 4) In the event that a county employee incurs long distance telephone expenses, on their home phone for conducting county business on their home phone, the county will reimburse the employee **for those expenses**. The department that the employee works in is responsible for any long distance reimbursements that are due to that employee. The telecommunications program will not reimburse these employees. See Attachment B for the standard form to be used in documenting those expenses.

Attachment A: Telephone Justification Sheet
Attachment B: Employee Telephone Expense Sheet

Lee County Telephone Justification Sheet

TELEPHONE EXTENSION:	
DEPARTMENT	
DIVISION:	
EMPLOYEE:	

I have reviewed the telephone bill for the month of _____ 19____ and the following are my comments.

- All calls were business' related or at no charge to' Lee County.

- Attached is a list of calls highlighted to indicate those calls made for personal reasons,-as well as my check in the amount of \$ _____, payable to the Lee County Commissioners, as payment for these calls.

Signature

ATTACHMENTS:

- List of personal calls
- Payment check

Lee County Employee Telephone Expense Sheet

EMPLOYEE NAME:	
DEPARTMENT:	
DIVISION:	

I have reviewed the telephone bill for

the month of _____ 19 _____
and attached is a list of calls highlighted to indicate those calls made
and billed to my home telephone on behalf of, Lee County as they
relate to my job.

Employee Signature

Department Director
Signature

ATTACHMENTS:

- Highlighted Telephone Bills

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COMMISSIONERS THAT:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code 1-15 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
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DOUGLAS ST. CERNY	_____
RAY JUDAH	_____
TAMMY HALL	_____
JOHN E. ALBION	_____

DULY PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Chairman

APPROVED AS TO FORM:

By: _____
Office of the County Attorney

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

TEGORY:

Administration

CODE NUMBER:

AC-1-15

FILE:

Cellular Telephone Management

ADOPTED:

3/3/93

AMENDED:

1/4/95 6/2/98

ORIGINATING DEPARTMENT:

County Administration

PURPOSE/SCOPE:

To establish guidelines for the purchase and use of county owned cellular telephones. This policy will apply to all county departments/divisions and employees under the County Manager.

POLICY/PROCEDURE:

Cellular telephones are a tool, to improve the effectiveness of employees who require both telephone communications and a high degree of mobility in the performance of their assigned work duties. Because of the usage charge per minute, both the managers responsible for, and the employees to who they are assigned must recognize the potential financial liability which can be incurred with heavy use. Cellular telephones are to be used only to conduct the employees normal government business when no other means is available. Department directors are responsible for determining the justifications of calls.

USAGE

Cellular phones shall only be used during the employee's working hours. Cellular phones will only be used when there is no alternative communications equipment (i.e. radio, telephone) available and only when the call can not wait until such equipment is available. Personal calls will be allowed if an emergency arises and there is no alternative communications equipment available (i.e. employee is required to work late, there is not telephone available and they must contact their family to inform them of the situation). All calls made on the cellular phone shall be kept at a minimum.

PURCHASE AUTHORITY,

Justification for the purchase and usage of a cellular phone shall be in writing to the department or division director. The department/division director will, be responsible for the review and approval of all cellular phones within his/her department/division, and when granting approval shall use the guidelines established in this policy. Purchase of cellular telephone shall be in accordance with standard purchasing procedures.

REVIEW

Department/division director shall be responsible for regular review of cellular usage within their department/division. It will be the department/division director's responsibility to correct any misuse of cellular equipment within his/her department/division.

REPAYMENT

Personal calls which are made but do not fall into the acceptable criteria must be repaid to Lee County by the employee. Payments are to be made payable to the Lee County Board of County Commissioners and should be deposited by the employees' department into the department's appropriate account string.