

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

Blue Sheet No. 20050306

1. ACTION REQUESTED/PURPOSE:

Authorize the establishment of an additional full time position in Public Resources to be funded by fee supported MSTBU Fund # 104, to provide adequate customer service for the MSTBU program.

2. WHAT ACTION ACCOMPLISHES:

Provides the staffing level required to work with the Unincorporated areas of the County to create and manage MSTBU projects.

3. MANAGEMENT RECOMMENDATION: Approve

4. Departmental Category:

ALA

5. Meeting Date: *03-22-2005*

6. Agenda:

- Consent
- Administrative
- Appeals
- Public
- Walk-On

7. Requirement/Purpose: (specify)

- Statute
- Ordinance
- Admin. Code *3.6*
- Other

8. Request Initiated:

Commissioner
Department
Division *Public Resources*
By: *Walker*

9. Background: The Municipal Services Taxing/Benefit Unit program has been a functioning program in the County for over fifteen years, providing communities with a viable way in which to obtain infrastructure improvements and other non-core level services in their neighborhoods. The program is and has been supported by 2.5 FTEs over the last seven years, to accommodate all activities including initial contact by citizens, creation, construction/management of Units, and the budgeting, billing and collection of taxes and special assessments. The program currently manages 59 Operation and Maintenance Units, 11 Debt funds and is involved in 7 capital projects. In addition to managing existing Units, the MSTBU program serves the County Unincorporated Citizens in researching and completing Cost Opinions for the potential creation of Units. In 2001 the program was moved into the Public Resources Division, and continues to function with 2.5 FTEs. The volume of work related to inquiries and cost opinions within the MSTBU program since consolidation has doubled. Prior to 2001 approximately 7 completed Cost Opinions, through the final petition developments, were completed annually, generally one unit per year being created. In 2004 staff completed 14 full cost opinions and generally 2 – 3 per year are created.

Project requests have become more complex and require increased time for research and development. Approving this position will directly support the Board's 2005 Goal Nos. 6 and 7 supporting citizen communication and local infrastructure. An additional position will allow us to continue to provide outstanding customer service to our current Units, and to be able to continue to serve our citizens with future requests. This position would be an MSTBU Coordinator position and funded by the fully fee supported MSTBU Fund No.104. The anticipated cost for the balance of the fiscal year is \$17,067.

Funds are available in KD5133110401 c/c

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>[Signature]</i>	N/A	<i>[Signature]</i>	N/A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

Rec. by CoAtty
Date: *3/7/05*
Time: *11:45*
Forwarded To:
Co Admin
3/7/05

RECEIVED BY
COUNTY ADMIN: *[Signature]*
3-7-05
2:00
COUNTY ADMIN
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3/10/05