

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

Blue Sheet No. 20050300-UTL

1. Action Requested/Purpose:

1) Approve addition of a new Engineering Tech I position for the Lee County Utilities (LCU) Engineering Program; 2) approve Operating Budget increase; and, 3) approve Transfer of Funds from the Reserve for Contingency.

2. What Action Accomplishes:

Provides an additional staff member to allow for the assistance with the review of new projects submitted to the County for Development Review and approval.

3. Management Recommendation:

Lee County Utilities requests that the County Manager's office recommend approval of this item.

4. Departmental Category: 10

CIOA

5. Meeting Date:

03-22-2005

6. Agenda:

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

7. Requirement/Purpose (specify)

- Statute**
- Ordinance**
- Admin. Code**
- Other** New Pos.

8. Request Initiated:

Commissioner
Department Public Works
Division Utilities
By: *3/7/05*
Rick Diaz, P.E., Director

9. Background:

An Engineering Tech I position is needed in order to allow for reorganization of L.C.U.'s Engineering team. An existing full time Professional Engineering Position is being reassigned to review new development projects in order to keep up with the increased workload. An existing Engineering Tech. I position was reclassified to Senior Engineer therefore the Engineering Tech I position is still needed to replace the position lost during the previous reclassification.

Since the County's growth has increased tremendously during the past few years, the Development Review workload has increased significantly. The Department of Community Development has suggested that the Utilities Division allocate additional staff to the Development Review. However, the existing Engineering staff cannot be reassigned full time to the Development Review duties without seriously impacting the schedule of the Capital Improvement Projects. LCU is committed with the timely completion of a very aggressive Capital Improvement Program that will provide for adequate services as well as accommodate the fast growth of the area.

The proposed annual budget for the position is as follows:

Salary	\$29,312.03	
Benefits	\$18,030.16	
	\$47,342.19	
Related Program Expenses	\$10,000.00	*(Postage, Software, Forms, Computer System)

Funds will be available in the following Account: OD53607487000.501210

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>J. Lavender</i> Date: <i>3-8-05</i>	N/A	<i>D. Lewis</i> Date: <i>3-8-05</i>		<i>S. Coovert</i> Date:	<i>3/9/05</i>	<i>3/9/05</i>	<i>3/9/05</i>	<i>3/9/05</i>	<i>J. Lavender</i> Date: <i>3-8-05</i>

11. Commission Action

Approved
 Deferred
 Denied
 Other

Rec. by CoAtty
Date: *3/8/05*
Time: *2:55*
Forwarded To:
3/7/05

RECEIVED BY
 COUNTY ADMIN: *[Signature]*
 COUNTY ADMIN
 FORWARDED TO: *[Signature]*
3-10-05

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: Lee County Utilities-Ops DATE: 03/09/05 BATCH NO. _____
 FISCAL YEAR: FY 04/05 FUND #: 48700 DOC TYPE: YB LEDGER TYPE: BA
 TO: Utilities Utilities Engineering
 (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
OD5360748700.501210	Salaries-Full-time Reg	\$ 47,342
OD5360748700.505230	Clothing & Wearing Apparel	1,000
OD5360748700.505280	Minor Equipment	5,000
OD5360748700.505290	Other Supplies	4,000
	TOTAL TO:	\$ 57,342

FROM: Non-Dept. Utilities Operating Reserves
 (DIVISION NAME) (PROGRAM NAME)

ACCOUNT NUMBER	OBJECT NAME	CREDIT
GC5890148700.509910	Reserve for Contingencies	\$ 57,342
	TOTAL FROM:	\$ 57,342

EXPLANATION: As per bluesheet #BS20050300-UTL dated 3/22/05.

<p>DIVISION DIRECTOR SIGNATURE _____ DATE _____</p> <p>DBS: APPROVAL <input checked="" type="checkbox"/> DENIAL _____</p> <p>APPROVAL <input checked="" type="checkbox"/> DENIAL _____</p> <p>CO. ADMIN.: APPROVAL _____ DENIAL _____</p> <p>BCC APPROVAL DATE _____</p>	<p>DEPARTMENT DIRECTOR SIGNATURE _____ DATE _____</p> <p><i>[Signature]</i> <u>3/9/05</u></p> <p>OPERATIONS ANALYST SIGNATURE _____ DATE _____</p> <p><i>[Signature]</i> <u>3/10/05</u></p> <p>BUDGET OPERATIONS MANAGER SIGNATURE _____ DATE _____</p> <p>CO. ADMIN. SIGNATURE _____ DATE _____</p> <p>BCC CHAIRMAN SIGNATURE _____</p>
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