


MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT	LAKEWOOD RANCH PARK STAFFING LEVEL	TYPE AGENDA ITEM	CONSENT
DATE REQUESTED	JULY 7, 1998	DATE SUBMITTED/REVISED	JUNE 26, 1998
BRIEFINGS?/WHO?	NONE	CONSEQUENCES IF DEFERRED	NONE
DEPARTMENT/DIVISION	PARKS & RECREATION PARKS MAINTENANCE	AUTHORIZED BY TITLE	DANIEL P. HOPKINS DIRECTOR 
CONTACT PERSON TELEPHONE/EXTENSION	JAMES W. COLE/NANCY HILL 5923	PRESENTER/TITLE TELEPHONE/EXTENSION	DANIEL P. HOPKINS DIRECTOR 5923
ADMINISTRATIVE APPROVAL			

ACTION DESIRED

(INDICATE WHETHER "REPORT or "DISCUSSION, "FORM OF MOTION, or "OTHER ACTION REQUIRED:

ADOPTION OF RESOLUTION R-98-155 AUTHORIZING STAFFING LEVEL CHANGES BY JOB CLASSIFICATION FOR THE PARKS AND RECREATION DEPARTMENT

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

(10.1) SUFFICIENT PARKS AND RECREATION FACILITIES AND RECREATIONAL OPEN SPACES TO SATISFY THE RECREATIONAL NEEDS OF THE CITIZENS AND VISITORS OF MANATEE COUNTY, FLORIDA

BACKGROUND/DISCUSSION

- THE PARKS AND RECREATION DEPARTMENT, PARKS MAINTENANCE DIVISION, REQUIRES FIVE (5) GROUNDSKEEPER POSITIONS TO MAINTAIN THE LAKEWOOD RANCH PARK FACILITY DUE TO BE COMPLETED BY AUGUST 15, 1998.

HAS COUNTY ATTORNEY REVIEW BEEN REQUESTED? Indicate "NO" or "YES" @ right. (If "NO," proceed to 1) below; and if "YES," proceed to 2) below)

NO

1) IF "NO" TO ABOVE,

A) PLEASE EXPLAIN BELOW: (see also following section 1B) re: contract, agreement, lease, etc.:

THIS IS A POLICY DECISION, NOT A LEGAL ISSUE

B) IF A CONTRACT, AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OF LAST USE @ RIGHT:

2) IF "YES" TO FIRST QUESTION IN THIS SECTION,

A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED; IF NOT, PLEASE EXPLAIN. A COPY OF FINAL COUNTY ATTORNEY MEMO RE THIS MATTER **MUST BE ATTACHED** (if comments were verbal, so indicate.)

ATTACHMENTS: (List in order as attached)	INSTRUCTIONS TO BOARD RECORDS:
MEMO FROM GARRY DYE RESOLUTION R-98-155	PLEASE RETURN EXECUTED COPY TO P&R PLEASE FORWARD A COPY TO HUMAN RESOURCES
COST \$160,000	SOURCE (ACCT# & NAME) 0010012400 PARKS MAINTENANCE SALARIES
COMMENTS NONE	AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT) N/A

APPROVED IN OPEN SESSION

JUL 07 1998

MANATEE COUNTY GOVERNMENT

MEMORANDUM

DATE: June 2, 1998

TO: Daniel P. Hopkins, Director
Parks and Recreation Department

FROM: Garry W. Dye *GWD*
Human Resources Director

SUBJECT: Additional Manning Level/Lakewood Ranch

As requested in your May 26, 1998 memorandum, attached is Staffing Resolution R-98-155 to add five (5) Groundskeeper positions to your staffing level. It is your responsibility to set up the agenda package and present to the Board. You will also need to take care of any briefings requested by Board members.

- ✓ Please forward a copy of the agenda package to Human Resources when it is ready to present to the Board so we can track it.
- ✓ We will also need to be included in the directions to Board Records for receipt of an approved copy upon adoption by the Board of County Commissioners.

If we may be of further assistance, please advise.

GWD:iss

Ref.: R-1823

RESOLUTION R-98-155

ESTABLISHING AUTHORIZED STAFFING LEVEL
CHANGES BY JOB CLASSIFICATION FOR
DEPARTMENTS UNDER THE JURISDICTION OF
THE BOARD OF COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners of Manatee County did, by Resolution dated October 14, 1976, establish staffing levels by classification by Department for Departments under the direct jurisdiction of the Board; and

WHEREAS, it has been determined that alteration to these staffing levels are deemed necessary and appropriate for budgetary, classification and workload reasons

NOW THEREFORE BE IT RESOLVED that the authorized staffing level be revised as follows:

<u>DIVISION</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RANGE</u>	<u>AUTHORIZED FROM - TO</u>
<u>Parks & recreation Department</u>				
1658 (Grounds Maintenance)				
	Groundskeeper	10802	6.81-10.08	40-45
Departmental Total:				168-173
Overall Staffing Level Total:				1,593-1,598

ADOPTED in Open Session, a quorum present and voting this ____ day of _____, 19__.

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

BY: _____

ATTEST: R. B. SHORE
CLERK OF THE CIRCUIT COURT

BY: _____