

MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT	Transfer of Vacation and Sick Leave Hours for Carol A. Boteler	TYPE AGENDA ITEM	Consent
DATE REQUESTED	Januay 2, 2001	DATE SUBMITTED/REVISED	December 04, 2000
BRIEFINGS/WHO?	NONE	CONSEQUENCES IF DEFERRED	
DEPARTMENT/DIVISION	INFORMATION SERVICES	AUTHORIZED BY TITLE	DIANE L. FRENZ, DIRECTOR
CONTACT PERSON	DIANE L. FRENZ	PRESENTER/TITLE	DIANE L. FRENZ, DIRECTOR
PHONE/EXTENSION	3075	TELEPHONE/EXTENSION	3075

ADMINISTRATIVE APPROVAL

ACTION DESIRED

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

Authorize County Administrator to approve transfer of sick leave and annual leave from accrual accounts for Carol A. Boteler, from the Property Appraiser's payroll to the Manatee County Board of County Commissioners' payroll.

ENABLING/REGULATING AUTHORITY

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

BACKGROUND/DISCUSSION

- Ms. Boteler has been employed with the Property Appraiser's Office since July 1998.
- Ms. Boteler has been employed with Manatee County Board of County Commissioners, Information Services Department since December 4, 2000.
- If the transfer is not made, Ms. Boteler will lose all sick leave accrued with the Property Appraiser's Office and will be paid for all accrued annual leave with the Property Appraiser's Office.
- Since transfer should be based on actual balances as of the date of transfer, this action gives the advance approval required to confirm to the employee that the transfer will be approved.

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

NO

(1) NO TO ABOVE

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

NOT REQUIRED.

(2) IF A CONTRACT AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OF LAST USE ON BOARD SESSION

YES TO FIRST QUESTION IN THIS SECTION

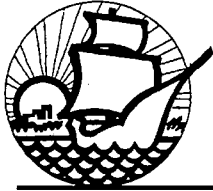
(A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

(B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED, IF NO, 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
Letter from Property Appraiser's Office	
COST: Sick Leave \$1,693.69; Vacation \$1,319.76 Total \$3,013.45	SOURCE (ACCT # & NAME): 0010004700-512000 Regular Salary
COMMENTS: N/A	AMT/FREQ OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT): N/A

2/12/01 - copy again to Jina. ITR ml

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Charles E. Hackney
Manatee County Property Appraiser

TO: Information Services Department

ATTN: Diane Frenz, Director

FROM: Greg Pennington, Finance Director

A handwritten signature in cursive script, reading "Greg Pennington".

DATE: December 1, 2000

RE: Carol Boteler, Leave Balances

Carol Boteler is terminating her employment with the Property Appraiser effective today. She has accrued the following leave balances to date:

Sick Leave	92.40 hours
Vacation Leave	72.00 hours.