

10. **CONSENT AGENDA**

- g. **RESOLUTION 11-021 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2011-015 AND PROVIDING AN EFFECTIVE DATE** (to: 1) transfer \$64,076 from the general fund reserve for contingencies and 2) budget \$64,076 for two part-time planners (Kirsten Warren and Paula McMichael) to work up to 39 hours per week from January 1, 2011 through September 30, 2011. This budget amendment does not increase or decrease the FY11 budget)

RESOLUTION 11-021

APPROVING BUDGET AMENDMENT/TRANSFER NO. 2011-015 AND PROVIDING AN EFFECTIVE DATE

NOW, THEREFORE, BE IT RESOLVED by City Council of the City of Sanibel, Florida:

SECTION 1. The revised General Fund for fiscal year 2010-2011, Budget Amendment/Transfer BA 2011-015 true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and accepted.

SECTION 2. Effective date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida this 1st day of March 2011.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler
Kenneth B. Cuyler, City Attorney

2/9/11
Date

Vote of Councilmembers:

Ruane _____
Denham _____
Harrity _____
Jennings _____
Pappas _____

Date filed with City Clerk: _____

Calculation of FY11 Wage Costs for Part-time Planners

Position	Name	Rate	Hrs/Wk	FY10 Wage	FY10 FICA	FY10 Total
Planner, PT as needed	Kirsten Warren	\$ 19.5668	39	29,761	2,277	32,038
Planner, PT as needed	Paula McMichael	\$ 19.5668	39	29,761	2,277	32,038
Total				59,522	4,554	64,076



KIRSTEN K. WARREN

EDUCATION

UNIVERSITY OF CENTRAL FLORIDA

MASTER OF PUBLIC ADMINISTRATION
BACHELOR OF ARTS, POLITICAL SCIENCE

JOB DUTIES

Relevant job duties included the following tasks; preparation, data collection and analysis, authorship, and presentation for the following applications or projects.

WARREN TRAINING GROUP

(2009-Current)

Managing Member/Training Coordinator

- Established & Permit Limited Liability Corporation
- Develop and Maintain Marketing Databases
- Coordinate Travel and Invoicing
- Prepare Course Materials
- Develop Curriculum
- Create PowerPoint Presentations
- Design Website, Logo, & Related Materials
- Maintain Records and Books

ORANGE COUNTY

(2002-2009)

Planner III

- Division Representative to DRC
- Site Plan Review
- GIS Analysis and Mapping
- Development Agreements
- Grant Applications and Management
- Park Growth Analysis
- Park & Recreation Element
- Park & Recreation Impact Fee Studies
- Evaluation and Appraisal Report
- Special Area and Demographic Studies

CITY OF OCOEE

(1999-2002)

Senior Planner

- Grant Applications and Management
- Rezoning
- P&Z/LPA/BCC Agenda & Public Hearing Reports
- GIS Analysis and Mapping
- Annexations
- Commercial and Residential Site Plan Review
- Joint Planning Area Agreements
- Evaluation and Appraisal Report
- Comprehensive Plan Amendments
- Park & Recreation Element
- Impact Fee Analysis
- Special Exceptions

IVEY, HARRIS & WALLS

(1998-1999)

Planner

- Land Planning & Feasibility Studies
- Permitting
- Rezoning
- Impact Fee Analysis
- DRI Annual Reports
- NOPC's
- Site Planning
- Comprehensive Plan Amendments



KIRSTEN K. WARREN

ORANGE COUNTY

Planning Aide

(1996-1998)

- Community Meetings
- Commercial and Residential Site Plan Review
- Comprehensive Plan Amendments
- DRC Staff Reports
- Citizen Inquiries
- Rezoning
- P&Z/LPA/BCC Agenda & Public Hearing Reports
- Research

PROFESSIONAL ABILITIES

VERBAL & WRITTEN

- create and deliver presentations to community groups, advisory boards, and commissions
- negotiate with federal, state, county, municipal, and community agencies
- consult, establish, and maintain relationships with community and governmental divisions and organizations
- collect input and support from community organizations, officials, and citizens
- advise citizens and planning officials regarding planning policies and projects
- draft project and bid proposals
- write technical research papers
- prepare technical reports and related documentation
- prepare requisite planning studies and reports
- draft and present grant proposals

ANALYTICAL

- ensure plan compliance with land development regulations, comprehensive plans, and requisite ordinances
- compile data on economic, social, and physical factors affecting land use
- interpret and implement federal, state, and municipal laws, regulations, and policies
- design surveys of particular groups or areas
- collect and analyze social, economic, statistical, and technical data for policies, reports, and white papers
- evaluate new and redevelopment proposals to determine compatibility and feasibility
- recommend further study or action based on research data
- develop policies, procedures, methods, and standards

SOFTWARE

- Microsoft Office Suite 2007 (Word, Excel, PowerPoint)
- ArcView 8.3
- CorelDraw X4
- QuickBooks 2010

REFERENCES UPON REQUEST

PAULA N. C. MCMICHAEL, AICP

PROFESSIONAL EXPERIENCE

Eight years of progressively responsible urban planning experience, focusing on comprehensive planning, land development codes, special planning studies, and privately-initiated land use petitions, including developments of regional impact. Skilled researcher, writer, and editor. Excellent public speaking and workshop facilitation skills. Strong computer skills and fluency in Spanish.

Licensing Manager, Golden Girls LLC, Fort Myers, Florida (4/10-8/10)

Senior Planner, RWA, Inc., Fort Myers, Florida (5/08-12/09)

Project Planner, WilsonMiller, Inc., Fort Myers, Florida (7/06-5/08)

Associate Planner, Michele Mellgren & Associates, Inc., Fort Lauderdale, Florida (1/03-7/06)

Environmental Growth Management Fellow in the Florida Public Officials' Design Institute, Center for Urban and Environmental Solutions at Florida Atlantic University, Jupiter, Florida (8/02-4/04)

PROJECT SUMMARY

Both public and private sector experience on a wide variety of projects throughout South Florida.

PUBLIC SECTOR:

Public Involvement Workshops

Designed and conducted public participation visioning workshops.

- City of North Miami, Miami-Dade County, Florida
- Immokalee CRA, Collier County, Florida

Comprehensive Plans

Prepared Master Plans, Evaluation and Appraisal Reports, and EAR-Based Amendments.

- City of Parkland, Broward County, Florida (EAR)
- City of Sunrise, Broward County, Florida (EAR & EAR-based amendments)
- City of Tamarac, Broward County, Florida (EAR)
- City of Wilton Manors, Broward County, Florida (EAR)
- City of North Miami Beach, Miami-Dade County, Florida (EAR & EAR-based amendments)
- Immokalee CRA, Collier County, Florida (Immokalee Area Master Plan)
- Miami Shores Village, Miami-Dade County, Florida (EAR)

Land Development Codes

Assisted with complete LDC re-write; development of mixed-use overlay; and revisions to signage code.

- Immokalee CRA, Collier County, Florida (mixed-use overlay)
- City of Wilton Manors, Broward County, Florida (signage)
- Town of Southwest Ranches, Broward County, Florida (new ULDC)
- City of Lauderdale-by-the-Sea, Broward County, Florida (new ULDC)

Redevelopment Studies

Existing conditions analysis and proposed land development code amendments to promote mixed-use, pedestrian-friendly redevelopment.

- Lighthouse Point and Pompano Beach, Broward County, Florida, and Ram Development Corporation
- Immokalee CRA, Public Realm Plan, Collier County, Florida, awarded "Award of Merit" by the Florida Planning & Zoning Association, 2010

Rural Area Studies

Existing conditions analysis and proposed implementing comprehensive plan and land development code language.

- Hendry County, Florida – awarded the "Innovation Award" by the Florida Planning & Zoning Association, 2010
- Highlands County, Florida

Workforce Housing Study

Research need for workforce housing and limiting factors for its creation using GIS analysis; design and conduct public involvement workshops; recommend a list of actions to address identified need. Awarded the "Award of Distinction for a Private Study" by the Florida Planning & Zoning Association, 2007.

- City of Bonita Springs, Lee County, Florida, and the Renaissance Group of Bonita Springs

Building Permit and Public Hearing Item Review

Review building permits and prepare staff reports for public hearing.

- Town of Southwest Ranches, Broward County, Florida

PRIVATE SECTOR:**Rezoning, Land Use Plan Amendments, and other public hearing actions**

Assisted or responsible for rezoning, land use plan amendments, and other public hearing actions for several projects in Collier, Lee, Highlands, Hendry, Glades, and Broward Counties. Sample projects include:

- Immokalee Sand Mine, Collier County, Florida (conditional use)
- Benderson Development, City of Fort Myers, Lee County, Florida (sign variance)
- Velely Grove AU PD, Highlands County, Florida (planned development rezoning)
- Rodina Community Overlay, Hendry County, Florida (large-scale comprehensive plan amendment)
- Hilliard Brothers of Florida, Glades County, Florida (small-scale land use plan amendment and rezoning)
- Oakland Grove Commerce Park, Broward County, Florida (small-scale land use plan amendment and rezoning)

Site Analyses

Responsible for researching entitlements; vested rights; land development regulations; coordinating the work of other disciplines; and compiling and finalizing the feasibility report and entitlement strategy recommendations.

- Our Lady of Light Church, Lee County, Florida
- Corkscrew Road RPD, Lee County, Florida
- Electrum Bank, Lee County, Florida
- Bonita Springs Mobile Home Park, Lee County, Florida
- Dixie Southland Corporation, Broward County, Florida

Developments of Regional Impact

Assist in application preparation; prepare and submit monitoring reports.

- Babcock Ranch, Lee and Charlotte Counties, Florida
- Florida Gulf Coast Technology and Research Park, Lee County, Florida
- Riverwood Biannual DRI Monitoring Report, Charlotte County, Florida
- Arborwood Biannual DRI Monitoring Report, Lee County, Florida

EDUCATION

Florida Atlantic University, Fort Lauderdale, FL

MURP awarded April 2004

Honors: Environmental Growth Management Fellow

Smith College, Northampton, MA

BA awarded May 1999

Major: English Minor: Spanish

Universidad de Córdoba, Córdoba, Spain, 9/97-5/98

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners, Effective 2006

American Planning Association, Florida Chapter, Effective 2002

Florida Planning & Zoning Association, Vice President of Financial Affairs, 2010-2011, *Overview* editor, 2007-present