

**CITY OF SANIBEL
RESOLUTION NO. 13-105**

**A RESOLUTION AMENDING THE PERSONNEL
AUTHORIZATIONS FOR FISCAL YEAR 2013-2014 FOR
NATURAL RESOURCES DEPARTMENT, PLANNING
DEPARTMENT AND THE LEGISLATIVE DEPARTMENT; AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City of Sanibel desires to amend the personnel authorizations structure of the Natural Resources Department, Planning Department and Legislative Department converting part-time positions to previous full-time status authorized; and

WHEREAS, the amended personnel authorizations recognize that the persons within these full-time positions will perform essential, on-going, and highly responsible functions for the respective departments; and

WHEREAS, funds are available in the reserves available for appropriation (Natural Resources Department and Legislative Department) and professional services (Planning Department) to accommodate the increases in the personnel and benefits costs for each department; and

WHEREAS, the City of Sanibel desires to amend its personnel authorizations for the Natural Resources Department, Planning Department and the Legislative Department as approved in the 2013-2014 City budget on September 17, 2013.

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

SECTION 1. The amended personnel authorizations (Attachment A) for the City of Sanibel for fiscal year 2013-2014 are hereby approved to:

- a. Convert a part-time Environmental Specialist, grade 19, position to full-time position status in the Natural Resources Department with an increase in personnel and benefit costs of approximately \$18,700 for the fiscal year; and
- b. Convert two part-time Planner, grade 21, positions to full-time position status in the Planning Department, one for conversion in calendar year 2013 and another for conversion in calendar year 2014 with an increase in personnel and benefit costs of approximately \$39,230 for the fiscal year; and

- c. Convert a part-time Recording Secretary, grade 16, position to full-time position status in the Legislative Department with an increase in personnel and benefit costs of approximately \$18,382 for the fiscal year;

SECTION 2. Effective date.

This resolution shall take effect immediately upon passage.

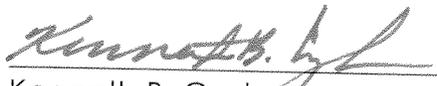
DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this 3rd day of December 2013.

AUTHENTICATION:

Kevin Ruane
Mayor

Pamela Smith
City Clerk

Approved as to form:



Kenneth B. Cuyler
City Attorney

Vote of Council members:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

Date file with the City Clerk: _____

**AMENDED BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS)
FISCAL YEARS 2012 AND 2013 AND AUTHORIZED FOR FISCAL YEAR 2014**

OPERATING BUDGET			FULL-TIME			PART-TIME FTE												
Department	Grade	Job Title	2012	2013	2014	2012	2013	2014										
<i>Administration</i>																		
	26	Administrative Services Director				0.75	0.75	0.75										
	24	City Clerk	1	1	1													
	20	Executive Assistant to City Manager	1	1	1													
	20	Administrative Services Technician			1													
	16	Administrative Secretary	1	1														
	Contract	City Manager	1	1	1													
		ADMINISTRATION TOTALS	4.00	4.00	4.00	0.75	0.75	0.75										
<i>Building</i>																		
	24	Building Official	1	1	1													
	23	Deputy Building Official	1	1	1													
	19	Building Inspector				0.35	0.50	0.80										
	17	Licensing and Permit Technician	1	1	1													
	16	Permit Technician	1	1	1													
		BUILDING TOTALS	4.00	4.00	4.00	0.35	0.5	0.80										
<i>Finance</i>																		
	26	Finance Director	1	1	1													
	24	Accounting Operations Manager		1	1													
	23	Assistant Finance Director	1															
	23	Accounting Systems-Revenue Manager		1	1													
	22	Accounts Payable-Cashiering Supervisor		1	1													
	22	Fiscal Analyst	1															
	22	Senior Accountant	0.50	0.625	0.625													
	21	Human Resources Generalist	1															
	20	Benefits and Payroll Specialist		1	1													
	18	Fiscal Assistant	1	2	2													
	17	Administrative Assistant	1															
	21	Accountant				1.0												
	10	Clerk Typist				0.1												
		FINANCE TOTALS	6.50	7.50	7.50	1.1												
<i>Legal</i>																		
	19	Paralegal	1	1	1													
	Contract	City Attorney	1	1	1													
		LEGAL TOTALS	2.00	2.00	2.00													

FTE equates to a full-time equivalent employee, 40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

**AMENDED BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS)
FISCAL YEARS 2012 AND 2013 AND AUTHORIZED FOR FISCAL YEAR 2014**

OPERATING BUDGET									
Department	Grade	Job Title	FULL-TIME			PART-TIME FTE			
			2012	2013	2014	2012	2013	2014	
<i>Legislative</i>									
	16	Recording Secretary	1	0	1*		0.88	1.76	.80*
	15	Administrative Receptionist	1	1	1				
		LEGISLATIVE TOTALS	2.00	2.00	1.00		0.88	1.76	0.80
		*Approved by City Council 12/3/13							
<i>MIS</i>									
	23	MIS Director	1	1	1				
	21	Network Administrator	1	1	1				
	19	Computer Support Specialist	2	2	2				
	15	Administrative/Receptionist				0.2	0.4	0.4	
		MIS TOTALS	4.00	4.00	4.00	0.2	0.4	0.4	
<i>Nat Resources</i>									
	26	Natural Resources Director	1	1	1				
	22	Environmental Biologist	1	1	1				
	20	Environmental Specialist	1	0	1*		0.96	0.96	
		NATURAL RESOURCES TOTALS	3.00	2.00	2.00		0.96	0.96	
		*Approved by City Council 12/3/13							
<i>Planning</i>									
	26	Planning Director	1	1	1				
	22	Senior Planner		1	1				
	21	Planner	1	1	3*	2.65	2.85	2.85	0.85*
	19	Senior Code Enforcement Officer	1	1	1				
	19	Planning Technician					0.95	0.95	
	17	Administrative Assistant	1	1	1				
	16	Administrative Secretary	1						
		PLANNING TOTALS	5.00	5.00	5.00	2.65	3.80	1.80	
		*Approved by City Council 12/3/13							

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**AMENDED BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS)
FISCAL YEARS 2012 AND 2013 AND AUTHORIZED FOR FISCAL YEAR 2014**

OPERATING BUDGET										
Department	Grade	Job Title	FULL-TIME			PART-TIME FTE				
			2012	2013	2014	2012	2013	2014		
<i>Police</i>										
	26	Police Chief	1	1	1					
	24	Police Major	1	1	1					
	23	Police Lieutenant	3	3	3					
	22	Sergeant	4	4.50	4.50					
	19	Police Officer	12	11.50	11.50	1.75	1.75	1.75		
	19	Computer Support Specialist	1	1	1					
	19	Emergency Management Specialist	1	1	1					
	18	Senior Administrative Assistant	1	1	1					
	17	Dispatcher	5	5	5	.050	0.50	0.50		
	16	Police Records Coordinator	1	1	1					
	15	Police Aide								
		POLICE TOTALS	30	30	30	4.22	5.12	5.12		
<i>Public Works</i>										
	27	Public Works Director/City Engineer	0.50	0.54	0.54					
	25	Deputy Public Works Director	0.70	0.75	0.75					
	24	Assistant City Engineer	0.37	0.40	0.40					
	21	Streets Superintendent	1	1	1					
	20	Public Works Operations Manager	0.85	0.95	0.95					
	19	Garage Supervisor	0.92	0.96	0.96					
	19	Engineering Technician	0.98	1	1					
	19	Lead Operator/Assistant Streets Super	1	1	1					
	18	Equipment Operator-Crew Leader	1.00	1	1					
	17	Tradesworker	8	8	8					
	17	Mechanic	1	1	1					
		PUBLIC WORKS TOTALS	16.32	16.60	16.60					

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**AMENDED BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS)
FISCAL YEARS 2012 AND 2013 AND AUTHORIZED FOR FISCAL YEAR 2014**

OPERATING BUDGET			FULL-TIME			PART-TIME FTE		
Department	Grade	Job Title	2012	2013	2014	2012	2013	2014
<i>Recreation</i>								
	24	Recreation Director	1	1	1			
	23	Accounting Systems-Revenue Manager			0.125			
	22	Senior Accountant	0.25	0.125	0.125			
	19	Facility Maintenance Supervisor	1	1	1			
	19	Seniors Program Administrator	1	1	1			
	19	Recreation Programs Specialist	1	1	1			
	18	Aquatics Supervisor	1	1	1			
	18	Recreation Program Coordinator		1	1	0.98		
	18	Senior Administrative Assistant	1	1	1			
	18	Fitness Contracts Coordinator		1	1			
	17	Community Outreach Coordinator				0.75	0.98	
	17	Recreation Assistant						0.98
	15	Service Worker	1	1	1			
	15	Senior Lifeguard/Instructor	1				0.98	0.98
	15	Administrative Receptionist	1			4.2	4.2	4.2
	13	Lifeguard				4.05	4.25	4.25
	13	Recreation Aide				7.13	6.15	6.15
		RECREATION TOTALS	9.25	9.125	9.25	17.11	16.56	16.56

FTE equates to a full-time equivalent employee, 40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

RESOLUTION 13-106

APPROVING BUDGET AMENDMENT/TRANSFER NO. 2014-006 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 budget for fiscal year 2013-2014, Budget Amendment BA 2014-006, a 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 3rd day of December 2013.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler

Kenneth B. Cuyler, City Attorney

11/19/13

Date

Vote of Councilmembers:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

Date filed with City Clerk: _____

