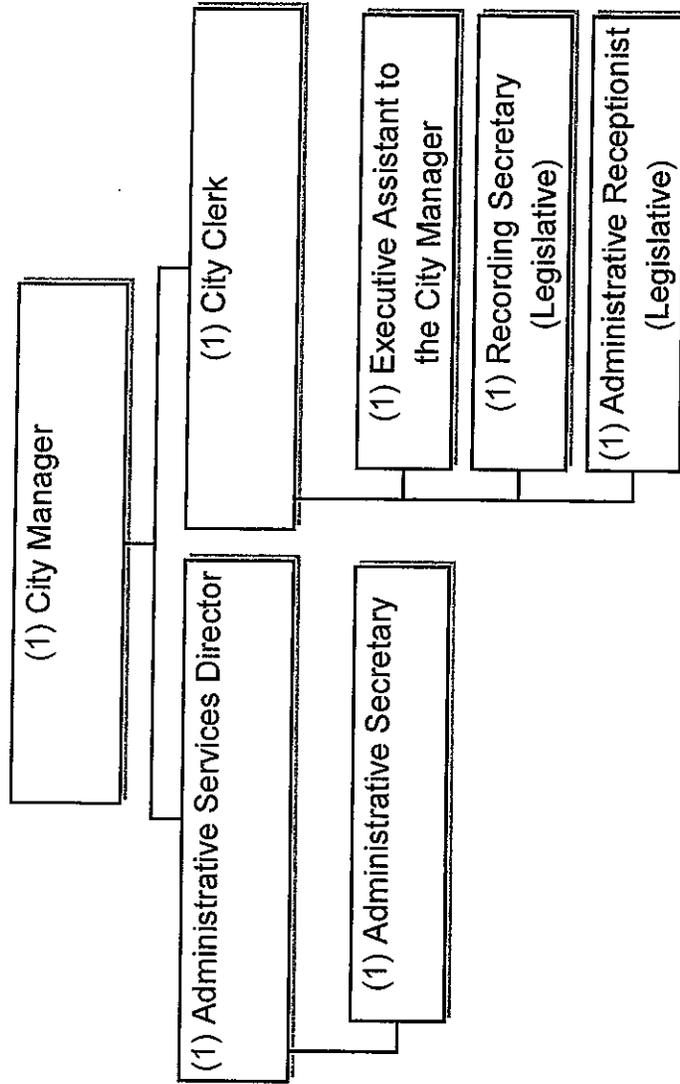


General Government Function
Legislative Department

ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS

Organizational Chart Fiscal Year 2008-2009



Legislative/Administrative Departments

City Manager's Background:

Judie Zimomra

Ms. Zimomra has 26 years of progressive experience as a local government administrator. Judie earned a Bachelor of Arts Degree in Communications from Kent State University; a Master's Degree in Public Administration with emphasis in Fiscal & Urban Management; and a Juris Doctorate from Capital University. Judie is also a graduate of Harvard University's John F. Kennedy School of Government Program for State and Local Government Offices.

City Clerk Background:

Pamela Smith

The City employed Pamela Smith in December 1999. She is a Certified Municipal Clerk and presently enrolled in the Master Municipal Clerk Program through the International Institute Municipal Clerk Association (IIMC). She has 22 years of county and municipal governmental experience.

City of Sanibel, Florida
Legislative Department Narrative

Department: Legislative
Fund: General Fund

Mission Statement: To fully support the community vigilance in the protection and enhancement of Sanibel's sanctuary characteristics where a diverse population lives in harmony with wildlife and natural habitats with prompt and accurate responses to the needs of the general public who personally visit and/or phone City Hall; exceptional clerical and administrative support to City Council members; accurate and responsive recording and transcription services to City Committees; coordinated use of MacKenzie Hall; and prompt distribution of city mail.

Challenges:

#1: Maintaining the ability to provide exceptional customer service and respond promptly to citizen requests for information for the two employees who comprise the Legislative Department causing difficulty when one of the employees is on vacation or out sick.

#2: The number of news releases and public records requests continue to remain at a high level of activity.

#3. Maintaining the ability to provide timely and accurate information to citizens.

#4. City Hall continues to receive requests for general community information on a variety of topics unrelated to the City's business.

2008-2009 Goals:

Goal	Measurement Criteria
Ensure the overnight recorder contains up to date information for the general public	Information updated as needed
Ensure callers are connected to the called party before disconnecting from the call	No early disconnects

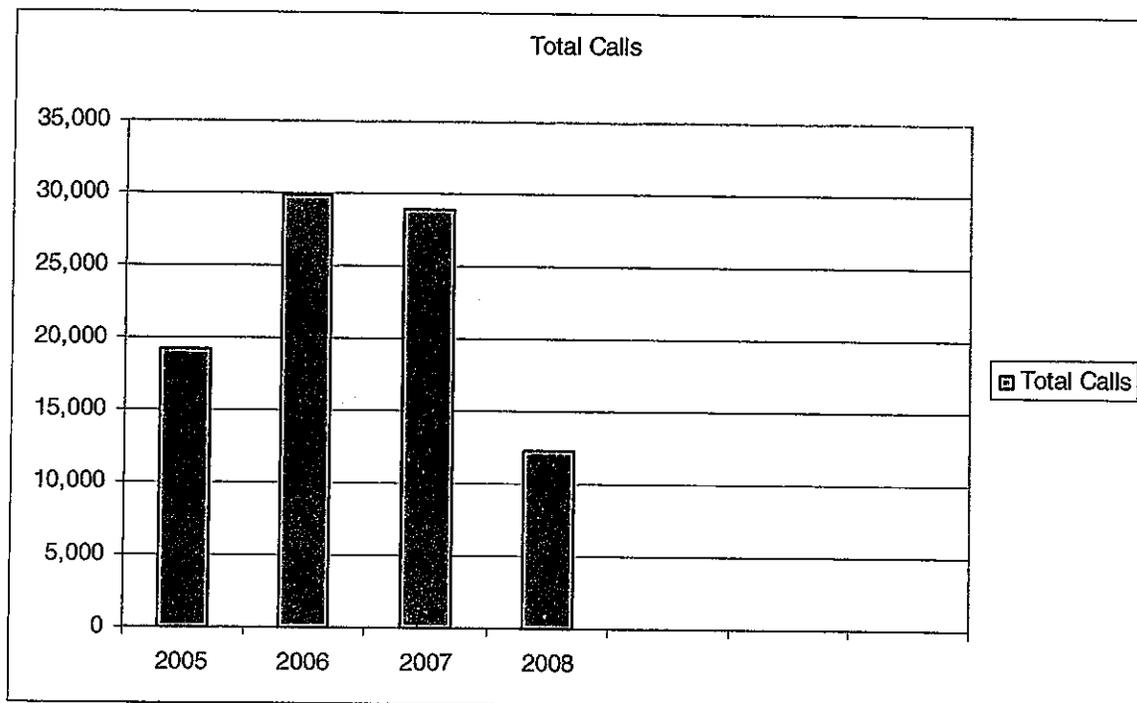
Operational Responsibilities:

- Provide the general public both telephonic and person-to-person information relative to City services and related issues
- Email press releases and other special information releases to community leaders

City of Sanibel, Florida
Legislative Department Narrative

- Provide administrative services as required to City Council
- Take and transcribe minutes of City Committee meetings
- Maintain records and documents for Committee meetings
- Coordinate the use of MacKenzie Hall
- Distribute City mail
- Maintain the master file of City contracts
- Maintain the City-wide telephone listing
- Maintain committee, J. N. "Ding" Darling, and SCCA brochures
- Maintain City brochures in the City Hall lobby
- Maintain the night answering machine announcements
- Obtain procurement invoices for payment actions
- Prepare requisitions or DEV's for payment of invoices
- Prepare City Council applications to be in parades
- Obtain rental cars for City Council parade appearances
- Decorate City Council's parade vehicles
- Drive City Council members in parades
- Return City Council parade cars to rental companies
- Organize City Council receptions including, mailing invitations, purchasing food and beverages and arranging food trays

Trend Analysis:
PHONE CALLS:



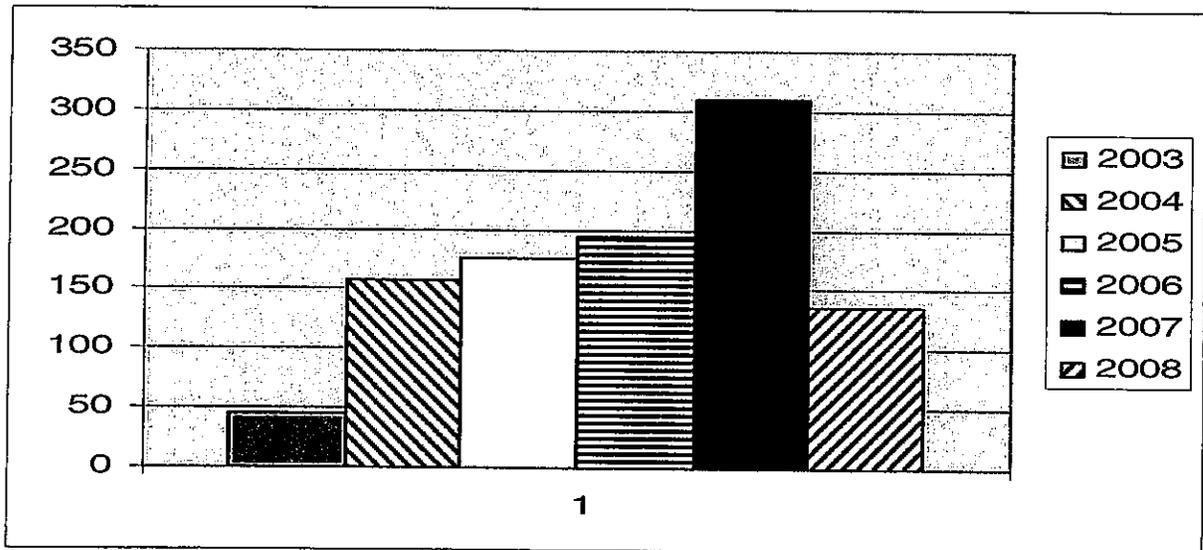
As of June 6, 2008

City of Sanibel, Florida
Legislative Department Narrative

<u>Total Calls Per Month 2005</u>		<u>Total Calls Per Month 2006</u>		<u>Total Calls Per Month 2007</u>		<u>Total Calls Per Month 2008</u>	
January	1,455	January	2,906	January	2,536	January	2,719
February	1,820	February	2,630	February	2,756	February	2,390
March	1,861	March	3,144	March	2,696	March	2,363
April	1,667	April	2,500	April	2,491	April	2,427
May	1,748	May	2,867	May	1,917	May	2,364
June	1,937	June	2,781	June	2,304	June	
July	827	July	2,467	July	2,470	July	
August	1,391	August	2,843	August	2,455	August	
September	1,519	September	2,111	September	2,091	September	
October	2,880	October	1,985	October	2,729	October	
November	1,072	November	1,794	November	2,428	November	
December	1,092	December	1,884	December	2,051	December	
2005 Total	19,269	2006 Total	29,912	2007 Total	28,924	2008 Total	12,263

As of June 6, 2008

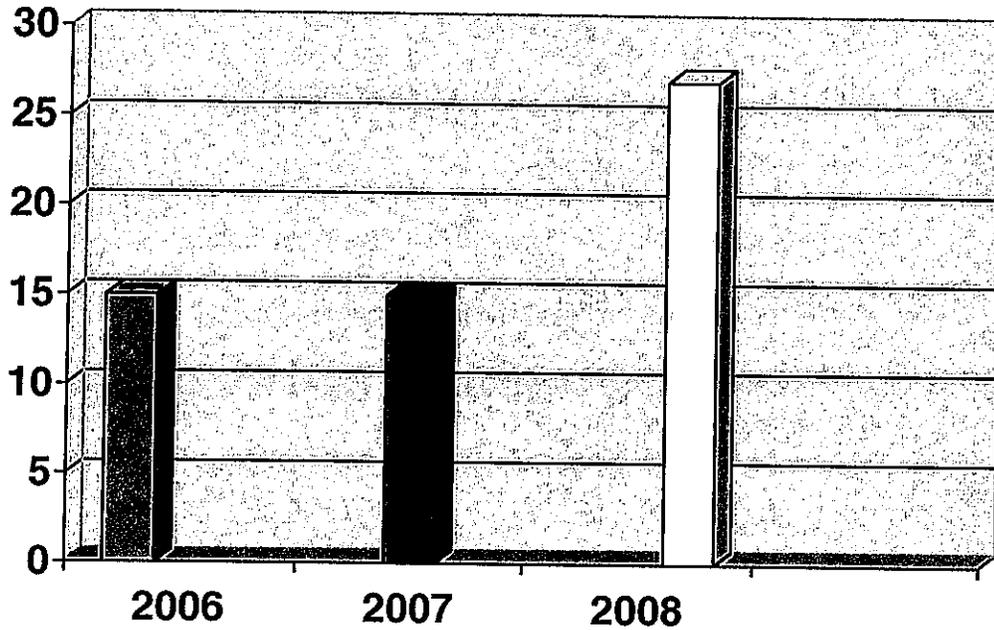
b. NEWS RELEASES:



As of June 11, 2008

City of Sanibel, Florida
Legislative Department Narrative

c. BULK MAILINGS



As of June 11, 2008

2007-2008 Goals and Status:

Goal	Measurement Criteria
Automate the MacKenzie Hall calendar of events	Calendar of events will be automated no later than September 30, 2008
Establish a spreadsheet to maintain information concerning the purpose of walk-in traffic	Spreadsheet being established
Automate the retention of information relative to Public Records Requests	Automation completed by September 30, 2008
Automate the retention of information concerning citizen inquiries	Automation completed by September 30, 2008

Accomplishments

- Continued to answer a large volume of calls in 2007.
- Completed all City Committee minutes within the time frame allotted.
- City contracts were updated on a daily basis or as required.

City of Sanibel, Florida
Legislative Department Narrative

Recommendations for Efficiencies:

- Make the maximum use of automation.
- Continue to cross-training staff members to perform all functions required in order to maximize resources when necessary.

How to Better Serve the Residents:

- Promptly respond to inquiries, emails and phone calls.
- Provide public records requested in a timely manner.
- Add e-mail addresses of residents with inquiries to the general information release database.

General Fund
Legislative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	55,695	58,958	58,884	63,251	63,273	61,684
Part-time	893	3,686	-	1,882	1,882	-
Salary Adjustments						
Requested positions						
Overtime	2,222	889	1,800	2,300	1,800	1,800
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	4,497	4,796	4,842	5,143	5,122	4,857
Retirement	10,366	11,447	15,135	8,740	8,740	8,897
Cafeteria Benefits	14,696	17,147	19,508	19,508	19,138	19,508
Workers' Comp	297	514	206	470	470	354
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	88,666	97,436	100,374	101,294	100,425	97,100
OPERATING EXPENSES						
Professional Serv	42,685	39,030	58,000	68,000	58,000	33,150
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	94,772	95,682	60,000	31,000	46,000	66,000
Investigations			-	-	-	-
Travel & Per Diem	21,261	18,422	20,000	25,000	20,000	20,000
Communications	3,373	2,925	3,050	4,050	3,050	3,050
Transportation	15,577	7,413	12,000	12,000	12,000	12,000
Utilities			-	-	-	-
Rentals & Leases	2,589	3,335	2,250	2,250	2,250	-
Insurance			-	-	-	-
Repair & Maintenance		93	2,000	1,000	1,000	500
Printing	149	15,562	24,500	21,500	10,000	3,500
Promotional Activities	93,248	55,297	54,000	46,300	40,000	40,000
Other Current Charges	40,426	33,184	16,000	16,000	10,000	10,000
Office Supplies	2,576	4,728	6,000	6,000	5,000	4,000
Operating Supplies	1,522	1,355	2,500	2,500	1,000	1,500
Road Materials & Supplies			-	-	-	-
Books, Subscriptions, etc	8,794	5,237	6,000	6,500	6,000	6,000
SUB-TOTAL	326,972	282,262	266,300	242,100	214,300	199,700
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment		4,782	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	4,782	-	-	-	-
GRANTS & AIDS						
Aid to Private Organizations	-	-	-	1,040	-	-
DEPARTMENTAL TOTAL	415,638	384,480	366,674	344,434	314,725	296,800
% CHANGE COMPARED TO PREVIOUS YEAR						
	<u>25.62%</u>	<u>-7.50%</u>		<u>-10.42%</u>		<u>-13.83%</u>



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**General Government Function
Administrative Department**

City of Sanibel, Florida
Administrative Department Narrative

Department: Administrative
Fund: General Fund

Mission Statement: To fully support the community vigilance in the protection and enhancement of Sanibel's sanctuary characteristics where a diverse population lives in harmony with wildlife and natural habitats with the highest level of dedication and service to City Council, Sanibel citizens and City employees by providing, quality, timely, and appropriate draft legislation; serving as the official depository for City documents and as a reference library for legislation regarding the operations of City government; coordinating the development and distribution of the annual report; processing requests for special events permits; providing quality, efficient and responsive personnel and labor management services consistent with modern organizational principles; attracting and retaining a highly trained, qualified, diverse and effective work force; promptly addressing and responding to the risk management needs of the City; and researching and developing grant proposals for capital and non-capital improvement projects.

Challenges:

Issue #1: The City will continue to face significant challenges in recruiting and retaining highly qualified employees due to:

- Retirements projected in the near future
- Daily commuting time and gasoline costs
- Affordable housing in close proximity to Sanibel
- Competition from other local governments
- Cost of living
- Competitive wages and benefits
- Increasing workload

Issue #2: Increase in demands from the public with public records requests and for responses to e-mails and other correspondence.

Issue #3: Reaching agreements with labor unions during a period of declining revenue with increasing costs of benefits, increases in the cost of living and the general state of the economy.

City of Sanibel, Florida
Administrative Department Narrative

2008-2009 Goals:

Goal	Measurement
Continue to monitor Records Management and Document Imaging Programs and image vital, permanent and historic records to ensure access to them and their preservation	On-going operation
Manage human resources information and use as a support tool to help improve employee productivity and performance	Employee productivity and performance improved
Enhance the work environment and promote employee excellence	Incentive programs and employee skills and proficiencies are developed
Provide data and information to the general public and City departments more efficiently and expeditiously	Continuous analysis of efficiency providing data and information to the general public and City Departments
Review and incorporate all statutory changes to the Florida Election Code made during the legislative session	Action completed no later than 12/31/08
Continue random and scheduled drug testing of employees occupying safety-sensitive positions	Random and scheduled drug testing conducted
Continue to conduct in-depth analysis of losses of full-time employees	Analysis conducted as losses occur
Conduct mandatory employee training	Mandatory training conducted as required

Operational Responsibilities:

CITY MANAGER:

The department is composed of the City Manager, City Clerk, Administrative Services Director, the Executive Assistant to the City Manager, and Administrative Secretary supporting the Administrative Services Director. A Recording Secretary and Administrative Receptionist provide legislative support under the City Clerk and comprise the Legislative Department. The City Manager performs the Chief Administrative Officer operations for the City as outlined in the City Charter under the direct supervision of the Mayor and City Council Members. The responsibilities of the other members of the department are as outlined below:

City of Sanibel, Florida
Administrative Department Narrative

CITY CLERK:

Legislative Support:

- Prepare Council chambers for City Council meetings
- Draft and finalize agendas for City Council meetings (i.e., regular, work sessions, special, joint or emergency meetings)
- Attend pre-agenda meetings with Mayor, City Manager and City Attorney
- Attest and record all ordinances, resolutions and other documents enacted or approved by City Council
- Arrange for recording of documents in the public records

- Design and administer resident surveys
- Gather and coordination of agenda packet material
- Prepare ceremonial proclamations and obtain framing of same
- Prepare talking points for Council members for various events
- Collect information from other cities of interest to Sanibel
- Conduct employee election for Police Officers' Pension Board
- Collate agenda packet information for delivery
- Coordinate staff for City Advisory Committees for meetings, minutes and public notices, copying, printing City brochures as needed
- Coordinate scheduling of MacKenzie Hall usage
- Research, as needed, legislation from other governmental entities
- Supply turtle brochures to SCCA
- Update City brochures where applicable

Council Support:

- Manage special events for City Council to include preparing invitations, ordering food and beverages, set up, and tear down
- Make reservations and registrations for City Council attendance at meetings, to include hotels airline and registrations at conferences and meetings (League of Cities Conference; National League of Cities Conference; National Hurricane Conference; Governor's Hurricane Conference; SW FL League of Cities meetings, etc.)
- Keep monthly calendars for Council members
- Schedule Council briefings for agenda discussions and legal discussions
- Post all City Council public notices
- Coordinate the filing of all City Financial Disclosures for Council, Department Directors and Committees
- Draft correspondence for City Council
- Maintain Council governmental contacts
- Prepare Council RSVP for all events
- Book meetings for Council with citizens and interviews for appointees

City of Sanibel, Florida
Administrative Department Narrative

- Reconcile monthly credit card expenditures for Council members
- Coordinate City Council condolences (e.g., flowers, cards, proclamations, tree plantings, head stones, etc.)
- Coordinate obtaining tokens of appreciation as directed by City Council
- Provide transportation, reservations for rental vehicles for City Council participative functions (e.g., Island Night; Cape Coral Veterans' Parade, Edison Parade of Lights; Edison Children Parade; Independence Day Parade; including, but not limited to decorating vehicle, driving vehicle, providing necessary signs for the vehicles

Elections:

- Serve as City's Qualifying Officer
- Meet with all potential candidates to review Candidate Resource Qualifying Guide
- Maintain original elections records
- Answer questions from candidates
- Maintain of legally required financial reports of candidates
- Attend all Logistics meetings at the Lee County Supervisor of Elections
- Attend all Canvassing Board Meetings at the Lee County Supervisor of Elections
- Qualify all elections results
- Respond to all inquiries regarding elections from the media

Maintain Public Records:

- Serve as official custodian of all City Public Records
- Coordinate the City Records Management Program relating to receipt, storage retrieval retention and disposal of official records
- Provide access to all Public Records requested, including pulling documents, coping documents, billing and receiving payment
- Maintain City contact log
- Coordinate and maintain all City contracts

General Administration:

- Prepare annual budget of approximately \$750,000 for Administration
- Prepare annual budget of approximately \$370,000 for Legislative
- Monitor annual expenditures
- Obtain required quotes for purchases
- Prepare bid and request for proposal packages for purchases exceeding \$25,000
- Prepare and request advertising requests for bids and requests for proposals
- Prepare purchase requests and other purchase vouchers

City of Sanibel, Florida
Administrative Department Narrative

- Reconcile monthly credit card expenditures

Coordinate all City Council Special Events:

- Volunteer Luncheon
- Student Government Day
- Breast Cancer Awareness Program
- Memorial Day Services
- Special Gifts
- Administrative Professionals' Day
- Veterans' Day
- Holiday Gifts to Employees

Supervise Administrative and Legislative Staff:

- Distribute workload for administrative staff for both departments
- Coordinate staff leave (i.e., vacation & medical)
- Respond to concerns, complaints and request from citizens and visitors providing information
- Responsible for developing, executing and monitoring the annual budgets for the Administrative and Legislative Departments
- Serves as City liaison to Lee County Emergency Operations Center
- Prepare annual performance appraisals for employees and discuss appraisals with employees

ADMINISTRATIVE SERVICES DIRECTOR:

The functions of this position cover six distinct operations: human resources, including labor relations; risk management; benefits administration; training; purchasing; and grants writing. A primary responsibility of this position is to minimize the City's risk and exposure to federally and state mandated laws affecting employment related matters, Americans with Disabilities Act, Title VII of the Civil Rights Act, Fair Labor Standards Act, Family and Medical Leave Act, Age Discrimination in Employment Act, Pregnancy Discrimination Act, Occupational Safety and Health, State of Florida Labor Relations Statute, Equal Pay Act, Consolidated Omnibus Budget Reconciliation Act, Health Insurance Portability Accountability Act, Uniform Services Employment and Reemployment Rights Act, Older Workers Benefits Protection Act, State of Florida veterans' preference, Workers' Compensation Laws, etc. A major investment in this function is necessary in protecting City assets.

Human Resources:

- Establish, direct and/or maintain the human resources program and policies relating to recruitment, selection, pay administration, labor and

City of Sanibel, Florida

Administrative Department Narrative

employee relations, equal employment opportunity, awards, discipline, veterans' preference, performance and organizational development

- Recruit full and part-time staff to include rating and ranking candidates qualifications
- Develop and administer classification plans and compensation schedules.
- Monitor and coordinate the employee performance evaluation program
- Coordinate and participate in labor contract negotiations
- Present analysis of labor union demands to City Council
- Administer the labor relations agreements with AFSCME and FOP assuring compliance with labor and employment laws
- Conduct job evaluations, salary and benefit surveys
- Publish and maintain the Personnel Rules and Regulations Manual
- Maintain employee personnel records
- Administer the tuition reimbursement program
- Administer the Employee Wellness Program
- Administer the employee discipline program for suspensions and terminations
- Develop and present the annual Classification Plan legislation to City Council
- Administer the Employee of the Quarter and Year Programs and annual service awards
- Coordinate the Annual Employee Appreciation and Awards Luncheon
- Coordinate the background check, drug testing and physical examinations for new hires
- Administer the random drug testing of employees occupying safety-sensitive positions
- Develop and publish special brochures and pamphlets concerning employment with the City
- Represent the City at unemployment compensation hearings, as necessary
- Maintain human resources information database
- Conduct investigations of equal employment opportunity and sexual harassment complaints
- Prepare investigative reports and develop recommendations for disposition of complaints
- Conduct other investigations, such as unethical behavior, as required and report findings
- Process employee grievances under the Personnel Rules and Regulations Manual and two labor union agreements
- Provide advice and assistance to Department Directors and supervisors relating to human resources

City of Sanibel, Florida
Administrative Department Narrative

Risk Management:

- Manage, direct and coordinate risk management programs including safety, wellness, cost containment, and insurance programs (liability [general, errors and omissions, and law enforcement], automobile, and windstorm)
- Coordinate property value assessments
- Serve as Safety Coordinator for the Safety Program
- Develop, publish and maintain written safety plans
- Conduct Safety Committee meetings and safety evaluations
- Coordinate the workers' compensation program and OSHA reporting
- Administer property and liability claims

Benefits Administration:

- Manage, direct and coordinate the City benefits programs and service contracts including health, dental, life and accidental death insurance, long-term disability, vision plan, AFLAC voluntary benefits and flexible spending accounts
- Coordinate the competitive bid process for benefit providers
- Interview prospective benefit providers
- Develop legislation for Council to approve benefit providers
- Conduct orientation sessions for employees relative to benefit changes
- Conduct annual open enrollment sessions
- Implement new or changed benefit programs
- Resolve benefit complaints from employees
- Coordinate and administer consultant services
- Develop and publish brochures and flyers relating to benefits

Training:

- Develop, conduct and coordinate training for employees relating to a variety of safety topics, sexual harassment, equal opportunity, new employee orientation, fire extinguisher use and other training deemed mandatory or appropriate
- Develop and conduct supervisory development training
- Maintain database on mandatory training completed

Purchasing:

- Manage the user database for centralized purchasing of office supplies
- Develop and maintain the City purchasing policies and procedures
- Prepare necessary legislation to implement purchasing policy changes

City of Sanibel, Florida
Administrative Department Narrative

Grants Administration:

- Research grant funding opportunities
- Develop grant proposals for City operations and special projects
- Monitor the reporting of grant funding expenditures
- Prepare required reports concerning use of grant funds
- Prepare and make presentations to grantors
- Coordinate the use of CDBG funding through Lee County

General Administration:

- Prepare narrative and analysis of trends for annual budget
- Develop annual goals and objectives
- Obtain quotes for general purchases
- Prepare purchase requests and other purchase vouchers
- Reconcile monthly credit card expenditures
- Distribute workload to subordinate staff
- Coordinate staff leave (i.e., vacation & medical)
- Respond to concerns, complaints and request from citizens and visitors providing desired information
- Prepare annual and probationary appraisals for employees and discuss appraisals with employees
- Perform other general supervisory responsibilities

Miscellaneous:

- Serve as liaison to CHR for employee housing issues

EXECUTIVE ASSISTANT TO THE CITY MANAGER:

- Manage the City Manager's calendar
- Schedule all City Manager's meetings
- Coordinate the preparation and printing of the Annual Calendar
- Prepare routine and complex correspondence by direction
- Maintain the indexing and filing of the main Administration filing system
- Screen incoming calls and correspondence and respond as or direct calls and correspondence to appropriate staff
- Receive, sort and distribute all City Manager mail
- Assist in processing special events requests and planning public relations functions
- Assist in coordinating special event activities
- Arrange transportation, lodging, itineraries and other travel plans for City Manager
- Input payroll data for Administration and Legislative Departments
- Prepare agenda for Executive Staff meetings

City of Sanibel, Florida
Administrative Department Narrative

- Prepare PowerPoint presentations

ADMINISTRATIVE SECRETARY:

- Provide administrative support to the Administrative Services Director
- Administer the quarterly blood donation program
- Maintain Administration files including the contract files for the City Clerk
- Process employee requests for inoculations (Hepatitis B, Tetanus, Flu)
- Date stamp all applications for employment and resumes received
- Prepare letters of receipt of applications for employment
- Prepare letters of non-selection when positions are filled
- Prepare mailings to all employees as required
- Input bi-weekly payroll data
- Serve as back-up to the payroll administrator
- Develop brochures and pamphlets
- Type general correspondence
- Assist in collating the City Council agenda packet
- Maintain the employee address log for mail merging purposes
- Update the HRIS Access database as necessary
- Prepare files for storage and/or destruction

Trend Analysis:

PENDING RETIREMENT eligibility for long-term City employees continues to represent a potential severe loss of institutional knowledge and experience in the next 5 years. Approximately 15% of the workforce has 20 or more years of City service:

Number of Employees	Years of Service
1	28
2	27
4	26
2	25
1	24
2	23
5	22
2	21
1	20

Approximately 25% of the City work force is at age to retire now or in the very near future based on the completion of a minimum of 5 years City service as follows:

City of Sanibel, Florida
Administrative Department Narrative

Employees Ages 55 to 59	Employees Age 60 +
18	16

SPECIAL EVENT PERMIT requests continue to require additional staff time to process the requests:

Year	2005	2006	2007	2008 to date
Total Event Permits	170	221	116	75

* As of June 6, 2008

2007-2008 Goals:

Goal	Measurement
Continue to monitor Records Management and Document Imaging Programs and image vital, permanent and historic records to ensure access to them and their preservation	On-going operation
Implement the HTE automated version of the Special Event Permit request file	New HTE module implemented
Establish an ACCESS database for all City contracts	Database established no later than September 30, 2008
Provide data and information to the general public and City departments more efficiently and expeditiously	Continuous analysis of office efficiency in providing data and information to the general public and City Departments
Review and incorporate all statutory changes to the Florida Election Code made during the legislative session	Action completed by 12/31/07
Continue random drug testing of employees occupying safety-sensitive positions	Random drug testing conducted
Conduct in-depth analysis of losses of full-time employees	Analysis conducted and is on-going
Conduct mandatory employee training	Mandatory training conducted as required

Accomplishments

- Developed and implemented policy and procedure for disposal of fixed assets.
- City code of ordinances continuously updated on the City website.

City of Sanibel, Florida
Administrative Department Narrative

- Sanibel City Clerk elected as the 2nd Vice President of the Florida Association of City Clerks.
- Refined and implemented the changes to the City ordinance relating to Special Events Permits.
- Records imaging, storage and destruction improvements continued.
- Developed and implemented Retirement Health Savings plan changes to benefit identified employee groups

Recommendations for Efficiencies:

- Reduce energy costs
- Decrease travel expenditures

How to Better Serve Citizens:

- Continue to provide website material for use by the general public
- Provide City staff the necessary tools to do their jobs professionally
- Track citizen inquiries and complaints to ensure timely and accurate responses

General Fund
Administrative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	383,404	459,697	417,703	464,899	464,884	467,507
Part-time	5,254	6,606	-	2,957	2,957	-
Salary Adjustments Requested positions				-	-	
Overtime	24,860	20,041	20,000	4,000	8,000	8,000
RHS/Shift Diff/Educ.Incentive	997	1,356	1,312	21,461	22,411	22,411
FICA Match	27,431	30,951	29,668	32,057	32,214	31,632
Retirement*	56,441	51,530	54,987	62,257	62,257	67,434
Cafeteria Benefits	34,892	42,471	48,770	48,770	47,058	48,054
Workers' Comp	2,858	4,395	1,759	4,017	4,017	2,253
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	536,137	617,049	574,199	640,418	643,797	647,291
OPERATING EXPENSES						
Professional Serv	8,085	11,470	24,750	6,250	8,750	6,000
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	62,308	79,031	61,000	62,000	61,000	6,250
Investigations			-	-	-	-
Travel & Per Diem	46,840	45,681	50,620	53,232	52,732	48,000
Communications	7,297	7,362	5,200	9,700	5,200	10,500
Transportation	3,502	3,647	5,500	5,500	5,500	5,500
Utilities			-	-	-	-
Rentals & Leases	17,917	30,353	11,000	29,900	30,000	22,000
Insurance			-	-	-	-
Repair & Maintenance	317	1,139	4,000	800	4,000	4,000
Printing	4,333	1,128	1,500	1,800	2,500	1,500
Promotional Activities	3,464	8,270	4,000	2,300	4,000	4,000
Other Current Charges	7,472	3,998	-	-	2,000	-
Office Supplies	7,142	7,233	4,000	6,200	4,000	4,000
Operating Supplies	2,402	1,351	1,500	1,500	1,500	1,500
Road Materials & Supplies			-	-	-	-
Books, Subscriptions, etc	7,022	8,515	6,000	6,000	6,000	6,000
SUB-TOTAL	178,101	209,178	179,070	185,182	187,182	119,250
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment		29,645	-	-	-	-
Books (Library)			-	-	-	-
SUB-TOTAL	-	29,645	-	-	-	-
DEPARTMENTAL TOTAL	714,238	855,872	753,269	825,600	830,979	766,541
% CHANGE COMPARED TO PREVIOUS YEAR	16.78%	19.83%		-3.54%		-7.15%

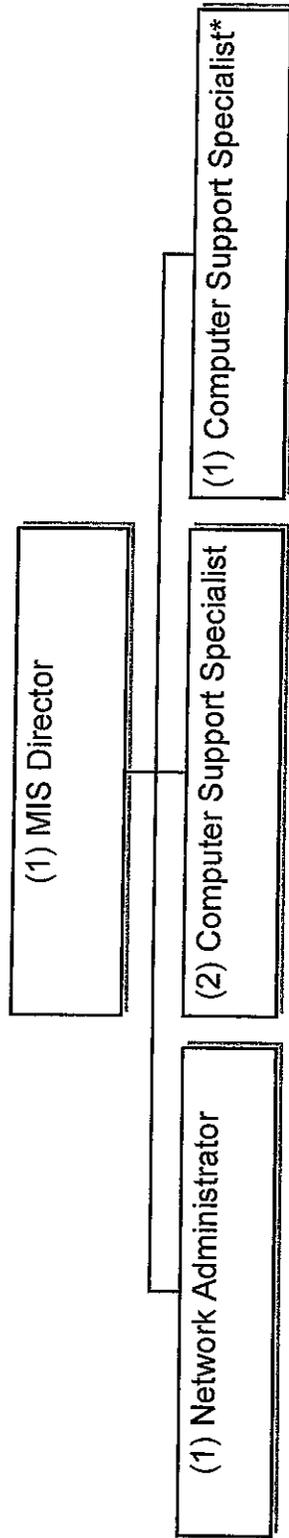


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General Government Function
MIS Department

MIS DEPARTMENT

Organizational Chart Fiscal Year 2008-2009



* Funded by Police Department

City of Sanibel, Florida
MIS Department Narrative

DEPARTMENT: MIS
FUND: General Fund

Mission Statement:

To insure proper and efficient utilization of technology in order to facilitate cost-effective and mission critical services to the Community. Maintain the necessary service level for response to user and system issues. Maintain a secure technology environment with a high availability necessary for Public Safety operations and disaster considerations. Maintain and implement best practices while identifying technology solutions that streamline business practices.

Challenges

MIS Resources: Over the past 4 years, we have completed and are currently working on over 300 projects, small and large. Most of these projects were to aid in the productivity of the other departments, and/or bring new, cost effective technology to the City. The majority of these projects have required more MIS resources, therefore the allocation of resources shift from new projects, to routine support. This trend leads to extended project implementation timelines.

The new technology being evaluated for the City in the near future will likely lead to the continued growth of the MIS department's budget. Further, much of this technology is integrated, requiring faster and faster speed connections. These connections become long term expensive items as shown in the recommendation to significantly increase MIS Communication funds for the next FY.

Location to Location Data Connectivity: With the implementation of new technology across all city departments, the data links between these sites have become congested, causing interruptions in service and delays. Currently, connections that need to be upgraded are between City Hall and:

- The Internet
- Lighthouse Video System
- Recreation Center

If Sanibel upgrades the data connections using Embarq, this would cost the City \$3,000 per month per location. We will be exploring alternatives such as Comcast, wireless and installing our own fiber.

Departmental Space Allocation: The Police Department server room is full, and is operating with a supplemental AC unit. Due to the lack of space, some servers have been relocated to the main server room, but this arrangement

City of Sanibel, Florida
MIS Department Narrative

increases network traffic, decreasing network efficiency. There is a significant project in FY08 to relocate this server room.

Public Records: These requests are becoming more frequent for the City and with more and more information being stored digitally, retrieval at times requires MIS resources.

Positron (PD Software Replacement and Upgrade): This was a full replacement of the core PD applications covering dispatching, in-car field reporting, departmental reporting, integrated 911, integrated radios, and state data interfaces. This has required significant MIS support during installation and will continue to require MIS resources for regular operation. This new mission critical integrated system requires significant routine support. All police department and MIS personnel have received extended training. The network has been upgraded to support the security and access needs for wireless, in car access to City data sources.

Goals For FY2009

- Upgrade 20% of City's Computers and Software.
- Merge county GIS data with City data. The county creates and maintains significant GIS data. Using existing County data will save Sanibel the expense of recreating the data.
- Upgrade network to isolate devices that are susceptible to damage from lightning strikes and reduce chance of water damage from leaking roofs. The City's buildings are well constructed, but during a hurricane it is possible that roof leaks will develop, dripping water on to critical hardware. We can mitigate this concern by relocating equipment from wall mounts to free standing. Then, as part of evacuation preparation, the equipment will be draped under waterproof covers.
- Add additional areas of interest to the PD video system.

Operational Responsibilities

The department is composed of the Department Director, 1 Network Administrator and three Support Specialists.

Evaluate and implement new systems through a cost benefit analysis that examines routine business needs, emergency considerations and decreasing costs of technology. Efficiently manage City's technology needs through adequate staffing and fiscally sound outsourcing, 7 days a week, 24 hours a day, with particular attention to the essential city functions provided by the Police and Utility Departments. Currently, this includes:

City of Sanibel, Florida
MIS Department Narrative

- Responsibility 1. **Secure Remote Access Non-Public Safety:** Maintain secure access to internal city systems by remote offices and users.
- Responsibility 2. **Secure Remote Access Public Safety:** FDLE approved LAN for access to federal and state data services. In-car, wireless access to these systems for road patrol use and field reporting.
- Responsibility 3. **Radio Communications:** Police Department Radio Coverage issues, FCC Licenses, and tower maintenance issues.
- Responsibility 4. **HTE:** Payroll, Cash Receipts, AR, Payroll, UT Billing, GMBA, CAD, Crimes Reporting, Planning and Zoning, Building, Occupational Licenses, Cash Receipts, Code Enforcement. MIS is the first point of contact for HTE and Server issues. These are for performance issues, password lockouts, and use issues.
- Responsibility 5. **Computer Systems:** 60 user desktops, 7 Win2000/Win2003 and 8 Linux Servers, 1 AS400 and 1 iSeries, Virus protection, Anti-Spam, intrusion detection and access security, email, very secure Internet and FDLE connectivity, 2 Remote Video Systems, and 5 remote facility VPN access.
- Responsibility 6. **User Support:** PC troubleshooting, new PC setup and separate logon accounts for 7 different systems. These systems cannot be unified with a single sign on.
- Responsibility 7. **Public Records Requests:** Many requests are now being created on CD's per the requestor. Since much of the content is electronic, the MIS department is usually required to assist with the retrieval as well.
- Responsibility 8. **User Training:** New systems require ongoing training starting with basic introductions and continuing with advanced functionality. When users become proficient with individual systems, the City then realizes the productivity gains from technology.
- Responsibility 9. **MacKenzie Hall Systems:** primary and backup audio, digital recorder and backup digital recorder. This also includes setting up temporary audio system, portable recorder for city meetings off site, and projector system for PowerPoint type presentations.
- Responsibility 10. **Web Site:** press release updates, departmental forms, City Council agendas with packet, City Council Meeting audio and adopted minutes, Planning Commission agendas, and employment openings.
- Responsibility 11. **Email List Server:** email to members of the City's list server press releases and council packets.
- Responsibility 12. **Administrative Duties:** Timesheets, technology purchases, RFQ/RPF creation, Bid Specs, departmental annual budget and CIP, annual staff continuing education, and purchasing card reconciliation.
- Responsibility 13. **Technology Task Force:** members from each department meet to discuss technology issues, particularly those that are inter-departmental.
- Responsibility 14. **Digital Photo and Video:** assist PD with transfer of digital sources to servers and write once media. Transfer other digital media for departments as needed.
- Responsibility 15. **Server Backups:** 4 tape backup systems are used for the city's 10 servers. Additionally, data is synched daily to a standby server that

City of Sanibel, Florida
MIS Department Narrative

is deployed to the off island command center in times of emergency. MIS also manages off site storage of backups.

- Responsibility 16. **Email:** Microsoft Exchange server for 90 email accounts.
- Responsibility 17. **Admin Copier and Copy Center Server:** 2 Xerox advanced technology copiers/scanners. As users begin to use the advanced features of this system, MIS becomes more involved with user issues. This is a key component of the creation of the Council Packet.
- Responsibility 18. **Community Alert Telephone System:** computer based dialer to notify the community of important information.
- Responsibility 19. **Hurricane Hotline:** 800 number used to keep the community informed of hurricane related information during an emergency.
- Responsibility 20. **City Cell Phones and Beepers:** billing, maintenance, emergency supplies and support. Maintain backup cell phones from a variety of providers for use in an emergency.
- Responsibility 21. **Dedicated Data Lines:** 6 T1's, 1, 1 cable modem, 5 DSL, and several alarm circuits.
- Responsibility 22. **Telephone System:** Verizon long distance account billing maintenance. 55+ local voice phone lines, 90 desk phones, and two satellite phones.
- Responsibility 23. **Technology Support for Evacuation and Off Island Command Center:** when evacuating due to an emergency, prepare on-island systems for evacuation and possible shutdown. Set up technology needed to support city functions off island.
- Responsibility 24. **Technology Purchasing:** MIS handles research and pricing for most technology purchases.
- Responsibility 25. **Billing and Online Banking:** maintain and support the capability for bimonthly payroll and quarterly utility billing.
- Responsibility 26. **Administer City Electronic System:** biometric controlled access system to server rooms.
- Responsibility 27. **Remote Video Systems:** maintain 3 remote video systems and obtain video copies of events as needed.
- Responsibility 28. **Non-routine Data Reports:** many departmental mail merges. Also recurring special reports such as annual indirect cost study and Sanibel property top tax revenues.
- Responsibility 29. **Security Email Lists:** member of several group email lists reporting security issues and update recommendations.
- Responsibility 30. **HTE Account Maintenance:** maintain user accounts for technical support that allows users to access corporate HTE support by web.
- Responsibility 31. **Technology Coordinator for Amateur Radio Volunteers:** reviews and facilitated technology recommendations from the radio volunteers.
- Responsibility 32. **Electronic Public Requests:** sole source when a public record request is made of digital systems and/or the request is for the info to be provided digitally. This frequently includes CD copies of City meetings.
- Responsibility 33. **City Technology Budget:** plan, deploy and maintain equipment based on 5 year CIP.

City of Sanibel, Florida
MIS Department Narrative

- Responsibility 34. **In House Programming:** As needed programming for short term projects that will not require a significant commitment of long term support.
- Responsibility 35. **FDLE Digital Certificates:**
- Responsibility 36. **HTE Task Force:** planning and implementation of HTE upgrade process.
- Responsibility 37. **Positron System Management:** backups, user issues, etc...
- Responsibility 38. **Emergency Management Communications Van.** This Van contains PC's, radios, printers and satellite data connectivity.
- Responsibility 39. **Low Power AM Radio System.** This system is to provide timely traffic and emergency information to the community.

See the Appendix for a detailed listing of MIS support applications.

FY08 Goals and Status

GOAL	STATUS
Upgrade 20% of City's Computers and Software.	Funds to replace PC's for FY08 were not allocated by Council. PC's were upgraded as part of other projects where new PC's were purchased. For example, the Rec center.
Merge county GIS data with City data. The county creates and maintains significant GIS data. Using existing County data will save Sanibel the expense of recreating the data.	Postponed. The City developed a plan to hire a GIS consulting firm to develop a GIS implementation plan and this goal is part of that process. This has been placed on hold pending completion of other projects.
Upgrade network to isolate devices that are susceptible to damage from lightning strikes and reduce chance of water damage from leaking roofs. The City's buildings are well constructed, but during a hurricane it is possible that	Complete. Core devices in the Main server room have been isolated by fiber. This is continue with the project to relocate the entire PD server room.

City of Sanibel, Florida
MIS Department Narrative

roof leaks will develop, dripping water on to critical hardware. We can mitigate this concern by relocating equipment from wall mounts to free standing. Then, as part of evacuation preparation, the equipment will be draped under waterproof covers.	
Add additional areas of interest to the PD video system.	Complete: Rec Center and Lighthouse Park.

o

Productivity Measurements

- Less than 10-minute response time for critical Public Safety technology issues, 24 hours a day, 365 days a year.
- Minimal un-scheduled system down time with maintenance performed off normal business hours.
- Current FCC radio licenses.
- Maintain up to date Microsoft patches, security notices, and anti-virus definitions.
- Ensuring the City backup schedule completes successfully every day.

Table 2 shows the number of projects that the MIS department has currently underway, and pending.

	<i>May 2005</i>	<i>2006</i>	<i>2007</i>	<i>May 2008 (YTD)</i>
<i>Open Projects (currently being worked)</i>	<i>Not tracked</i>	<i>44</i>	<i>20</i>	<i>25</i>
<i>Projects Awaiting Work</i>	<i>Not tracked</i>	<i>54</i>	<i>123</i>	<i>126</i>

TABLE 2 – MIS PROJECT DATABASE SUMMARY

Table 3 shows the number of Council packets and press releases processed by the MIS department. Starting in May 2008, the Administration department began processing some press releases.

	<i>May 2005</i>	<i>2006</i>	<i>2007</i>	<i>May 2008 (YTD)</i>
<i>Council/Special Meeting Packets Posted and Emailed</i>	<i>Not tracked</i>	<i>34</i>	<i>61</i>	<i>39</i>

City of Sanibel, Florida
MIS Department Narrative

<i>Press Releases Posted and Emailed</i>	<i>Not tracked</i>	<i>163</i>	<i>313</i>	<i>226</i>
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TABLE 3 – MIS COUNCIL PACKETS AND PRESS RELEASES

Current Year Accomplishments

Accomplishment	Net Effect Need For MIS Resources
<ul style="list-style-type: none"> • Switch from AT&T to Verizon long distance account billing 	No Change
<ul style="list-style-type: none"> • Hired and trained 2 additional support technicians 	No Change
<ul style="list-style-type: none"> • Total replacement of all PD dispatching and reporting systems ** 	More
<ul style="list-style-type: none"> • Hire external networking company to assist with round the clock monitoring and advanced network issues 	More
<ul style="list-style-type: none"> • Upgrade AS400 with iSeries 	No Change
<ul style="list-style-type: none"> • New service to manage City's email lists and press releases 	More
<ul style="list-style-type: none"> • Developed MIS support contact procedures in light of increased staffing 	Less
<ul style="list-style-type: none"> • Upgrade PD in car video system to allow PD staff to access video from their desktops 	More
<ul style="list-style-type: none"> • Upgrade PD network security to comply with Florida Department of Law Enforcement Standards 	More
<ul style="list-style-type: none"> • Expand video system to lighthouse and Rec Center ** 	More
<ul style="list-style-type: none"> • Work with the PD to identify and install anti-crime technology. 	More
<ul style="list-style-type: none"> • Relocated MIS offices and upgraded spaces to support this 	None
<ul style="list-style-type: none"> • Technology for new Rec Center: Video, center and membership management, integration with GE security System, facility access control system, PA system, new phone system, and card ID system. ** 	More

City of Sanibel, Florida
MIS Department Narrative

• Video system for City's Recreation program van.	More
• Process to post valid contractor information to the web regularly.	More
• Completion of rebanding of Public Safety frequencies from 800MHz.	More
• Policy for data backups	None
• Complete review of current Building, Planning and Finance systems to determine if the current solution best meets departmental needs.	More
• Work with the County to identify and secure a replacement for the current Community Notification Calling System ("Reverse 911")	More
• Upgrade PD in car data connectivity with more reliable trunk mounted technology	Less
• Work with Telephone Auditing consultant to identify potential telecommunication charge benefits	Less
• Develop Level 1 City Technology Training	Less

Current Year Expected Accomplishments

• Upgraded City web Site	Less
• AM traveler's information system.	More
• Electronic system for Natural Resources Brazilian Pepper program	More
• Upgraded in car reporting capabilities to minimize the time an office spends in the station	More

** The implementations of these projects will require very significant allocations of MIS resources for their day-to-day operations.

City of Sanibel, Florida
MIS Department Narrative

APPENDIX

City of Sanibel Software Applications Supported by MIS Department
As of May 1, 2008

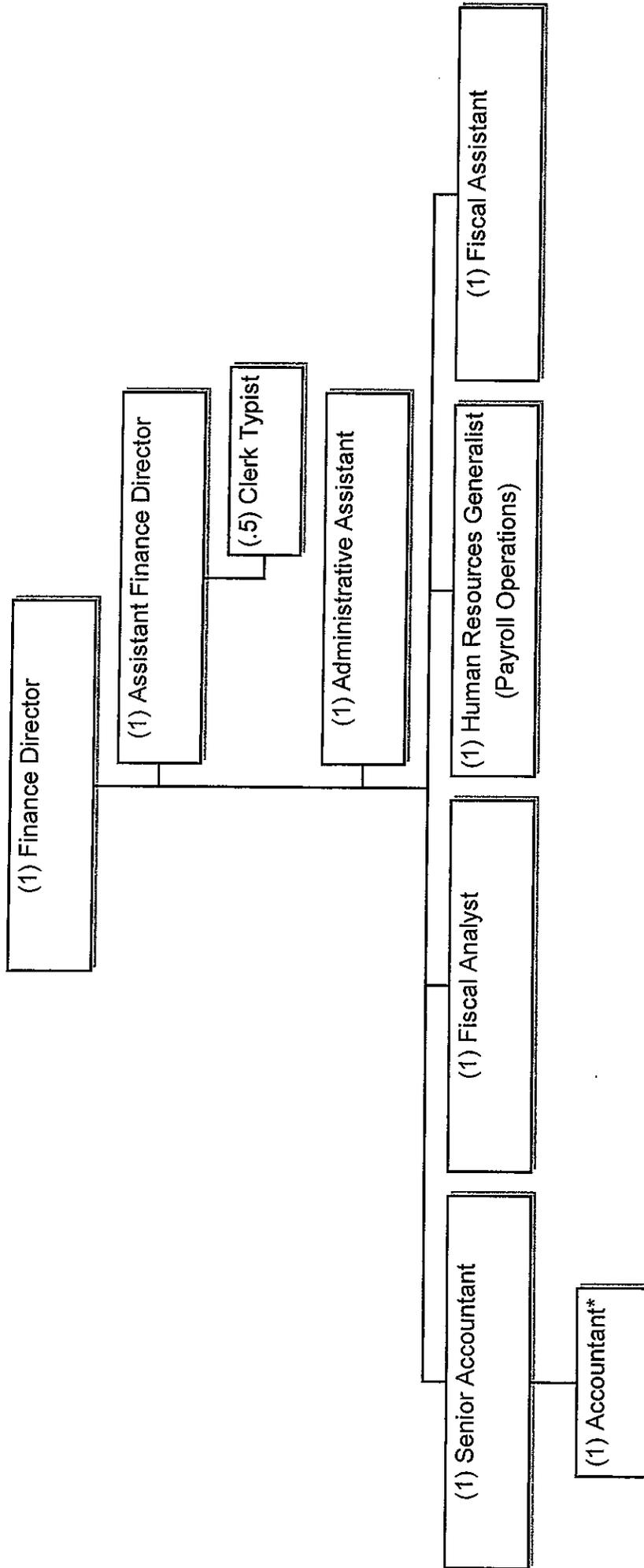
MS Word	Blackberry and other Smart Phone PDA Applications
MS Excel	Think Database PDA
MS PowerPoint	Norton Antivirus
MS Access	Norton Firewall
MS Outlook	Zone Alarm Firewall
MS Internet Explorer	ADT Video Camera and Archive
MS Security Certificates	Rec Center Video Camera and Archive
MS Media Player	Battery Backup Monitoring
MS SQL Server	Cognos Impromptu QRep
MS FrontPage	DCC Community Notification (Reverse Dialer)
MS Firewall	Past Perfect - Museum Inventory
Microsoft Visio - Drawing and Maps	Total Recorder - Audio Copies of Meetings
Windows 98, 2000, XP	HurriVac
IBM Client Access - AS400/HTE access	Hurritrak and SLOSH Modeling
AutoCAD - CAD Drawing and GIS	Visual Statement - PD Accident Reporting
Various CD and DVD Burning programs	FDLE EAgent - FBI and All States Records
FTR Digital Recorder/Player Software - Mackenzie Hall	Lee County Locals - Wants and Warrants
PaintShop Pro	PD Missing Persons National Notification
Adobe Acrobat Reader	CJNet Intranet - Pawnshops, State Drivers License
Adobe Acrobat Professional	Lee County Courts Booking System (UBS)
Adobe Audition Audio Editor	Bank of America Online Banking
WinZip	Public Works Weather Station
Terminal Services Client - Server Access	DBase Planning Historical Database
VMWare	POS Partner - transmits credit card transactions from PC to clearing house
NT Backup	Schlumberger Park Folio - downloads credit cards transactions from handhelds to PC
HP Network Print Manager	Positron Dispatching
LaserFiche - Electronic Documents	Positron Records Management
Paintshop Pro	Positron In Car Reporting
IfFanView Graphics Viewer	Net Motion Remote Access
ESRI ArcView - GIS	

General Fund
MIS Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	137,357	158,456	160,955	209,525	209,302	210,286
Part-time	624	1,424	-	2,854	837	-
Salary Adjustments						
Requested positions						
Overtime	8,902	15,074	5,000	18,000	18,000	12,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	11,661	13,954	13,646	16,861	17,453	17,005
Retirement	10,366	17,170	22,703	23,889	23,889	30,332
Cafeteria Benefits	17,030	21,707	36,282	49,197	29,553	39,016
Workers' Comp	288	499	200	457	457	1,148
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	186,228	228,285	238,786	320,783	299,491	309,786
OPERATING EXPENSES						
Professional Serv	33,044	45,559	42,720	127,220	126,846	108,500
Accounting & Auditing						
Court Reporting						
Other Contractual	520	1,090	-	18,050	387	600
Investigations						
Travel & Per Diem	13,036	8,472	9,900	9,900	9,900	18,800
Communications	73,963	91,755	66,100	66,100	60,000	88,500
Transportation	47	175	400	400	400	400
Utilities	112	704	-	250	144	-
Rentals & Leases	10,422	14,980	19,500	19,500	19,500	21,720
Insurance						
Repair & Maintenance	86,108	72,742	111,900	126,900	126,900	135,300
Printing		46	-	100	49	-
Promotional Activities	617	2,465	-	2,300	1,939	500
Other Current Charges	7,008	3,130	-	3,000	3,000	-
Office Supplies	11,038	2,339	5,700	5,700	3,500	1,000
Operating Supplies	32,759	44,063	-	31,800	35,000	40,000
Road Materials & Supplies						
Books, Subscriptions, etc	2,345	2,062	3,225	3,225	2,000	3,100
SUB-TOTAL	271,019	289,583	259,445	414,445	389,565	418,420
CAPITAL OUTLAY						
Land						
Building						
Improve Other Than Bldgs						
Machinery & Equipment	12,981	7,997	33,000	54,000	5,000	12,800
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	12,981	7,997	33,000	54,000	5,000	12,800
DEPARTMENTAL TOTAL	470,228	525,865	531,231	789,228	694,056	741,006
% CHANGE COMPARED TO PREVIOUS YEAR	20.47%	11.83%		50.08%		-6.11%

**General Government Function
Finance Department**

Finance Department
Organizational Chart for Fiscal Year 2008-2009



* Funded by Sewer Fund

FINANCE DEPARTMENT

Director's Background:

Sylvia A. Edwards

- Masters in Business Administration (MBA), Saint Leo University
- Bachelor of Science in Business Administration, Webber International University
- Certified Public Accountant (CPA)
- Certified Government Finance Officer (CGFO)
- Certified Public Finance Officer (CPFO)
- Eight (8) years of progressively responsible accounting positions at other governmental entities and twenty (20) years of progressively responsible accounting positions in the private sector.

City of Sanibel, Florida
Finance Department Narrative

Department: Finance
Fund: General Fund

Mission Statement: To safeguard and accurately account for City assets, bill and collect funds due to the City, process payment of payroll and other expenses owed by the City, collect business receipt taxes, prepare the annual City Budget and Comprehensive Annual Financial Report, complete special financial projects, such as bond issuance, ensure compliance with municipal finance and taxation regulations defined by Florida Statute and provide timely budgetary and financial data to management, Council and Sanibel citizens.

Challenges Facing the Department:

The single largest challenge facing the Finance Department continues to be the deficiency in electronic improvements being made available to Finance. As can be noted from the Goals below, four of the five goals for FY 2009 are the same as the FY 2008 goals, due to the need for MIS involvement in the completion of the projects. To address this challenge during FY 2008, the Finance Department re-assigned the duties of the Receivables Supervisor to perform the duties of Systems Application Implementation. From February to mid-May 2008 this reassignment has resulted in the completion of the bar-coding of sewer billings. This one system improvement has reduced the number of keypunch errors in cash receipts as well as the time involved for the manual review of each of 5,000 quarterly sewer bill receipts. Future tasks for this position are shown in the FY 2009 goals section below. With these system improvements, departmental efficiency can be augmented, service to the Sanibel citizens will be significantly enhanced and, better security will be provided to City assets when the goals below and other Finance-related projects are completed.

The next challenge facing Finance is the upcoming retirement of long-tenured staff members in the next few years. During FY 2008, the Finance Director of 22 ½ years retired. Three of the other seven (6.5 full-time equivalents) staff members in Finance have each worked for the City in excess of 24 years. Two staff members are already at normal retirement age and 3 others are at or approaching early retirement age. Included in the FY 2009 budget are funds in Professional Services, to assist the new Finance Director during the first year of transition. Although cross training has begun for the payroll function, limited staff in other departments limits the advance cross-training in other Finance operations. In future years, additional personnel costs will need to be budgeted to provide funding for duplicate staff positions during at least a month of personnel transition training.

2008-2009 Goals:

Goal	Measurement Criteria
Provide training to City-wide staff on the use of electronic inquiry and report-writing capabilities of the Accounting Software (Sungard/HTE)	Providing a more thorough understanding of and quicker access to financial data to departments for improved efficiency.
Continue working with MIS to achieve Web-based method of accepting payment for City services	Installation of CLICK2GOV, a Sungard/HTE module budgeted in FY 2008 to provide the ability for Customers to pay business tax receipts, dog licenses, sewer bills, etc., using the City's web-site

**City of Sanibel, Florida
Finance Department Narrative**

Continue working with MIS to establish a City & Bank interface to Institute Positive Pay for increased security over potential check fraud	Instituting "Positive Pay" product through Bank of America
Continue working with MIS to complete the DMS and Extended Reporting projects to facilitate document creation and reporting capabilities directly from software instead of manually entering data from paper reports to separately developed Excel spreadsheets and Word documents.	Installation, support and training of HTE software packages called Document Management System (DMS) and Extended Reporting with training for user departments
Complete the automation of the VISA procurement card processing for all City purchases by the installation, implementation and training on SunGard product "P-Card"	Ability to track and recover historic data on payments made using the VISA purchasing Card

Operational Responsibilities:

- Preparation of the Annual Financial Statements and Annual Audit in accordance with and qualifying for the Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Finance Reporting.
- City-wide budget preparation formatted to meet the criteria of the GFOA for earning the Distinguished Budget Presentation Award.
- Accounts payable processing and purchasing documentation for all City expenditures including all VISA procurement card purchases, which are estimated at approximately 3,000 transactions for FY2007.
- Accounts receivable collections including accounting and billing of grants, sewer service customers and special assessments due to the City.
- Payroll and benefits coordination for the current City staff of 160 full and part-time employees.
- Business Tax Receipts (formerly occupational license) issuance for all on island business including private residential rentals and registration of all off island business offering services to the businesses and residents of Sanibel.
- Issue Dog Licenses and collect associated revenue.
- Coordinate with Recreation Department for the participant sign-up of various recreation programs, such as the After-School and Summer Recreation programs, and the collection of associated revenue.
- Fixed asset inventory and accounting in accordance with State and GFOA guidelines for all assets held, acquired or discarded.
- Grants management, accounting and financial reporting required by the grant awards and other interlocal agreements of the City.
- Property, liability, flood, windstorm and workers' compensation insurance coordination with Administrative Services Director for values and coverage limits
- Treasury Management including daily cash management and investment of idle and reserve funds to provide the City with maximum investment earnings.
- Bond and other debt issuance for financing long-term capital acquisitions as directed by Council.

Emerging Issues:

1. To increase efficiency with current computer technology within the parameters of the cost/benefit analysis. The Finance Department has been operating with computer technology purchased in 1995 with few upgrades since that time. Having the availability of updated software and hardware would provide more departmental efficiency as well as provide citizens and other customers an easier method of financial interaction with the City, such as:

City of Sanibel, Florida
Finance Department Narrative

- a) Web-based method of accepting payment for City services.
 - b) Automation of the VISA procurement card processing for all City purchases, budgeted in FY 2007, but not anticipated to be implemented until FY 2009 due to MIS priority constraints.
2. The passage of a State Constitutional Amendment to increase the Homestead Exemption from \$25,000 to \$50,000 and provide portability for the Save Our Homes exemption will decrease taxable property values in FY 2009, which will have a direct effect on the revenue generated by the City with no tax increase. These tax implications coupled with community pressure for augmented services, has impacted all departments, especially central services departments, like Finance, to find ways to reduce their budgets. As a result, the Finance Department has had to reduce travel and printing expenses in FY 2009 to meet target department budget reductions.

2007-2008 Goals:

Goal	Measurement Criteria	Current Status
Provide training to City-wide staff on the use of electronic inquiry and report-writing capabilities of the Accounting Software (Sungard/HTE)	Providing a more thorough understanding of and quicker access to financial data to departments for improved efficiency.	One-on-one training continues on an as-requested basis, however no formal group training has been scheduled
Continue working with MIS to achieve Web-based method of accepting payment for City services	Ability for Customers to pay occupational licenses, dog licenses, sewer bills, etc., using the City's web-site	Funding for CLICK2GOV, an HTE module to provide this service, was included in the FY 2008 budget, however it will not be operational by 9/30/08
Continue working with MIS to establish a City & Bank interface to institute Positive Pay for increased security over potential check fraud	Instituting "Positive Pay" product through Bank of America	Finance employee assigned to System Application Implementation will be starting this project in late FY 2008
Continue working with MIS to install DMS, and Extended Reporting software to facilitate document creation and reporting capabilities directly from software instead of manually entering data from paper reports to separately developed Excel spreadsheets and Word documents.	Installation, support and training of HTE software packages called Document Management System (DMS), Extended Reporting, and COGNOS	MIS has installed COGNOS and the Finance employee assigned to System Application Implementation has begun DMS implementation and training. This project will not be completed by 9/30/08. Extended Reporting will not be completed by 9/30/08
Automation of the VISA procurement card processing for all City purchases by the installation, implementation and training on SunGard product "P-Card"	Ability to track and recover historic data on payments made using the VISA purchasing Card	Project to begin in late FY 2008 by the Finance employee assigned to System Application Implementation

City of Sanibel, Florida
Finance Department Narrative

Other Finance Department accomplishments during fiscal year 2008 include:

- Completed the monitoring and coordination of the disbursement of the \$14 million expenditures for the construction of the new recreation facility.
- Established the set-up, tested and provided training on the use of the new software (RecTrac) to account for membership fees and program registration at the new recreation center.
- Completed the interface of the RecTrac sub-application software with the General Ledger.
- Hired a consultant to perform a telecommunications audit, which has resulted in the City saving an average of \$4,000 per month from the implementation of the audit results.
- Re-assigned the duties of the Finance Department Receivables Supervisor to perform Systems Application Implementation. From February to mid-May 2008 this reassignment has resulted in the completion of the bar-coding of sewer billings. This system improvement has reduced the number of keypunch errors in cash receipts as well as the time involved for the manual review of each of 5,000 quarterly sewer bill receipts. Other projects shown as Goals below will be accomplished by this re-assignment in future fiscal years.

Trend Analysis:

	2008 (a)	2007	2006	2005	2004
Grant Revenue Managed (b) \$	3,933,074	\$ 8,944,326	\$ 4,812,285	\$ 3,598,350	\$ 1,100,928
Employee Processing					
New Hires	29	32	28	25	46
Terminations	17	31	30	21	38
Budget Amendments	52	98	87	53	36
Occupational					
Licenses/Registrations	3,784	3,824	3,944	3,981	3,929
Journal Entries	543	932	1,022	1,150	965
Sewer Customers Billed	4,149	3,852	3,683	3,566	3,082

(a) FY 2008 is partial year from October 1, 2007 through May 17, 2008

(b) Does not include FEMA reimbursements for Hurricanes Charley, Frances and Wilma

Recommended Efficiencies:

As noted above, implementation of several of the Finance-related electronic improvements to accomplish the FY 2009 goals have been carried forward from FY 2008. The completion of these projects, particularly the web-based payment acceptance process, would greatly enhance Finance staff efficiency, provide better security for City assets and enhance community service.

Potential Revenue Sources:

As a central service department, the Finance Department does not self-generate revenue sources,

However, the City currently utilizes all revenue sources granted to municipal governments by the Florida Constitution and Statutes except for the Public Service Tax (also known as

City of Sanibel, Florida
Finance Department Narrative

Utility Service Tax). Historically, the Sanibel City Council considered an Ordinance to levy this tax in 1990, again in 1993 and 2005 and most recently in 2008. This is a tax, which may be levied by municipalities pursuant to Section 166.231, Florida Statutes, at a rate of up to 10% on the purchase of electricity, metered natural gas, liquefied petroleum gas, and water service purchased within the municipality. As this tax is estimated to generate up to \$1.5 million which could be used to reduce valorem taxes as well as to promote water and electric usage conservation, as in the past, City Council, at the urging of its citizens, voted against passage of this alternative revenue source.

Suggestions on How to Better Serve the Community:

Upgrade the City website to permit payment of City fees online. These upgrades are included in the FY 2009 Goals above.

General Fund
Finance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	432,446	471,985	472,256	535,163	529,604	475,648
Part-time	12,695	14,362	14,677	13,913	15,451	15,484
Salary Adjustments						
Requested positions			-	-	-	-
Overtime	10,154	3,825	5,000	5,000	2,000	4,000
RHS/Shift Diff/Educ.Incentive	5,725	15,678	3,920	3,920	4,454	-
FICA Match	33,215	34,901	38,265	40,400	40,390	37,878
Retirement	31,098	40,060	52,973	70,094	70,094	68,608
Cafeteria Benefits	52,527	66,487	78,808	78,808	72,966	73,678
Workers' Comp	1,100	1,906	763	1,742	1,742	2,461
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	578,960	649,205	666,662	749,040	736,701	677,757
OPERATING EXPENSES						
Professional Serv	14,426	12,767	14,805	19,805	23,450	24,350
Accounting & Auditing	71,500	70,889	65,460	73,060	76,900	77,273
Court Reporting			-	-	-	-
Other Contractual	813	-	17,600	2,975	-	-
Investigations			-	-	-	-
Travel & Per Diem	11,389	9,294	11,392	11,592	7,132	9,052
Communications	4,238	4,070	4,060	5,260	4,100	5,180
Transportation	7,967	6,377	8,060	8,060	8,000	8,475
Utilities			-	-	-	-
Rentals & Leases	2,795	3,793	3,940	3,940	3,935	4,155
Insurance			-	-	-	-
Repair & Maintenance	452	572	663	663	338	338
Printing	7,212	8,698	10,000	10,000	9,800	8,955
Promotional Activities	2,909	492	500	2,500	1,513	500
Other Current Charges	21,088	20,459	24,175	20,775	22,375	20,230
Office Supplies	8,681	5,373	4,700	4,700	5,600	6,000
Operating Supplies	2,725	7,839	3,300	3,300	3,000	3,400
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	943	545	690	690	680	930
SUB-TOTAL	157,138	151,168	169,345	167,320	166,823	168,838
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment	1,340	-	-	2,025	2,170	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	1,340	-	-	2,025	2,170	-
DEPARTMENTAL TOTAL	737,438	800,373	836,007	918,385	905,694	846,595
TO PREVIOUS YEAR	25.84%	8.53%		14.74%		-7.82%

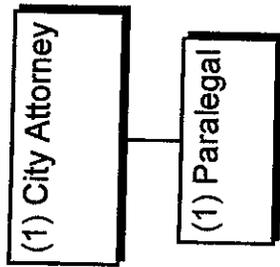


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City of Sanibel, Florida

**General Government Function
Legal Department**

LEGAL DEPARTMENT
Organizational Chart for Fiscal Year 2008-2009



City of Sanibel, Florida

Legal Department

City Attorney's Background:

Kenneth B. Cuyler, Esq.

Kenneth B. Cuyler, Sanibel City Attorney, graduated from the University of Florida with a BSBA, Major in Accounting, and received his Juris Doctorate degree from Stetson Law School. After serving for approximately 2 ½ years with the State Attorney's Office in Naples, Mr. Cuyler was offered a position with the County Attorney's Office. At the age of 33, Mr. Cuyler became the Collier County Attorney and served in that position for approximately 10 years, ultimately supervising a staff of 10 attorneys, 4 paralegals, a total staff of 25, and serving as chief legal advisor to Collier County general government and the Collier County Utilities District, both entities with \$100,000,000 plus budgets. In 1995, Mr. Cuyler left the County Attorney's Office to pursue a legal career in the private sector and from 1995 until 2002 served with two prominent law firms in the City of Naples. In 1997, Mr. Cuyler was retained by the City of Naples to serve as legal counsel and was retained by the new city of Marco Island in the fall of 1997, serving as its first City Attorney after incorporation and during the City's formation of its governmental structure. Mr. Cuyler has also represented various districts, boards, private clients, etc. Mr. Cuyler joined the City of Sanibel as its City Attorney in 2002.

City of Sanibel, Florida
Legal Department Narrative

Department: Legal
Fund: General Fund

Mission Statement: The purpose and mission of the City Attorney's Office is to provide high quality legal services on a cost effective basis to the City Council, Planning Commission, City Manager, City Staff and the Advisory Boards. This mission includes preparation of accurate and timely legal opinions, preparation of City Ordinances and Resolutions for Council review, preparation of Contracts, Agreements and Interlocal Agreements, review of documentation provided by City Departments for legal sufficiency and form, legal research, the filing of lawsuits and administrative proceedings when necessary, the defense of lawsuits and administrative proceedings when necessary, recordation of documents, Council and Advisory Boards and Committee orientations on Sunshine Law, and advice to Council and City Staff with regard to current and updated laws and legislation.

Challenges Facing the Department:

- As the City continues to serve the public, the challenge of the City Attorney's office is to stay abreast of ever-changing and complex federal, state and regional laws, rules, regulations and procedures in order to effectively advise and assist City Council, the City Manager, Department Directors and Staff, and Advisory Committees and Commissions so that the best interests of the public can be served and protected. Cost-effective legal services provided at the highest possible level is a continuing goal and challenge, particularly as the Council addresses increasingly complex issues regarding the environment, land use and public projects and services.

City of Sanibel, Florida
Legal Department Narrative

2008-2009 Goals:

Goal	Measurement Criteria
<p>To update, either through written materials or oral presentations, or both, the City Council, Planning Commission and City Advisory and quasi-judicial Boards and Committees, on the current requirements and latest developments relating to the Sunshine Law, Public Records Law, Ethics Laws, Financial Disclosure Laws, Gift Laws, Quasi-Judicial Proceeding requirements and other applicable related matters. The City Attorney, as a routine matter, gives a presentation to all new members of Council and City Committees and Boards regarding Sunshine Law, Public Records and related matters, but these important issues warrant an update periodically which is inclusive of all elected and appointed public officials.</p>	<p>To provide through written materials or oral presentations, or both, to City Council and all appointed public officers of City Commissions, Committees and Boards, an update on critical laws affecting City business including the Sunshine Law, Public Records Law, Ethics Laws, Financial Disclosure Laws, Gift Laws, Quasi-Judicial Proceedings requirements and other applicable related matters.</p>

Operational Responsibilities:

- Legal Opinions
- Document Review
- Legal Research
- Advice on Legislation and Current Law for Council & Staff
- Preparation and/or review of City Ordinances
- Preparation and/or review of City Resolutions
- Preparation and/or review of Contracts and Agreements
- Preparation and/or review of Interlocal Agreements
- Council and Advisory Boards and Committees Sunshine Law Orientations
- Legal Budget Preparation and Implementation
- Recordation of Documents
- Police Tape Transcriptions to assist Police Department
- Advice on filing of Lawsuits and Administrative proceedings when necessary. Defense of Lawsuits and Administrative proceedings when necessary.

City of Sanibel, Florida
Legal Department Narrative

2007-2008 Goals and Status:

Goal	Status
<p>Establish a records management, storage and/or disposition system for all legal files currently stored on site. Document via hard copy and electronic indexing, the hundreds of files accumulated over the past 4 decades. Analyze and organize the files to be moved to the City's off-site storage facility.</p>	<p>It is currently anticipated that the records management system, including disposition of all appropriately identified documents and off-site transport and storage where appropriate, will be completed prior to the end of the 07-08 fiscal year.</p>

Emerging Issues:

- The emerging legal issue in 2005 and 2006 was the devastating effects of the Lake Okeechobee nutrient-laden freshwater releases which caused numerous adverse environmental consequences to Sanibel and its surrounding bays and estuaries. Emerging legal issues during 2007 and 2008 included the Caloosahatchee Basin issues of pollution, including nitrogen, and from phosphorus loading from excess fertilizer usage, sewage treatment plants, septic systems, stormwater runoff and the like. The City Council has retained the law firm of Beveridge & Diamond to represent the City from the legal perspective in the matter of the Lake Okeechobee freshwater releases and related Caloosahatchee Basin issues. The fiscal year 08-09 issues will include mechanisms to address these issues, which will continue well into the future, within budgetary constraints. It will also be critical to promote state legislation and actions to compliment Sanibel's efforts to protect local environmental resources and to address attempts to legislatively impose regulations and mandates which are not in the environmental best interests of Sanibel and Southwest Florida.

Trend Analysis:

- The City of Sanibel and its citizens continue to be increasingly aware of the extreme threat to our environment, including the bays and estuaries nearby, from the nutrient laden freshwater releases from Lake Okeechobee during and after major storm events, as well as contributing causes (nitrogen, phosphorus from fertilizer, septic systems, sewage treatment plants, stormwater runoff, etc.) from the Caloosahatchee Basin.

City of Sanibel, Florida
Legal Department Narrative

This is an issue the City will deal with, environmentally and legally, for a number of years into the future.

Recommended Efficiencies:

- The City Attorney's office goal for Fiscal Year 2007-08 (improved records management system and disposition of legal files) will lead to efficiency within the City Attorney's office, in addition to meeting the City's goal of appropriate retention, disposition and storage of public records and vital City documents.

Potential Revenue Sources:

- The City Attorney's office does not generate revenues through outside sources, but does participate in an allocation system which provides credit to the office for the legal services provided to other City departments which do generate fees and other revenues. Each year the City Attorney's office explores whether any other potential revenue sources exist which might be available to the office.

Suggestions on How to Better Serve the Community:

- The City Attorney's office best serves the community by effective, proactive legal services and advice to the City Council, City Manager, Department Directors and Staff, and Advisory Committees and Commissions. This allows the City to operate effectively and efficiently within the bounds of all applicable laws and serve the interests of the public in the best ways possible.

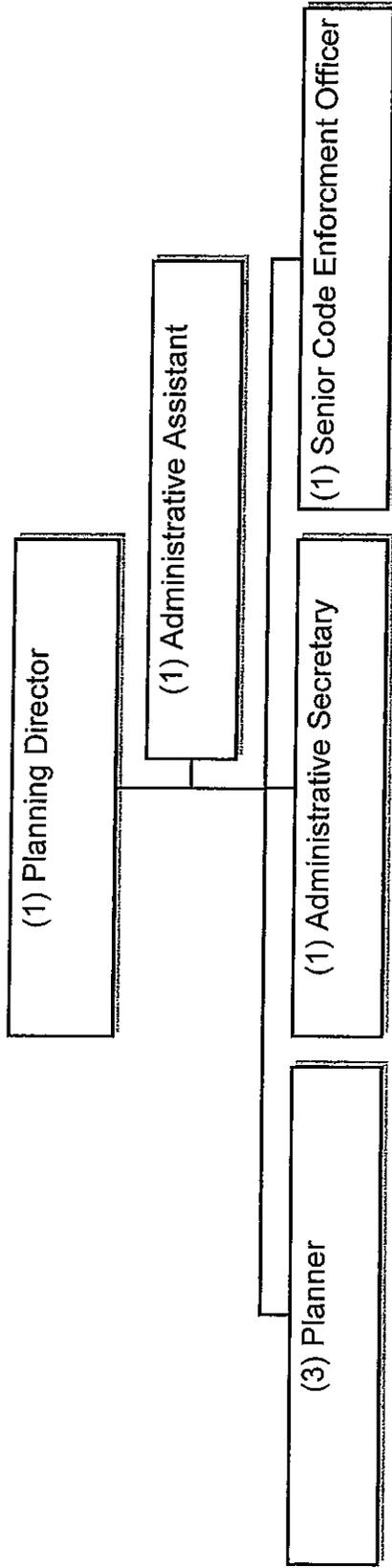
General Fund
Legal Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	179,515	200,410	200,926	230,537	227,883	227,957
Part-time			-	-	-	-
Salary Adjustments Requested positions						
Overtime	1,097	721	2,186	2,186	2,186	-
RHS/Shift Diff/Educ.Incentive	4,217	5,723	5,549	22,411	21,461	21,461
FICA Match	11,680	12,076	12,621	15,250	15,250	14,276
Retirement	43,128	34,040	31,436	29,821	29,822	32,881
Cafeteria Benefits	25,010	27,475	32,141	32,141	30,362	32,141
Workers' Comp	507	879	352	804	804	873
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	265,154	281,323	285,211	333,150	327,768	329,588
OPERATING EXPENSES						
Professional Serv	431,861	347,253	350,000	265,000	235,000	263,200
Accounting & Auditing			-	-	-	-
Court Reporting	389	-	1,000	1,000	-	1,000
Other Contractual Investigations			5,500	5,500	-	5,500
Travel & Per Diem	33,113	34,164	37,510	39,622	39,622	39,622
Communications	3,741	3,065	3,100	3,100	3,100	3,100
Transportation	646	629	400	400	250	400
Utilities	-	-	-	-	-	-
Rentals & Leases	249	304	200	200	900	900
Insurance	-	-	-	-	-	-
Repair & Maintenance	792	1,058	-	-	-	-
Printing		137	300	300	-	300
Promotional Activities		225	-	-	375	-
Other Current Charges	1,604	1,715	900	900	1,700	1,800
Office Supplies	1,462	851	1,000	1,000	1,000	1,000
Operating Supplies	212	143	100	100	100	100
Road Materials & Supplies	2,916	-	-	-	-	-
Books, Subscriptions, etc	-	3,621	2,500	2,500	2,750	2,750
SUB-TOTAL	476,985	393,163	402,510	319,622	284,797	319,672
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment		8,186	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	8,186	-	-	-	-
DEPARTMENTAL TOTAL	742,139	682,673	687,721	652,772	612,565	649,260
TO PREVIOUS YEAR	65.55%	-8.01%		-4.38%		-5.59%

City of Sanibel, Florida

**General Government Function
Planning Department**

PLANNING DEPARTMENT
Organizational Chart Fiscal Year 2008-2009



City of Sanibel, Florida

Planning Department

Director's Background:

Robert J. Duffy, AICP

Bob Duffy has over 27 years of professional planning experience. He is a graduate of the University of Cincinnati and has served as a planning director and land management administrator with city and town agencies in the Midwest, Northeast and New England. He has also served as a planning commissioner at both the city and county levels.

His planning and management experience includes: comprehensive and district level planning; zoning administration; code enforcement; design review; flood plain and coastal zone management; wetland, wildlife habitat and natural resource conservation and restoration; historic and cultural resource preservation; open space and farmland protection; growth management; capital improvement programming; bicycle, pedestrian and alternative transportation planning; affordable housing financing, rehabilitation and development; and small business assistance.

During his professional career he has been committed to team building, staff and organizational empowerment, timely communication and citizen participation, and the development of proactive and service oriented planning agencies and programs.

City of Sanibel, Florida
Planning Department Narrative

Department: Planning
Fund: General Fund

Mission Statement: Provide **Proactive Planning and Code Enforcement** services that: **Preserve** Sanibel's unique environment; **Manage** sustainable growth and redevelopment consistent with the Sanibel Plan; Provide **Education and Compliance** necessary to administer the Land Development Code; Enable Timely **Communication** and Citizen **Participation**; **Conserve and Restore** natural and historic resources; Increase utilization of **Alternative Forms of Transportation** to reduce vehicular congestion; Incorporate **Hazard Mitigation** strategies; and, most importantly, provide the **Highest Level of Public Service**.

Challenges Facing the Department

Implementation of the Sanibel Plan as residential, commercial and resort redevelopment demands evolve and increase.

Necessity of integrating and clarifying the development, building, environmental and related permitting processes and procedures to ensure compliance with the Sanibel Plan and Land Development Code.

Providing permitting processes and procedures in the most efficient, timely, uniform, transparent and service related manner.

Short and long term evolution of permitting activity due to an aging commercial and residential building stock.

Evolution and accelerated application of electronic based means of producing and transmitting plans and information associated with development permitting processes and procedures.

Monitor local and regional land use and transportation planning to ensure sustainable communities and growth management.

Monitor congestion mitigation and management strategies to ensure implementation of viable and compatible alternative forms of mobility.

Planning, managing and sustaining the carrying capacity of the island's beaches, natural systems, transportation infrastructure, community facilities and environment based economy.

Planning and implementation of strategies to mitigate the potential impacts that may result from flooding, storms and other natural hazards.

Retaining and supporting unique island serving business.

City of Sanibel, Florida
Planning Department Narrative

Recommended Efficiencies

Continue efforts to further integrate the development, building and related permitting processes, procedures and responsibilities in order to: efficiently and cost effectively deploy and coordinate staff resources; respond to applicants in a more timely, efficient and consistent manner; improve permit tracking and management; ensure timely and accurate communication; and insure unified and uniform code administration and compliance.

Convert, create and manage all City, Sanibel Plan and related maps and geographical based information into an "enterprise" Geographic Information System (GIS) in order to: reduce duplicate, inefficient, costly and stand alone geographic information compilation, maintenance and applications; improve communication and accessibility; support emergency management planning and responsiveness; reduce reliance on professional service contracts; and improve City management and decision making.

Reduce permit and records retrieval time, delays and costs by developing and implementing procedures that will maintain all primary permitting and related documents in an electronic format.

Continue to improve the capacity and capabilities of the City's web site and electronic government based functions to: enable greater citizen reliance on electronic based transactions with City departments; reduce personnel and related costs associated with document and notice compilation and distribution; improve accessibility to City government resources; and increase responsiveness to citizen requests for assistance and information.

Continue to upgrade the HTE permit management and tracking software capacity and functions to address permitting performance and the objectives previously developed jointly by the Planning and Building Departments. The HTE system upgrade should address many of the above efficiency measures.

Potential Revenue Sources

Identify and actively pursue the widest range of public and private sources of grant funding to:

- Continue to evaluate and update the permitting fee schedule enabled by Chapter 90 of the Sanibel Code to ensure that all permitting and related fees are "equivalent to the cost of providing such planning, development review and administrative services including, but not limited to, permit application reviews, planning inspection services, code review and regulations, administration and similar services".
- Support ongoing planning efforts necessary to implement the Sanibel Plan and support implementation of the City's redevelopment policies.

City of Sanibel, Florida
Planning Department Narrative

- Support planning and management efforts necessary to conduct research and define, evaluate and implement strategies to sustain the island's carrying capacity.
- Support the improvement and expansion of the City's Shared Use Paths consistent with the Update of the Sanibel Shared Use Path Master Plan.
- Support planning efforts to advance alternative non-motorized and non-auto oriented modes of transportation and strategies to mitigate congestion.

Service Improvements

Process and approve complete short form development permitting applications involving accessory structures and improvements at the point of application or within 24 hours.

Continue the unified development and building permit application process for the remodeling, alteration and construction of additions to pre-FIRM residential units.

Proceed with further improvements to the Planning Department's web page to enable: greater access to permit and related Planning Department and Planning Commission information and activities; and on-line submissions and approvals of complete short form development permit applications.

Assign a single master permit number to facilitate the joint application, processing, management, monitoring and retrieval of development and building permits and associated documents.

Create an electronic based permitting file system that will link all permit applications, plans, approvals, correspondence, resolutions, minutes, inspection reports and other relevant information to reduce off-island records storage costs, improve permit document retrieval and access times and fully coordinate interdepartmental permit review and management.

Complete the conversion of all Sanibel Plan and related maps into a Geographic Information System (GIS) format to facilitate public access and expanded applications.

Planning Department FY 2008-2009 Goals and Objectives

Mission Statement: Provide **Proactive Planning and Code Enforcement** services that: **Preserve** Sanibel's unique environment; **Manage** sustainable growth and redevelopment consistent with the Sanibel Plan; Provide **Education and Compliance** necessary to administer the Land Development Code; Enable Timely **Communication** and Citizen **Participation**; **Conserve and Restore** natural and historic resources; Increase utilization of **Alternative Forms of Transportation** to reduce vehicular congestion; Incorporate **Hazard Mitigation** strategies; and, most importantly, provide the **Highest Level of Public Service.**

City of Sanibel, Florida
Planning Department Narrative

The Planning Department's FY 2008-2009 Goals and Objectives focus on the following:

- Implementation of the Sanibel Plan.
- Administration and enforcement of the Land Development Code.
- Provide professional planning services to City Council, Planning Commission, Historic Preservation Committee, appointed committees, City Departments and the Sanibel community.
- Pursue improvements and innovations in service delivery and communication to citizens, property owners, applicants, businesses and visitors.
- Undertake the Redevelopment Planning Work Program and related goals established by City Council.
- Provide and facilitate transportation planning necessary to support alternative forms of travel to reduce vehicular trips and mitigate congestion.

Goals	Productivity Measurement
1. Provide Professional, Administrative and Technical Planning Services	1.1 Provide Planning services to City Council, Planning Commission and the Sanibel Community. 1.2 Prepare and publish notices for Planning Commission, Planning Commission committees and Historic Preservation Committee meetings. 1.3 Prepare staff reports to the Planning Commission, Planning Commission committees and Historic Preservation Committee. 1.4 Prepare Planning Commission and Historic Preservation Committee minutes. 1.5 Provide planning services to the City Manager and City Departments. 1.6 Provide planning services to CHR.
2. Administration and Enforcement of the Land Development Code	2.1 Obtain Code compliance through: <ul style="list-style-type: none"> - Ongoing outreach and education - Timely response and follow-up to citizen complaints - Provide assistance to achieve compliance - Issue Notices of Violation - Prepare complete case reports - Assist City Attorney with case preparation

City of Sanibel, Florida
Planning Department Narrative

Goals	Productivity Measurement
2. Administration and Enforcement of the Land Development Code (Cont'd.)	<ul style="list-style-type: none"> - Presentation of cases to Hearing Examiner - Enforcement of Hearing Examiner decisions and stipulations 2.2 Conduct daily, evening and seasonal Code related inspections.
3. Improve Development Permitting Processes, Procedures, Coordination and Communication	3.1 Examine current application forms, processes and procedures. 3.2 Define and introduce specific service delivery improvements. 3.3 Schedule and implement priority HTE permit management improvements.
4. Implementation of the Sanibel Plan	4.1 Implementation of Redevelopment Planning Work Program and City Council goals (See Goal 5).
5. Implementation of Redevelopment Planning Work Program	5.1 Preliminary Issues Report for Non-conforming Multi-family Resort Housing Structures and Uses. 5.2 Preliminary Resort Redevelopment Options Report detailing potential alternative LDC amendments (as warranted). 5.3 Specific LDC amendments (as warranted) prepared for consideration and recommendation by the Planning Commission's Land Development Code Review Committee. 5.4 Planning Commission conducts public hearings on Resort Housing Redevelopment Amendment(s) to LDC (as warranted). 5.5 City Council conducts public hearings on Resort Housing redevelopment Amendments to LDC (as warranted). 5.6 Complete inventory of non-conforming single family and duplex residential lots, uses and structures. Submit report to Planning Commission and City Council. 5.7 Complete Issues and Options Report based on inventory of single family and duplex residential uses and structures. Potential amendments to LDC will be identified and evaluated for consistency with the Sanibel Plan (as warranted).

City of Sanibel, Florida
Planning Department Narrative

Goals	Productivity Measurement
6. Provide Transportation Planning Services and Focus on Alternative Modes of Travel and Congestion Mitigation	6.1 Represent the City on the MPO's TAC. 6.2 Support implementation of the Shared Use Path Master Plan. 6.3 Participate in US DOT FTA analysis of alternative forms of Island transportation. 6.4 Conduct traffic counts during peak and off-peak travel periods.
7. Expand Application of Geographic Information System (GIS)	7.1 Continue to convert Sanibel Plan and related maps to GIS format.
8. Provide Emergency Management and Hazard Mitigation Planning Services	8.1 In conjunction with City and County EMS officials, provide hazard mitigation planning services. 8.2 Update the Department's Emergency Response Mission and Responsibilities. 8.3 Continue to plan for hazard mitigation.
9. Complete Implementation of the Department's Records Management Plan	9.1 Assist the City Clerk with completion of the Department's Records Management Program consistent with City and State regulations.

Operational Responsibilities:

- Responsibility 1 - Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Responsibility 2 – Review and act on development and land use permit applications in an efficient, timely, uniform and thorough manner.
- Responsibility 3 – Administer the Land Development Code through consistent and effective education and enforcement.
- Responsibility 4 – Facilitate timely and accurate public notice, open communication, transparent planning and regulatory processes and procedures, effective citizen participation and innovation in service delivery.
- Responsibility 5 – Maintain, update and implement the Sanibel Plan.
- Responsibility 6 – Manage the City's redevelopment planning program consistent with goals established by City Council.

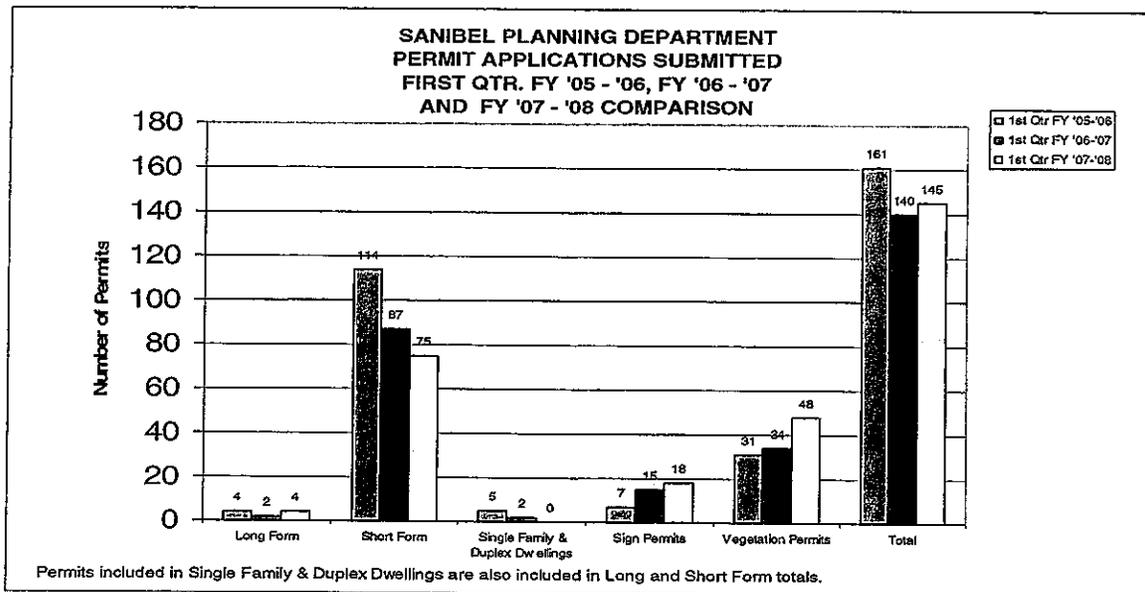
City of Sanibel, Florida Planning Department Narrative

- Responsibility 7 – Provide short and long range transportation planning services that emphasize alternative forms of travel and congestion mitigation.
- Responsibility 8 – Manage public records, consistent with the Florida State Statutes, the Sanibel Code and the City’s policies and procedures.
- Responsibility 9 – Provide planning and related services to support and retain local island serving businesses and to sustain an environmentally based economy.
- Responsibility 10 – Provide natural hazard mitigation planning services and, in the event of an emergency, provide administrative, permitting, inspection and support services.

Trend Analysis:

The enclosed Charts 1, 2, 3 and 4 provide a comparative summary of permitting trends for FY '05-'06, FY '06-'07 and FY '07-'08.

Chart 1 – Comparison of Permit Activity for First Quarter FY '05-'06 to First Quarter FY '06-'07 and First Quarter FY '07-'08



City of Sanibel, Florida Planning Department Narrative

Chart 2 – Comparison of Permit Activity for Second Quarter FY '05-'06 to Second Quarter FY '06-'07 and Second Quarter FY '07-'08

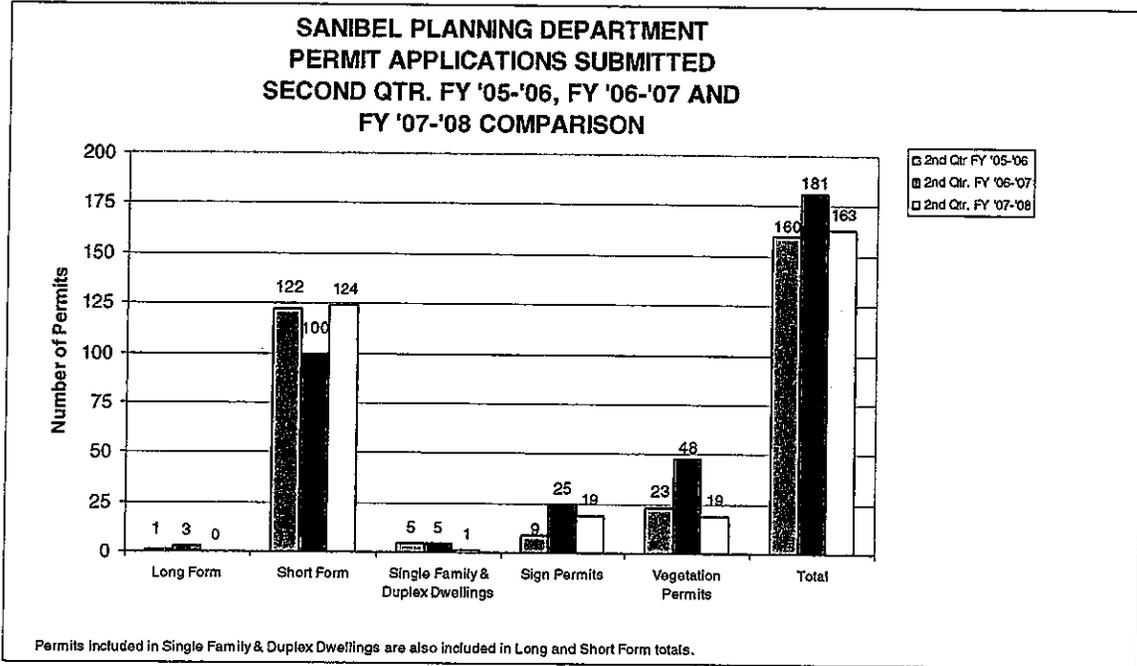
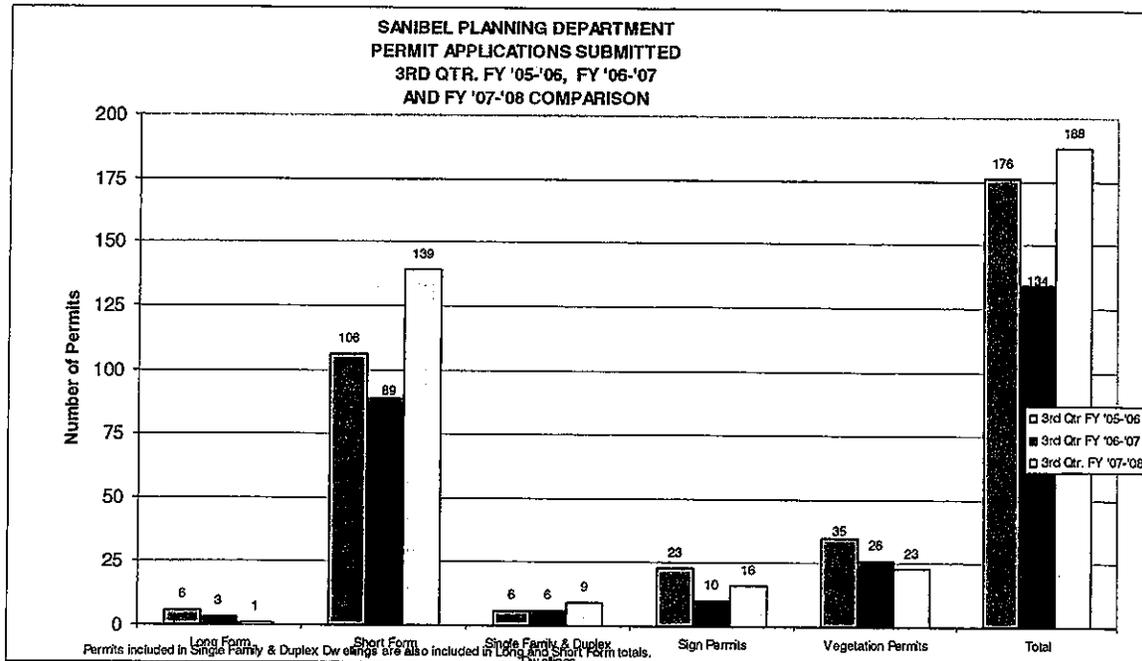
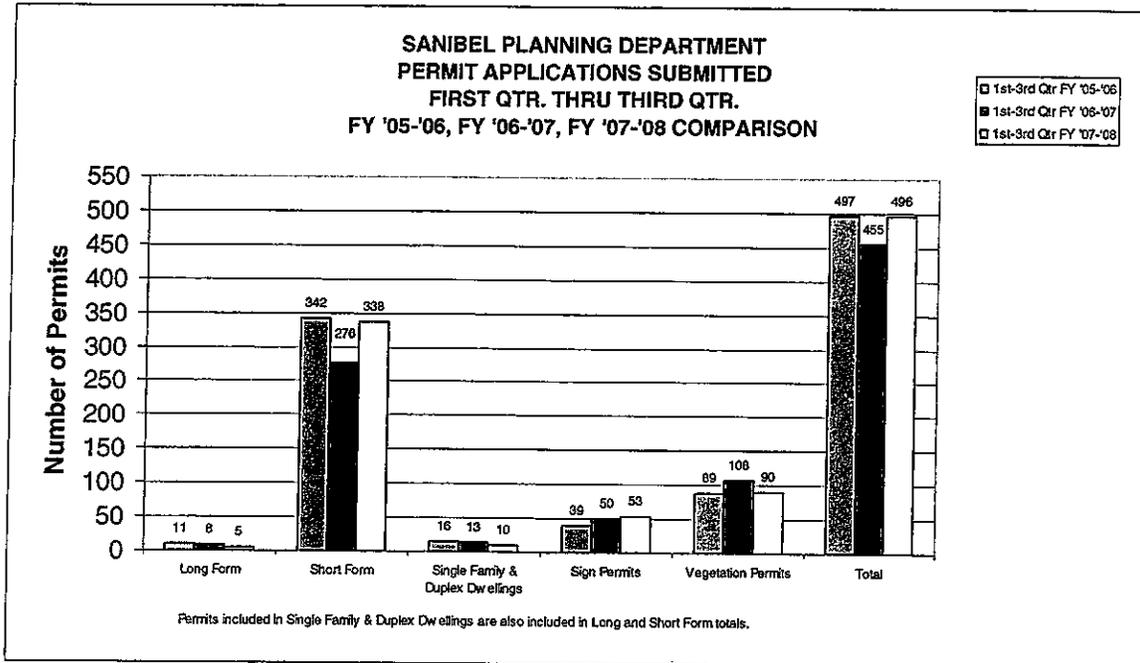


Chart 3 – Comparison of Permit Activity for Third Quarter FY '05-'06 to Third Quarter FY '06-'07 and FY '07-'08



City of Sanibel, Florida
Planning Department Narrative

Chart 4 – Summation of Permit Applications Submitted, First Qtr. Through Third Qtr. FY '05-'06, FY '06-'07 and FY '07-'08



Emerging Issues:

- Issue 1 – The age and condition of Sanibel’s commercial and resort building stock combined with local, regional and national trends will require that Sanibel continue to support the retention of independent and Island serving businesses and entrepreneurs that are essential to the economy and quality of life on Sanibel.
- Issue 2 – Determining methods to further quantify, assess and manage Island carrying capacity associated with both natural and human systems will be essential to preserving Sanibel.
- Issue 3 – The shared use path system will continue to require ongoing public investment and alternative sources of financing for public safety, maintenance and improvement to ensure that Sanibel remains a walkable and bikeable community.
- Issue 4 – With the approaching buildout of residentially zoned vacant land for single-family construction, changes in the real estate market and the age and design of the existing residential building stock, the current floor area and dimensional regulations of the Land Development Code should be re-examined as part of the City’s redevelopment planning work program.

City of Sanibel, Florida
Planning Department Narrative

- Issue 5 – Seasonal peak period and average daily traffic volumes will continue to generate congestion and low levels of service on the Island’s roadways. Traffic will seek alternative routes through neighborhood streets resulting in demands for traffic calming, traffic demand management and planning for alternative forms of travel.
- Issue 6 – Sanibel, through the long-standing partnership with CHR, has been a regional leader in pursuing opportunities to provide Below Market Rate Housing (BMRH). Housing costs, both on and off Island, will require that Sanibel continues to address its commitment to BMRH, particularly opportunities for work force housing.
- Issue 7 – The future transfer of the Sanibel Lighthouse property will require that the City of Sanibel develop both short and long term strategies necessary to preserve this important national, state and local landmark.

2007-2008 Goals and Status:

Goal	Status
<p>Goal #1</p> <p>Implementation of the Sanibel Plan</p>	<p>Completed printing and distribution.</p> <p>Completed Capital Improvement Plan Amendment.</p> <p>Completed School Concurrency Amendment and supporting Inter-local Agreement.</p> <p>Completed Survey of municipal property for affordable housing sites.</p> <p>Initiated GIS conversions for Ecological Zones and Development Intensity maps.</p> <p>LCEC Strategic Plan participation.</p> <p>Implementation of redevelopment planning work program (See Goal 2).</p>
<p>Goal #2</p> <p>Implementation of Redevelopment Planning Work Program</p>	<p>Periwinkle Way West Commercial District Plan:</p> <p>Completed Phase 1: Existing Conditions, Opportunities and Constraints report;</p> <p>Completed Phase 2: District Visions report</p>

City of Sanibel, Florida
Planning Department Narrative

Goal	Status
<p>Goal #2</p> <p>Implementation of Redevelopment Planning Work Program (Cont'd.)</p>	<p>Completed Preliminary Phase 3: Redevelopment Principles, Policies and Concepts reports for:</p> <ul style="list-style-type: none"> - Town Center Focus Area - Palm Ridge Focus Area - Tarpon Bay Focus Area - District Public Spaces, Pedestrian Access, Parking and Circulation; and <p>Completed supporting Town Center commercial district economic and market analysis.</p> <p>Updated Inventory of Housing Stock.</p> <p>Updated Inventory of Resort Housing.</p> <p>Updated Commercial Land Use Inventory.</p> <p>Initiated Survey of pre-existing non-conforming resort uses and structures.</p>
<p>Goal #3</p> <p>Protect and sustain the Island's carrying capacity and mitigate congestion</p>	<p>Provided planning services to support formulation of "green building" and energy efficiency goals, policies and initiatives.</p> <p>Initiated initial phases of work associated with Alternative Transportation in Parks and Public Lands Project, including carrying capacity analysis.</p>
<p>Goal #4</p> <p>Provide Professional, Administrative and Technical Planning Services</p>	<p><u>City Council and City Management</u> 116 reports prepared for consideration by City Council and City Manager.</p> <p><u>Planning Commission</u> 26 staff reports prepared for consideration by the Planning Commission. 17 resolutions prepared for Planning Commission Action. 29 Planning Commission meeting minutes prepared and approved.</p> <p><u>Planning Services</u> 34 public notices prepared. 380 consultations conducted by City Planners with property owners. 333 customers were assisted at the permit assistance desk. 5466 telephone calls were answered.</p>

City of Sanibel, Florida
Planning Department Narrative

Goal	Status
<p>Goal #4</p> <p>Provide Professional, Administrative and Technical Planning Services (Cont'd.)</p>	<p>195 e-mail messages initiated by the Planning Department in response to property owners requesting LDC or Planning Commission information.</p>
<p>Goal #5</p> <p>Administration and Enforcement of the Land Development Code</p>	<p>Processed 393 Short Form Development Permits. Processed 17 Long Form Development Permits. Distributed the following LDC guides:</p> <ul style="list-style-type: none"> - Resort Accessory Uses - Commercial Dumpster Regulations - Brazilian Pepper Eradication - Real Estate and Open House Signs - Outdoor Dining - Carryout Restaurant Outdoor Seating - Commercial District Regulations - Emergency Electrical Power Generators - Build Back <p>Produced 12 monthly Code Enforcement case tracking and management reports. 556 Code Enforcement cases opened. 413 Code Enforcement cases resolved. 80 Notices of Violation issued. 8 Code Enforcement case hearings scheduled. 8 Stipulation reports prepared following hearings. 29 Hours of evening and weekend inspections completed.</p>
<p>Goal #6</p> <p>Improve Development Permitting Processes, Procedures, Coordination and Communications</p>	<p>Completed Guide to City of Sanibel's Permitting Resources, Information and Requirements for Home and Property Improvements</p> <p>Completed and Initiated Standardized Checklists to coordinate and facilitate compliance with permitting conditions and requirements between Planning and Building Departments.</p> <p>Initiated revised interdepartmental procedures between Building and Planning Departments to track and manage expiring development and building permits.</p> <p>Reviewed, updated and revised schedule of development permit and related fees.</p> <p>Conducted community outreach regarding Build Back registration.</p>

City of Sanibel, Florida
Planning Department Narrative

Goal	Status
<p>Goal #7</p> <p>Update HTE Permit Management System</p>	<p>Completed upgrade to HTE 5 Permit Management System.</p> <p>Completed conversion to HTE Code Enforcement System.</p> <p>Participated/Assisted in the IT Steering Committee and introduction of the HTE Document Management System (DMS).</p>
<p>Goal #8</p> <p>Expanded Application of Geographic Information System (GIS)</p>	<p>Assisted MIS with preparation of RFP for the City of Sanibel's GIS Needs Assessment.</p> <p>Assisted with review of GIS Needs Assessment proposals.</p> <p>Participated in GIS Needs Assessment.</p> <p>Completed the following GIS maps (layers/themes):</p> <ul style="list-style-type: none"> • Completed Illustrative Maps for the Sanibel Plan: <ul style="list-style-type: none"> - Hurricane Evacuation Routes - Coastal High-Hazard Area - Wetlands - Freshwater Management Area - Historic Site and Structures - Shared Use Path Routes - Recreation Sites and Open Spaces - Existing Land Use – 2006 - Wetlands Conservation Lands Map - Resort Housing District Map - Commercial District Map • Telecommunications Tolerant Areas • Potential Sites for Telecommunications Facilities (Service to the east end) • Summary of Land Development Code regulations for a 10-acre Periwinkle Way Property (Nave) • Base Map of Road Network (Intersections and links for displaying traffic counts) • Shared Use Path Routes (On Land Use, Recreation Sites and Open Spaces and Wetlands Maps) • Computer-generated maps – in progress • Amended FEMA Flood Insurance Rate Map

City of Sanibel, Florida
Planning Department Narrative

Goal	Status
<p>Goal #8</p> <p>Expanded Application of Geographic Information (Cont'd.)</p>	<ul style="list-style-type: none"> • Real Property held in fee simple ownership by the City of Sanibel • Formatting for the Conversion of the Development Intensity Map • Formatting for the Conversion of the Ecological Zones Map • Graphics for the Master Plan for Shared Use Paths • Graphics for update of the Master Plan for Telecommunication Facilities
<p>Goal #9</p> <p>Provide Transportation Planning Services that focus on alternative modes of travel and congestion mitigation</p>	<p>Represented the City at MPO and TAC meetings.</p> <p>Facilitated completion of the Shared Use Path Master Plan Update.</p> <p>Completed Peak and Off-Peak Island-Wide traffic count reports.</p> <p>Completed Donax Area Traffic Study.</p> <p>Participated in Lee County's Value-Congestion Pricing Study.</p> <p>Participated in the initial phases of US DOT FTA Alternative Transportation in Parks and Public Lands Project.</p>
<p>Goal #10</p> <p>Provide Emergency Management and Hazard Mitigation planning services</p>	<p>Completed update of Department's Emergency Response Plan.</p> <p>Complete required NIMS/ICS training.</p>
<p>Goal #11</p> <p>Provide planning services to facilitate Implementation of Phase 2 of the Periwinkle Way Restoration Project</p>	<p>Assisted City Manager, DPW, DNR and Sanibel Beautification with the final phase of the Periwinkle Way Restoration Project.</p>
<p>Goal #12</p> <p>Complete implementation of the Department's Records Management Plan</p>	<p>Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations:</p> <p>Examples:</p> <ul style="list-style-type: none"> - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments

City of Sanibel, Florida
 Planning Department Narrative

Goal	Status
<p>Goal #13</p> <p>Improve Communication of Planning Programs and Projects</p>	<p>Updated Department's web page to include following features:</p> <ul style="list-style-type: none"> - The Sanibel Plan - Periwinkle Way West District Plan - Sanibel Facts - Guide to Build Back Regulations - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System (GIS) - Development Permitting - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs - Contact Us - About the Department - Planning Department Forms <p>Examples:</p> <p>Centralized access to Planning Commission agendas, minutes, resolutions and reports.</p> <p>Submitted 12 monthly and 4 quarterly Development Permit and Code Enforcement Activity reports.</p> <p>Prepared and distributed Homeowner's Guide to Development Permitting Resources, Processes and Procedures.</p> <p>Conducted public surveys, updates, meetings, open houses and workshops pertaining to the Periwinkle Way West Commercial District planning work program.</p> <p>Completed summary information report on the City's Redevelopment Planning Work Program Schedule and Reports for FY 2007-2008 and FY 2008-2009.</p> <p>Distributed and published notices, provided information and met with property owners regarding revised FEMA Flood Insurance Rate Maps.</p>

City of Sanibel, Florida
Planning Department Narrative

Summary of FY '07 – '08 Planning Department Accomplishments

<p>1. Sanibel Plan Implementation</p>	<p>Completed printing and distribution.</p> <p>Completed Capital Improvement Plan Amendment.</p> <p>Completed School Concurrency Amendment and supporting Inter-local Agreement.</p> <p>Completed Survey of municipal property for affordable housing sites.</p> <p>Initiated GIS conversions for Ecological Zones and Development Intensity maps.</p> <p>LCEC Strategic Plan participation.</p> <p>Implementation of redevelopment planning work program (See Goal 2).</p>
<p>2. Implementation of Redevelopment Planning Work Program</p>	<p>Periwinkle Way West Commercial District Plan:</p> <ul style="list-style-type: none"> - Completed Phase 1: Existing Conditions, Opportunities and Constraints report - Completed Phase 2: District Visions report - Completed Preliminary Phase 3: Redevelopment Principles, Policies and Concepts reports for: <ul style="list-style-type: none"> - Town Center Focus Area - Palm Ridge Focus Area - Tarpon Bay Focus Area - District Public Spaces, Pedestrian Access, Parking and Circulation - Completed supporting Town Center commercial district economic and market analysis <p>Updated Inventory of Housing Stock.</p> <p>Updated Inventory of Resort Housing.</p> <p>Updated Commercial Land Use Inventory.</p> <p>Initiated Survey of pre-existing non-conforming resort uses and structures.</p>

City of Sanibel, Florida
Planning Department Narrative

<p>3. Preparation of Land Development Code Amendments</p>	<p>Prepared the following amendments to the Land Development Code for report and recommendation by the Planning Commission and action by City Council.</p> <ul style="list-style-type: none"> - LDC Section 126-1302 Outdoor Seating for Carryout Restaurants. - LDC Section 82-421 Unified Review of Short and Long Form Development Permit Applications for Principal and Accessory Structures. - LDC Chapter 94 Floods for FEMA Amended FIRM. - LDC Chapter 126 Zoning, Article XIV Supplementary District Regulations, Town Center General and Limited Commercial District Architectural Design and Site Planning Guidelines. - Completed analysis, report and recommendations, at the direction of City Council, to revise Article XVII Telecommunication Devices. - LDC Sec. 126-1305 and 1306 Emergency Electrical Power Generators (Submitted by J. Molnar).
<p>4. Preparation of Public Notices for Planning Board Meetings, Subcommittee Meetings and Public Hearings</p>	<p>Prepared 34 notices for Planning Board Meetings and public hearings.</p>
<p>5. Prepared Planning Board Agendas, Subcommittee Agendas and Staff Reports</p>	<p>Prepared 19 agendas and 26 staff reports for consideration by the Planning Commission, applicants and the public.</p>
<p>6. Prepared Planning Board and Subcommittee Minutes</p>	<p>Prepared minutes from 19 Planning Commission and 10 Subcommittee meetings.</p>
<p>7. Prepared Historic Preservation Committee Agendas, Minutes and Staff Reports</p>	<p>Prepared 12 agendas; 12 minutes; 20 staff reports for consideration by the Historical Preservation Committee.</p>
<p>8. Updated Sanibel Housing Inventory</p>	<p>Completed updated inventory of Sanibel's Housing Stock to support redevelopment planning work program.</p>
<p>9. Updated Commercial Land Use Inventory</p>	<p>Completed the annual update of the commercial land use inventory for approval by City Council pursuant to the Land Development Code.</p>
<p>10. Updated Resort Housing Inventory</p>	<p>As part of the updated Sanibel Housing Inventory, completed update of resort housing units.</p>

City of Sanibel, Florida
Planning Department Narrative

<p>11. Final Review and Notice Regarding Revised Flood Insurance Rate Maps (FIRM)</p>	<p>Completed final review, published property owner notices and conducted consultations regarding FEMA's revised FIRM.</p>
<p>12. Expanded City of Sanibel's Geographic Information System (GIS)</p>	<p>Assisted MIS with preparation of RFP for the City of Sanibel's GIS Needs Assessment. Assisted with review of GIS Needs Assessment proposals.</p> <p>Participated in GIS Needs Assessment.</p> <p>Completed the following GIS maps (layers/themes):</p> <ul style="list-style-type: none"> • Completed Illustrative Maps for the Sanibel Plan: <ul style="list-style-type: none"> - Hurricane Evacuation Routes - Coastal High-Hazard Area - Wetlands - Freshwater Management Area - Historic Site and Structures - Shared Use Path Routes - Recreation Sites and Open Spaces - Existing Land Use – 2006 - Wetlands Conservation Lands Map - Resort Housing District Map - Commercial District Map • Telecommunications Tolerant Areas • Potential Sites for Telecommunications Facilities (Service to the east end) • Summary of Land Development Code regulations for a 10-acre Periwinkle Way Property (Nave) • Base Map of Road Network (Intersections and links for displaying traffic counts) • Shared Use Path Routes (On Lane Use, Recreation Sites and Open Spaces and Wetlands Maps) • Computer-generated maps – in progress • Amended FEMA Flood Insurance Rate Map • Real Property held in fee simple ownership by the City of Sanibel • Formatting for the Conversion of the Development Intensity Map • Formatting for the Conservation of the Ecological Zones Map • Graphics for the Master Plan for Shared Use Paths • Graphics for update of the Master Plan for Telecommunication Facilities

City of Sanibel, Florida
Planning Department Narrative

13. Updated HTE Permit Management System	<p>Completed upgrade to HTE 5 Permit Management System.</p> <p>Completed conversion to HTE Code Enforcement System.</p> <p>Participated/Assisted in the IT Steering Committee.</p>
14. Conducted Meetings with Citizens, Property Owners and Development Permit Applicants	Conducted 360 meetings and consultations with citizens, property owners, business owners and development permit applicants.
15. Responded to Permit Counter, Telephone and E-mail requests for Information.	Responded to approximately 333 front counter inquiries, 5466 telephone calls and e-mail requests for information regarding the Sanibel Plan, Land Development Code and City of Sanibel and Planning Department activities.
16. Processed Applications for Development Permits	Processed 393 short form and 17 long form applications for Development Permits.
17. Resolution of Code Enforcement Cases	Initiated 556 Code Enforcement cases based on inspections and citizen contacts and resolved 413 cases through education and mediation. Scheduled 8 cases for action by hearing examiner.
18. Conducted Seasonal, Weekend and Evening Code Enforcement	Scheduled 29 weekend and evening code enforcement assignments during the peak season to both educate citizens and property owners and address code violations.
19. Conducted Outreach Program with Resort Hotels and Inns regarding Beach Management Regulations	Through correspondence and on-site meetings completed an outreach program with 4 resort owners and managers regarding beach equipment rental and storage.
20. Brazilian Pepper Eradication	Initiated 4 cases in Zone 2 and 9 cases in Zone 3.
21. Processed Sign Permit Applications	Processed 69 applications for sign permits.
22. Reviewed Business Tax Receipts and Alcoholic Beverage Licenses for Consistency with the Land Development Code	Assisted the Finance Department with the review of 290 new applications and transfers of occupational licenses and 14 applications for alcoholic beverage service licenses.
23. Processed Applications for Street Addresses	Processed 16 applications by property owners seeking clarification or a new street address.

City of Sanibel, Florida
Planning Department Narrative

<p>24. Transportation Planning</p>	<p>Represented the City at MPO and TAC meetings.</p> <p>Facilitated completion of the Shared Use Path Master Plan Update.</p> <p>Completed Peak and Off-Peak Island-Wide traffic count reports.</p> <p>Completed Donax Area Traffic Study.</p> <p>Participated in Lee County's Value-Congestion Pricing Study.</p> <p>Participated in the initial phases of US DOT FTA Alternative Transportation in Parks and Public Lands Project.</p>
<p>25. Periwinkle Way Restoration Master Plan</p>	<p>Assisted City Manager, DPW, DNR and Sanibel Beautification with the final phase of the Periwinkle Way Restoration Project.</p>
<p>26. Emergency Management Planning</p>	<p>Completed update of Department's Emergency Response Plan.</p> <p>Complete required NIMS/ICS training.</p>
<p>27. Records Management</p>	<p>Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments
<p>28. Communication of Planning Projects and Programs</p>	<p>Updated Department's web page to include following features:</p> <ul style="list-style-type: none"> - The Sanibel Plan - Periwinkle Way West Commercial District Plan - Sanibel Facts - Guide to Build Back Regulations - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System - Development Permitting - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs

City of Sanibel, Florida
Planning Department Narrative

<p>28. Communication of Planning Projects and Programs (Cont'd.)</p>	<ul style="list-style-type: none">- Contact the Planning Department- About the Department- Planning Department Forms <p>Example: Centralized access to Planning Commission agendas, minutes, resolutions and reports.</p> <p>Submitted 12 monthly and 4 quarterly Development Permitting Resources, Processes and Procedures.</p> <p>Conducted public surveys, updates, meetings, open houses and workshops pertaining to the Periwinkle Way West Commercial District planning work program.</p> <p>Completed summary information report on the City's Redevelopment Planning Work program schedule and reports for FY 2007-2008 and FY 2008-2009.</p> <p>Distributed and published notices, provided information and met with property owners regarding revised FEMA Flood Insurance Rate Maps.</p>
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General Fund
Planning Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	547,199	617,948	619,190	610,553	635,943	648,098
Part-time	-	-	39,913	-	-	-
Salary Adjustments						
Requested positions			(39,913)	-	-	(208,893)
Overtime	9,617	2,417	2,000	2,000	1,000	1,000
RHS/Shift Diff/Educ.Incentive	1,409	2,512	1,856	1,856	1,856	-
FICA Match	43,257	45,825	48,196	50,407	50,235	31,884
Retirement	46,646	57,233	75,676	91,902	91,902	78,073
Cafeteria Benefits	60,893	77,954	111,580	111,580	90,958	72,598
Workers' Comp	1,311	2,272	909	2,076	2,076	41,848
Unemployment Comp	-	-	-	-	10,725	-
SUB-TOTAL	710,332	806,161	859,407	870,374	884,695	664,608
OPERATING EXPENSES						
Professional Serv	54,330	154,528	267,000	367,222	266,500	92,000
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	25,732	10,284	10,000	10,000	2,700	6,500
Investigations			-	-	-	-
Travel & Per Diem	44,874	50,456	34,800	34,800	32,800	29,800
Communications	5,941	5,971	6,100	6,100	6,100	6,100
Transportation	3,073	9,966	2,250	2,250	6,500	4,000
Utilities			-	-	-	-
Rentals & Leases	4,960	4,654	6,910	6,910	8,500	8,500
Insurance			-	-	-	-
Repair & Maintenance	-	-	1,000	1,000	1,000	1,000
Printing	5,958	10,691	8,700	8,700	8,700	6,900
Promotional Activities	1,823	1,118	-	-	350	-
Other Current Charges	15,120	19,019	14,200	14,200	14,200	10,100
Office Supplies	3,872	6,822	7,450	7,450	7,450	6,250
Operating Supplies	3,876	4,334	3,700	3,700	3,700	3,700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	4,066	5,644	4,000	4,000	3,000	3,000
SUB-TOTAL	173,625	283,486	366,110	466,332	361,500	177,850
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment		4,544	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	4,544	-	-	-	-
DEPARTMENTAL TOTAL	883,957	1,094,191	1,225,517	1,336,706	1,246,195	842,458
% CHANGE COMPARED TO PREVIOUS YEAR	25.31%	23.78%		22.16%		-36.98%



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**General Government Function
Insurance Department**

City of Sanibel, Florida

Insurance Department

The City of Sanibel is a member of the Florida League of Cities, Florida Municipal Insurance Trust (FMIT), which provides insurance services to over 600 public entities around the state.

In FY07 the City increased its Reserve for Deductibles from \$50,000 \$300,000. In FY08 it budgeted a further increase of \$15,000 for a new reserve total of \$315,000. This increased reserve is maintained in the FY09 budget. Deductibles by type are listed below.

Coverage Type	Deductible FY08	Deductible FY 09
General/Professional Liability	\$50,000	\$50,000
Automobile Liability	\$50,000	\$50,000
Automobile Comp/Damage	\$1,000/2000	\$1000/2000
Property	\$100,000	\$100,000

New rates for FY09 are below.

Type	Amended	Adopted
	FY 2008	FY 2009
	Budget	Budget
Flood	\$ 30,999	\$ 31,000
Windstorm	35,000	35,000
Boiler and Machinery	-	-
Pollution Liability	600	600
Position Fidelity	3,500	3,500
Property/Liability/Auto	244,021	241,571
Law Enf Death Benefits	1,000	1,000
Skate park Insurance	3,000	-
Rec Ctr. insurance	650	-
Other current charges	20,967	-
Retire Health Savings	-	90,000
	<u>\$ 425,808</u>	<u>\$ 402,671</u>

General Fund
Insurance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages			-	-	-	-
Full-time			-	-	-	-
Part-time			-	-	-	-
Requested positions			-	-	-	-
Overtime			-	-	-	-
RHS/Shift Diff/Educ.Incentive			-	-	-	-
FICA Match			-	-	-	-
Retirement			-	-	-	-
Cafeteria Benefits			-	-	-	-
Workers' Comp			-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv			-	-	-	-
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual			-	-	-	-
Investigations			-	-	-	-
Travel & Per Diem			-	-	-	-
Communications			-	-	-	-
Transportation			-	-	-	-
Utilities			-	-	-	-
Rentals & Leases			-	-	-	-
Insurance	334,052	354,149	324,069	425,808	425,808	402,671
Repair & Maintenance			-	-	-	-
Printing			-	-	-	-
Promotional Activities			-	-	-	-
Other Current Charges			-	-	-	-
Office Supplies			-	-	-	-
Operating Supplies			-	-	-	-
Road Materials & Supplies			-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	334,052	354,149	324,069	425,808	425,808	402,671
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment			-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	334,052	354,149	324,069	425,808	425,808	402,671
% CHANGE COMPARED TO PREVIOUS YEAR	17.29%	6.02%		20.23%		-5.43%



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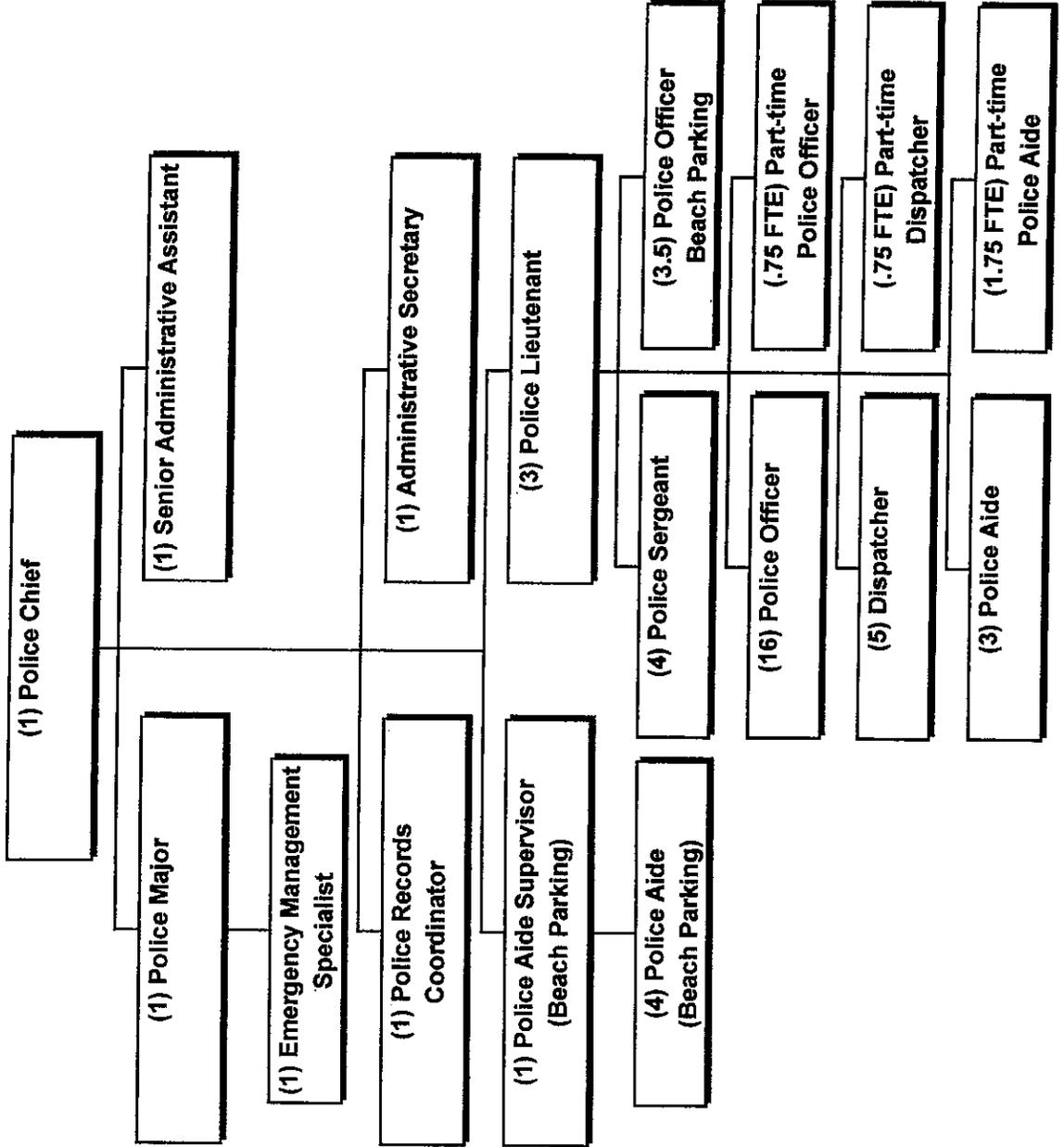
Public Safety Function

Police Department

SEMP Department

POLICE DEPARTMENT

Organizational Chart Fiscal Year 2008-2009



POLICE DEPARTMENT

Chief's Background:

Bill Tomlinson

Chief Tomlinson was hired in November 1985. He has a total of 22 years of service with the department. He has served in the following positions: chief of police, acting chief of police, commander, sergeant, officer and police aide. The Chief has earned a Bachelor's Degree in Public Administration and an Associate Degree in Criminal Justice

SEMP Director's Background:

Michael Murray

Major Murray has been employed with the City since 1984. He has been in charge of the Emergency Management Program since 2001. He is a board member of the Lee County Disaster Committee and Lee County Public Safety Committee.

City of Sanibel, Florida
Police Department Narrative

Department: Police
Fund: General Fund

Mission Statement: The City of Sanibel Police Department will proactively patrol all roadways, waterways and beaches with its available resources and will enforce all Local, State and Federal laws and ordinances. The Sanibel Police Department is proactive in communicating crimes that target Sanibel residents and trends derived from analysis of crime statistics by alerting the public through press releases and other crime prevention strategies. The Sanibel Police Department will maintain and protect the ecosystem for all inhabitants of Sanibel, including residents, workers, visitors and the wildlife in the natural environment. In accordance with the Department's community policing philosophy, we will respond 100% of the time for any and all requests for service and investigation of every criminal act.

Challenges Facing the Department:

The newest challenge facing the Sanibel Police Department is acquiring and maintaining the expertise to respond to the ever changing criminal incidents, such as identity theft, exploitation of the elderly, and internet crimes.

The focus on these incidents is due to an ever increasing victimization of Sanibel residents related to these crimes. In the past several months, a 96 year old resident was victimized by a hired care taker who committed theft of her jewelry and credit card. The perpetrator charged several hundred dollars on the stolen credit card. Also a 71 year old victim was defrauded by an unlicensed contractor and an 83 year old victim was threatened by an out of country syndicate to deposit funds in an overseas account or be killed.

These challenges can be met with specialized training to address the unique investigative requirements regarding these crimes and public awareness campaigns.

Additionally, technology continues to represent a growing training and maintenance challenge. With the new technology, the department has become increasingly dependant upon the resources that are provided by the enhancements. Technology requires detailed attention to the operational and maintenance requirements as well as; maintaining appropriate back-up systems in case of system failures and or emergency conditions which would require evacuation.

The final notable trend regarding calls for protecting the natural environment continues to increase. The police department continues to devote more resources to complaints regarding iguanas and monitor lizards; in addition to

City of Sanibel, Florida
Police Department Narrative

violations on the beach in environmentally sensitive areas, such as; dogs at large, staging windsurfers, kiting, grilling and setting up chairs or tents.

Emerging Issues:

- **Issue 1:** *Increased Crime* – Due to current economic downturn we anticipate an increase in crimes such as burglary, theft, domestic violence, exploitation of the elderly, identity theft and internet crimes.
- **Issue 2:** *Drug and narcotic arrests* - This trend may become a bigger issue regarding other crimes associated with drug addicted persons, including increases in burglaries and thefts.
- **Issue 3:** *Concern about exotics* – The Sanibel Police Department has implemented the Iguana Management Program and continues to receive many calls regarding iguanas.
- **Issue 4:** *Human Trafficking / Organized Crime* - The Sanibel Police Department has responded to three known landing of Cuban refugees on Sanibel beaches. Law enforcement intelligence has indicated there are criminal enterprises operating in Lee County that are specializing in human smuggling and other organized crime, including boats thefts, marijuana grow houses and drug trafficking.

2008-2009 Goals:

2008 – 2009 Goals and Status	Productivity Measurement
Attending training schools that educate personnel with the necessary skills to investigate identity theft, exploitation of elderly, internet crimes, supervisory development, school safety. These schools will be attended throughout the year.	Complete schools to enhance officers' awareness levels for emerging issues.
Continue environmental patrols and awareness/ educational campaigns.	Dedicate resources to beach parking lots, beaches and the boat ramp to educate about and enforce environmental laws and ordinances.
Complete Comprehensive Emergency Management Plan	Write and implement the CEMP
Continued review of changes to laws and updating department policy.	Complete any changes required to maintain effective department policies.
Construct Boat Dock and Barge Facility	Complete construction

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**POLICE DEPARTMENT PATROL DIVISION - OPERATIONAL
RESPONSIBILITIES**

- **Responsibility 1:** *Proactively Patrol All Roadways* – Officers patrol all City of Sanibel roadways for detection of suspicious or criminal activity and provide assistance to citizens in need. Officers will enforce all laws and ordinances to provide the maximum protection to the public.
- **Responsibility 2:** *Patrol All Waterways* – Officers are assigned to details to patrol all waterways within the geographic boundaries around the City of Sanibel and all accessible waterways and canals within Sanibel. Officers assigned to this function ensure the public safety through vessel inspections and enforcement of all laws and ordinances associated with the waterways. This position is partially funded by the West Coast Inland Navigation District and Beach Parking revenues.
- **Responsibility 3:** *Patrol the Beach* – Officers are assigned to special details to patrol the beaches of Sanibel. Officer assigned to this function proactively patrol and provide assistance to the public. Officers enforce violations of laws and ordinances, especially those associated with protection of the natural environment, including dune protection, beach chair ordinance, harassing of shorebirds, protection of turtle nests and dogs on the beach without a leash. Officers also educate the public regarding environmental laws and how they relate to the persons behavior and activities on the beach. This position is funded by Beach Parking revenues.
- **Responsibility 4:** *Respond to All Emergency Calls* – Officers respond in a safe and expeditious manner to all emergency calls. This includes calls of crimes in progress, vehicle and pedestrian accidents and medical crisis if not busy.
- **Responsibility 5:** *Respond to All Criminal Complaints* – Officers respond to all criminal complaints in a timely manner. Officers obtain all pertinent information to initiate a criminal investigation and complete all associated reports to ensure proper documentation is completed to develop criminal cases with the goal to prosecute violators to the fullest extent of the law.
- **Responsibility 6:** *Respond to All Calls For Service* – Officers will respond to all non emergency calls for service in the order in which the call is received after other calls of greater importance are prioritized and completed.
- **Responsibility 7:** *Perform Arrests* – Officers physically arrest perpetrators of crimes committed in their presence or crimes where evidence suggests there is reasonable suspicion that an individual or individuals have committed a crime. An officer ensures he/she has the proper resources and back-up to affect an arrest. An officer completes all required reports and transports the perpetrator of the crime to the Lee County Jail for incarceration.

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- **Responsibility 8:** *Issue Traffic Citations* – Officers issue traffic citations to persons who violate State traffic laws. Officers conduct traffic stops in a safe and prudent manner and complete the proper State forms that identify the specifics of the violation.
- **Responsibility 9:** *Respond to Traffic Crashes* – Officers respond to reports of traffic crashes in a safe and expeditious manner. The first responding officer determines if there are any injuries and attends to those needs first and requests medical services to respond if there are any injuries. The officer then investigates the causes of the accident and documents all contributing causes and cites the violator if necessary. The investigating officer completes a State of Florida approved Traffic Crash report as required or a Drivers Exchange / Driver Report of Accident report.
- **Responsibility 10:** *Animal Control* – Officers respond to all domestic and exotic animal complaints and document all pertinent information regarding the call; whether it is a noise complaint, dog not in physical control by owner, attack or bite and any other complaints. If an animal has attacked another animal or a person, the officer completes the appropriate State approved form and forwards the information to the Lee County Health Department. If an animal attack has occurred police staff implements an animal quarantine or attempts to catch dangerous exotics.
- **Responsibility 11:** *Special Patrol Details* – Department staff participate in special details as available and requested by the public to include: traffic, parking, crossing guard, crowd control for special events, radar details and security details.
- **Responsibility 12:** *Environmental Patrol Details* – Officers have been trained to recognize environmental violations and as a component of their patrol function, are alert for these violations. Officers are also deployed as the need arises to conduct surveillance for specific violations such as: feeding alligators, undersized or too many fish, unleashed dogs on the beach and harassing of wildlife.
- **Responsibility 13:** *Coordinate Iguana Program* – Document and track locations of iguanas and monitor lizards for the purpose of directing a contractual trapper to remove the invasive species from Sanibel.
- **Responsibility 14:** *Alligator Complaints* – All complaints of alligators are assessed by a trained police officer. The officer determines if there is a threat and all conditions associated with the complaint. If there is imminent threat, the police department will take immediate action to catch the alligator if possible and call the state trapper for removal.
- **Responsibility 15:** *Traffic Enforcement* – Officers as part of their patrol function prioritize the enforcement of traffic violations. Additionally, one full time officer is primarily detailed to traffic enforcement as scheduling allows and to cite violators for traffic infractions.
- **Responsibility 16:** *Report Writing* – Employees will document all official actions on appropriate reports and forms: All calls for service will be recorded in the CAD, criminal complaints will be documented on State approved report forms, alarms will be documented on City form as

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directed by City Ordinance. When reports are completed by personnel, a supervisor reviews each report for content and accuracy, then the reports are approved prior to release to the public.

- **Responsibility 17:** *Case Preparation* – Officers must prepare case packages for all felony cases to be distribution to the State Attorney’s Office for review and prosecution. The case packages include details of the offense, witnesses and victims of the crime and documentation of evidence associated with the crime.
- **Responsibility 18:** *Traffic Court* – Officers testify in traffic court as required through court subpoena on any contested traffic citation. The officer reports to the court in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 19:** *Bureau of Driver Improvement Hearings* – Officers testify at Bureau of Driver Improvement hearings in driving under the influence arrests. The officer reports to the hearing in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 20:** *Criminal Court* – Officers testify in criminal court as required through court subpoena on any criminal court case. The officer reports to the court in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 21:** *Code Enforcement* – All complaints and observations of code violations will be enforced if observed by a police officer. These violations include: unlicensed contractors and service workers, signage, unleashed dogs, dune diminishment, chairs on the beach, water violations, loud music, construction work after hours, raccoon feeding, native vegetation trimming and vehicles on the beach. Any observations or actions taken will be forwarded to the Planning Department.
- **Responsibility 22:** *Correction Reports* – All complaints and observations regarding damage to City property, conditions to be corrected or safety hazards related to City infrastructure are documented on a complaint report and a City Correction Report is forwarded to the Department of Public Works. If the need is deemed hazardous, staff will cause immediate response to correct the deficiency.
- **Responsibility 23:** *Criminal Investigations* – All criminal complaints are investigated to the fullest authority and ability of the police department until the case is resolved; either through prosecution, clearance or refusal to prosecute. In the event that a case becomes cold, periodic contact is made with the victim to determine if any new developments have occurred to affect the status of the initial report.
- **Responsibility 24:** *Property* – All property obtained by the Sanibel Police Department is secured, tagged and maintained by the property and evidence manager until disposition of the property; either by return to owner, destroyed or sold at auction.

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- **Responsibility 25:** *Traffic Control* – Department staff monitors traffic conditions and dedicates resources at high volume intersections to direct traffic during peak traffic times to effectuate the most efficient movement of traffic. Staff also performs traffic control at the Sanibel School, at the beginning and end of each school day to facilitate a safe condition for students.
- **Responsibility 26:** *Collect Mail dropped for Utility Payments* – Police Department staff collects utility payments dropped in the on-site City mail drop box for utility bill payments, then deliver to the finance department on all business days except holidays.
- **Responsibility 27:** *Deliver City deposits to bank* – Police staff picks up from the finance department all prepared deposits for delivery to the bank and returns deposit receipt to the finance department on all business days except holidays.
- **Responsibility 28:** *Deliver City Council packets* – Police staff delivers City Council packets to City Council Members residences as requested on a bi-weekly basis.
- **Responsibility 29:** *City Mail Collection* – Police Department staff picks up City mail at the U.S. Post Office and delivers to Administration on all business days except holidays.
- **Responsibility 30:** *Department Scheduling* – Staff coordinates all request for time off, training schedules, special details and develops a department schedule to provide for adequate service to the public and safety to staff.
- **Responsibility 31:** *Business Checks* – The midnight patrol shift conducts physical area checks of all businesses on Sanibel as time permits and when not engaged in answering calls and conducting criminal detection or arrests.
- **Responsibility 32:** *Residential Dark House Program* – The day shift road patrol conducts physical structure checks of residences that sign up for dark house checks during extended time away from their homes. Police staff completes the checks as time allows when not handling calls or otherwise engaged.
- **Responsibility 33:** *Maintain Intoxilyzer* – A police staff member is assigned and trained to be the designated department Intoxilyzer maintenance technician. This requires monthly tests and servicing to maintain the state certification. This allows for the legal detection of blood alcohol levels of defendants arrested for driving under the influence.

POLICE DEPARTMENT DISPATCH - OPERATIONAL RESPONSIBILITIES

- **Responsibility 34:** *Primary Emergency 9-1-1 Answering Point (PSAP)* – Answer all emergency 9-1-1 calls twenty-four hours per day seven days per week and determine method for dispatch; either dispatch police resources only, or dispatch police resources and forward the call for additional assistance of law enforcement back up, and or dispatch fire department, and or dispatch emergency medical services. The dispatcher

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obtains all pertinent information to assist and protect the caller, victim, and emergency workers who are responding and provide any advise that can assist or protect the caller or victim.

- **Responsibility 35:** *Answer All Police Department Phone Calls* – Police personnel answer all calls to the police department twenty-four hours per day seven days per week. The call taker assesses each call and determines the best course of action; either forward the call to an appropriate city employee, dispatch department resources, convey information to the caller, or direct the caller to the appropriate resource.
- **Responsibility 36:** *Dispatch All Department Calls* – Dispatchers determine the callers need, obtain all pertinent information to generate a police report, enter all pertinent information into the Computer Aided Dispatch System, assign department resources to the call, and record all pertinent information regarding the personnel's response and requests for information and additional resources.
- **Responsibility 37:** *Officer Safety* – Dispatchers maintain contact with department personnel to ensure their safety when working in the field. This is accomplished by knowing where personnel are and what they are working on and send back-up to their location if contact can not be made.
- **Responsibility 38:** *Monitor National and Florida Crimes Information networks* – Dispatchers monitor the NCIC and FCIC teletype for communications and requests and alerts from outside agencies; and forward pertinent information regarding requests for assistance and BOLO's for wanted persons, missing persons, child abductions and all other requests for assistance to road patrol.
- **Responsibility 39:** *Disseminate and Update Information Through National and Florida Information Networks* - Dispatchers disseminate pertinent information to outside law enforcement agencies regarding perpetrators of crimes leaving City of Sanibel jurisdiction, missing persons, abducted children, stolen vehicles and stolen or missing weapons, verification of active warrants, and official requests for assistance.
- **Responsibility 40:** *Monitor Daily Weather Conditions* – Dispatchers monitor weather conditions to alert patrol staff of impending inclement weather to ensure staff members are not in dangerous conditions, including traffic control personnel, marine officers and beach patrol officers. Dispatchers report forecasted weather conditions to the Patrol supervisor for possible notification of the public if severe conditions exist, such as tornado warnings or flash flooding.
- **Responsibility 41:** *Alert Radio Messages* – Dispatchers disseminate emergency communications over the emergency alert radio system. These messages may be related to evacuation, severe weather, severe traffic conditions, or occurrence of specific in progress crimes.

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**POLICE DEPARTMENT SPECIAL SERVICES - OPERATIONAL
RESPONSIBILITIES**

- **Responsibility 42:** *Follow-up Investigations* – Officers assigned to the Detective Division follow-up criminal reports based upon information and leads in unsolved crimes.
- **Responsibility 43:** *Property Validations* – All criminal complaints with a report of theft are entered into the FCIC and NCIC computer systems. This information must be validated in the system on regular time tables to ensure the data base is accurate and has updated information.
- **Responsibility 44:** *Crime Scene Investigation* – All criminal complaints receive an investigation and documentation of all evidence collected at the scene of the crime. This includes collecting, preserving all evidence and documenting all actions taken at the crime scene. For major crimes the Lee County Crime Scene Investigators will be requested to assist.
- **Responsibility 45:** *Analysis of Evidence* – The crime scene investigator causes the appropriate analysis of all evidence, to include laboratory testing of substances through the Florida Department of Law Enforcement.
- **Responsibility 46:** *Disposition of Evidence* – The property and evidence manager disposes all evidence when there is no longer a need, based on the case being closed. The property is returned to the owner, destroyed or sold at auction.
- **Responsibility 47:** *City Council Security* - Provide Sanibel City Council police security during public meetings as required.
- **Responsibility 48:** *Participate in the Lee County Marine Advisory Council* – Police staff participates in the Lee County Marine Advisory Council monthly meetings to participate in education and enforcement initiatives regarding county and municipal maritime issues. The primary goal of the Marine Advisory Council is to increase safety and awareness of boating and environmental issues and enforcing speed regulations in manatee zones.
- **Responsibility 49:** *Liaison for City of Sanibel Marine Advisory Committee* – Police staff participates in the monthly Marine Advisory Committee meetings and relays information regarding marine safety and enforcement issues.
- **Responsibility 50:** *Participate in the Gulf Coast Intelligence Committee* – Police staff participates in the monthly Gulf Coast Intelligence committee meetings to discuss regional criminal events and develop plans to participate in solving crimes as well as share information on likely targets for criminal elements.
- **Responsibility 51:** *Participate in the Lee County Public Safety Coordinating Council* – Police staff participates in the Lee County Public Safety Coordinating Council monthly meetings for coordination, discussions and planning for court diversion programs, mental health diversion programs and procedures for working in concert with all services that handle the processes regarding incarcerated persons.

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- **Responsibility 52:** *Participate in the Domestic Security Task Force* – Police staff participates in the quarterly Domestic Security Task Force meetings for updates on the most current intelligence regarding terrorist activity and for discussions on improving communication networks.
- **Responsibility 53:** *West Coast Inland Navigation District Grant Program* – Police department staff prepare grant requests for funding to pay for marine patrol, marine equipment, educational brochures and facility improvements. Staff attends grant meetings annually and provides quarterly status reports to WCIND. These grants partially fund the marine patrol function.
- **Responsibility 54:** *Implement D.A.R.E. Program* – Police department personnel implements a standardized, nationally recognized and certified drug awareness and education program for elementary and middle school students. Police staff are be responsible for presenting the information to the students in an environment conducive for learning. This position is partially funded by the School Board of Lee County.
- **Responsibility 55:** *School Resource Officer Program* – Police department staff are responsible for security during school hours and at after school events; act as the department liaison with the Sanibel School and will participate in off site field trips to ensure safety and stability and to enforce school code of conduct policies. This position is partially funded by the School Board of Lee County.
- **Responsibility 56:** *Neighborhood Watch Program* – Department staff provides information to homeowners associations regarding the implementation of a neighborhood watch program.
- **Responsibility 57:** *Complete New Hire Background Investigations* – Staff completes in depth background investigations on new hires, including: voice stress tests, candidate neighbor interviews, criminal history background checks, and assessment of the candidates character. This information is compiled into a report along with drug screening, physical and psychological evaluations for certified law enforcement positions.
- **Responsibility 58:** *Coalition for Human Trafficking* – Department staff participate in training, intelligence and coordination regarding human trafficking and slavery with other law enforcement agencies and coalition members.
- **Responsibility 59:** *Human Smuggling Task Force* – Department staff participate in training, intelligence and coordination regarding illegal smuggling of illegal immigrants.
- **Responsibility 60:** *Gang Task Force* - Department staff participate in training, intelligence and coordination regarding local gang activities.
- **Responsibility 61:** *Crime Prevention Program* – Department staff provides information to the public regarding tips to reduce the prospects of becoming the victim to a crime and to alert the public to current crimes occurring in the community.
- **Responsibility 62:** *Police Auxiliary Program* – Supervise the members of the Auxiliary Officers, provide them with guidance, training and request

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their participation in special details and other assignments; and attend their monthly meetings.

POLICE DEPARTMENT PARKING ENFORCEMENT - OPERATIONAL RESPONSIBILITIES

- **Responsibility 63:** *Parking Decal Program* – Police staff is responsible for the sale and management of the parking decal program; including design and contract for printing the permits, sales for residents, non-resident property owners, non-residents, collection of monies for the permits, storage and management of data from applications and delivery of parking decal receipts to the finance department.
- **Responsibility 64:** *Parking Enforcement* – Police staff patrols public parking lots to ensure each vehicle is in compliance with City parking ordinances. If a vehicle is in violation, it is issued a parking citation.
- **Responsibility 65:** *Collect Parking Revenues* – Police staff collects monies from the paid parking lots and deposits the revenues into the bank. Credit card receipts are downloaded from the machines and onto a dedicated software program, then to a credit card clearing house. The revenues are accounted for and tracked by both the finance department and police department to insure checks and balances.
- **Responsibility 66:** *Track Parking Vacancies* – Police staff conducts manual counts on all paid parking lots seven days per week and generates a report for parking lot vacancies.
- **Responsibility 67:** *Parking Machine Maintenance* – Police staff performs repairs and preventative maintenance on the parking machines at all paid parking lots.
- **Responsibility 68:** *Parking Program Management* – Police staff schedule all activities and needs for parking enforcement, budget preparation, revenue statistics and sale of resident and non-resident parking decals.

POLICE DEPARTMENT EMERGENCY MANAGEMENT DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 69:** *Emergency Management Planning* – Police staff maintains and updates the Sanibel Emergency Management Plan. This includes coordinating efforts between all City departments and recommending enhancements to department's plans. Police staff also develops plans for preparation, evacuation and recovery.
- **Responsibility 70:** *Maintain Contact with Weather Consultant* – Police staff maintains close contact with the City's weather consultant throughout the hurricane season for up to date forecasts of weather systems that may impact Sanibel.
- **Responsibility 71:** *Coordinate Emergency Planning with Outside Agencies* – Police staff maintains close contact and working relations with Lee County emergency management officials, local municipalities, local

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fire districts, schools, utilities, taxing districts and community partners throughout the year.

- **Responsibility 72:** *Implement Hurricane Pass Program* – Police staff implements the City of Sanibel Hurricane Pass Program, by issuing passes to residents, property owners and business owners on Sanibel and Captiva for re-entry to the islands after an evacuation. Staff designs and contracts for the printing of the passes, and compiles and maintains data from the hurricane pass applications.
- **Responsibility 73:** *Hurricane and Disaster Preparedness Education* – Police staff designs and contracts for the printing of educational brochures and disseminates them to the public; prepares and disseminates articles for local newspapers and holds public awareness seminars.
- **Responsibility 74:** *Maintain and Implement Emergency Evacuation Plans* – Police staff implements evacuation plans for Sanibel if the need arises. This includes public notification and maintaining a safe route for the evacuation.
- **Responsibility 75:** *Maintain and Implement Re-entry Plans* – Police staff develops, maintains and implements plans for island re-entry after an evacuation has been initiated.
- **Responsibility 76:** *Maintain and Implement Recovery Plans* – Police staff develops, maintains and updates recovery plans for different scenarios, such as; minimal damage, moderate to major damage and catastrophic damage recovery plans.
- **Responsibility 77:** *Implement Disaster Security Plan* – Police staff maintains and implements a disaster security plan that maximizes the protection of personal property after an emergency evacuation of Sanibel and maintains the security detail until the return of property owners or as conditions permit.
- **Responsibility 78:** *Implement Emergency Communication Plan* – Police staff develops, maintains and implements an emergency communications plan in the event that normal communications are compromised due to a catastrophic event.
- **Responsibility 79:** *Alert Radio Program* – Police department staff maintains the emergency alert radio system and sells alert radios to the public. Staff trains the public on the purpose and how to use the alert radios.
- **Responsibility 80:** *Implement Special Needs Program* – Police staff develops, maintains and implements plans to assist the special needs population on Sanibel in the event of an emergency evacuation. This plan includes identifying the special needs population prior to an emergency, tracking special needs population through a data base, assessing their needs and either directing them to providers who can assist them or provide direct assistance if necessary.
- **Responsibility 81:** *Maintain Emergency Contracts* – Police staff identifies emergency needs for food, water, community resource centers, communications, transportation, housing, supplies, support resources and

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equipment and secures contracts to provide the needed resources during an emergency.

- **Responsibility 82:** *Provide and Coordinate Emergency / disaster training* – Emergency management coordinator assesses, determines and initiates emergency training for City staff, including; job specific emergency duties, CPR, defibrillator and all other associated emergency training.
- **Responsibility 83:** *Participate in Lee County Disaster Council* – The emergency management coordinator attends monthly Lee County Disaster Council meetings and facilitates a dialog regarding the City of Sanibel disaster mitigation and preparedness needs.
- **Responsibility 84:** *Participate in Lee County Medical Society meetings* – The emergency management coordinator attends monthly Lee County Medical Society meetings and facilitates a dialog regarding emergency medical needs and conditions of special needs citizens and planning for medical emergencies, including pandemic influenza.
- **Responsibility 85:** *Mobile Emergency Response Vehicle (MERV)* - Oversee maintenance, operations, training, and deployment of Mobile Emergency response Vehicle (MERV) during emergency situations and Island events that require communications.
- **Responsibility 86:** *Sanibel Emergency Response Assistance Team* - Liaison with City Emergency Partners SERAT (Sanibel Emergency Response Assistance Team) and the MRC (Medical reserve Corp) Coordinates training and assignments when teams are deployed.

POLICE DEPARTMENT RECORDS DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 87:** *Maintain Official Records* – The records custodian collects data related to all work product by the department, including all calls for service, alarms, alligator complaints, accidents, citations, criminal cases, and internal affairs investigations. Records staff maintains all data as specified by State records retention laws.
- **Responsibility 88:** *Dissemination of Public Records* – Police staff provides all records to the public as requested, this process mandates that all documents must be reviewed for accuracy and confidential information be redacted prior to its release. Certain public records must be accessible twenty four hours a day, specifically warrant affidavits and stolen property reports.
- **Responsibility 89:** *Public Records Disposal* – The records custodian is responsible for disposal and destruction of records that are not required for retention by State law. Each category of records is governed by different standards for retention. Staff must audit the records each year to maintain all records as required by State law.
- **Responsibility 90:** *Processing Criminal and Civil Actions* - Police staff processes criminal and civil traffic infractions and felony and misdemeanor arrests. On a daily basis staff forwards all enforcement actions taken by

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police officers to the appropriate divisions within the Lee County Clerk of Courts for processing of court appearances and payment of fines.

- **Responsibility 91:** *Maintain Department Subpoena Data-base* – Staff receives all subpoenas from attorneys and the courts and disseminates the subpoenas to department employees. Staff also maintains a data-base to track the subpoenas.
- **Responsibility 92:** *Prepare Court Affidavit* – Staff prepares affidavits that report all statutes are accurate on traffic citations prior to submission to the courts.
- **Responsibility 93:** *Florida Department of Law Enforcement Reporting* – The records custodian generates Uniform Crime Reports to F.D.L.E. on a bi-annual basis of all reportable crimes as determined and mandated by the Federal Bureau of Investigation. This report relates to: homicide, rape, robbery, domestic battery, kidnapping, arson, simple assault, aggravated stalking, aggravated assault, burglary, theft, drug arrest, bribery, embezzlement, fraud, blackmail, prostitution, DUI, gambling, weapons violations, and liquor law violations.
- **Responsibility 94:** *State of Florida Buckle-up Program* – Staff prepares monthly statistics for the Buckle –up Program. These statistics relate to seatbelt violations that citations have been issued to enforce State Statute.
- **Responsibility 95:** *Track State Issued Citations* – Staff accounts for all traffic citations, marine citations and driving under the influence citations issued to the department.
- **Responsibility 96:** *City Employee Identification Data-base* – Staff maintains the city-wide employee identification data-base and issues city identifications to all employees and emergency volunteers.
- **Responsibility 97:** *Maintain 9-1-1 and Incoming Phone Recordings* – The records custodian assesses the operability and maintenance of the 9-1-1 and incoming phone calls recording equipment. Staff checks the operability of the equipment every day to ensure the equipment is operating properly and if it is not operating properly, staff is to call 9-1-1 maintenance for repair.
- **Responsibility 98:** *Maintain All In-Car Patrol Vehicle Recordings* – The records custodian ensures proper storage and maintenance of all in-car patrol vehicle records as set forth in department policy and in accordance with State records laws.
- **Responsibility 99:** *Maintain Stock of State and City Approved Reports* – The records custodian maintains an adequate stock of approved forms for departmental reports; including fingerprint cards, offense incident forms, false alarm forms, property receipts, accident reports, etc.
- **Responsibility 100:** *False Burglary Alarm Program* – Officers respond to each reported burglary alarm and fill out the required Alarm report. Staff monitors the reports for repeat false alarms and then notifies the home owner of any violations and fines that are due. If homeowners do not pay their fines, staff coordinates with the finance department and legal department to place liens against the property.

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- **Responsibility 101:** *Neighborhood Crime Reports* – Staff prepares statistical crime and call rates for annual homeowner association meetings.
- **Responsibility 102:** *Department Computers & Software Programs* – Installation, update and train personnel for all law enforcement applications.
- **Responsibility 103:** *Maintain Personnel Training Files* – Staff maintains a training file of all department employees that includes copies of all training certificates for each class completed by employees.
- **Responsibility 104:** *Automated Training Management System* – Staff maintains the training records of all certified police officers as mandated by the Florida Department of Law Enforcement in the F.D.L.E. Automated Training Management System. Officers must complete mandatory training in: firearms annually, human diversity, FCIC / NCIC retraining, weapons of mass destruction, incident command and other training on the horizon is human trafficking. Additionally each officer is required to complete 48 hours of training every four years to maintain Florida certification.
- **Responsibility 105:** *Recommend and Schedule Personnel to Training* – Staff monitors training opportunities, recommends employees attend training classes, enrolls employees in training classes and schedules employees to attend training classes.
- **Responsibility 106:** *Coordinate Hiring Department Personnel* – Staff reviews, assess, tests and makes recommendations regarding which candidates to hire for vacant positions within the department.
- **Responsibility 107:** *Regional Training Council* – Staff attends annual and quarterly Regional Training Council meetings to participate in determining the need for specific advanced law enforcement training classes in hopes of bringing the classes to the police academy for staff to attend.
- **Responsibility 108:** *Electronic Booking* – Staff ensures the Lee County electronic booking procedures are completed as pre-determined by the Lee County Electronic Booking Report Steering Committee. The procedures mandate that all arrests made in the County require the initial booking sheet are transmitted electronically to the Lee County Jail.

POLICE DEPARTMENT ADMINISTRATION DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 109:** *Develop and Implement Department Policy* – The police chief develops, maintains and implements department rules and policies based upon best practices and legal opinions. Staff follows and abides by all rules and policies. The policies are reviewed and updated on an annual basis or as the need arises.
- **Responsibility 110:** *Prepare Department Budget* – The police chief prepares a budget for all functions that fall within the parameters of span of control; including police department, emergency management, weigh station, and parking enforcement enterprise fund on an annual basis.

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- **Responsibility 111:** *Public Information Officer* – The police chief disseminates information to the public regarding crimes, crime prevention, emergencies and all other information related to police actions.
- **Responsibility 112:** *Purchase Department Supplies and Equipment* – Department staff purchases all required supplies and equipment following the City purchasing policy. This includes request for bids if required and preparation of all associated documents needed to affect a purchase.
- **Responsibility 113:** *Department Inventory Control* – Department staff track and account for all inventory and equipment issued to employees.
- **Responsibility 114:** *Liquidate Department Property* – Department staff formally requests the liquidation of obsolete equipment and equipment to be traded in for new equipment. This is done by requesting in writing to the finance and legal departments and bringing before City Council.
- **Responsibility 115:** *Track Department Budgets* – Department staff track all expenditures to ensure no purchases violate City policy and funding is available for all purchases. Provide semi-annual update to City Council regarding status of budget.
- **Responsibility 116:** *Prepare and Submit Payroll* – Department staff prepares and submits all applicable information, enters payroll data into HTE; and completes all required documentation for hours worked, vacation time off and sick time off. The documentation is then transferred to the finance department to complete payroll.
- **Responsibility 117:** *Track Department Human Resources* – Department staff tracks all vacation time in order to ensure staffing is adequate for operating all road patrol functions and support functions.
- **Responsibility 118:** *Employee Performance Evaluations* – Supervisory staff complete annual and probationary performance evaluations. Documentation includes support for all observations regarding need for improvement, training requests and acknowledgement of accomplishment.
- **Responsibility 119:** *Internal Affairs Investigations* – The police chief initiates all internal affairs investigations based on citizen complaints or improper employee actions. A final action summary is completed that identifies the initial complaint and a determination of unsubstantiated or substantiated with recommendations for discipline or other corrective actions if necessary.
- **Responsibility 120:** *Track Crime Statistics and Trends* - The police chief tracks police activity, crime statistics and trends to determine staff allocation and for determining needs for budgeting.
- **Responsibility 121:** *Fleet Management* – Department staff purchases, equips and completes daily maintenance on all department vehicles. Maintain all patrol vehicle equipment; radar units, video units, radio, emergency lights.
- **Responsibility 122:** *Attend Weekly Executive Staff meetings* – The police chief and the emergency management coordinator attend weekly executive staff meetings to plan and discuss City business.
- **Responsibility 123:** *Attend Annual Homeowner's Association Meetings* – Police staff attends annual homeowners association meetings to present

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information regarding crime prevention, crime trends and the state of crime on Sanibel.

- **Responsibility 124:** *The Sanibel Municipal Police Officer's Pension Trust Fund* – Police administrative staff performs the administrative, secretarial and recording secretary duties for the pension board. Two police officers are voted to sit on the pension board.
- **Responsibility 125:** *Participate in Southwest Florida Police Chief's Association* – The police chief maintains an active membership and participates in Southwest Florida Police Chief's monthly meetings. The purpose of this is to foster professional working relationships with other regional law enforcement professionals and disseminate pertinent information regarding training, legislation, operational advancements and crime trends.
- **Responsibility 126:** *Special Event Planning* – Police staff recommends and approves parking plans, traffic control, security and safety related issues regarding applications for special events; including Independence Day parade, Independence Day fireworks, craft fairs, fund raisers and all public requests for special events.
- **Responsibility 127:** *Union Relations and Negotiation* – Police chief participates on the City negotiation team with the Fraternal Order of Police and works with the union representative as issues arise.
- **Responsibility 128:** *Mutual Aid Agreements* – Police chief works with other law enforcement agencies to develop and participate in mutually beneficial programs and agreements for assistance.
- **Responsibility 129:** *Research* - Police department staff researches issues related to changing laws, ordinances, staffing, salary and benefits; such as: watering rules, segways, sexual predators, solicitors, take home vehicles, fees for services, salary comparisons, bicycle equipment, bike path uses, vehicles on beach, etc.
- **Responsibility 130:** *Liaison with Federal Bureau of Investigations* – The police chief attends meetings and maintains a working relationship with the area Federal Bureau of Investigations supervisor.
- **Responsibility 131:** *Liaison with Florida Department of Law Enforcement* - The police chief attends meetings and maintains a working relationship with the local Florida Department of Law Enforcement supervisor.
- **Responsibility 132:** *Liaison with United States Secret Service* - The police chief attends meetings and maintains a working relationship with the local United States Secret Service representative.
- **Responsibility 133:** *Liaison with United States Customs* – The police chief attends meetings and maintains a working relationship with the local United States Customs supervisor.
- **Responsibility 134:** *City Safety Committee* – Police staff participate in the City Safety Committee to determine improvements to and compliance is being met with the City of Sanibel safety rules.
- **Responsibility 135:** *Community Service* – Police staff manages any citizens requesting court ordered community service work and documents

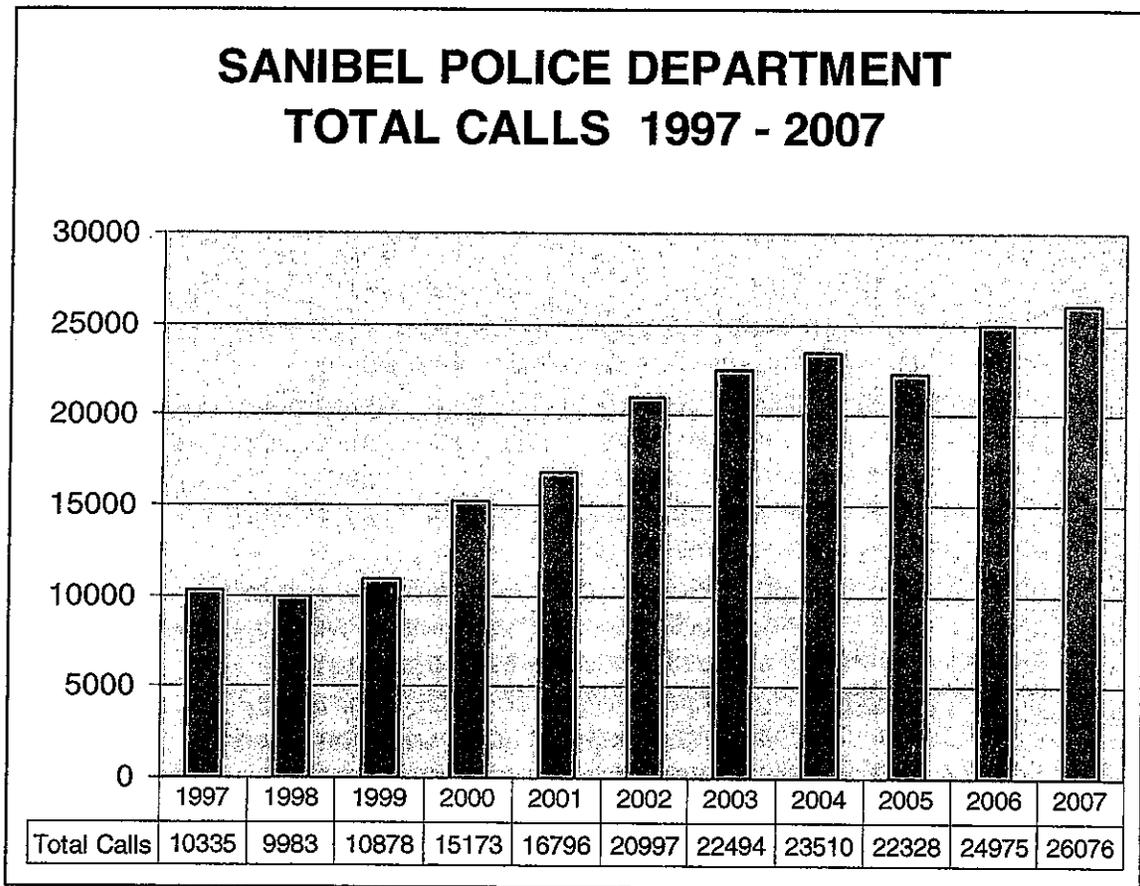
City of Sanibel, Florida
Police Department Narrative

the services completed for review by the Lee County Supervisor of Probation.

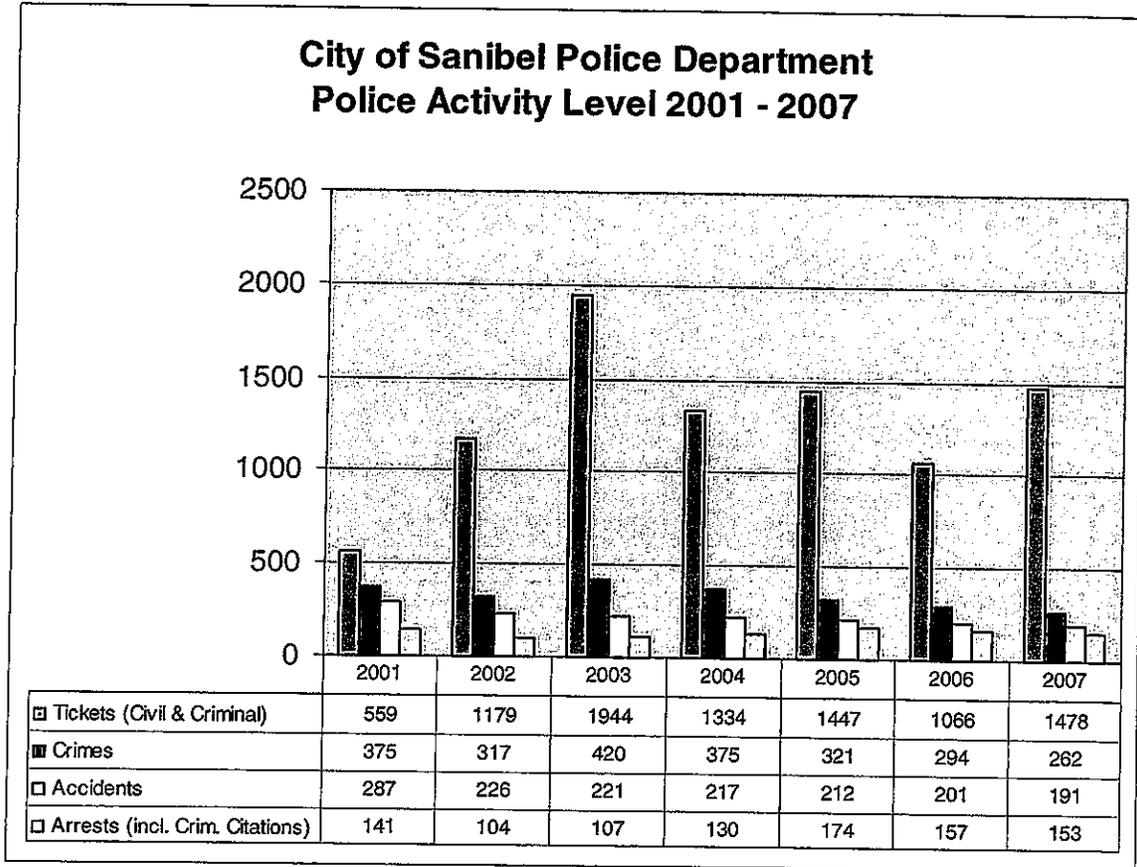
Trend Analysis:

The Sanibel Police Department continues to respond to the trend of an increasing number of calls for service. The total number of calls for service was up approximately 4.5% from 2006 to 2007, the police department is handling an average of over seventy-four (74) calls per day.

Another trend that the police department has been tracking is juvenile arrests. Although the trend for underage drinking arrests of seven (7), was a decline of 75%, juveniles represented over 12% of our agencies arrests.



City of Sanibel, Florida
Police Department Narrative

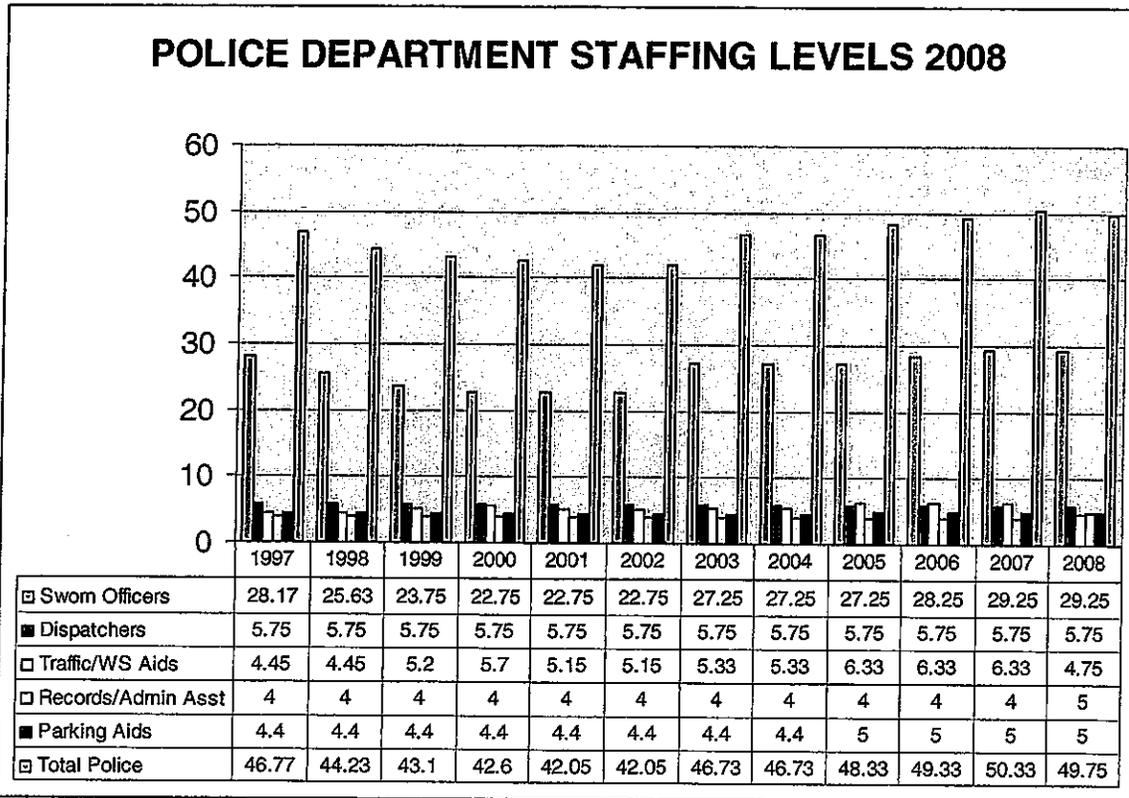


Police Department Staffing Levels:

The Police Department staff includes positions for operating the Beach Parking Enforcement Program of 8.5 FTE's which includes 3.5 police officer FTE's and 5 police aids, and Sanibel Emergency Management 1.5 FTE's.

In addition, the City of Sanibel is expected to receive a grant from the West Coast Inland Navigation District for marine patrol for \$47,186 and approximately \$36,000 from the School Board of Lee County for D.A.R.E./School Resource Officer.

City of Sanibel, Florida
Police Department Narrative



2007 – 2008 Goals and Status:

Attending training schools that educate personnel for NIMS and supervisory development.	NIMS Training 100% complete. FTO training as needed. Environmental handbook completed for department use.
Increase environmental patrols and awareness/ educational campaigns.	Increased patrols for monitor lizards, Implemented Iguana program, raccoon patrols
Renew community interest for neighborhood watch and crime prevention programs.	Completed awareness seminar at the recreation center
Implement an effective code enforcement response.	Developed procedure for working with Code Enforcement for coordinating enforcement efforts
Continued review of changes to laws and Updating Department Policy.	Updated Department Policies as needed caused As needed through adoption and review of new and changing laws and ordinances.
Recruit and hire police officers / dispatchers	Recruited and hired police staff

City of Sanibel, Florida
Police Department Narrative

Accomplishments:

- **Accomplishment 1:** *Implemented Iguana Management Program*
- **Accomplishment 2:** *Implemented Lighthouse Security Camera System*
- **Accomplishment 3:** *Updated Environmental handbook –Quick reference guide to environmental laws and codes specific to Sanibel.*
- **Accomplishment 4:** *Implemented State of Florida Emergency Management Grant – The City was awarded the matching state grant for an emergency mobile communications center in the amount of \$50,000. The Mobile Communications Van has been completed and provides emergency communication capabilities.*
- **Accomplishment 5:** *Continued to Meet City Wide NIMS Training – Federally mandated emergency management training that meets requirements for FEMA funding.*
- **Accomplishment 6:** *EMPA Grant – Ranked in the top ten for a grant to assist in the development of Emergency Management comprehensive all hazards plan for the second year in a row.*

General Fund
Police Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	1,532,540	1,790,508	1,839,073	1,990,217	1,967,996	2,005,088
Part-time	101,652	105,558	104,583	117,767	114,700	114,752
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	40,127	-	-	-
Overtime	116,814	83,830	146,450	121,450	63,464	87,600
Longevity/Medical Buyback/Shift/Education/Client billing premium	49,615	63,712	49,800	119,800	119,810	121,650
FICA Match	135,834	153,663	172,621	181,890	175,347	177,009
Retirement	451,340	429,932	467,575	463,790	463,790	580,224
Cafeteria Benefits	244,978	397,470	523,787	523,787	515,590	557,765
Workers' Comp	93,006	168,038	67,363	153,828	153,828	90,814
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	2,725,779	3,192,710	3,411,379	3,672,529	3,574,525	3,734,902
OPERATING EXPENSES						
Professional Serv	2,780	4,041	7,470	7,470	7,470	5,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	96	11,135	40,000	66,360	66,360	40,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	40,613	56,919	40,000	103,000	103,000	112,600
Communications	24,159	24,702	39,359	28,359	28,359	37,117
Transportation	3,292	2,276	2,000	2,000	2,000	2,260
Utilities	-	-	-	-	-	-
Rentals & Leases	3,286	2,715	4,980	4,980	4,980	4,008
Insurance	-	3,648	-	-	-	-
Repair & Maintenance	52,554	42,543	39,630	42,414	42,414	41,820
Printing	13,197	2,356	1,925	1,925	1,925	1,575
Promotional Activities	10,881	19,312	5,000	5,000	8,637	1,725
Other Current Charges	18,423	17,724	14,100	14,100	14,100	3,250
Office Supplies	8,889	7,413	9,000	9,000	9,000	9,000
Operating Supplies	88,502	103,015	112,008	112,008	112,008	151,805
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	848	8,540	7,829	7,829	7,829	7,500
SUB-TOTAL	267,520	306,338	323,301	404,445	408,082	417,660
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	879	-	-	-	-
Machinery & Equipment	42,880	28,287	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	42,880	29,166	-	-	-	-
DEPARTMENTAL TOTAL	3,036,179	3,528,214	3,734,679	4,076,974	3,982,607	4,152,562
% CHANGE COMPARED TO PREVIOUS YEAR	4.78%	16.21%		15.55%		1.85%

General Fund
Emergency Management (SEMP)

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time			-	-	-	-
Part-time			-	-	-	-
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	-
Overtime			-	-	-	-
RHS/Shift Diff/Educ.Incentive			-	-	-	-
FICA Match			-	-	-	-
Retirement			-	-	-	-
Cafeteria Benefits			-	-	-	-
Workers' Comp			-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv			-	2,400	2,400	-
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	6,100	8,000	8,000	8,000	8,000	8,000
Investigations			-	-	-	-
Travel & Per Diem	3,920	381	3,775	3,775	-	1,900
Communications	1,082	219	1,640	1,640	1,200	1,000
Transportation	800	175	1,500	1,500	1,000	2,000
Utilities			-	-	-	-
Rentals & Leases	39	59	360	360	200	-
Insurance			-	-	-	-
Repair & Maintenance			1,400	1,400	1,200	1,400
Printing	10,947	11,046	15,000	15,000	9,000	5,000
Promotional Activities	-	2,694	1,400	1,400	1,000	1,400
Other Current Charges	3,300	66	585	585	700	-
Office Supplies	18	5	520	520	500	-
Operating Supplies	7,017	2,161	8,780	6,380	8,000	4,000
Road Materials & Supplies			-	-	-	-
Books, Subscriptions, etc	-	75	680	680	500	400
SUB-TOTAL	33,223	24,881	43,640	43,640	33,700	25,100
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment			3,500	3,500	2,500	-
Aid to Gov't Agencies	-	-	-	25,000	25,000	-
SUB-TOTAL	-	-	3,500	28,500	27,500	-
DEPARTMENTAL TOTAL	33,223	24,881	47,140	72,140	61,200	25,100
% CHANGE COMPARED TO PREVIOUS YEAR	20.83%	-25.11%		189.94%		-65.21%



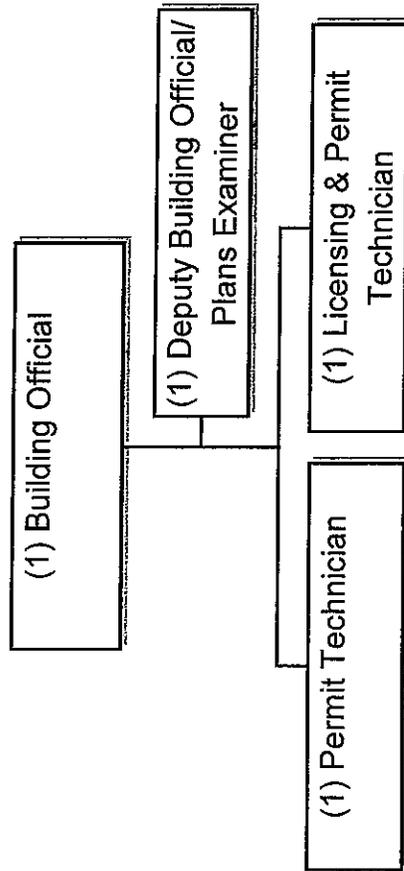
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City of Sanibel, Florida

**Public Safety Function
Building Department**

BUILDING DEPARTMENT

Organizational Chart 2008-2009



City of Sanibel, Florida

BUILDING DEPARTMENT

Building Officials Background:

R. Harold Law, Jr.

Director Law has twenty-eight years experience as a building official/inspector in three states, within various municipalities. He obtained certification in 1985 as a Building Official and in 1992 as a Certified General Contractor. He earned an Associate's in Science Degree in Architecture from Walter State College in 1979, and a Bachelor's of Science Degree in Business Administration from Tusculum College in 1987.

City of Sanibel, Florida
Building Department Narrative

Department: Building
Fund: Special Revenue Fund

Mission Statement: To build a safe, sustainable and resilient community, consistent with the Sanibel Plan, through the enforcement of all Building Codes.

Challenges Facing the Department:

The Building Department is always challenged with improvement to service. Our major area of improvement is in file access by computer. We are heavily tied with MIS in meeting our goal for 2009. The upgrades to the cities system are scheduled and when this is completed our public friendly access challenge will be minimized.

Emerging Issues:

- A concerted effort is needed to inform the citizens through awareness and education on hiring properly licensed contractors. By the proper use of licensing they can be protected from dangerous and unsafe non-code compliant situations on their property; keeping owners from exposure to large injury liability suits through the use of licensed contractors are two major components for citizens.
- Keeping cost down for the department in order to provide quality service at a reasonable rate.
- New Requirements: In 2008 the New Florida Building Code goes into effect. The Building Department and the construction industry will have to be knowledgeable of all code changes.
- Education on Codes, Administration and Legal aspects are needed to maintain the high standard the City has become accustomed to from the Building Department.

City of Sanibel, Florida
Building Department Narrative

2008-2009 Goals and Status:

Goal	Measurement Criteria
To obtain on-site training for employees in the upgraded HTE system.	Fully utilize upgraded software to departmental needs.
Maintain our CRS Rating. This is a renewal year for the City.	To be rated a Class 5 again.
To update our HTE computer program and use the new features to improve efficiency.	To use the features of the updated programming.

Operational Responsibilities:

In the Building Department there are three major functions; pre-construction, construction and licensing.

- **Pre-Construction** – Prior to commencement of construction, the Building Department must confirm that all city requirements have been met. The plans for construction must be reviewed to comply with the standards of the family of Florida Codes, (Building, Electric, Mechanical, Plumbing and Fuel gas) along with compliance of Florida Department of Environmental Protection and Federal Emergency Management Agencies as well as the National Flood Insurance Program.
- **Construction** - During the active construction phase the Building Department is responsible for receiving requests for inspections, distributing printed requests to proper departments for all departmental inspections within the city involved in construction; as well as the building inspectors in the Building Department. The inspectors are then charged with completing necessary inspections, notifying the permit holder of any inadequacies found on the job site during everyday inspection requests. At the close of the project, the Building Department is responsible for checking that all other city department requirements have been satisfied, before we issue a Certificate of Occupancy or Completion.
- **Licensing** – Since its inception in 2005, the Contractor Review Board has issued 323 contractor licenses to date, and continues to issue more every month. The Board, reviews cases, along with hearing complaints. The Board may then make recommendations to the Department of Business and Professional Regulations for penalties on State Certified Contractors or impose fines or penalties for locally licensed individuals, as well as suspension of permitting privileges.

City of Sanibel, Florida
Building Department Narrative

BUILDING OFFICIAL:

The Department consists of the Building Official, Deputy Building Official, Permit Technician and Licensing & Permit Technician. The Building Official is responsible for all pre-construction and construction phases including licensing.

The Building Official oversees all functions of the department and works under the direct supervision of the City Manager. The responsibilities of Building Department staff are outlined below.

DEPUTY BUILDING OFFICIAL:

- Reviews all plans for code compliance.
- Determines when plans need additional reviews from Sanibel Fire, Building Official, etc.
- Reviews complete applications ensuring compliance with Natural Resources, Public Works (erosion control), Sanibel Fire, permission from the City Manager to issue revocable license to obstruct public right-of-way or canal.
- Maintains files on all Mastered Engineering for Contractor files.
- Notifies via mail, fax or phone results of plan review.
- Enters review dates and times into HTE.
- Answers code questions from general public, contractors, architects and engineers.
- Assists with inspections.
- Assumes role of Building Official when necessary.
- Organizes route in morning depending on type, priority and location.
- Ensures all structures built are to the FBC and EL Codes.
- Communicates with contractors and sub-contractors daily while in the field.
- Works closely with Sanibel Fire for related inspections.
- Checks that all erosion control devices are maintained throughout the permit process.
- Checks for invasive, non-native vegetation at job sites.
- Communicates inspection denials via fax, phone or correct work order.
- Checks that all contractors are licensed and properly permitted.
- Reviews plans for necessary code enforcement issues at C.O. (final survey, vegetation, public works, etc.)
- Works directly with Sanibel Fire, LCEC, and Utilities.
- Re-files all plans at days end and pulls files for the next day's route.

PERMIT TECHNICIAN: (full time front counter)

- Schedules inspections, prints tickets, reviews, readies documents for route.
- Coordinates inspections for public works, Sanibel Fire, and Vegetation.
- Input inspection results into computer.

City of Sanibel, Florida
Building Department Narrative

- Answers phone calls, directs to appropriate person, notarizes as needed. Greets all customers at counter.
- Monthly Building Reports
- Coordinates final site survey and elevation certificates
- Process all permits, checks for completion of necessary paperwork, including correct owner in HTE, contractor licensing, notifies when ready.
- Pulling files and channels paperwork to planning for pending CO.
- Keeps list of all vegetation and mangrove classroom attendees.
- Orders and handles off site record retrieval.
- Assists public for information/clarification.
- Backs up licensing coordinator when needed.
- Ensures all forms are ready for the public.
- Office filing and input Notice of Commencements into HTE.
- Assists with mailings.
- Notarizes documents for public.

LICENSING AND PERMIT TECHNICIAN:

- Reviews all contractor license applications for review by the Building Official and the Contractor Review Board.
- Prepares for Contractor Review Board, including agenda and minutes.
- Maintains all contractor files, including vegetation and mangrove.
- Coordinate sponsor site for all contractor testing.
- Prepares and updates forms for licensing, and various office forms.
- Stays current on all applicable insurance and workman's compensation laws.
- Deciphers classification of contractors and works with applicant until Board decision.
- Logs complaints on contractors, compiles and tracks until decision by CRB. Files complaints with DBPR at the request of CRB
- Works closely with Building Official, City Attorney and CRB.
- Assists other staff as needed for special projects.
- Assists public with information, serves as back up to Permit Technician, phone and counter.
- Orders and handles off-site record retrieval and opens mail.
- Backs up front permit technician with issuance of building permits, prints license reports as needed, downloads inspections from recorder, puts in results of same.
- Assists with mailings.
- Notarizes documents for public.
- Ensures all forms are ready for the public.
- Office filing and input Notice of Commencements into HTE.
- Yearly Budget Report
- Keeps list of all vegetation and mangrove classroom attendees
- Structural Safety Inspectors and annual meeting

City of Sanibel, Florida
Building Department Narrative

- Update Building Department information and forms on the City website

2007-2008 Goals and Status:

Goal	Status
1. To review, purchase and update software that will fully serve the office and its' heavy demand for a newer, more fully diversified functionality for: Inspections, Permitting and Licensing.	This will reduce the need for additional personnel and increase service.
2. To maintain a class 5 with FEMA, through the NFIP.	FEMA/NFIP Class 5 - Annual reports are given with supporting documentation. Every third year FEMA sends the ISO to do a complete audit of our Community Rating System program.
3. To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code.	Our projected revenues offset our permit fees. Our expenditures are less than the years' percentage so far.

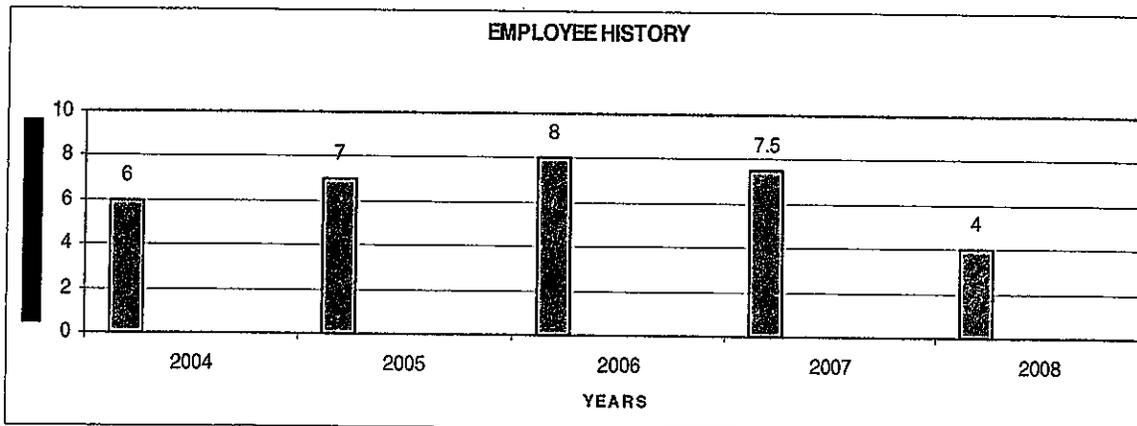
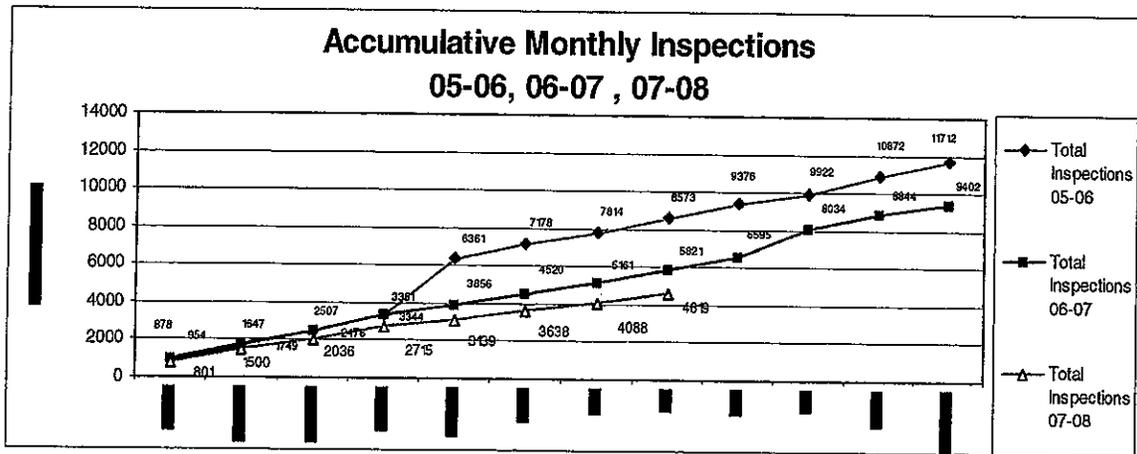
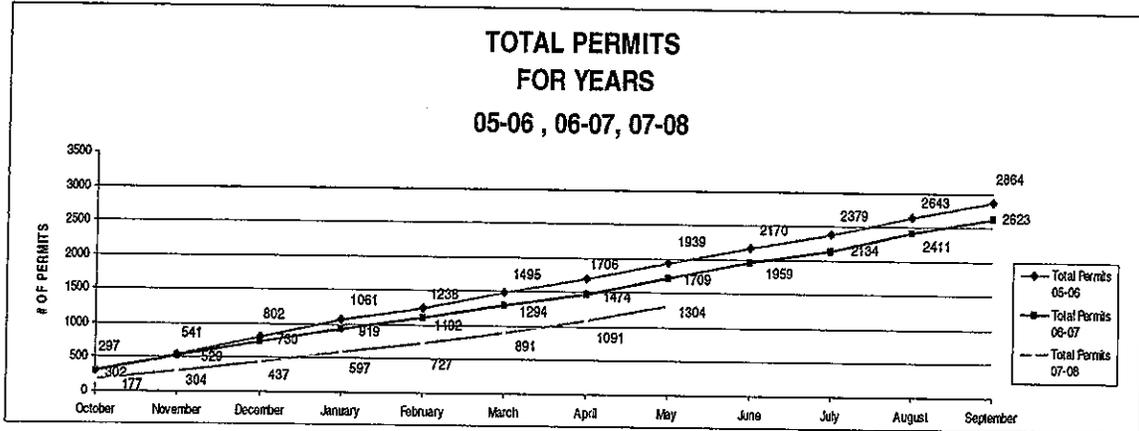
FY 2007 Accomplishments

- The Building Department has been closely in touch with the economic climate on Sanibel and has made budget and staff adjustments to reflect climate.
- The department has continued to improve service to the contractors and the community in the rebuilding of the structures affected from two past storms.
- We have finished our annual review with FEMA and NFIP, Community Rating System, maintaining a 5 rating which produces a 25% reduction for all property owners on Sanibel.
- The department has implemented the changes to the Florida Building Code and has worked to educate contractors as to these changes.
- The department has shipped and maintains all inactive permit files off island.
- The department has worked to build a strong, cohesive unit of highly trained professionals who are posed to address future events and concerns caused by the economy of the City.
- The staff has worked to develop and compile all applying contractor application files prior to a CRB meeting.
- The staff has worked with citizens on resolving or carrying complaints on licensed contractors to the CRB.

City of Sanibel, Florida Building Department Narrative

Trend Analysis:

As the construction industry slows down, to a normal pace, the same number of contractors are competing for less work and as a result, we are working with all owner complaints to reduce opportunities before they become major problems.



City of Sanibel, Florida
Building Department Narrative

As can be seen from the total permits chart for the last 3 full years and the number of permits issued to date this year the volume of permits have decreased.

Looking at the Employee History Chart, it shows we have decreased staff by half of the employee's since 2006.

The inspections requested chart does show a slow down in requests which is requiring existing staff to work beyond capacity and will need to be addressed in the near future.

Recommended Efficiencies:

As noted in our challenges above, the efficiencies will also be realized with the program upgrades. With the upgrades, inspections, permits and application tracking will be greatly improved.

Potential Revenue Sources:

We believe that at this time we are using all sources. The only way to maintain our revenues is through educating the public of the high importance to life and safety when permits are used on their property.

Suggestions on How to Better Serve the Community:

Upgrading the HTE program will improve public access to information that they greatly need in order to help in their everyday business. These upgrades are scheduled in 2008.

Special Revenue Fund
Building Department

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	348,206	327,557	393,634	264,825	265,026	307,531
Part-time	439	-	-	-	-	-
Salary Adjustments						
Requested positions			(97,875)	-	-	(50,000)
Overtime	173	180	-	-	45	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	26,467	24,548	23,958	22,924	22,947	19,701
Retirement	33,689	42,925	56,757	43,897	43,897	41,980
Cafeteria Benefits	54,751	59,915	61,837	52,083	42,417	44,416
Workers' Comp	8,568	14,845	5,942	13,569	13,569	14,423
Unemployment Comp	189	79	-	-	-	-
SUB-TOTAL	472,482	470,049	444,253	397,298	387,901	378,051
OPERATING EXPENSES						
Professional Serv	1,187	711	1,500	1,500	1,123	800
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	25,877	26,923	2,800	40,800	45,952	40,800
Investigations	-	-	-	-	-	-
Travel & Per Diem	23,673	18,553	25,000	25,000	8,876	8,800
Communications	5,330	4,508	6,605	6,605	6,547	4,200
Transportation	2,158	3,152	3,755	3,755	2,497	1,000
Utilities			-	-	-	-
Rentals & Leases	1,737	1,605	1,819	1,819	1,249	1,800
Insurance	-	-	-	-	-	-
Repair & Maintenance	23	283	335	335	159	200
Printing	3,877	2,795	3,000	3,000	3,060	2,500
Promotional Activities	2,333	3,300	3,388	3,388	1,515	1,750
Other Current Charges	156,557	207,678	124,704	160,007	160,007	155,636
Office Supplies	2,584	4,328	3,300	3,300	2,897	2,675
Operating Supplies	10,740	1,834	2,300	2,300	1,890	1,500
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	2,700	2,991	3,200	3,200	2,952	1,500
SUB-TOTAL	238,776	278,661	181,706	255,009	238,724	223,161
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment	-	-	1,100	1,100	910	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	1,100	1,100	910	-
DEPARTMENTAL TOTAL	711,258	748,710	627,059	653,407	627,535	601,212
% CHANGE COMPARED TO PREVIOUS YEAR	27.86%	5.27%	-12.73%	-12.73%	-7.99%	-7.99%



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**Physical Environment Function
Garbage-Recycling Department**

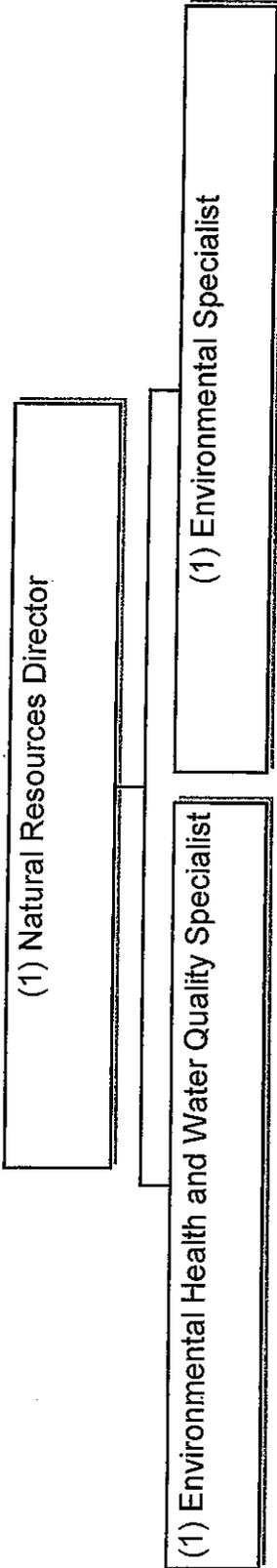
General Fund.
Recycling Center

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Life & Health Ins	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	50,034	59,083	67,440	67,440	67,440	72,680
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	54,044	54,044	54,044	54,044	54,044	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	3,048	919	10,000	10,000	10,000	10,000
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	2,483	3,859	1,640	1,640	1,640	1,640
Office Supplies	-	-	-	-	-	-
Operating Supplies	6,530	3,380	8,000	8,000	8,000	8,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	116,139	121,284	141,124	141,124	141,124	92,320
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	10,010	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	10,010	-	-	-	-	-
DEPARTMENTAL TOTAL	126,149	121,284	141,124	141,124	141,124	92,320
% CHANGE COMPARED TO PREVIOUS YEAR	<u>27.70%</u>	<u>-3.86%</u>		<u>16.36%</u>		<u>-34.58%</u>

Physical Environment Function
Natural Resources Management Department

NATURAL RESOURCES DEPARTMENT

Organizational Chart Fiscal Year 2008-2009



NATURAL RESOURCES DEPARTMENT

Director's Background:

Robert K. Loflin, Ph.D.

Director Loflin's training and experience include a Ph.D. in Biology from the University of Miami, over 20 years experience in south Florida ecosystems, and expertise in marine biology, ornithology, coastal systems, environmental restoration, land management and grant acquisition and management. Recent awards include a Special Achievement Award from the Florida Beaches and Shores Preservation Association (2000) and a Partnership Award for Environmental Restoration from the Coastal America Program (2002). Recent accomplishments include the @265 acre restoration of the Sanibel Gardens Preserve; the removal of all Brazilian pepper from the J. N. "Ding" Darling NWR and all Sanibel public conservation lands; a \$2.1 million grant for the acquisition of Pond Apple Park (2002), a \$1.38 million grant for the removal of hurricane debris from island waterways (2004), tidally reconnecting Clam Bayou with Pine Island Sound to prevent flooding, mangrove die-off, fish kills and seagrass loss using over \$600k in DNR secured grant funding (2006).

City of Sanibel, Florida
Natural Resources Department Narrative

Department: Natural Resources
Fund: General Fund

Mission Statement: To coordinate, manage and implement special conservation and environmental projects and tasks as directed by City Council, to ensure that the City's native vegetation and wildlife habitat protection standards are adhered to and to oversee exotic plant control and habitat restoration and land management programs for the City. To monitor the island's water quality and actively participate in improving water quality of the surrounding waters by addressing nutrient run-off, algae blooms and negative affects of Lake Okeechobee discharges into the Caloosahatchee River.

Challenges Facing the Department:

The greatest current challenge the islands natural systems face continues to be water quality and algae blooms. The Natural Resources Department must balance the need for extensive work on this issue with continuing the normal operation of the Department. All three staff members are very actively involved in the effort to reduce the long-term threats of nutrient pollution and excessive releases of polluted freshwater and sediments from Lake Okeechobee and the Caloosahatchee River Basin. Specific efforts staff is directly involved with include improving the Lake Okeechobee Regulation Schedule, monitoring the proposed purchase by the State of U.S. Sugar lands, working with numerous stakeholders on the Northern Everglades and Caloosahatchee Watershed Interagency Teams, Everglades, Lake Okeechobee, Caloosahatchee River and Kissimee River basin restoration, water storage and nutrient removal projects, algae monitoring and research, baseline and event response water quality data collection and analysis, health related bacteria sampling, fertilizer regulation, stormwater treatment, Florida Department of Environmental Protection Total Maximum Daily Loads (TMDL) establishment programs for both the Caloosahatchee basin and Charlotte Harbor Estuary, public education and advocacy, etc. These efforts involve numerous interagency meetings, phone conferences, scientific research and considerable time. An estimated 60% of the Natural Resources Director's time is spent involved with multiple aspects of this complex threat.

2008-2009 Goals:

2008-2009 Goals and Objectives	Measurement Criteria
Make every effort to find and begin	Achieve milestones in working to

City of Sanibel, Florida
Natural Resources Department Narrative

implementation of both short and long-term solutions to local water quality and algae problems.	reduce nutrient loads to the estuaries from all possible sources
Complete the Dixie Beach Blvd. Mangrove Restoration Project.	Complete installation of culverts, bank stabilization and mitigation
Complete the post-hurricane native vegetation plantings at Bowman's Beach, Gulfside and Lighthouse Parks and Periwinkle Way Corridor utilizing @\$1.1 million in grants secured by DNR working with the City Manager.	Completion of plant installation and at least 85% survivorship of plantings for 1 year.
Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial progress in zones 4 and 5 and compliance in Zones 3 and 4.	Completion of bulk of compliance work in zone 3 in coordination with the Planning Department. Prepare zone 5 for bringing to City Council for mandatory status in 2009.

Operational Responsibilities:

Manages conservation projects; reviews development plans as they relate to conservation, wildlife and vegetation standards; applies for and manages environmental restoration grants and State and Federal environmental permits; coordinates conservation efforts with private, local, state, and federal organizations; handles exotic plant management efforts for the City including the Brazilian Pepper and Melaleuca Eradication Programs; performs biological field inspections and provides environmental information by request; implements a variety of existing programs including the Island Fire-wise Task Force, marine research including marine algae studies, water quality sampling, Island-wide Beach Management Plan, sea turtle protection, etc. Informs Council of issues regarding water quality and participates in intergovernmental forums to address water quality issues and algae blooms affecting Sanibel.

Natural Resources Department Director: The department is composed of three staff members including the Director, the Environmental Health and Water Quality Specialist and the Environmental Specialist. The Director of Natural Resources manages the City's environmental programs including handling public inquiries and inspections regarding environmental issues; manages conservation projects including planning, securing funding and permits, supervision of contractors; reviews development plans as they relate to conservation, wildlife and vegetation and makes recommendations to the City Manager, City Council,

City of Sanibel, Florida
Natural Resources Department Narrative

the Planning Commission and other City departments; performs field inspections for development and prepares reports on impacts to environmental resources and evaluates consistency with the Sanibel Plan; applies for and manages state and federal environmental restoration grants for acquisition and restoration of environmentally sensitive lands; manages and maintains environmentally sensitive lands; oversees the City's noxious plant control program; implements and manages the City's tree and shrub planting program, including post-hurricane tree planting grants; coordinates compliance and enforcement of the City's beach lighting ordinances relating to sea turtle protection and; evaluates and monitors water quality on and around Sanibel and updates the City Manager and City Council regarding environmental issues affecting the island.

Environmental Health and Water Quality Specialist: Responsible for managing issues regarding water quality and algae blooms on and around the island. Develops content for City-wide education programs targeting marine water quality problems; reviews and makes recommendations pertaining to City development and construction to verify compliance with all environmental protection laws and regulations; implements programs to protect and restore the City's natural resources and enforces all applicable City, State and Federal environmental and wildlife conservation laws.

Essential Duties and Responsibilities: Collects and analyzes water quality data identifying specific water quality and quantity problems and issues, and works with local advisory committees, decision-makers and citizens to develop recommendations, solutions and actions to resolve them; participates in meetings and hearings to discuss water quality and quantity problems and provides technical information and current research findings; develops, implements and evaluates educational programs and materials in response to the local water quality and quantity issues in the San Carlos Bay Estuary, with emphasis on sea grasses, fish and shoreline and near shore issues; assists marine user groups, resource managers, marine industries, other marine organizations and citizens in the development and implementation of workshops on specific water quality issues; develops and assists in the planning of marine demonstration/research projects; prepares educational publications for the City's website and water quality newsletters, reports and other materials; provides information to news media; performs field inspections and monitors development permits to ensure compliance with the Comprehensive Land Use Plan and the Land Development Code; plans, manages and coordinates conservation projects for City parks including securing funding and permitting, supervising contractors, reviewing development permit conditions and other agreements and participating in manual labor; reviews development plans to ensure compliances with wildlife and vegetation conservation standards and regulations; assists in the administration, coordination and monitoring of the City's noxious plant control efforts; prepares vegetation and wildlife plans, and mitigation plans for

City of Sanibel, Florida
Natural Resources Department Narrative

conservation projects; plans, coordinates, monitors and reviews conservation projects with other City departments, various governmental agencies, outside private and public agencies and consultants, private developers, owners and contractors; assists with environmental management and maintenance of City-owned conservation lands, conservation easements and habitat maintenance; assists with the preparation of environmental protection and code enforcement cases, and presents testimony to the Code Enforcement Hearing Examiner and other judicial bodies as needed; assists with grant preparation, application, and planning for various natural resource protection and restoration projects; conducts prescribed burns on conservation lands for wildlife habitat management.

Environmental Specialist: Administers the implementation of the Sanibel Beach Management Plan which requires close coordination with other City departments and extensive cooperative interaction with coastal residents and property owners. Reviews developmental plans and conducts field inspections as related to environmental standards and requirements to ensure compliance with City codes. Oversees the City's Brazilian Pepper Eradication Program and coordinates educational programs pertaining to the removal of noxious plant species. Participates in grant writing, permitting, acquisition, and restoration of City owned conservation lands.

Essential Duties and Responsibilities: Environmental management and maintenance of City parks and environmentally sensitive lands, conservation easements, and development permit conditions and other agreements dealing with habitat maintenance. Responsible for inspecting beach front properties, mapping the extent of coastal dunes, and coordinating with property owners on dune restoration projects; manages conservation projects at City-managed parks including planning, securing funding and permits, hands-on field work and supervision of contractors; researches and prepares reports and recommendations regarding implementation of the Beach Management Plan; presents public reports and testimony at Planning Commission and City Council hearings regarding environmental issues; reviews development plans as they relate to conservation, wildlife and vegetation standards and requirements of the City; performs field inspections and monitors development permits to check completion and compliance with environmentally oriented Comprehensive Land Use Plan standards, Land Development Code requirements and development permit conditions; coordinates, monitors and reviews conservation and environmental projects with other City departments, other governmental bodies, outside individuals and agencies including City consultants, private developers, owners and contractors; assists in the environmental management and maintenance of City-owned conservation lands, conservation easements, development permit conditions and other agreements, including habitat

City of Sanibel, Florida
Natural Resources Department Narrative

maintenance; assists in the administration, coordination and monitoring of the City's noxious plant control efforts, including some actual labor in removing noxious plants as necessary; assists in liaison duties with City and island conservation committees; performs public information and education tasks and assignments, including public speaking, brochure preparation and meetings with property owners; prepares vegetation and wildlife plans and mitigation plans for conservation related projects; assists with the preparation of cases for presentation to the Code Enforcement Hearing Examiner and other judicial bodies relating to violations of wildlife, vegetation and other environmental standards, and testifies before these bodies as required; applies for and manages local, state and federal beach and park related environmental restoration grants and handles all grant management for such funds including project design, bidding, implementation and contractor oversight.

**Grants Secured by the Natural Resources Department
for the City of Sanibel**

Total # of Grants: 91

Total Grant Funds Secured: \$ 11,203,840.00

Total Grant Funds Secured in FYs '04 and '05: \$ 4,227,320.00

<u>PROJECT</u>	<u>GRANTING AGENCY</u>	<u>YEAR</u>	<u>GRANT AMOUNT</u>
Beach Drift Algae Research Project	Lee County, West Coast Inland Navigation District, Lee County Tourist Development Council	2007	576,810*
City Beach Access Plantings	Lee County Tourist Development Council	2007	21,000
Water Quality Monitoring	Lee County Tourist Development Council	2007	35,000
Water Quality Monitoring, Fixed Stations	Lee County Tourist Development Council	2007	74,830
Dixie Beach Mangrove Restoration	USFWS Reprogramming Funds	2006	100,000
Water Quality Monitoring	Lee County Tourist Development Council	2006	35,000
Beach Park Dune Plantings	Lee County Tourist Development Council	2006	40,000
Dixie Beach Mangrove Restoration	South Florida Water Mgmt. District	2006	75,000
Lighthouse Park	USFWS South Florida	2005	40,000

City of Sanibel, Florida
Natural Resources Department Narrative

Restoration	Ecosystem Restoration Program		
Periwinkle Way Canopy Restoration	Florida Division of Forestry	2005	375,000
Environmental Restoration- multiple sites	U.S. Fish and Wildlife Service	2005	470,000
Bowman's Beach Restoration	South Florida Water Management District	2005	100,000
West Sanibel River Restoration	South Florida Water Management District	2005	100,000@
Management of Sanibel Gardens	FDEP Invasive Species Management Program	2005	21,120
Australian Pine Removal	FDEP Invasive Species Management Program	2005	80,000
Clam Bayou Restoration	National Fish and Wildlife Foundation	2005	100,000
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2005	25,000
Bowman's Beach Restoration	Florida State Wildlife Grant Program	2005	200,000
Beach Park Restoration	Lee County Tourist Development Council	2005	400,000*
Water Quality Monitoring	Lee County Tourist Development Council	2005	20,000
Erosion Monitoring	Lee County Tourist Development Council	2005	25,000#
West Sanibel River Restoration	South Florida Water Management District	2005	200,000@
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2004	25,000
Clam Bayou Restoration	South Florida Water Management District	2004	125,000
Clam Bayou Restoration	National Oceanic and Atmospheric Agency	2004	100,000
Clam Bayou Restoration	USFWS Challenge Cost-Share Program	2004	75,000
Clam Bayou Restoration	USFWS Coastal Ecosystem Restoration Program	2004	25,000
Clam Bayou Restoration	Gulf of Mexico Foundation	2004	50,000
Bowman's Beach Restoration	FDEP Invasive Species Management Program	2004	\$ 131,200

City of Sanibel, Florida
Natural Resources Department Narrative

Waterway Debris Removal	USDA National Resource Conservation Service	2004	1,380,000
Exotic Tree Removal	Lee County Tourist Development Council	2004	95,000
Beach Park Landscaping	Lee County Tourist Development Council	2004	45,000
Water Quality Monitoring	Lee County Tourist Development Council	2004	20,000
Fireline Maintenance	U.S. Fish and Wildlife Service	2003	53,000
Sanibel Gardens Revegetation	USFWS Partners for Wildlife Program	2003	20,000
Beach Park Landscaping	Lee County Tourist Development Council	2003	60,000
Exotic Tree Removal	Lee County Tourist Development Council	2003	125,000
Erosion Monitoring	Lee County Tourist Development Council	2003	35,000#
Causeway Tract Restoration	USFWS Challenge Cost-Share Program	2003	20,000
Sanibel Gardens Restoration	Florida Recreation and Devel. Assist. Program	2002	150,000
Sanibel Gardens Restoration	North American Wetlands Conservation Agency	2002	40,000
Sanibel Gardens Restoration	USFWS Partners for Wildlife Program	2002	20,000
Pond Apple Park Acquisition	Florida Communities Trust Program	2002	2,122,800
Exotic Tree Removal	Lee County Tourist Development Council	2002	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2002	40,000
Erosion Monitoring	Lee County Tourist Development Council	2002	\$ 35,000#
Sanibel Gardens Restoration	National Fish and Wildlife Foundation	2001	100,000
Refuge Brazilian Pepper Removal	FDEP Invasive Species Management Program	2001	85,296
Paulsen/Johnston Tracts Restoration	USFWS Challenge Cost-Share Program	2001	40,000
Sanibel River Pepper Clearing	USFWS Partners for Wildlife Program	2001	10,000
Exotic Tree Removal	Lee County Tourist		

City of Sanibel, Florida
Natural Resources Department Narrative

	Development Council	2001	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2001	40,000
Mound Trail Boardwalk	Lee County Tourist Development Council	2001	70,000
Refuge Tropical Forest Restoration	USFWS Coastal Ecosystem Restoration Program	2000	44,000
Gulfside Park Restoration	USFWS Partners for Wildlife Program	2000	10,000
Exotic Tree Removal	Lee County Tourist Development Council	2000	45,000
Erosion Monitoring	Lee County Tourist Development Council	2000	35,000
Beach Park Landscaping	Lee County Tourist Development Council	2000	40,000
Gulfside Park Add'n Acquisition	Florida Communities Trust Program	1999	452,000
Blind Pass Dredging	West Coast Inland Navigation District	1999	8,000
Exotic Tree Removal	Lee County Tourist Development Council	1999	45,000
Dune and Beach Restoration	Lee County Tourist Development Council	1999	98,000
Erosion Monitoring	Lee County Tourist Development Council	1999	25,000
Beach Management Plan	Lee County Tourist Development Council	1999	32,000
Paulsen/Johnston Tracts Restoration	FDEP Invasive Species Management Program	1998	44,400
Center Tract Restoration	FDEP Invasive Species Management Program	1998	58,000
State Botanical Site Restoration	USFWS Challenge Cost-Share Program	1998	20,000
Exotic Tree Removal	Lee County Tourist Development Council	1998	45,000
Gulfside Park Add'n Trail	Lee County Tourist Development Council	1998	21,000
Beach Park Landscaping	Lee County Tourist Development Council	2000	32,000
State Botanical Site Restoration	FDEP Pollution Recovery Trust Fund	1997	153,200
State Botanical Site	USFWS Partners for Wildlife		

City of Sanibel, Florida
Natural Resources Department Narrative

Restoration Program	1997	10,000	
Sanibel Gardens Initial Clearing	USFWS Challenge Cost-Share Program	1997	5,000
Exotic Tree Removal	Lee County Tourist Development Council	1997	61,753
Beach Park Landscaping	Lee County Tourist Development Council	1997	50,000
Beach Renourishment	Lee County Tourist Development Council	1997	52,981!
Erosion Monitoring	Lee County Tourist Development Council	1997	25,000
Bowman's Beach Restoration	Lee County Bowman's Beach Master Plan	1996	518,000+
Beach Park Restoration	Lee County Tourist Development Council	1996	80,000
Beach Park Landscaping	Lee County Tourist Development Council	1996	15,000
Erosion Monitoring	Lee County Tourist Development Council	1996	25,000
Beach Park Landscaping	Lee County Tourist Development Council	1995	45,000
Beach Park Restoration	Lee County Tourist Development Council	1995	45,000
Johnston Preserve Restoration	FDEP Pollution Recovery Trust Fund	1994	79,450
Beach Park Restoration	Lee County Tourist Development Council	1994	42,000
Dune Walkovers at Lighthouse/Gulfside	Lee County Tourist Development Council	1994	12,000
Sanibel Beach Management Plan	Lee County Tourist Development Council	1994	32,000
Beach Park Landscaping	Lee County Tourist Development Council	1994	16,000
Silver Key Acquisition	Florida Communities Trust Program	1993	360,000!
Dune Restoration and Walkovers	Lee County Tourist Development Council	1993	11,000
Bayside Speed Zone Buoy	West Coast Inland Navigation District	1992	10,000

* with Judie Zimomra # with Gates Castle @ with Brad Smith (SCCF)
& with David Ceilley (SCCF) + with Dick Noon (former Parks and Rec Director)
! with Bill Mills (former Assistant City Manager)

City of Sanibel, Florida
Natural Resources Department Narrative

Recent Department Accomplishments:

- Working with Sanibel City Council and other stakeholders on the west coast , effectively influenced the outcome of the Lake Okeechobee Regulatory Release Study (LORRS) that resulted in the adoption by the U.S. Army Corps of Engineers of an improved management plan for water levels in the Lake, overall keeping the Lake at a lower level.
- Natural Resources staff worked with a multi-agency team to develop a Request for Proposals / Request for Qualifications (RFQ/RFP) for research on drift algae blooms in the waters of Lee County and Sanibel. A team of scientists headed up by FGCU was awarded the contract. The project is funded in equal parts by the Lee County BOCC, Lee County TDC, WCIND and the City. Work began in June 2008.
- Completed Fertilizer Ordinance Education Program including Fertilizer Applicator Contractor Certification and outreach efforts.
- Completed the Periwinkle Way, Bowman's Beach, Lighthouse, and Gulfside Parks grant funded post-hurricane restoration projects in 2008.
- Constructed Pond Apple Park trails and amenities and opened the park to the public in June 2008.
- Completed Bowman's Beach grant funded recreational facilities including nature/fitness trails, improvements to canoe launch, picnic shelter and playground in November 2007.
- Completed the Clam Bayou Restoration Project: Tidally connected Clam Bayou through a culverted channel to Dinkins Bayou, restoring flow to the 470 acre estuary, improving water quality, restoring seagrass beds, over 150 acres of mangroves, oyster bars, and fisheries in 2006. We continue to monitor the health and changes within the bayou following restoration. A total of \$475,000 in grants was applied for and received to match city funds for the project.
- Obtained permit for the State Botanical site to install culverts for firelines and ditch blocks to retain water within the interior freshwater wetlands. Work Completed May 2007.

City of Sanibel, Florida
Natural Resources Department Narrative

- Applied for and obtained a 40k grant from the U.S. Fish and Wildlife Service to restore various wildlife habitats at Lighthouse Beach Park following damage by Hurricane Charley. Restoration completed July 2006.
- Completed five years of sampling with the Charlotte Harbor National Estuary Program's Water Quality Monitoring Network. Completed incident specific water quality and bacterial sampling in response to massive algae deposits on Sanibel beaches and beach swimming advisories issued by the Lee County Health Department due to bacteria levels. All data currently being uploaded to the State's Storet water quality database.
- Continued implementation of the Brazilian Pepper Eradication Program with surveys in zone 4 and initial surveys of zone 5. Zone three in final phase of Code Enforcement.
- Continued beachfront lighting and beach furniture island-wide compliance project.
- Attended and provided input at numerous meetings, workshops, and presentations regarding the Lake Okeechobee releases and their impact to the estuary e.g. LOWRAC, SFWMD Governing Board, TMDL, Northern Everglades, CHNEP Technical Advisory Committee etc., James Evans was appointed to the Southwest Florida Watershed Council board, Rob Loflin was appointed to the LORRS working group.
- Worked on development and updating of the City's "H2O Matters" website and publication of water quality and fertilizer newsletters, brochures, press releases, and DVDs.
- Reviewed and drafted numerous letters and documents regarding the Lake Okeechobee releases and proposed solutions.

Potential Revenue Sources:

Department staff has applied for and received over \$11 million in grants to fund needed environmental and hurricane recovery projects since its inception in 1992. The Department will continue to apply for grants from numerous sources to improve, research, and monitor water quality as well as to secure funding for other types of environmental enhancement projects such as the Dixie Beach Road Mangrove Restoration Project, filter marshes, algae research and conservation lands wildlife habitat management.

Suggestions on How to Better Serve the Community:

City of Sanibel, Florida
Natural Resources Department Narrative

In the upcoming fiscal year, the Natural Resources Department will seek to provide significantly faster responses to citizen requests for information and services. Staff will also work towards making information regarding water quality issues and the City's environmental regulations, (including the new fertilizer ordinance), available for review on the City's website (mysanibel.com). The Department welcomes suggestions from the public on how to improve our service.

General Fund
Natural Resources Department

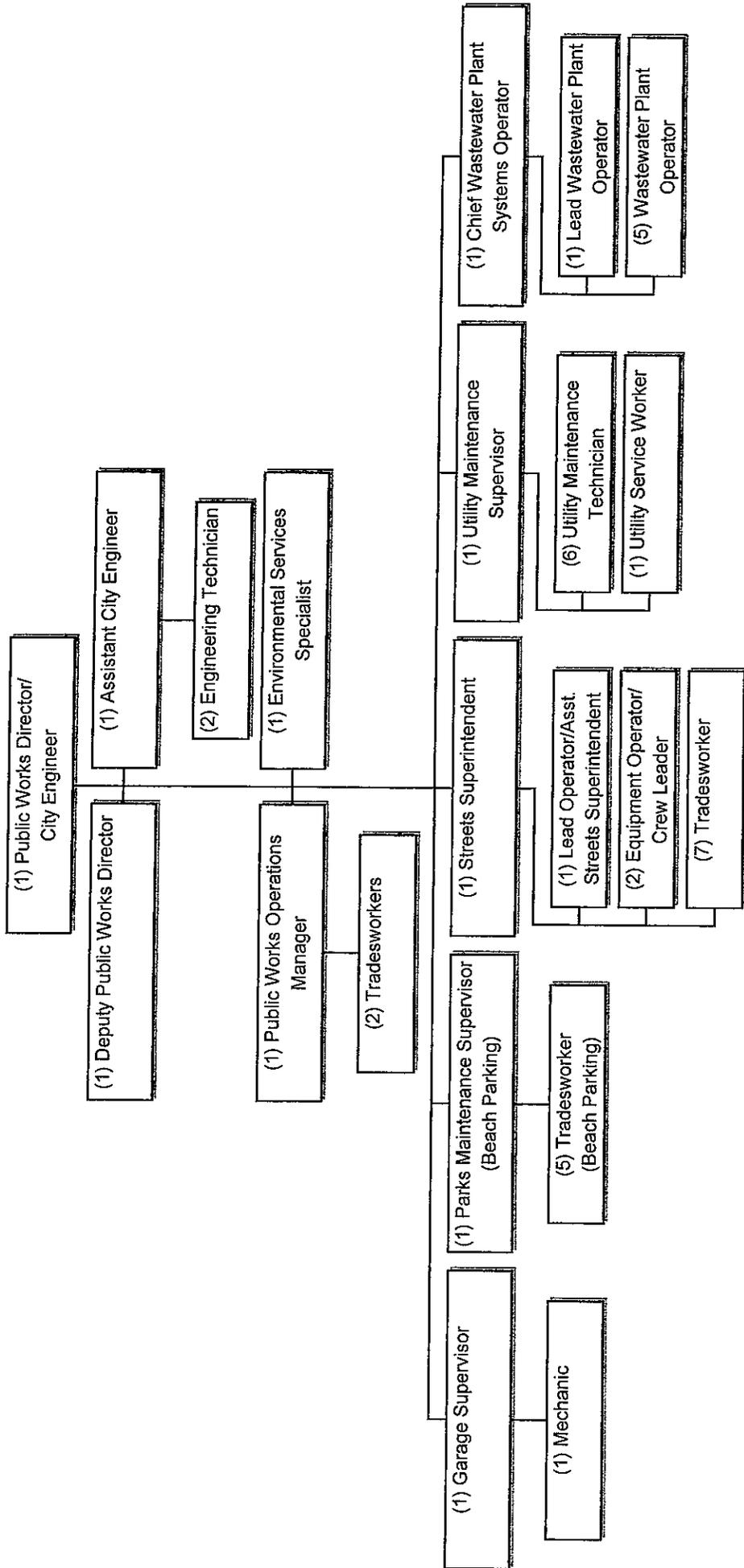
	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	175,784	231,054	231,505	251,392	246,511	244,328
Part-time			-	-	-	-
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	-
Overtime			-	-	-	-
RHS/Shift Diff/Educ.Incentive	5,551	7,949	7,274	7,274	1,721	-
FICA Match	12,936	17,056	17,539	18,519	17,990	17,407
Retirement	10,366	17,170	22,703	34,361	34,361	35,242
Cafeteria Benefits	17,521	25,720	32,772	32,772	28,706	29,262
Workers' Comp	3,382	5,861	2,346	5,357	5,358	18,385
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	225,540	304,809	314,138	349,675	334,646	344,624
OPERATING EXPENSES						
Professional Serv	140	107	1,000	1,000	423	1,000
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	52,885	5,610	12,000	82,630	82,630	32,000
Investigations			-	-	-	-
Travel & Per Diem	11,767	10,824	11,000	11,000	10,803	11,500
Communications	2,266	3,422	2,500	3,700	2,455	2,500
Transportation	111	725	300	620	500	300
Utilities			-	-	-	-
Rentals & Leases	148	170	500	500	134	500
Insurance			-	-	-	-
Repair & Maintenance		165	500	500	200	500
Printing	116	-	500	500	349	500
Promotional Activities	1,417	413	400	800	563	500
Other Current Charges	4,025	1,665	2,050	2,050	1,670	2,050
Office Supplies	1,546	1,053	1,500	1,500	1,240	1,500
Operating Supplies	6,232	19,603	11,000	12,780	11,288	11,000
Road Materials & Supplies			-	-	-	-
Books, Subscriptions, etc	358	187	650	650	195	650
SUB-TOTAL	81,011	43,944	43,900	118,230	112,450	64,500
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment		2,146	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	2,146	-	-	-	-
GRANTS & AIDS						
Grants & Aid	11,000	3,500	-	-	-	-
SUB-TOTAL	11,000	3,500	-	-	-	-
DEPARTMENTAL TOTAL	317,551	354,399	358,038	467,905	447,096	409,124
% CHANGE COMPARED TO PREVIOUS YEAR	47.12%	11.60%		32.03%		-12.56%

City of Sanibel, Florida

Transportation Function
Public Works Department
Beach Parking Department

PUBLIC WORKS DEPARTMENT

Organization Chart Fiscal Year 2008-2009



PUBLIC WORKS DEPARTMENT

Director's Background:

Gates Castle

Director Castle has 28 years of municipal engineering and public works experience, the last 16 with the City of Sanibel. Mr. Castle has been a licensed professional engineer in the State of Florida since 1978.

City of Sanibel, Florida
Public Works Departmental Narrative

Department: Public Works
Fund: General Fund

Mission Statement: To economically provide safe, well-maintained and clean roads, shared use paths, parks, public buildings and vehicles, while improving surface water quality and enhancing the environment. To provide reliable, high quality wastewater collection, treatment, and reuse services in a cost effective manner to residential and commercial customers at a reasonable cost.

Challenges Facing the Department

Public Works' functions are labor intensive, involving technical, skilled, semi-skilled and unskilled labor. Many of the administration, engineering, streets, garage, public facilities and beach parks maintenance personnel are long time City employees. As these personnel reach retirement age, it will be very difficult to replace their institutional knowledge. Even in the current economic market, there is difficulty in hiring technical, skilled employees such as engineering personnel and wastewater plant operators.

The increased demands upon Public Works through both the expansion of the facilities to be maintained (sewer system expansion, more parks, shared use paths, signs, plantings areas, etc.) and the demand for increased maintenance levels (more trimming of roads and shared use paths, more frequent mowing, intolerance for even minor flaws in shared use paths, etc. required by the newer island residents and special interest groups.

Several aspects of the water quality issue impact the department, including finding environmentally friendly ways to:

- Dispose of sludge
- Treat effluent prior to its use for irrigation
- Clean red drift algae from the beaches
- Comply with its National Pollutant Discharge Elimination System permit

Recommended Efficiencies

As stated in challenges above, Public Works is a labor intensive operation. Over the years, the department has purchased equipment to improve efficiency and recommends the continued replacement of this equipment and purchase of new equipment to make the department more efficient. The department continually explores the possibility of contracting functions which might be better

City of Sanibel, Florida
Public Works Departmental Narrative

performed by the private sector. Similar to the City's utilization of Lee County's solid waste facilities, the possible treatment of the City's wastewater sludge at a proposed regional facility is being explored.

Potential Revenue Sources

It is recommended that grant funding be pursued for expansion of the wastewater, reuse and shared use path system. Funding for maintenance functions will continue to be sought out if they become available. Council approved increases in solid waste franchise fees and tipping fees. The establishment of a storm water utility which was explored ten years ago, but had no support from Council or the citizenry is again being examined. Bicycle fees to support the maintenance of shared use paths were also explored, but were not instituted.

How to Better Serve the Community

As does every City department, Public Works emphasizes customer service, including its internal (Council, City Manager, and other City departments) and external (residents and visitors) customers. Continuing to respond to every public request and considering every suggestion is the way to better serve the community.

Goals for FY 2009:

Goal	Measurement Criteria
<p>The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City has initiated an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows</p>	<p>Reduce flow to the plant due to inflow and infiltration by 10%.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>A 100% effluent compliance from both wastewater treatment facilities.</p>

City of Sanibel, Florida
Public Works Departmental Narrative

Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)	Achieve effluent nitrogen and phosphorus levels below 3.0 and 0.5 ppm respectively
Continue program to correct up to 10 neighborhood drainage problems annually	Reduction in number of drainage complaints

Operational Responsibilities

General

The Public Works Department is comprised of eight divisions namely,

- Administration
- Engineering
- Streets
- Garage
- Public Facilities
- Beach Parks Maintenance
- Utility Operations
- Utility Maintenance

Divisional Functions:

Each of the Public Works eight divisions have distinct and varied general responsibilities as follows:

I. Administration

1. Assures that the Department operates within the approved budget.
2. Develops and assures compliance with Departmental goals and regulations
3. Handles all personnel issues
4. Coordinates emergency management planning for the Department
5. Prepares and submits payroll
6. Monitors Department's inventory

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7. Tracks maintenance of all City vehicles, equipment and facilities
8. Coordinates interdepartmental activities
9. Responds to public requests and concerns
10. Issues reports and studies
11. Applies for, and manages grants
12. Manages the City's Stormwater Management program
13. Coordinates the City's solid waste program

II. Engineering

1. Performs surveys
2. Designs public improvements projects
3. Administers construction contracts
4. Directs contractors and interacts with the public during construction projects
5. Manages the Public Works' Capital Improvement Program
6. Performs field inspections
7. Applies for, and confirms compliance with, permits
8. Issues permits for work in the public rights-of-way
9. Maintains City's infrastructure maps

III. Streets

1. Performs maintenance on all public streets (paved and shellrock)
2. Maintains shared use paths
3. Constructs and maintains drainage facilities (swales, inlets, pipes and water control structures)
4. Performs litter control
5. Maintains vegetation within the right-of-way (mowing, trimming and weed control)
6. Performs custodial work
7. Provides traffic control while maintenance work is being performed by the department
8. Installs and maintains traffic control and informational signs
9. Assists with emergency preparedness and recovery

IV. Garage

1. Oversees maintenance of all City vehicles and equipment
2. Assist in scheduling of maintenance
3. Maintains inventory of repair parts
4. Conducts safety checks

V. Public Facilities

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1. Maintains grounds of public buildings by mowing, trimming, and litter picking
2. Performs custodial functions
3. Maintains public buildings with painting and carpentry.
4. Makes electrical, mechanical and plumbing repairs to public facilities
5. Responds to request to move furniture and files, construct shelves, etc.

VI. Beach Parks Maintenance

1. Maintains grounds at beach parks (mowing, trimming, etc)
2. Performs litter control in beach parks and parking lots
3. Monitors private contractors cleaning of public restrooms
4. Performs plumbing, electrical and carpentry work on various public facilities including restrooms, fishing pier, informational kiosks, signage, and kayak/canoe launch.
5. Maintains beach parking lots (grading and filling)
6. Monitoring solid waste to assure clean parks

VII. Utility Operations

1. Operates the City's Donax and Wulfert Water Reclamation facilities
2. Inspects and monitors plant operations to ensure compliance with regulatory standards
3. Prepares and files plant operating reports
4. Maintains plant facilities
5. Develops, and monitors compliance with, safety standards
6. Maintains records of plant operation and maintenance
7. Participates in emergency preparedness and recovery

VIII. Utility Maintenance

1. Repairs wastewater treatment collection, conveyance and reuse facilities
2. Inspects wastewater facilities
3. Operates wastewater facilities to insure compliance with regulatory requirements
4. Performs custodial and maintenance duties at wastewater facilities
5. Assists with construction of wastewater facilities
6. Participates in emergency preparedness and recovery

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Operational Responsibilities

I. Administration

The Administration Division is composed of the Public Works Director/City Engineer, Deputy Public Works Director, Public Works Operations/Facilities

Manager, and Environmental Services Specialist. The functions performed by each position are as follows:

Public Works Director/City Engineer

Reporting to the City Manager, serves in an executive level position planning, directing and managing through subordinate supervisors the City's Public Works Department including: maintenance of facilities, streets, vehicles, parks, shared use paths and bridges; storm drainage, surface water management; wastewater facilities; signage; solid waste management; new facility construction; equipment replacement; and related programs. Serves as the City's Engineer responsible for all engineering services which consist of the design and construction supervision of all public improvements and ensures compliance with City codes for all private engineering construction plans.

- Manages seven subordinate supervisors who supervise a total of 40-45 employees in Engineering, Streets Maintenance, Parks Maintenance, Vehicle Maintenance, Public Facilities, Wastewater Treatment, and Utility Maintenance. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 2 non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manages the development and implementation of department goals, objectives, policies and priorities including special projects, construction, maintenance and office administration.
- Directs and administers the City's utility operations to include wastewater treatment, wastewater collection, reclaimed water distribution, facility maintenance; solid waste management; and equipment services.
- Plans, directs and coordinates through subordinate supervisors in the maintenance and repair of City facilities, streets, automotive fleet, shared use paths, parks, bridges, storm and surface water drainage.
- Directs and administers department activities relating to the Five Year Capital Improvement Program, street resurfacing schedule, equipment

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replacement schedule, shared use path master plan, sign replacement schedule and the National Pollutant Discharge Elimination System permit.

- As City Engineer, is responsible for permit processing, engineering review, inspection and approvals and for utility, private and public works projects and for the maintenance of City Engineering maps, records and documents. Responsible for design specifications, permit application and contract documents for projects developed by the City.
- Reviews all private development applications to ensure all engineering aspects conform to City codes and are of adequate design.
- Develops and maintains constructive relationships with City Officials, property owners, developers, contractors and the general public regarding public works programs.
- Researches and prepares special reports, recommendations and specifications for special City construction and other municipal improvements. Reviews and approves various records, reports, and documentation including work orders, purchase requisitions, time sheets, activity reports, regulatory reports, schedules and progress reports.
- Develops, implements and administers the departmental budget.
- Responds to citizen inquiries and complaints regarding City services performed in the jurisdiction of Public Works.

Deputy Public Works Director

Assists the Public Works Director/City Engineer in planning, directing and managing the City's Public Works Department including: maintenance of facilities, street, vehicles, parks, shared use paths and bridges; storm drainage, surface water management; wastewater facilities; signage, solid waste management; new facility construction; equipment replacement; engineering; and related programs. Responsible for coordinating the Department's permitting and grant activities as well as management of special projects.

- Serves as Public Works Director/City Engineer in the absence of the Director
- Serves as project manager for beach, canal and river projects, directing consultants and contractors.

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- Coordinates the department's permitting activities from application through expiration, including monitoring renewal.
- Manages all Public Works consultant contracts, including utilization of the Consultants Competitive Negotiation Act process for selection and monitoring of consultants' activities.
- Coordinates the City's pavement and storm water management systems.
- Responsible for the department's grant activities, from filing applications through closeout.
- Assists the Director in the development, implementation and administration of the department's budget.
- Responds to citizen inquires and complaints regarding City services performed in the jurisdiction of Public Works
- Monitors all non-construction contracts to assure that performance standards are met and contracts are renewed in a timely fashion.
- Maintains and manages the department's inventory of vehicles and equipment.
- Coordinates emergency management operations for the department.

Public Works Operations/Facilities Manager

Serves under the supervision of the Public Works Director/City Engineer and is responsible for assisting in the management of the operation of the department, including, coordinating contractual services, purchasing, payroll, job tracking and fuel management. Supervises Public Facilities employees in the repair and maintenance of the City Hall Complex and associated buildings and grounds. Compiles complex reports using various operating systems and networks. Responsible for maintaining data, producing reports and documents. Conducts employees' safety meetings and provides appropriate safety training.

- Supervises the day to day operations of two Public Facilities employees in the repair and maintenance of the City Hall Complex and other building and grounds associated with Public Facilities. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the City's policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work;

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appraising performance; rewarding and disciplining employees;
addressing complaints and resolving problems.

- Secures and coordinates contractual services for the departments.
- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment
- Purchases road materials and supplies, trucks, off road equipment, office supplies, safety supplies and safety equipment. Assures employees have equipment and supplies to perform assigned functions.
- Responsible for processing and record keeping of all procurement card purchases made by the department and other departments. Reconciles all monthly procurement statements.
- Conducts annual sign inspection and maintains sign inventory. Maintains data for employee job tracking, NPDES drainage program, vehicle inventory and maintenance, fuel usage, safety training, personnel files and inventory control.
- Responsible for processing monthly gasoline/diesel consumption reports for all City Department usages and maintaining/inspecting mandatory monthly DEP fuel depot inspections.
- Responsible for the logistics of the City's Emergency Ham Radio operations. Attends emergency management meetings and seminars. Assists in repairs, upkeep and inventory of all Ham radio applications for the City
- Coordinates and oversees the repair, maintenance and safety of Public Works and other public facilities, including office equipment, building and storage repairs, fuel depot, generator and A/C services.
- Schedules maintenance and repair work with Garage Supervisor on all City vehicles and equipment, requiring both interdepartmental and intradepartmental coordination.
- Prepares and maintains documents and records for the department. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Analyzes departmental information needs and prepares special reports through data base applications.

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- Assists in compiling the annual budget.
- Coordinates with other departments for any special ordering, miscellaneous repairs needed, hazardous waste disposal and other special requests.
- Assists with departmental emergency management coordination.
- Acts as Environmental Services Specialist in their absence

Environmental Services Specialist

Serves under the supervision of the Public Works Director/City Engineer and is responsible for sewer connection notices, administration of departmental revenue bonds and loans, customer files, wastewater administrative reuse activities, payroll, purchasing and administrative support to the Director. Compiles complex records and reports concerning effluent disposal. Responsible for maintaining data and producing required reports and documents.

- Coordinates the day-to-day operations of the Utility Division of the Public Works Department.
- Accounts for disbursement of construction funds and other restricted assets. Assists in preparation the annual budget for the sewer system and in its control and administration.
- Assists director in the planning and operational functions of the Sanibel sewer system, including the review and approval of new connection applications and calculation of the applicable fees.
- Responsible for responding to public complaints and inquiries. Plans, organizes and schedules public awareness programs, information sessions, public forums and facility tours.
- Prepares and maintains documents and records for the Utility Division. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Analyzes departmental information needs and prepares special reports through data base applications.
- Directs the daily operations of the reclaimed wastewater distribution system delivering reclaimed water to customers in compliance with regulatory guidelines.

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- Inspects the property of customers to identify possible cross-connection between reclaimed and potable water lines.
- Responsible for bringing in revenue to the City with the Reclaimed Water Program
- Performs inspection of facilities and equipment to identify existing or potential problems; informs Public Works Director of breakdown and obstructions.
- Maintains appropriate records to complete reports required by the Florida Department of Environmental Protection.
- Compiles daily effluent disposal and compliance inspection for internal/external reports. Prepares or completes various forms, reports, logs and other documents concerning the use of reclaimed water.
- Serves as the City liaison with state, regional and local government entities relative to reclaimed water resources.
- Implements and manages Grease Program that will require inspections and follow-up with island businesses.
- Assists in the development and integrating of Utility policies and procedures for operational enhancement.
- Assists with departmental emergency management coordination.
- Monitors the City's solid waste program, including the Condominium recycling program.
- Develops and manages the departments' records retention program
- Acts as Public Works Operations/Facilities Manager in their absence

II. Engineering

The Engineering Division is comprised of the Assistant City Engineer, and 2 Engineering Technicians. The responsibilities of these employees are:

Assistant City Engineer

Under the direction of the Public Works Director/City Engineer, is responsible for Transportation Engineering services and storm and wastewater projects. Incumbent is responsible for the development of designs and plans for public improvements, construction supervision of all public works project improvements; and ensuring City code compliance for transportation engineering of private

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projects. Assists the City Engineer in administrating City Land Development Codes applicable to Public Works in existing and proposed faculties; assists the public in projects related to the City Land Development Code.

- Prepares work schedules, plans work procedures, assigns personnel, oversees, work and maintains records of activities.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures.
- Supervises two employees in technical engineering work
- Assists in the development of the departmental budget
- Leads crew in making surveys for the designing phase of a project.
- Designs plans for public improvements, directs Engineer Intern and Engineering Technician and supervises the preparation of specifications for bidding by private contractors or for construction by City employees
- Ensures capital improvement projects are planned, designed and built according to acceptable engineering standards.
- Reviews all private applications for development to assure compliance with City codes and that they are in accordance with acceptable engineering standards.
- As Project Manager for Public Works projects, directs field surveys and inspections, road improvements, and other Public Works projects.

Engineering Technician

This is technical work in the inspection of public works and private development construction, para-professional surveying, and para-professional engineering and drafting. Functions as Chief of Survey Party, prepares sketches and preliminary designs of construction projects, prepares permit applications and inspects construction projects for compliance with City standards. The work is subject to review by an engineer.

- As chief of survey party, performs asbuilt, topographic, control, mean high water, quantity and construction layout surveys, procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements and land acquisitions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies asbuilt surveys in subdivisions.

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- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs, and verbal or written instructions; prepares construction drawings for roadway and

Intersection improvements, drainage improvements, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills

- Inspects road and drainage construction in private developments and capital improvements projects to ensure that City, State and Federal standards are met.
- Coordinates with Building Department the inspection of septic tanks and drain fields, lot grading and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders and contractors on City development and permitting compliance.
- Coordinates with Planning Department and records changes to city owned property on street maps, maintains maps showing developments and development variances
- Reviews utility permit applications and inspects approved construction within the City rights-of-way.
- Coordinates surveying contracts with consultants providing services to the City
- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.
- Prepares technical and administrative correspondence

III. Streets

The Street Division is headed by the Streets Superintendent who supervises a Lead Operator/Assistant Street Superintendent, two Equipment Operators/Crew Leaders, seven Tradesworkers and one Service Worker. The duties performed by the employees in this division are as follows:

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Streets Superintendent

Under the general supervision of the Public Works Director/City Engineer, is responsible for the daily administration, coordination, and supervision of all operations in the construction, maintenance and repair of municipal streets,

shared use paths, parks, drainage facilities and other City property as designated. Duties include, but are not limited to:

- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment.
- Performs a wide range of skilled tasks in the construction, repair and maintenance of municipal streets, shared use paths, parks, and drainage facilities.
- Operates light and heavy construction equipment as well as all other tools.
- Supervises trains and evaluates staff and provides for continuing development and training.
- Assists with preparation of special projects; cost and equipment analysis, reports and specification documents as requested.
- Assists with emergency preparedness and evacuation planning and procedures, coordinating with other departments
- Reviews job applications and interviews and makes recommendations for hiring Tradesworkers, Service Workers and Equipment Operators
- Secures outside services for specific public works projects such as tree trimming and trash hauling
- Assists in preparation of annual department budget
- Verifies construction site layouts, including setting grade elevations and slope contours
- Oversees the traffic control procedures while working on the roadways

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Lead Operator/Assistant Streets Superintendent

Serves under the supervision of the Public Works Streets Superintendent and is responsible for performing skilled work utilizing heavy equipment in the

construction, maintenance and repair of municipal streets, shared use path, drainage facilities, grounds and other City property as designated by performing the following duties.

- Serves as Streets Superintendent in their absence
- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.
- Assists with the maintenance and servicing of vehicles and equipment.
- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.
- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

Equipment Operator/Crew Leader

Serves under the supervision of the Public Works Streets Superintendent and is responsible for performing skilled work utilizing heavy equipment in the construction, maintenance and repair of municipal streets, shared use path, drainage facilities, grounds and other City property as designated by performing the following duties.

- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.
- Assists with the maintenance and servicing of vehicles and equipment.

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- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.
- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

Tradesworker

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal streets, shared use paths, buildings, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.

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- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

Service Worker

Under general supervision, performs a wide range of semi-skilled and labor-intensive work in the construction, maintenance and repair of municipal streets,

shared use paths, buildings, facilities and equipment, grounds, and other City property. Work may include vehicle and/or light equipment operation.

- Repairs and maintains streets and shared use paths by such methods as paving, patching and installation of pavement markings
- Maintains City grounds, parks, and roadside areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.
- Constructs, inspect and maintains stormwater facilities.
- Constructs, assembles, repairs, and installs street, traffic and informational signs.
- Assists with construction projects of City facilities, bridges, fences, storm sewers, weirs, and other projects as assigned.
- Assists in emergency preparedness and evacuation activities as directed.
- Cleans office buildings and performs custodial work.
- Performs traffic control for required work projects in accordance with Florida Department of Transportation Safety Standards

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IV. Garage

The division is composed of a Garage Supervisor and a Mechanic. A description of their various duties follows:

Garage Supervisor

Under the direction of the Public Works Director/City Engineer, is responsible for the general operation of the garage; performs skilled work in the service, maintenance, adjustment, and repair of diesel and gas automotive equipment and machinery. Lead worker duties are also performed in the operation and maintenance of the shop facility, equipment, and the maintenance of records.

- Oversees and directs the repair and maintenance of City cars, police vehicles, trucks, tractors, related automotive equipment, machinery and tools.
- Makes minor repairs to equipment such as changing belts, pumps, and alternators; performs welding, maintains work records.
- Assists the Public Works Operations/Facilities Manager in scheduling or repair work, and ordering and control of inventory
- Conducts safety checks of City vehicles and equipment
- Organizes and maintains departmental tools and equipments and maintains shop facility in clean condition

Mechanic I

Under general supervision of the Garage Supervisor, performs semi-skilled and skilled mechanical work in the City garage servicing, repairing, and maintaining vehicles, equipment machinery and tools. Duties also include a wide variety of manual and equipment operations tasks.

- Assists the Garage Supervisor in the general operation of the garage.
- Services, repairs, and maintains vehicles, equipment, tools and machinery
- Picks up supplies and parts
- Acts as Garage Supervisor when supervisor is absent

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V. Public Facilities

The division is composed of three Tradesworkers, one of which reports to the Streets Superintendent (included in Streets Division above) and performs work in the various non-beach parks. The other two Tradesworkers maintain the public buildings under the supervision of the Public Works Operations/Facilities Manager. The duties performed by the Tradesworkers are listed below:

Tradesworker

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal building, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves,
- installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.

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- Assist with emergency preparedness and evacuation activities as directed.

V. Beach Parks Maintenance

Under the supervision of the Parks Maintenance Supervisor, five Tradesworkers perform the maintenance at the seven beach parks/parking lots. The following are the functions performed by these positions:

Parks Maintenance Supervisor

Serves under the supervision of the Public Works Director/City Engineer and is responsible for supervising the construction, maintenance and repair of municipal grounds, building facilities and other City property at the beach parks and parking lots as designated by performing the following duties:

- Interviews, hires, appraises performance of, and disciplines supervised employees
- Directs workers in the performance of skilled tasks related to the construction, maintenance and repair of all municipal grounds, buildings and other City property.
- Schedules work assignments of supervised Tradesworkers
- Oversee the efficiency, production, safety and work habits of supervised employees
- Trains employees in procedures and equipment use.
- Assists the Director with preparation of the department budget; special projects; cost and equipment analysis; reports and specification documents as requested
- Assists with emergency preparedness and evacuation procedures as directed
- Secures proposal for outside services for specific Parks projects.
- Personally operates light and heavy construction equipment as well as all other tools

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Tradesworker

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal building, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

VII. Utility Operations

This division is composed of a Chief Wastewater System Operator, a Lead Wastewater Treatment Operator and five Wastewater Operators. A list of their duties follows:

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Chief Wastewater System Operator

Under the supervision of the Public Works Director/City Engineer, directs and coordinates activities of the City's wastewater treatment requiring a comprehensive understanding of treatment plant operations. Responsible for assuring compliance with state and federal regulatory standards concerning the City's wastewater treatment operations. Position provides supervisory, technical and administrative guidance to operations personnel under his/her charge.

- Interviews, hires, appraises performance of, and disciplines subordinates.
- Monitors the wastewater treatment facility preventive maintenance program to include regular facility and equipment inspection.
- Coordinates manpower allocation, scheduling and assignments for plant operations personnel; prioritizes and coordinates work orders for
- maintenance and repair needs with the Utility Maintenance Supervisor to minimize disruption in treatment operations.
- Develops standard operating procedures for plant equipment ensuring proper use at all times and efficiency of operations. Coordinates laboratory activities, sets sampling procedures and test schedules and maintains log of operations.
- Inspects and monitors plant operations and calibrations to ensure compliance with established regulatory standards and department policy and procedures.
- Responsible for reporting and records maintenance duties such as monthly operations, production reports, laboratory data, chemical usage, etc.
- Prepares purchase requisitions and bid specifications as needed for equipment and supplies.
- Reviews and evaluates shift reports and record data from gauges, meters, control panels and equipment to ensure proper chemical treatment, biological treatment, pressures and flow rates.
- Provides information for preparation of the annual budget by providing estimates based on anticipated needs of the wastewater treatment operations.
- Prepares and implements safety policies and procedures, holds regular

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safety meetings and ensures proper safety training of assigned personnel.

- Schedules on-call assignments for off-hour emergency responses and fills in as a plant operator when scheduling and operating permit require.
- Oversees general facility cleaning and maintenance duties to maintain environmentally safe and efficient operating conditions
- Directs emergency preparedness and recovery for the division

Lead Wastewater Treatment Operator

Serves as a Lead Operator responsible for leading and performing the operation and maintenance of wastewater plant and reuse facilities according to federal, state and local regulations and established procedures. Duties include the

performance of and leading operators in analysis, testing and maintenance activities associated with the operation of wastewater treatment facilities, which must be accomplished in an accurate, timely and complete fashion.

- Leads other Operators and operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.
- Assists in the operations and maintenance of the wastewater collection, transmission and reuse system.
- Provides guidance in taking necessary readings, taking control samples and running tests. Makes chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.
- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels and pump function; takes corrective action as required.
- Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.
- Oversees the preparation of D.E.P. reports regarding overall operation of wastewater plant as required.
- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes

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samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.

- Provides training and orientation to other operators as required. Acts as Chief Wastewater Systems Operator in the absence of the supervisor.
- Provides 24-hour on-call emergency availability.
- Serves as key operator and trainer for the automated operations of the wastewater facility.

Wastewater Operator (III, II & I)

Under the general supervision of the Chief Wastewater System Operator, the work involves the operation and maintenance of wastewater plant facilities,

transmission system and reuse facilities according to federal, state and local regulations and established procedures. Duties include record keeping, analysis, testing and maintenance activities associated with the operation of wastewater treatment facilities, which must be accomplished in an accurate, timely and complete fashion

- Operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.
- Assists in the operations and maintenance of the wastewater transmission and reuse system, including lift stations.
- Takes and charts all necessary readings. Takes control samples and runs tests. Makes all chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.
- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels, and pump function; takes corrective action as required.
- Prepares Florida Department of Environmental Regulation reports regarding overall operation of wastewater plant as required.
- Prepares daily operating sheet, the daily operating summary, the shift changeover sheet and daily maintenance sheet. Periodically reads flow meters, gauges, and dials and records data for reports. Prepares and maintains records of all repairs and adjustments made to wastewater

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facilities and equipment.

- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.
- Changes control room charts. Changes chlorine cylinders and containers. Sets chlorine machines to obtain proper readings. Tallies chemicals and electricity consumed for month.
- Derags and cleans mechanical aerators and diffusers. Cleans and scrapes algae from clarifier overflow weirs. Pumps sludge and measures sludge blanket depth; hoses down sludge tanks. Rakes bar screens. Pumps down, back flushes and hoses tankage and equipment. Cleans lines and pipes.
- Participates in routine maintenance work and repair functions for pumps, tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemical handling facilities, and all related wastewater facilities and equipment. Performs maintenance, repair and cleanup of buildings and grounds as needed.
- Abides by all federal, state and local safety rules and regulations.
- Remains available for emergency situations on an on-call basis.

VIII. Utility Maintenance

The Utility Maintenance Supervisor (Electrician) heads this division, utilizing five Utility Maintenance Mechanics and two Utility Service Workers. The duties performed by these positions are:

Utility Maintenance Supervisor (Electrician)

Serves under the supervision of the Public Works Director/City Engineer, responsible for supervising the maintenance of the wastewater treatment, collection, conveyance, and reuse facilities for the City. Performs skilled technical diagnosis, repair, and preventive maintenance activities on electrical components, circuitry, equipment and machinery, lift stations, solids handling facilities and the water reclamation facility. Directs workers in the maintenance, adjustment, and repair to a variety of equipment, machinery, and control systems at City wastewater facilities.

- Interviews, hires, appraises performance of, and disciplines subordinates

City of Sanibel, Florida
Public Works Departmental Narrative

- Supervises the installation and/or replacement of equipment and oversees equipment overhauls.
- Functions as a journeyman electrician: troubleshoots downed equipment and circuits; visually and manually inspects electrical equipment, machinery, components and related water reclamation controls; installs and/or maintains panels, circuitry, electrical motors and power and lighting systems; and operates various specialized gauges and tools such as, voltmeters, amp meters, ohmmeters, circuit tracers, rotation meters, soldering irons, welders, drills and saws.
- Assigns weekly/daily work orders, monitors the progress of projects, and evaluates and records the individual performance of subordinates.
- Maintains budgetary responsibility for parts and supply inventory and equipment maintenance, and establishes vendor relationships and orders parts and supplies.
- Directs, supervises, trains, and evaluates subordinates in the safe and effective use of new equipment and tools, safety policy and procedures, professionalism, and consistency.
- Establishes schedules for and monitors preventive maintenance and repair, safety policies and procedures and quality control.
- Supervises proper operating procedures in the use of heavy equipment and standard and specialized hand and power tools.
- Coordinates and participates in response to emergency repairs.
- Maintains various maintenance and service records on personnel work completed safety, accidents, and tools and equipment used and develops regular reports from compiled information.
- Develops and operates a computerized maintenance management system.
- Ensures assigned vehicles and equipment are properly cleaned and maintained
- Directs emergency preparedness and recovery for the division

City of Sanibel, Florida
Public Works Departmental Narrative
Utility Maintenance Mechanic

Under general supervision, the purpose of the position is to perform a wide range of skilled, labor-intensive work in the maintenance and repair of City wastewater treatment, collection, and reuse facilities. Employees in this classification are accountable for ensuring the efficient and effective operation of wastewater facilities and equipment. Employee works with independence, however, confers with the Utilities Maintenance Supervisor and Chief Wastewater Systems Operator on unusual or highly complex operational repairs or construction projects.

- Performs inspection of facilities and equipment to identify existing or potential problems; informs Utility Maintenance Supervisor and the Chief Wastewater System Operator of breakdown or obstruction. Performs preventive maintenance as directed by the Utility Maintenance Supervisor.
- Performs routine repairs, replacement tasks and construction projects to wastewater treatment, collection, and reuse facilities and equipment.
- Performs complex trades work, e.g., masonry, carpentry, electrical, welding; threads, cuts, fits and replaces pipes and plumbing infrastructure.
- Performs various custodial and maintenance duties in and around wastewater facilities, e.g., litter collecting, mowing, tree trimming, fertilizing, placing sod, raking, planting and painting.
- Operates a variety of hand and power tools for both electrical and mechanical repairs, e.g., air wrenches, air hammer, chisel, shovel, rodder.
- Assists in the development and integration of Utility policies and procedures for operational enhancement.
- Cleans, inspects and maintains lift stations and wastewater facilities and equipment, e.g., removes grease; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Provides 24-hour on-call emergency availability.
- Assists with emergency preparedness and evacuation activities as directed.

City of Sanibel, Florida
Public Works Departmental Narrative

Utility Service Worker

Under the general supervision of the Utility Maintenance Supervisor, performs a wide range of semi-skilled and labor-intensive work in construction, maintenance and repair of municipal wastewater treatment, collection, and reuse facilities, and other City property. Work may include vehicle and/or light equipment operation.

- Repairs, cleans, inspects and maintains lift stations and other wastewater facilities by such methods as grease removal, patching, and equipment repair.
- Maintains municipal treatment plant grounds, lift station sites and pond ground areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.
- Constructs, assembles, repairs, and installs treatment plant, lift stations and collection system equipment and appurtenances.
- Assists with construction projects of municipal wastewater facilities, plants, sewers, and other projects as assigned.
- Assists in emergency preparedness and evacuation activities as directed.
- Cleans office buildings and performs custodial work
- Performs routine inspections of lift stations using minimum checklist. Reports abnormalities to Utility Maintenance Supervisor.
- Reads system irrigation meters an a monthly basis
- Remains available for emergency situations on an on-call basis.

City of Sanibel, Florida
Public Works Departmental Narrative

FY 08 Goals and Status:

Goal	Status
<p>The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows</p>	<p>In house and contractor repairs have been made to 37 manholes and 14 cleanouts, resulting in the elimination of an estimated 189,000 gallons per day of infiltration/inflow.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>Have not yet achieved a 100% effluent compliance from both wastewater treatment facilities, but are still working toward that goal.</p>
<p>Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)</p>	<p>Continuing to experiment with various chemicals (alum, odophos, etc.) Phosphorus reduction results more promising than nitrogen.</p>
<p>Continue program to correct up to 10 neighborhood drainage problems annually</p>	<p>No neighborhood drainage complaints recently, more due to the dry weather than efforts to correct problems.</p>

General Fund
Public Works

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	772,560	870,413	963,176	1,031,290	1,031,623	1,031,630
Part-time			-	-	-	-
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	(32,750)
Overtime	97,342	117,445	105,000	120,000	120,000	120,000
RHS/Shift Diff/Educ.Incentive	7,973	17,721	16,138	16,138	6,408	3,500
FICA Match	66,796	73,869	83,090	87,892	87,889	82,676
Retirement	93,294	108,743	143,783	142,957	142,957	148,803
Cafeteria Benefits	126,084	160,872	207,555	207,555	192,590	197,801
Workers' Comp	42,275	73,254	29,321	66,957	66,957	91,183
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,206,324	1,422,317	1,548,064	1,672,789	1,648,423	1,642,844
OPERATING EXPENSES						
Professional Serv	42,964	92,548	21,500	24,998	23,000	16,200
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	124,146	129,532	267,700	273,200	253,200	169,260
Investigations			-	-	-	-
Travel & Per Diem	12,831	11,163	32,120	26,120	26,120	23,090
Communications	11,117	9,650	8,000	8,000	8,000	8,000
Transportation	336	280	400	400	500	500
Utilities	1,252	848	-	-	-	-
Rentals & Leases	4,110	5,155	8,280	6,280	6,280	6,380
Insurance	-	-	-	-	-	-
Repair & Maintenance	45,824	48,410	73,890	73,890	71,000	63,440
Printing	719	496	600	600	1,200	1,200
Promotional Activities	5,269	3,785	3,000	3,000	2,500	1,000
Other Current Charges	853	7,014	1,500	1,500	1,500	1,650
Office Supplies	3,073	7,885	7,400	7,400	7,400	7,350
Operating Supplies	104,003	103,334	89,900	89,900	89,900	115,000
Road Materials & Supplies	41,551	31,603	30,500	30,500	30,500	19,500
Books, Subscriptions, etc	3,303	10,578	14,410	14,410	13,000	12,450
SUB-TOTAL	401,351	462,280	559,200	560,198	534,100	445,020
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs		7,418	-	-	-	-
Machinery & Equipment	14,613	12,100	25,100	15,600	15,600	7,500
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	14,613	19,518	25,100	15,600	15,600	7,500
DEPARTMENTAL TOTAL	1,622,288	1,904,114	2,132,364	2,248,587	2,198,123	2,095,364
% CHANGE COMPARED TO PREVIOUS YEAR	5.39%	17.37%		18.09%		-6.81%

FY 2009 BEACH PARKING REVENUE AND EXPENSE ALLOCATION

	BOAT RAMP	BLINDPASS	TARPON BAY	GULFSIDE	LIGHTHOUSE	BOWMANS	TURNER	
MACHINES #:					1, 2 & 3	6 & 7	9	610
# PARKING SPACES					367	217	26	
REVENUE:					334.50-01	344.50-04	344.50-06	
PARKING FEES	920,000				553,508	327,279	39,213	
ALLOCATED PERCENTAGES								
	DEPT #:	4,500	4504	35.57%	4,268	4,268	4,268	AMTS TO BE ALLOCATED
	TOTAL	4,500		60.16%				
EXPENSES								
SALARIES								
Current positions	560,170	337,020	199,274	23,876				560,170
Requested positions	0	0	0	0				0
Reserve for Comp/Reclass	0	0	0	0				0
OVERTIME	40,000	24,066	14,230	1,705				40,000
SPECIAL PAY	6,268	3,771	2,230	267				6,268
SWORN OFF DEPENDENT CC	0	0	0	0				0
FICA Match	46,393	27,912	16,504	1,977				46,393
RETIREMENT	102,969	61,945	36,627	4,397				102,969
CAFETERIA BENEFITS	145,574	87,583	51,786	6,205				145,574
W/C	44,419	26,724	15,802	1,893				44,419
Personnel Services	945,792	589,021	336,451	40,321				945,792
PROF SERV	2,000	301	1,678	21				500
ACCOUNTING & AUDIT	0	0	0	0				0
OTHER CONTRACTUAL	229,900	145,196	77,011	7,693				180,500
TRAVEL	7,920	4,765	2,817	338				7,920
COMMUNICATIONS	4,840	1,805	2,907	128				3,000
TRANSPORTATION	800	481	285	34				800
UTILITIES	30,000	18,049	10,672	1,279				30,000
RENTALS & LEASES	11,320	6,811	4,027	482				11,320
INSURANCE	19,620	11,804	6,980	836				19,620
REPAIR & MAINTENANCE	164,150	62,632	95,232	6,285				23,140
PRINTING	2,300	1,384	818	98				2,300
PROMOTIONAL ACT	500	301	178	21				500
OTHER CURRENT CHGS	10,000	6,016	3,557	426				10,000
Indirect Cost Charges	486,662	292,795	173,124	20,743				486,662
OFFICE SUPPLIES	250	150	89	11				250
OPERATING SUPPLIES	103,950	62,779	36,765	4,405				103,350
ROAD MATERIALS	0	0	0	0				0
BOOKS & PUBLICATIONS	4,000	2,407	1,423	170				4,000
Operating Expenditures	1,078,212	617,672	417,564	42,972				883,862
BUILDINGS	0	0	0	0				0
IMPROV OTHER THAN BLDGS	110,000	66,180	39,131	4,689				110,000
MACHINERY & EQUIP	120,000	72,197	42,689	5,115				120,000
Capital Outlay	230,000	138,377	81,820	9,803				230,000
INTEREST	0	0	0	0				0
Debt Service	0	0	0	0				0
TOTAL EXPENSES	2,254,004	1,325,074	835,834	93,096				2,059,654

Enterprise Fund
Sanibel Sewer System - Donax and Wulfert Plants
Fund No. 450 and 455
(Non-GAAP Budgetary Basis)

	Fiscal Year 2006 Actual Expenses	Fiscal Year 2007 Actual Expenses	Fiscal Year 2008			FY 09 Adopted
			Original Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	687,187	737,418	726,108	808,713	800,564	833,225
Part-time	2,156	-	-	1,817	7,956	-
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	-
Overtime	37,914	60,776	55,000	85,804	90,000	80,000
Special Pay	4,171	9,932	4,000	4,000	7,576	8,000
FICA Match	54,863	60,945	64,918	71,147	70,366	70,474
Retirement	103,660	93,004	128,648	107,771	107,771	120,185
Cafeteria Benefits	122,112	145,895	182,239	182,239	178,206	184,177
Workers' Comp	3,805	6,593	2,639	6,026	6,026	29,094
Unemployment Comp	1,375	-	-	-	-	-
SUB-TOTAL	1,017,243	1,114,565	1,163,552	1,267,517	1,268,465	1,325,155
OPERATING EXPENSES						
Professional Serv	167,623	151,937	135,000	155,770	155,770	179,800
Accounting & Auditing	-	-	-	21,000	21,000	-
Court Reporting			-	-	-	-
Other Contractual	226,195	135,399	325,900	325,900	325,900	332,000
Investigations			-	-	-	-
Travel & Per Diem	18,319	18,474	25,020	25,020	25,020	22,390
Communications	17,919	21,355	27,900	27,900	25,000	26,740
Transportation	7,252	5,423	5,500	5,500	7,000	8,500
Utilities	340,288	325,201	287,440	287,440	287,440	303,400
Rentals & Leases	20,892	8,402	28,600	28,600	28,600	30,960
Insurance	14,573	8,848	18,000	18,000	18,000	18,000
Repair & Maintenance	387,597	297,581	320,780	417,771	409,910	337,680
Printing	2,206	1,119	3,500	3,500	3,500	3,500
Promotional Activities	11,932	14,514	7,000	7,000	10,000	5,000
Other Current Charges	470,937	572,271	371,265	525,142	525,142	525,142
Office Supplies	2,786	3,502	6,750	6,750	6,750	7,100
Operating Supplies	281,305	251,901	279,100	279,100	300,000	377,150
Road Materials & Supplies	8,088	-	-	-	-	8,000
Books, Subscriptions, etc	5,595	16,626	11,000	11,000	8,000	13,600
SUB-TOTAL	1,983,507	1,832,552	1,852,755	2,145,393	2,157,032	2,198,962
Capital Outlay						
Building	12,856	238,160	-	-	-	-
Improve Other Than Bldgs	295,906	2,267,764	186,500	186,500	186,500	188,000
Machinery & Equipment	74,701	60,833	47,800	47,800	43,000	17,400
SUB-TOTAL	383,463	2,566,757	234,300	234,300	229,500	205,400
Reserve for Classification & Pay Adj			63,494	-	-	-
Reserve for Cafeteria Increases						-
Reserve for Disasters			120,000	120,000	120,000	200,000
Grants and Aids (Reclaimed W	8,409	-	-	-	-	-
Depreciation & Amortization	-	-	-	-	-	-
Debt Service						
Principal			270,000	270,000	270,000	275,000
Interest	156,325	-	146,509	146,509	146,509	140,839
Other Debt Service	53,869	47,812	-	-	-	-
SUB-TOTAL	210,194	47,812	416,509	416,509	416,509	415,839
DEPARTMENTAL TOTAL	3,594,407	5,561,685	3,850,610	4,183,719	4,191,506	4,345,356
% CHANGE COMPARED TO PREVIOUS YEAR	0.66%	54.73%		16.40%		3.86%

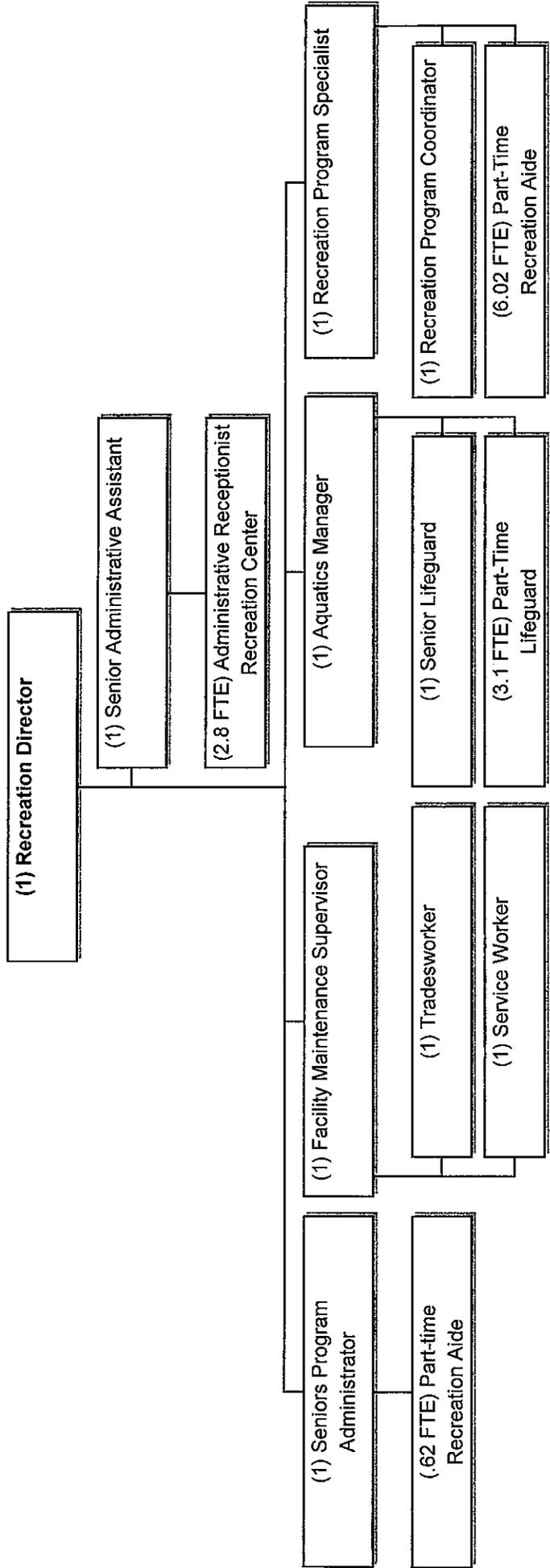


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Culture/Recreation Function
Recreation Complex Department
Seniors Program Department
Performing Arts Facility Department
Historical Committee Fund
Sanibel School Ball Park Maintenance Fund
Public Facilities Department

RECREATION DEPARTMENT

Organizational Chart Fiscal Year 2008-2009



RECREATION DEPARTMENT

Director's Background:

Christopher Deal

- Master's Degree in Parks and Recreation
- Certified Parks and Recreation professional
- Member of National Parks and Recreation Association
- NIMS Certified
- 28 years of professional work experience

City of Sanibel
Parks and Recreation Department Narrative

Department:	Recreation
Fund:	Special Revenue Fund

Mission Statement: To develop and administer safe, well-rounded community programs and facilities that meets the needs of Sanibel residents and visitors.

Challenges Facing the Department

Emerging Issues

Public demand to increase operating hours and programming at the new Recreation Center.

Increases in the operating hours and increases in programming require additional funds for personnel and operating materials.

*Need to continue to increase revenue generated at the **Recreation Center***

Public requests to develop facilities beyond those identified in the previously adapted Master Plan

Additional Challenges

Hiring qualified as needed employees can be more challenging than hiring full time employees.

- As-needed Recreation Aides are used as counselors in the After-School, Summer and Holiday Programs. To insure safety for guests and program participants, lifeguards monitor all water facilities and activities;
 - The loss of As-needed Recreation Aides will require that the Department eliminate many of the current programs offered;
 - As-needed Recreation Aides receive no benefits and their hours are limited exacerbating the difficulty of hiring and retaining them beyond that of the full time staffers;
 - Working with children requires special background screening due to the Jessica Lunsford Act, a recently approved State of Florida Statute that was designed to protect children against child predators. In addition, all employees are required to have current certifications in CPR/AED and First Aid.
-
- *Difficulty prioritizing and completing goals, objectives and general workload with approved staff due to the number of projects, short deadlines and budget restraints.*
 - *Preparing for meetings, reports and responding to questions by the Parks and Recreation Committee continue to consume a great deal of staff's time*

City of Sanibel
Parks and Recreation Department Narrative

2008-2009 Goals, Objectives and Status:

<p>GOAL 1 Increase programming and partnerships to increase revenue, create new opportunities and improve existing activities on Sanibel</p>	<p>MEASUREMENT CRITERIA Public satisfaction</p>
<p>GOAL 2 Actively recruit volunteers and continue to develop a program to supplement staff in specified areas</p>	<p>MEASUREMENT CRITERIA To have a roster of trained, active volunteers minimizing the need for additional paid staff</p>

Recommended Efficiencies:

- Effective and efficient use of technology.
- Effective and creative promotions and marketing.
- Promote partnerships.
- Maintain qualified and competent staff through training and professional development.
- Strive to maximize use of recreation facilities.

Potential Revenue Sources:

- Increase programming.
- Develop facility rental program.
- Implement memberships and daily user fee program.

Suggestions on How to Serve the Residents Better:

- Improve quality and increase number of recreational opportunities that encourage lifelong learning and enrichment.
- Create unique opportunities for special populations, including home school, special needs, teens, seniors.
- Enhance community spirit through special events.

RECREATION DEPARTMENT ADMINISTRATIVE RESPONSIBILITIES

Department Divisions: Recreation Administration, Ball Fields, and Senior Program.

Department Staff Structure Overview:

The Recreation Department is composed of the Recreation Director, Recreation Superintendent, Senior Administrative Assistant, Senior Program Administrator, Aquatic Manager, Program Specialist and Program Coordinator, Lifeguards, Trades worker, Service worker and Recreation Aides.

City of Sanibel
Parks and Recreation Department Narrative
ADMINISTRATIVE RESPONSIBILITIES

- *Develop and implement department policies and procedures* - The Recreation Director develops, maintains and implements department rules, regulations and policies.
- *Prepare department budget* – Within their respective areas, Recreation Department supervisors make budget recommendations to the Recreation Director.
- *Departmental budget preparation* - The Recreation Director prepares the department budget and forwards to the City Manager.
- *Writing and administering grants* – The Recreation Director works with the contracted grant writers to prepare department grants.
- *Grant Fund Expenditures* – The Recreation Director oversees the expenditures of grant funds.
- *Grant Funding Needs* – The Recreation Director evaluates grant funding needs.
- *Purchase department supplies, equipment and services* – In compliance with all City purchasing policies, staff purchases all required supplies, equipment and services, including Request for Bids, Proposals and Qualifications.
- *Track expenditures*- Administrative staff tracks expenditures to ensure purchases remain within the approved budget.
- *Establish goals and objectives* – The Recreation Director develops strategies and evaluates effectiveness to insure department operations are safe and efficient.
- *Inventory control* – Administrative staff tracks and maintains inventory of equipment, supplies and capital improvements for all department divisions; accounts for monies received and payable.
- *Maintenance of the membership, program and daily user fee* – Coordinate with the Finance Department for the collection of fees for facility use and program participation.
- *Prepare Payroll* – Senior Administrative Assistant prepares and enters employee Payroll information into HTE, the City's computer system, and completes all required documentation.
- *Track department human resources* – Administrative staff tracks all hours worked including, but is not limited to, vacation and sick time to ensure adequate coverage for all divisions and programs.
- *Reports and Statistics* – Administrative staff prepares and maintains databases, statistics, and records.
- *Maintaining appropriate certification* - Staff is required to obtain and maintain all required certifications.
- *Certifications* - The Aquatic Manager trains Lifeguards and other department staff in Red Cross Lifeguard, AED, First Aid and CPR.
- *Attend weekly executive staff meetings* – The Recreation Director or designee attends weekly executive staff meetings to discuss, plan and coordinate City business.
- *Disaster Preparedness Plan/Community Needs Team* – The Recreation Director, Senior Administrative Assistant, Senior Program Administrator

City of Sanibel

Parks and Recreation Department Narrative

and Aquatic Manager serve as coordinators for the various components of the Disaster Preparedness Plan/Community Needs Team.

- *FEMA* – The Recreation Superintendent coordinates FEMA related capital repair projects for the department.
- *Structural Safety Inspector* – The Recreation Superintendent, Program Specialist and Program Coordinator and Trade worker serve on the Building Department's SSI Team during disasters.
- *Emergency preparedness* – The Recreation Director or their designee is responsible for coordinating the Emergency Action Plan between the City Administration and the Recreation Department before, during and after an event.
- *Emergency preparedness* – Administrative staff implements the department's Emergency Action Plan and evacuation activities.
- *Research/Trends* – Administrative staff researches issues relevant to recreation programming, human services, governmental policies and procedures.
- *Special Studies* – Recreation Director conducts research and special studies for the City Manager and presents findings and recommendations.
- *Hiring of new employees:* The Recreation Director oversees the hiring of new employees.
- *Hiring of independent contractors and facility rentals:* The Recreation Director or designee oversees the hiring of independent contractors.
- *Supervises the work of subordinates* – Administrative staff supervises the work of employees under their control.
- *Evaluates the work of subordinates* – Administrative staff evaluates personnel, volunteers, and contractual employees under their control.
- *Assists in disciplinary problems* – Administrative staff administers disciplinary procedures pursuant to the City of Sanibel's Personnel Rules and Regulation Manual.
- *Public relations and customer service* – Administrative staff provides the public with general information of department programming, functions, Procedures, policies, rules and regulations.
- *Recreation planning and programming* – Administrative staff plans, Develops, directs, and coordinates activities and programming at municipal recreational facilities.
- *Scheduling facility use and permitting* – Administrative staff schedules and issues permits for all facilities, makes long-range.
- *Administrative staff works locally with other supervisors in programming.*
- *Administrative staff works with community to provide well-rounded and sound programming.*
- *Publicity* – Assigned Administrative staff prepares publicity regarding recreational activities and programs;
- *Community Meetings* – Assigned administrative staff attends community meetings and coordinates with the public by providing programs to meet the needs of citizens.
- *Public and employee safety* – Administrative staff develops and maintains the safety and loss control program; evaluates recreation facilities for

City of Sanibel

Parks and Recreation Department Narrative

safety and playability.

- *Networks with other agencies* – Administrative staff members serve as liaisons to other departments and other local government agencies regarding issues of mutual concern.
- *Parks and Recreation Committee* – The Recreation Director serves as the City Liaison to the Parks and Recreation Committee; attends monthly meetings, prepares and present department status reports, surveys; provides input concerning plans and activities per City policies and procedures.
- *Special projects* – Recreation Director or designee coordinates the development of recreational facilities and parks as previously approved by City Council.
- *Special event planning* – Staff plans, oversees and coordinates special events for the purpose of fundraising, community enrichment/education and entertainment.

RECREATION DEPARTMENT AQUATICS - OPERATIONAL RESPONSIBILITIES

- *Plans and implements comprehensive aquatic programs* – Aquatics Manager surveys Aquatic Program needs through community and staff input.
- *Aquatic program scheduling* – Aquatics Manager confers with appropriate individuals concerning facility and program scheduling.
- *Long-range plans for aquatic programs* – Aquatic Manager makes long-range plans for future aquatic program growth and expansion.
- *Public forums* – Aquatic Manager holds public forums to provide aquatic program information.
- *Swimming and water safety classes* - Aquatic Manager and Instructors teach swimming and water safety classes and lead special Water events/competitions, manage swimming programs, swim team and All related activities.
- *Facility and programming safety* – Aquatic staff provides program supervision and evaluates facility for safety and usability.
- *Aid in the rescue of patrons* – Aquatic staff aids in the rescue of patrons in the water and administers first aid or life saving techniques as indicated. Professional aid is obtained in case of serious accident or injury.
- *Inventory equipment* – Aquatic staff maintains scheduled inventory of necessary equipment and supplies.
- *Purchase of chemical supplies* – Aquatic staff monitors chemical supplies and makes purchases when necessary.
- *Repair and clean-up duties* – Aquatic staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.

RECREATION DEPARTMENT CHILDREN'S AND ATHLETICS - OPERATIONAL RESPONSIBILITIES

- *Survey Children's and Athletic Program needs* – Program Specialist and

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Program Coordinator surveys Children's and Athletic Program needs through community and staff input.

- *Facility and program scheduling* – Program Specialist and Program Coordinator confer with appropriate individuals concerning facility and program scheduling.
- *Long range plans* – Program Specialist and Program Coordinator make long-range plans for future children's and athletic program growth and expansion.
- *Programming* – Program Specialist and Program Coordinator work closely with other supervisors and parents when programming for children and youth.
- *Public forums* – Program Specialist and Program Coordinator hold public forums to provide children's and athletic program information.
- *Planning and implementing activities* - Under the direction of the Program Coordinator the Recreation Aides assist with planning and implementing activities, provide appropriate notice of programs and events; communicates with school, general public and other City departments on scheduling.
- *Inventory equipment* – Program Specialist and Program Coordinator maintain scheduled inventory of necessary equipment and supplies.
- *Repair and clean-up duties* – Program Specialist and Program Coordinator and assigned staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.
- *Safety procedures* – Program Specialist and Program Coordinator assure that all safety procedures are in place and assigned staff is in compliance.
- *Program supplies* – Program Specialist and Program Coordinator assure that adequate supplies are available to run children and youth programs.
- *Reports* – Program Specialist and Program Coordinator prepare all requested reports.

RECREATION DEPARTMENT SENIOR PROGRAM - OPERATIONAL RESPONSIBILITIES

- *Liaison between the City and Island Seniors, Inc.* - Administrator Serves as liaison between the City and Island Seniors, Inc., a non-profit organization that raises funds for the Island Seniors Program and acts as a liaison to the advisory committee.
- *Senior Program activities* - Administrator researches and implements all senior programs and activities
- *Under the direction of the Senior Program Administrator the Recreation Aides assist with senior activities* - line-dancing, games, seminars, special events, etc.,
- *Membership* - Under the direction of the Senior Program Administrator, Recreation Aides maintain membership files.
- *Under the direction of the Senior Program Administrator, Recreation Aides complete computer data entry.*
- *Under the direction of the Senior Program Administrator, Recreation Aides perform general office duties.*

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- *Under the direction of the Senior Program Administrator, Recreation Aides prepare facility for events.*
- *Program growth* – Senior Program Administrator makes long-range plans for future Seniors Program growth and expansion.
- *Program information* - Senior Program Administrator holds public forums to provide seniors program information.
- *Public information* – Senior Program Administrator maintains positive public relations and community-wide interrelationships.
- *Communications* – Senior Program Administrator communicates with City departments and community organizations.
- *Referrals* – Senior Program Administrator or designee provide appropriate information and referral to seniors for their special needs such as social, psychological, financial or other.

RECREATION DEPARTMENT BALL FIELDS - OPERATIONAL RESPONSIBILITIES

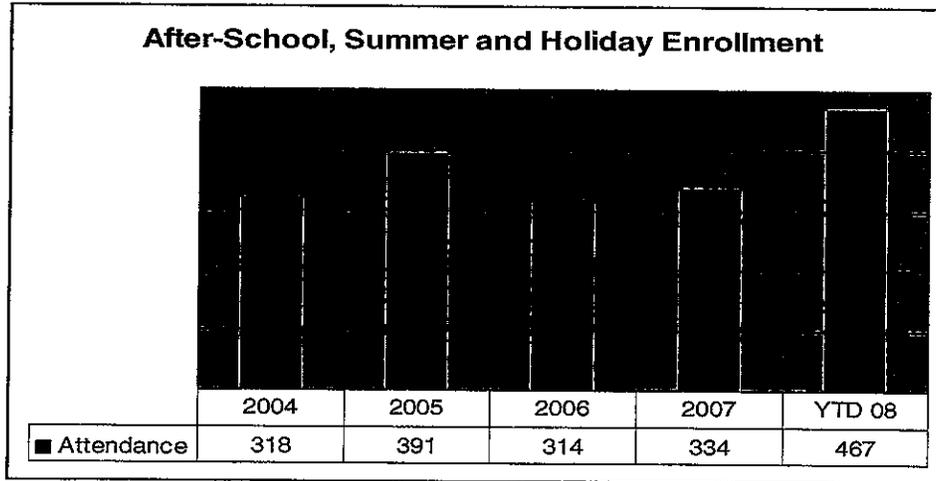
- *Repair* – Trades worker and Service worker performs a variety of skilled repair and maintenance work including carpentry, painting, minor electrical work plumbing, equipment repair and irrigation systems, works with concrete, builds forms, mixes, pours, and finishes surfaces.
- *Schedule contractors* – Under the direction of the Recreation Superintendent the Trades worker and Service worker schedule contractors for repair work, as needed.
- *Grounds maintenance* – Trades worker and Service worker maintains grounds, mows lawns, pruning shrubs, and collects trash.
- *Field maintenance* – Trades worker and Service worker mows ball fields
- *Infield preparation* – Trades worker and Service worker drag infields; paint base lines; routinely checks athletic lights; cleans debris from facility surfaces; make necessary repairs, when possible.
- *Facility safety* – Trades worker and Service worker inspects facilities for playability, safety and use.
- *Public access* – Trades worker and Service worker builds decks, walkways, railings, and other structures for ADA compliant public access.

RECREATION CENTER AND SENIOR PROGRAM

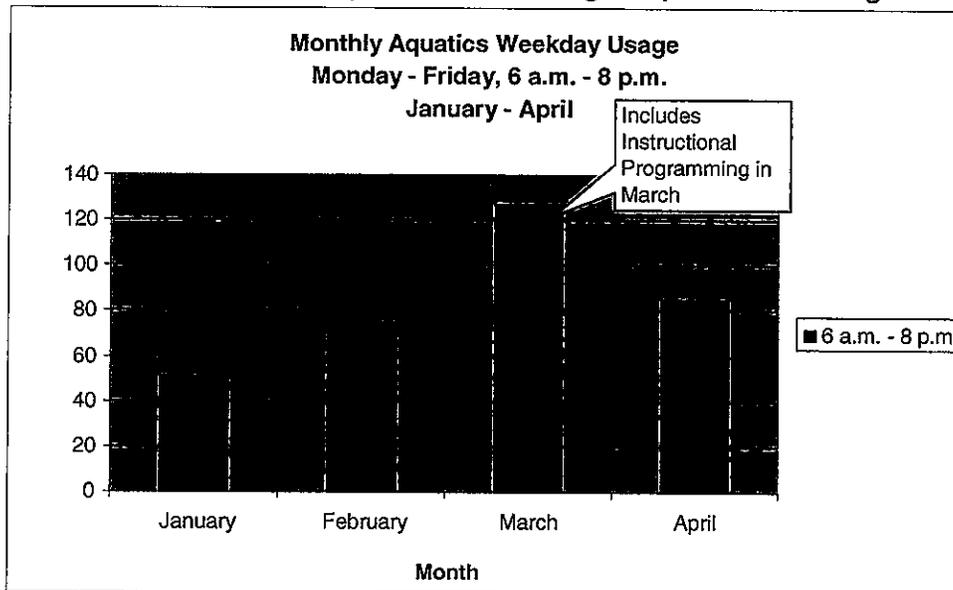
During the first six months of operation at the Recreation Center there have been 61,791 visits to the facility.

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A. After-school, Summer and Holiday Programs: Registration has increased in the After-School, Summer and Holiday Programs since the Recreation Center opened

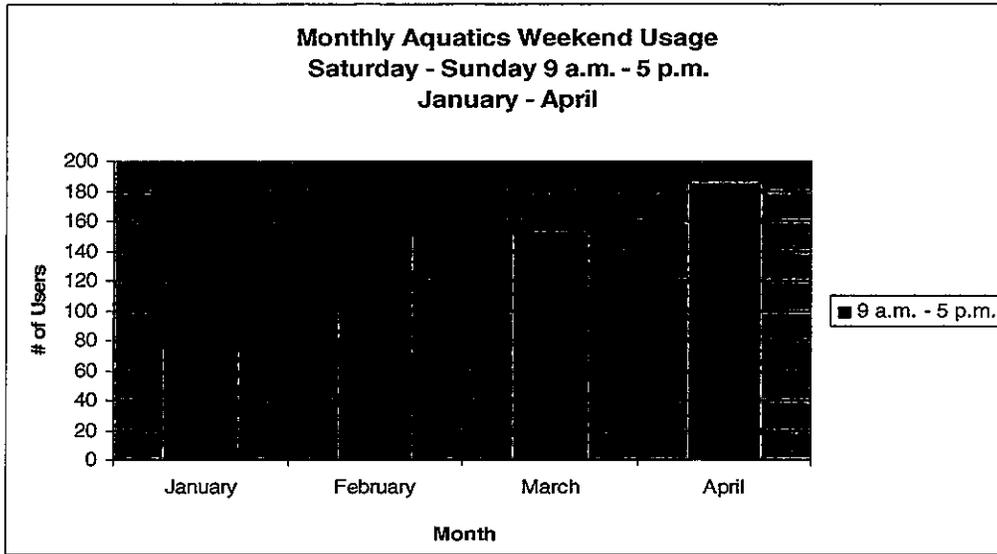


B. Aquatic Weekday Usage: Increase usage in pool use throughout season

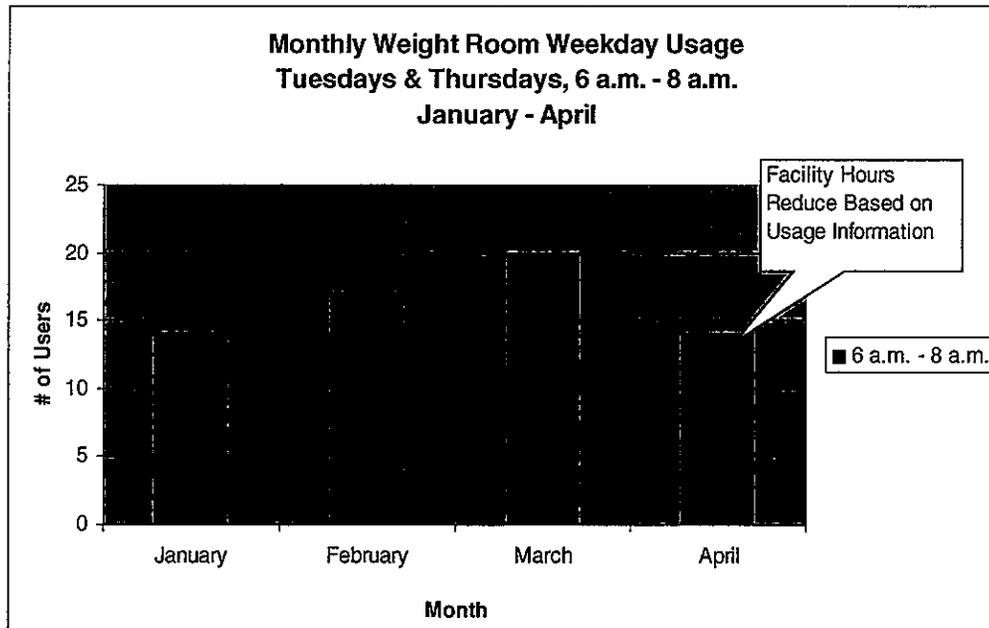


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C. Monthly Aquatic Weekend Usage: Increase in use pool use, especially noted on Weekends

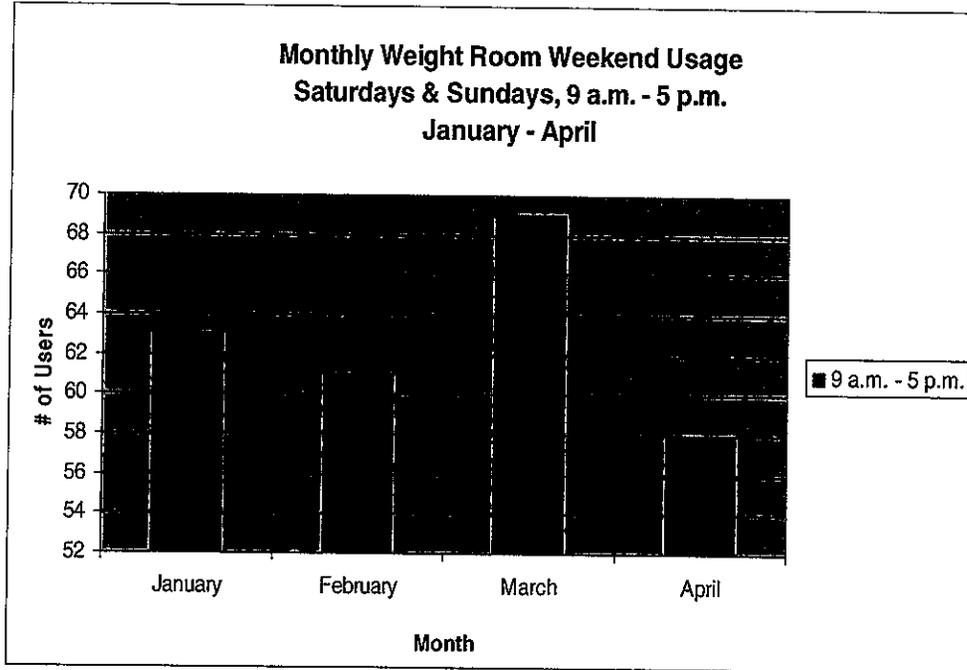


D. Monthly Weight Room Weekday Usage:

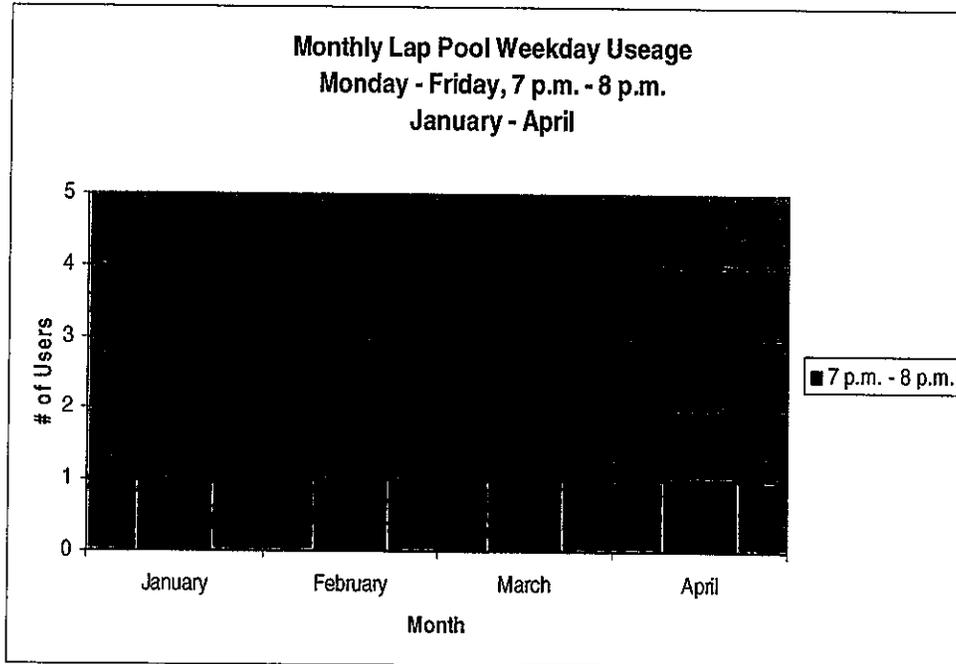


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E. Monthly Weight Room Weekend Usage



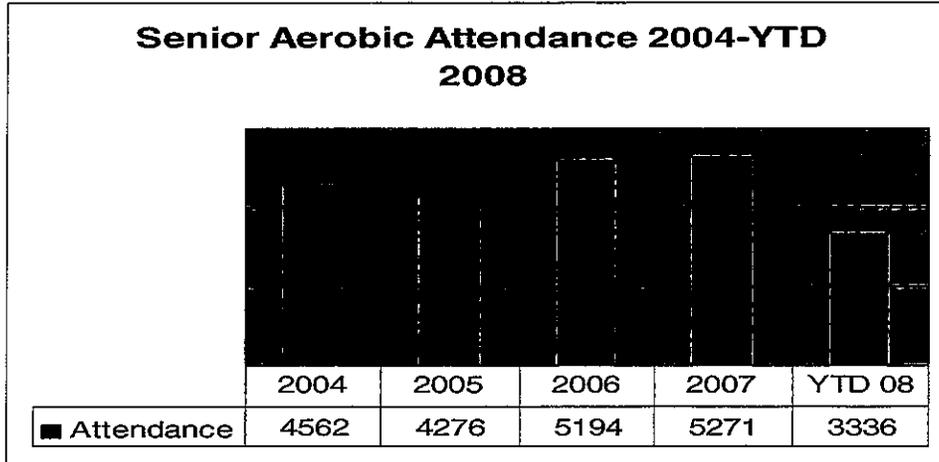
F. Monthly Lap Pool Weekday Usage: Modified operational hours from 7pm to 8pm based on use.



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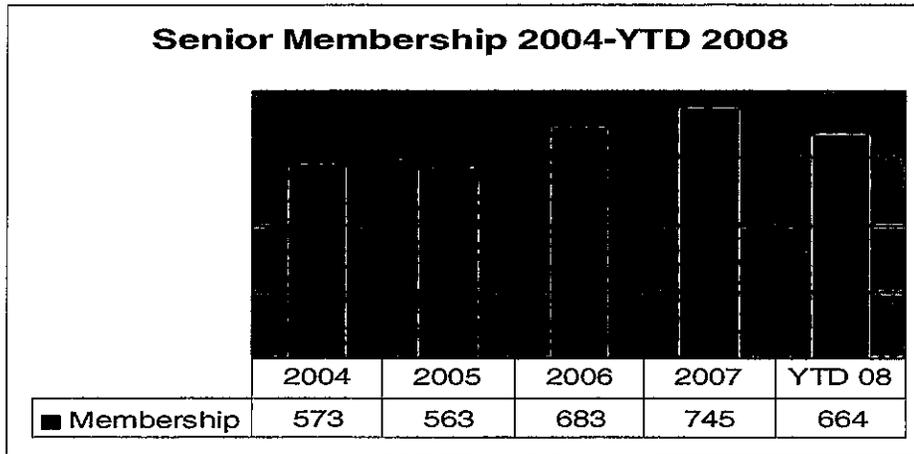
Senior Program Aerobics and Membership: Aerobics and membership numbers still continued to increase.

A. Senior Aerobic Attendance



2008

B. Senior Membership



2007-2008 Goals, Objectives and Status:

<p>GOAL 1 Establishing operations at the new facility</p>	<p>MEASUREMENT CRITERIA Council and public satisfaction</p>
<p>GOAL 2 Complete the construction of the Community Park in partnership with Public Works.</p>	<p>MEASUREMENT CRITERIA . Meet FRDAP Deadline of April 2008</p>

City of Sanibel
Parks and Recreation Department Narrative

Major Accomplishments 2007 - 2008

- Recreation Center Construction complete and opened on time and in budget December 2007.
- Security and access design completed and passed by City Council
- Security fencing enhancement completed.
- FF&E cost estimates identified and purchases made.
- Recreation and accounting software researched, selected and in operation.
- City Council approved final site plan for the Community Park Grand opening on April 21, 2008.
- Obtained grant from Southwest Florida Community Foundation for scholarships for families in financial need.
- Staff memberships in various organizations related to recreation field.
- Senior Program membership increased 9%.
- Senior Aerobic class increase 2%.
- Senior Program menu of activities increased and now include Drawing class, Writers Group Chair Yoga, Welcome back luncheons, Mahjongg and Bridge Players.
- Installation of tile floor in kitchen area at the Civic Center.
- Coordination of Outdoor Movie Event: 300 residents attended.
- Successful new Men's Adult Softball League.
- Processed numerous records for destruction, as per City policy.
- Recreation Aides cross trained in administrative and Lifeguard skills.
- Facility Operations Manual complete.
- Business contact listing identified for information distribution of special events.
- Created e-mail data base of program participants and volunteers.
- Successfully transitioned all programs operating out of the school to the new facility.
- Worked closely and successfully with school administrators/facility to coordinate the use of the new Recreation Center for school programs.
- Fall After-School Program registration has increased.
- NIMS training completed for all staff.
- Recreation employee trained as AED, CPR, and First Aid trainer.
- Increase in teen use at new facility.
- After school addition of two new recreation aides to absorb the waiting list.
- Volunteer Program implemented.
- New Aquatics programs Swim lessons, New AA Class Little Red school house and guard start program.
- Return of the SWAT Team to the New Recreation Facility.
- Return of the Masters Swim Program to the New Recreation Center.

Special Revenue Fund
Parks & Recreation - Recreation Complex

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures*	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	310,871	321,472	384,366	476,470	476,392	406,584
Part-time	195,709	178,908	163,103	364,866	365,856	319,149
Salary Adjustments						
Requested positions			-	-	-	(8,436)
Overtime	18,520	19,245	20,000	61,500	61,500	30,000
RHS/Shift Diff/Educ.Incentive	6,316	8,544	8,312	8,312	1,972	-
FICA Match	40,027	38,992	45,894	70,797	69,288	57,168
Retirement	41,464	48,648	64,324	57,049	57,049	59,800
Cafeteria Benefits	51,448	58,272	91,099	91,099	95,104	91,099
Workers' Comp	16,938	29,351	11,748	26,285	26,285	32,882
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	681,293	703,430	788,846	1,156,378	1,153,446	988,245
OPERATING EXPENSES						
Professional Serv	406	748	680	2,070	2,070	4,500
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	36,883	36,450	83,506	176,216	175,850	163,290
Investigations			-	-	-	-
Travel & Per Diem	18,674	14,377	21,274	45,474	22,000	16,101
Communications	8,919	9,681	10,172	11,172	11,172	7,196
Transportation	519	246	500	1,610	1,500	1,500
Utilities**			154,000	154,000	144,352	154,000
Rentals & Leases	49,434	30,802	26,045	26,045	23,000	16,767
Insurance	-	-	-	-	14,757	18,850
Repair & Maintenance	9,965	140	10,020	10,020	10,000	8,000
Printing	736	537	2,950	19,950	20,000	4,260
Promotional Activities	8,865	27,100	15,500	31,000	28,125	19,000
Other Current Charges	1,783	3,404	258,010	287,400	52,000	10,000
Office Supplies	3,748	3,233	3,900	18,900	18,900	37,020
Operating Supplies	39,003	40,619	61,800	99,410	99,000	83,000
Road Materials & Supplies	-	-	-	-	-	2,500
Books, Subscriptions, etc	2,838	3,476	5,800	2,800	2,800	3,250
SUB-TOTAL	181,773	170,813	654,157	886,067	625,526	549,234
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs	22,669	-	-	1,000	1,000	-
Machinery & Equipment	1,398	-	-	31,495	31,495	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	24,067	-	-	32,495	32,495	-
GRANTS & AIDS	-	-	-	5,000	364	-
DEPARTMENTAL TOTAL	887,133	874,243	1,443,003	2,079,940	1,811,831	1,537,479
*Temporary reduction in expenses while closed						
**Previously charged to Public Facilities						
***Includes Rec Center Donation Fund for FY08						
TO PREVIOUS YEAR	4.20%	-1.45%		137.91%		-26.08%

General Fund
Parks & Recreation - Seniors Program

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	52,851	57,573	56,449	59,951	59,498	59,553
Part-time	10,093	14,135	16,004	21,712	16,849	16,765
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	-
Overtime	96	361	-	-	-	-
RHS/Shift Diff/Educ.Incentive	1,594	2,171	2,093	2,093	478	-
FICA Match	4,525	4,992	5,950	6,188	6,027	5,838
Retirement	5,183	5,723	7,568	8,378	8,378	8,590
Cafeteria Benefits	8,391	10,436	12,094	12,094	13,058	12,094
Workers' Comp	1,775	3,075	1,231	2,503	2,503	4,644
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	84,508	98,467	101,389	112,919	106,791	107,484
OPERATING EXPENSES						
Professional Serv	75	75	100	100	184	100
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	7,483	5,729	7,349	7,349	6,000	4,335
Investigations			-	-	-	-
Travel & Per Diem	2,809	3,315	1,700	1,700	1,500	1,700
Communications	2,107	2,053	2,432	2,432	2,432	4,740
Transportation	1,071	1,195	1,300	1,300	1,300	1,300
Utilities			-	-	-	-
Rentals & Leases	431	83	100	3,100	3,100	3,100
Insurance			-	-	-	-
Repair & Maintenance			-	-	-	-
Printing	54	309	200	200	558	500
Promotional Activities	246	468	1,000	1,000	1,000	1,000
Other Current Charges	23	-	-	-	-	-
Office Supplies	1,348	459	1,000	1,000	1,000	1,000
Operating Supplies	1,605	524	1,400	1,400	1,400	1,400
Road Materials & Supplies	274	-	-	-	-	-
Books, Subscriptions, etc	-	367	560	560	560	560
SUB-TOTAL	17,526	14,577	17,141	20,141	19,034	19,735
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment			-	-	-	-
Books (Library)			-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	<u>102,034</u>	<u>113,044</u>	<u>118,530</u>	<u>133,060</u>	<u>125,825</u>	<u>127,219</u>
% CHANGE COMPARED TO PREVIOUS YEAR	<u>11.74%</u>	<u>10.79%</u>		<u>17.71%</u>		<u>-4.39%</u>

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time			-	-	-	-
Part-time			-	-	-	-
Requested positions			-	-	-	-
Overtime			-	-	-	-
RHS/Shift Diff/Educ.Incentive			-	-	-	-
FICA Match			-	-	-	-
Retirement			-	-	-	-
Cafeteria Benefits			-	-	-	-
Workers' Comp			-	-	-	-
Unemployment Comp			-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv			-	-	-	-
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	13,988	1,145	1,400	1,400	1,200	1,200
Investigations			-	-	-	-
Travel & Per Diem			-	-	-	-
Communications			-	-	-	-
Transportation			-	-	-	-
Utilities			-	-	-	-
Rentals & Leases			-	-	-	-
Insurance	6,171	6,013	7,500	7,500	7,485	7,500
Repair & Maintenance		468	700	700	500	500
Printing			-	-	-	-
Promotional Activities			-	-	-	-
Other Current Charges	60	-	100	100	100	100
Office Supplies			-	-	-	-
Operating Supplies		47	200	200	200	200
Road Materials & Supplies		1,044	1,500	1,500	1,500	1,500
Books, Subscriptions, etc			-	-	-	-
SUB-TOTAL	20,219	8,717	11,400	11,400	10,985	11,000
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment		1,178	-	-	-	-
Books (Library)			-	-	-	-
SUB-TOTAL	-	1,178	-	-	-	-
DEPARTMENTAL TOTAL	<u>20,219</u>	<u>9,895</u>	<u>11,400</u>	<u>11,400</u>	<u>10,985</u>	<u>11,000</u>
% CHANGE COMPARED TO PREVIOUS YEAR	<u>234.20%</u>	<u>-51.06%</u>		<u>15.21%</u>		<u>-3.51%</u>

General Fund
Historical Village and Museum Fu

	Fiscal Year 2008			FY09 Proposed
	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES				
Salaries & Wages				
Full-time		-		-
Part-time	-	-	-	-
Salary Adjustments	-	-	-	-
Requested positions	-	-	-	-
Overtime	-	-	-	-
Special Pay	-	-	-	-
FICA Match	-	-	-	-
Retirement	-	-	-	-
Cafeteria Benefits	-	-	-	-
Workers' Comp	-	-	-	-
Unemployment Comp	-	-	-	-
SUB-TOTAL	-	-	-	-
OPERATING EXPENSES				
Professional Serv	-	-	-	-
Accounting & Auditing	-	-	-	-
Court Reporting	-	-	-	-
Other Contractual	14,472	14,472	14,472	5,497
Investigations	-	-	-	-
Travel & Per Diem	-	-	-	-
Communications	2,500	2,500	2,500	2,500
Transportation	-	-	-	-
Utilities	5,250	5,250	5,250	5,250
Rentals & Leases	-	-	100	-
Insurance	25,042	25,042	25,042	25,793
Repair & Maintenance	9,829	9,829	9,729	17,397
Printing	-	-	-	-
Promotional Activities	-	-	-	-
Other Current Charges	-	-	-	-
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
Road Materials & Supplies	-	-	-	-
Books, Subscriptions, etc	-	-	-	-
SUB-TOTAL	57,093	57,093	57,093	56,437
CAPITAL OUTLAY				
Land	-	-	-	-
Building	-	40,415	-	40,415
Improve Other Than Bldgs	-	-	-	-
Machinery & Equipment	-	-	-	-
Books (Library)	-	-	-	-
SUB-TOTAL	-	40,415	-	40,415
Grants & Aids	83,000	83,000	85,500	83,000
DEPARTMENTAL TOTAL	<u>140,093</u>	<u>180,508</u>	<u>142,593</u>	<u>179,852</u>
% CHANGE COMPARED TO PREVIOUS YEAR		<u>-53.73%</u>		<u>-0.36%</u>

Special Revenue Fund
Sanibel School - Ball Park Maintenance

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY 09 Adopted
	2006 Actual Expenditures	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	67,088	72,458	71,486	74,457	75,063	75,061
Part-time			-	-	-	-
Salary Adjustments			in Reserves	in Reserves	in Reserves	
Requested positions			-	-	-	-
Overtime	178	322	600	600	802	500
Special Pay	136	-	-	-	-	-
FICA Match	5,044	4,885	5,761	6,007	6,096	5,780
Retirement	10,366	11,447	15,135	10,610	10,610	10,827
Cafeteria Benefits	15,545	20,697	21,848	21,848	25,610	23,828
Workers' Comp	422	494	293	669	669	4,944
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	98,779	110,302	115,123	114,191	118,850	120,940
OPERATING EXPENSES						
Professional Serv		15	100	100	100	100
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	1,360	100	4,800	4,800	4,800	5,055
Investigations			-	-	-	-
Travel & Per Diem	2,115	800	2,600	2,600	1,800	926
Communications	400	707	1,140	1,140	900	1,680
Transportation	-	-	300	300	150	300
Utilities	12,341	13,779	12,900	12,900	13,300	13,380
Rentals & Leases	476	2,990	10,900	10,900	7,500	7,346
Insurance		3,936	4,360	4,360	7,051	7,263
Repair & Maintenance	13,760	20,401	19,200	19,200	19,000	9,500
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	375	-
Other Current Charges	149,417	124,200	152,000	141,535	140,535	140,803
Office Supplies	-	142	100	100	100	100
Operating Supplies	15,307	13,750	19,700	19,700	19,700	18,400
Road Materials & Supplies	1,350	-	2,500	2,500	2,000	2,500
Books, Subscriptions, etc	890	570	650	650	500	250
SUB-TOTAL	197,416	181,391	231,250	220,785	217,811	207,603
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs	14,900	3,574	34,400	34,400	9,895	-
Machinery & Equipment	-	21,387	3,500	3,500	3,500	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	14,900	24,961	37,900	37,900	13,395	-
DEPARTMENTAL TOTAL	311,095	316,654	384,273	372,876	350,056	328,543
% CHANGE COMPARED TO PREVIOUS YEAR	42.10%	1.79%		17.75%		-11.89%

General Fund
Parks & Recreation-Public Facilities

	Fiscal Year	Fiscal Year	Fiscal Year 2008			FY09 Adopted
	2006 Actual Expenditures*	2007 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	99,080	114,234	114,278	122,276	120,547	120,541
Part-time			-	-	-	-
Salary Adjustment			-	-	-	-
Requested positions			-	-	-	-
Overtime	26,276	28,413	35,000	35,000	30,000	35,000
RHS/Shift Diff/Educ.Incentive		1,080	-	-	580	750
FICA Match	9,387	10,679	11,813	12,292	11,961	11,956
Retirement	10,366	17,170	22,703	16,961	16,961	17,387
Cafeteria Benefits	19,669	28,514	32,772	32,772	34,258	32,772
Workers' Comp	4,228	7,326	2,932	7,546	7,546	14,359
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	169,006	207,416	219,498	226,847	221,853	232,765
OPERATING EXPENSES						
Professional Serv	2,602	17,305	15,000	15,000	5,000	5,200
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	109,257	72,120	70,100	70,100	68,000	60,080
Investigations			-	-	-	-
Travel & Per Diem	800	1,327	1,400	1,400	1,400	1,400
Communications	5,707	4,021	5,040	5,040	3,000	1,440
Transportation		495	100	100	100	100
Utilities	119,375	129,450	104,860	104,860	104,860	105,840
Rentals & Leases	4,237	6,426	6,040	6,040	6,040	6,040
Insurance			-	-	-	-
Repair & Maintenance	43,289	76,212	61,965	61,965	58,000	51,085
Printing			-	-	-	-
Promotional Activities	-	-	-	-	100	-
Other Current Charges	208	84	2,950	2,950	2,800	3,150
Office Supplies	-	15	150	150	150	150
Operating Supplies	25,970	33,716	34,050	34,050	33,000	37,000
Road Materials & Supplies	5,520	5,023	7,000	7,000	7,000	3,000
Books, Subscriptions, etc	300	14	-	-	-	-
SUB-TOTAL	317,265	346,209	308,655	308,655	289,450	274,485
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	20,000
Improve Other Than Bldgs			-	23,784	20,854	-
Machinery & Equipment	9,868	11,000	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	9,868	11,000	-	23,784	20,854	20,000
DEPARTMENTAL TOTAL	496,139	564,624	528,153	559,286	532,157	527,250
% CHANGE COMPARED TO PREVIOUS YEAR	<u>31.43%</u>	<u>13.80%</u>		<u>99.05%</u>		<u>-5.73%</u>

*Included recreation center utilities



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