

**CITY OF SANIBEL  
RESOLUTION 14-017**

**A RESOLUTION REORGANIZING THE PUBLIC WORKS DEPARTMENT; AMENDING THE CLASSIFICATION PLAN AND MANPOWER AUTHORIZATION FOR FISCAL YEAR 2013-2014; ADOPTING NEW AND REVISED JOB DESCRIPTIONS FOR THE PUBLIC WORKS DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Sanibel desires to reorganize the Public Works Department to improve managerial control, efficiency and effectiveness of operations, especially on weekends and for special events, and consolidate many supervisory administrative duties and responsibilities in one position; and

**WHEREAS**, the City of Sanibel desires to modify the organizational structure by establishing new and revised job descriptions and increase the manpower allocation in the Beach Parking Fund; and

**WHEREAS**, the City of Sanibel desires to amend its Classification Plan for fiscal year 2013-2014, approved by City Council on September 7, 2013 and the manpower authorization for the Public Works Department approved in the 2013-2014 City budget for the Beach Parking Fund.

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

**SECTION 1.** The reorganization of the Public Works Department to improve managerial control, increase the efficiency and effectiveness of department operations, especially on weekends and for special events, and consolidate supervisory administrative duties and responsibilities, as reflected in the enclosed memorandum from the Public Works Director and Administrative Services Director, is approved (Exhibit A). The current and proposed organizational structures of the Public Works Department are attached (Exhibit B1 and B2).

**SECTION 2.** The necessary amendments to the City of Sanibel Classification Plan and manpower authorization for the Beach Parking Fund for fiscal year 2013-2014 are hereby approved to:

- a. Revise the duties of the position of Public Works Operations Manager, Grade 21, to reflect responsibility as the on-site supervisor for all weekend departmental operations and supervising the Department's role in all island special events, including planning, installation, monitoring and staffing (Exhibit C); and

- b. Abolish the position of Environmental Engineering Technician, grade 19, position and establish the newly described position of Administrative Support Specialist, grade 19, to assume responsibility for and coordinate: contractual services; purchasing; reconciliation of credit cards, invoices and purchase orders; payroll administration; and other administrative activities (Exhibit D); and
- c. Restructure the Parks Maintenance Supervisor, grade 19, position to include responsibilities for providing technical and engineering support for planning, design and permitting of beach park facility projects and managing annual contracts and contractor performance for beach park facilities and reclassify the position to Parks Maintenance Manager, grade 21, (Exhibit E); and
- d. Increase the manpower authorization for the Beach Parking Fund to add one additional Tradesworker position for the performance of beach maintenance operations.

**SECTION 3.** The amended Classification Plan for union and non-union job classifications for Fiscal Year 2013-2014 is attached (Exhibit F).

**SECTION 4.** Effective date.

This resolution shall take effect immediately upon passage.

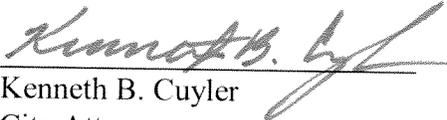
**DULY PASSED AND ENACTED** by the Council of the City of Sanibel, Florida, this 4th day of March 2014.

**AUTHENTICATION:**

\_\_\_\_\_  
Kevin Ruane  
Mayor

\_\_\_\_\_  
Pamela Smith  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Kenneth B. Cuyler  
City Attorney

Vote of Council members:

Ruane \_\_\_\_\_  
Congress \_\_\_\_\_  
Denham \_\_\_\_\_  
Harrity \_\_\_\_\_  
Jennings \_\_\_\_\_

Date file with the City Clerk: \_\_\_\_\_



## MEMORANDUM

**TO: JUDIE ZIMOMRA, CITY MANAGER**

**FROM: KEITH WILLIAMS, PUBLIC WORKS DIRECTOR  
JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR**

**DATE: FEBRUARY 21, 2014**

**SUBJECT: REORGANIZATION OF THE PUBLIC WORKS DEPARTMENT**

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The Public Works Department is proposing to reorganize the Department to improve managerial control, efficiency and effectiveness of operations, especially on weekends and for special events, and to consolidate supervisory administrative tasks and responsibilities into one position. The proposed restructuring of the Public Works Department is as follows:

- a. **Assign the Deputy Public Works Director direct supervisory responsibilities over the Streets and Garage functions.**

The placement of the Streets and Garage functions under the direct supervision of the Deputy Director does not impact the job classification. However, this restructuring will improve the span of control for the Department Director. No change in cost to the General Fund will occur from this action.

- b. **Revise the duties and responsibilities of the Public Works Operations Manager, grade 21, position**

The **Public Works Operations Manager** has announced his retirement in May, 2014. It is proposed that this position be revised to remove the current administrative support functions, add the responsibilities for serving as on-site supervisor for the Department on weekends and supervising the Public Works Department's role in all island special events to include planning, installation, monitoring and staffing. The primary work schedule for this position will be dictated by the island's special events schedule throughout the year. Those duties and responsibilities in the position that relate to securing and coordinating contractual services for the Department, purchasing road material and supplies, trucks, off-road equipment, office supplies, safety supplies and equipment, reconciliation of credit card use, invoices and purchase orders will be incorporated into a new position, as shown below. The current Public Works Operations Manager, who retires in May, has over 31 years of service with the City. It is projected that a savings of approximately \$20,000 to the General Fund will result in fiscal year 2014-2015 based on the new hire action. Portions of the personnel costs for this position may be allocated to other funds based on functions performed.

**c. Abolish the Environmental Engineering Technician position allocated to the Sewer Fund and establish an Administrative Support Specialist, grade 19, position**

This position will be responsible for developing formal and informal bid specifications for procurement services, scheduling, advertising, facilitating pre-bid and pre-proposal conferences, evaluating bids and proposals, securing contractual services and purchasing road materials, operational supplies, vehicles, office and safety supplies and equipment. The position will also include duties relating to bi-weekly payroll and job tracking functions. Although the position will be paid out of the Sewer Fund, functions performed that relate to the General Fund or Beach Parking Fund will be charged back at the end of each fiscal year to those funds. No change in cost is projected from this job classification action. However, personnel costs will be allocated to the various funds (General, Sewer, Transportation and Beach Parking) in fiscal year 2014-2015.

**d. Revise the Parks Maintenance Supervisor, grade 19, position and establish a Parks Maintenance Manager, grade 21 position**

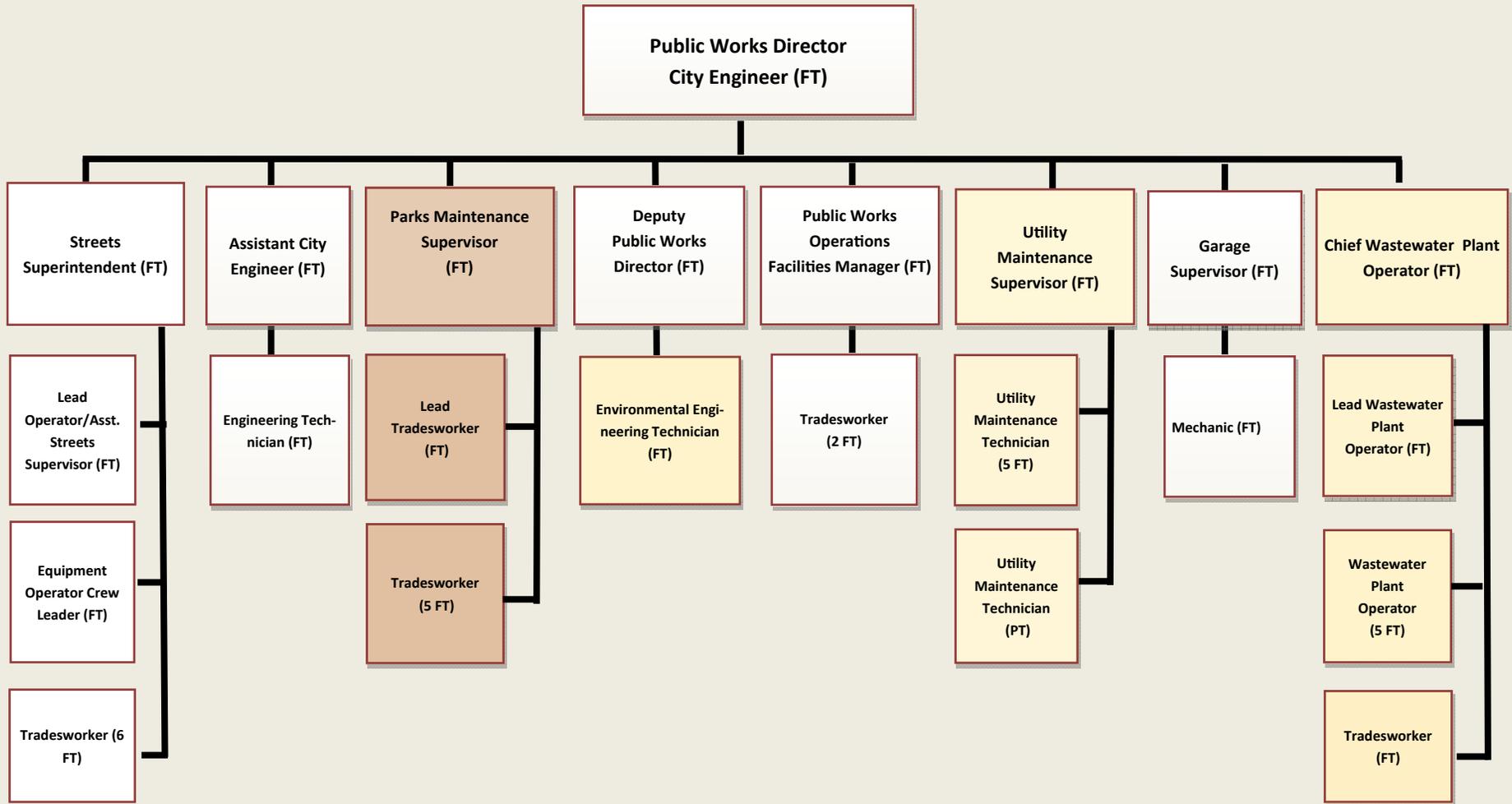
The Parks Maintenance Supervisor position is being revised to include duties and responsibilities relating to providing technical and engineering support for planning, design and permitting of beach park facility projects, managing annual contracts for beach parking vendors and overseeing contractor performance for beach maintenance operations. The new job classification is Parks Maintenance Manager, grade 21. It is anticipated that the new job classification will increase the Beach Parking Fund costs by approximately \$5,000 in fiscal year 2014-2015.

**e. Increase the manpower allocation for the Beach Parking Fund**

The user rates at the Sanibel beaches have increase by 5% per year since 2010 and additional support is required to maintain our world-class beaches in the proper manner. Therefore, it is proposed to increase the staffing allocation in the Beach Parking Fund by adding one additional Tradesworker position. It is projected that this position will increase the Beach Parking Fund costs by \$55,863 in fiscal year 2014-2015 and funding for the position will be requested from the Lee County Tourist Development Council.

Approval of the restructuring of the Public Works Department is highly recommended.

## PUBLIC WORKS DEPARTMENT CURRENT STRUCTURE



FT = Full - Time PT = Part - Time

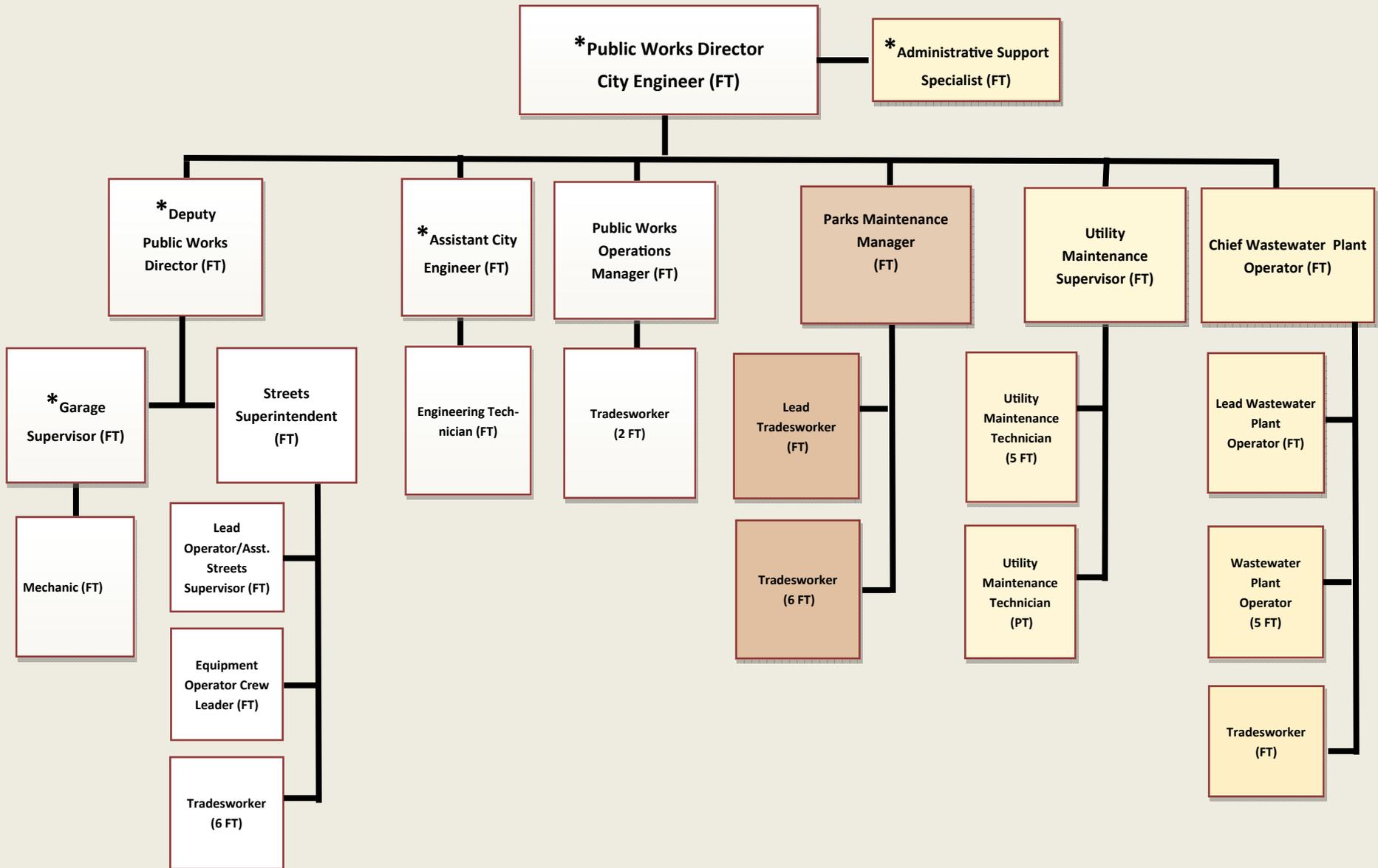
General Fund

Beach Parking Fund

Sewer Fund

# PUBLIC WORKS DEPARTMENT PROPOSED STRUCTURE

As of 2/21/14



FT = Full - Time    PT = Part - Time

\*Hours charged to multiple funds (General; Beach; Sewer)

General Fund

Beach Parking Fund

Sewer Fund

# **PUBLIC WORKS OPERATIONS MANAGER GRADE 21**

## **CITY OF SANIBEL Job Description**

**Job Title:** Public Works Operations Manager, Grade 21  
**Department:** Public Works  
**Reports To:** Public Works Director  
**FLSA Status:** Exempt  
**Prepared By:** Jim Isom, Administrative Services Director  
**Prepared Date:** Revised February 21, 2014  
**Approved By:** Keith Williams, Public Works Director

### **SUMMARY**

Serves under the supervision of the Public Works Director and is responsible for supervising the day-to-day public facilities operations for City Hall and other public buildings and grounds, management of City vehicle fuel system and coordinating the Public Works Department role in island special events, including planning, infrastructure, operation and staffing. Serves as on-site Department supervisor for weekend departmental operations. Compiles complex reports using various operating systems and networks. Serves as back up for payroll processing for the department in the event other staff are not present. Position is categorized as essential and may require Ham Radio Licensing. Standard work schedule is Thursday, Friday, Saturday, Sunday, Monday; 8:00 am to 5:00 pm.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** other duties may be assigned.

Supervises the daily operations of Trades Workers involved in repairing and maintaining City Hall, Civic Center, Historic Museum and other buildings and grounds. Maintains annual contracts including pest control, fires and security alarms, generator maintenance, elevator maintenance and insurance inspection for City buildings and facilities. Supervises the department's role in island special events, including planning, installation, monitoring and staffing

Provides input for and manages contractual services for the department. Assures Public Works employees have equipment and supplies to perform assigned functions.

Responsible for annual sign inspection and maintains sign inventory. Maintains data for employee job tracking, FEMA 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 and Sanibel Fire District usages and maintaining/inspecting mandatory monthly DEP fuel depot inspections.

Coordinates and oversees the repair, maintenance and safety of Public Works grounds, including office equipment, building and storage repairs, fuel depot, generator, lights and A/C services.

Acts as liaison with the public to address their concerns, requests and questions. Schedules maintenance and repair work with Garage Supervisor on all City vehicles and equipment, requiring both interdepartmental and intradepartmental coordination.

Acts as liaison to Sanibel Historical Village in relation to facilities and grounds in accordance with City Agreements.

Prepares and maintains documents and records for the department. Responsible as backup for biweekly payroll in the absence of regular staff. Responsible for backup of City purchasing card processing and reconciliation.

Prepares and maintains the Public Works Department Emergency Response Plan including supporting contractor services and prices.

Provides input for preparation of bid package specifications for City Public Facilities projects.

Assists in compiling the annual budget. Coordinates with other departments for any miscellaneous repairs needed, hazardous waste disposal and other special requests.

Assists with departmental emergency management coordination.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises two employees. Carries out supervisory responsibilities in accordance with the organizations 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.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Two years of education above the high school level with course work in business, management, engineering or a related field and three (3) year's experience in facilities maintenance operations.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, contractors, and the general public. Ability to organize and maintain a complex filing system. Ability to apply purchasing guidelines.

## **MATHEMATICAL AND COMPUTER SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to use and administer a multi-system computer environment and design various data base applications

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **SPECIAL CONDITION OF EMPLOYMENT**

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Florida driver's license  
Ham Radio Technician class

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit ; and use hands to finger, handle,

or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

# ADMINISTRATIVE SUPPORT SPECIALIST GRADE 19

## CITY OF SANIBEL Job Description

**Job Title:** Administrative Support Specialist, grade 19  
**Department:** Public Works  
**Reports To:** Public Works Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Jim Isom, Administrative Services Director  
**Prepared Date:** February 6, 2014  
**Approved By:** Keith Williams, Public Works Director

### SUMMARY

Serves under the supervision of the Public Works Director and is responsible for: developing specifications for and coordinating contractual services; purchasing and required reconciliations of credit cards, invoices and purchase orders; payroll administration and job tracking. Compiles complex reports using various operating systems and networks. Responsible for maintaining data, producing reports and documents requiring high level computer skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** other duties may be assigned.

Prepares formal and informal bid specifications to ensure competition is not restricted.

Schedules, advertises, facilitates and records pre-bid/pre-proposal conferences and evaluation meetings.

Prepares tabulations and evaluates bids and proposals received.

Secures and coordinates contractual services for the department. Expedites the delivery of goods and services and evaluates vendor performance based on knowledge of prices and delivery execution.

Tracks contracts approaching the end of their term and coordinates renewal/re-bids.

Responsible for purchasing road materials and supplies, trucks, off road equipment, office supplies, safety supplies and safety equipment.

Responsible for processing and record keeping of all procurement card purchases made by the department and other departments and reconciles all monthly procurement statements.

Maintains data for employee job tracking, FEMA drainage program, vehicle inventory and maintenance, safety training, personnel files and inventory control.

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.

Assists with departmental emergency management coordination.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree in Public Administration, General Studies or similar field; supplemented by three years of public or private experience in purchasing/procurement or related fields.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of purchasing/procurement and contracting to include developing specifications of bids.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Proficient in modern office practices, procedures, software applications and equipment.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, employees, contractors, and the general public.

Ability to organize and maintain a complex filing system.

Ability to apply purchasing guidelines.

Ability to deal with problems involving several concrete variables in standardized situations.

Possesses highly developed computer skills.

### **SPECIAL CONDITION OF EMPLOYMENT**

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment.

# **PARKS MAINTENANCE MANAGER GRADE 21**

## **CITY OF SANIBEL Job Description**

**Job Title:** Parks Maintenance Manager, Grade 21  
**Department:** Public Works  
**Reports To:** Public Works Director  
**FLSA Status:** Exempt  
**Prepared By:** Jim Isom, Administrative Services Director  
**Prepared Date:** February 21, 2014  
**Approved By:** Keith Williams, Public Works Director

### **SUMMARY**

Serves under the supervision of the Public Works Director 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. Provides technical and engineering abilities for beach park facilities project planning, design and construction.

**ESSENTIAL DUTIES AND REPONSIBILITIES** include the following. Other duties may be assigned.

Directs workers in the performance of skilled tasks related to the construction, maintenance and repair of all municipal beach park grounds, building facilities and other City property.

Manages annual contracts for venders or companies relating to the maintenance of City Beach Park Facilities.

Responsible for beach parks personnel payroll entry and processing.

Provides technical input for proposals and bids and manages specific outside vender contracts for services necessary to maintain and improve City Beach Parks Facilities beyond the scope of in-house labor.

Provides bid specifications and documents associated with City Beach Park Facility projects.

Schedules work assignments of employees supervised.

Oversees the efficiency, production, safety and work habits of supervised employees.

Trains employees in procedures and equipment use.

Assists the Director with preparation of special projects; cost and equipment analysis, reports and specifications documents as requested.

Assists the Director with budget preparation as well as grant funding applications.

Assists other departments (MIS, Natural Resources) with special projects and maintenance.

Assists with emergency preparedness and evacuation procedures as directed.

Performs tasks under specific agreements for outside agencies (Coast Guard, MOTE Lab, etc.).

Provides major input for proposals for outside services for specific Parks projects.

Provides engineering support for planning, design and permitting of beach park facility projects.

Performs holiday/weekend, non-beach work, when necessary (trash, downed limbs, etc.)

Personally operates light and heavy construction equipment as well as all other tools.

Responds to emergency calls 24-hours a day.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 4 to 7 employees in the Parks Division. Carries out supervisory responsibilities in accordance with the organization'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.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School diploma with technical training in engineering design and construction; a minimum of two (2) years related experience and/or training in construction, maintenance, or heavy and light equipment; and one (1) year of supervisory experience; or equivalent combination and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, parts orders, time sheets, inventory, correspondence and other related documents. Ability to plan and schedule work

projects and personnel. Ability to prepare technical specifications and bid documents for engineering and construction projects. Ability to train employees in the proper use of equipment and tools. Knowledge of proper care and maintenance of native vegetation.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply engineering and construction principles in project planning, design and construction.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to apply occupational safety rules and practices and ability to transmit such knowledge to subordinate personnel. Ability to apply reasoning for cost and construction efficiency and effectiveness.

### **SPECIAL CONDITION OF EMPLOYMENT**

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Florida driver's license

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is frequently exposed to toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

# CLASSIFICATION PLAN FOR FISCAL YEAR 2013-2014

Exhibit F

GRADE	POSITION	MINIMUM	MAXIMUM		
13	LIFEGUARD	\$27,040	\$35,096	*	
13	RECREATION AIDE	\$22,984	\$35,096		
	* Entry Rate \$13 Per Hour Previously Approved by City Council				
15	ADMINISTRATIVE RECEPTIONIST	\$27,040	\$39,031		
15	POLICE AIDE	\$23,999	\$39,031		
15	SENIOR LIFEGUARD/INSTRUCTOR	\$23,999	\$39,031		
15	SERVICE WORKER	\$23,999	\$39,031		
16	ADMINISTRATIVE SECRETARY	\$24,973	\$43,500		
16	PERMIT TECHNICIAN	\$24,973	\$43,500		
16	POLICE RECORDS COORDINATOR	\$24,973	\$43,500		
16	RECORDING SECRETARY	\$24,973	\$43,500		
16	UTILITY SERVICE WORKER	\$24,973	\$43,500		
16	WASTEWATER PLANT OPERATOR TRAINEE	\$24,973	\$43,500		
17	ADMINISTRATIVE ASSISTANT	\$27,438	\$47,405		
17	DISPATCHER	\$27,438	\$47,405		
17	LICENSING AND PERMIT TECHNICIAN	\$27,438	\$47,405		
17	MECHANIC	\$27,438	\$47,405		
17	RECREATION ASSISTANT	\$27,438	\$47,405		
17	TRADESWORKER	\$27,438	\$47,405		
18	AQUATICS SUPERVISOR	\$30,229	\$51,999		
18	EQUIPMENT OPERATOR/CREW LEADER	\$30,229	\$51,999		
18	FISCAL ASSISTANT	\$30,229	\$51,999		
18	FITNESS CONTRACTS COORDINATOR	\$30,229	\$51,999		
18	RECREATION PROGRAM COORDINATOR	\$30,229	\$51,999		
18	SENIOR ADMINISTRATIVE ASSISTANT	\$30,229	\$51,999		
18	LEAD TRADESWORKER	\$30,229	\$51,999		
18	UTILITY MAINTENANCE TECHNICIAN I	\$30,229	\$51,999		
18	WASTEWATER I PLANT OPERATOR	\$30,229	\$51,999		
19	BUILDING INSPECTOR	\$34,108	\$62,900		
19	COMPUTER SUPPORT SPECIALIST	\$34,108	\$62,900		
19	EMERGENCY MANAGEMENT SPECIALIST	\$34,108	\$62,900		
19	ENGINEERING TECHNICIAN	\$34,108	\$62,900		
19	ENVIRONMENTAL ENGINEERING TECHNICIAN	\$34,108	\$62,900		
19	FACILITY MAINTENANCE SUPERVISOR	\$34,108	\$62,900		
19	GARAGE SUPERVISOR	\$34,108	\$62,900		
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	\$34,108	\$62,900		
19	PARALEGAL	\$34,108	\$62,900		
19	PARKS MAINTENANCE SUPERVISOR	\$34,108	\$62,900		
19	PLANNING TECHNICIAN	\$34,108	\$62,900		
19	POLICE OFFICER	\$38,958	\$62,900	**	
19	ADMINISTRATIVE SUPPORT SPECIALIST	\$34,108	\$62,900		
19	RECREATION PROGRAM SPECIALIST	\$34,108	\$62,900		
19	SENIOR CODE ENFORCEMENT OFFICER	\$34,108	\$62,900		
19	SENIORS PROGRAM ADMINISTRATOR	\$34,108	\$62,900		
19	UTILITY MAINTENANCE TECHNICIAN II	\$34,108	\$62,900		
19	WASTEWATER II PLANT OPERATOR	\$34,108	\$62,900		
	** Entry Rate Approved by Union Agreement Resolution, July 11, 2006				

## CLASSIFICATION PLAN FOR FISCAL YEAR 2013-2014

Exhibit F

GRADE	POSITION	MINIMUM	MAXIMUM		
20	ADMINISTRATIVE SERVICES TECHNICIAN	\$37,204	\$63,024		
20	BENEFITS AND PAYROLL SPECIALIST	\$37,204	\$63,024		
20	ENVIRONMENTAL SPECIALIST	\$37,204	\$63,024		
20	EXECUTIVE ASSISTANT TO CITY MANAGER	\$37,204	\$63,024		
20	UTILITY MAINTENANCE TECHNICIAN III	\$37,204	\$63,024		
20	WASTEWATER III PLANT OPERATOR	\$37,204	\$63,024		
21	ACCOUNTANT	\$40,574	\$69,950		
21	LEAD WASTEWATER PLANT OPERATOR	\$40,574	\$69,950		
21	NETWORK ADMINISTRATOR	\$40,574	\$69,950		
21	<u>PARKS MAINTENANCE MANAGER</u>	\$40,574	\$69,950		
21	PLANNER	\$40,574	\$69,950		
21	PUBLIC WORKS OPERATIONS MANAGER	\$40,574	\$69,950		
21	STREETS SUPERINTENDENT	\$40,574	\$69,950		
22	ACCOUNTS PAYABLE/CASHIERING SUPERVISOR	\$44,997	\$76,150		
22	CHIEF WASTERWATER PLANT OPERATOR	\$44,997	\$76,150		
22	ENVIRONMENTAL BIOLOGIST	\$44,997	\$76,150		
22	SENIOR ACCOUNTANT	\$44,997	\$76,150		
22	SENIOR PLANNER	\$44,997	\$76,150		
22	SERGEANT	\$44,997	\$76,150		
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	\$44,997	\$76,150		
23	ACCOUNTING SYSTEMS/REVENUE MANAGER	\$49,369	\$86,250		
23	DEPUTY BUILDING OFFICIAL	\$49,369	\$86,250		
23	IT DIRECTOR	\$49,369	\$86,250		
23	POLICE LIEUTENANT	\$49,369	\$86,250		
24	ACCOUNTING OPERATIONS MANAGER	\$52,639	\$99,600		
24	ASSISTANT CITY ENGINEER	\$52,639	\$99,600		
24	BUILDING OFFICIAL	\$52,639	\$99,600		
24	CITY CLERK	\$52,639	\$99,600		
24	POLICE MAJOR	\$52,639	\$99,600		
24	RECREATION DIRECTOR	\$52,639	\$99,600		
25	DEPUTY PUBLIC WORKS DIRECTOR	\$59,926	\$109,557		
26	ADMINISTRATIVE SERVICES DIRECTOR	\$74,484	\$134,630		
26	FINANCE DIRECTOR	\$74,484	\$134,630		
26	NATURAL RESOURCES DIRECTOR	\$74,484	\$134,630		
26	PLANNING DIRECTOR	\$74,484	\$134,630		
26	POLICE CHIEF	\$74,484	\$134,630		
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	\$84,886	\$154,120		
UNGRADED	STRUCTURAL SAFETY INSPECTOR				
UNGRADED	TRANSITIONAL SUPPORT WORKER				

**RESOLUTION 14-018**

**APPROVING BUDGET AMENDMENT/TRANSFER NO. 2014-018 AND PROVIDING AN EFFECTIVE DATE**

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

**SECTION 1.** The revised Beach Parking Fund budget for fiscal year 2013-2014, Budget Amendment BA 2014-018, a true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, are hereby approved and accepted.

**SECTION 2.** Effective date.

This resolution shall take effect immediately upon adoption.

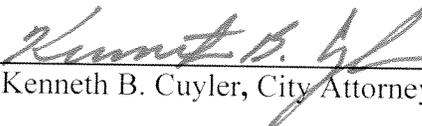
**DULY PASSED AND ENACTED** by the Council of the City of Sanibel, Florida this 4<sup>th</sup> day of March, 2014.

**AUTHENTICATION:**

\_\_\_\_\_  
Kevin Ruane, Mayor

\_\_\_\_\_  
Pamela Smith, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Kenneth B. Cuyler, City Attorney

2/27/14  
\_\_\_\_\_  
Date

Vote of Councilmembers:

Ruane \_\_\_\_\_  
Congress \_\_\_\_\_  
Denham \_\_\_\_\_  
Harrity \_\_\_\_\_  
Jennings \_\_\_\_\_

Date filed with City Clerk: \_\_\_\_\_

