

CITY OF SANIBEL
RESOLUTION 15-091

APPROVING BUDGET AMENDMENT NO. 2016-002
AND PROVIDING AN EFFECTIVE DATE

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

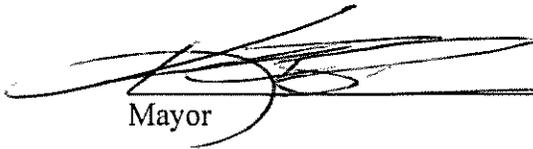
SECTION 1. The revised General Fund budget for fiscal year 2016, Budget Amendment 2016-002, a true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and accepted.

SECTION 2. Effective date.

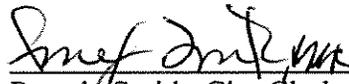
This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida this 6th day of October, 2015.

AUTHENTICATION:



Mayor



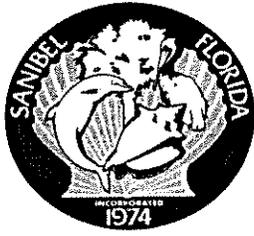
Pamela Smith, City Clerk

APPROVED AS TO FORM:  11/3/15
Kenneth B. Cuyler, City Attorney Date

Vote of Councilmembers:

Ruane yea
Denham yea
Goss yea
Harrity yea
Jennings yea

Date filed with City Clerk: November 3, 2015



MEMORANDUM

TO: JUDIE ZIMOMRA, CITY MANAGER

FROM: JIM JORDAN, PLANNING DIRECTOR
ANDREA MILLER, RECREATION DIRECTOR

DATE: OCTOBER 21, 2015

SUBJECT: PERSONNEL REQUIREMENTS – PLANNING DEPARTMENT

An in-depth joint review was conducted of staffing requirements for the Planning Department relating to implementation and maintenance of the permitting and code enforcement software, the on-going records maintenance and document imaging program and the ability to provide citizens with a consistent, high-level of customer service.

It is proposed that the Planning Department be authorized an additional full-time position, Support Services Assistant, grade 17, responsible for meeting and greeting visitors to the Planning Department; answering the telephone and directing callers to the appropriate Planner; accepting permit requests for Department action; and performing clerical and administrative tasks relating to implementation and maintenance of the web-based permitting and code enforcement software. The cost to the General Fund is approximately \$61,500 and funds are available from the Subsequent Year Appropriation to support this new position.

Additionally, it is proposed to change the part-time Planning Technician position to a part-time Administrative Secretary position to be responsible for records maintenance and document imaging rather than continue to use contract labor to perform these functions. This action is cost neutral to the Department.