



MEMORANDUM

DATE: August 28, 2008

TO: Sanibel City Council

FROM: Judie Zimomra, City Manager

SUBJECT: City Council Supplemental Materials

A handwritten signature in black ink, appearing to be "Judie Zimomra", is written over the "FROM" line.

Please find attached Supplemental Materials for the August 19, 2008 City Council Meeting. These materials are as follows:

After-School Program

A memorandum from Recreation Director Deal regarding the status of the After-School Program and requests from parents to expand the After-School Program to include 7th and 8th grade students. Also a memorandum on the issue from Park and Recreation Advisory Committee Chair Armond Ball.

Community Park Shade Structure

Memorandum from Director Castle, Chairperson Ball and a Draft Budget Amendment regarding the status of the Community Park Shade Structure.

Recreation Center Fee Adjustment

Matrix representing the Parks and Recreation Advisory Committees' Recreation Center Fee Adjustments and a memorandum from Chairperson Ball on the issue.

Recreation Scholarship Program

Memorandum from Chairperson Ball regarding the Recreation Program Scholarship Program.

Cc: Pamela Smith, City Clerk
Chris Deal, Recreation Director
Parks and Recreation Advisory Committee Members

SUPPLEMENTAL MATERIALS

FOR THE

AUGUST 19, 2008

SANIBEL

CITY COUNCIL

AGENDA

MEMORANDUM

DATE: August 14, 2008

TO: City Manger Judith Zimomra

FROM: Recreation Director Chris Deal

SUBJECT: After School Program status / 7th and 8th grade request

As of August 14th, the enrollment for the After School Program at the Recreation Center totals 150 children, grades Kindergarten through 6th grade. The breakdown of grades and number of children are listed in the chart below.

| Grade | Enrollment | Staff |
|-------|------------|-------|
| K | 31 | 2 |
| 1 | 18 | 1 |
| 2 | 19 | 1 |
| 3 | 16 | 1 |
| 4 | 34 | 2 |
| 5 | 13 | 1 |
| 6 | 19 | 1 |
| TOTAL | 150 | 9 |

The total amount of revenue that the 150 registrations have generated to date is \$22,545. If approved by City Council, the rate increase will be in place by next Wednesday, August 20th.

As previously stated to the Council this past week, staff has been contacted by six 7th grade parents wishing to enroll their children in the After School Program. Contacts have been made to these parents stating that there will be a 2 week trial period of "temporary enrollment", requiring a signed agreement with the understanding that if approval is not granted to expand the program, that it will be their responsibility to find alternative day care after the 2 week period.

The current approved staffing level allows for 170 children to be enrolled in the After School Program. If the six 7th grade children were to enroll, there would be a total of 14 spaces left for the After School Program. With the possibility of last minute registrations, on going registrations and by adding the interested 7th and 8th grade levels into the program, an increase in staff may be necessary in order to accommodate more children into the program.

With the above stated information, the following open issues are listed:

Issue # 1. Do we expand the After School Program to include the 7th and 8th grades?

Issue # 2. Do we ensure the program capacity if the demand exceeds 170 children?

If we expand the program capacity, and if the proposed fee increases are approved for the After School Program, the cost to increase staffing levels will be mostly covered by the fees received from the participants. For example, the cost per school year to add one staff (After School Counselor) is approximately \$10,000. The revenue generated for 20 new participants under the new fee structure would be approximately \$10,600. With this, Administrative City Staff would need Council approval to hire the appropriate number of staff (After School Counselors) as needed to cover the growth and demand of the After School program.

It is important to point out that grade levels can be combined in order to obtain the greatest capacity and cost effectiveness in program operations. Your direction in this matter is requested.

August 14, 2008

To: Sanibel City Council

From: Armand Ball, Chair, Parks and Recreation Advisory Committee

Re: Request from Parents to Permit 7th and 8th grade students participate in the After School Program

The Parks and Recreation Advisory Committee was pleased to hear that parents are so comfortable with the new Recreation Center and its programs that they desire the City to expand the After School Program to include the 7th and 8th grade students. The Recreation Center is no doubt a healthy location for activities for those students as opposed to wandering Sanibel without adult leadership and supervision.

The Committee recommends that the Council approve the changing the "Temporary Status" authorized by the City Manager to "Regular Status" and notify the parents of all 7th and 8th grade students of the availability of such a program. No doubt the first months of the school year will give Recreation Director Deal an opportunity to evaluate the participation of such students, as well as the effect on staffing and program facilities.

We have been assured by City Staff that there is current staffing available to cover the additional requests, and, of course, should the number increase greatly, the additional revenue would help cover some of the additional staffing costs.

RESOLUTION NO. 08-117

**APPROVING BUDGET AMENDMENT/TRANSFER NO. 2008-69 AND
PROVIDING AN EFFECTIVE DATE**

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

SECTION 1. The revised General Fund for fiscal year 2007-2008, Budget Amendment/Transfer BA 2008-69 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 19th day of August 2008.

AUTHENTICATION:

Mick Denham, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM: _____

Kenneth B. Cuyler, City Attorney Date

Vote of Councilmembers:

Denham _____
Ruane _____
Jennings _____
Johnston _____
Pappas _____

Date filed with City Clerk: _____

Memorandum

DATE: August 19, 2008
TO: City Council
THROUGH: City Manager Judie Zimomra
FROM: Public Works Director Gates Castle *JAC*
Subject: Community Park

RECOMMENDATION: Approve Industrial Shadeports to furnish and install a shade structure for Community Park swings in the amount of \$5,242.

At its August 5, 2008 meeting, City Council approved a resolution accepting two shade structures for the Community Park playground. These structures cover the two main playground structures, but not the swings. A proposal (copy attached) was obtained from Industrial Shadeports, the supplier of the two shade structures, to provide a cantilever shade structure for the swings in the amount of \$5,242.00.

It is recommended that Council approve Industrial Shadeports to furnish and install a shade structure for the Community Park swings in the amount of \$5,242 with funding to come from contingencies.

PROPOSAL

3591 NW 120 Ave
 Coral Springs, FL 33065
 954 755- 0661 Fax 954 755-0686
 www.shadeports.com



| | |
|----------|------------|
| Date | Estimate # |
| 8/6/2008 | 104465 |

| | | | | |
|---|--------------|---|-----|------------------------------|
| Name / Address | | Ship To | | |
| Sanibel Community Park 1119 Periwinkle Way Sanibel Island, FL 33957 | | Sanibel Community Park 1119 Periwinkle Way Sanibel Island, FL 33957 | | |
| Contact Person | Tel | Fax | Rep | E Mail |
| Scott Krawczuk | 239-770-2554 | | D | scott.krawczuk@mysanibel.com |

| Qty | Item | Description | Line Total |
|-----|----------------------|---|------------|
| 1 | Components CUSTOM | 18' L x 14' W x 9' H GALVANIZED STEEL SHADEPORT STRUCTURE - T-Cantilever | 5242.00 |
| 2 | COLUMNS | GALVANIZED STEEL COLUMNS AS PER ENGINEER SPECS | Included |
| | CANTILEVER | GALVANIZED STEEL CANTILEVERS | Included |
| 1 | COVER | REMOVABLE, HIGH DENSITY POLYETHYLENE UV STABILIZED WOVEN SHADECLOTH FABRIC. COLOR CHOICE - | Included |
| 2 | EZ-SLIDE | CABLE TENSIONING SYSTEM WHICH SIMPLIFIES THE REMOVAL AND REPLACEMENT OF SHADE CANOPY. UNLIKE THE STANDARD TURNBUCKLE SYSTEM STILL WIDELY USED IN THE INDUSTRY, EZ-SLIDE IS SIMPLE TO OPERATE WITH COMMON TOOLS, AND STAINLESS STEEL HARDWARE ENSURES MANY YEARS OF TROUBLE FREE OPERATION. | Included |
| 1 | POWDERCOAT... | OPTIONAL - POWDER COATING IS AN ADVANCED METHOD OF APPLYING A PROTECTIVE FINISH TO THE STEEL. THE POWDER IS A MIXTURE OF FINELY GROUND PARTICLES OF PIGMENT AND RESIN. THE CHARGED POWDER PARTICLES ADHERE TO THE ELECTRICALLY GROUNDED SURFACE UNTIL FUSED INTO A SMOOTH COATING IN A CURING OVEN. THE RESULT IS A UNIFORM, DURABLE, HIGH-QUALITY, AND ATTRACTIVE FINISH. COLOR - TO BE CHOSEN | Included |
| 4 | CONCRETE | CONCRETE COST @ 150.00 PER CU/YRD INCLUDING REBAR | Included |
| 1 | PERMIT | PERMIT REGISTRATION (MUNICIPAL FEES NOT INCLUDED) | Included |
| 1 | ENGINEERING | ENGINEERING DRAWINGS (4 SEALED COPIES) FOR PERMITTING | Included |

| | | |
|--|---|------------------|
| Terms | 50% Upon Acceptance, Balance Prior to Shipment/Installation | Subtotal |
| ACCEPTANCE OF ESTIMATE - The above prices, conditions and specifications are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above. Any past due invoices are subject to a 1.5% monthly finance charge. Any invoices turned over to a third party for collection are subject to a 33% collection fee and other applicable fees. Unit(s) shall remain the property of SunShade Inc, DBA as Industrial Shadeports, until order is paid in full. Proposal valid for 30 days. PLEASE NOTE - Fabric must be removed if and when a hurricane or snow warning is predicted or posted in the area. | | Sales Tax (6.0%) |
| | | Total |
| | | Signature |

* SERVING OUR CUSTOMERS SINCE 1992 *

PROPOSAL

3591 NW 120 Ave
 Coral Springs, FL 33065
 954 755- 0661 Fax 954 755-0686
 www.shadeports.com



| | |
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| Sanibel Community Park 1119 Periwinkle Way Sanibel Island, FL 33957 | | Sanibel Community Park 1119 Periwinkle Way Sanibel Island, FL 33957 | | |
| Contact Person | Tel | Fax | Rep | E Mail |
| Scott Krawczuk | 239-770-2554 | | D | scott.krawczuk@mysanibel.com |

| Qty | Item | Description | Line Total |
|-----|------------------|--|------------|
| 1 | FURN. & INSTA... | INSTALL SHADEPORT STRUCTURE AS PER ENGINEERING SPECIFICATIONS - NO ALLOWANCE FOR ROCK REMOVAL, DEWATERING, DUMPSTER RENTAL AND UNFORESEEN GROUND CONDITIONS INCLUDING TREE ROOTS, SPRINKLER SYSTEMS AND UNDERGROUND PIPING - AN ADDITIONAL CHARGE OF \$125.00 PER HOUR MAY BE CHARGED IN ADDITION TO THE RENTAL FEE OF ANY ADDITIONAL EQUIPMENT THAT MAY BE NECESSARY TO BREAK THROUGH CORAL/ROCK. | Included |
| 1 | S/H | SHIPPING AND HANDLING CHARGE | Included |
| 1 | DELIVERY | 4-6 WEEKS UPON PLACEMENT OF ORDER AND RECEIPT OF DEPOSIT DUE AND/OR PERMIT APPROVAL | Included |
| 1 | WARRANTY IN... | FABRIC IS COVERED FOR 10 YEARS, STEEL IS COVERED FOR 15 YEARS, LABOR & PAINT IS COVERED FOR 12 MONTHS, AS PER WARRANTY CERTIFICATE. | Included |

| | | | |
|--|---|------------------|------------|
| Terms | 50% Upon Acceptance, Balance Prior to Shipment/Installation | Subtotal | \$5,242.00 |
| ACCEPTANCE OF ESTIMATE - The above prices, conditions and specifications are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above. Any past due invoices are subject to a 1.5% monthly finance charge. Any invoices turned over to a third party for collection are subject to a 33% collection fee and other applicable fees. Unit(s) shall remain the property of SunShade Inc, DBA as Industrial Shadeports, until order is paid in full. Proposal valid for 30 days. PLEASE NOTE - Fabric must be removed if and when a hurricane or snow warning is predicted or posted in the area. | | Sales Tax (6.0%) | \$0.00 |
| | | Total | \$5,242.00 |

Signature _____

* SERVING OUR CUSTOMERS SINCE 1992 *

August 14, 2008

To: Sanibel City Council

From: Armand Ball, Chair, Parks and Recreation Advisory Committee

Re: Need for Additional Shade Structure at Sanibel Community Park

At the August 14, 2008 meeting of the Parks and Recreation Advisory Committee, City Staff reported that the swings at Sanibel Community Park would not be covered by the shade structure funded from private sources and approved at the August 5, 2008 Council meeting.

Two quotes for an additional shade structure were shared with the Committee and the Committee recommends the cantilever design for \$5242. The only funding available appears to be from the contingency fund. The Committee concurs with City Staff on the importance of adding such a shade structure.

August 14, 2008

To: Sanibel City Council

From: Armand Ball, Chair, Parks and Recreation Advisory Committee

Re: Proposed Membership Fee Structure for Recreation Center for 2008-2009

The Parks and Recreation Advisory Committee reviewed the membership fee structure subsequent to your discussion at the August 5, 2008 Council meeting. The data showing the effect of a 25% reduction in the number of memberships developed by staff was most helpful.

After much discussion, the Committee has recommended specific fees which reflect an increase in rates for residents ranging from 5% to 17% . The Committee agreed that change smaller than fifty cents would slow the process, but felt that daily rate fees should not be increased a full dollar.

The Committee continues to feel comfortable with the non-resident visitor fees recommended previously.

The Committee is also committed to a less than 25% reduction in memberships, but recognizes the importance of planning for the possibility of such a reduction.

August 14, 2008

To: Sanibel City Council

From: Armand Ball, Chair, Parks and Recreation Advisory Committee

Re: Scholarship Requests and Funding

Since the Parks and Recreation Advisory Committee asked the Council to authorize a Scholarship Review Board in 2004, the awarding of scholarships has gone very smoothly and within the confines of funds available from various sources.

It is apparent that the need for additional funds has arisen over the summer, and is likely to continue as we increase membership fees and the economy lags.

We support the traditional viewpoint of the City Council that no child will be turned away. The Committee will begin work immediately to develop a plan to generate non-general fund dollars for scholarships.

Though the Committee is already at work studying the potential of 501 (c) (3) foundation entity to raise non-general funds in support of scholarships, programs, and improvements, one can not expect that it will be operational and provide such funding during the upcoming fiscal year. However, the Committee will reach out to community groups and give attention to the traditional golf tournament to raise additional funds.

We ask that the Council continue to process and award scholarships as needed for the remainder of the calendar year and the Committee will attempt to report back by January 1, 2009.

Recreation Center User Fees

| Membership Type | Current Fee | Proposed Fee Recommended by Parks & Recreation Advisory Committee |
|---|-------------|---|
| Resident - Individual | | |
| Daily | \$3.00 | <i>\$3.50</i> |
| Weekly | \$15.00 | <i>\$17.00</i> |
| Six Month | \$60.00 | <i>\$65.00</i> |
| Annual | \$100.00 | <i>\$125.00</i> |
| Resident - Family | | |
| Daily | \$5.00 | <i>\$5.50</i> |
| Weekly | \$25.00 | <i>\$27.00</i> |
| Six Month | \$100.00 | <i>\$125.00</i> |
| Annual | \$150.00 | <i>\$175.00</i> |
| Member Guest Rates- Individual (Accompanied by a Member) | | |
| Daily | - | <i>\$3.50</i> |
| Weekly | - | <i>\$17.00</i> |
| Member Guest Rates-Family (Accompanied by a Member) | | |
| Daily | - | <i>\$5.50</i> |
| Weekly | - | <i>\$27.00</i> |
| On Island Employee-Individual | | |
| Daily | \$4.00 | <i>\$4.50</i> |
| Weekly | \$20.00 | <i>\$23.00</i> |
| Six Month | \$90.00 | <i>\$110.00</i> |
| Annual | \$150.00 | <i>\$175.00</i> |
| On Island Employee - Family | | |
| Daily | \$7.00 | <i>\$8.00</i> |
| Weekly | \$35.00 | <i>\$40.00</i> |
| Six Month | \$150.00 | <i>\$175.00</i> |
| Annual | \$225.00 | <i>\$250.00</i> |

| Membership Type | Current Fee | Proposed Fee Recommended by Parks & Recreation Advisory Committee |
|---|--------------------|---|
| Visitor - Individual | | |
| Daily | \$6.00 | <i>\$12.00</i> |
| Weekly | \$25.00 | <i>\$45.00</i> |
| Six Month | \$120.00 | <i>\$235.00</i> |
| Annual | \$200.00 | <i>\$395.00</i> |
| | | |
| Visitor - Family | | |
| Daily | \$10.00 | <i>\$20.00</i> |
| Weekly | \$50.00 | <i>\$95.00</i> |
| Six Month | \$200.00 | <i>\$195.00</i> |
| Annual | \$250.00 | <i>\$495.00</i> |
| | | |
| Lifetime Membership | \$1,000.00 | No longer offered |
| | | |
| *Charge for refund requests | | <i>5 % cancellation fee if registration is cancelled <u>more than</u> 7 calendar days prior to commencement of program. 10% cancellation fee if registration is cancelled thereafter.</i> |
| | | |
| City of Sanibel Employee/City of Sanibel Retirees - Individual | | |
| Annual | - | <i>\$50.00</i> |
| | | |
| City of Sanibel Employee/City of Sanibel Retirees - Family | | |
| Annual | - | <i>\$75.00</i> |
| | | |