Supplemental Schedules

This section contains the following subsections:

Departmental Line-Item Budgets by Function

Schedule of Interfund Transfers

Classification and Pay Plan

Schedule of Personal Services

Summary of Changes to Authorized Positions

5 Year Capital Improvement Plan

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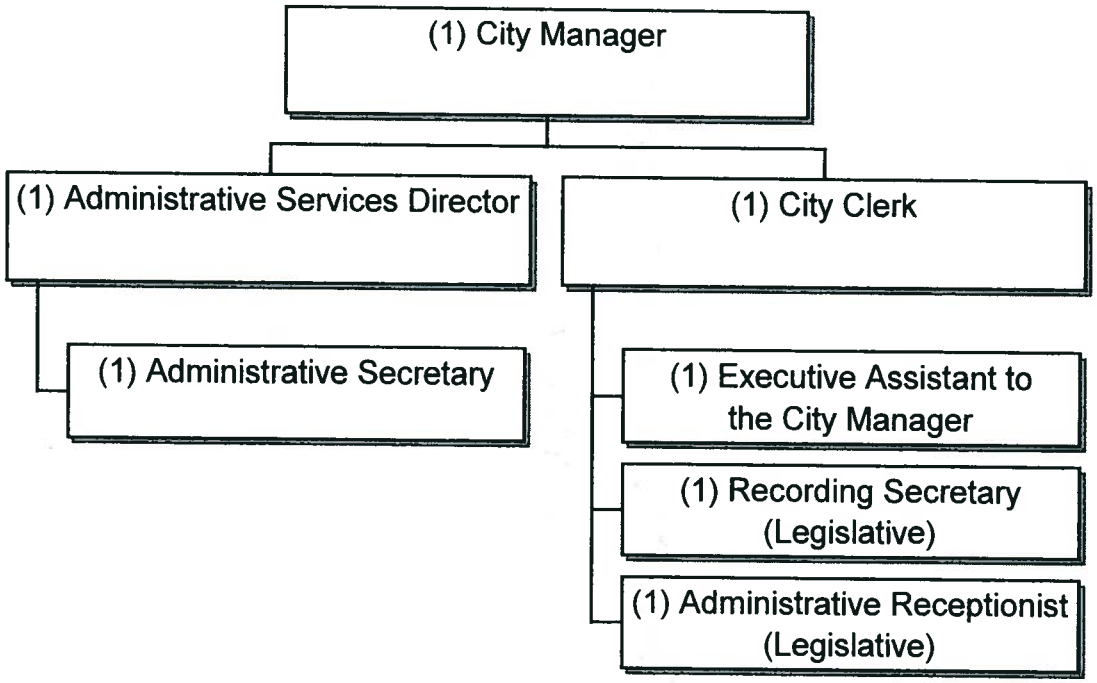
General Government Function

Legislative Department

ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS

Organizational Chart FY 2009-2010



Legislative/Administrative Departments

City Manager's Background:

Judie Zimomra

Ms. Zimomra has 27 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 has 23 years of county and municipal government experience. She obtained her Master Municipal Clerk designation in April 2009 through the International Institute of Municipal Clerks (IIMC).

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 timely and accurate information to citizens and respond promptly to citizen requests for information and public records requests for the two employees who comprise the Legislative Department.

#2: Dealing with the high level of phone calls and walk-in visitors to City Hall and the nature of the topics, including many that are unrelated to the City's business.

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
- Provide administrative services as required to City Council
- Post all City public meeting notices
- 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 City-wide telephone listing
- Maintain committees, 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:

DEPARTMENT: LEGISLATIVE
FUND: GENERAL FUND

Description	Actual 2006-2007	Actual 2007-2008	Expected 2008-2009	Projected 2009-2010
Total phone calls	28,924	28,216	28,500	29,000
Walk-in visitors	3,214	3,389	3,450	3,500

FY 2010 CITY COUNCIL GOALS AND DEPARTMENT SUPPORTING ACTIONS:

City Council Goals	Legislative Supporting Actions	Measurement
Water Quality	• Provide fertilizer/vegetation information to general public for competency classes	• Level of service maintained
Re-Development		
Strengthening City Finances	• Manage overtime • Manage printing costs • Reduce promotional activities	• Limited overtime used • Costs reduced • Funds spent reduced

DEPARTMENT GOALS:

2009-2010 Goals	Estimated Start	Estimated Completion
As part of City Council goal of Strengthening City Finances		
Manage overtime to the minimum necessary to complete high priority projects	October 2009	September 2010
Manage printing costs through	October 2009	September 2010

competitive process Continue to reduce promotional activity costs	October 2009	September 2010
Timely complete the legislation passed by City Council for signature by the Mayor and City Clerk	October 2009	September 2010
Ensure callers are connected to the called party before disconnecting from the call	October 2009	September 2010
Automate the retention of information concerning citizen inquiries and responses	October 2009	September 2010

Accomplishments FY 2008-2009

- Continued to answer a large volume of calls and accommodate walk-ins in FY09.
- Minutes of City Committee meetings completed within the time frame allotted.
- City Council legislation prepared for signature in a timely manner.

Recommendations for Efficiencies:

- Continue to maximize automation.
- Periodically practice posting information to the website to maintain effectiveness.
- Practice functions learned from cross-training on a periodic basis.

How to Better Serve the Residents:

- Continue to promptly respond to inquiries, emails and phone calls.
- Timely respond to all public records requests.
- Continue adding e-mail addresses of residents with inquiries to the general information release database.

City of Sanibel
Department Performance Measure Report

Department: Legislative

City Goal: Strengthening City Finances
Key Performance Indicator
Measurement Type: Hours/Dollars

	2007-2008		2008-2009		2009-2010	
	Actual	Expected	Actual	Expected	Actual	Expected
1. Manage overtime hours to the minimum necessary to complete high priority projects	889	1,800	78	1,800		1,000
2. Manage printing costs	$5,730	$5,000	$416	$3,500		$3,000
3. Reduce promotional activity costs	$44,447	$50,000	$37,700	$40,000		$32,700

General Fund
Legislative Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	58,958	62,654	61,684	61,684	61,326	61,684	61,684	61,684	61,684	61,684
Part-time	3,686	1,882	-	-	-	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime	889	2,259	1,800	1,800	1,000	1,000	1,000	1,000	1,000	1,000
RHS/Holiday/Shift Diff/Educ.Incentive	-		-	-	-	-	-	-	-	-
FICA Match	4,796	5,140	4,857	4,857	4,768	4,795	4,795	4,795	4,795	4,795
Retirement	11,447	8,740	8,897	8,897	8,897	14,496	14,496	14,496	14,496	14,496
Cafeteria Benefits	17,147	18,558	19,508	19,508	19,508	20,947	20,947	20,947	20,947	20,947
Workers' Comp	514	428	354	327	327	334	334	334	334	334
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	97,436	99,661	97,100	97,073	95,826	103,256	103,256	103,256	103,256	103,256
OPERATING EXPENSES										
Professional Serv	39,030	49,073	33,150	46,350	46,350	33,100	33,100	33,100	33,100	33,100
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	95,682	20,005	66,000	58,000	45,000	36,500	66,500	36,500	66,500	36,500
Investigations	-		-	-	-	-	-	-	-	-
Travel & Per Diem	18,422	26,014	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000
Communications	2,925	4,048	3,050	3,050	3,050	4,800	4,800	4,800	4,800	4,800
Transportation	7,413	8,321	12,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	3,335	1,858	-	-	170	450	450	450	450	450
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	93		500	500	500	500	500	500	500	500
Printing	15,562	5,730	3,500	3,500	3,000	3,000	3,000	3,000	3,000	3,000
Promotional Activities	55,297	44,798	40,000	32,700	32,700	28,000	28,000	28,000	28,000	28,000
Other Current Charges	33,184	24,548	10,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Office Supplies	4,728	6,297	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Operating Supplies	1,355	6,251	1,500	1,500	1,000	1,000	1,000	1,000	1,000	1,000
Road Materials & Supplies		-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	5,237	6,178	6,000	6,000	6,000	7,000	7,000	7,000	7,000	7,000
SUB-TOTAL	282,262	203,121	199,700	187,600	168,770	145,350	175,350	145,350	175,350	145,350
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	4,782		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	4,782	-	-	-	-	-	-	-	-	-
GRANTS & AIDS										
Aid to Private Organizations	-	500	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	384,480	303,282	296,800	284,673	264,596	248,606	278,606	248,606	278,606	248,606
% CHANGE COMPARED TO PREVIOUS YEAR	-7.50%	-21.12%		-6.14%		-12.67%	12.07%	-10.77%	12.07%	-10.77%

General Government Function

Administrative Department

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: Delivering quality services to the City based on reduced resources for:

- Professional educational travel
- Cancellation of professional affiliations and publications
- Printing and postage

Issue #2: Continuing demands for public records requests and for responses to public e-mails and other correspondence.

Issue #3: Negotiating labor agreements in a period of declining resources and increasing costs of employee benefits.

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 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
- 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
- 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:

- Co-prepare annual budget for Administration
- Co-prepare annual budget 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
- Reconcile monthly credit card expenditures

Coordinate all City Council Special Events:

- 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 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

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

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, as required
- 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
- Serve as liaison to the SWF Community Foundation for the Employee Dependent Scholarship Program

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 travel plans for City Manager

- Input payroll data for Administration and Legislative Departments
- Prepare agenda for Executive Staff meetings
- 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
- Post news releases to the City website
- Make changes to the City website content as directed
- 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:

CHANGING WORKFORCE: Eligibility for retirement for City employees continues to represent a potential severe loss of institutional knowledge and experience. Approximately 17% of the workforce will have 20 or more years of City service during calendar year 2009:

Number of Employees	Years of Service
1	30
2	29
2	28
2	27
1	26
2	25
5	24
1	23
1	22
3	21
2	20

EMPLOYEES WITH LIMITED CITY SERVICE:

Analysis shows that 42 employees will have less than 5 years of City service during 2009. This represents 33% of the current work force.

Years of Service	Number of Employees
4	5
3	11
2	15
1	11

AGING WORK FORCE:

Approximately 48% of the City work force will be age 50 and above in 2009 with 10% of those being age 60 or above. Significant turnover is expected from these employees during the next 5 years.

Employees Ages 50 to 59	Employees Age 60 +
48	13

CHANGES IN PERSONNEL AUTHORIZATION:

The City has continued to reduce the full-time staffing level through attrition and increased the use of part-time, as needed, employees to reduce personnel and benefit costs.

Authorized Personnel	FY 2006	FY 2007	FY 2008	FY 2009
Full-time	**139**	**142**	**140**	**128**
Part-time	**14.87**	**12.84**	**15.79**	**20.18**

TURNOVER:

The economic downturn has resulted in reducing the rate of personnel turnover experienced in prior years, especially in hard-to-fill occupations.

Personnel Turnover	FY 2006	FY 2007	FY 2008	FY 2009*
Full-time	**18**	**23**	**14**	**8**
Part-time	**19**	**12**	**15**	**8**

*As of June 1, 2009

EMPLOYEE WORKPLACE SAFETY:

Employee job related injuries continue to remain low with a very favorable lost ratio (premiums paid divided by injury loss payments). Two of the injuries in 2008 resulted in 5 lost workdays. No lost time injuries have occurred in 2009 to date. The City's workplace safety plays a major role in containing workers' compensation costs.

Fiscal Year	Reportable Employee Injuries	Loss Ratio	Average Cost Per Injury	Annual Workers' Compensation Costs
2006	15	0.034	$ 896	$348,460
2007	7	0.076	$4,056	$337,374
2008	5	0.008	$ 647	$308,607
2009*	4	0.013	$ 438	$280,000**

* As of June 1, 2009; ** Projected final audited cost

SPECIAL EVENT PERMITS:

Special Event requests in calendar year 2008 increased over the last calendar year necessitating additional staff time to process the requests. Requests in 2009 (87 as of May 28, 2009) are 16% higher than last calendar year at this time.

Year	CY 2006	CY 2007	CY 2008	CY 2009 Projected
Total Event Permits	221	116	133	154

FY 2010 CITY COUNCIL GOALS AND DEPARTMENT SUPPORTING ACTIONS:

City Council Goals	Administration Supporting Actions	Measurement
Water Quality	• Update the H2O website on a regular basis based on data from Natural Resources • Issue Fertilizer Competency Cards within 3 workdays of class completion	• Website info current • Cards issued in 3 workdays
Re-Development		
Strengthening City Finances	• Eliminate overtime • Manage travel and per diem	• No overtime used • No travel and per diem funds

	• Reduce promotional activities	used • No funds expended

DEPARTMENT GOALS:

FY 2009-2010 Goals	Estimated Start	Estimated Completion
Monitor Records Management and Document Imaging Programs to image vital, permanent and historic records, ensuring public access and their preservation	October 2009	September 2010
Provide data and information to the general public and City departments in the most efficient and effective manner.	October 2009	September 2010
Incorporate all statutory changes to the Florida Election Code made during the legislative session into the City's election and referendum processes	October 2009	December 2009
Continue random drug testing of employees occupying safety-sensitive positions and deal promptly with positive tests	November 2009	August 2010
Continuously monitor the driving records of employees who operate City vehicles, receive "hardship" allowance and receive a monthly vehicle allowance	November 2009	September 2010
Conduct mandatory harassment, AED, and other employee training	February 2010	September 2010

Accomplishments FY 2008-2009

- City code of ordinances continuously updated electronically by Municipal Code Corporation as adopted by City Council
- City code of ordinances continuously update electronically on the City website as adopted by City Council
- Administration website data expanded and kept up to date
- Sanibel City Clerk obtained her Master Municipal Clerk designation, was elevated to 1st Vice President of the Florida Association of City Clerks, was selected and participated in the International Institute of Municipal Clerks

(IIMC) International Exchange program and received the prestigious IIMC Quill Award

- Reductions in personnel and related costs were managed through attrition
- Records imaging, storage and destruction improvements continued
- Expanded the Retirement Health Savings plan to benefit additional employee groups at no cost to the City
- Increased voluntary benefits available for employees at no cost to the City of Sanibel

Recommendations for Efficiencies:

- Reduce operating costs by going "green"
- No travel and training 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 to ensure timely and accurate responses

City of Sanibel
Department Performance Measure Report

Department: Administration

City Goal: Strengthening City Finances
Key Performance Indicator
Measurement Type: Hours/Dollars

	2007-2008		2008-2009		2009-2010	
	Actual	Expected	Actual	Expected	Actual	Expected
1. Manage overtime hours to the minimum necessary to complete high priority projects	8,000	20,041	3,000	8,000		0
2. Manage travel and per diem funds	$18,731	$19,000	$10,500	$13,488		0
3. Reduce promotional activity costs	$1,817	$4,000	$1,000	$2,000		0

General Fund
Administrative Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	459,697	464,872	467,507	449,516	449,516	467,507	467,507	467,507	467,507	467,507
Part-time	6,606	3,191	-	-	130	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions				-		-	-	-	-	-
Overtime	20,041	3,734	8,000	3,000	3,000	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	1,356	22,533	22,411	22,411	45,792	23,161	23,161	23,161	23,161	23,161
FICA Match	30,951	31,095	31,632	30,256	31,671	32,182	32,182	32,182	32,182	32,182
Retirement	51,530	62,257	67,434	67,434	67,434	90,110	90,110	90,110	90,110	90,110
Cafeteria Benefits	42,471	47,021	48,054	48,054	41,838	52,425	52,425	52,425	52,425	52,425
Workers' Comp	4,395	3,958	2,253	2,080	2,080	2,122	2,122	2,122	2,122	2,122
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	617,049	638,661	647,291	622,751	641,461	667,507	667,507	667,507	667,507	667,507
OPERATING EXPENSES										
Professional Serv	11,470	4,397	6,000	5,000	2,500	2,150	2,150	2,150	2,150	2,150
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	79,031	62,855	6,250	5,750	5,750	6,200	6,200	6,200	6,200	6,200
Investigations	-		-	-	-	-	-	-	-	-
Travel & Per Diem	45,681	48,907	48,000	48,000	48,000	37,512	37,512	37,512	37,512	37,512
Communications	7,362	8,575	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Transportation	3,647	3,546	5,500	5,000	4,500	1,000	1,000	1,000	1,000	1,000
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	30,353	32,537	22,000	22,000	22,000	-	-	-	-	-
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	1,139	506	4,000	4,000	3,500	-	-	-	-	-
Printing	1,128	1,786	1,500	1,500	1,500	500	500	500	500	500
Promotional Activities	8,270	1,817	4,000	3,000	2,000	1,000	1,000	1,000	1,000	1,000
Other Current Charges	3,998	2,553	-	-	364	-	-	-	-	-
Office Supplies	7,233	5,721	4,000	4,000	3,500	3,500	3,500	3,500	3,500	3,500
Operating Supplies	1,351	1,220	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	8,515	5,701	6,000	6,000	6,000	4,000	4,000	4,000	4,000	4,000
SUB-TOTAL	209,178	180,121	119,250	116,250	111,614	67,862	67,862	67,862	67,862	67,862
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	29,645		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	29,645	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	855,872	818,782	766,541	739,001	753,075	735,369	735,369	735,369	735,369	735,369
% CHANGE COMPARED TO PREVIOUS YEAR	19.83%	-4.33%		-9.74%		-0.49%	0.00%	0.00%	0.00%	0.00%

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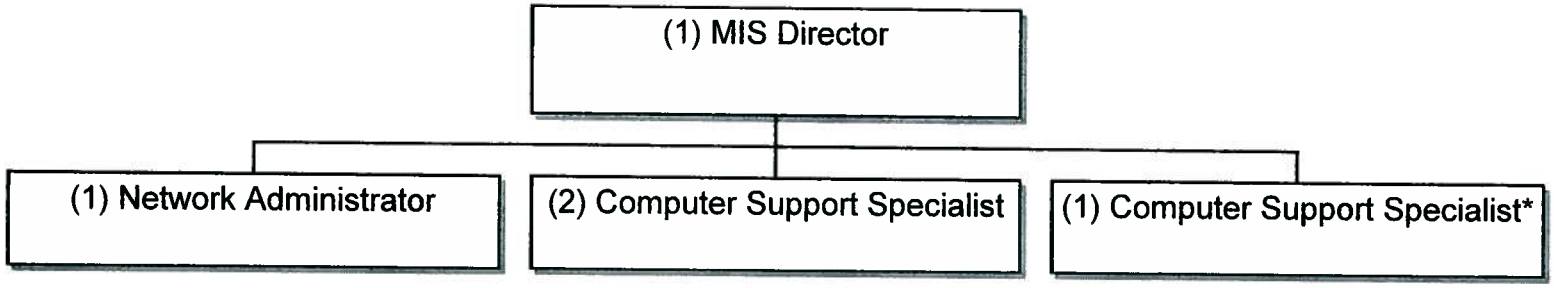
General Government Function

MIS Department

MIS DEPARTMENT

Organizational Chart FY 2009-2010



* Funded by Police Department

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.

Council Goals

Fiscal
The MIS Department is focusing on reducing recurring annual costs. In particular are costs for annual maintenance and telecommunication services. Over the next fiscal year, the MIS Department will review and identify opportunities to reduce these costs.

Challenges

MIS Resources: Over the past 6 years, we have completed and are currently working on over 320 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 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.

Recurring Annual Maintenance Contracts: As the City invests in new technology, this also brings additional annual recurring costs. The City's most expensive maintenance cost of for the City's primary business software system, HTE. For FY 2008-2009, this was $52,000. The next likely significant recurring annual cost will be for GIS licensing.

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

Public Records: These requests are becoming more frequent for the City and with more and more information being stored digitally, retrieval will require MIS effort. A recent citizen's request drained significant MIS resources over an extended period.

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 required significant MIS support during installation and continues to require MIS resources for regular operation. This now 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 FY2010

- Upgrade 20% of City's Computers and Software.
- Begin Phase 1 of City's GIS Implementation Plan.
- Identify and review areas to decrease annual recurring costs.
- 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:

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 IBM 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 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 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.

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. **Positron System Management:** backups, user issues, etc...

Responsibility 37. **Emergency Management Communications Van.** This Van contains PC's, radios, printers and satellite data connectivity.

Responsibility 38. **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.

FY09 Goals and Status

GOAL	STATUS
Upgrade 20% of City's Computers and Software.	As part of budget initiatives, PC's are replaced or upgraded only when absolutely necessary.
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.	Process was begun with the needs assessment and Damage Assessment Software process. This task will be completed as Pahse 1 of the City's Long Range GIS Plan.
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.	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 which is expected to be completed this fiscal year.
Add additional areas of interest to the PD video system.	Additional areas have been added, and the PD Boat Ramp is expected to be completed this fiscal year.

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

	May 2005	*2006*	*2007*	*2008*	*2009 (YTD)*
Council/Special Meeting Packets Posted and Emailed	*Not tracked*	*34*	*61*	*22*	*16*
Press Releases Posted and Emailed	*Not tracked*	*163*	*313*	*361*	*310*

TABLE 2 – MIS COUNCIL PACKETS AND PRESS RELEASES

Current Year Accomplishments

Accomplishment
• Additional areas of interest added to PD video systems
• Development of interdepartmental communications team to assist with routine and emergency notifications
• Upgrade Damage Assessment software, provide training and prepare field exercises
• Completed GIS needs assessment
• DMS HTE reporting system
• HTE purchasing card system
• Bank of America Positive Pay
• Email records retention policy
• Upgrade Community Emergency Notification System
• City Hall phone costs allocation study
• Transition of City cell phones to Verizon state contract
• Annual update of Hurricane Plan
• Technology supplies purchasing consolidation
• SEMP field laptop to assist with emergencies

Current Year Expected Accomplishments

• Expansion of Video system to PD Boat Docks
• Relocation of AM Radio Transmitter and system operational
• Relocation of PD server room
• New wireless parking machine payment system
• Emergency email backup server
• Update Recreation Center Management Software and migrate credit card processing to 3rd party
• Paperless subpoenas for PD
• Extended Web capabilities for Recreation Center transactions
• Recreation Center facilities maintenance system

APPENDIX

City of Sanibel Software Applications Supported by MIS Department
As of May 1, 2009

MS Access
MS Excel
MS Exchange 2003
MS Firewall
MS FrontPage
MS Internet Explorer
MS Media Player
MS Outlook
MS PowerPoint
MS Security Certificates
MS SQL Server
MS Visio - Drawing and Maps
MS Windows XP and Vista
MS Word
Adobe Acrobat Professional
Adobe Acrobat Reader
Adobe Audition Audio Editor
ADT Video Camera and Archive
AutoCAD - CAD Drawing and GIS
Bank of America Online Banking
Battery Backup Monitoring
Blackberry/Smart Phone PDA Applications
Citrix
CJNet Intranet - Pawnshops, State Drivers License
Cognos Impromptu QRep
Data On The Run PDA
Digital Patroller In Car Video System
Emtel Community Notification (Reverse Dialer)
EngInSiteDataFreeway
ESRI ArcView – GIS
Ethereal
ezPublish WebSite
FDLE EAgent
FireFox
FTR Digital Recorder/Player Software
HP Network Print Manager
HTTrack
Hurritrak and SLOSH Modeling
Hurrivac
IBM Client Access
IrFanView
LaserFiche
Lee County Courts Booking System (UBS)
Lee County Locals - Wants and Warrants
Net Motion Remote Access
Norton Antivirus
Norton Firewall
NT Backup
PaintShop Pro
Parkeon
PD Missing Persons National Notification
PGP Whole Disk Encryption
POS Partner
Positron Dispatching
Positron In Car Reporting
Positron PowerMap
Positron Records Management
Public Works Weather Station
Rec Center Video Camera and Archive
Schlumberger Park Folio
SolarWinds
Symantec Mail Security for Exchange
Terminal Services Client - Server Access
TimeTrackerMX2 PDA
Total Recorder - Audio Copies of Meetings
Various CD and DVD Burning programs
Verint Video
Visual Statement - PD Accident Reporting
VMWare
Vmware Workstation and Server
VNC
WinZip
Zone Alarm Firewall

General Fund
MIS Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	158,456	205,346	210,286	210,286	216,690	216,936	216,936	216,936	216,936	216,936
Part-time	1,424	1,383	-	-	970	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime	15,074	22,117	12,000	12,000	6,000	10,600	10,600	10,600	10,600	10,600
RHS/Holiday/Shift Diff/Educ.Incentive	-		-	-	902	-	-	-	-	-
FICA Match	13,954	18,155	17,005	17,004	17,110	17,406	17,406	17,406	17,406	17,406
Retirement	17,170	23,889	30,332	30,332	30,332	49,417	49,417	49,417	49,417	49,417
Cafeteria Benefits	21,707	29,905	39,016	39,016	35,160	37,300	37,300	37,300	37,300	37,300
Workers' Comp	499	288	1,148	1,060	1,060	1,081	1,081	1,081	1,081	1,081
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	228,285	301,083	309,786	309,698	308,223	332,741	332,741	332,741	332,741	332,741
OPERATING EXPENSES										
Professional Serv	45,559	102,094	108,500	108,500	90,000	53,800	53,800	53,800	53,800	53,800
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	1,090	387	600	600	600	-	-	-	-	-
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	8,472	8,633	18,800	15,800	5,000	10,000	10,000	10,000	10,000	10,000
Communications	91,755	93,615	88,500	88,500	88,500	84,800	84,800	84,800	84,800	84,800
Transportation	175	1,892	400	400	100	100	100	100	100	100
Utilities	704	377	-	-	234	-	-	-	-	-
Rentals & Leases	14,980	16,787	21,720	21,720	15,300	14,000	14,000	14,000	14,000	14,000
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	72,742	97,262	135,300	135,300	135,300	117,500	117,500	117,500	117,500	117,500
Printing	46	250	-	-	11	-	-	-	-	-
Promotional Activities	2,465	2,039	500	500	-	-	-	-	-	-
Other Current Charges	3,130	3,293	-	-	-	-	-	-	-	-
Office Supplies	2,339	8,435	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Operating Supplies	44,063	86,321	40,000	34,000	30,000	28,000	28,000	28,000	28,000	28,000
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	2,062	1,550	3,100	2,100	1,500	2,100	2,100	2,100	2,100	2,100
SUB-TOTAL	289,583	422,935	418,420	408,420	367,545	311,300	311,300	311,300	311,300	311,300
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-		-	-	-	-
Improve Other Than Bldgs			-	-	-		-	-	-	-
Machinery & Equipment*	7,997	4,821	31,800	25,800	15,000	24,000	32,300	32,300	29,300	29,300
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	7,997	4,821	31,800	25,800	15,000	24,000	32,300	32,300	29,300	29,300
DEPARTMENTAL TOTAL	525,865	728,839	760,006	743,918	690,768	668,041	676,341	676,341	673,341	673,341

***Beginning in FY10, to conform to Government Accounting Standards Board (GASB) Statement 54, some repair and maintenance and operating supplies that were previously charged to the Capital Acquisition Projects Fund 300 will be reclassified and charged to the MIS department. This reclassification will not increase expense to the General Fund. For comparison purposes only, the FY09 adopted, amended and estimated actual budgets for these items are included in this worksheet.**

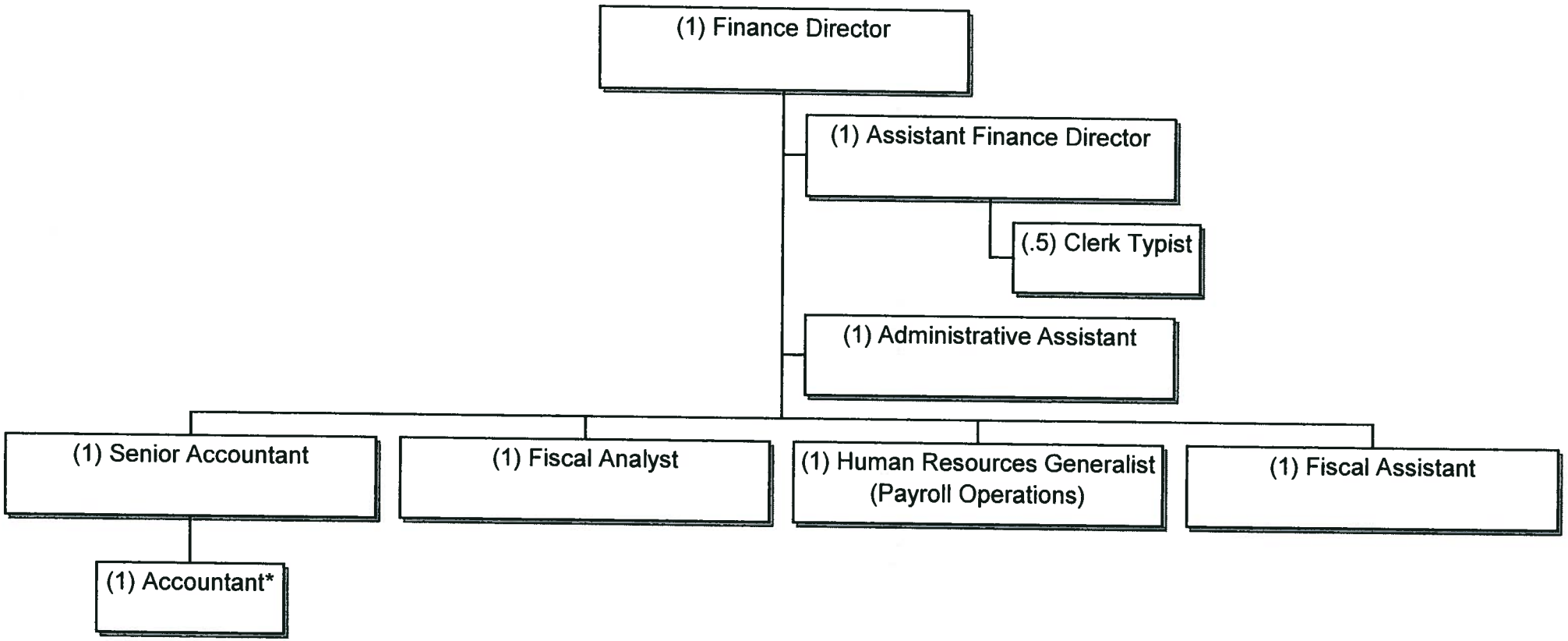
% CHANGE COMPARED TO PREVIOUS YEAR	11.83%	38.60%		2.07%		-10.20%	1.24%	0.00%	-0.44%	0.00%
AS 400 Upgrade						-	3,000	3,000	-	-
End-User Equipment Upgrades			19,000	14,000	6,000	19,500	19,500	19,500	19,500	19,500
						-	-	-	-	
Total			19,000	14,000	6,000	19,500	22,500	22,500	19,500	19,500

General Government Function

Finance Department

FINANCE DEPARTMENT

Organizational Chart for FY 2009-2010



* 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)
- Nine (9) years of progressively responsible accounting positions with governmental entities and twenty (20) years of progressively responsible accounting positions in the private sector.

Sylvia joined the City of Sanibel in 2008.

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:

Finance's major challenge is to develop and recommend financial policies to provide long-range guidance and direction for sound fiscal management and provide efficient and effective financial support services to all City departments.

Another challenge facing the department is the expectation of providing these services with reduced staff while reconciling conflicting demands of providing ever-increasing support services to the new expanded recreation department and producing increased historical and in-depth financial analysis to City Council and management.

A great concern is that the progress made in financial compliance over the past few years will be undone through staff reductions. Prior to FY 2005 the City's auditors' management letters to City Council included findings that procedures critical to the City's financial well-being were not being followed. In response, in FY 2005 and FY 2006 Council authorized two additional positions and the Finance department added an accountant and a fiscal analyst to its staff. Since then the City has come into compliance with the findings and recommendations flagged by the auditors and has obtained awards from the Government Finance Officers' Association (GFOA) for its budget work.

In the past two years the City has worked to right size itself through attrition. Some departments have shrunk while others have expanded, shifting the support work that finance provides and actually increasing it. Currently one-half of a full-time accountant is dedicated to the Recreation department; prior to the new recreation center opening in December 2007 no finance staff member was dedicated to that department.

Operational Responsibilities:

- Preparation of the Annual Financial Statements and Annual Audit in accordance with accounting principles generally accepted in the United States of America and qualifying for the Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Finance Reporting.
- Prepare the annual City-wide balanced budget that meets the criteria of the GFOA for earning the Distinguished Budget Presentation Award.
- Treasury Management including daily cash management and investment of idle and reserve funds to provide the City with maximum investment earnings with stringent safeguards for safety and liquidity in accordance with the City's investment policy.

- Bond and other debt issuance for financing long-term capital acquisitions as directed by Council. Identify debt service savings opportunities available through bond refunding or debt retirement.
- Accounts payable processing and purchasing documentation for all City expenditures including all VISA procurement card purchases.
- 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 161 full and part-time employees (145.38 full-time equivalencies).
- 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.
- Provide accounting and special reporting services to the Recreation Department for Recreation activity reports; provide specialized services for the Recreation software operating program maintenance and provide support and services for the collection, depositing, reconciling and reporting of program and membership revenues.
- 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.
- Issue Dog Licenses and collect associated revenue.

2009-2010 Goals:

Departmental Goals	Estimated Start	Estimated Completion
Continue working with MIS to achieve Web-based method of accepting payment for City services (sewer bills, business tax receipts, dog licenses, etc., using the City's web-site).	JULY 2009	SEPTEMBER 2010
Automate the VISA procurement card processing for all City purchases by the installation, implementation and training on a "P-Card" product. Provide ability to track and recover historic data on payments made using the City's purchasing card.	OCTOBER 2009	SEPTEMBER 2010
Continue working with MIS to install 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.	MARCH 2009	SEPTEMBER 2010
Publish the FY 2009 CAFR and submit to the Government Finance Officers' Association's (GFOA) award program within 180 days of year end.	NOVEMBER 2009	MARCH 2010
Publish the FY 2010 budget and submit to the GFOA's award program within 90 days of adoption.	OCTOBER 2009	DECEMBER 2009

Council Goal # 3, Sustain & Strengthen the City's Financial Stability	Estimated Start	Estimated Completion
Continue enhancement of modeling tools for the budget process	OCTOBER 2009	APRIL 2010
Assist in analyzing the current pension plans and compare to alternative plans and options in addition to analyzing future impact on the City.	OCTOBER 2009	APRIL 2010
Closely monitor and analyze legislative and economic issues that will impact the City's revenue sources.	IMMEDIATELY	INDEFINITELY

City of Sanibel, Florida
Finance Department Narrative

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:
    a) Web-based method of accepting payment for City services.
    b) Automation of the VISA procurement card processing for all City purchases.

2. Continue to work on aligning the City's performance measures with the Council's goals and incorporate them into future budget documents.

3. Implement new standards issued by the Governmental Accounting Standards Board and monitor new pronouncements to determine their impact on the City.

4. Research and analyze the feasibility of acquiring and implementing new banking programs such as Bill Consolidation Collection to improve our revenue collection process and improve transaction security and timeliness.

Finance Department accomplishments during fiscal year 2009 include:

- Instituted Positive Pay through Bank of America. This application increases security over potential check fraud.
- Finalized trend analysis and budgetary forecast feasibility report for the sewer system beginning with FY 1995 through FY 2026.
- Finalized two Sewer Grant Loan closeout audits.
- Completed arbitrage compliance audit. Arbitrage Rebate Calculations completed for Series 1993 and Series 2003 Sewer Bonds.
- Assisted the Audit Selection Committee with the Auditor proposal and selection process.
- Implemented new payroll control audit and review reports.
- Continued to provide major support to Recreation Department on the use of new software (RecTrac) to account for membership fees and program registration at the new recreation center. Provide support in the development and ongoing production of activity reports.
- Received GFOA Excellence in Financial Reporting Award for FY 2007.
- Received GFOA Distinguished Budget Presentation Award for FY 2009.
- Identified items for bulk purchase discount cost savings (paper, letterhead, envelopes). Developed vendor price lists for printers' and copiers' cartridges, toners and supplies.
- Implemented monthly departmental meetings.

Performance Measures:

Description	Projected 2010	Expected 2009	As of 6/22/09 2009 (a)	Actual 2008	Actual 2007
Grant Revenue Managed (b)	$ 1,988,145	$ 2,905,887	$ 871,273	$ 3,933,074	$ 8,944,326
Number of Grants Managed	19	19	19	23	26
Employee Processing					
New Hires (c)	12	10	10	42	32
Terminations (d)	12	15	15	28	31
City Employees on Direct Deposit	90%	87%	87%	Data Not Tracked	
Budget Amendments	65	70	46	72	98
Journal Entries	900	900	560	1,001	932
Business Tax Receipts and Registrations	3,800	3,800	3,846	3,931	3,824
Sewer Customers Billed Quarterly	4,176	4,176	4,168	4,149	3,852
Utility Payments made by Auto Debit per quarterly billing	1,200	1,152	1,122	1,081	840
Vendor Checks Issued	4,000	4,000	2,632	4,530	4,153
Checks reissued due to error by either vendor or City	30	35	30	80	Data Not Tracked
Purchase Orders Issued	275	275	184	311	336
Field Purchase Orders Issued	2,100	2,100	1,435	2,066	1,920
Awards received from GFOA	2	2	1	2	2
GFOA Budget Criteria deemed at least proficient	97%	96%	96%	95%	78%

(a) FY 2009 is partial year from October 1, 2008 through June 22, 2009
(b) Does not include FEMA reimbursements for Hurricanes Charley and Wilma and Tropical Storm Fay
(c) FY 2008 - 30 of 42 new hires were Recreation
(d) FY 2010 - Projected turnover ratio 10%

Recommended Efficiencies:

Implementation of Finance-related technological improvements will enhance Finance department's efficiency, enhance security and enhance service to the community, other city departments and vendor relationships.

Potential Revenue Sources:

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

Currently the City utilizes all revenue sources granted to municipal governments by the Florida Constitution and Statutes except for the Public Service Tax (also known as 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. This tax is estimated to generate up to $1.5 million which could be used to reduce ad valorem taxes as well as to promote water and electric conservation usage. 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 2010 Goals above.

Help to maintain the City's current service level to the citizens by developing and recommending financial policies to provide long-range guidance and direction for sound fiscal management.

General Fund
Finance

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	471,985	530,814	475,648	475,648	482,533	482,533	482,533	482,533	482,533	482,533
Part-time	14,362	15,064	15,484	15,484	15,484	15,484	15,484	15,484	15,484	15,484
Salary Adjustments				-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime	3,825	1,461	4,000	3,000	2,000	2,000	2,000	2,000	2,000	2,000
RHS/Holiday/Shift Diff/Educ.Incentive	15,678	4,770	-	-	8,540	2,700	2,700	2,700	2,700	2,700
FICA Match	34,901	41,194	37,878	37,878	38,905	38,458	38,458	38,458	38,458	38,458
Retirement	40,060	70,094	68,608	68,608	68,608	93,131	93,131	93,131	93,131	93,131
Cafeteria Benefits	66,487	74,076	73,678	73,678	78,087	83,106	83,106	83,106	83,106	83,106
Workers' Comp	1,906	1,731	2,461	2,272	2,272	2,317	2,317	2,317	2,317	2,317
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	649,205	739,204	677,757	676,568	696,427	719,729	719,729	719,729	719,729	719,729
OPERATING EXPENSES										
Professional Serv	12,767	20,153	24,350	24,350	22,059	12,550	12,550	12,550	12,550	12,550
Accounting & Auditing	70,889	74,894	77,273	90,773	90,773	55,500	55,500	55,500	55,500	55,500
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	-		-	-	77	390	390	390	390	390
Investigations	-		-	-	-	-	-	-	-	-
Travel & Per Diem	9,294	11,964	9,052	7,852	7,852	8,140	8,140	8,140	8,140	8,140
Communications	4,070	5,209	5,180	5,180	5,340	5,180	5,180	5,180	5,180	5,180
Transportation	6,377	7,371	8,475	8,475	8,475	8,628	8,628	8,628	8,628	8,628
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	3,793	3,915	4,155	4,155	4,336	4,435	4,435	4,435	4,435	4,435
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	572	-	338	338	311	338	338	338	338	338
Printing	8,698	7,975	8,955	8,955	7,955	7,625	7,625	7,625	7,625	7,625
Promotional Activities	492	2,803	500	500	15	-	-	-	-	-
Other Current Charges	20,459	21,073	20,230	35,181	35,181	17,740	17,740	17,740	17,740	17,740
Office Supplies	5,373	5,762	6,000	5,500	6,177	6,000	6,000	6,000	6,000	6,000
Operating Supplies	7,839	3,486	3,400	3,200	3,200	3,150	3,150	3,150	3,150	3,150
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	545	512	930	1,430	1,430	810	810	810	810	810
SUB-TOTAL	151,168	165,117	168,838	195,889	193,181	130,486	130,486	130,486	130,486	130,486
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	-	1,830	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	1,830	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	800,373	906,151	846,595	872,457	889,608	850,215	850,215	850,215	850,215	850,215
TO PREVIOUS YEAR	8.53%	13.22%		-3.72%		-2.55%	0.00%	0.00%	0.00%	0.00%

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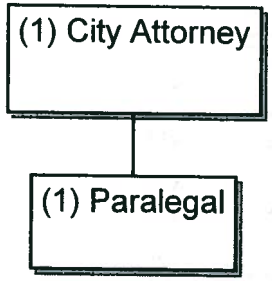
General Government Function

Legal Department

LEGAL DEPARTMENT
Organizational Chart for FY 2009-2010



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 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, budget and public projects and services.

2009-2010 Goals:

Goal	Measurement Criteria
For the 2009-2010 Fiscal Year, with the City operating on reduced budget and staffing, the City Attorney's office will concentrate on core services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees, and Staff, in order to assist all facets of City government to provide core municipal services to the public. The City Attorney will concentrate on providing such legal services in the most efficient and cost effective manner possible, while maintaining the high quality and effective legal services required by the City and the public.	The provision of thorough, timely, high quality and cost effective legal services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees and City Staff in order to provide legal guidance and protection of the City's interests from the legal perspective while the City provides core municipal services during the coming fiscal year.

City of Sanibel, Florida
Legal Department Narrative

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.

2008-2009 Goals and Status:

Goal	Status
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.	The City Attorney has, and through the fiscal year (and thereafter) will continue, to update the City Council, Planning Commission and City Advisory Boards on Sunshine Law, Public Records Law, Ethics Laws, Financial Disclosure Laws, Gift Laws, Quasi-Judicial Proceeding requirements and other applicable related matters.

Emerging Issues:

- Emerging Issues during Fiscal Year 2009-2010 will include mechanisms by which the City can provide and address core municipal services, as well as those enhanced services desired by City residents, within the constraints of the reduced budget necessitated by the downturn in the economy.

City of Sanibel, Florida
Legal Department Narrative

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.

  This is an issue the City will deal with, environmentally and legally, for a number of years into the future. Another major factor which has presented itself within the last fiscal year is the State of Florida's purchase of lands south of Lake Okeechobee for purposes of a southern flow way and restoration of the Everglades. The success of such a southern flow way is of extreme importance to Southwest Florida and the City of Sanibel since it provides virtually the only solution to high level freshwater discharges which will otherwise be forced down the Caloosahatchee River during major storm events.

Recommended Efficiencies:

- For the 2009-2010 Fiscal Year, the City Attorney's office will concentrate on those legal services necessary to provide and assist in providing core services to the City of Sanibel, including the provision of all necessary services to the City Council, City Manager, Staff and Advisory Boards with the City's reduced budget and reduced staffing for the coming fiscal year.

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, pro-active 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 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	200,410	230,001	227,957	227,957	210,870	227,957	227,957	227,957	227,957	227,957
Part-time			-	-	-	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions				-		-	-	-	-	-
Overtime	721	803	-	-	150	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	5,723	22,815	21,461	21,461	21,461	21,461	21,461	21,461	21,461	21,461
FICA Match	12,076	12,910	14,276	14,276	12,980	15,082	15,082	15,082	15,082	15,082
Retirement	34,040	29,822	32,881	32,881	32,881	61,821	61,821	61,821	61,821	61,821
Cafeteria Benefits	27,475	31,038	32,141	32,141	32,141	32,801	32,801	32,801	32,801	32,801
Workers' Comp	879	778	873	806	806	822	822	822	822	822
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	281,323	328,167	329,588	329,522	311,289	359,945	359,946	359,946	359,946	359,946
OPERATING EXPENSES										
Professional Serv	347,253	217,559	263,200	214,435	214,000	121,800	121,800	121,800	121,800	121,800
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting	-		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other Contractual			5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	34,164	41,250	39,622	39,622	39,622	39,622	39,622	39,622	39,622	39,622
Communications	3,065	3,936	3,100	3,100	4,500	4,500	4,500	4,500	4,500	4,500
Transportation	629	283	400	400	400	400	400	400	400	400
Utilities	-		-	-	-	-	-	-	-	-
Rentals & Leases	304	954	900	900	965	1,000	1,000	1,000	1,000	1,000
Insurance	-		-	-	-	-	-	-	-	-
Repair & Maintenance	1,058		-	-	-	-	-	-	-	-
Printing	137		300	300	300	300	300	300	300	300
Promotional Activities	225	375	-	-	-	-	-	-	-	-
Other Current Charges	1,715	1,671	1,800	1,800	1,900	1,900	1,900	1,900	1,900	1,900
Office Supplies	851	1,547	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Operating Supplies	143	149	100	100	100	100	100	100	100	100
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	3,621	3,786	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750
SUB-TOTAL	393,163	271,510	319,672	270,907	272,037	179,872	179,872	179,872	179,872	179,872
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	8,186		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	8,186	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	682,673	599,677	649,260	600,429	583,326	539,817	539,818	539,818	539,818	539,818
TO PREVIOUS YEAR	-8.01%	-12.16%		0.13%		-10.09%	0.00%	0.00%	0.00%	0.00%

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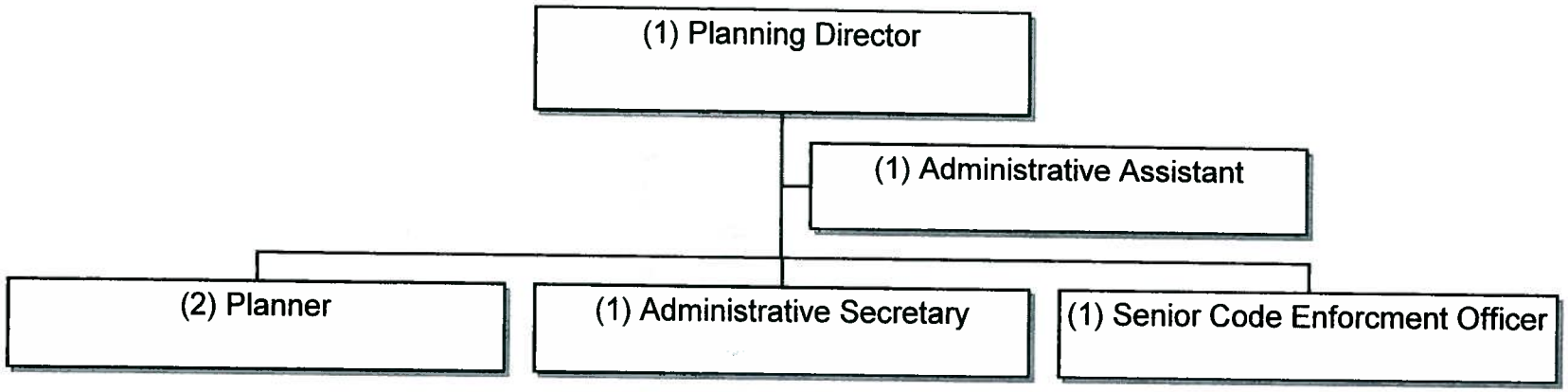
General Government Function

Planning Department

PLANNING DEPARTMENT
Organizational Chart FY 2009-2010



Planning Department

Director's Background:

James C. Jordan, Jr.

Jim joined the City of Sanibel in 1985 as a planning technician and was later appointed to the position of planner. He received his bachelor's degree from the University of Florida majoring in public administration with a minor in urban planning. Jim became planning director in 2009.

Jim's professional accomplishments include working on the following projects:

- Preparation of the Evaluation and Appraisal Report based amendments to the Sanibel Plan;
- Preparation of land development code amendments for emergency electric power generators;
- Development and preparation of City Build-back Regulations;
- Facilitating the Local business Roundtable Discussion Group;
- Preparation of the Citizen's Guide to Coastal and Flood Plain Management and,
- Inventorying and updating the City's telecommunications tolerant areas.

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.

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 and to amendments made to LDC Sect. 86-43.

Evolution and accelerated application of electronic means to produce and transmit 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 implementing strategies to mitigate the potential impacts that may result from flooding, storms and other natural hazards.

Work to maintain the same level of service for citizens and customers during an economically challenging cycle and retain and support unique Island-serving business.

Maintaining a level of service during the transition of Planning Director to Acting Planning Director.

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.

Consolidate travel for Code Enforcement and Planning Department site inspections to reduce hours spent outside the office and to decrease mileage costs.

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.

Institute a program to cross train Code Enforcement staff and Planners for more efficient public response to inquiries regarding City zoning and Land Use regulations.

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 pursue reductions in cost of vendor contracts.

- 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.
- 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 2009 Sanibel Shared Use Path Master Plan adopted by City Council on April 21, 2009.
- Support planning efforts to advance alternative non-motorized and non-auto oriented modes of transportation and strategies to mitigate congestion.
- Support any City endeavors to develop a weigh station that is environmentally and aesthetically compatible with the City's mission statement.

Service Improvements

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.

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 and develop a database that will provide to staff and the public that will facilitate implementation of proposed changes to Land Development Code Sect. 86-43.

Planning Department FY 2009-2010 Goals and Objectives

The Planning Department's FY 2009-2010 Goals and Objectives focus on the following:

- Implementation of the Sanibel Plan.

City of Sanibel, Florida
Planning Department Narrative

- Administration and enforcement of the Land Development Code.
- Provide professional planning services to City Council, Planning Commission, Historical 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.
- Facilitate City Council direction to pursue 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. 1.7 Assist in providing emergency web postings to City's web page.
2. Administration and Enforcement of the Land Development Code	2.1 Obtain Code compliance through: - 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 - Present cases to Hearing Examiner - Enforce Hearing Examiner decisions and stipulations 2.2 Conduct daily, early morning and evening Code related inspections.

Goals	Productivity Measurement
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 as directed by City Council	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).
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.
7. Develop Application of Geographic Information System (GIS)	7.1 Continue to convert Sanibel Plan and related maps to digital format.

Goals	Productivity Measurement
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.
- 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 '06-'07, FY '07-'08 and FY '08-'09.

Chart 1 – Comparison of Permit Activity for First Quarter FY '06-'07 to First Quarter FY '07-'08 and First Quarter FY '08-'09

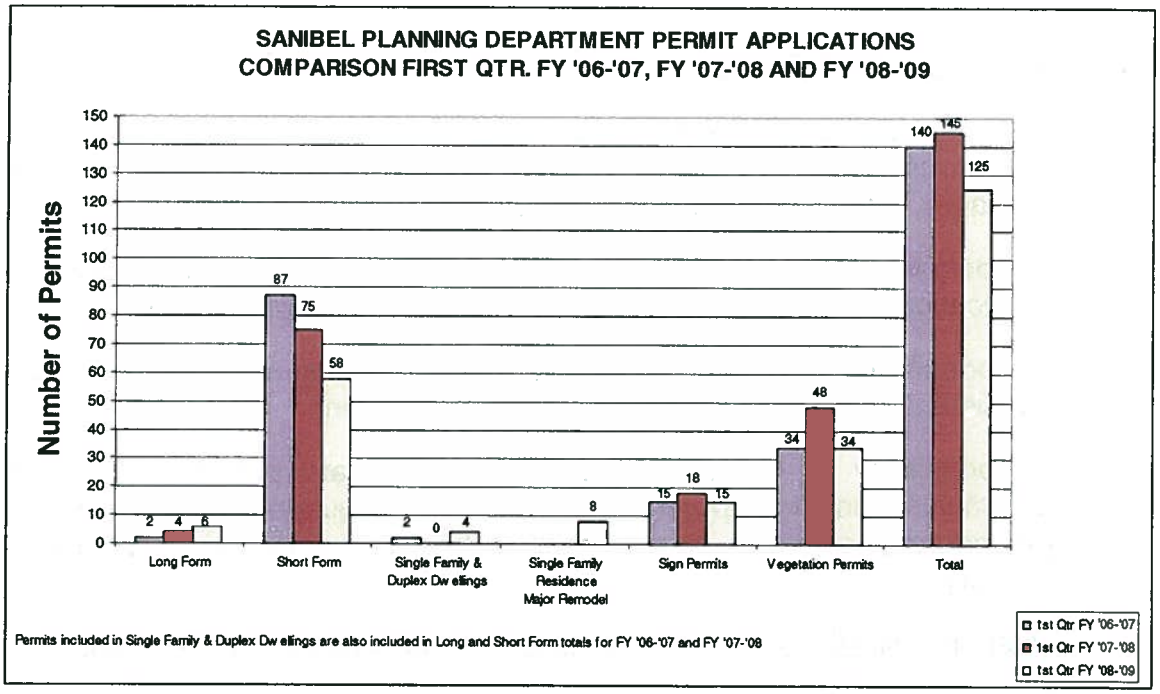


Chart 2 – Comparison of Permit Activity for Second Quarter FY '06-'07 to Second Quarter FY '07-'08 and Second Quarter FY '08-'09

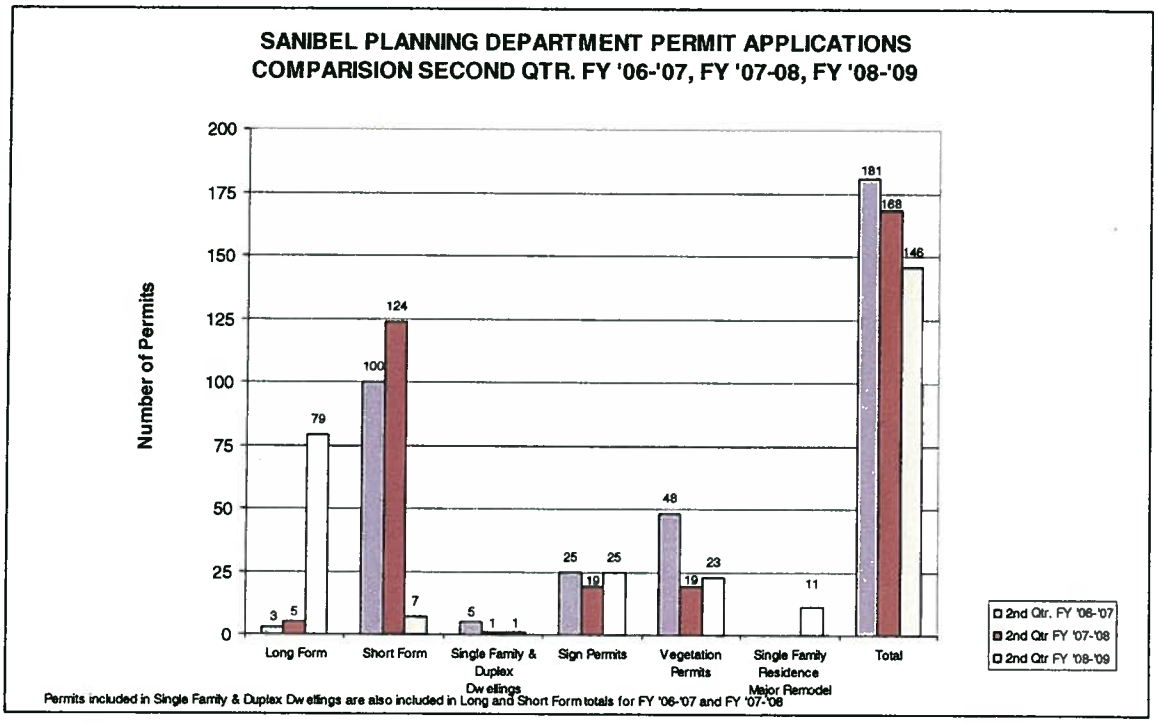


Chart 3 – Comparison of Permit Activity for Third Quarter FY '06-'07 to Third Quarter FY '07-'08 and FY '08 -'09

TO BE INSERTED

Chart 4 – Summation of Permit Applications Submitted, First Qtr. Through Third Qtr. FY '06-'07, FY '07-'08 and FY '08-'09

TO BE INSERTED

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.

- 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.

2008-2009 Goals and Status:

Goal	Status
Goal #1 Implementation of the Sanibel Plan	Updated Capital Improvement Plan as required by DCA. Updated School Concurrency element in support of the Inter-local Agreement. Completed Survey of municipal property for affordable housing sites. Continue on-going efforts to convert Ecological Zones and Development Intensity maps to digital format. LCEC Strategic Plan participation. Implementation of redevelopment planning work program (See Goal 2).
Goal #2 Implementation of Redevelopment Planning Work Program	City Council deferred Redevelopment Planning of Resort Housing until completion of review of Land Development Code Section 86-43 is completed.

Goal	Status
Goal #2 Implementation of Redevelopment Planning Work Program (Cont'd.)	Initiated Survey of pre-existing non-conforming resort uses and structures.
Goal #3 Protect and sustain the Island's carrying capacity and mitigate congestion	Provided planning services to support formulation of "green building" and energy efficiency goals, policies and initiatives. Initiated initial phases of work associated with Alternative Transportation in Parks and Public Lands Project, including carrying capacity analysis.
Goal #4 Provide Professional, Administrative and Technical Planning Services	<u>City Council and City Management</u> Reports prepared for consideration by City Council and City Manager. <u>Planning Commission</u> Staff reports prepared for consideration by the Planning Commission. Resolutions prepared for Planning Commission Action. Planning Commission meeting minutes prepared and approved. <u>Planning Services</u> Public notices prepared. Consultations conducted by City Planners with property owners. Customers were assisted at the permit assistance desk. Telephone calls were answered. E-mail message were initiated by the Planning Dept. in response to property owners requesting LDC or Planning Commission information.

Goal #5 Administration and Enforcement of the Land Development Code	Processed Short Form Development Permits. Processed Long Form Development Permits. Distributed the following LDC guides: - Resort Accessory Uses - Commercial Dumpster Regulations - Brazilian Pepper Eradication - Real Estate and Open House Signs - Outdoor Dining - Carryout Restaurant Outdoor Seating - Commercial District Regulations - Architectural and Site Planning Design Standards and Guidelines for Town Center General and Town center Limited Commercial Zone District - Emergency Electrical Power Generators - Build Back Produced monthly Code Enforcement case tracking and management reports. Processed and resolved Code Enforcement cases. Processed notices of violation. Process stipulation reports following hearings. Evening and weekend inspections were completed.
Goal #6 Improve Development Permitting Processes, Procedures, Coordination and Communications	Continue to improve interdepartmental procedures between Building and Planning Departments to track and manage expiring development and building permits.
Goal #7 Update HTE Permit Management System	Completed a database to reflect cost difference between minor and major residential improvements.
Goal #8 Expanded Application of Geographic Information System (GIS)	• Currently updating the conversion of Residential Density and Ecological Zone Maps to digital format. • Working with Lee County Property Appraisers office to share GIS information for analysis, application and permit reviews regarding proposed amendments to Land Development Code, Section 86-43.

Goal #9 Provide Transportation Planning Services that focus on alternative modes of travel and congestion mitigation	Represented the City at MPO and TAC meetings. Completed the 2009 Shared Use Path Master Plan Update. Participated in the initial phases of US DOT FTA Alternative Transportation in Parks and Public Lands Project.
Goal #10 Provide Emergency Management and Hazard Mitigation planning services	Continue to update the Planning Department Emergency Response Plan. Complete required NIMS/ICS training.
Goal #11 Complete implementation of the Department's Records Management Plan	Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations: Examples: - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments
Goal #12 Improve Communication of Planning Programs and Projects	Continue to update the Planning Department's web page that includes the following features: - 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 - 2009 Shared Use Path Master Plan - Contact Us - About the Department - Planning Department Forms Examples: Centralized access to Planning Commission agendas, minutes, resolutions and reports.

Goal #12 Improve Communication of Planning Programs and Projects (Cont'd.)	Submitted monthly and quarterly Development Permit and Code Enforcement Activity reports and graphs. Distributed and published notices, provided information and met with property owners regarding revised FEMA Flood Insurance Rate Maps.

Summary of FY '08 – '09 Planning Department Accomplishments

1. Sanibel Plan Implementation	Completed amendments to the Land Development Code to comply with DCA school concurrency requirements.
2. Implementation of Redevelopment Planning Work Program	City Council deferred Redevelopment Planning of Resort Housing until completion of review of Land Development Code Section 86-43.
3. Preparation of Land Development Code Amendments	Prepared the following amendments to the Land Development Code for report and recommendation by the Planning Commission and action by City Council: - An Ordinance amending the Land Development Code regarding Temporary Use Permits, Chapter 78 General Provisions, Chapter 82, Administration; Chapter 126 Zoning, Sections 126-61, 126-62, 126-63 and 126-64. - Land Development Code Chapter 114, Subdivision, Div. 4 Major Subdivision, Sec. 114-87 Procedure and the insertion of a new subsection (5) to permit a preliminary major subdivision plat to remain valid beyond the additional two year extension approval.
4. Preparation of Public Notices for Planning Board Meetings, Subcommittee Meetings and Public Hearings	Prepared notices for Planning Board Meetings and public hearings.

5. Prepared Planning Board Agendas, Subcommittee Agendas and Staff Reports	Prepared agendas and staff reports for consideration by the Planning Commission, applicants and the public.
6. Prepared Planning Board and Subcommittee Minutes	Prepared minutes from Planning Commission and Subcommittee meetings.
7. Prepared Historic Preservation Committee Agendas, Minutes and Staff Reports	Prepared agendas, minutes and staff reports for consideration by the Historical Preservation Committee.
8. Expanded City of Sanibel's Geographic Information System (GIS)	Continue ongoing efforts to convert Ecological Zones and Development Intensity Maps to digital format.
9. Conducted Meetings with Citizens, Property Owners and Development Permit Applicants	Conducted meetings and consultations with citizens, property owners, business owners and development permit applicants.
10. Responded to Permit Counter, Telephone and E-mail requests for Information.	Responded to front counter inquiries, telephone calls and e-mail requests for information regarding the Sanibel Plan, Land Development Code and City of Sanibel and Planning Department activities.
11. Processed Applications for Development Permits	Processed short form and long form applications for Development Permits.
12. Resolution of Code Enforcement Cases	Initiated Code Enforcement cases based on inspections and citizen contacts and resolved cases through education and mediation. Scheduled cases for action by hearing examiner.
13. Conducted Early Morning, Evening and Weekend Code Enforcement Inspections	Scheduled weekend, early morning and evening code enforcement assignments to educate citizens and property owners and to address code violations.
14. Processed Sign Permit Applications	Processed applications for sign permits.
15. Reviewed Business Tax Receipts and Alcoholic Beverage Licenses for Consistency with the Land Development Code	Assisted the Finance Department with the review of new applications and transfers of occupational licenses and applications for alcoholic beverage service licenses.
16. Processed Applications for Street Addresses	Processed applications by property owners seeking clarification or a new street address.
17. Transportation Planning	Represented the City at MPO and TAC meetings. Completed the 2009 Shared Use Path Master Plan that was adopted by City Council. Participated in the initial phases of US DOT FTA Alternative Transportation in Parks and Public Lands Project.

18. Emergency Management Planning	Continue to update the Department's Emergency Response Plan. Continue required NIMS/ICS training.
19. Records Management	Continue the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations. Examples: - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments
20. Communication of Planning Projects and Programs	Continue to update the Department's web page to include following features: - The Sanibel Plan and Official Maps - Periwinkle Way West Commercial District Plan - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System - Development Permitting - 2009 Shared Use Path Master Plan - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs - Contact the Planning Department - About the Department - Planning Department Forms

General Fund
Planning Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages						3,880				
Full-time	617,948	631,278	439,205	439,205	392,308	404,085	341,031	341,031	341,031	341,031
Part-time	-		-	-	-	-	-	-	-	-
Salary Adjustments				-	-	-	0	(0)	0	(0)
Requested positions			-	-	-	(63,054)	-	-	-	-
Overtime	2,417	1,001	1,000	1,000	-	1,000	1,000	1,000	1,000	1,000
RHS/Holiday/Shift Diff/Educ.Incentive	2,512	695	-	-	250	200	200	200	200	200
FICA Match	45,825	47,651	31,884	31,884	30,031	26,181	26,181	26,181	26,181	26,181
Retirement	57,233	91,902	78,073	78,073	77,116	63,348	63,348	63,348	63,348	63,348
Cafeteria Benefits	77,954	89,945	72,598	72,598	63,685	62,840	62,840	62,840	62,840	62,840
Workers' Comp	2,272	2,072	41,848	38,634	38,634	39,407	39,407	39,407	39,407	39,407
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	806,161	864,544	664,608	661,394	602,024	537,887	534,007	534,007	534,007	534,007
OPERATING EXPENSES										
Professional Serv	154,528	263,157	92,000	75,946	74,160	58,900	58,900	58,900	58,900	58,900
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	10,284	3,235	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	50,456	42,091	29,800	29,800	17,920	7,000	7,000	7,000	7,000	7,000
Communications	5,971	6,736	6,100	6,100	6,100	6,000	6,000	6,000	6,000	6,000
Transportation	9,966	6,277	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Utilities	-		-	-	-	-	-	-	-	-
Rentals & Leases	4,654	5,278	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	-		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Printing	10,691	3,322	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900
Promotional Activities	1,118	650	-	-	-	-	-	-	-	-
Other Current Charges	19,019	8,534	10,100	7,600	7,600	7,600	7,600	7,600	7,600	7,600
Office Supplies	6,822	6,455	6,250	5,250	2,000	2,000	2,000	2,000	2,000	2,000
Operating Supplies	4,334	3,769	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	5,644	3,241	3,000	500	500	500	500	500	500	500
SUB-TOTAL	283,486	352,745	177,850	155,796	138,880	112,600	112,600	112,600	112,600	112,600
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-		-	-	-	-	-
Machinery & Equipment	4,544		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	4,544	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	1,094,191	1,217,289	842,458	817,190	740,904	650,487	646,607	646,607	646,607	646,607
% CHANGE COMPARED TO PREVIOUS YEAR	23.78%	11.25%		-32.87%		-20.40%	-0.60%	0.00%	0.00%	0.00%

General Government Function

Insurance/Other General Government Department

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 FY10 budget. Deductibles by type are listed below.

Coverage Type	Deductible FY09	Deductible FY10
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 FY10 are pending.

General Fund
Insurance Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages			-	-	-	-	-	-	-	-
Full-time			-	-	-	-	-	-	-	-
Part-time			-	-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/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	354,149	394,923	402,671	432,713	362,478	312,671	312,671	312,671	312,671	312,671
Repair & Maintenance			-	-	-	-	-	-	-	-
Printing			-	-	-	-	-	-	-	-
Promotional Activities			-	-	-	-	-	-	-	-
Other Current Charges			-	-	-	-	-	-	-	-
Office Supplies			-	-	-	-	-	-	-	-
Operating Supplies			-		-	-	-	-	-	-
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	354,149	394,923	402,671	432,713	362,478	312,671	312,671	312,671	312,671	312,671
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment			-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	354,149	394,923	402,671	432,713	362,478	312,671	312,671	312,671	312,671	312,671
% CHANGE COMPARED TO PREVIOUS YEAR	6.02%	11.51%		9.57%		-27.74%	0.00%	0.00%	0.00%	0.00%

General Fund
Other General Government Services Department

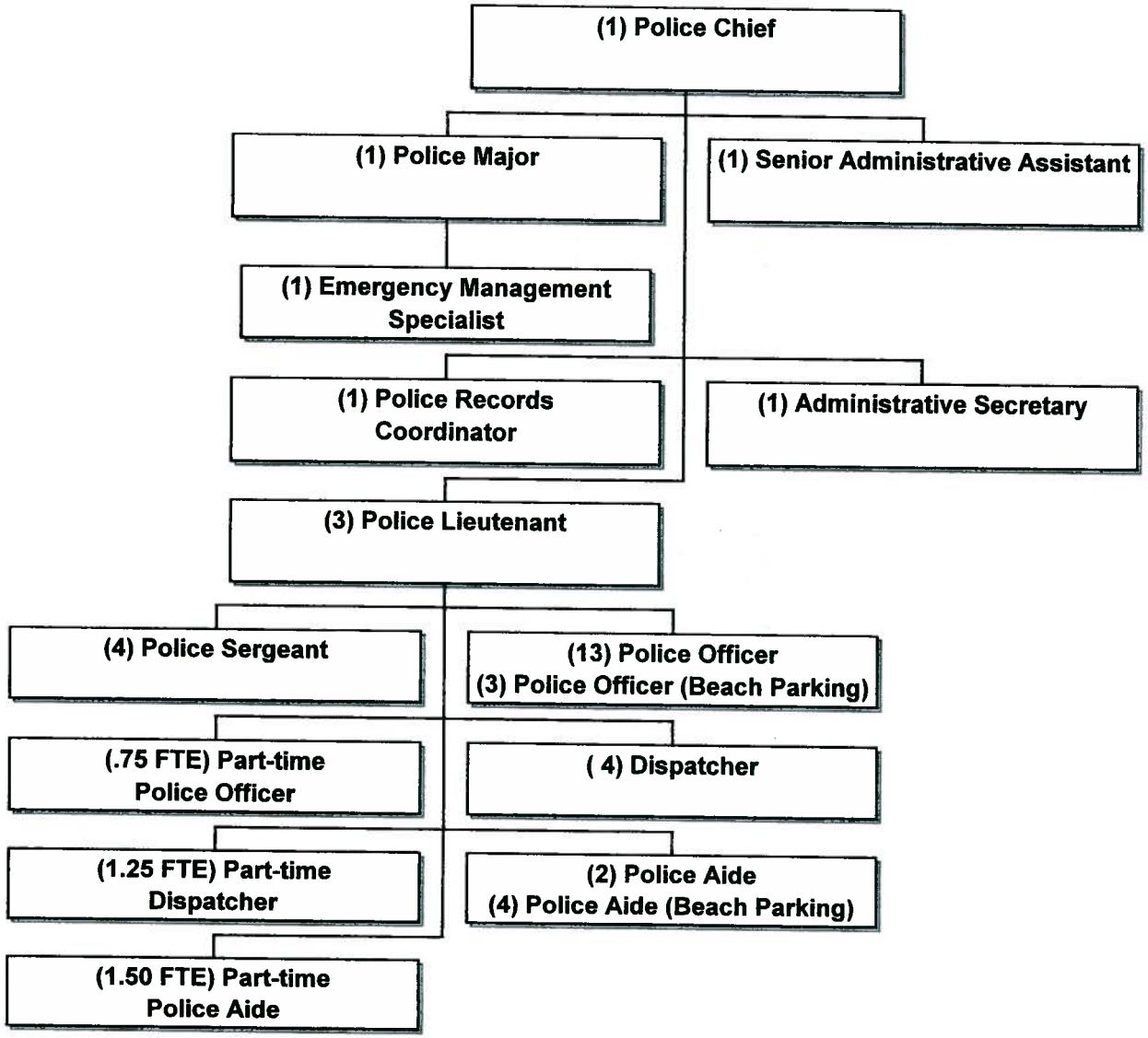
	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages			-	-	-	-	-	-	-	-
Full-time			-	-	-	-	-	-	-	-
Part-time			-	-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive			-	-	-	74,315	74,315	74,315	74,315	74,315
FICA Match			-	-	-	5,685	5,685	5,685	5,685	5,685
Retirement			-	-	-	-	-	-	-	-
Cafeteria Benefits			-	-	-	-	-	-	-	-
Workers' Comp			-	-	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-		-	-	80,000	80,000	80,000	80,000	80,000
OPERATING EXPENSES										
Professional Serv			-	-	-	-	-	-	-	-
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual			-	-	-	4,200	4,200	4,200	4,200	4,200
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem (Transponder Increase)			-	-	-	9,770	9,770	9,770	9,770	9,770
Communications			-	-	-	-	-	-	-	-
Transportation			-	-	-	-	-	-	-	-
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases					-	22,000	22,000	22,000	22,000	22,000
Insurance (OPEB)	-	-	-	-	-	96,000	96,000	96,000	96,000	96,000
Repair & Maintenance			-	-	-	3,500	3,500	3,500	3,500	3,500
Printing			-	-	-	-	-	-	-	-
Promotional Activities			-	-	-	-	-	-	-	-
Other Current Charges			-	-	-	25,320	25,320	25,320	25,320	25,320
Office Supplies			-	-	-	-	-	-	-	-
Operating Supplies			-		-	-	-	-	-	-
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	600	600	600	600	600
SUB-TOTAL	-	-	-	-	-	161,390	161,390	161,390	161,390	161,390
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment			-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	-	-	-	-	-	241,390	241,390	241,390	241,390	241,390
% CHANGE COMPARED TO PREVIOUS YEAR	-100.00%	#DIV/0!					0.00%	0.00%	0.00%	0.00%

Public Safety Function

Police Department

SEMP Department

POLICE DEPARTMENT
Organizational Chart FY 2009-2010



POLICE DEPARTMENT

Chief's Background:

Bill Tomlinson

Chief Tomlinson was hired in November 1985. He has a total of 23 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.

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 maintaining the service levels expected from the community during an environment of reduced budget and staffing.

The focus of the Sanibel Police Department will be to maintain response times and continue to respond to all calls for service and reports of criminal activity.

The most notable trends on Sanibel are the increased incidents of burglary, theft and concerns within the community of juvenile drug use.

The Sanibel Police Department will dedicate resources to maintain safety, reduce crime and gain compliance within our juvenile population

Emerging Issues:

- **Issue 1:** *Increased Crime* – Due to current economic downturn we anticipate an increase in crimes such as burglary, theft, domestic violence and exploitation of the elderly.
- **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:** *Juvenile Drug Use* – There is a growing concern regarding juvenile drug use. This crime typically has a strong correlation to increased theft, burglary and vandalism.

2009-2010 Goals:

2009 – 2010 Goals and Status	Productivity Measurement
Attend training schools that maintain professional certifications. These classes will be attended throughout the year.	Complete schools to enhance officers' awareness levels for emerging issues and to maintain minimum requirements for certification.
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.
Maintain a proactive patrol to reduce residential burglaries	Reduced incidence of reported burglary
Continued review of changes to laws and updating department policy.	Complete any changes required to maintain effective department policies.
Maintain police response times	Respond to police calls at the same rate as previous year

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.
- **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 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.
- **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 obtains all pertinent information to assist and protect the caller, victim, and emergency workers who are responding and provide any advice 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.

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.
- **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 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 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 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 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.
- **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.
- **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

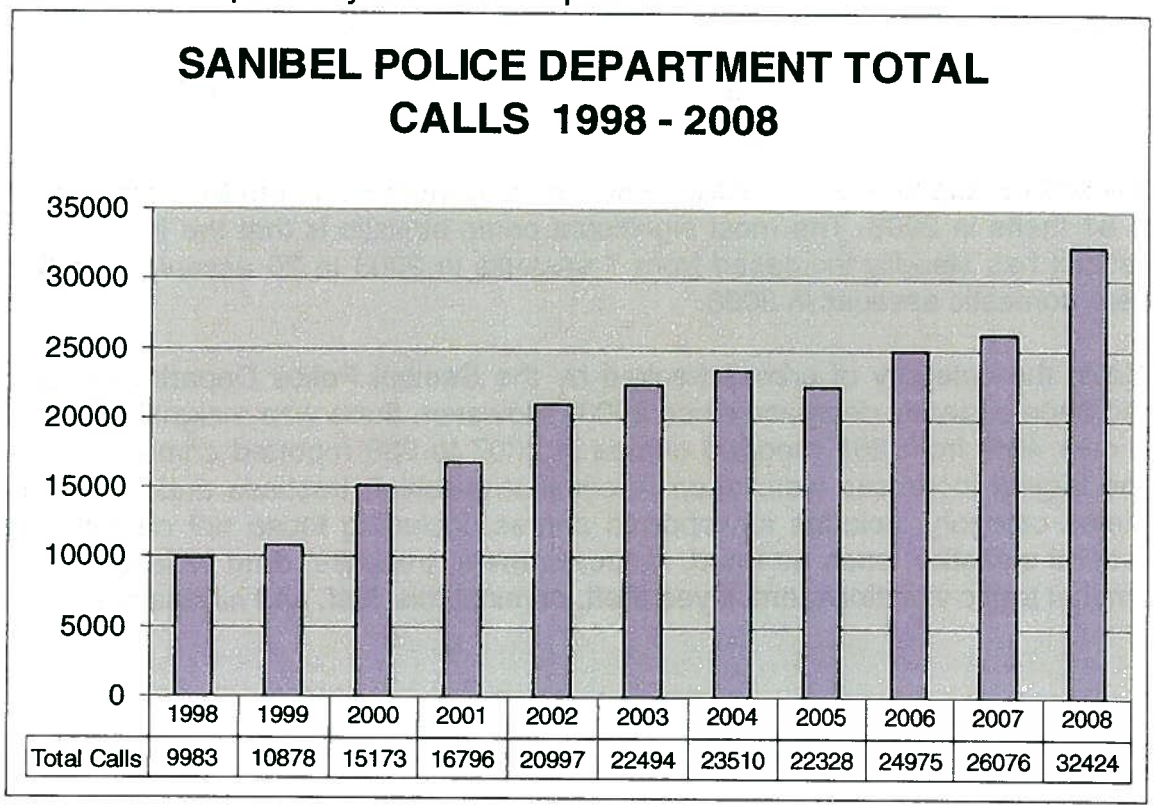
identifies the initial complaint and a determination of unsubstantiated or substantiated with recommendations for discipline or other corrective actions if necessary.

- **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 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 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. In the past ten years Sanibel has seen a 320% increase in total calls for service from 9983 calls for service in 1998 to 32424 calls for service in 2008. In 2008 the calls for service increased over 25% from 26076 in 2007 to 32424 in 2008. The calls for service statistic includes every criminal report, ordinance violation, arrest, call for service and proactive area check completed by the Police Department.

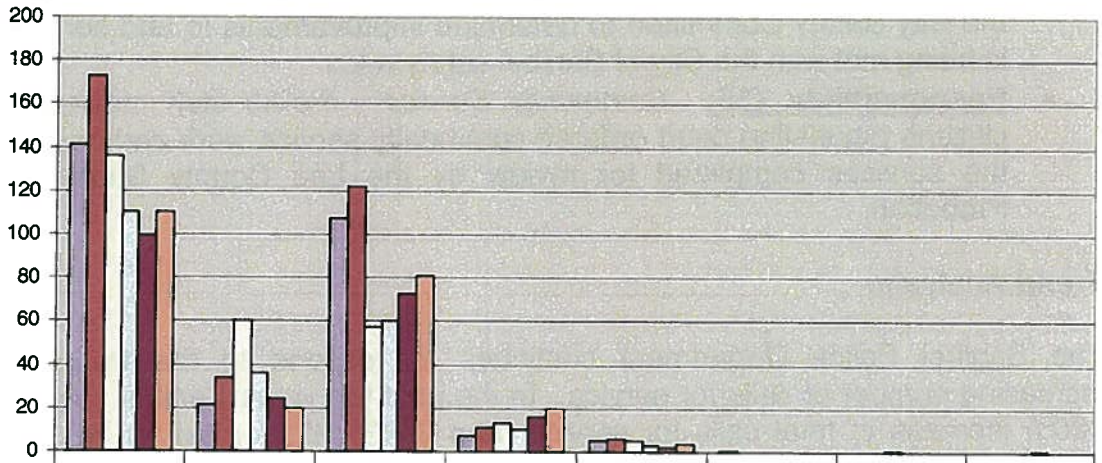


	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Total Calls	9983	10878	15173	16796	20997	22494	23510	22328	24975	26076	32424

City of Sanibel, Florida
Police Department Narrative

The Federally reportable crimes contained in the Uniform Crime Report (UCR) increased 11% from 99 UCR's in 2007 to 110 UCR's in 2008. Although the overall Federally reported crime rate has decreased significantly by 63 crimes or over 41% from the 2004 report, most of those crimes were attributable to the unusual circumstances of transient labor and absentee owners during Hurricane Charley recovery efforts.

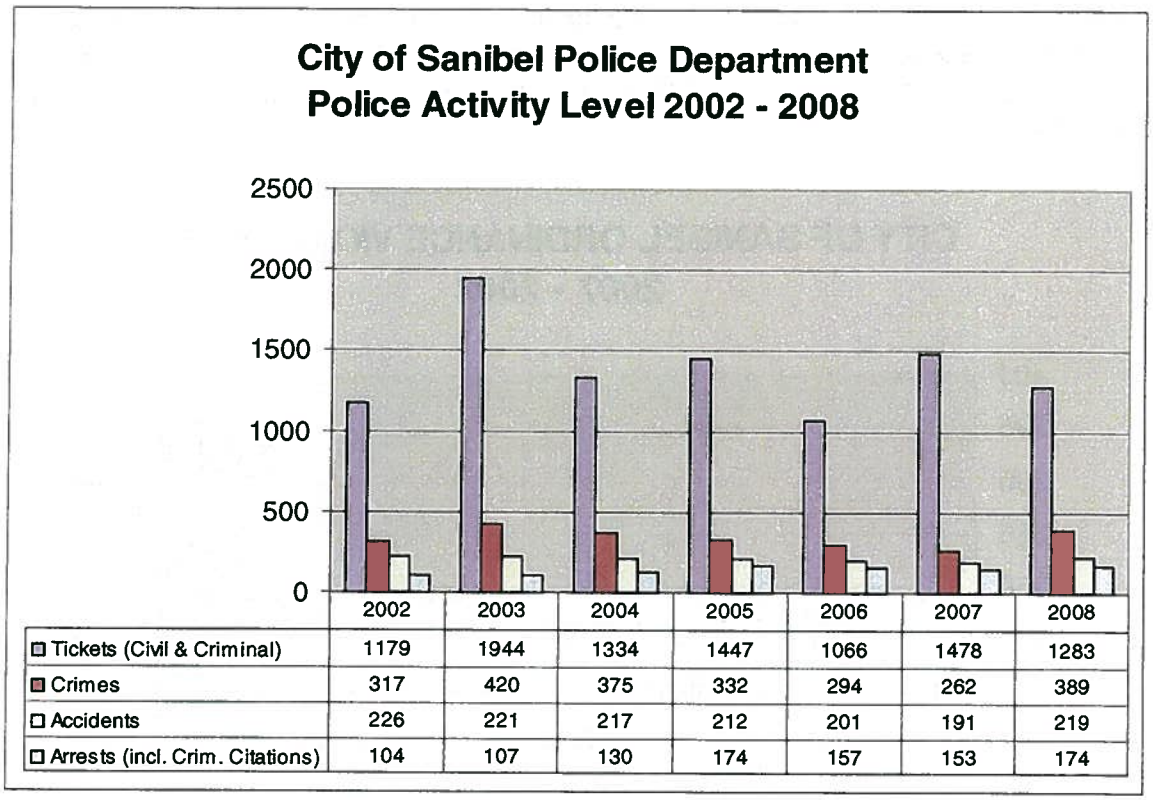
City of Sanibel Federally Reportable Crimes 2003 - 2008



	TOTAL U.C.R.	BURGLARY	THEFT	ASSAULT	VEHICLE THEFT	ROBBERY	RAPE	MURDER
2003	141	21	107	7	5	1	0	0
2004	173	34	122	11	6	0	0	0
2005	136	60	57	13	5	0	1	0
2006	110	36	60	10	3	0	0	1
2007	99	24	73	16	2	0	0	0
2008	110	20	81	20	4	0	0	0

Since 2005, the incidences of theft have steadily increased from 57 thefts in 2005 to 81 thefts in 2008. The most significant crime statistic is that the incidence of Assault has steadily increased from 7 assaults in 2003 to 20 assaults and 50% were domestic assaults in 2008.

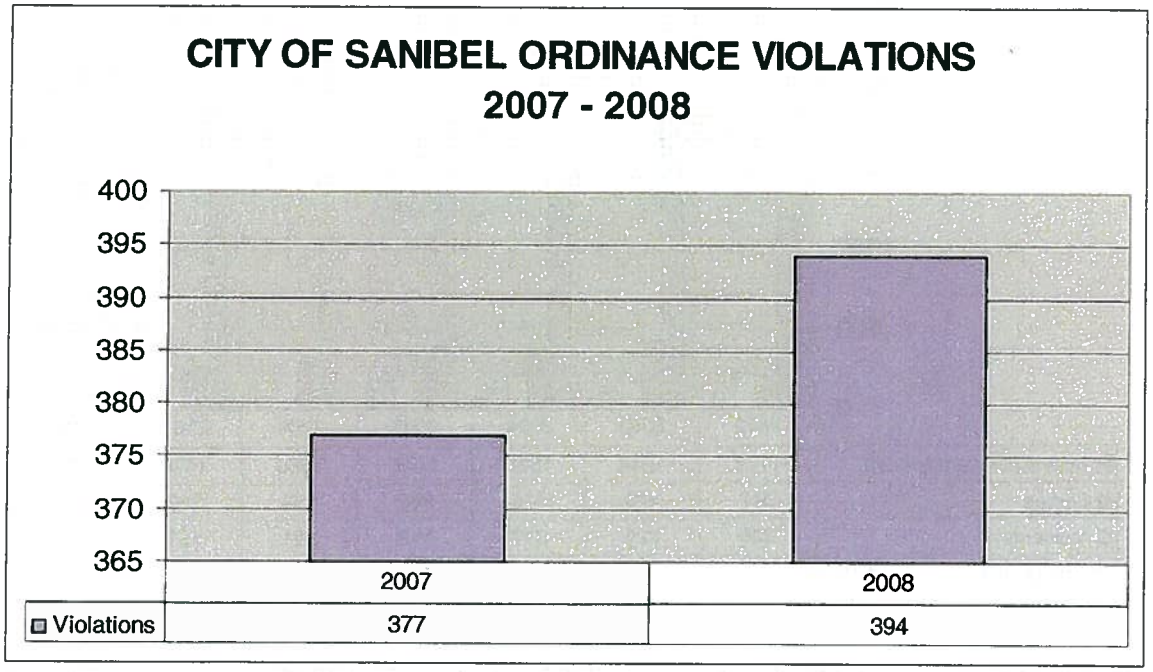
Within the category of crimes tracked by the Sanibel Police Department, there had been a steady decrease since 2003. However, there was a significant spike of over 48% from 262 reported crimes in 2007 to 389 reported crimes in 2008. The largest increases were seen in criminal mischief, trespass and fraud. The crimes category includes all reported crimes, including those not captured for Federal statistics; such as fraud, embezzlement, trespass, drug violations, DUI, criminal traffic violations, employee theft, criminal mischief, and harassment.



	2002	2003	2004	2005	2006	2007	2008
Tickets (Civil & Criminal)	1179	1944	1334	1447	1066	1478	1283
Crimes	317	420	375	332	294	262	389
Accidents	226	221	217	212	201	191	219
Arrests (incl. Crim. Citations)	104	107	130	174	157	153	174

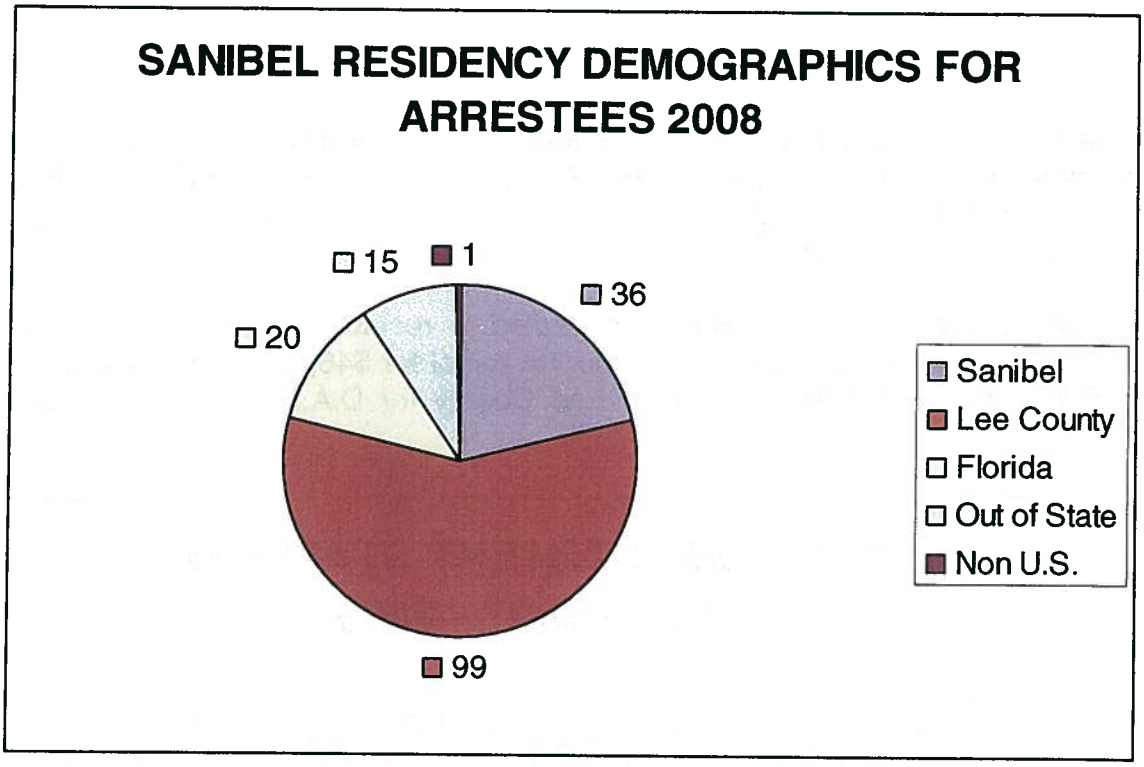
As the rate of overall crimes has increased, the rate of arrests has also increased by approximately 14% from 153 arrests in 2007 to 174 arrests in 2008. The rate of accidents has increased approximately 15% from 191 accidents in 2007 to 219 accidents in 2008. There was a 13% reduction in traffic citations issued from 1478 citations in 2007 to 1283 citations issued in 2008.

Staff also analyzes Sanibel specific ordinance violations. This statistic gives another barometer for evaluating violation trends and helps guide staff deployment. The ordinance violations increased over 4% from 377 in 2007 to 394 in 2008.

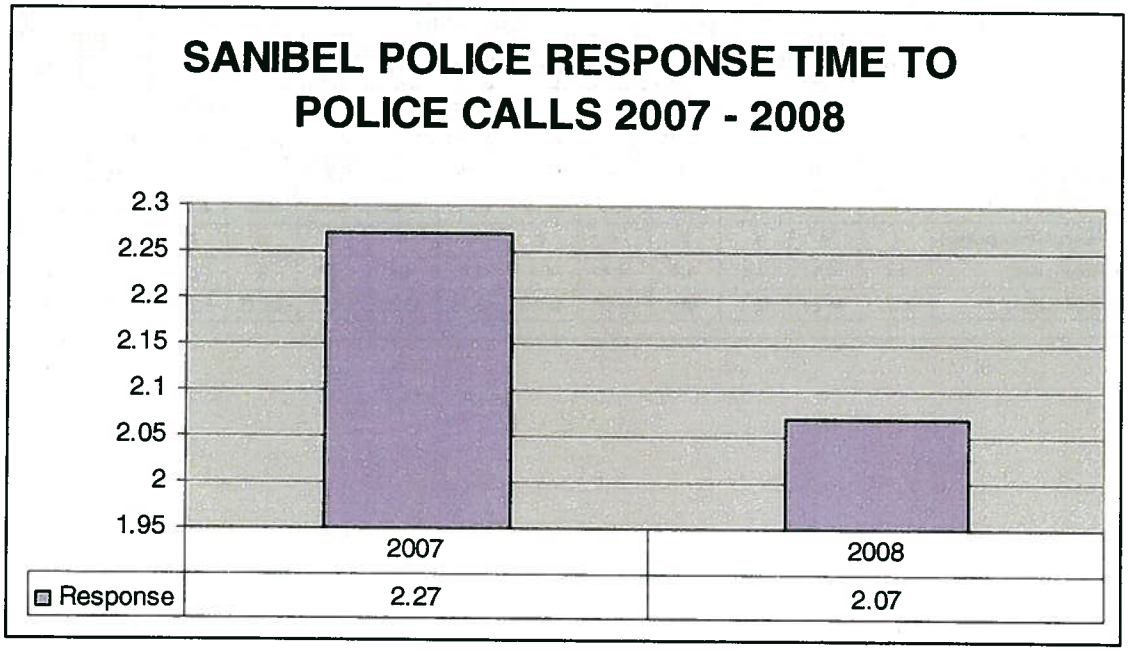


The final analysis of 2008 data shows a 25% increase of total calls, an 11% increase in federally reportable crimes, a 15% increase of criminal violations, a 10% increase in theft, a 25% increase in assault, a 4% increase in reported ordinance violations, a 15% increase in traffic crashes, a 14% increase in arrests, a 63% increase in arrests for the 30 to 40 age group and a 48% increase for the 20 to 30 age group from 2007 to 2008. The positive statistics are 100% reduction in juvenile arrests from 6 juvenile arrests in 2007 to zero juvenile arrests in 2008 and a 20% reduction in burglaries.

The residency of those arrested on Sanibel in 2008 remains consistent from past years with approximately 21% of those arrested were Sanibel residents, approximately 59% of those arrested were from Lee County non-Sanibel, approximately 11% of those arrested were from other locations in Florida, approximately 9% were from all other states and 1 foreign visitor was arrested this past year.



The Sanibel Police Department was successful in reducing the response time to police calls. This was accomplished by efficiencies realized through technology improvements and increased road patrol staffing.

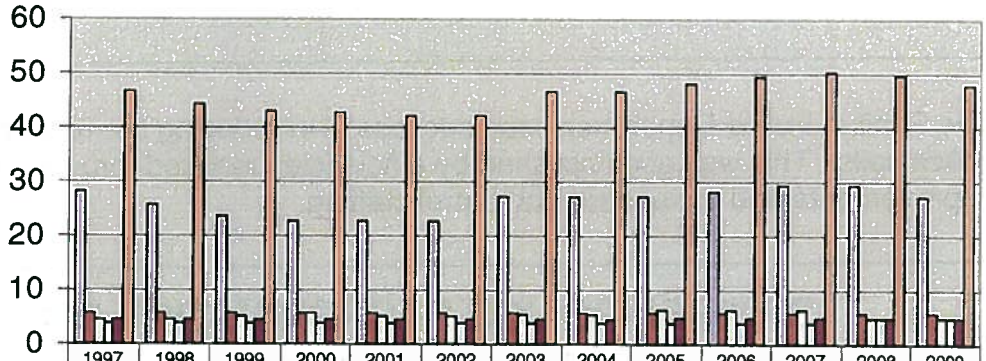


Police Department Staffing Levels:

The Police Department staff includes positions for operating the Beach Parking Enforcement Program currently budgeted for 7 FTE's which includes 3 Police Officer FTE's and 4 Police Aids, and 1.5 FTE's to operate the Sanibel Emergency Management Program.

In addition, the City of Sanibel is expected to receive a grant from the West Coast Inland Navigation District for marine patrol for $46,000 and approximately $36,000 from the School Board of Lee County for D.A.R.E./School Resource Officer.

POLICE DEPARTMENT STAFFING LEVELS 1997 - 2009



	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Sworn Officers	28.17	25.63	23.75	22.75	22.75	22.75	27.25	27.25	27.25	28.25	29.25	29.25	27.25
Dispatchers	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75
Traffic/WS Aids	4.45	4.45	5.2	5.7	5.15	5.15	5.33	5.33	6.33	6.33	6.33	4.75	4.75
Records/Admin Asst	4	4	4	4	4	4	4	4	4	4	4	5	5
Parking Aids	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	5	5	5	5	5
Total Police	46.77	44.23	43.1	42.6	42.05	42.05	46.73	46.73	48.33	49.33	50.33	49.75	47.75

2008 – 2009 Goals and Status:

2008 – 2009 Goals and Status	Productivity Measurement
Attending training schools that educate personnel with the necessary skills to enhance staff effectiveness.	Completed schools to enhance officers' awareness levels for emerging issues.
Continue environmental patrols and awareness/ educational campaigns.	Dedicated resources to beach parking lots, beaches and the boat ramp to educate about and enforce environmental laws and ordinances.
Complete Comprehensive Emergency Management Plan	Did not complete due to State Grant Funding availability.
Continued review of changes to laws and updating department policy.	Completed all changes required to maintain effective department policies.
Construct Boat Dock and Barge Facility	Completed construction

Accomplishments:

- **Accomplishment 1:** *Reduced Police Response Time*
- **Accomplishment 2:** *Implemented License Plate Recognition Camera System*
- **Accomplishment 3**: *Completed Police and Fire Emergency Response Boat Dock Facility* (Partially funded through a partnership with the Sanibel Fire District and a grant from WCIND)
- **Accomplishment 4**: *Completed Mock Neighborhood Evacuation Drills* (Utilized new emergency management hand held computers and County software for damage assessment).
- **Accomplishment 5**: *Received a WCIND Grant that funded one marine patrol officer.*
- **Accomplishment 6:** *Reduced the Police Operating budget through attrition and strict spending constraints.*

General Fund
Police Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	1,790,508	1,961,910	2,005,088	1,918,316	1,918,855	1,823,601	1,823,601	1,823,601	1,823,601	1,823,601
Part-time	105,558	108,102	114,752	161,938	138,801	189,721	163,201	163,201	163,201	163,201
Salary Adjustments	-			-	-	-	-	-	-	-
Requested positions	-		-	-	-	(26,520)	-	-	-	-
Overtime	83,830	68,967	87,600	87,600	45,000	87,600	87,600	87,600	87,600	87,600
Longevity/Medical Buyback/Shift/Education/Client billing premium	63,712	114,547	121,650	121,650	121,650	121,650	121,650	121,650	121,650	121,650
FICA Match	153,663	182,036	177,009	169,130	170,159	167,129	167,129	167,129	167,129	167,129
Retirement	429,932	466,777	580,224	580,224	580,224	669,839	669,839	669,839	669,839	669,839
Cafeteria Benefits	397,470	506,782	557,765	535,793	505,507	543,431	543,431	543,431	543,431	543,431
Workers' Comp	168,038	152,525	90,814	83,840	83,840	85,517	85,517	85,517	85,517	85,517
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	3,192,710	3,561,646	3,734,902	3,658,491	3,564,037	3,661,969	3,661,969	3,661,969	3,661,969	3,661,969
OPERATING EXPENSES										
Professional Serv	4,041	2,408	5,000	6,750	6,750	3,500	3,500	3,500	3,500	3,500
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	11,135	31,038	40,000	40,000	40,000	-	-	-	-	-
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	56,919	112,494	112,600	88,500	88,500	71,680	71,680	71,680	71,680	71,680
Communications	24,702	22,653	37,117	36,085	33,000	19,686	19,686	19,686	19,686	19,686
Transportation	2,276	2,687	2,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	2,715	3,411	4,008	16,008	15,000	16,008	16,008	16,008	16,008	16,008
Insurance	3,648	121	-	-	-	-	-	-	-	-
Repair & Maintenance	42,543	38,792	41,820	23,488	27,000	35,040	35,040	35,040	35,040	35,040
Printing	2,356	1,561	1,575	1,575	1,200	1,575	1,575	1,575	1,575	1,575
Promotional Activities	19,312	9,012	1,725	500	1,500	500	500	500	500	500
Other Current Charges	17,724	18,058	3,250	1,350	6,000	3,250	3,250	3,250	3,250	3,250
Office Supplies	7,413	10,258	9,000	7,300	5,000	6,175	6,175	6,175	6,175	6,175
Operating Supplies	103,015	121,538	151,805	127,610	70,000	92,721	92,721	92,721	92,721	92,721
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	8,540	3,283	7,500	7,350	5,500	5,074	5,074	5,074	5,074	5,074
SUB-TOTAL	306,338	377,314	417,660	357,776	300,710	256,469	256,469	256,469	256,469	256,469
CAPITAL OUTLAY										
Land	-		-	-	-	-	-	-	-	-
Building	-		-	-	-	-	-	-	-	-
Improve Other Than Bldgs	879		-	-	-	-	-	-	-	-
Machinery & Equipment	28,287	11,720	-	1,000	1,000	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	29,166	11,720	-	1,000	1,000	-	-	-	-	-
DEPARTMENTAL TOTAL	3,528,214	3,950,680	4,152,562	4,017,267	3,865,747	3,918,438	3,918,438	3,918,438	3,918,438	3,918,438
% CHANGE COMPARED TO PREVIOUS YEAR	16.21%	11.97%		1.69%		-2.46%	0.00%	0.00%	0.00%	0.00%

General Fund
Emeregency Management (SEMP)

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time			-	-	-	-	-	-	-	-
Part-time			-	-	-	-	-	-	-	-
Salary Adjustments			-	-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive			-	-	-	-	-	-	-	-
FICA Match			-	-	-	-	-	-	-	-
Retirement			-	-	-	-	-	-	-	-
Cafeteria Benefits			-	-	-	-	-	-	-	-
Workers' Comp			-	-	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
OPERATING EXPENSES										
Professional Serv		1,090	-	3,500	3,000	3,000	3,000	3,000	3,000	3,000
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	8,000	8,000	8,000	8,000	8,000	6,000	6,000	6,000	6,000	6,000
Investigations				-			-	-	-	-
Travel & Per Diem	381		1,900	1,900	-	-	-	-	-	-
Communications	219	46	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Transportation	175	809	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	59	32	-	-	-	-	-	-	-	-
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance		281	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
Printing	11,046	11,292	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Promotional Activities	2,694	306	1,400	1,400	800	700	700	700	700	700
Other Current Charges	66	903	-	-	-	-	-	-	-	-
Office Supplies	5	230	-	-	230	230	230	230	230	230
Operating Supplies	2,161	6,203	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	75	234	400	400	200	200	200	200	200	200
SUB-TOTAL	24,881	29,426	25,100	28,600	25,630	23,530	23,530	23,530	23,530	23,530
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment		3,695	-	-	-	-	-	-	-	-
Aid to Gov't Agencies	-	17,562	-	-	500	500	500	500	500	500
SUB-TOTAL	-	21,257	-	-	500	500	500	500	500	500
DEPARTMENTAL TOTAL	24,881	50,683	25,100	28,600	26,130	24,030	24,030	24,030	24,030	24,030
% CHANGE COMPARED TO PREVIOUS YEAR	-25.11%	103.70%		-43.57%		-15.98%	0.00%	0.00%	0.00%	0.00%

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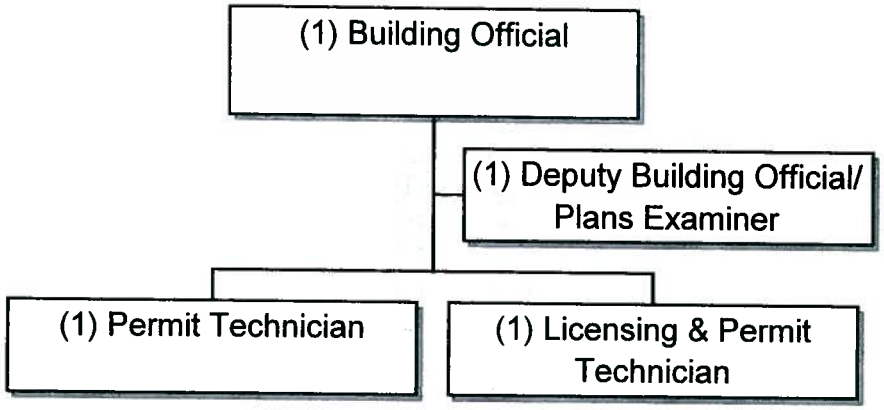
Public Safety Function

Building Department

BUILDING DEPARTMENT

Organizational Chart FY 2009-2010



BUILDING DEPARTMENT

Building Officials Background:

R. Harold Law, Jr.

Director Law has twenty-nine 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 2009 the New National Electrical 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 accustom to from the Building Department.

2009-2010 Goals and Objectives:

Building Department	Estimated Start	Estimated Completion
As part of Vision Goal #4 (Strengthen the Economic Health & Vitality of the City)		
Maintaining a Class 5 in the Community Rating System by National Flood Insurance Program will insure property owners a 25% discount in the rate for flood insurance.	September 2009	October 2010
Completing the annual reviews by NFIP	October,2009	April, 2010

Building Department	Estimated Start	Estimated Completion
As part of Vision Goal # Water Quality: Increased monitoring of all known properties not connected to the sewer & requiring connecting with permits requested for those properties.		
Review all properties at the end of each quarter for connections	Summer 2009	September 2010

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 it's inception in 2005, the Contractor Review Board has issued 381 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.

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.

- 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.
- Updates Building Dept. forms, licensing forms, and the website information & 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 & mailings.
- 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.
- 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

2008-2009 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.

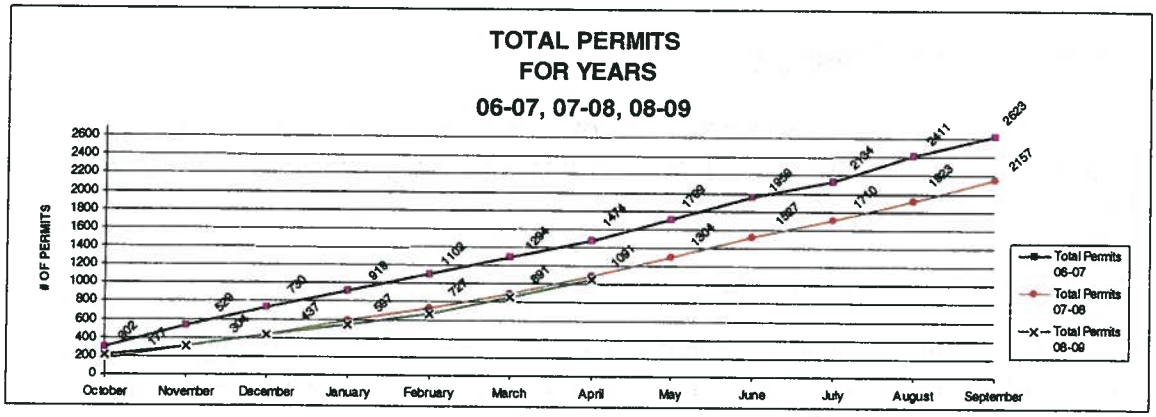
FY 2008 Accomplishments

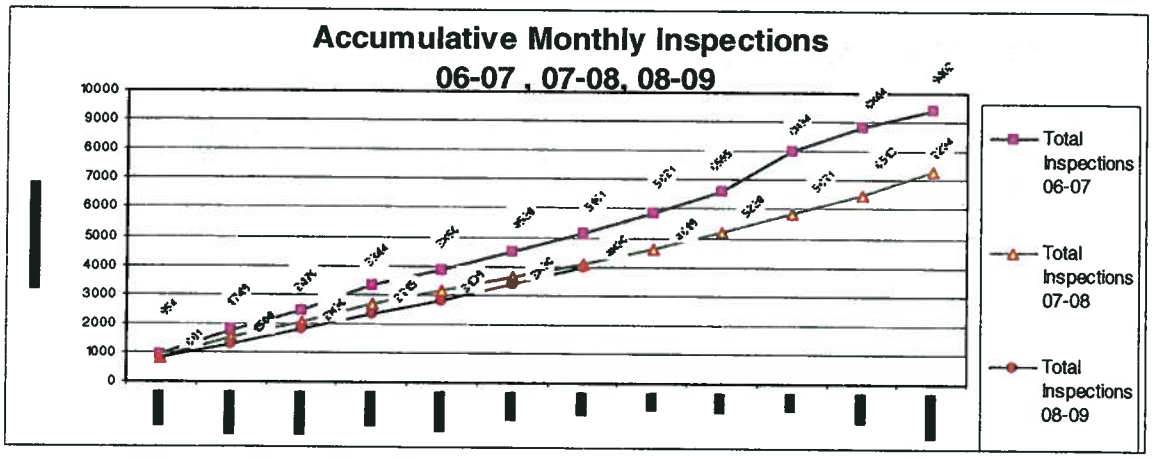
- The Building Department has been closely in touch with the economic climate on Sanibel and has made budget and staff adjustments to reflect climate.
- The department has continued to improve service to the contractors and the community in the rebuilding of the structures affected from two past storms.
- 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 cased 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.

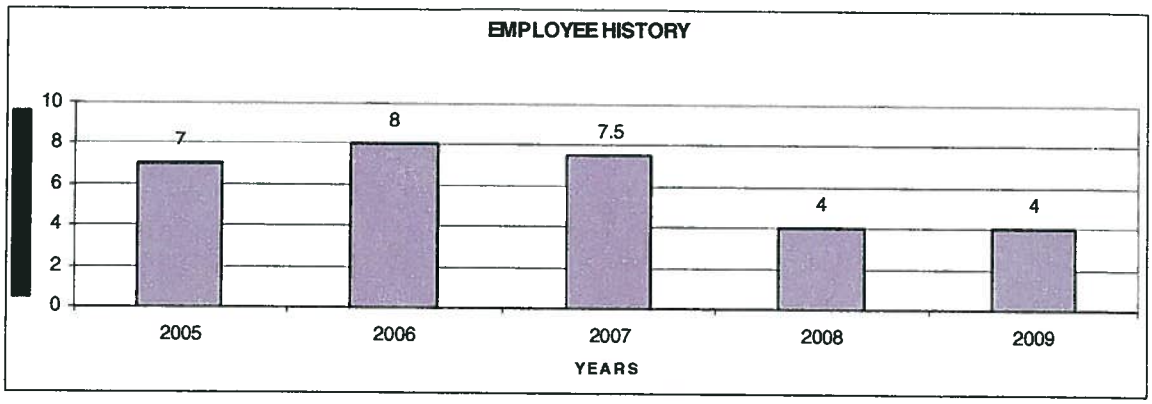
City of Sanibel, Florida
Building Department Narrative

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.







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 2009.

Special Revenue Fund
Building Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	327,557	266,911	257,531	257,531	241,041	241,041	241,041	241,041	241,041	241,041
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions		-	-	-	-	-	-	-	-	-
Overtime	180	45	-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	24,548	19,373	19,701	19,701	18,440	18,440	18,440	18,440	18,440	18,440
Retirement	42,925	43,897	41,980	41,980	41,980	56,645	56,645	56,645	56,645	56,645
Cafeteria Benefits	59,915	50,598	44,416	44,416	51,195	53,990	53,990	53,990	53,990	53,990
Workers' Comp	14,845	13,523	14,423	13,315	13,315	13,581	13,581	13,581	13,581	13,581
Unemployment Comp	79	1,254	-	-	-	-	-	-	-	-
SUB-TOTAL	470,049	395,601	378,051	376,943	365,970	383,696	383,696	383,696	383,696	383,696
OPERATING EXPENSES										
Professional Serv	711	297	800	800	1,440	1,512	1,512	1,512	1,512	1,512
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	26,923	58,119	40,800	40,800	34,872	39,500	39,500	39,500	39,500	39,500
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	18,553	6,824	8,800	8,800	8,741	8,500	8,500	8,500	8,500	8,500
Communications	4,508	5,126	4,200	4,200	4,100	2,500	2,500	2,500	2,500	2,500
Transportation	3,152	1,887	1,000	1,000	949	900	900	900	900	900
Utilities	-		-	-	-	-	-	-	-	-
Rentals & Leases	1,605	1,428	1,800	1,800	1,766	1,750	1,750	1,750	1,750	1,750
Insurance	-		-	-	-	-	-	-	-	-
Repair & Maintenance	283	79	200	200	163	180	180	180	180	180
Printing	2,795	3,417	2,500	2,500	1,985	2,000	2,000	2,000	2,000	2,000
Promotional Activities	3,300	1,497	1,750	1,750	442	800	800	800	800	800
Other Current Charges	207,678	159,008	155,636	139,090	134,107	134,107	134,107	134,107	134,107	134,107
Office Supplies	4,328	1,718	2,675	2,675	2,515	2,450	2,450	2,450	2,450	2,450
Operating Supplies	1,834	839	1,500	1,500	1,397	1,300	1,300	1,300	1,300	1,300
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	2,991	2,264	1,500	1,500	1,245	1,000	1,000	1,000	1,000	1,000
SUB-TOTAL	278,661	242,503	223,161	206,615	193,722	196,499	196,499	196,499	196,499	196,499
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	-		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	748,710	638,104	601,212	583,558	559,692	580,195	580,195	580,195	580,195	580,195
% CHANGE COMPARED TO PREVIOUS YEAR	5.27%	-14.77%		-8.55%		-0.58%	0.00%	0.00%	0.00%	0.00%

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Physical Environment Function

Garbage-Recycling Department

General Fund
Recycling Center

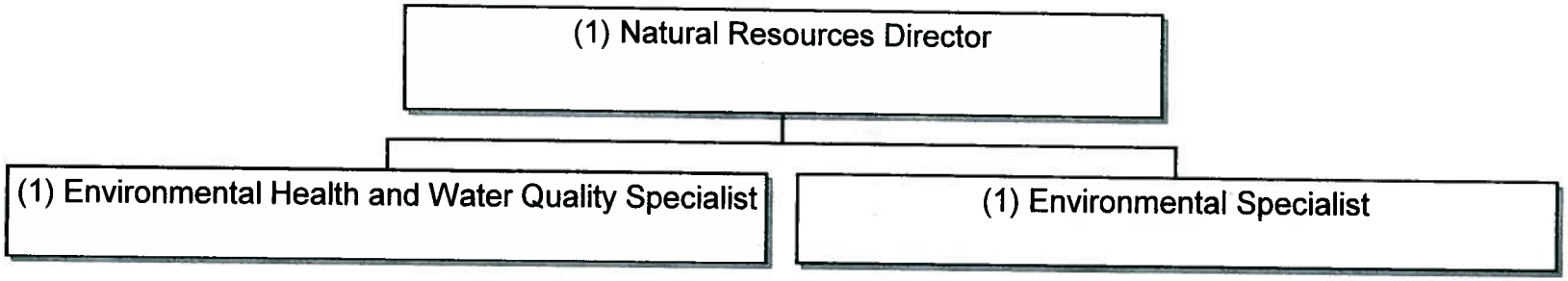
	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/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	59,083	64,292	72,680	37,680	34,000	32,840	32,840	32,840	32,840	32,840
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem			-	-	-	-	-	-	-	-
Communications			-	-	-	-	-	-	-	-
Transportation			-	-	-	-	-	-	-	-
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	54,044	54,044	-	-	-	-	-	-	-	-
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	919	2,209	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Printing			-	-	-	-	-	-	-	-
Promotional Activities			-	-	-	-	-	-	-	-
Other Current Charges	3,859	1,458	1,640	1,640	1,640	1,640	1,640	1,640	1,640	1,640
Office Supplies			-	-	-	-	-	-	-	-
Operating Supplies	3,380	5,671	8,000	8,000	7,000	7,000	7,000	7,000	7,000	7,000
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	121,284	127,674	92,320	57,320	52,640	51,480	51,480	51,480	51,480	51,480
CAPITAL OUTLAY							-	-	-	-
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	-		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	121,284	127,674	92,320	57,320	52,640	51,480	51,480	51,480	51,480	51,480
% CHANGE COMPARED TO PREVIOUS YEAR	-3.86%	5.27%		-55.10%		-10.19%	0.00%	0.00%	0.00%	0.00%

Physical Environment Function

Natural Resources Management Department

NATURAL RESOURCES DEPARTMENT

Organizational Chart FY 2009-2010



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).

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	Status
Make every effort to find and begin	Achieve milestones in working to	Numerous mil

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	achieved inclu success in mc Corps' release Okeechobee,
Complete the Dixie Beach Blvd. Mangrove Restoration Project.	Complete installation of culverts, bank stabilization and mitigation	Project compl successful res mangrove fore
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.	Project compl survivorship cı Project consid successful.
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.	Compliance w zone 3 95% cc Zone 5 on sch be considered Council for ma status in Fall,

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, 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 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 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: 108
Total Grant Funds Secured: $ 11,910,054.00

PROJECT	GRANTING AGENCY	YEAR	GRANT AMOUNT
Bowman's Beach Dune Plantings	National Oceanographic and Atmospheric Agency	2009	18,994
Exotic Plant Control Herbicides	Florida Division of Invasive Species Management	2009	7,440
Periwinkle Way Corridor Tree Watering	Sanibel Beautification Committee	2009	8,000
Island-wide Exotic Lizard Control Program	USFWS Reprogramming Funds	2008	20,000
Sanibel Beaches Erosion Monitoring	Lee County Tourist Development Council	2008	40,000#
Sanibel River Water Quality Restoration	South Florida Water Management District	2008	55,000
Water Quality Monitoring	Lee County Tourist Development Council	2008	35,000
City Beach Parks Plantings and Environmental Maint.	Lee County Tourist Development Council	2008	80,000#
Sanibel Interior Waters Water Monitoring and	South Florida Water Management District	2008	45,000

Planning			
Island-wide Beach Access Improvements	Lee County Tourist Development Council	2008	21,000
SCCF Real Time Water Quality Sampling System-Recon	Lee County Tourist Development Council	2008	74,000
Sea Oats Preserve Restoration	South Florida Water Management District	2008	21,800
Sea Oats Preserve Restoration	USFWS Partners for Wildlife	2008	25,000
Exotic Plant Control Project on Federal Lands	USFWS Reprogramming Funds	2008	65,000
City Brazilian Pepper Program Reimbursement	USFWS South Florida Coastal Ecosystem Grant Program	2008	40,000@
Refuge Exotic Plant Removal	Florida Division of Invasive Species Management	2008	110,000
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
Sanibel Beaches Erosion Monitoring	Lee County Tourist Development Council	2007	40,000#
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 Restoration	USFWS South Florida Ecosystem Restoration Program	2005	40,000
Periwinkle Way Canopy Restoration	Florida Division of Forestry	2005	375,000
Environmental	U.S. Fish and Wildlife Service	2005	470,000

Restoration- multiple sites			
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
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 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 Restoration	USFWS Partners for Wildlife 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 Buoys	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)

Recent Department Accomplishments:

- Completed the Sea Oats Preserve Restoration Project construction which involved securing 100% grant funding from Federal and local sources.

This project has removed fill from 7 acres of wetlands adjacent to the Sanibel State Botanical Site and returned the elevations and hydroperiod to their historic condition prior to the construction of the Sea Oats package sewage plant.

- 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. In September 2008, direct input by the City via teleconference with Corp's staff enabled substantial improvements in Lake release schedules following passage of Tropical Storm Fay. Staff continues to provide input on current conditions in the local estuary and recommendations on lake management by participation in weekly or bi-weekly Corps teleconferences with other scientists and stakeholders.

- As a part of the Northern Everglades Interagency Team, the City has actively participated in prioritizing water quality and water storage projects north of Lake Okeechobee and establishing best uses for local, state and federal funding to improve water quality and increase water storage. This effort is critical as most of the water and nutrients flowing into Lake Okeechobee originate in the Kissimmee River Basin to the north.

- In 2007-2009, City staff actively participated and provided input into the now finalized Northern Everglades and Estuaries Protection Plan. This protection plan, approved by the South Florida Water Management District Board and awaiting State approval and funding, has three components that are geared towards improving the health of the estuary: 1) watershed construction projects, such as construction of stormwater treatment areas, reservoirs, etc.; 2) a pollutant control program aimed at reducing nutrient inputs; and 3) research and water quality monitoring. Staff participated extensively with both the CRWPP Working Group and the Research and Monitoring Working Group. The City recommended five projects, supported by City Council, that would provide the best "bang for the buck" in terms of water quality and water storage benefits to the Caloosahatchee and the estuary. Three of the five projects recommended by the city were incorporated into the "preferred plan" that was approved by the Governing Board.

- Staff was extensively involved in development of the Caloosahatchee basin Total Maximum Daily Load goals (TMDL) and reviewed and commented on all modeling and other technical documents. The Florida Total Maximum Daily Load (TMDL) Program is a state program required

by section 303(d) of the Federal Clean Water Act. It requires that states list all waterbodies that do not meet state water quality standards for their designated use as "impaired" and prioritize restoration efforts based on the level of impairment. In December 2008, a TMDL of 3,800 metric tons/yr (approx. 8.4 million lbs/yr) of total nitrogen was proposed for the tidal Caloosahatchee. This load is based on a target that would provide adequate light protective of seagrasses in San Carlos Bay. City staff has been working with DEP to reconfigure watershed boundaries on the island and recently completed uploading all existing water quality data into STORET, the DEP and EPA water quality storage and retrieval system used for assessing waterbodies' compliance with state water quality standards.

- City staff developed and maintains a map of the surface water quality monitoring locations on and around Sanibel. Additionally, staff has recently completed and presented to Council the San Carlos Bay Water Quality Monitoring Status and Trends Report 2002-2008 (a summary of the last 6 years of CHNEP data) and provided an update to Council on the status of the Sanibel River.

- 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, outreach efforts and active compliance and enforcement inspections during 2008.

- 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.

- 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 seven 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.

- Participated in numerous interagency meetings and working groups including the following:
  South Florida Water Management District (SFWMD) Lake Okeechobee Water Resources Advisory Committee (LORAC)
  SFWMD Water Resources Advisory Committee
  SFWMD River of Grass Planning Phase I meetings
  Caloosahatchee - St. Lucie River's Corridor Advisory Committee
  Southwest Florida Watershed Council –as Board member-Board meetings, Natural Resources Committee, and regular meetings
  South Florida Water Management District Governing Board
  Florida DEP Total Maximum Daily Loads (TMDL) Program meetings for Group 2 (Charlotte Harbor) and Group 3 (Caloosahatchee)
  Visitor and Convention Bureau Sponsored Interagency Caloosahatchee Watershed Basin Working Group
  DEP Designated Uses and Classification Refinement Policy Advisory Committee
  Southwest Florida Feasibility Study Water Quality Sub-team
  SFWMD Caloosahatchee Partners for Restoration
  Sanibel Algae Management Task Force
  Lee County Coastal Advisory Committee – as member
  Charlotte Harbor National Estuarine Program Technical Advisory Committee
  Senator Burt Saunders Environmental Summit
  University of Florida/Lee County Extension Fertilizer Evaluation Forum
  Florida Department of Health Harmful Algal Bloom Symposia
  START (Solutions to Avoid Red Tide)--and other red tide related meetings, workshops and presentations
  Scientific Review Panel and Lower West Coast Watersheds Subcommittee Regarding SWFL Regional Planning Council Fertilizer Resolution
  Lee County Division of Public Works Algal Turf Scrubbers Seminar
  University of Florida IFAS Best Management Practices for Lawns and Landscapes
  Florida Consumer Fertilizer Task Force Meetings—and document review
  Lee County EROC and Division of Natural Resources
  Meetings and Panel Discussions concerning the Proposed Professional Landscape and Fertilizer Management Practices Ordinance

Potential Revenue Sources:

Department staff has applied for and received over $11.79 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.

2009-2010 Goals:

2009-2010 Goals and Objectives	Measurement Criteria
Continue participation in and help steer South Florida Water Management District's River of Grass Planning Project to enable cost effective achievement of needed water storage, water treatment and flow-ways south utilizing existing restoration programs and acquired properties from U.S. Sugar to prevent excessive discharge of polluted freshwater from Lake Okeechobee into the Caloosahatchee River .	Achievement of a consensus planning footprint that includes priorities of the City of Sanibel and that will lead to successfully reducing the frequency, duration and severity of flows from Lake Okeechobee into the Caloosahatchee Estuary as measured at Franklin Locks (S-79) in excess of an average of 2800 cubic feet per second.
Provide productive input and direction to the Department of Environmental Protection's Total Maximum Daily Load (TMDL) Action Plan process, which will begin in July '09 and result in the preparation of a stakeholder driven Basin Management Action Plan (BMAP) for the lower Caloosahatchee Basin.	Make significant progress toward completion of the Caloosahatchee Basin Management Action Plan incorporating significant Sanibel supported cost effective projects and actions designed to reduce nitrogen inputs into the estuary to minimize the potential for algae blooms and exacerbation of red tide from river basin sources.
Increase ongoing efforts at cost containment and budget efficiency making best use of every dollar expended. Efforts now underway include negotiating prices down for contractual work, delaying needed but non-critical land management and maintenance activity, applying for grants to fund already planned projects, conservation of travel, operating and office supplies, and foregoing use of paid consultants whenever possible by completing needed work using in-house and partner resources.	Sucessfully conserving City funds by utilizing a full range of cost-cutting and efficiency initiatives.

General Fund
Natural Resources Department

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	231,054	248,781	244,328	244,328	244,328	244,328	244,328	244,328	244,328	244,328
Part-time			-	-	-	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	7,949	1,721	-	-	5,590	-	-	-	-	-
FICA Match	17,056	18,737	17,407	17,407	19,119	17,705	17,705	17,705	17,705	17,705
Retirement	17,170	34,361	35,242	35,242	35,242	57,417	57,417	57,417	57,417	57,417
Cafeteria Benefits	25,720	28,950	29,262	29,262	29,262	31,420	31,420	31,420	31,420	31,420
Workers' Comp	5,861	5,357	18,385	16,973	16,973	17,312	17,312	17,312	17,312	17,312
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	304,809	337,907	344,624	343,212	350,514	368,182	368,182	368,182	368,182	368,182
OPERATING EXPENSES										
Professional Serv	107	483	1,000	1,000	235	880	880	880	880	880
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	5,610	78,261	32,000	88,100	88,100	15,000	15,000	15,000	15,000	15,000
Investigations	-		-	-	-	-	-	-	-	-
Travel & Per Diem	10,824	9,947	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500
Communications	3,422	3,878	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Transportation	725	651	300	300	397	300	300	300	300	300
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	170	66	500	500	200	500	500	500	500	500
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	165		500	500	200	500	500	500	500	500
Printing	-	177	500	500	200	500	500	500	500	500
Promotional Activities	413	588	500	500	-	-	-	-	-	-
Other Current Charges	1,665	750	2,050	2,050	500	2,050	2,050	2,050	2,050	2,050
Office Supplies	1,053	857	1,500	1,500	750	1,500	1,500	1,500	1,500	1,500
Operating Supplies	19,603	12,856	11,000	11,000	3,655	11,000	11,000	11,000	11,000	11,000
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	187	272	650	650	205	600	600	600	600	600
SUB-TOTAL	43,944	108,786	64,500	120,600	108,442	46,830	46,830	46,830	46,830	46,830
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-		-	-	-	-	-	-
Machinery & Equipment	2,146		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	2,146	-	-	-	-	-	-	-	-	-
GRANTS & AIDS										
Grants & Aid	3,500	-	-	-	-	-	-	-	-	-
SUB-TOTAL	3,500	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	354,399	446,693	409,124	463,812	458,956	415,012	415,012	415,012	415,012	415,012
% CHANGE COMPARED TO PREVIOUS YEAR	11.60%	26.04%		3.83%		-10.52%	0.00%	0.00%	0.00%	0.00%

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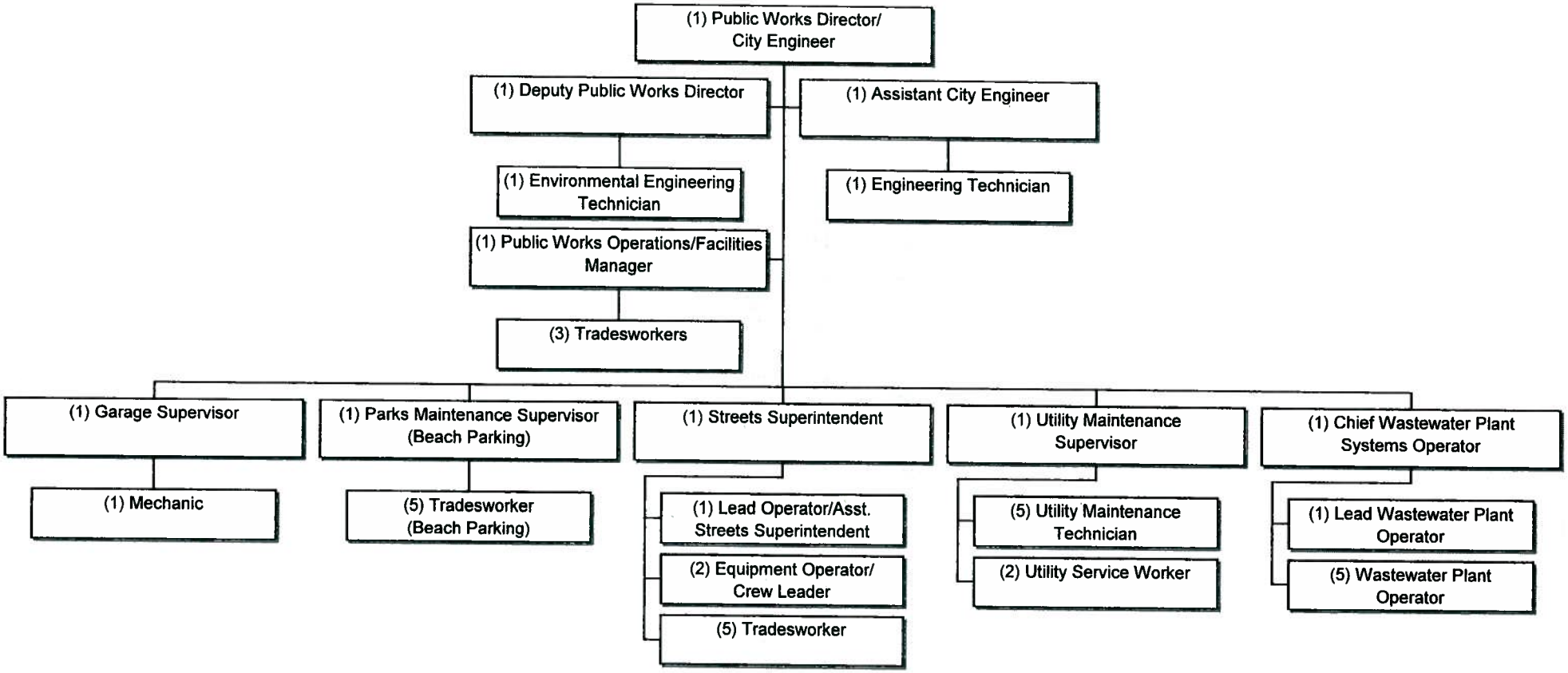
Transportation Function

Public Works Department

Beach Parking Department

PUBLIC WORKS DEPARTMENT

Organization Chart FY 2009-2010



PUBLIC WORKS DEPARTMENT

Director's Background:

Gates Castle

Director Castle has 29 years of municipal engineering and public works experience, the last 17 with the City of Sanibel. Mr. Castle has been a licensed professional engineer in the state of Florida since 1978.

Department: Public Works
Fund: General Fund/Transportation 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 personal 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 new equipment to make the department more efficient. The department continually explores the possibility of contracting functions which might be better 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. 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 (resident 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 2010:

Goal	Measurement Criteria
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	Reduce flow to the plant due to inflow and infiltration by 10%.
Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.	A 100% effluent compliance from both wastewater treatment facilities.
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

City of Sanibel, Florida
Public Works Departmental Narrative

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
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

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

Operational Responsibilities

I. Administration

The Administration Division in composed of the Public Works Director/City Engineer, Deputy Public Works Director, and Public Works Operations/Facilities Manager. 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 eight 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. 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 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. Supervises the Environmental Engineering Technician. 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.
- 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; 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.

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- 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.

- 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 Engineering Technician

Serves under the supervision of the Deputy Public Works Director and participates in various environmental engineering programs such as solid waste, condominium recycling, restaurant compliance with the grease ordinance, hazardous waste collection, wastewater treatment and collection and reclaimed water; and payroll, purchasing and administrative support to the Utility Division. Compiles complex records and reports concerning effluent disposal. Responsible for maintaining data, producing required reports and documents. Inspects public works and private development construction, para-professional surveying, and para-professional engineering and drafting. 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. Performs other work as requested.

- Informs restaurants of ordinance violations and ensures corrective action is taken as required for compliance with the ordinance regulating grease disposal.

- Prepares or completes various forms, reports, logs and other documents concerning the use of reclaimed water.

- Performs as-built, 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 as-built surveys in subdivisions.

- 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 or intersection improvements, culvert construction, 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 improvement projects to insure 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, maintain maps showing developments and development variances.

- Reviews utility permit applications and inspects approved construction within the City right-of-ways.

- 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.

- Solicits new customers for reclaimed water. Coordinates annual inspection of the property of customers to identify possible cross-connection between reclaimed and potable water lines. Provides information to Finance for billing reclaimed water customers. Maintains a customer database.

- 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. Processes Division purchases utilizing the City Purchasing Policy.

- Analyzes departmental information needs and prepares special reports through database applications.

- Maintains appropriate records to complete reports required by the Florida Department of the Environmental Protection.

- Assists in compiling the annual budget. Monitors the Division's expenditures to verify compliance with the budget.

- Assists with departmental emergency management coordination

II. Engineering

The Engineering Division is comprised of the Assistant City Engineer and 1 Engineering Technician. 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 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 employee; provides technical assistance and training in procedures.
- Supervises one employee 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 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 acquisions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies asbuilt surveys in subdivisions.

- 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

As per their job descriptions, the Deputy Public Works Director and Environmental Engineering Technician also perform engineering functions.

III. Streets

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

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

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.
- 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 roads and shared use paths 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.

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 equipment 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

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.

- 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

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:

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 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 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 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 Technicians 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

- 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

Utility Maintenance Technician

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.

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.

FY 09 Goals and Status:

Goal	Status
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	In house and contractor repairs have been made to 19 manholes and 6 laterals, resulting in the elimination of an estimated 57,000 gallons per day of infiltration/inflow.
Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.	Have not yet achieved a 100% effluent compliance from both wastewater treatment facilities, but are still working toward that goal.
Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)	Experiments with various chemicals (alum, odophos, etc.) resulted in some reductions, but plant modifications will be necessary in order to meet goals
Continue program to correct up to 10 neighborhood drainage problems annually	No neighborhood drainage complaints recently, more due to the dry weather than efforts to correct problems.

May-09

General Fund
Public Works*

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10* Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	870,413	1,029,082	998,880	998,880	951,717	547,217	513,323	513,323	513,323	513,323
Part-time			-	-	-	-	-	-	-	-
Salary Adjustments				-	-	-	-	-	-	-
Requested positions			-	-	-	(33,894)	-	-	-	-
Overtime	117,445	135,351	120,000	137,991	137,991	25,000	25,000	25,000	25,000	25,000
RHS/Holiday/Shift Diff/Educ.Incentive	17,721	9,069	3,500	3,500	27,989	5,000	5,000	5,000	5,000	5,000
FICA Match	73,869	87,359	82,676	84,052	85,504	37,167	37,167	37,167	37,167	37,167
Retirement	108,743	142,958	148,803	148,803	148,903	120,631	120,631	120,631	120,631	120,631
Cafeteria Benefits	160,872	193,044	197,801	197,802	180,813	82,574	82,574	82,574	82,574	82,574
Workers' Comp	73,254	66,602	91,183	84,183	84,183	22,440	22,440	22,440	22,440	22,440
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	1,422,317	1,663,465	1,642,844	1,655,211	1,617,099	806,135	806,135	806,135	806,135	806,135
OPERATING EXPENSES										
Professional Serv	92,548	14,520	16,200	16,200	13,200	-	-	-	-	-
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	129,532	251,621	169,260	119,260	104,000	78,410	78,410	78,410	78,410	78,410
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	11,163	16,074	23,090	23,090	23,000	14,670	14,670	14,670	14,670	14,670
Communications	9,650	7,856	8,000	8,000	8,000	8,400	8,400	8,400	8,400	8,400
Transportation	280	828	500	500	500	500	500	500	500	500
Utilities	848		-	-	-	-	-	-	-	-
Rentals & Leases	5,155	5,846	6,380	6,380	6,380	1,380	1,380	1,380	1,380	1,380
Insurance	-		-	-	-	-	-	-	-	-
Repair & Maintenance	48,410	67,801	63,440	63,440	63,440	15,390	15,390	15,390	15,390	15,390
Printing	496	1,786	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Promotional Activities	3,785	2,202	1,000	1,000	1,000	-	-	-	-	-
Other Current Charges	7,014	1,493	1,650	1,650	1,650	600	600	600	600	600
Office Supplies	7,885	5,424	7,350	7,350	7,350	11,250	11,250	11,250	11,250	11,250
Operating Supplies	103,334	126,056	115,000	115,000	105,000	2,300	2,300	2,300	2,300	2,300
Road Materials & Supplies	31,603	29,722	19,500	19,500	19,500	-	-	-	-	-
Books, Subscriptions, etc	10,578	11,949	12,450	12,450	12,450	13,210	13,210	13,210	13,210	13,210
SUB-TOTAL	462,280	543,178	445,020	395,020	366,670	147,310	147,310	147,310	147,310	147,310
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs	7,418		-	-	-	-	-	-	-	-
Machinery & Equipment	12,100	14,852	7,500	7,500	7,500	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	19,518	14,852	7,500	7,500	7,500	-	-	-	-	-
GRANTS & AIDS				12,690	12,690					
DEPARTMENTAL TOTAL	1,904,114	2,221,495	2,095,364	2,070,421	2,003,959	953,445	953,445	953,445	953,445	953,445
% CHANGE COMPARED TO PREVIOUS YEAR	17.37%	16.67%		-6.80%		-53.95%	0.00%	0.00%	0.00%	0.00%

*** Streets Division moved to Fund 101 in FY10 due to a change in accounting standards. Please see the budget message for a complete explanation of the change**

Total - - - - - - - -

Transportation Fund
Public Works Department - Streets Division

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Actual	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY 10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	-	-	-	-	-	397,490	397,490	397,490	397,490	397,490
Part-time						-	-	-	-	-
Salary Adjustments						-	-	-	-	-
Requested positions						-	-	-	-	-
Overtime	-	-	-	-	-	75,000	75,000	75,000	75,000	75,000
Special Pay	-	-	-	-	-	5,000	5,000	5,000	5,000	5,000
FICA Match	-	-	-	-	-	36,528	36,528	36,528	36,528	36,528
Retirement	-	-	-	-	-	82,219	82,219	82,219	82,219	82,219
Cafeteria Benefits	-	-	-	-	-	102,761	102,761	102,761	102,761	102,761
Workers' Comp	-	-	-	-	-	63,427	63,427	63,427	63,427	63,427
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	762,424	762,424	762,424	762,424	762,424
OPERATING EXPENSES										
Professional Serv	-	-	-	-	-	9,200	9,200	9,200	9,200	9,200
Accounting & Auditing						-	-	-	-	-
Court Reporting						-	-	-	-	-
Other Contractual	-	-	-	-	-	69,700	69,700	69,700	69,700	69,700
Investigations						-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	4,410	4,410	4,410	4,410	4,410
Communications	-	-	-	-	-	960	960	960	960	960
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	5,000	5,000	5,000	5,000	5,000
Insurance						-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	40,500	40,500	40,500	40,500	40,500
Printing						-	-	-	-	-
Promotional Activities	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000
Other Current Charges	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	92,500	92,500	92,500	92,500	92,500
Road Materials & Supplies	-	-	-	-	-	17,000	17,000	17,000	17,000	17,000
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	241,270	241,270	241,270	241,270	241,270
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs		-	-	-	-	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
Machinery & Equipment	-		-	-	-	11,000	11,000	11,000	11,000	11,000
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	1,361,000	1,361,000	1,361,000	1,361,000	1,361,000
DEPARTMENTAL TOTAL	-	-	-	-	-	2,364,694	2,364,694	2,364,694	2,364,694	2,364,694

*** Streets Division moved to Fund 101 in FY10 due to a change in accounting standards. Please see the budget message for a complete explanation of the change**

% CHANGE COMPARED TO PREVIOUS YEAR	0.00%	0.00%	0.00%	0.00%

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

	Fiscal Year 2007 Actual Expenses	Fiscal Year 2008 Actual Expenses	Fiscal Year 2009 Original Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY 10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	737,418	838,299	833,225	833,225	796,217	820,332	820,332	820,332	820,332	820,332
Part-time	-	6,477	-	-	10,348	-	-	-	-	-
Salary Adjustments			-	-	-	-	-	-	-	-
Requested positions			-	-		-	-	-	-	-
Overtime	60,776	92,911	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Special Pay	9,932	12,359	8,000	8,000	13,173	13,000	13,000	13,000	13,000	13,000
FICA Match	60,945	71,943	70,474	70,475	68,830	69,870	69,870	69,870	69,870	69,870
Retirement	93,004	107,771	120,185	120,185	120,185	192,778	192,778	192,778	192,778	192,778
Cafeteria Benefits	145,895	183,570	184,177	184,177	195,701	198,904	198,904	198,904	198,904	198,904
Workers' Comp	6,593	6,080	29,094	26,860	27,055	27,397	27,397	27,397	27,397	27,397
Unemployment Comp	-	147	-	-	-	-	-	-	-	-
SUB-TOTAL	1,114,565	1,319,556	1,325,155	1,322,922	1,311,509	1,402,281	1,402,281	1,402,281	1,402,281	1,402,281
OPERATING EXPENSES										
Professional Serv	151,937	81,312	179,800	179,800	86,300	88,400	88,400	88,400	88,400	88,400
Accounting & Auditing	-	5,000	-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	135,399	320,583	332,000	332,000	326,000	315,900	315,900	315,900	315,900	315,900
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	18,474	13,295	22,390	22,390	20,000	15,720	15,720	15,720	15,720	15,720
Communications	21,355	17,472	26,740	26,740	20,000	19,050	19,050	19,050	19,050	19,050
Transportation	5,423	9,392	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500
Utilities	325,201	319,070	303,400	303,400	303,400	303,400	303,400	303,400	303,400	303,400
Rentals & Leases	8,402	13,078	30,960	30,960	12,000	11,660	11,660	11,660	11,660	11,660
Insurance	8,848	14,969	18,000	18,000	20,000	20,000	20,000	20,000	20,000	20,000
Repair & Maintenance	297,581	512,213	337,680	337,680	390,000	413,600	413,600	413,600	413,600	413,600
Printing	1,119	1,197	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Promotional Activities	14,514	9,752	5,000	5,000	4,033	4,000	4,000	4,000	4,000	4,000
Other Current Charges	572,271	520,453	525,142	510,352	529,606	529,606	529,606	529,606	529,606	529,606
Office Supplies	3,502	7,938	7,100	7,100	5,000	5,100	5,100	5,100	5,100	5,100
Operating Supplies	251,901	300,846	377,150	377,150	296,150	321,350	321,350	321,350	321,350	321,350
Road Materials & Supplies	-		8,000	8,000	4,000	4,000	4,000	4,000	4,000	4,000
Books, Subscriptions, etc	16,626	1,217	13,600	13,600	11,000	12,200	12,200	12,200	12,200	12,200
SUB-TOTAL	1,832,552	2,147,789	2,198,962	2,184,172	2,039,489	2,075,986	2,075,986	2,075,986	2,075,986	2,075,986
Capital Outlay										
Building	238,160	67,616	-	-	-	-				
Improve Other Than Bldgs	2,267,764	2,307,926	188,000	188,000	168,000	215,000	-	-	-	-
Machinery & Equipment	60,833	75,016	17,400	17,400	13,400	27,000	-	-	-	-
SUB-TOTAL	2,566,757	2,450,558	205,400	205,400	181,400	242,000	-	-	-	-
Reserve for Classification & Pay Adj			-	-	-	-	-	-	-	-
Reserve for Cafeteria Increases						-	-	-	-	-
Reserve for Disasters			200,000	200,000	200,000	50,000	50,000	50,000	50,000	50,000
Grants and Aids (Reclaimed W	-	1,138		-	-		-	-	-	-
Depreciation & Amortization	-		-	-	-	-	-	-	-	-
					-	-	-	-	-	-
Debt Service			-		-	-	-	-	-	-
Principal			275,000	275,000	275,000	285,000	290,000	300,000	305,000	315,000
Interest	-	170,046	140,839	140,839	140,838	134,651	127,241	119,266	110,266	101,116
Other Debt Service	47,812	30,944	-	-	-	-	-	-	-	-
SUB-TOTAL	47,812	202,128	415,839	415,839	415,838	419,651	417,241	419,266	415,266	416,116
DEPARTMENTAL TOTAL	5,561,685	6,120,031	4,345,356	4,328,333	4,148,236	4,189,918	3,945,508	3,947,533	3,943,533	3,944,383
% CHANGE COMPARED TO PREVIOUS YEAR	54.73%	10.04%		-29.28%		-3.20%	-5.83%	0.05%	-0.10%	0.02%

FY 2010 BEACH PARKING REVENUE AND EXPENSE ALLOCATION

		BOAT RAMP							
		BLINDPASS							
		TARPON BAY							
		GULFSIDE							
		LIGHTHOUSE	BOWMANS	TURNER					
	MACHINES #:	1, 2 & 3	6 & 7	9					
	# PARKING SPACES	367	217	26	610				
REVENUE		334.50-01	344.50-04	344.50-06					
PARKING FEES	920,000	553,508	327,279	39,213					
ALLOCATED PERCENTAGES		60.16%	35.57%	4.26%	AMTS TO BE ALLOCATED	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
	DEPT #:	4,500	4504	4508					
EXPENSES	TOTAL								
SALARIES									
Current positions	505,567	304,169	179,849	21,549	505,248	484,296	484,296	484,296	484,296
Requested positions	(21,272)	(12,798)	(7,567)	(907)	(21,272)	0	0	0	0
Reserve for Comp/Reclass	0	0	0	0	0	0	0	0	0
OVERTIME	40,000	24,066	14,230	1,705	40,000	40,000	40,000	40,000	40,000
SPECIAL PAY	9,268	5,576	3,297	395	9,268	9,268	9,268	9,268	9,268
SWORN OFF DEPENDENT CO	0	0	0	0	0	0	0	0	0
FICA Match	40,818	24,557	14,520	1,740	40,818	40,818	40,818	40,818	40,818
RETIREMENT	134,025	80,635	47,678	5,713	134,025	134,762	134,762	134,762	134,762
CAFETERIA BENEFITS	175,887	105,821	62,570	7,497	175,887	175,887	175,887	175,887	175,887
W/C	41,828	25,165	14,880	1,783	41,828	41,828	41,828	41,828	41,828
Personnel Services	926,122	557,191	329,456	39,474	925,803	926,859	926,859	926,859	926,859
PROF SERV	40,700	24,487	14,479	1,735	40,700	40,700	40,700	40,700	40,700
ACCOUNTING & AUDIT	0	0	0	0	0	0	0	0	0
OTHER CONTRACTUAL	223,500	141,673	74,230	7,597	166,500	223,500	223,500	223,500	223,500
TRAVEL	23,580	14,187	8,388	1,005	23,580	23,580	23,580	23,580	23,580
COMMUNICATIONS	3,040	1,829	1,081	130	3,040	3,040	3,040	3,040	3,040
TRANSPORTATION	800	481	285	34	800	800	800	800	800
UTILITIES	45,500	27,375	16,186	1,939	45,500	45,500	45,500	45,500	45,500
RENTALS & LEASES	11,320	6,811	4,027	482	11,320	11,320	11,320	11,320	11,320
INSURANCE	21,905	13,179	7,792	934	21,905	21,905	21,905	21,905	21,905
REPAIR & MAINTENANCE	72,650	47,070	23,592	1,988	46,640	72,650	72,650	72,650	72,650
PRINTING	2,300	1,384	818	98	2,300	2,300	2,300	2,300	2,300
PROMOTIONAL ACT	500	301	178	21	500	500	500	500	500
OTHER CURRENT CHGS	10,500	6,317	3,735	448	10,500	10,500	10,500	10,500	10,500
Indirect Cost Charges	478,333	287,784	170,161	20,388	478,333	478,333	478,333	478,333	478,333
OFFICE SUPPLIES	1,000	602	356	43	1,000	1,000	1,000	1,000	1,000
OPERATING SUPPLIES	102,460	61,883	36,235	4,342	101,860	102,460	102,460	102,460	102,460
ROAD MATERIALS	4,000	2,407	1,423	170	4,000	4,000	4,000	4,000	4,000
BOOKS & PUBLICATIONS	0	0	0	0	0	0	0	0	0
Operating Expenditures	1,042,088	637,768	362,967	41,353	958,478	1,042,088	1,042,088	1,042,088	1,042,088
BULDINGS	0	0	0	0	0	0	0	0	0
IMPROV OTHER THAN BLDGS	50,000	30,082	17,787	2,131	50,000	400,000	330,000	330,000	330,000
MACHINERY & EQUIP	40,000	40,000	0	0	40,000	138,000	122,000	65,000	100,000
Capital Outlay	90,000	70,082	17,787	2,131	90,000	538,000	452,000	395,000	430,000
INTEREST		0	0	0					
Debt Service	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	**2,058,210**	**1,265,041**	**710,210**	**82,958**	**1,974,281**	**2,506,947**	**2,420,947**	**2,363,947**	**2,398,947**

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Economic Environment Function

Below Market Rate Housing Program

General Fund
Below Market Rate Housing Program

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time				-		-	-	-	-	-
Part-time	-		-	-	-	-	-	-	-	-
Salary Adjustments			-	-	-		-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/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	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	-		-	-	-	-	-	-	-	-
Promotional Activities	-		-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	-		-	-	-	4,500	4,500	4,500	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	4,500	4,500	4,500	-	-
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building	-		-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-	-	-	-	-
Machinery & Equipment			-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
Grants & Aids	-	-	-	-	-	255,044	262,696	270,577	-	-
DEPARTMENTAL TOTAL	-	-	-	-	-	259,544	267,196	275,077	-	-
% CHANGE COMPARED TO PREVIOUS YEAR										

Culture/Recreation Function

Recreation Complex Department

Seniors Program Department

Performing Arts Facility Department

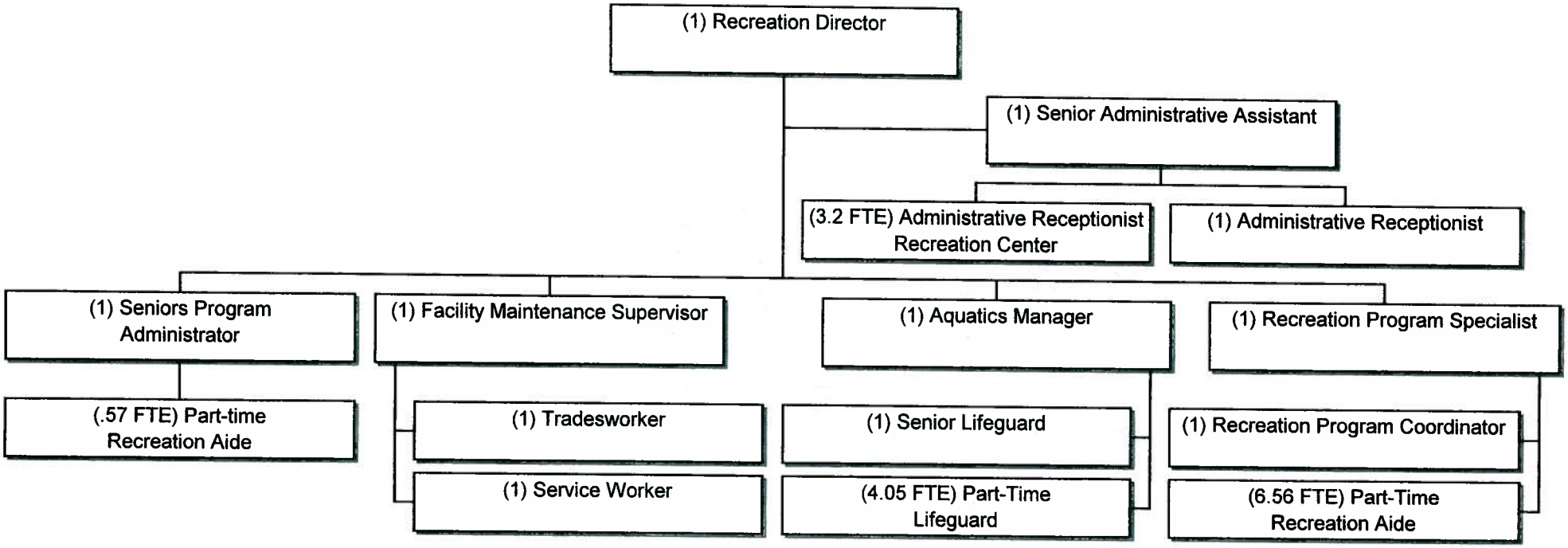
Historical Committee Fund

Sanibel School Ball Park Maintenance Fund

Public Facilities Department

RECREATION DEPARTMENT

Organizational Chart FY 2009-2010



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
- 29 years of professional work experience

Chris joined the city of Sanibel in 2008.

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 meet the needs of Sanibel residents and visitors.

Challenges Facing the Department

Emerging Issues

Need to continue to increase revenue generating programs at the Recreation Center

Public demand to increase operating hours and programming at the Recreation Center. Prioritizing and completing goals, objectives and general workload with approved staff due to the number of projects, short deadlines and budget restraints.

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

2008-2009 Goals, Objectives and Status:

Departmental Summary Page

Department	**Recreation Department**
Fund:	**Special Revenue Fund**

2008-09 Goals and Objectives	Estimated Start	Estimated Completion
As part of Goal #1 (Financial Stability)		
Effective and creative promotions and marketing	On going	On going
Increase in fee based programming	On going	On going
Develop facility rental program	July 09	Oct. 09
Continue weekly review of expense / revenue graphs	On going	On going
As part of Goal #2 (Membership Growth & Retention)		
Effective and creative promotions and marketing	On going	On going
Strive to maximize use of recreation facilities through creative scheduling of class offerings	On going	On going
Develop one-two page "at a glance" activities sched.	June 09	June 09

As part of Goal #3 (Program Expansion & Retention)		
Increase programming partnerships which will increase revenue and opportunities for present and future members	On going	On going
Improve existing activities with more offerings	On going	On going
Develop one – two page "at a glance" activities sched.	June 09	June 09
Add new programs through RFP and in house training	June 09	Oct 09
As part of Goal #4 (Scholarship Assistance)		
New Year's Eve Celebration and other fundraisers plus donations will be sought to help offset the funding needs.	On going	On going
Complete Brochure Development	June 09	July 21
Keep track of scholarship numbers – grant application	On going	On going
As part of Goal #5 (Community Park & Shared Use Path review)		
Parks & Recreation Committee, seek Committee and public input	On going	On going
Place on the Parks Committee agenda with an action plan of discussion	July 09	Sept 09
As part of Goal #6 (Water quality education)		
Display information on the power point at Rec Center to increase awareness regarding issues and updates	On going	On going
Include in After School education with Children	On going	On going
As part of Goal #7 (Volunteer Program)		
Continue to seek and train volunteers to assist staff with special projects and programming	On going	On going

Suggestions on How to Serve the Residents Better:

- 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.
- Make programs more available and readable to the public.

RECREATION DEPARTMENT ADMINISTRATIVE RESPONSIBILITIES

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

Department Staff Structure Overview:

The Recreation Department is composed of the Recreation Director, Facility Maintenance Supervisor, Senior Program Administrator, Aquatic Manager, Senior Administrative Assistant, Program Specialist and Program Coordinator, Administrative Receptionist, Lifeguards, Tradesworker, Service Worker and Recreation Aides.

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 ensure 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 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, Facility Maintenance Supervisor, Senior Administrative Assistant, Senior Program Administrator and Aquatic Manager serve as coordinators for the various components of the Disaster Preparedness Plan/Community Needs Team.
- ***FEMA*** – The Recreation Director or designee coordinates FEMA related capital repair projects for the department.
- ***Structural Safety Inspector*** – The Recreation Director or designee, Program Specialist and Program Coordinator and Tradesworker serve on the Building Department's SSI Team during disasters.
- ***Emergency Preparedness*** – The Recreation Director or 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 Independent Contractors*** - 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.

- ***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 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 presents department status reports and 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 FACILITY MAINTENANCE - OPERATIONAL RESPONSIBILITIES

- ***Facility Maintenance*** - Facility Maintenance Supervisor is responsible for ensuring the facility is safe, clean, and equipment in working order.
- ***Schedules Contractors*** - Facility Maintenance Supervisor works with outside contractors to ensure facility is safe; and operating efficiently.
- ***Warranty Issues*** - Facility Maintenance Supervisor works with facility staff and contractors on punch list and ensures equipment is maintained and repairs are documented.
- ***Budgeting*** - Facility Maintenance Supervisor assists with budget preparation and maintenance and follows budget expenses in areas of responsibility.
- ***Prepares Requisitions And Work Orders*** - Facility Maintenance Supervisor follows through on purchase orders, provides budgeting projections and recommendations of building related purchasing and ball field needs.
- ***Capital Projects*** - Facility Maintenance Supervisor researches and presents information for contractual capital projects. Follows through to ensure on time and within budget guidelines

- ***Community Development*** - Facility Maintenance Supervisor works with community to provide well-rounded recreation facility operations, arranges for legal ads, publications and notifications of projects
- ***Supervises the work of subordinates*** - Facility Maintenance Supervisor supervises and evaluates recreation maintenance staff, plans work procedures for assigned personnel, oversees supervision of work, and maintains records of activities and personnel supervised
- ***Emergency management*** - Facility Maintenance Supervisor actively works within and updates hurricane procedures and guidelines.
- ***Shared Usage***- Facility Maintenance Supervisor works with the school district on facility related projects.

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*** – Aquatics Manager makes long-range plans for future aquatic program growth and expansion.
- ***Public forums*** – Aquatics Manager holds public forums to provide aquatic program information.
- ***Water Exercise, Swimming, Lifeguarding and Water Safety classes*** – Aquatics Manager and Instructors teach water exercise, swimming, lifeguarding and water safety classes and lead special water events/competitions, manage swimming programs, swim team and all related activities.
- ***Emergency Preparedness*** – Aquatics Manager designs, implements and revises Recreation Department's Emergency Action Plan.
- ***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.
- ***Purchase Of First Aid, AED And Training Supplies*** - Aquatic staff monitors first aid, AED and training supplies and makes purchases when necessary.
- ***Training of Recreation Staff in First Aid, CPR and AED Skills***- Aquatics Manager and Instructors certify staff in American Red Cross First

Aid, CPR and AED Skills.

- ***Aquatic Facility Maintenance*** – Aquatic staff performs maintenance, repair, and clean-up duties at facilities and on equipment as necessary.

RECREATION DEPARTMENT CHILDREN'S - OPERATIONAL RESPONSIBILITIES

- ***Survey Children's Needs*** – Program Specialist surveys children's needs through community and staff input.
- ***Facility And Program Scheduling*** – Program Specialist confers with appropriate individuals concerning facility and program scheduling.
- ***Long Range Plans*** – Program Specialist makes long-range plans for future children's programming growth and expansion.
- ***Programming*** – Program Specialist works closely with other supervisors and parents when programming for children and youth.
- ***Public Forums*** – Program Specialist holds public forums to provide children's 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 maintains scheduled inventory of necessary equipment and supplies.
- ***Repair And Clean-Up Duties*** – Program Specialist and assigned staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.
- ***Safety Procedures*** – Program Specialist ensures that all safety procedures are in place and assigned staff is in compliance.
- ***Program Supplies*** – Program Specialist ensures that adequate supplies are available to run youth programs.
- ***Reports*** – Program Specialist prepares all requested reports.

RECREATION DEPARTMENT ATHLETICS – OPERATIONAL RESPONSIBILITIES

- ***Program Coordinator*** - Supervises assigned facilities and ensures the safety and cleanliness of recreational equipment.
- ***Programming*** – Program Coordinator develops plans, organizes, implements, and supervises various programs, activities and leagues to ensure safety, general welfare and enjoyment of the general public.
- ***Surveys*** – Program Coordinator surveys and evaluates existing programs and leagues for quality, successful community interest and program growth.

- ***Program Promotion*** – Program Coordinator plans, develops and produces various newsletters, flyers, and announcements for programs and activities.
- ***Long Range Plans*** – Program Coordinator makes long-range plans for future children's programming growth and expansion.
- ***Facility And Program Scheduling*** – Program Coordinator confers with appropriate individuals concerning facility and program scheduling. Also ensures using parties are in compliance with Department standards.
- ***Inventory Equipment*** – Program Coordinator maintains and produces inventory and supplies for recreation activities and part-time Recreation Aides.
- ***Reports*** – Program Coordinator prepares all requested reports.
- ***Safety Procedures*** – Program Coordinator ensures that all safety procedures are in place and are all in compliance.
- ***Public Forums*** – Program Coordinator holds public forums to provide children's and athletic program information.
- ***Repair And Clean-Up Duties*** – Program Coordinator and assigned staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.

RECREATION DEPARTMENT BALL FIELDS - OPERATIONAL RESPONSIBILITIES

- ***Repair*** – Tradesworker and Service Worker perform 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 Director, Facility Maintenance Supervisor or designee, the Tradesworker and Service Worker schedule contractors for repair work as needed.
- ***Grounds Maintenance*** – Tradesworker and Service Worker maintains grounds, mows lawns, prunes shrubs, and collects trash.
- ***Field Maintenance*** – Tradesworker and Service Worker mows ball fields
- ***Infield Preparation*** – Tradesworker and Service Worker drag infields; paint base lines; routinely checks athletic lights; cleans debris from facility surfaces; make necessary repairs, when possible.
- ***Facility Safety*** – Tradesworker and Service Worker inspects facilities for playability, safety and use.
- ***Public Access*** – Tradesworker and Service Worker builds decks, walkways, railings, and other structures for ADA compliant public access.

RECREATION DEPARTMENT FRONT DESK - OPERATIONAL RESPONSIBILITIES

- ***Plans and Implements Volunteer Program*** – Senior Administrative Assistant oversees volunteer program and determines needs and opportunities through staff input.

- ***Front Desk Staff Duties*** – Front Desk Staff, which includes Senior Administrative Assistant, Administrative Receptionists and Recreation Aides, perform a variety of highly skilled clerical duties under the direct supervision of the Senior Administrative Assistant.
- ***Membership, Activities, Merchandise and Facility Rentals*** – Front Desk Staff sells and processes all accounts receivables and payable pertaining to memberships, activities, merchandise, facility rentals, and contractual instructors.
- ***Software Data Entry*** - Front Desk Staff manages the comprehensive software program which processes accounts receivable and payable pertaining to the sale of memberships, activities, merchandise, facility rentals and contractual instructors.
- ***Prepares Specialized Reports*** – Front Desk Staff prepares detailed reports.
- ***Training*** - Front Desk Staff continues to train through various in house methods in order to stay current with software program upgrades and issues.
- ***Facility Safety*** – Front Desk Staff evaluates facility for safety, monitor security camera and observes activities in the weight room.
- Schedules activities and facility usage
- ***Promotion Material*** - Front Desk Staff prepares a variety of facility and department promotional material for distribution.
- Compiles data for special projects, Enters data regarding new activities into RecTrac,
- ***Public Inquiries*** - Front Desk Staff answers public inquiries, screens vendors/service providers, assist public with information regarding membership, activities, facility rentals and special events.
- ***Public Information*** – Front Desk Staff maintains positive public relations and community-wide interrelationships.
- ***Promotional Material*** – Front Desk Staff prepares promotional material for the department and assist with its distribution.

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
- ***Planning And Implementing Activities*** – Under the direction of the Senior Program Administrator the Recreation Aides assist with implementing activities and communicate with local newspapers to provide appropriate notice of programs and events.
- ***Recreation Aides Assist With Senior 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.
- ***Computer Data Entry*** - Under the direction of the Senior Program Administrator, Recreation Aides complete computer data entry.
- ***General Office Duties*** - Under the direction of the Senior Program Administrator, Recreation Aides perform general office duties.
- ***Facility Events*** - 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.

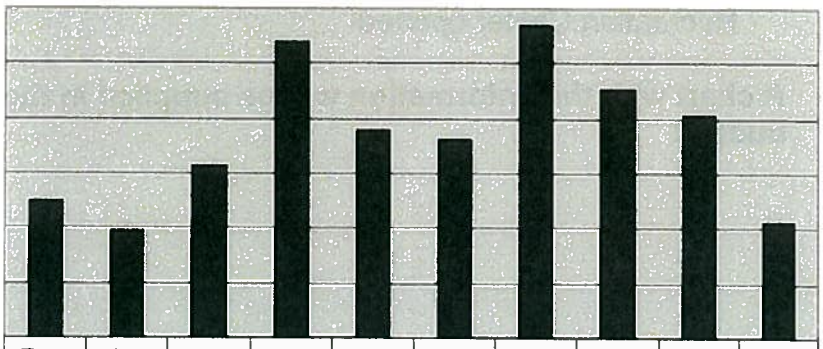
RECREATION CENTER AND SENIOR PROGRAM

Since the opening of the Recreation Center on December 1, 2007 there have been 164,082 visits to the facility.

A. Membership info
Currently 2,986 - 6 month and annul membership. Chart in progress.

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

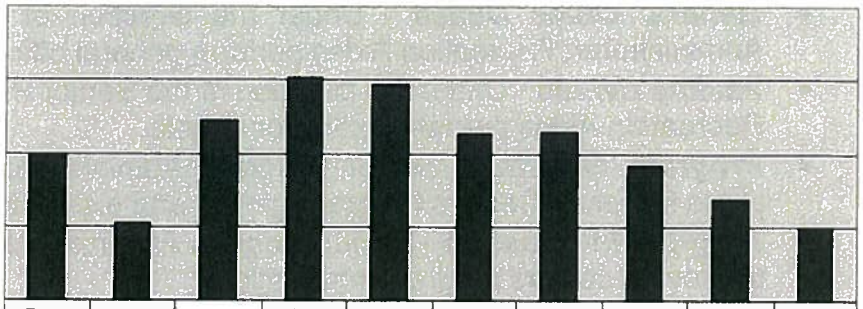
Total Aquatic Usage Weekdays
December 2007-September 2008



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Number of Users	1250	974	1575	2690	1898	1810	2846	2260	2032	1064

C. Total Aquatic Usage Weekends December 2007-September 2008

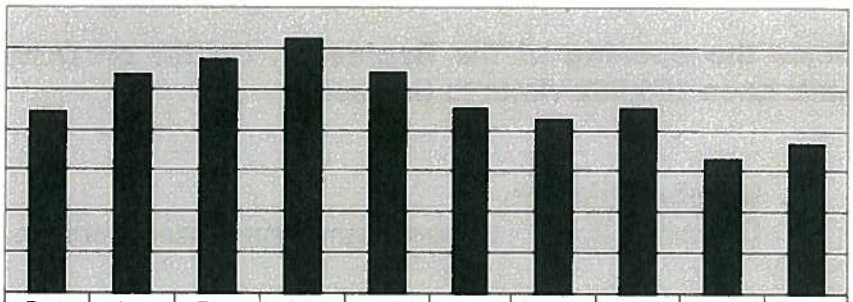
Total Aquatic Usage Weekends December 2007- September 2008



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Number of Users	980	524	1218	1521	1469	1128	1146	914	689	482

D. Monthly Weight Room Usage:

Total Monthly Weight Room Usage December 2007- September 2008



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Numbers of Users	2208	2669	2852	3100	2694	2269	2119	2270	1655	1830

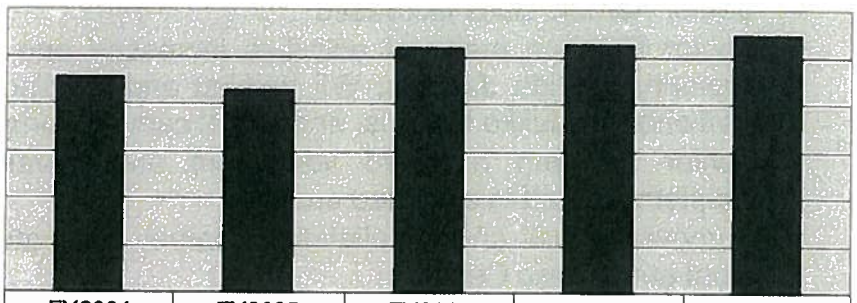
E. After-school, Summer and Holiday Programs: Registration has increased in the After-School, Summer and Holiday Programs since the Recreation Center opened

A chart with this information will be supplied in the next iteration of the budget.

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

A. Senior Aerobic Attendance

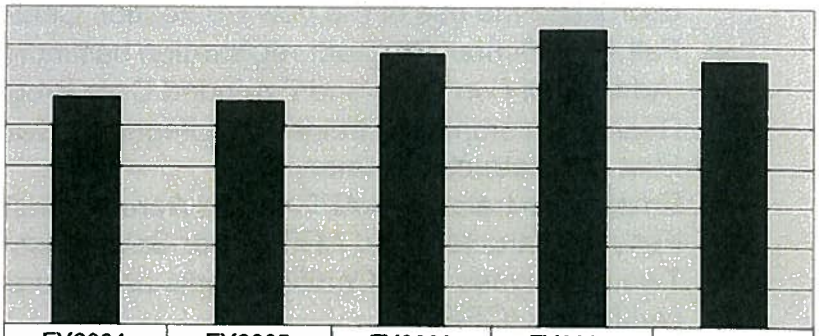
Annual Senior Aerobics Attendance



	FY2004	FY2005	FY2006	FY2007	FY2008
Total Number of Users	4562	4276	5194	5271	5460

B.

Total Number of Island Senior Members



	FY2004	FY2005	FY2006	FY2007	FY2008
Total Number of Members	573	563	683	745	664

2008-2009 Goals, Objectives and Status:

GOAL 1	MEASUREMENT CRITERIA
GOAL 2	MEASUREMENT CRITERIA Meet FRDAP Deadline of April 2008

City of Sanibel
Parks and Recreation Department Narrative

Major Accomplishments 2008 – 2009

- 15 new programs started at the Recreation Center with revenue exceeding budget by $286,000.00 year to date.
- Expanded cardio equipment in the weight room
- Shade Cover at Community Park
- Staff memberships in various organizations related to recreation field.
- Senior Aerobic class increased.
- Senior Program menu of activities increased and now include monthly exploring Florida daytrips, Wii training and bowling leagues, safe steps workshop, sudukko lessons, and digital camera computer lessons.
- Senior Program recruited volunteers and developed a program to supplement staff in specified areas.
- Removal of wall and installation of carpet to create a larger conference room at the Civic Center.
- Coordination of New Year's Eve Family Event
- Merchandise for resale to benefit recreation scholarship assistance program established.
- Successful Adult Softball League.
- Processed numerous records for destruction, as per City policy.
- Recreation Aides cross trained in administrative and Lifeguard skills.
- Business contact listing identified for information distribution of special events.
- Contractor and vendor lists established for 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.
- Addition of Fun Days and Extended Care Programs
- Recreation employee trained as Lifeguard, Water Safety, AED, CPR, and First Aid Instructor Trainer.
- Employees trained as AFFA Land Aerobics Instructors, USWFA Water Fitness Instructors and ARC Water Safety Instructors.
- Two employees hold Certified Parks and Recreation Professional certificates (CPRP)
- Recreation employee trained as AED, CPR, and First Aid trainer.
- Increase in teen use at new facility.
- Volunteer Program expanded.
- New Aquatics programs Private Swim & Fitness Instruction, Water Pilates, Aqua Jogging, Youth Lap Swim, Guard Start, Water Safety Instructor, Lifeguard Instructor, USWFA Instructor courses.
- Due to demand, water aerobics class offerings were doubled.
- Continued growth of group swim lessons, SWAT and Masters Swim Programs at the New Recreation Facility.

Special Revenue Fund
Parks & Recreation - Recreation Complex

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	321,472	464,475	398,148	398,148	407,106	401,507	401,507	401,507	401,507	401,507
Part-time	178,908	304,460	319,149	400,832	404,748	405,657	405,657	405,657	405,657	405,657
Salary Adjustments				-		-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime	19,245	61,506	30,000	26,000	25,000	20,000	20,000	20,000	20,000	20,000
RHS/Holiday/Shift Diff/Educ.Incentive	8,544	1,973	-	-	-	-	-	-	-	-
FICA Match	38,992	63,558	57,168	63,453	64,019	63,278	63,278	63,278	63,278	63,278
Retirement	48,648	57,050	59,800	59,800	60,274	94,354	94,354	94,354	94,354	94,354
Cafeteria Benefits	58,272	92,669	91,099	91,099	99,844	96,854	96,854	96,854	96,854	96,854
Workers' Comp	29,351	26,638	32,882	30,357	30,357	30,964	30,964	30,964	30,964	30,964
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	703,430	1,072,329	988,245	1,069,689	1,091,348	1,112,614	1,112,614	1,112,614	1,112,614	1,112,614
OPERATING EXPENSES										
Professional Serv	748	2,325	4,500	4,500	4,500	2,295	2,295	2,295	2,295	2,295
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	36,450	158,543	163,290	178,040	178,040	227,516	227,516	227,516	227,516	227,516
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	14,377	49,006	16,101	18,101	18,101	16,590	16,590	16,590	16,590	16,590
Communications	9,681	7,788	7,196	6,476	6,476	6,476	6,476	6,476	6,476	6,476
Transportation	246	1,923	1,500	1,500	1,500	3,000	3,000	3,000	3,000	3,000
Utilities**		148,253	154,000	154,000	154,000	179,919	179,919	179,919	179,919	179,919
Rentals & Leases	30,802	18,225	16,767	16,067	16,067	25,117	25,117	25,117	25,117	25,117
Insurance	-	7,257	18,850	18,850	6,280	6,468	6,468	6,468	6,468	6,468
Repair & Maintenance	140	10,242	8,000	28,000	28,000	70,180	70,180	70,180	70,180	70,180
Printing	537	19,099	4,260	14,260	14,260	5,760	5,760	5,760	5,760	5,760
Promotional Activities	27,100	33,317	19,000	19,000	19,000	3,400	3,400	3,400	3,400	3,400
Other Current Charges	3,404	53,631	10,000	8,300	8,300	8,975	8,975	8,975	8,975	8,975
Office Supplies	3,233	13,223	37,020	23,020	23,020	21,500	21,500	21,500	21,500	21,500
Operating Supplies	40,619	130,995	83,000	81,250	81,250	85,550	85,550	85,550	85,550	85,550
Road Materials & Supplies	-		2,500	3,750	3,750	3,750	3,750	3,750	3,750	3,750
Books, Subscriptions, etc	3,476	4,564	3,250	3,250	3,250	4,460	4,460	4,460	4,460	4,460
SUB-TOTAL	170,813	658,391	549,234	578,364	565,794	670,956	670,956	670,956	670,956	670,956
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-	-	-	-	-
Machinery & Equipment	-	21,269	-	50,000	50,000	-	50,000	50,000	50,000	50,000
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	21,269	-	50,000	50,000	-	50,000	50,000	50,000	50,000
GRANTS & AIDS	-	17,210	-	12,315	12,315	-	-	-	-	-
DEPARTMENTAL TOTAL	874,243	1,769,199	1,537,479	1,710,368	1,719,457	1,783,570	1,833,570	1,833,570	1,833,570	1,833,570
TO PREVIOUS YEAR	-1.45%	102.37%		-3.33%		4.28%	2.80%	0.00%	0.00%	0.00%

**Previously charged to Public Facilities
***Includes Rec Center Donation Fund for FY08

General Fund
Parks & Recreation - Seniors Program

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	57,573	60,357	59,553	59,553	59,553	59,553	59,553	59,553	59,553	59,553
Part-time	14,135	20,564	16,765	20,765	19,901	17,687	16,257	16,257	16,257	16,257
Salary Adjustments				-	-	-	-	-	-	-
Requested positions			-	-	-	(1,430)	-	-	-	-
Overtime	361	-	-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	2,171	478	-	-	-	-	-	-	-	-
FICA Match	4,992	5,931	5,838	5,838	6,078	5,799	5,799	5,799	5,799	5,799
Retirement	5,723	8,378	8,590	8,590	8,590	13,995	13,995	13,995	13,995	13,995
Cafeteria Benefits	10,436	13,173	12,094	12,094	12,094	12,813	12,813	12,813	12,813	12,813
Workers' Comp	3,075	2,775	4,644	4,287	4,287	4,373	4,373	4,373	4,373	4,373
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	98,467	111,656	107,484	111,127	110,503	112,790	112,790	112,790	112,790	112,790
OPERATING EXPENSES										
Professional Serv	75	194	100	100	35	-	-	-	-	-
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	5,729	4,815	4,335	4,335	4,335	10,500	10,500	10,500	10,500	10,500
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	3,315	1,419	1,700	1,700	1,700	1,431	1,431	1,431	1,431	1,431
Communications	2,053	2,293	4,740	4,740	4,336	1,860	1,860	1,860	1,860	1,860
Transportation	1,195	916	1,300	1,300	1,100	1,000	1,000	1,000	1,000	1,000
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases	83	1,939	3,100	3,100	2,500	2,100	2,100	-	-	-
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance			-	-	-	-	-	-	-	-
Printing	309	308	500	500	400	500	500	500	500	500
Promotional Activities	468	1,062	1,000	100	112	-	-	-	-	-
Other Current Charges	-		-	-	-	-	-	-	-	-
Office Supplies	459	734	1,000	1,000	700	635	635	635	635	635
Operating Supplies	524	765	1,400	1,400	1,200	836	836	836	836	836
Road Materials & Supplies	-		-	-	-	-	-	-	-	-
Books, Subscriptions, etc	367	693	560	560	400	300	300	300	300	300
SUB-TOTAL	14,577	15,138	19,735	18,835	16,818	19,162	19,162	17,062	17,062	17,062
CAPITAL OUTLAY										
Land			-	-		-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment			-	-		-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	113,044	126,794	127,219	129,962	127,321	131,952	131,952	129,852	129,852	129,852
% CHANGE COMPARED TO PREVIOUS YEAR	10.79%	12.16%		2.50%		1.53%	0.00%	-1.59%	0.00%	0.00%

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time			-	-	-	-	-	-	-	-
Part-time			-	-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/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	1,145	925	1,200	1,200	1,200	700	700	700	700	700
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem			-	-	-	-	-	-	-	-
Communications			-	-	-	-	-	-	-	-
Transportation			-	-	-	-	-	-	-	-
Utilities			-	-	-	-	-	-	-	-
Rentals & Leases			-	-	-	-	-	-	-	-
Insurance	6,013	6,164	7,500	7,500	8,071	8,100	8,100	8,100	8,100	8,100
Repair & Maintenance	468	53	500	500	500	500	500	500	500	500
Printing			-	-	-	-	-	-	-	-
Promotional Activities			-	-	-	-	-	-	-	-
Other Current Charges	-		100	100	100	100	100	100	100	100
Office Supplies			-	-	-	-	-	-	-	-
Operating Supplies	47		200	200	200	150	150	150	150	150
Road Materials & Supplies	1,044		1,500	1,500	1,500	300	300	300	300	300
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	8,717	7,142	11,000	11,000	11,571	9,850	9,850	9,850	9,850	9,850
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building			-	-	-	-	-	-	-	-
Improve Other Than Bldgs			-	-	-	-	-	-	-	-
Machinery & Equipment	1,178		-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	1,178	-	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	9,895	7,142	11,000	11,000	11,571	9,850	9,850	9,850	9,850	9,850
% CHANGE COMPARED TO PREVIOUS YEAR	-51.06%	-27.82%		54.02%		-10.45%	0.00%	0.00%	0.00%	0.00%

General Fund
Historical Village and Museum Fund

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time				-		-	-	-	-	-
Part-time	-		-	-	-	-	-	-	-	-
Salary Adjustments			-	-	-		-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
RHS/Holiday/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	-	-	5,497	5,497	5,200	5,304	5,304	5,304	5,304	5,304
Investigations	-		-	-	-	-	-	-	-	-
Travel & Per Diem	-		-	-	-	-	-	-	-	-
Communications	-	-	2,500	2,500	1,500	1,500	1,500	1,500	1,500	1,500
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250
Rentals & Leases	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	25,793	25,793	25,793	25,800	26,574	27,371	28,192	29,038
Repair & Maintenance	-	-	17,397	17,397	17,397	17,397	17,397	17,397	17,397	17,397
Printing	-		-	-	-	-	-	-	-	-
Promotional Activities	-		-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	700	-	-	-	-	-
Office Supplies	-		-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies			-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	56,437	56,437	55,840	55,251	56,025	56,822	57,643	58,489
CAPITAL OUTLAY										
Land			-	-	-	-	-	-	-	-
Building	-		40,415	40,415	39,715	-	-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-	-	-	-	-
Machinery & Equipment			-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	40,415	40,415	39,715	-	-	-	-	-
Grants & Aids	-	-	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000
DEPARTMENTAL TOTAL	-	-	179,852	179,852	178,555	138,251	139,025	139,822	140,643	141,489
% CHANGE COMPARED TO PREVIOUS YEAR						-23.13%	0.56%	0.57%	0.59%	0.60%

Special Revenue Fund
Sanibel School - Ball Park Maintenance

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY 10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	72,458	76,756	75,061	75,061	75,373	75,061	75,061	75,061	75,061	75,061
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	322	815	500	500	500	500	500	500	500	500
Special Pay	-		-	-	-	-	-	-	-	-
FICA Match	4,885	5,513	5,780	5,780	5,827	5,780	5,780	5,780	5,780	5,780
Retirement	11,447	10,610	10,827	10,827	10,827	17,639	17,639	17,639	17,639	17,639
Cafeteria Benefits	20,697	26,101	23,828	23,828	26,210	25,267	25,267	25,267	25,267	25,267
Workers' Comp	494	635	4,944	4,564	4,564	4,655	4,655	4,655	4,655	4,655
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	110,302	120,430	120,940	120,560	123,302	128,902	128,903	128,903	128,903	128,903
OPERATING EXPENSES										
Professional Serv	15	15	100	100	-	-	-	-	-	-
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	100	3,040	5,055	5,055	5,055	2,700	2,700	2,700	2,700	2,700
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	800	800	926	926	800	800	800	800	800	800
Communications	707	1,092	1,680	1,680	1,680	960	960	960	960	960
Transportation	-	-	300	300	-	-	-	-	-	-
Utilities	13,779	13,835	13,380	13,380	13,380	16,900	16,900	16,900	16,900	16,900
Rentals & Leases	2,990	2,872	7,346	7,046	7,046	3,696	3,696	3,696	3,696	3,696
Insurance	3,936	7,051	7,263	7,263	7,511	7,736	7,736	7,736	7,736	7,736
Repair & Maintenance	20,401	25,319	9,500	9,300	9,300	24,500	24,500	24,500	24,500	24,500
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	375	-	-	-	-	-	-	-	-
Other Current Charges	124,200	140,534	140,803	120,260	120,260	93,791	93,791	93,791	93,791	93,791
Office Supplies	142	-	100	100	100	100	100	100	100	100
Operating Supplies	13,750	20,016	18,400	17,100	15,000	8,150	8,150	8,150	8,150	8,150
Road Materials & Supplies	-	1,565	2,500	2,500	2,500	-	-	-	-	-
Books, Subscriptions, etc	570	-	250	250	-	-	-	-	-	-
SUB-TOTAL	181,391	216,513	207,603	185,260	182,632	159,333	159,333	159,333	159,333	159,333
CAPITAL OUTLAY										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	3,574	21,706	-	-	-	-	-	-	-	-
Machinery & Equipment	21,387	1,600	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	24,961	23,306	-	-	-	-	-	-	-	-
DEPARTMENTAL TOTAL	316,654	360,249	328,543	305,820	305,934	288,236	288,236	288,236	288,236	288,236
% CHANGE COMPARED TO PREVIOUS YEAR	1.79%	13.77%		-3.42%		-5.75%				

General Fund
Parks & Recreation-Public Facilities

	Fiscal Year 2007 Actual Expenditures	Fiscal Year 2008 Actual Expenditures	Fiscal Year 2009 Adopted Budget	Fiscal Year 2009 Amended Budget	Fiscal Year 2009 Estimated Actual	FY10 Proposed	FY11 Proposed	FY12 Proposed	FY13 Proposed	FY14 Proposed
PERSONAL SERVICES										
Salaries & Wages										
Full-time	114,234	123,240	120,541	120,541	120,666	120,541	120,541	120,541	120,541	120,541
Part-time			-	-	-	-	-	-	-	-
Salary Adjustment				-	-	-	-	-	-	-
Requested positions			-	-	-	-	-	-	-	-
Overtime	28,413	24,630	35,000	35,000	30,000	30,000	30,000	30,000	30,000	30,000
RHS/Holiday/Shift Diff/Educ.Incentive	1,080	1,159	750	750	2,318	2,500	2,500	2,500	2,500	2,500
FICA Match	10,679	11,137	11,956	11,956	11,703	11,708	11,708	11,708	11,708	11,708
Retirement	17,170	16,961	17,387	17,387	17,387	28,327	28,327	28,327	28,327	28,327
Cafeteria Benefits	28,514	34,216	32,772	32,772	33,685	33,700	33,700	33,700	33,700	33,700
Workers' Comp	7,326	6,789	14,359	13,256	13,256	13,521	13,521	13,521	13,521	13,521
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	207,416	218,132	232,765	231,662	229,015	240,297	240,297	240,297	240,297	240,297
OPERATING EXPENSES										
Professional Serv	17,305	305	5,200	5,200	5,200	300	300	300	300	300
Accounting & Auditing			-	-	-	-	-	-	-	-
Court Reporting			-	-	-	-	-	-	-	-
Other Contractual	72,120	74,722	60,080	56,080	54,000	40,720	40,720	40,720	40,720	40,720
Investigations			-	-	-	-	-	-	-	-
Travel & Per Diem	1,327	1,425	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
Communications	4,021	4,115	1,440	1,440	4,000	1,800	1,800	1,800	1,800	1,800
Transportation	495		100	100	100	100	100	100	100	100
Utilities	129,450	114,509	105,840	105,840	105,840	105,680	105,680	105,680	105,680	105,680
Rentals & Leases	6,426	6,738	6,040	6,040	6,040	6,040	6,040	6,040	6,040	6,040
Insurance			-	-	-	-	-	-	-	-
Repair & Maintenance	76,212	59,741	51,085	51,085	50,000	39,190	39,190	39,190	39,190	39,190
Printing			-	-	-	-	-	-	-	-
Promotional Activities	-	100	-	-	-	-	-	-	-	-
Other Current Charges	84	775	3,150	3,150	3,150	1,800	1,800	1,800	1,800	1,800
Office Supplies	15	3	150	150	150	150	150	150	150	150
Operating Supplies	33,716	52,380	37,000	38,625	36,625	30,050	30,050	30,050	30,050	30,050
Road Materials & Supplies	5,023	5,548	3,000	3,000	3,000	-	-	-	-	-
Books, Subscriptions, etc	14	-	-	-	-	-	-	-	-	-
SUB-TOTAL	346,209	320,361	274,485	272,110	269,505	227,230	227,230	227,230	227,230	227,230
CAPITAL OUTLAY										
Land			-	-	-	-				
Building			20,000	10,000	10,000	-	-	-	-	-
Improve Other Than Bldgs		2,935	-	-	-	-	-	-	-	-
Machinery & Equipment	11,000		-	-	-	-				
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	11,000	2,935	20,000	10,000	10,000	-	-	-	-	-
DEPARTMENTAL TOTAL	564,624	541,428	527,250	513,772	508,520	467,527	467,527	467,527	467,527	467,527
% CHANGE COMPARED TO PREVIOUS YEAR	13.80%	-4.11%		-5.11%		-9.00%	0.00%	0.00%	0.00%	0.00%

Schedule of Interfund Transfers

SUMMARY SCHEDULE OF INTERFUND TRANSFERS
DRAFT BUDGET FOR FISCAL YEAR 2009-10

FUND NUMBER	FUND DESCRIPTION	INTERFUND TRANSFERS TO OTHER FUNDS	INTERFUND TRANSFERS FROM OTHER FUNDS
001	General Fund	$ 4,025,675	$ 835,000
101	Transportation Fund		1,114,694
116	Brazilian Pepper Removal Fund		220,000
141	Sanibel Estates Canal Trimming Fund		3,000
142	Dredging-Sanibel Isles/Water Shadows		5,000
162	Franchise & Occupational License Fund	1,250,000	
170	Recreation Center Fund		1,448,627
173	Ballpark Maintenance Fund		150,118
202	1997 $1.25M D.S.-Paulsen Land Acq		120,000
207	1979 $3.19M Debt Service Fund		190,000
215	Backhoe lease		11,318
280	Below Market Rate Housing Debt Service		105,000
300	Capital Asset Acquisition Fund		579,246
301	Transportation Capital Projects Fund		493,672
372	Community Park Capital Project Fund		-
	TOTAL OPERATING TRANSFERS	$ 5,275,675	$ 5,275,675

DETAIL SCHEDULE OF INTERFUND TRANSFERS
DRAFT BUDGET FOR FISCAL YEAR 2009-10

FUND NUMBER		FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
001		***General Fund***		-
	101	To: Transportation Fund	1,114,694	
	116	To: Brazilian Pepper Removal Fund	220,000	
	141	To: Sanibel Estates Canal Trimming Fund	3,000	
	142	To: Dredging-Sanibel Isles/Water Shadows	5,000	
	170	To: Recreation Center Fund	1,448,627	
	173	To: Ball Park Maintenance Fund	150,118	
	215	To: Capital Outlay Fund	11,318	
	300	To: Capital Acqusisiton Fund	579,246	
	301	To: Transportation Capital Project Fund	493,672	
	162	From: Franchise & Occupational License		835,000
101		***Transportation Fund***		
	001	From: General Fund		1,114,694
116		***Brazilian Pepper Removal Fund***		
	001	From: General Fund		220,000
117		***Environmentally Sensitive Land Fund***		
	001	From: General Fund		-
141		***Sanibel Estates Canal Trimming Fund***		
	001	From: General Fund		3,000
142		***Dredging-Sanibel Isles/Water Shadows***		
	001	From: General Fund		5,000
162		***Franchise & Occupational License Fund***		
	001	To: General Fund	835,000	
	202	To: 1997 $1.25M D.S.-Paulsen Land Acq	120,000	
	207	To: 1979 $3.19M Debt Service Fund	190,000	
	280	To: Below Market Rate Housing Service	105,000	
170		***Recreation Center Fund***		
	001	From: General Fund		1,448,627
173		***Ballfield Maintenance Fund***		
	001	From: General Fund		150,118
202		***1997 $1.25M D.S.-Paulsen Land Acq***		
	162	From: Franchise & Occupational License		120,000
207		***1979 $3.19M Debt Service Fund***		
	162	From: Franchise & Occupational License		190,000
215		***Capital Outlay Fund***		
	001	From: General Fund		11,318
280		***Below Market Rate Housing Debt Service***		
	162	From: Franchise & Occupational License		105,000
300		***Capital Asset Acquisition Fund***		
	001	From: General Fund		579,246
301		***Transportation Capital Projects Fund***		
	001	From: General Fund		493,672
		TOTAL OPERATING TRANSFERS	5,275,675	5,275,675

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Classification and Pay Plan

This schedule is currently being updated and will be included in the next iteration of the budget

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2008 AND 2009 AND PROJECTIONS FOR FISCAL YEAR 2010

OPERATING BUDGET			AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE		
Department	Grade	Job Title	2008	2009	2010	2008	2009	2010
Administration								
	26	Administrative Services Director	1	1	1			
	24	City Clerk	1	1	1			
	20	Executive Assistant to City Manager	1	1	1			
	16	Administrative Secretary	1	1	1			
	Contract	City Manager	1	1	1			
		ADMINISTRATION TOTALS	**5**	**5**	**5**			
Building								
	24	Building Official	1	1	1			
	23	Deputy Building Official	1	1	1			
	21	Senior Building Inspector	1*					
	17	Licensing and Permit Technician	1	1	1			
	16	Permit Technician	1**	1	1			
		BUILDING TOTALS	**5**	**4**	**4**			
*Position (with benefits) eliminated year-end;**.50 FTE eliminated mid-year								
Finance								
	26	Finance Director	1	1	1			
	23	Assistant Finance Director	1	1	1			
	22	Fiscal Analyst	1	1	1			
	22	Senior Accountant	1	1	1			
	21	Human Resources Generalist	1	1	1			
	18	Fiscal Assistant	1	1	1			
	17	Administrative Assistant	1	1	1			
	10	Clerk Typist				0.50	0.50	0.50
		FINANCE TOTALS	**7**	**7**	**7**	**0.50**	**0.50**	**0.50**
Legal								
	19	Paralegal	1	1	1			
	Contract	City Attorney	1	1	1			
		LEGAL TOTALS	**2**	**2**	**2**			

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2008 AND 2009 AND PROJECTIONS FOR FISCAL YEAR 2010

OPERATING BUDGET									
Department	Grade	Job Title	AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE			
Legislative			2008	2009	2010	2008	2009	2010	
	16	Recording Secretary	1	1	1				
	15	Administrative Receptionist	1	1	1				
		LEGISLATIVE TOTALS	**2**	**2**	**2**				
MIS									
	23	MIS Director	1	1	1				
	21	Network Administrator	1	1	1				
	19	Computer Support Specialist	2	2	2				
		MIS TOTALS	**4**	**4**	**4**				
Nat Resources									
	26	Natural Resources Director	1	1	1				
	22	Environmental Health & Water Quality Spec	1	1	1				
	20	Environmental Specialist	1	1	1				
		NATURAL RESOURCES TOTALS	**3**	**3**	**3**				
Planning									
	26	Planning Director	1	1	1				
	25	Deputy Planning Director	1*						
	21	Planner	3	3	2				
	21	Transportation Planner	1*						
	19	Senior Code Enforcement Officer		1	1				
	18	Code Enforcement Officer	2*						
	17	Administrative Assistant	1	1	1				
	16	Administrative Secretary	1	1	1				
		PLANNING TOTALS	**10**	**7**	**6**				

*3 Full-time (with benefits) eliminated FY08 year-end

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2008 AND 2009 AND PROJECTIONS FOR FISCAL YEAR 2010

OPERATING BUDGET								
Department			AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE		
	Grade	Job Title	2008	2009	2010	2008	2009	2010
Police								
	26	Police Chief	1	1	1			
	24	Police Major	1	1	1			
	23	Police Lieutenant	3	3	3			
	22	Sergeant	4	4	4			
	19	Police Officer	16	13*	13	0.75	1.75*	1.75
	19	Computer Support Specialist		1	1			
	19	Emergency Management Specialist		1	1			
	18	Senior Administrative Assistant		1	1			
	17	Dispatcher	5	4**	4	0.75	1.75	1.25
	17	Administrative Assistant	1					
	17	Emergency Management Technician	1					
	16	Police Records Coordinator	1	1	1			
	16	Administrative Secretary	1	1	1			
	15	Police Aide	4	2***	2	1.75	1.75	1.50
		POLICE TOTALS	**38**	**33**	**33**	**3.25**	**5.25**	**4.50**

*3 Full-time (with benefits) eliminated mid-year and 1 FTE established (no benefits); ** 1 Full-time eliminated (with benefits) mid-year and 1 FTE (no benefits) established;
*** 2 Full-time (with benefits) eliminated mid-year

Public Works								
	27	Public Works Director/City Engineer	1	1	1			
	25	Deputy Public Works Director	1	1	1			
	24	Assistant City Engineer	1	1	1			
	21	Streets Superintendent	1	1	1			
	20	Public Works Operations Manager	1	1	1			
	19	Garage Supervisor	1	1	1			
	19	Engineering Technician	2	1**	1			
	19	Lead Operator/Assistant Streets Super	1	1	1			
	18	Equipment Operator-Crew Leader	2	2	2			
	17	Tradesworker	7	9	8			
	17	Mechanic	1	1	1			
	15	Service Worker	1*					
		PUBLIC WORKS TOTALS	**20**	**20**	**19**			

* 1 Full-time (with benefits) eliminated year-end; **1 Full-time (with benefits) eliminated mid-year and employee transferred to Utility Division

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2008 AND 2009 AND PROJECTIONS FOR FISCAL YEAR 2010

OPERATING BUDGET								
Department	Grade	Job Title	AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE		
Recreation			2008	2009	2010	2008	2009	2010
	24	Recreation Director	1	1	1			
	20	Recreation Superintendent	1					
	19	Facility Maintenance Supervisor		1	1			
	19	Seniors Program Administrator	1	1	1			
	19	Recreation Programs Specilaist	1	1	1			
	19	Aquatics Manager	1	1	1			
	18	Recreation Program Coordinator	1	1	1			
	18	Senior Administrative Assistant	1	1	1			
	17	Tradesworker	1	1	1			
	15	Service Worker	1	1	1			
	15	Senior Lifeguard/Instructor	1	1	1			
	15	Administrative Receptionist	1	1	1	1.8	3.2*	3.2
	13	Lifeguard				3.1	4.05**	4.05
	13	Recreation Aide				6.64	7.18***	7.13
		RECREATION TOTALS	**11**	**11**	**11**	**11.54**	**14.43**	**14.38**

*Increase of 1.40 FTE approved mid-year; ** Increase of .95 FTE mid-year;***1.04 FTE approved mid-year

GRAND TOTAL OPERATING BUDGET		**109**	**98**	**96**	**15.29**	**20.18**	**19.33**
	Increase/Decrease Over Prior Year		-10	-2		4.89	-0.8
	COMBINED TOTAL MANPOWER	**123.09**	**118.18**	**115.33**			

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2008 AND 2009 AND PROJECTIONS FOR FISCAL YEAR 2010

ENTERPRISE FUNDS	Grade	Job Title	AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE		
Utility			2008	2009	2010	2008	2009	2010
	22	Utility Maintenance Supervisor/Elec	1	1	1			
	22	Chief, Wastewater Plant Operator	1	1	1			
	20	Environmental Services Specialist	1	0*				
	19	Environmental Engineering Technician		1**	1			
	21	Lead Wastewater Plant Operator	1	1	1			
	21	Accountant	1	1	1			
	18,19, 20	Utility Maintenance Technician	5	5	5			
	18, 19, 20	Wastewater Plant Operator	5	5	5			
	16	Utility Service Worker	2	2	2			
		UTILITY TOTALS	**17**	**17**	**17**			
		Increase/Decrease over prior year			0			
*Position abolished FY09 mid-year; ** Position established FY09 mid-year;								
Beach Parking								
	19	Police Officer	3	3	3	0.50	0.50	0.00
	19	Parks Maintenance Supervisor	1	1	1			
	18	Police Aide Supervisor	1	0*				
	17	Tradesworker	5	5	5			
	15	Police Aide	4	4	4			
		BEACH PARKING TOTALS	**14**	**13**	**13**	**0.50**	**0.50**	**0.00**
		Increase/Decrease over prior year		-1				
*.50 FTE eliminated mid-year; **Position abolished FY 09 mid-year								

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

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Schedule of Personal Services

FISCAL YEAR 2009-10 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

10,473.42

	FY09 Budgeted Positions					FY10 Budgeted/Requested Positions			COMPENSATION				FRINGE BENEFITS					
	Adopted FT FTE's (*) (Benefits)	Amended FT FTE's (*) (Benefits)	Adopted PT FTE's (*) (No Benefits)	Amended PT FTE's (*) (No Benefits)	TOTAL FTE's (*)	Full-time FTE's (*) (Benefits)	Part-time FTE's (*) (No Benefits)	TOTAL FTE's (*)	SALARIES CURRENT POSITIONS	SALARIES REQUESTED POSITIONS	OVER-TIME	RHS/Shift Edu/Car Educ/Med/etc	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	DEPENDENT COVERAGE SUPPLEMENT	WORKERS COMP	TOTAL
OPERATING BUDGET																		
GENERAL FUND																		
General Government																		
Legislative	2.00	2.00	-	-	2.00	2.00	-	2.00	$ 61,684	$ -	$ 1,000	-	4,795	$ 14,496	$ 20,947	-	$ 334	$ 103,256
Administrative	5.00	5.00	-	-	5.00	5.00	-	5.00	467,507	-	-	23,161	32,182	90,110	52,425	-	2,122	667,507
Management Info Sys	4.00	4.00	-	-	4.00	4.00	-	4.00	216,936	-	10,600	-	17,406	49,417	37,300	-	1,081	332,741
Finance	7.00	7.00	0.50	0.50	7.50	7.00	0.50	7.50	498,017	-	2,000	2,700	38,458	93,131	73,314	9,792	2,317	719,729
Legal	2.00	2.00	-	-	2.00	2.00	-	2.00	227,957	-	-	21,461	15,082	61,821	20,429	12,372	822	359,945
Planning	7.00	7.00	-	-	7.00	6.00	-	6.00	404,085	(63,054)	1,000	200	26,181	63,348	62,840	-	39,407	534,007
General Government Services	-	-	-	-	-	-	-	-	-	-	-	74,315	5,685	-	-	-	-	80,000
Public Safety																		
Police	38.00	33.00	3.25	5.25	38.25	33.00	4.50	37.50	2,013,323	(26,520)	87,600	121,650	167,129	669,839	345,623	197,809	85,517	3,661,969
S.E.M.P.	-	-	-	-	-	-	-	-	-		-	-	-	-	-		-	-
Physical Environment																		
Natural Resources	3.00	3.00	-	-	3.00	3.00	-	3.00	244,328		-	-	17,705	57,417	31,420	-	17,312	368,182
Transporation																		
PW-Garage	9.00	8.00	-		9.00	7.00	-	7.00	547,217	(33,894)	25,000	5,000	37,167	120,631	73,314	9,260	22,440	806,135
Culture/Recreation																		
P&R Public Facilities	3.00	3.00	-	-	3.00	3.00	-	3.00	120,541	-	30,000	2,500	11,708	28,327	31,420	2,280	13,521	240,297
P&R Seniors	1.00	1.00	0.62	0.62	1.62	1.00	0.57	1.57	77,240	(1,430)	-	-	5,799	13,995	10,473	2,340	4,373	112,790
TOTAL GENERAL FUND:	81.00	75.00	4.37	6.37	82.37	73.00	5.57	78.57	4,878,835	(124,898)	157,200	250,987	379,297	1,262,532	759,506	233,853	189,246	7,986,558
TRANSPORTATION FUND																		
Transportation																		
PW-Streets	9.00	9.00	-	-	9.00	9.00	-	9.00	397,490	-	75,000	5,000	36,528	82,219	94,261	8,500	63,427	762,424
BUILDING DEPARTMENT FUND																		
Public Safety																		
Building Department	4.00	4.00	-	-	4.00	4.00	-	4.00	241,041	-	-	-	18,440	56,645	41,894	12,096	13,581	383,696
RECREATION CENTER FUND																		
Recreation																		
Recreation Department	8.00	8.00	10.92	13.81	21.81	8.00	13.81	21.81	807,163	-	20,000	-	63,278	94,354	83,787	13,067	30,964	1,112,614
SANIBEL ELEMENTARY BALL PARK FUND																		
Culture/Recreation																		
Public Facilities	2.00	2.00	-	-	2.00	2.00	-	2.00	75,061	-	500	-	5,780	17,639	20,947	4,320	4,655	128,902
TOTAL OPERATING BUDGET	104.00	98.00	15.29	20.18	118.18	96.00	19.38	115.38	$ 6,399,590	$ (124,898)	$ 252,700	$ 255,987	$ 503,323	$ 1,513,389	$ 1,000,395	$ 271,836	$ 301,873	$ 10,374,194
Net Change		-6.00		4.89	-1.11	-2.00	-0.80	-2.80										

FISCAL YEAR 2009-10 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

10,473.42

	FY09 Budgeted Positions					FY10 Budgeted/Requested Positions			COMPENSATION				FRINGE BENEFITS					
	Adopted FT FTE's (*)	Amended FT FTE's (*)	Adopted PT FTE's (*)	Amended PT FTE's (*)	TOTAL FTE's (*)	Full-time FTE's (*)	Part-time FTE's (*)	TOTAL FTE's (*)	SALARIES CURRENT POSITIONS	SALARIES REQUESTED POSITIONS	OVER-TIME	RHS/Shift Edu/Car Educ/Med/etc	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	DEPENDENT COVERAGE SUPPLEMENT	WORKERS COMP	TOTAL
ENTERPRISE FUNDS																		
SANIBEL SEWER SYSTEM																		
Physical Environment																		
Operations & Projects	17.00	17.00	-	-	17.00	17.00	-	17.00	$ 820,332	$ -	$ 80,000	$ 13,000	$ 69,870	$ 192,778	178,048	20,856	27,397	$ 1,402,281
Net Change	-	-	-	-	-	0.00	0.00	0.00										
BEACH PARKING FUND																		
Transportation																		
Beach Parking	14.00	13.00	0.50	0.50	13.50	13.00	-	13.00	$ 505,567	$ (21,272)	$ 40,000	9,268	$ 40,818	$ 134,025	136,154	39,733	41,828	$ 926,122
Net Change		(1.00)		-	(1.00)	0.00	-0.50	-0.50										
CITY-WIDE GRAND TOTAL	135.00	128.00	15.79	20.68	148.68	126.00	19.38	145.38	$ 7,725,489	$ (146,170)	$ 372,700	$ 278,255	$ 614,011	$ 1,840,192	$ 1,314,597	$ 332,425	$ 371,099	$ 12,702,597
Net Change from 2009 to 2010		(7.00)		4.89	(2.11)	(2.00)	(1.30)	(3.30)										

(*) Positions are counted in FTE's (Full-time Equivalents). One (1.0) FTE equals a 40-hour work week or 2,080 working hours in a fiscal year. Fractional FTE's represent Regular Part-time positions OR Temporary/Seasonal Full-time positions which are budgeted for less than 2,080 working hours in a fiscal year. Part-time positions do not get paid benefits except for FICA.

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Summary of Changes to Authorized Positions

CITY OF SANIBEL

ADJUSTMENTS TO EXISTING POSITIONS INCLUDED IN PROPOSED FISCAL YEAR 2010 BUDGET

						Budgeted Cost				
				FULL-TIME EQUIVALENTS (FTE's) (*)		Annualized Wages				
OPERATING BUDGET						Full-time	Part-time	Fringe		
Fund #	Dept #	Dept Name	Full-time	Part-time	TOTAL	Positions	Positions	Benefits	Total	Description of Request
001	1500	Planning	(1.00)		(1.00)	(63,054)		(25,222)	(88,276)	Eliminate vacant planner position
001	2100	Police		(0.50)	(0.50)	-	(20,280)	(1,551)	(21,831)	Reduce part-time as needed dispatcher position
001	2100	Police		(0.25)	(0.25)		(6,240)	(477)	(6,717)	Reduce part-time as needed police aid position
001	7270	Seniors		(0.05)	(0.05)		(1,430)	(109)	(1,539)	Reduce part-time hours with early closure 4 days a week May-September
001	4100	Public Works	(1.00)		(1.00)	(33,894)	-	(13,558)	(47,452)	
TOTAL OPERATING			**(2.00)**	**(0.80)**	**(2.80)**	**(96,948)**	**(27,950)**	**(40,917)**	**(165,816)**	***TOTAL OPERATING BUDGET***
BEACH PARKING ENTERPRISE FUND										
470	4500	Enforcement		(0.50)	(0.50)	-	(21,272)	(1,627)	(22,899)	Eliminate part-time sworn officer position
TOTAL BEACH PARKING			**-**	**(0.50)**	**(0.50)**	**-**	**(21,272)**	**(1,627)**	**(22,899)**	***TOTAL BEACH PARKING***
GRAND TOTAL CITY-WIDE			**(2.00)**	**(1.30)**	**(3.30)**	**(96,948)**	**(49,222)**	**(42,545)**	**(188,714)**	***GRAND TOTAL***

(*) Positions are counted in FTE's (Full-time Equivalents). One (1.0) FTE equals a 40-hour work week or 2,080 working hours in a fiscal year. Fractional FTE's represent Regular Part-time positions OR Temporary/Seasonal Full-time positions which are budgeted for less than 2,080 working hours in a fiscal year.