

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

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

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.

2009-2010 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.	On going	On going
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.	On going	On going
Add new programs through RFP and in house training	June 09	Oct 09
As part of Goal #4 (Financial 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	On going

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Keep track of financial numbers – grant application	On going	On going
As part of Goal #5 (Community Park & Shared Use Path review)		
Parks & Recreation Committee seeks Committee and public input	On going	On going
Place on the Parks Committee agenda with an action plan of discussion	July 09	On going
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

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, Aquatics Manager, Senior Administrative Assistant, Program Specialist and Program Coordinator, Administrative Receptionist, Lifeguards, Trades Worker, 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 City staff 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

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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 of goals and objectives.
- **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** – Administrative staff coordinates with the Finance Department for the collection of fees for facility use and program participation.
- **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. The Senior Administrative Assistant prepares and enters employee payroll information into HTE, the City's computer system, and completes all required documentation.
- **Volunteer Program** – Senior Administrative Assistant oversees volunteer program and determines needs and opportunities through staff input.
- **Reports and Statistics** – Administrative staff prepares and maintains databases, statistics, and records.
- **Records Coordination** – The Senior Administrative Assistant serves as the Records Coordinator for the department.
- **Maintaining Appropriate Certification** - Staff is required to obtain and maintain all required certifications.
- **Certifications** - The Aquatics 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 Aquatics 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 Trades Worker 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. 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

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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.
- **Supervision of Employees** – Administrative staff supervises the work of employees assigned to them.
- **Evaluation of Employees** – Administrative staff evaluates personnel, volunteers, and contractual employees.
- **Assists In Disciplinary Problems** – Administrative staff administers disciplinary procedures pursuant to the City of Sanibel’s Personnel Rules and Regulations 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. Staff must be proactive in the marketing and planning of all recreational programming.
- **Scheduling Facility Use And Permitting** – Administrative staff schedules and issues permits for all facilities, makes long-range plans for use.
- **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

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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 Maintenance Staff** - 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.

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- **Emergency Preparedness** – Aquatics Manager designs, implements and revises Recreation Department's Emergency Action Plan.
- **Facility And Programming Safety** – Aquatics staff provides program supervision and evaluates facility for safety and usability.
- **Aid In The Rescue Of Patrons** – Aquatics 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** – Aquatics staff maintains scheduled inventory of necessary equipment and supplies.
- **Purchase Of Chemical Supplies** – Aquatics staff monitors chemical supplies and makes purchases when necessary.
- **Purchase Of First Aid, AED And Training Supplies** - Aquatics 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** – Aquatics 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

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are available to run youth programs.

- **Reports** – Program Specialist prepares all requested reports, and initiates reports deemed necessary for tracking history, current numbers and operational statistics.

RECREATION DEPARTMENT ATHLETICS – OPERATIONAL RESPONSIBILITIES

- **Scheduling** – Program Coordinator works closely with the Lee County School District on the scheduling of facilities and cooperative program opportunities.
- **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. 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** – Trades Worker 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.

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- **Schedule Contractors** – Under the direction of the Recreation Director, Facility Maintenance Supervisor or designee, the Trades Worker and Service Worker schedule contractors for repair work as needed.
- **Grounds Maintenance** – Trades Worker and Service Worker maintain grounds, mow lawns, prune shrubs, and collect trash.
- **Field Maintenance** – Trades Worker and Service Worker mow ball fields
- **Infield Preparation** – Trades Worker and Service Worker drag infields; paint base lines; routinely check athletic lights; clean debris from facility surfaces; make necessary repairs, when possible.
- **Facility Safety** – Trades Worker and Service Worker inspect facilities for playability, safety and use.
- **Public Access** – Trades Worker and Service Worker build decks, walkways, railings, and other structures for ADA compliant public access.

RECREATION DEPARTMENT FRONT DESK - OPERATIONAL RESPONSIBILITIES

- **Front Desk Staff** – The Front Desk staff includes Senior Administrative Assistant, Administrative Receptionists and Recreation Aides
- **Supervision** – The Senior Administrative Assistant supervises and evaluates the Administrative Receptionists and Recreation Aides assigned to the Front Desk.
- **Clerical Duties** – Front Desk staff performs a variety of highly skilled clerical duties.
- **Membership, Activities, Merchandise and Facility Rentals** – Front Desk Staff sells and processes all accounts receivable 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 in-house methods in order to stay current with various software programs.
- **Facility Safety** – Front Desk Staff evaluates facility for safety, monitors security cameras and observes activities in the weight room.
- **Schedules activities and facility usage** - Front Desk Staff enters data regarding facility rentals and activities into RecTrac.
- **Promotion Material** - Front Desk Staff prepares a variety of facility and department promotional material for distribution.
- **Compiles data for special projects** – Front Desk Staff enters data regarding new activities into RecTrac,

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- **Public Inquiries** - Front Desk Staff answers public inquiries, screens vendors/service providers, assists public with information regarding membership, activities, facility rentals and special events.
- **Public Information** – Front Desk Staff maintains positive public relations and community-wide interrelationships.

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 provides appropriate information and referrals to seniors for their special needs such as social, psychological, financial or other.

Recreation Department accomplishments during Fiscal Year 2009 include:

- Fifteen new programs started at the Recreation Center with revenue exceeding budget by \$343,000.00 year to date.
- Expanded cardio equipment in the weight room.
- Shade Cover at Community Park.

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- Staff memberships in various organizations related to recreation field.
- Senior Fitness class participation increased.
- Senior Program menu of activities increased and now includes monthly exploring Florida daytrips, Wii training and bowling leagues, safe steps workshop, sudoku 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 established to benefit recreation financial assistance program.
- 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. New After-School program established for 7th & 8th grade students.
- 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 AFAA Group Fitness 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.
- Increased teen use of new facility.
- Volunteer Program expanded.
- New Aquatics programs include 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 Swim Team and Masters Swim Programs at the new Recreation Facility.

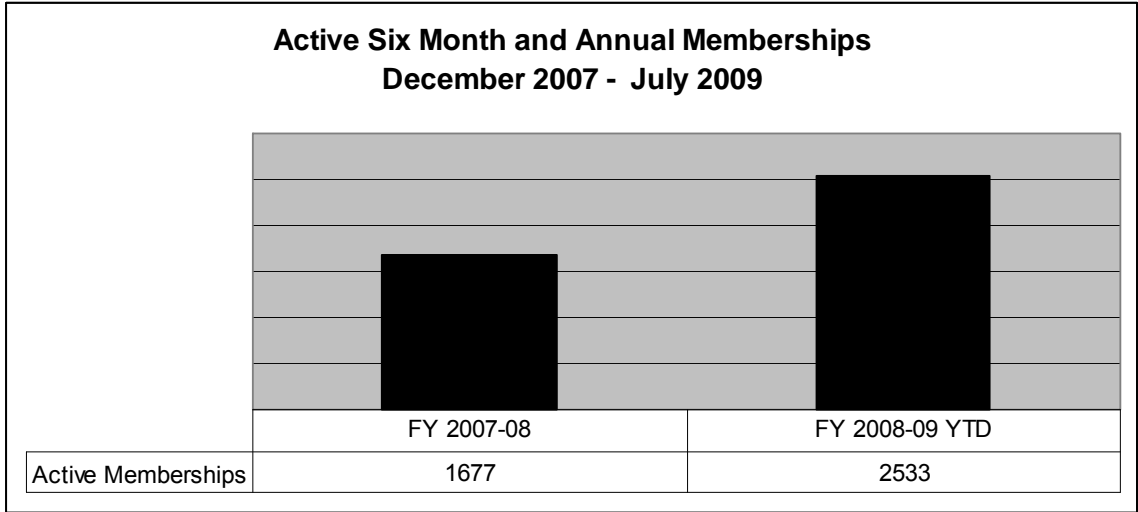
Suggestions on How to Serve the Residents Better:

- Increase number of recreational opportunities that encourage lifelong learning and enrichment.
- Create unique opportunities for special populations, including home school, special needs, teens and seniors.
- Enhance community spirit through special events.
- Make programs more available to the public.

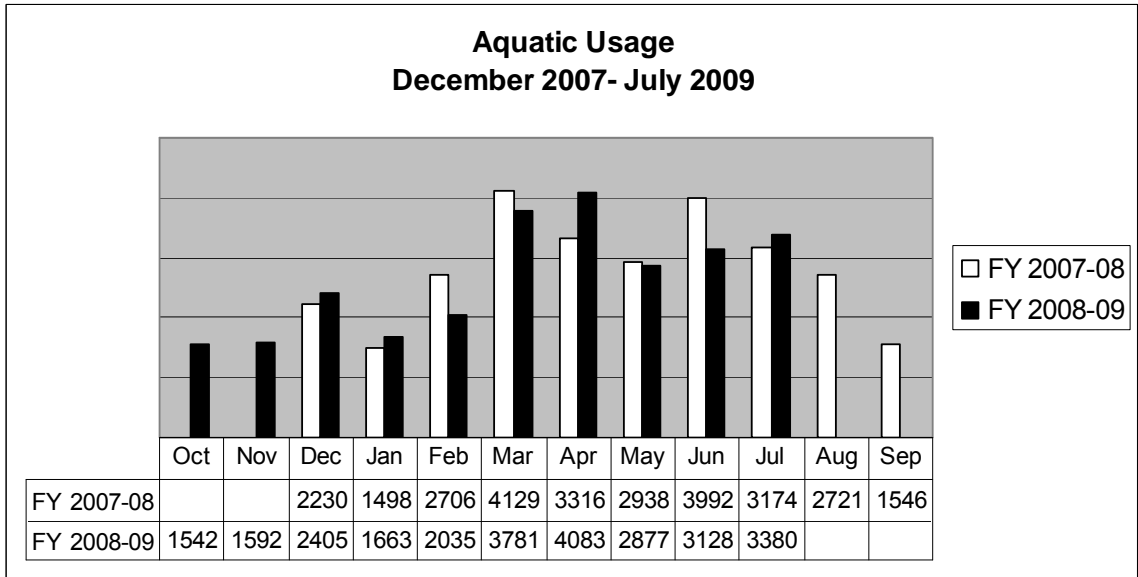
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RECREATION CENTER AND SENIOR PROGRAM

A. Active Six Month and Annual Memberships

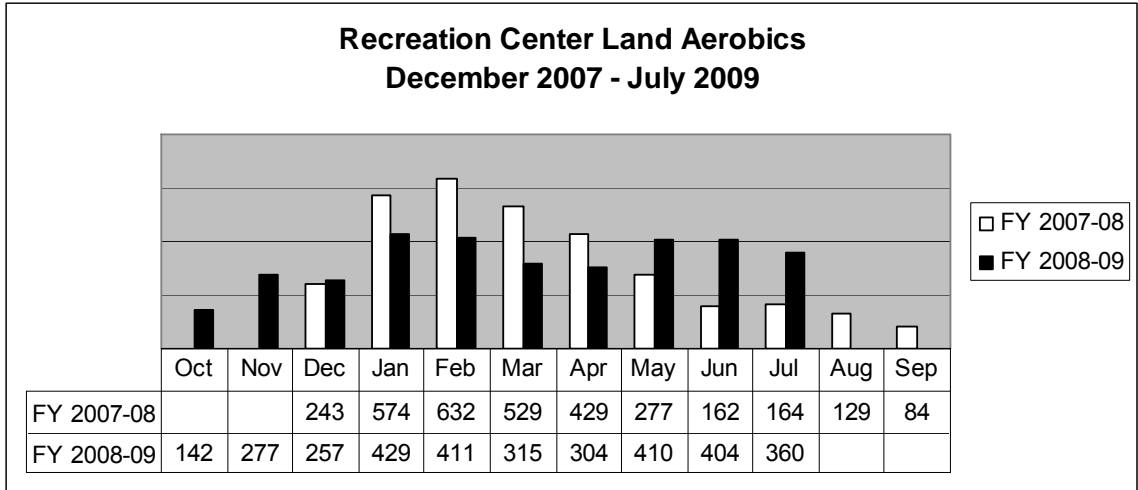


B. Aquatic Usage

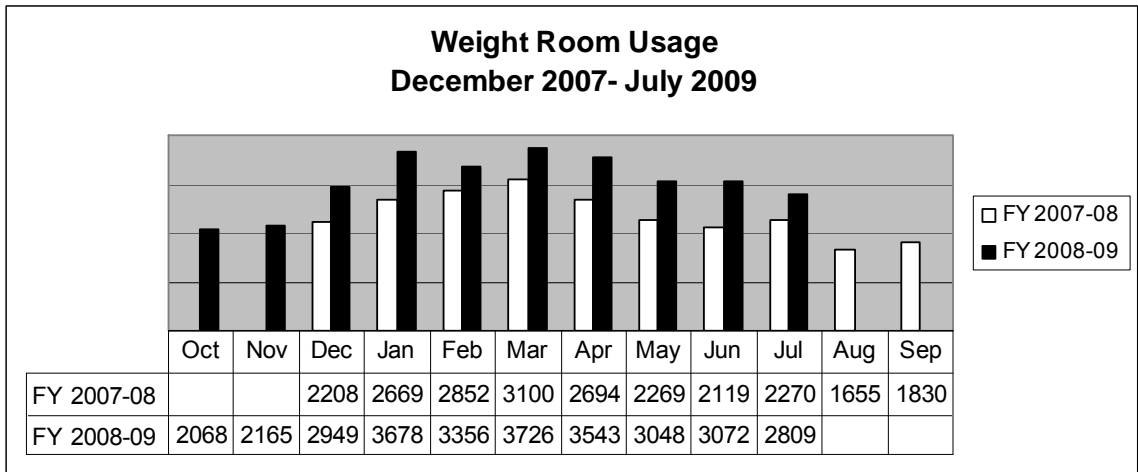


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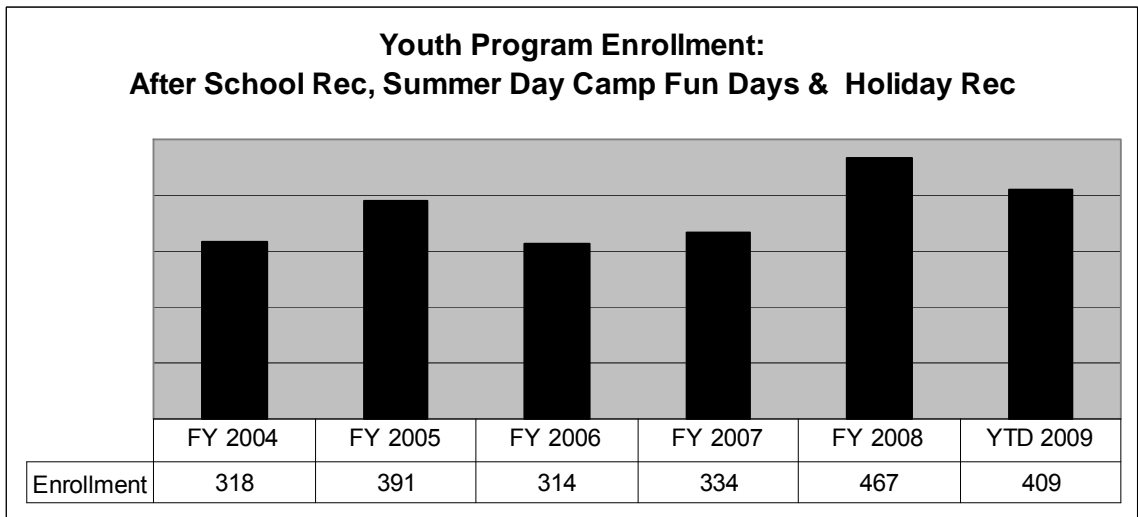
C. Recreation Center Land Aerobics



D. Weight Room Usage:



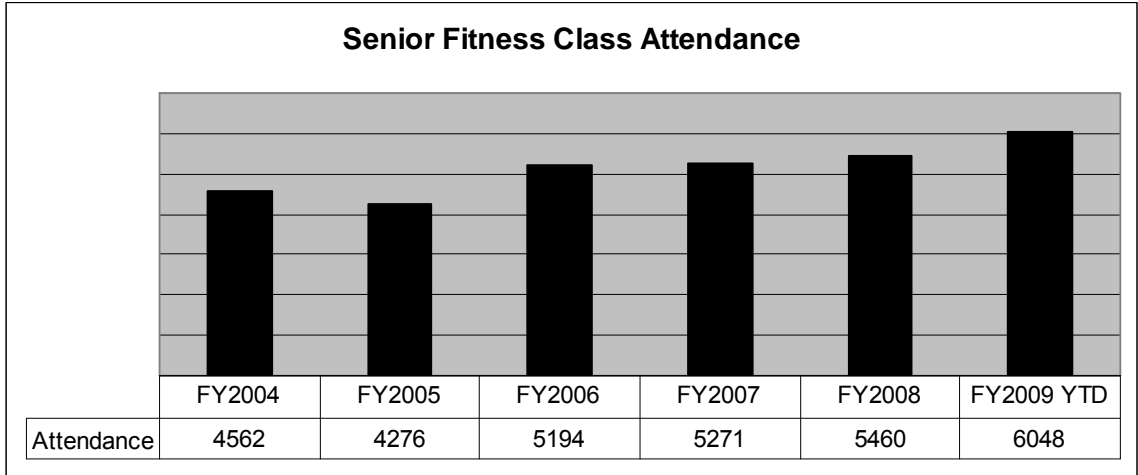
E. Youth Program Enrollment



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

A. Senior Fitness Class Attendance



B. Island Senior Members

