

ENGINEERING

Mission Statement

To ensure the public safety by providing high quality engineering services through traffic control, transportation and right-of-way management; compliance to design and construction standards.

Description of Operations

The Engineering Department/City Engineer is responsible for regulating everything that is located within the City right-of-way. A right-of-way is a strip of land acquired by reservation, dedication or condemnation. The right-of-way is intended for public uses such as roads, utilities (both public and private), clear zones for traffic safety, sidewalks, bicycle lanes and trails, drainage facilities, lighting, signage and access between property and the roadway system.

The Engineering Department is comprised of four individual "cost center" teams: Administration, Transportation, Construction Inspection/Administration and Design.

The Administration Team provides leadership, direction and support to all Engineering Department activities through switchboard and reception, clerical assistance, record management, human resources related activities, visual display materials, coordination of meetings and dissemination of information related to projects and services, processing of all departmental expenditures, preparation and maintenance of the Engineering Department budget, and preparation of City Commission agenda related materials. This team is also responsible for the maintenance and processing of all paperwork necessary to collect revenues from various local, state and federal agencies for construction projects and/or interlocal agreements, as well as applying for grants and disaster assistance, along with analysis of operating and capital projects, and the processing of all related expenditures.

The Transportation Team plans and develops projects prior to being incorporated into the City's Capital Improvement Program (CIP), a program which is developed through the City's Finance Department and approved by the City Commission that includes all City projects that are scheduled for construction in the next 10 years. The Transportation team also measures the impact of proposed developments throughout the City by reviewing and determining if a project is de minimus or if a traffic study is required. Review of transportation concurrency and traffic circulation reports for compliance with the applicable criteria of the City Code; design of City infrastructure related to transportation improvements on roadways; implement, operate and maintain the City's computerized multi-arterial traffic signal system; maintain and operate the City's traffic count program; and investigate the feasibility of installing traffic signs and pavement markings so the general public has a safe, efficient flow, and convenient transportation system on City maintained roadways are functions of this team.

Traffic Calming is a part of the Transportation Team and is defined as the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street use. There is a process established for the "Traffic Calming Program" and as a result of that process a traffic calming plan may be approved and subsequently the project will be designed, bid and constructed.

The Construction Inspection/Administration Team is responsible for permitting (utilities, sidewalk cafes, valet parking, encroachments, driveways, right-of-way use and newsracks), inspection, planning, design and monitoring of the various uses of the right-of-way. This team also provides full time construction inspection during Engineering Department initiated construction projects and for other departments when necessary. This includes coordination with the public, other City departments and utilities during the construction project, evaluation of pay requests, field directives, and change orders when necessary and final project acceptance.

The Design Team provides well planned, City Code compliant infrastructure improvement projects through timely and concise design (accomplished internally or externally) and development plan review (public and private development projects) for code compliance. To help facilitate the project design, the Engineering Department has developed and maintained the Engineering Design Criteria Manual (EDCM) for use on all design projects, both public and private, within the City Limits. This team includes the design of projects with in-house staff, as well as the selection process to hire engineering consultants, perform contract negotiations and management of the consultant through the design process.

ENGINEERING

Department Expenditures by Cost Center

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
028621 ADMINISTRATION	176,679	252,357	267,622	0	267,622
028622 TRANSPORTATION	291,851	336,075	351,279	0	351,279
028623 CONSTRUCTION INSPECTION/ADMINIS'	263,925	280,313	300,070	0	300,070
028624 DESIGN	329,244	333,491	348,219	0	348,219
Totals	\$1,061,699	\$1,202,236	\$1,267,190	\$0	\$1,267,190

Department Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	978,029	1,060,947	1,131,899	0	1,131,899
Non Personal Expenditures	68,127	131,289	135,291	0	135,291
Capital Expenditures	15,543	10,000	0	0	0
Totals	\$1,061,699	\$1,202,236	\$1,267,190	\$0	\$1,267,190

Personnel Summary

Actual Positions	19.00	19.00	0.00	19.00
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
LICENSES & PERMITS	98,715	247,340	138,665	0	138,665
INTERGOVERNMENTAL	62,392	64,214	72,815	0	72,815
CHARGES FOR SERVICES	2,202	2,412	2,114	0	2,114
OTHER MISCELLANEOUS REVENUES	1,612	0	0	0	0
INTRAGOVERNMENTAL SERVICES	133,226	137,175	208,246	0	208,246
Totals	\$298,147	\$451,141	\$421,840	\$0	\$421,840

ENGINEERING ADMINISTRATION

Mission Statement

To provide the highest level of support to all "Teams", customers and constituents through leadership, financial responsibility and high quality customer service.

Description of Operations

The Administration Team "cost center" provides leadership, direction and support to all Engineering Department activities.

This Team is responsible for the preparation and maintenance of the Engineering Department's budget, as well as all accounting related activities; i.e., purchase orders, expenditure vouchers, invoicing, travel arrangements, analysis of operation and capital improvement projects.

This Team maintains and processes paperwork necessary in collecting revenues from various Local, State and Federal agencies for construction projects, disaster relief and inter-local agreements.

This Team prepares the project specification manual for all departmental construction projects; as well as conducting, scheduling and transcription of pre-bid and pre-construction meeting minutes. This Team works closely with General Services (Purchasing Department) to ensure that all requirements have been met, prior to the contractor being issued a "Notice to Proceed" for commencement of work.

This Team provides support through switchboard and reception, management of all incoming and outgoing correspondence, preparation and submittal of all City Commission agenda items, visual display materials, coordination of meetings and dissemination of information related to departmental projects and services.

All Engineering Department employee related activities are maintained by this Team. These activities consist of supervision, preparation and processing of employee evaluations, payroll, recruitment and disciplinary action.

Strategic Concern - Natural Environment

Strategy

Improve Inlet and Beach Management

<u>Task</u>	<u>Current Funding</u>	<u>Fiscal Year Completed</u>	<u>Funds Required</u>
Coordinate nourishment and inlet management initiatives among agencies. Status - Continuous meetings with; U.S. Army Corps of Engineers; Florida's Department of Environmental Protection; Sarasota County staff, Coastal Advisory Council and Tourist Development Council; Town of Longboat Key.	Yes	2009	\$0
Maintain Lido Beach Status - Pursuing Federal Funding Assistance with the assistance of Marlowe & Company.	No	2009	\$12,000,000
Work toward continued maintenance of Big Pass and New Pass. Status - Initiating communications with USACOE and Sarasota County.	No	2009	\$3,000,000
Protect the Bay during dredging activities. Status - Bay protection was provided in past Beach Renourishment Projects and will be provided in future projects.	Yes	2007	\$0

Indicator

Increase in community satisfaction with re-nourishment activities and inlet stability.

Status

On-going geotechnical and marine turtle monitoring.

ENGINEERING ADMINISTRATION

Description	Unit	FY2002	FY2003	FY2004	FY2005
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Output Measure

Meetings to pursue Federal Appropriations	Number	n/a	n/a	n/a	18
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Strategic Concern - Aesthetics

Strategy

Develop Aesthetic Design Standards

Task	Current Funding	Fiscal Year Completed	Funds Required
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Establish standards for public signage.	No	2009	\$200,000
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Status - Waiting for a prerequisite public input and conceptual sign development and way-finding project.

Indicator

Positive public feedback.

Status

Waiting for prerequisite public input and conceptual sign development and way-finding project.

Description	Unit	FY2002	FY2003	FY2004	FY2005
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Effectiveness Measure

Approval of aesthetic design standards	Percent	n/a	n/a	n/a	100
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Strategic Concern - Neighborhood Planning

Strategy

Street Identification

Task	Current Funding	Fiscal Year Completed	Funds Required
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Inventory and prioritize needs.	Yes	2005	\$0
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Status - Basic work has been initiated. Engineering Design Criteria Manual (EDCM) has identified this.

Indicator

All streets identified by consistent signage.

Status

Work has been initiated.

Description	Unit	FY2002	FY2003	FY2004	FY2005
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Effectiveness Measure

Approval of standardized city-wide street name signs	Percent	n/a	n/a	n/a	100
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Strategic Concern - Recognizing the Needs of the Barrier Islands

Strategy

Improve Infrastructure

Task	Current Funding	Fiscal Year Completed	Funds Required
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Re-evaluate LOS.	No	2008	\$500,000
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Status - City Commission approved pursuing TCEA modification in Downtown.

Indicator

Current and desired level of services defined.

Status

City Commission approved pursuing TCEA modification in the Downtown and City Commission will be asked to approve TCMA for the Newtown Area. Within two years the study is to be accepted and approved by the City Commission.

ENGINEERING ADMINISTRATION

Description	Unit	FY2002	FY2003	FY2004	FY2005
Efficiency Measure					
Consultant study funded	Dollars	n/a	n/a	n/a	\$500,000

Strategic Concern - Gateway Master Planning

Strategy

Place Welcome/Wayfinding Signs

Task	Current Funding	Fiscal Year Completed	Funds Required
Determine funding levels as needed. Status - Planning Department is issuing an RFP.	No	2006	\$50,000

<u>Indicator</u>	<u>Status</u>
Implementation plan completed within time and budget.	Planning Department will be issuing an RFP.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Efficiency Measure					
Implementation plan funded	Dollars	n/a	n/a	n/a	\$25,000

Strategic Concern - Operational Focus

Strategy

To monitor and maintain the department budget and to provide quality customer service.

Task

To provide leadership, to be a financially responsible department by monitoring and maintaining the department budget, and provide high quality customer service.

To accomplish customer satisfaction by providing "quality customer service" in responding to customers concerns/requests within one (1) week of original request .

To prepare and monitor reimbursement requests to Sarasota County, Florida Department of Transportation and Florida Department of Environmental Protection, per their individual project agreements, and follow-up the reimbursement request every thirty (30) days until payment is received.

To provide efficient fiscal oversight and analysis of operating and capital projects, and processing of related expenditures on a weekly basis.

To prepare, monitor and collect reimbursements from Sarasota County (Tourist Development Funds, Transportation Impact Fees and Stormwater Fees), Florida Department of Transportation (17th Street, Lido Beach Monitoring, Siesta Drive Drainage Project and Bayfront Multi-Use Recreational Trail) and follow-up to ensure payments are received within thirty (30) days of invoice.

ENGINEERING ADMINISTRATION

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
PO's/EV's and invoices processed	Number	748	574	680	700
Incoming/outgoing correspondence proc'd	Number	10,754	11,354	17,800	21,300
Telephone calls/walk-in traffic	Number	5,868	9,453	12,866	15,400
Grant reimbursement requests processed	Number	5	2	2	2
Reimbursements rcv'd from SRQ County	Dollars	n/a	\$226,101	\$443,626	\$125,815
Reimbursement rcv'd from FDOT (State)	Dollars	n/a	\$45,790	\$95,352	\$66,000
Effectiveness Measure					
PO/EV/invoices processed within 1 wk.	Percent	90	90	90	90
Customer request response time in 1 wk.	Percent	90	92	92	92
Grant reimb. request received in 90 days	Percent	75	75	60	60
County reimbursements rcv'd w/in 30 days	Percent	n/a	90	70	70
State reimbursements rcv'd w/in 30 days	Percent	n/a	50	50	50
Efficiency Measure					
Cost per PO/EV/Invoice	Dollars	\$1.90	\$2.64	\$1.61	\$1.67
Cost per correspondence	Dollars	\$1.30	\$0.73	\$0.85	\$0.88
Cost per customer service	Dollars	\$0.25	\$0.70	\$0.68	\$0.70
Cost per \$100,000 Grant reimbursement	Dollars	\$147.38	\$171.34	\$113.03	\$116.99
Costs assoc. to receive County reimb.	Dollars	n/a	\$319.82	\$423.36	\$350.00
Costs assoc. to receive FDOT reimb.	Dollars	n/a	\$21.74	\$15.12	\$14.90

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	135,560	156,898	167,671	0	167,671
Non Personal Expenditures	37,528	95,459	99,951	0	99,951
Capital Expenditures	3,591	0	0	0	0
Totals	\$176,679	\$252,357	\$267,622	\$0	\$267,622

Personnel Summary

Actual Positions	2.50	2.50	0.00	2.50
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
CHARGES FOR SERVICES	2,202	2,412	2,114	0	2,114
OTHER MISCELLANEOUS REVENUES	1,612	0	0	0	0
INTRAGOVERNMENTAL SERVICES	0	60,000	40,110	0	40,110
Totals	\$3,814	\$62,412	\$42,224	\$0	\$42,224

ENGINEERING TRANSPORTATION

Mission Statement

To provide a safe, convenient and efficient transportation system with a level-of-service that sustains the City's natural, aesthetic, social and economic resources, and to minimize traffic intrusion on the City's neighborhood streets.

Description of Operations

The Transportation Team plans and develops transportation related projects prior to being incorporated into the City's Capital Improvement Program (CIP), a program which is packaged by the City's Finance Department and approved by the City Commission that includes all City projects that are funded and scheduled for construction in the next 10 years.

In addition, this "cost center" Team measures the impact of developments throughout the City by reviewing and determining if a project is de minimis or if a traffic study is required; reviewing of transportation concurrency and traffic circulation reports for compliance with the applicable criteria of the City Code; designing of City infrastructure related to transportation improvements on roadways; implementing, operating and maintaining the City's computerized multi-arterial traffic control system; maintaining and operating the City's traffic count program, and; investigating the feasibility of installing traffic control signs and pavement markings so the general public has a safe, efficient flow and convenient transportation system.

In 1985, the Florida Legislature enacted comprehensive growth management legislation to manage the growth and protect the state's straining infrastructure. The most potent component of this growth management act was a concept called "Concurrency" (Section 163.3180, Florida Statutes). It required that transportation facilities needed to serve new development be in place or under construction no more than three years after issuance of a development order.

A "de minimis" impact is an impact that would not affect more than 1 percent (1%) of the maximum volume at the adopted level of service of the affected transportation facilities as determined by the City, utilizing the most recent table of the generalized two-way peak hour volumes in the Florida Department of Transportation (FDOT), Level of Service Handbook. The Transportation Team ensures that no development approvals are issued that would degrade the Level of Service (LOS) conditions on roads below adopted standards. The City's adopted LOS standards are part of the City's comprehensive plan, Sarasota City Plan (1998).

Traffic Calming is defined as a combination of physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street use. The process for a Traffic Calming Program is as follows: (1) Neighborhood Association or citizen submits a petition to the City Engineer. (2) The formation of a Neighborhood Traffic Calming Task Force. (3) The traffic study area is determined. (4) The Engineering Department conducts a traffic study. (5) The Engineering Department presents traffic study results to the Neighborhood Task Force and together develops a Traffic Calming Master Plan. (6) The Task Force, together with the Engineering Department, holds an open house for the neighborhood to review the Traffic Calming Master Plan. (7) The Engineering Department, together with the Task Force, makes a recommendation to the City Commission for approval of the Traffic Calming Master Plan. (8) A public hearing is held and the City Commission approves or disapproves the Traffic Calming Master Plan. If the Plan is approved, the project goes to bid and construction of physical measures is implemented. (9) A follow-up traffic study is conducted by the Engineering Department to determine the effectiveness of the measures implemented.

Strategic Concern - Transportation Innovation and Collaboration

Strategy

Pursue Broad-Based Multi-Modal Programs

Task	Current Funding	Fiscal Year Completed	Funds Required
Hold public open houses for comment on implementation Status - As study is initiated, public meetings will be taking place.	Yes	2004	\$0
Identify the number of users and the need for programs. Status - Limited additional effort done on the Downtown Mobility Study.	No	2009	\$500,000
Joint effort with County/MPO (coordinate with adjacent plans). Status - MPO has initiated some effort.	No	2006	\$50,000
Improve and implement the Downtown Mobility Study.	No	2025	\$52,000,000

ENGINEERING TRANSPORTATION

Task	Current Funding	Fiscal Year Completed	Funds Required
Status - City Commission has approved the study, and the first phase of the project is being implemented.			

<u>Indicator</u>	<u>Status</u>
Increase in membership in bicycle clubs and in bike usage.	City's Bicycle/Pedestrian Coordination group liaison to work with Sarasota County and MPO to encourage use of alternate forms of transportation.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Open houses conducted	Number	n/a	n/a	n/a	3

Strategic Concern - Transportation Innovation and Collaboration

Strategy

Improve Traffic Congestion Management

Task	Current Funding	Fiscal Year Completed	Funds Required
Approve and implement the Downtown Mobility Study. Status - City Commission approved this study. First project will be done this summer.	No	2024	\$52,000,000
Coordinate with MPO/County/FDOT and combine for greater effectiveness. Status - MPO has initiated some effort.	No	2006	\$50,000
Develop acceptable level of congestion, TCEA alternatives. Status - City Commission approved pursuing TCEA modifications in the Downtown and City Commission will be asked to approved TCMA for the Newtown area.	No	2009	\$500,000
Assist in implementing MPO's Public Transportation Systems Analysis study. Status - MPO has initiated some effort.	No	2006	\$50,000
Employ flexible work schedules to reduce traffic at current peak hours. Status - Engineering Department has currently initiated a pilot project utilizing the County's Commuter Assistant Program (CAP).	Yes	2006	\$0
Intelligent transportation system implementation. Status - The MPO Board approved the the regional traffic management center for both Counties (Sarasota/Manatee). The MPO Board authorized FDOT to proceed with the design of the regional traffic management center which will include the City of Sarasota.	No	2010	\$5,500,000

<u>Indicator</u>	<u>Status</u>
Reduced traffic counts.	Study approved by City Commission.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Effectiveness Measure					
Approval of acceptable congestion level	Percent	n/a	n/a	n/a	100

Strategic Concern - Transportation Innovation and Collaboration

Strategy

Expand Walking, Bicycling and Public Transportation

ENGINEERING TRANSPORTATION

Task	Current Funding	Fiscal Year Completed	Funds Required
Assist with MPO's Public Transportation Systems Analysis plan. Status - MPO has initiated some effort.	No	2006	\$50,000
Educate and publicize transit opportunities. Status - Initiated preliminary effort with brochures, etc. but will need to work continuously with Public Information Officer.	Yes	2009	\$0
Implement existing pathway plans. Status - Several sidewalk and bike projects are underway.	No	2013	\$2,000,000
Investigate and report on a downtown-barrier island people mover system. Status - Currently, a people mover system exists through the Sarasota County Area Transit (SCAT). In addition, the City will have the West Multi-Use Recreational Trail (West MURT) in place. The West MURT design phase will begin in October, 2004.	No	2010	\$1,000,000
Develop viable downtown trolley or other light transit system. Status - A developer transit fee is under investigation as part of the "Downtown Residential Overlay District". The City Attorney's office is working on an ordinance which will determine if this fund can support both infrastructure and operation.	No	2010	\$0
Evaluate networks during EAR process. Status - The first phase is evaluating the EAR process and a more detailed analysis will be done as part of the City-wide Transportation Master Plan.	No	2006	\$500,000

<u>Indicator</u>	<u>Status</u>				
Meeting project deadlines and schedules.	Construction is pursuant to the CIP.				
Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Open houses conducted	Number	n/a	n/a	n/a	2
Linear feet of construction	Number	n/a	n/a	n/a	1,000

Strategic Concern - Natural Environment

Strategy

Improve Air and Water Quality

Task	Current Funding	Fiscal Year Completed	Funds Required
Implement Downtown Mobility Study. Status - City Commission just approved this study. The first project will be done this summer.	No	2024	\$52,000,000

<u>Indicator</u>	<u>Status</u>				
Identifiable increase in alternative transportation use.	Basic work has been initiated. To increase ridership in Public Transit.				
Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Individuals participating in County's CAP Program	Number	n/a	n/a	n/a	25

Strategic Concern - Operational Focus

ENGINEERING TRANSPORTATION

Strategy

To plan and design roadways as a safe place for people and manage the City's transportation system to provide healthy neighborhoods.

Task

Review the "Required Transportation Concurrency Information" application for determination of de minimis or if traffic study is required, 90% on time.

Conduct traffic concurrency and traffic circulation studies, 90% on time.

Monitor the traffic signal timing and respond 90% on time to requests.

Investigate the feasibility of installing traffic signs and pavement marking based on requests, 95% on time.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Concurrency/traffic studies conducted	Number	135	73	118	129
Traffic signal timing software mgmt.	Number	500	565	554	550
Sign requests	Number	88	95	114	125
Pavement marking requests	Number	18	22	32	38
Effectiveness Measure					
Traffic studies completed w/i Agmt. Guid	Percent	90	85	85	85
Traffic signal timing inq. resolved 1wk.	Percent	90	92	94	94
Requests for signage - perf. in 2 wks.	Percent	85	85	90	90
Req. for pavement markings - perf. 2 wks	Percent	50	50	52	52
Efficiency Measure					
Cost per traffic concurrency & study	Dollars	\$46.32	\$74.46	\$76.15	\$78.82
Cost per software mgmt./signal timing	Dollars	\$25.26	\$5.19	\$6.08	\$6.29
Cost per signage request	Dollars	\$43.26	\$47.19	\$32.16	\$33.29
Cost per pavement marking request	Dollars	\$22.81	\$38.99	\$29.22	\$30.24

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	267,014	299,389	324,088	0	324,088
Non Personal Expenditures	18,931	26,686	27,191	0	27,191
Capital Expenditures	5,906	10,000	0	0	0
Totals	\$291,851	\$336,075	\$351,279	\$0	\$351,279

Personnel Summary

Actual Positions	5.75	5.75	0.00	5.75
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
INTRAGOVERNMENTAL SERVICES	77,175	77,175	168,136	0	168,136
Totals	\$77,175	\$77,175	\$168,136	\$0	\$168,136

ENGINEERING

CONSTRUCTION INSPECTION/ADMINISTRATION

Mission Statement

To ensure that the City is a safe place for people through proper administration of construction contracts, inspection of City and private construction projects, with monitoring of use of the rights-of-way through permitting and verification for compliance with City regulations.

Description of Operations

The City Engineer regulates the use of the City right-of-way. This responsibility includes permitting, inspection, planning, design and monitoring of the various uses of the right-of-way. A right-of-way is a strip of land acquired by reservation, dedication or condemnation. This right-of-way is intended for public uses such as roads, utilities, (both public and private) clear zones for traffic safety, sidewalks and pathways, bicycle lanes and trails, drainage facilities, signage and access between property and the roadway system.

Construction Inspection - This "cost center" Team also provides full time construction inspection during Engineering Department initiated construction projects and for other departments when necessary. This includes coordination with the public, other City departments and utilities during the construction project, evaluation of pay requests, field directives, and change orders when necessary and final project acceptance.

As an element of overseeing the activities within the right-of-way, the Engineering Department is responsible for the oversight of construction of new facilities, the reconstruction of existing facilities as well as the construction of projects proposed by other City Departments, private developers and homeowners within the City right-of-way or their access to the right-of-way. This Team is responsible for permitting and inspection of all activities within the public right-of way. Permits issued by and inspected for compliance by this "cost center" Team are:

Sidewalk Café Permits - Due mainly to our beautiful climate, many local restaurants enjoy offering their guests the option of sitting outside while dining. To ensure that the dining establishment has addressed all comfort and safety measures, and since many times the Café will utilize public right-of-way, the City requires that a Sidewalk Café Permit be obtained. Note these are different from "Outdoor Restaurants", which are on private property and administered by the Building, Zoning and Code Enforcement Department.

Valet Parking Permits - Valet Parking Permits are requested by area businesses, including restaurants and theaters, for the convenience and benefit of their guests if they intend to use the right-of-way. Please note that valet parking must be available to the general public and not limited to patrons of the sponsoring business (unless they provide more than 20 storage spaces on private property).

Encroachment Permits - Encroachment permits are required when an object has been placed in any right-of-way within the City.

Driveway Permits - When a development or homeowner wishes to provide vehicular access from their property to the City roadway system, they must apply for a driveway permit and construct this access in accordance with the Engineering Design Criteria Manual (EDCM). This Manual provides engineering guidelines for work done within the City Limits.

Right-of-way Use Permits - Any other activity performed within the right-of-way, other than that already noted above is undertaken, a right-of-way use permit is required. This work may consist of activities such as work by a franchised utility (telephone, electric power, cable, gas, etc), work by a public utility (water and sewer) and infrastructure projects (streets, sidewalk, curb and gutter, etc).

Newsrack Permits - Newsracks are a typical part of any downtown street (local, regional or national newspaper, or information on area homes for sale). Printed media industry desires to have newsracks placed at heavily traveled locations throughout the City. Due to the high demand for newsracks, the desire to maintain the beauty of our streets, and the need to protect our residents and visitors, the City of Sarasota has devised a set of standards to which all those wishing to place, fill, and maintain newsracks must adhere per City Code 30-130.

Strategic Concern - Fiscal Responsibility

Strategy

Develop New Revenue Sources

ENGINEERING

CONSTRUCTION INSPECTION/ADMINISTRATION

Task	Current Funding	Fiscal Year Completed	Funds Required
Maximize transportation impact fees revenues. Status - Initial investigative work has been performed. Significant legal services would be required.	Yes	2008	\$0

Strategic Concern - Operational Focus

Strategy

To permit and inspect projects under construction to ensure that the City is a safe place for people and to further ensure compliance with City regulations and maintain visual appeal of the City by frequent monitoring of the right-of-way.

Task

To provide consistent and frequent monitoring of the right-of-way for permit compliance on a weekly basis.
Construct 80% of projects on time.
Construct 85% of projects within budget.
Issue 90% of permits on time.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Right-of-way inspections performed	Number	310	470	676	811
Projects constructed	Number	5	8	6	6
Permits issued	Number	552	700	714	728
Effectiveness Measure					
Right-of-way inspections performed	Percent	91	92	93	93
Projects completed on time	Percent	80	80	80	80
Projects completed within budget	Percent	85	85	85	85
Permits issued on schedule	Percent	90	92	92	92
Efficiency Measure					
Cost per right-of-way inspection	Dollars	\$16.87	\$14.20	\$11.86	\$12.28
Cost per permit issued	Dollars	\$11.78	\$22.52	\$16.38	\$16.95
In-house construction cost (% of const.)	Percent	23	22	20	20

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	262,751	277,373	298,225	0	298,225
Non Personal Expenditures	1,174	2,940	1,845	0	1,845
Totals	\$263,925	\$280,313	\$300,070	\$0	\$300,070

Personnel Summary

Actual Positions	5.05	5.05	0.00	5.05
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
LICENSES & PERMITS	60,504	230,840	107,165	0	107,165
Totals	\$60,504	\$230,840	\$107,165	\$0	\$107,165

ENGINEERING DESIGN

Mission Statement

To ensure that the City is a safe place for people through the planning, design and awarding of construction contracts, as well as reviewing other City and private commercial projects to verify all City regulations are met.

Description of Operations

The City Engineer regulates the use of the City right-of-way. This responsibility includes permitting, inspection, planning, design and monitoring of the various uses of the right-of-way. A right-of-way is a strip of land acquired by reservation, dedication or condemnation. This right-of-way is intended for public uses such as roads, utilities, (both public and private) clear zones for traffic safety, sidewalks and pathways, bicycle lanes and trails, drainage facilities, signage and access between property and the roadway system.

As an element of regulating the activities within the right-of-way, the Engineering Department is responsible for the design of new facilities, the design for reconstruction of existing facilities as well as review of projects proposed by other City Departments and private developers within the City right-of-way or their access to the right-of-way.

The Design "cost center" Team endeavors to provide well planned, City Code compliant infrastructure improvement projects through timely concise design (accomplished internally or externally) and Code compliant development plan review (public and private development projects). To help facilitate the project design, the Engineering Department also has developed and maintains the Engineering Design Criteria Manual (EDCM) for use on all design projects, both public and private, within the City Limits.

Planning and Preliminary Design

Efforts toward proper project planning require extensive involvement with neighborhood representatives, and expenditures of a considerable amount of staff time in providing field locations required for both planning and construction determinations. Planning and review of proposed projects by this Team are prerequisite to creating project design internally or to negotiating to have the design contractually accomplished. Also the determination of the required right-of-way for a project is done during the preliminary design phase.

Final Design

After the completion of the preliminary planning and design, this Team is responsible for the project layout, final project design, construction drawings, project specification and permitting. This can be done with in-house forces or through a consultant. This final design phase work effort includes obtaining the required permits, acquiring the necessary right-of-way, and completing the construction drawings and project specifications. Also included, is the evaluation of projects undertaken by private developers as well as other City Departments for compliance with the City of Sarasota Engineering Design Criteria Manual (EDCM).

Bidding and Award of Construction

Once the design and specifications are complete, the project goes out for public bidding through the City's General Services Department (Purchasing Division). This Team coordinates this work with the Purchasing Division, and jointly holds the pre-bid meeting, prepares any required addenda and recommends award of the construction contract.

Strategic Concern - Operational Focus

Strategy

To design and/or review projects to provide City Code compliance, feasibility and financially constructable projects by private and public entities.

Task

Provide "review comments" for all plans within five business days of their receipt.

Design 80% of in-house projects on time.

Contract agreements to be at or below estimated cost 85% of the time.

ENGINEERING DESIGN

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Plans reviewed	Number	179	128	180	216
In-house projects designed	Number	5	6	3	4
Contracts and agreements executed	Number	3	8	4	4
Effectiveness Measure					
Review comments provided on schedule	Percent	90	90	92	92
In-house designs accomplished on time	Percent	80	80	80	80
Est. & agmnts. negotiated w/i budget	Percent	85	85	85	85
Efficiency Measure					
Cost per plan review	Dollars	\$110.80	\$131.60	\$135.67	\$140.42
In-house design costs, % of const.	Percent	n/a	20	25	20
Consultant design costs, % of const.	Percent	25	25	35	35

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	312,704	327,287	341,915	0	341,915
Non Personal Expenditures	10,494	6,204	6,304	0	6,304
Capital Expenditures	6,046	0	0	0	0
Totals	\$329,244	\$333,491	\$348,219	\$0	\$348,219

Personnel Summary

Actual Positions	5.70	5.70	0.00	5.70
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
LICENSES & PERMITS	38,211	16,500	31,500	0	31,500
INTERGOVERNMENTAL	62,392	64,214	72,815	0	72,815
Totals	\$100,603	\$80,714	\$104,315	\$0	\$104,315