

**CITY OF GULFPORT
DIRECTOR**

MISSION

The purpose of this program is to manage and supervise the City's Public Works solid waste and utility operations. This program is also responsible for managing city streets and drainage system for compliance with the National Pollution Discharge Elimination System (NPDES) permitting requirements, the maintenance of city buildings and vehicle maintenance. The Public Works Director also serves as the City's Construction Manager in the planning, design and construction of new city facilities and capital improvement projects.

	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 ACTUAL</u>	<u>FY 2010 BUDGET</u>
Public Works Director *	0.5	0.5	0.5	0.5
Administrative Assistant *	0.5	0.5	0.5	0.5
Total:	1	1	1	1

* Full time position allocated 50% to Public Works-Admin, 20% to Sanitation and 30% to Utilities (15% Water, 15% Sewer).

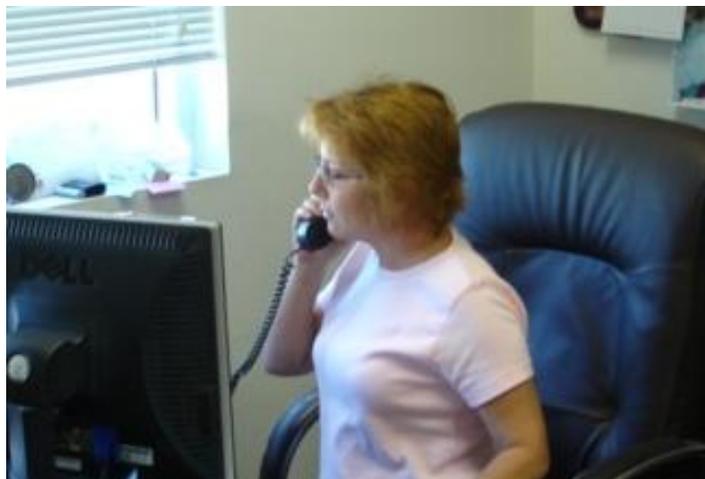
Don Sopak is the Public Works Director for the City. He has eighteen years of service with the City of Gulfport. He provides senior management and administrative support to all department divisions in the form of planning, organizing, staffing, leading and controlling.



RESPONSIBILITIES INCLUDE:

- Prepares budget for all eight divisions in the department
- Prepares and advertises all Requests for Proposals for all contracted work.
- Coordination and cooperation with outside organizations (i.e., FDOT, FDEP, SWFWMD, Nitrogen Consortium, Pinellas County, City of St. Petersburg, etc.) as needed and appropriate to address City concerns.
- Compiles information and prepares the National Pollution Discharge Elimination System Permit Annual Report
- Project Manager for all Public Works projects and the City's Capital Improvements Projects so that they are well planned and constructed within budget and timeline.
- Projects a five-year sanitary sewer flow and water consumption for the City of St. Petersburg
- Debris Manager for the City negotiating contracts for debris removal and monitoring, creating a debris plan using FEMA guidelines, organizing debris operations, tracking employees and equipment for FEMA reimbursement during hurricanes, storm events and natural disasters.
- A member of the Technical Management Committee of Pinellas County Solid Waste and Resource Recovery System representing the Group 'B' Cities (Gulfport, Kenneth City, Seminole and South Pasadena).
- Selects and provides safety training for all Public Works Divisions

Lynn Roques, Administrative Assistant for Public Works, has four years of service with the City of Gulfport.



RESPONSIBILITIES INCLUDE:

- Administrative support for Director of Public Works and three supervisors.
- Report Submittals:
 - Drinking Water Bacteriological Sample Collection (bi-monthly)
 - Wholesale Meters Total Water Use Daily Consumption (monthly)
 - Beach Water Monitoring (weekly) send to Gabber monthly
 - Solid Waste, Recycling, Brush and Electronic Tonnage Reports (monthly)
 - Recycling Grant Submissions (quarterly)
- Payroll for 29 employees on bi-weekly basis
- Accounts payable/receivable for a \$5,204,241 operating budget
- Special Pickups:
 - Billing of residential, commercial and recycling charges
 - Distribution of pickups received from residents, Code Enforcement and drivers.
 - Residential billing (weekly) to Finance with weekly average of 68 pickups (3,562/annually), generating approximately \$59,553/annually in revenue (fiscal yr 08/09).
 - Commercial billing (when requested) to Finance for approximately 220 commercial properties in Gulfport.
 - Reconciliation, clarification and/or credits for pickup charges/fees

- Safety Committee Secretary
- Office management duties
- Dispatching duties
- Recycling Grant Program:
 - \$9,683 annually: Submission of recycling materials on quarterly basis.
 - Attending City events with informational/educations handouts for residents
 - Ordering or promotional/educational materials, bins, submitting ads, etc.
- Uniforms: Ordering and inventory of uniforms for all divisions.
- Customer Service: Incoming calls regarding pickups, recycling, street issues, dead animals, water/sewer, etc. Average of 158 incoming calls weekly.
- Light Outages: Report outages to Progress Energy for repair/service.
- Create and submit all newspaper ads regarding recycling, sanitation, stormwater and mobile collections.

CITY OF GULFPORT
FY 2010 Budget
Public Works-Director
001-5151-536

ACCOUNT	Div Acct. # 5151-536	FY05 Actual Expend	FY06 Actual Expend	FY07 Actual Expend	FY08 Actual Expend	FY09 Approved Budget	FY09 Adjusted Budget	FY10 Adopted Budget	% Change FY09 adj To FY10
Salaries & Wages	536-12-01	52,995	50,770	50,490	50,856	58,177	58,177	60,288	3.6%
Vacation Leave	536-12-02	6,521	2,802	3,488	3,771				
Sick Leave	536-12-03	6,584	1,894	912	1,543				
Overtime	536-14	68	27	22	0	102	102	102	0.0%
Car Allowance	536-15-03	2,098	2,173	2,100	2,108	2,100	2,100	2,100	0.0%
FICA Tax	536-21-01	3,974	3,444	3,403	3,467	3,744	3,744	3,874	3.5%
Medicare Tax	536-21-02	929	805	796	811	876	876	906	3.4%
Retirement	536-22-00	8,104	5,897	5,395	5,552	6,326	6,326	7,402	17.0%
Health Insurance	536-23-01	5,360	4,707	5,842	5,842	5,842	5,842	5,842	0.0%
Disability Insurance	536-23-02	265	365	271	275	454	454	454	0.0%
Life Insurance	536-23-04	187	198	227	229	336	336	336	0.0%
Workers Compensation	536-24	323	299	251	274	304	304	169	-44.4%
Unemployment	536-25	0	0	0	0	0	0		
People Costs		87,408	73,381	73,197	74,728	78,261	78,261	81,473	4.1%
Professional & Contractual	536-31	7,780	3,884	2,185	3,240	5,000	5,000	5,000	0.0%
Other Contractual	536-34	6,268	7,429	10,272	9,407	10,262	10,262	10,262	0.0%
Travel & Training	536-40	706	1,130	1,810	2,424	1,425	1,425	2,390	67.7%
Communications	536-41	3,258	3,524	4,420	3,171	4,068	4,068	4,068	0.0%
Electricity	536-43-01	9,112	9,095	9,924	9,791	11,200	11,200	11,200	0.0%
Water/Sewer	536-43-02	586	200						
Other	536-43-03	1,497	0						
General Liability	536-45-01	581	631	530	631	758	758	347	-54.2%
Property	536-45-03	4,281	4,980	11,235	10,217	13,218	13,218	8,029	-39.3%
Repairs & Maintenance	536-46	3,575	1,346	1,173	4,685	2,700	2,700	2,700	0.0%
Printing & Binding	536-47	379	706	355	941	475	475	475	0.0%
Promotional	536-48	290	560	195	388	238	238	238	0.0%
Office Supplies0	536-51	1,194	1,925	1,883	1,722	1,425	1,425	1,425	0.0%
Operating Supplies	536-52	1,860	1,491	739	199	475	475	475	0.0%
Hurrican Sup	536-52-01	0	1,080		0	0	0		
Bks/Pubs/Subs	536-54	1,815	1,467	1,787	1,130	803	803	455	-43.3%
Transfer to Capital	581	0	0	0	0	0	0		
Operational Costs		43,182	39,448	46,508	47,946	52,047	52,047	47,064	-9.6%
Buildings	513-62	0							
Machinery & Equipment	513-64	0		1,973					
Capital Outlay		0	0	1,973	0	0	0	0	
DEPARTMENT TOTAL		130,590	112,829	121,678	122,674	130,308	130,308	128,537	-1.4%