

CEPD Administration Functions identified during the CEPD Continuity working sessions held on 5/31/2008 – 6/1/2008

The CEPD Administration Functions identified during the working sessions held on the weekend of 5/31 – 6/1 2008 are presented in this document. Those functions have been sorted into the following categories:

- Coastal Management Functions
- Relationship Management Functions
- Office Management Functions
- Financial and Accounting Functions

The working session participants identified the need for another category of CEPD Administration Functions to accommodate functions that have not been performed as part of CEPD Administration in the past, but will be required in the future;

- Board Committee Support functions.

These “to be identified” functions will be defined at some point in the future, but will address the need for a resource to report to and accept direction from Board Committees that will be structured in the future (e.g., budget committee, appropriations committee, special project committees).

The functions that were identified and sorted into the four categories have all been annotated as follows, to indicate how quickly some action needs to be taken to mitigate risk to the continuity of that function:

S – needs some action to be taken within the next 2 weeks

M – needs some action to be taken between 2 weeks and 3 months from now

L – needs some action to be taken after 3 months from now

O – function is currently resourced and being handled on an ongoing basis

Coastal Management Functions:

Beach Renourishment Cycle functions

Tasks that must be performed every year:

- Monitoring – M – interface with Coastal Planning and Engineering (CPE) in August to discuss monitoring proposal
- State Funding 10 year Projections – M – work with CPE on this in late summer
 - Did CEPD apply for funding in the 07/08 and/or 08/09 state budget? (e.g for monitoring?) CEPD needs to ensure that there is a state contract addendum to cover 07/08 funding awards. - S
- County Funding projections – M – work with CPE on this in late summer

Tasks that must be performed when the beach volume reaches a point that triggers the initiation of the next construction cycle:

- Permitting – L
- Funding – L
- Construction Firm Selection – L
- Construction – L
- Post Construction Evaluation – L

- Ensure adequate amount of sand borrow areas – Coastal Planning has said that this is going to require more work (and will cost more money) in the future – L

Relationship Management Functions:

- Interface with government agencies – O/L
- Blind Pass project relationship management
 - Lee county (driver) – M
 - CPD (consultant for CEPD) - M
 - Ongoing management and maintenance ??? – M
 - Natural Wildlife Refuge Maintenance - M
 - DEP Interface - S
 - Lee County Natural Resources – S
 - Dune Plantings – L
- Funding relationship maintenance
 - Florida Shore and Beach Preservation Association – M – (Lisa A. to check if dues were paid – S)
 - Beach Watch – L
 - Board member lobbying of congressional reps – O (Rene)
 - Coastal Advisory Council / Beach Advisory Council (not sure of official name) – S
 - Tourist Development Board (Bed Tax distribution) – S
 - Lee County Natural Resources – O (Rene)
- Public Relations – S
- Biological Opinion coordination – O
- Sea Turtle Monitoring coordination – SCCF – L
- Other relationship management functions - M
 - Coast Guard
 - Lee County Sheriff's office
 - Wachovia Bank
 - SunTrust Bank
 - Sanibel Natural Resources
 - Bayou Preservation Association
 - Fish and Wildlife (Ding Darling)
 - Lee County Board of County Commissioners

Financial and Accounting Functions: (Note that knowledge of operational funding, capital project funding and apportionments is needed and must be applied in executing the following financial and accounting functions⊗)

- Loan Repayment to Fifth and Third Bank – S
- Reimbursement by those homeowners who chose to spread out the payment of their assessment
 - Pass through of payment to CEPD by County Tax Collection authorities – S
 - Refund from County Tax Collection Authorities for cost of processing overcharge – L
- Audit Support
 - Third party auditor hired by CEPD for annual review – S
 - Funding agencies – S
- Annual Budget and setting of ad valorem millage - S
- Accounting – S
 - Sources and uses of funds (integral part of Accounting and Financial Reporting)
- Review outside support expenses / proposals and present alternatives and recommendations to the Board - L
- Financial Reporting (to the Board) – M (medium term because this can be skipped for the June Board meeting)
 - Sources and uses of funds (integral part of Accounting and Financial Reporting)
- Sales Tax management – S
- Cash Management – M
- Payroll / Payroll tax management – S
- Accounts Payable
 - Loan repayment – S
 - Petty Cash – S
 - ATM/DR card? (Does one exist)? – S
 - Credit Card – M
 - Florida Retirement System - S
- Accounts Receivable
 - Ad valorem collection – S
 - Project funding reimbursements – S
- Alison – remain on payroll or move to disability? – S
- Reconciliations
 - Monthly Bank account reconciliation – S
 - Funding reimbursement – S

Office Management Functions:

- Bi-monthly physical beach inspection – M
- Provide general administrative assistance to the evaluation of the Apportionment Process which starts with a Public Workshop planned for July – M/L
- Beach Parking Lot management
 - One time projects – restroom facility – S
 - Maintenance - O
 - Meter maintenance
 - Collection
 - Deposits
 - Cleaning of parking lot
- E-mail response - S
- Regular mail response - S
- Phone call response – S
- Website management - S
- Board meeting support – O
 - Agenda
 - Meeting files
 - Minutes
- Beach Clean-up – coordinate clean up of large amount of debris on beach or in water – L
- Paperless Office project – M
- Supply purchase – O
- Opening and closing CEPD office – O
- General administrative assistance
- Status Reporting
- Legal coordination functions
 - Election Resolution – O/M
 - Financial Disclosure by Commissioners – follow up with them to ensure they do it – S
 - Legal review of:
 - Contracts – M/L
 - Public communications – M
 - Public Notices – S

Board Functions:

In addition to the five categories of CEPD Administration functions that were identified by the working session participants, the following Board functions were defined as necessary to ensure CEPD continuity

- Resource CEPD Administration Functions
 - Define CEPD Administration functions - S
 - Define resource requirements to ensure continuity of each functions - S
 - Develop job descriptions for each different resource identified – S/M
 - Recruit resources – S/M