

# *City of Sanibel*



## *Adopted Budget* *FY 2011-12*

*September 20, 2011*

City of Sanibel, Florida



City of Sanibel  
Principal Officers

City Council

Kevin Ruane, Mayor  
Mick Denham, Vice-Mayor  
Doug Congress  
Marty Harrity  
Jim Jennings

City Manager  
Judith Ann Zimomra, M.P.A., J.D.

City Attorney  
Kenneth B. Cuyler, Esq.

City Clerk  
Pamela Smith, MMC

Department Directors

Administrative Services Director  
Building Official R.  
Chief of Police  
Finance Director  
Information Services Director  
Natural Resources Director  
Planning Director  
Public Works Director/City Engineer  
Recreation Director, Acting

James R. Isom  
Harold Law Jr.  
William Tomlinson  
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# How to Use This Book

For easy access to information within the budget the following information is provided.

The City of Sanibel's annual budget is divided into six sections:

**Introduction**—This section contains the Citywide organization chart, the Governmental Finance Officer's Association Distinguished Budget Presentation Award, the City of Sanibel's vision statement, City Council goals for FY12, the City Manager's budget message and resolutions adopting millage rates and the budget. *Pages 1-22.*

**Budget Summary**—A summary of City-wide financial activity for the prior, current and next year, along with graphs showing where the City's money comes from and where it goes. *Pages 23-33.*

**Governmental Funds Budget**—Governmental funds account for most of the City's tax-supported activities. Sanibel has four governmental fund types: the general fund, special revenue funds, debt service funds and the capital project funds. *Pages 34-135.*

**Proprietary Funds Budget**—Proprietary funds account for the business-type activities of government. Sanibel has two proprietary funds: the sewer fund and the beach parking fund. *Pages 136-144.*

**Supplemental Schedules**—Departmental narratives and line-item budgets, schedule of interfund transfers, classification and pay plan, detailed staffing information and the 5 year capital improvement plan. *Pages 145-359.*

**Appendix**—This section contains financial policies, the budget calendar, a glossary and statistics and demographics. *Pages 360-383.*

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# City of Sanibel, Florida

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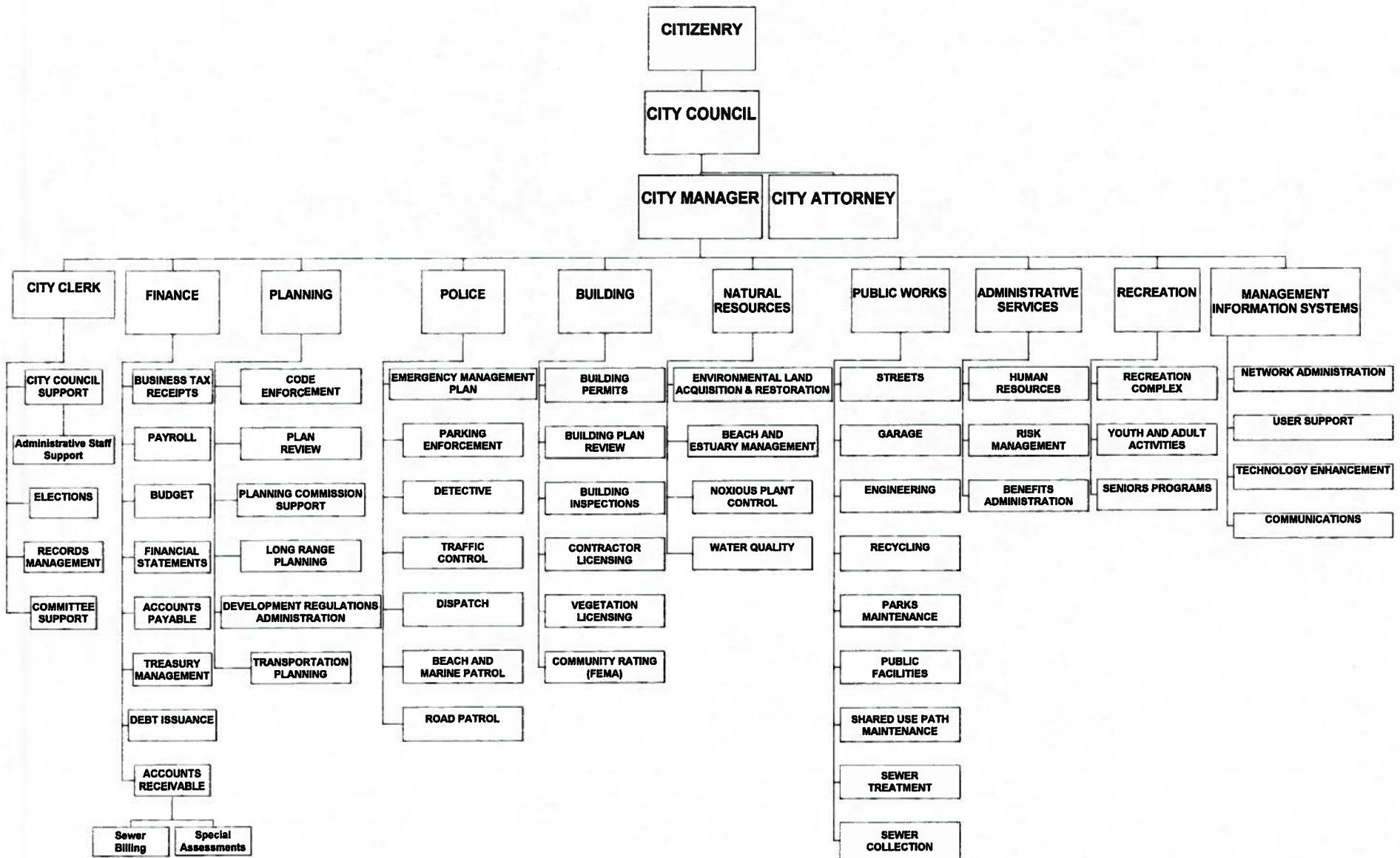
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CITY OF SANIBEL ORGANIZATIONAL CHART - FY 2011-2012





GOVERNMENT FINANCE OFFICERS ASSOCIATION



*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sanibel  
Florida**

For the Fiscal Year Beginning

**October 1, 2010**



President

Executive Director



# Vision Statement

## Background

The barrier island of Sanibel comprises a wide variety of natural and altered environments. The community of Sanibel strives to sustain ecological balance and preserve and restore natural settings for residents, visitors, and wildlife. The people of Sanibel are sustained by the beauty and health of the island's natural and restored habitats, and they rely on the coordinated vigilance of residents, government, and private enterprise to protect and enhance these habitats. Over the first two decades of the community's existence as a city, a tenuous balance has been maintained between development and preservation; and between regulatory control and the rights and privileges of individuals. Government and not-for-profit institutions have helped sustain the balance by purchasing and restoring to natural conditions substantial areas of open space and threatened habitats.

Limited new development and redevelopment will occur over the next twenty years. However, growth limits and locations are well established, as are regulations to minimize harm to the natural environment and to the community's character.

The specter of rampant development has diminished as the community has matured. Nevertheless, unwanted changes are occurring; visitation increases as new "attractions" are developed; beaches and refuge areas are becoming stressed by overuse; traffic congestion is turning to gridlock; and formerly "green" scenic corridors are becoming urbanized and commercialized. These and other conditions and trends cause residents to realize that, unless protected, their island's historic and cherished way of life is in jeopardy.

To provide a sense of direction for the future, this Vision Statement, is a confirmation of the community's shared values and goals, to guide future decisions.

## Sanctuary

Sanibel is and shall remain a barrier island sanctuary, one in which a diverse population lives in harmony with the island's wildlife and natural habitats. The Sanibel community must be vigilant in the protection and enhancement of its sanctuary characteristics.

The City of Sanibel will resist pressures to accommodate increased development and redevelopment that is not consistent with the Sanibel Plan, including this Vision Statement.

The City of Sanibel will guard against, and where advisable, oppose human activities in other jurisdictions that might harm the island's sensitive habitats, including the island's surrounding aquatic ecosystems.

## Community

Sanibel is and shall remain a small town community whose members choose to live in harmony with one another and with nature; creating a human settlement distinguished by its diversity, beauty, uniqueness, character and stewardship.

**Diversity:** The City of Sanibel cherishes its cultural, social, ecological, and economic diversity, and will endeavor to maintain it.

**Beauty:** The City of Sanibel will foster quality, harmony and beauty in all forms of human alteration of the environment. The community aesthetic is defined as a casual style; one which is adapted to a relaxed island quality of life and respectful of local history, weather, culture and natural systems.

**Uniqueness:** The City of Sanibel chooses to remain unique through a development pattern which reflects the predominance of natural conditions and characteristics over human intrusions. All forms of development and redevelopment will preserve the community's unique small town identity.

**Character:** The City of Sanibel chooses to preserve its rural character in its setting within an urbanizing county. "Auto-urban" development influences will be avoided. The commercialization of natural resources will be limited and strictly controlled.

**Stewardship:** In keeping with the foregoing principles, the City of Sanibel affirms a land ethic and recognizes landholding-both public and private-as a form of stewardship, involving responsibilities to the human and natural communities of the island and its surroundings, and to future generations.

### **Attraction**

The Sanibel community recognizes that its attractiveness to visitors is due to the island's quality as sanctuary and as community. The City of Sanibel will welcome visitors who are drawn by, and are respectful of, these qualities; it will resist pressures to accommodate visitor attractions and activities that compromise these qualities.

### **Hierarchy of Values**

This three-part statement of the community's vision of its future is a hierarchy; one in which the dominant principle is Sanibel's sanctuary quality. Sanibel shall be developed as a community only to the extent to which it retains and embraces this quality of sanctuary. Sanibel will serve as attraction only to the extent to which it retains its desired qualities as sanctuary and community.

## **FY 2011-2012 City Council Goals**

### **I. Sustain and Strengthen the City's Financial Stability**

- **Develop a long-term debt early retirement plan and enhance the budgeting process by including more historical trend analysis and by extending operational budgetary forecasting to five years.**

Develop a feasible plan to early retire the City's long term debt in order to reduce the City's annual fixed costs and to produce substantial finance cost savings for the City of Sanibel's taxpayers. In FY12 establish a sinking fund with an initial investment of \$600,000 to be utilized to retire debt prematurely. Consider retirement of all the City's obligations: the Series 2006 General Obligation Bonds (Recreation Center); subsequently the Series 2002 General Obligations Bonds (Pond Apple Park); unfunded pension liability; and other debt with the main goal of stretching taxpayer dollars to achieve the greatest economic benefit. In addition extending the operational budget forecast to five years will provide information on the effect current decisions will have on future revenue sources and operating costs and will provide the framework to analyze the City's capability to cover its five-year capital improvement plan. In efforts to balance budgets, often capital improvements are deferred to future years. This produces a compounding effect on future services, infrastructure deterioration, increased maintenance costs and funding requirements.

- **Develop a facility component replacement plan**

In order to preserve and protect the City's facilities periodically major components such as roofs, HVAC systems and flooring must be replaced. The plan will identify the City's facilities' components; each component's estimated replacement cost; and each component's scheduled replacement date. Procedures and funding requirements will be developed to establish a sinking fund account that will be used for the replacement of these components. Level annual funding into a sinking fund to finance major component replacements will prevent experiencing funding spikes when the components need to be replaced.

### **II. Continue the City-wide Redevelopment Work Plan**

**The redevelopment work plan for the Resort Housing District has been completed. Using similar guidelines and strategies applied to the Resort Housing Study, the next steps, in priority order, of the redevelopment work plan will focus on accomplishing the following tasks:**

- Adopt appropriate revisions to the Sanibel Plan (Coastal Zone Protection Element, Section 3.2.1; Policy 3.1) to allow for the reconstruction of lawfully existing resort accessory swimming pools and structures currently located within the Gulf Beach and Bay Beach Ecological Zones
- Prepare a redevelopment work plan for the existing resort housing properties that are located outside of the Resort Housing District

- Develop a “best Practices Green Technology Check List” that will be required whenever any new development or redevelopment project is approved
- Prepare a redevelopment work plan to address the Town Center, Town Center Limited Commercial District, Residential District and Commercial Districts

### **III. Improve Water Quality**

#### **Local Goals**

**Continue with implementation of residential and golf course fertilizer Best Management Practices to improve water quality.**

- FY-2012 goal - Review progress towards implementing fertilizer and lake management guidelines with golf course managers to ensure that all are making progress towards compliance and improving scores on their annual report card.
- FY-2012 goal – Continue education campaign on fertilizer Best Management Practices and develop stormwater information package for homeowners to address water quality in community lakes.

**Develop a well-defined plan to meet future water quality standards including numeric nutrient criteria and Total Maximum Daily Loads for the Sanibel River and Sanibel’s coastal waters.**

- FY-2012 goal – Complete a comprehensive nutrient reduction plan for Sanibel, which includes a list of priority projects and management measures to effectively reduce stormwater runoff and nutrient pollution to the Sanibel River and coastal waters.

#### **Regional Goals**

**Develop a regional stormwater rule for Southwest Florida, which covers the Southwest Florida Regional Planning Council’s (RPC) study area including Charlotte, Collier, Glades, Hendry, Lee and Sarasota Counties.**

- FY-2012 goal – Work with local governments within the RPC study area to develop a planning document with a strategy on how to move forward with development of a regional stormwater rule.

Work with the SFWMD and other local stakeholders to implement water storage and treatment projects within the Caloosahatchee basin to improve water quality and reduce ecological impacts associated with high and low-flow issues.

- FY-2012 goal – Support the South Florida Water Management District’s efforts to implement cost-effective short-term projects (e.g., distributed storage, Lake Hicpochee, C-43 interim storage)

# Budget Message



# MEMORANDUM

**DATE:** October 18, 2011

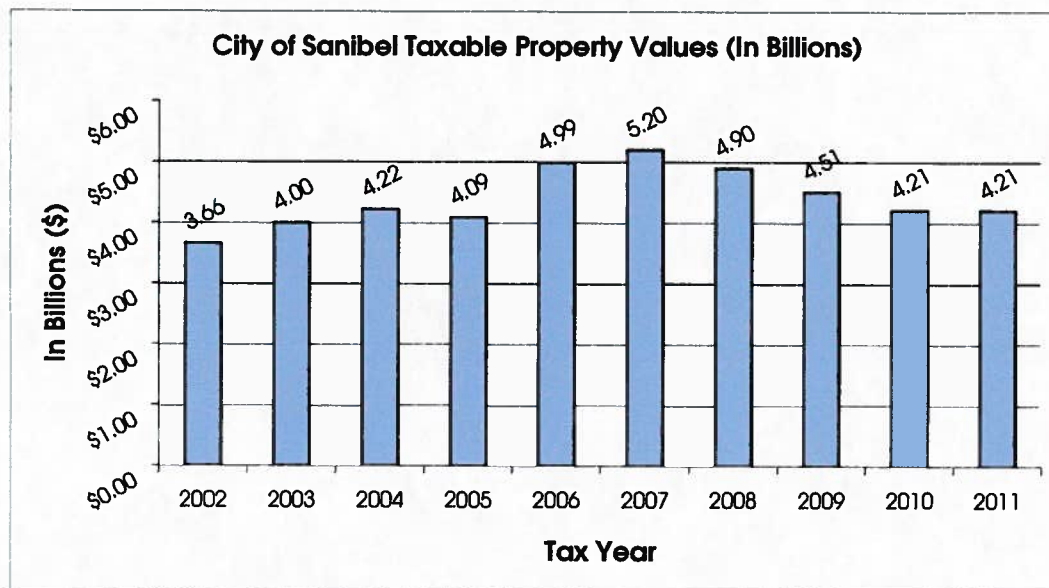
**TO:** City Council and Citizens of the City of Sanibel

**FROM:** Judie Zimomra, City Manager

**SUBJECT:** Fiscal Year 2011-12 Final Budget

The attached document presents the final budget as adopted on September 20, 2011 by Sanibel City Council for FY12. The final budget totals \$47,674,147. The budget is presented at a millage rate of 2.1038 which is .028% less than the roll-back rate of 2.1630. The roll-back rate is the millage rate that generates the same amount of revenue as the current millage, after adjusting for new construction. The City of Sanibel's property value for FY12 (2011 tax year) is \$4,161,460,842. This is 1.2% lower than the FY11 (2010 tax year) value of \$4,211,120,410.

The table below illustrates property values on Sanibel over the past decade. From FY08 (tax year 2007) to FY12 governmental expenditures have decreased by \$954,183 (or - 4.8%). FY08 governmental expenditures were \$20,107,969 compared to FY12 \$19,153,786 (adjusted for one-time pension liability pay down of \$3,000,000).



The highlights of the final budget are:

- Millage of 2.1038 is .028% less than the rolled-back rate;
- Reduced through attrition full-time authorized positions from 142 in 2007 to 114 in FY12;

- City salaries remain flat for the fourth consecutive year;
- Health care costs for City employees are contained at current levels;
- Pay down the City's pension plans unfunded actuarial accrued liability (UAAL) by \$3,000,000;
- The final budget assumes the City will spend \$1,658,858 in disaster, insurance deductible, environmental and contingency reserves in FY11;
- The final budget assumes the City will spend \$6,390,000 in reserves for these same purposes in FY12;
- The final budget includes a scheduled 3% sewer rate indexing;
- With the exception of the sewer rate, all other City fees are held flat;
- Coverage for business income loss is increased to cover actual loss of business revenue such as sewer fund revenue, from \$100,000 to \$5,000,000 and extra expense insurance which pays expenses that would not have been incurred if there had been no direct physical loss or damage, is increased from \$50,000 to \$2,000,000;
- The allowance for undercollections in the general fund has been returned to its historical 4% from the 5% adopted in FY09-11, as collections have continued to exceed 96%;
- \$3.2 million is allocated toward general government capital improvements. This includes \$1.4 million of capital projects rolled over from the prior years and \$1.8 million for new projects.

## **INTRODUCTION**

The fiscal year 2012 final budget totals \$47,674,147 and is broken down as follows:

<b><u>USES OF FUNDS</u></b>	<b><u>FY 2012</u></b>	<b><u>FY 2011</u></b>	
		<b><u>as Adopted</u></b>	<b><u>as Amended</u></b>
Governmental Funds			
Operating	\$33,403,715	\$28,336,528	\$35,928,581
Capital	<u>3,312,320</u>	<u>3,748,660</u>	<u>4,222,119</u>
Total Governmental	36,716,035	32,085,188	40,150,700
Enterprise Funds	<u>10,958,112</u>	<u>11,973,920</u>	<u>16,377,234</u>
Total Final Budget	<u>\$47,674,147</u>	<u>\$44,059,108</u>	<u>\$56,527,934</u>

The FY12 final budget is \$3.6 million greater than the FY11 adopted budget due to the assumption that the City will release reserves to FY11 ending fund balance that will increase FY12 beginning fund balance, to pay down \$3 million of the pension plans' unfunded actuarial accrued liabilities (UAAL). The payments will decrease the General Employees' Pension Plan UAAL by \$2 million and the Municipal Police Officers' Retirement Trust Fund UAAL by \$1 million. Although included in the FY12 budget, these expenditures will be bought back to Council for payment approval in FY12. \$600,000 will be transferred to start a sinking fund account to accumulate funds for early retiring Series 2006 General Obligation Bonds beginning in FY2016.

The FY11 amended budget is higher than the FY11 adopted budget due to: 1) \$6,042,136 of reserves for disasters, insurance deductibles, environmental initiatives and contingencies contained in the FY10 budget were not expended and so were rolled-forward to FY11; 2) after completion of the FY10 audit \$2.3 million of FY10 ending fund balance was rolled-

forward to FY11,3) \$382,760 for various projects spanning fiscal years was also rolled-forward, 4) a sewer debt of \$2.96 million was paid off in FY11 using \$1.6 million of funds not previously budgeted; 5) grants are not included in the budget until they are received, instead they are added to the budget through a budget amendment; in FY11 to date the City has received \$1.8 million in grant awards;

Examples of grants received in FY11 include the approximately \$1 million dollars received from the Lee County Tourist Development Council (TDC) for beach maintenance.

### **TRUTH IN MILLAGE (T.R.I.M.)**

The final budget is prepared by City staff and presented to City Council for deliberation at two public hearings held in accordance with the state-defined Truth In Millage (T.R.I.M.) calendar, which each Florida local government follows. Following is the FY12 budget calendar:

#### **BUDGET CALENDAR** FISCAL YEAR 2012 BUDGET ADOPTION CITY OF SANIBEL, FLORIDA

Tuesday	July 19, 2011	Regular Council Meeting – Final budget is distributed to Council. Adoption of Resolution to <b>Set Proposed Tax (millage) Rate for 2011 and date, time and place of first public hearing.</b>
Saturday	September 10, 2011	9:00 a. m. <b>First Budget Public Hearing</b> – Discussion and adoption of final millage and final FY 2012 budget
Tuesday	September 20, 2011	5:01 p.m. <b>Second and Final Budget Public Hearing</b> Discussion and adoption of final 2011 millage rate and FY 2012 budget

With the changes to Florida law enacted during the 2007 and 2008 legislative sessions the City is required to calculate four millage rates: the rolled-back rate (as in prior years), the adjusted rolled-back rate, the majority vote maximum millage rate allowed, and the two-thirds vote maximum millage rate allowed.

The FY12 final operating millage rate of 2.1038 is .028% below the rolled-back rate of 2.1630. The rolled-back rate is defined as the millage rate that will bring in the same amount of dollars as the current year millage after adjusting for new construction. The dollar value of tax collections does not increase or decrease, except that taxes are collected on new construction. The rolled-back rate is below the adjusted rolled-back rate of 2.8209 and the majority vote maximum millage rate of 2.8364.

The adjusted rolled-back rate is calculated by using the prior year's majority vote maximum millage rate and dollars the Council could have levied, not the rate it did levy. In FY12 this rate is 2.8209. Taxes levied at a 2.8209 millage rate would generate \$11,867,362.

The majority vote maximum millage rate allowed is the adjusted rolled-back rate plus the adjustment for growth in Florida's per capita personal income. For FY12 Florida's per capita personal income increased .55% and the majority vote millage rate is 2.8364. Taxes levied at a 2.8364 millage rate would generate \$11,932,570.



The two-thirds vote maximum millage rate allowed is the majority vote rate increased by ten (10%) percent. In FY12 this rate is 3.1200. Taxes levied at a 3.1200 millage rate would generate \$13,125,658.

The following table identifies the minimum vote of Council required to levy a final tax (millage) rate for tax year 2011:

BASED ON JULY 1, 2011, DR-420 CERTIFICATION OF TAXABLE VALUE OF \$4,206,941,772		
Vote Required	Millage Rate Description	Maximum Millage Rate
Majority vote of Council (3/5)	Majority Vote Maximum Rate	2.8364
Majority vote of Council (3/5)	Rolled-back Rate	2.1630
Two-thirds vote of Council (4/5)	2/3 Vote Maximum Rate	3.1200
Unanimous vote of Council (5/5)	Maximum Millage Rate	10.0000
Referendum of Voters	Limited to 2 years	>10.0000

In addition to the operating millage rate discussed above, the three (3) previously voter approved debt service millage rates required to meet FY12 debt service obligations are:

<b>Debt Service Description</b>	<b>Millage Rate</b>
Sewer Voted Debt Service	0.2360
Land Acquisition Voted Debt Service	0.0599
Recreation Center Voted Debt Service	0.1263

### **Final Budget Overview**

The City's assessed property value for FY12 (2011 tax year) is \$4,161,460,842. This is 1.2% lower than the FY11 (2010 tax year) of \$4,211,120,410.

The City's governmental funds revenue is budgeted to be \$16,636,453 in FY12 with \$224,466 less in ad valorem tax receipts than budgeted in FY11, \$132,646 more in other taxes including local option gas taxes, \$353,972 less in grant revenue, a \$41,721 increase in charges for services and \$33,690 in miscellaneous revenue. Revenue figures include receipts from taxes, licenses and permits, intergovernmental revenue, charges for services, fines and forfeitures and miscellaneous revenues.

A table showing all governmental funds revenue sources (general, special revenue, debt service and capital project fund) is below:

Revenue Source	FY2012*	FY2011**	FY2010***	FY2009***	FY2008***
Taxes	\$11,921,893	\$11,788,289	\$12,467,645	\$13,273,773	\$14,207,175
Licenses & Permits	\$ 1,493,602	\$ 1,497,091	\$ 1,646,764	\$1,663,887	\$1,766,263
Intergovernmental	\$ 838,912	\$1,117,124	\$ 1,520,872	\$2,831,634	\$1,947,650
Charges for Service	\$1,922,000	\$2,021,728	\$ 2,184,329	\$2,213,391	\$ 2,378,285
Fines & Forfeitures	\$ 51,850	\$ 58,873	\$ 83,542	\$ 102,626	\$ 80,831
Miscellaneous	\$ 408,196	\$ 580,611	\$ 596,761	\$ 415,098	\$ 827,817
Total	\$16,636,453	\$17,063,715	\$18,499,913	\$20,500,409	\$21,208,021
*Budgeted **Estimated ***Audited					

With the exception of intergovernmental revenues (primarily grants), that will be added to the budget if and when they are received, governmental revenues are budgeted to be predominantly flat between FY11 and FY12.

City-wide FY12 operating expenditures of \$29,676,899 have been increased by \$1,136,057 (3.98%) from the FY11 amended budget of \$28,540,842. The FY12 budget includes a \$3 million payment against the unfunded actuarial accrued liabilities (UAAL) in the City's two pension plans and the roll-forward of three capital projects that will span fiscal years; this increase is offset by a decline of \$2.1 million in special fund, capital project and sewer fund expense including: 1) the completion of the remaining \$75,000 in the algae research grant in FY11; 2) reduction in transportation fund expenditures of which \$41,500 is a reduction in repair and maintenance expense; and \$95,000 was for one-time capital projects in FY11; 3) the partial completion of the \$850,000 replacement of the Lindgren Blvd. box culvert; 4) \$376,500 budgeted in FY11 for one-time capital projects; and 5) postponement of construction of Phase IV sewer expansion project that was scheduled, but not funded, in FY11.

The FY12 budget includes 114 full-time employees, a decrease of four positions from FY11 and 28 full-time positions since 2007. City-wide, part-time positions increase by .18 FTE in FY12. Vacant positions filled in FY11 in the planning department, utility fund and beach parking fund were hired at lower rates than their predecessors, work less than a full work week and do not earn benefits.

As drafted, the budget holds wages flat for a fourth year. With new hires accepting a lower hourly rate than departing employees and the attrition of positions, total wages paid in FY12 are budgeted to be \$274,378 (-3.7%) less than the amended FY11 budget (from \$7,457,055 to \$7,182,677).

Cafeteria benefits, including health, dental and long-term disability insurance are also budgeted without an increase while workers' compensation expense is flat based on the FY10 final audit.

The total contribution required for the employees' retirement plans for FY12 will increase by \$447,384 from \$1,988,685 to \$2,436,069 (22.5%).

The City's contribution to the General Employees' Pension Plan (defined benefit plan, DBP) will increase \$114,260 (or 8.2%) from \$1,439,429 in FY11 to \$1,553,689 in FY12. The increase in the general employees' defined benefit plan cost since FY09 is \$577,873 (or 59.2%) from \$975,816. Council passed an ordinance modifying the defined benefit plan in March 2011. The amended plan provided an opt-out provision for current active plan members. Fifty-one (or 64.6%) members of the defined benefit plan opted out and elected to participate in the City's amended defined contribution plan (DCP). Twenty-eight employees remained in the defined benefit plan. New hires are automatically enrolled in the DBP but have 30 days from date of hire to opt out and participate in the defined contribution plan.

The required City contribution for the defined benefit plan consists of three components, normal costs, administrative costs and the unfunded actuarial accrued liability (UAAL). The plan's annual normal costs are service credits earned each year by the plan's active members. Administrative costs include expense items such as legal, investment fees, investment management fees, insurance, training, and trustee education. Each year an annual amount is required to reduce the UAAL. The UAAL is increased when plan benefits are enhanced and not fully funded in year of enhancements, when plan assumptions or cost methods are changed to a more conservative method, or when the plan fails to meet its assumptions for items such as investment return, turnover and early retirement. The UAAL is decreased when plan benefits are reduced, when plan assumptions or cost methods are changed to a riskier method, or when the plan exceeds its assumptions for items such as investment return, turnover and early retirement.

The General Employees' DBP's normal and administrative costs for FY12 are \$148,977. In the FY12 budget this cost is allocated to the active members' departments/funds as a percentage of the active members' base pay. The UAAL cost for FY12 is \$1,404,712. In the FY12 budget this cost is allocated based on all vested members' departments/funds as a percentage of historical base pay. Vested membership includes retirees, terminated vested, DROP participants and active members.

The cost for the defined contribution plan for FY12 is budgeted at \$242,766. This represents 7.5% of the participating members' base pay and is allocated to the members' departments/funds. The City will match the first 5% of base pay contributed by the participants at 100% and match the next 5% of base pay contributed by the participants at 50%. A mandatory 5% contribution of base pay is required by the participants additional contributions up to a maximum contribution of 10% of base pay is voluntary.

The City's contribution to the Municipal Police Officers' Retirement Trust Fund (defined benefit plan) for FY12 has increased by \$90,357 (16.4%) from \$549,256 to \$639,613. Since FY09 the City contribution to the police pension has increased \$136,181 (or 27.1%) from \$503,432.

## Budget Funds

The FY12 final budget includes projections for each of the two (2) fund groups, governmental and enterprise. Within the governmental group, there are four (4) types of funds. These four fund types are the general fund, special revenue funds, debt service funds and capital project funds.

### Governmental Funds

- **General Fund** - The general fund is the principal fund of the City and is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund. General fund activities are funded principally by property taxes, intergovernmental revenues, licenses and permits, charges for services and miscellaneous revenues, which include public contributions and interest earnings.

The fiscal year 2012 final budget totals \$28,098,381 and is broken down as follows:

#### SOURCES OF FUNDS

	<u>FY 2012</u>	<u>FY 2011</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Beginning Fund Balance	\$15,314,577	\$10,058,580	\$16,392,222
Operating Revenues	13,137,827	13,308,506	13,526,307
Other Financing Sources	(354,023)	(453,729)	(450,229)
Total Final Budget	<u>\$28,098,381</u>	<u>\$22,913,357</u>	<u>\$29,468,300</u>

#### USES OF FUNDS

	<u>FY 2012</u>	<u>FY 2011</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Operating Expenditures*	\$13,487,212	\$10,058,030	\$10,272,380
Non-operating Expenditures	10,104,175	9,308,097	9,132,970
Ending Fund Balance	4,506,994	3,547,230	10,062,950
Total Final Budget	<u>\$28,098,381</u>	<u>\$22,913,357</u>	<u>\$29,468,300</u>

\*FY2012 includes \$3 million accelerated pension liability pay down

### Sources of Funds:

FY12 beginning fund balance of \$15,314,577 is lower than the FY11 amended beginning fund balance of \$16,392,222, a difference of \$1,077,645. The difference reflects the assumption in the FY11 budget that the City will expend \$1,658,858 on disasters, insurance deductibles, environmental initiatives and contingencies by September 30, 2011. Additionally FY11 expenditures are estimated to be \$451,573 less than the amended budget, increasing the amount of funds available for FY12.

Operating revenues are budgeted to decrease by \$388,480 (-2.96%) in FY12; from \$13,526,307 in the FY11 amended budget to \$13,137,827 in FY12, with the following changes:

First, ad valorem tax receipts are reduced by \$220,023 with a lower millage rate applied to a lower property value;

Second, communications services tax receipts are budgeted to be \$17,948 lower in FY12 and in line with actual FY11 receipts;

Third, grant revenue will decrease by \$123,120 as existing grants are completed and new grants have not yet been received;

Fourth, FY12 development permit fees are budgeted to be \$40,000 lower at \$180,000 than FY11 permit fees of \$220,000;

Fifth, indirect cost revenue is budgeted to be \$1,000,000 in FY12, \$23,694 less than in FY11 as staff adjusts direct charges to various funds thereby reducing the amount of indirect costs and associated revenue;

Finally, miscellaneous revenue will increase by \$25,991 in FY12 with a \$22,407 refund from the Florida League of Cities for excess insurance premiums paid in a prior year.

### **Uses of Funds:**

Operating expenditures in FY12 of \$13,487,212 are \$3,214,832 (31.3%) higher than the FY11 amended budget of \$10,272,380. There are three reasons for the increases.

First, the FY12 budget assumes that the City will pay down \$3 million of the unfunded liabilities in the General Employees' Pension Plan (\$2,000,000) and the Municipal Police Officers' Retirement Trust Fund (\$1,000,000).

Second, the FY12 personal services budget (\$7,603,319) increases by \$157,232 from FY11 (\$7,446,087), with higher retirement costs in both plans partially offset by reductions in other staff costs such as FICA and cafeteria benefits. Retirement expense increases by \$402,391 from \$1,254,598 in FY11 to \$1,656,989 in FY12. Wages are reduced by \$199,547 from \$4,391,665 in FY11 to \$4,192,118 in FY12, FICA is reduced by \$15,844 and cafeteria benefit costs are reduced by \$10,917.

Third, department operating expenditures are budgeted to be \$57,000 more in FY12 than in the FY11 amended budget, as the \$195,000 Brazilian pepper project that was previously budgeted in a special revenue fund is moved to the general fund in FY12 to conform to GASB Statement 54 accounting requirements and the city invests \$50,000 in computer training for employees. These increases are offset by decreases of \$25,000 used for fertilizer legislation in FY11, \$40,000 used for employee pension plan implementation costs in FY11, \$10,000 in reductions for OPEB contributions from FY11 and \$40,000 in FY11 flood insurance costs found in the general fund and allocated among all benefiting funds in FY12.

General fund FTE's are reduced by 2.88 in FY12. The legislative department is eliminating a full-time administrative receptionist position, with benefits, and replacing it with a .875 FTE part-time position, without benefits. The police department is eliminating three full-time sworn officer positions, with benefits. It is also eliminating a .5 FTE dispatcher position and adding 1 full-time dispatcher position. This reduces the police department FTE's by 2.5 FTE (from 35.72 to 33.22).

Finally, the planning department is reducing its part time planner positions by .3 FTE.

These salary changes reduce FY12 salary expense to the general fund by \$199,547 from the FY11 amended budget, from \$4,391,665 to \$4,192,118. The general fund's contribution for the Municipal Police Officers' Pension Trust is increased by \$103,784 (the net increase in the Police DBP is \$90,357 due to a decrease in the Beach Parking Fund Police DBP costs of \$13,427). The general fund's contribution for the General Employees' retirement plans is budgeted to increase by \$298,607.

In FY11 governmental reserves of \$1,658,858 are budgeted to be expended on disasters, insurance deductibles, environmental initiatives and contingencies and will not be available for the FY12 budget.

- **Special Revenue Funds** - Special revenue funds are restricted to the use for which the revenue is granted or contributed to the City. Total FY12 special revenue funds are budgeted at \$7.8 million. This is \$746,608 less than the FY11 amended budget of \$8.5 million. The decrease is attributable to: 1) completion of the remaining \$75,000 in the algae research grant in FY11; 2) \$129,166 less in transportation fund expenditures of which \$41,500 is a reduction in repair and maintenance expense, \$95,000 is for improvements completed in FY11, an additional \$217,314 one-time transfer out for the Kings Crown to lighthouse beach lot shared-use path widening in FY12 which reduces FY12 ending fund balance; 3) FY11 \$220,000 Brazilian pepper program is moved to the general fund in FY12; 4) and, 5) \$40,634 FY11 expenditures for canal dredging not required in FY12.

Building Department expenditures increase by \$39,729 (6.3%) from \$630,919 to \$670,647. The department is requesting \$5,200 for a new .10 FTE inspector position, part-time, as needed, without benefits. Retirement costs increase by \$30,792 in FY12.

Recreation Department expenditures increase by \$33,485 (1.8%) from \$1,866,085 to \$1,899,570. Contracted services increased \$30,244; promotional activities increased \$4,115. The Center 4 Life program expenditures increase by \$10,064 (6.8%) from \$147,734 to \$157,798. Retirement costs increased \$8,242; insurance costs increased \$1,585.

- **Capital Project Funds** – Capital project funds account for all resources used for the acquisition and/or construction of major capital facilities. Capital project expenditures are budgeted at \$3.185 million, a \$439,111 decrease from the amended FY 2011 budget.

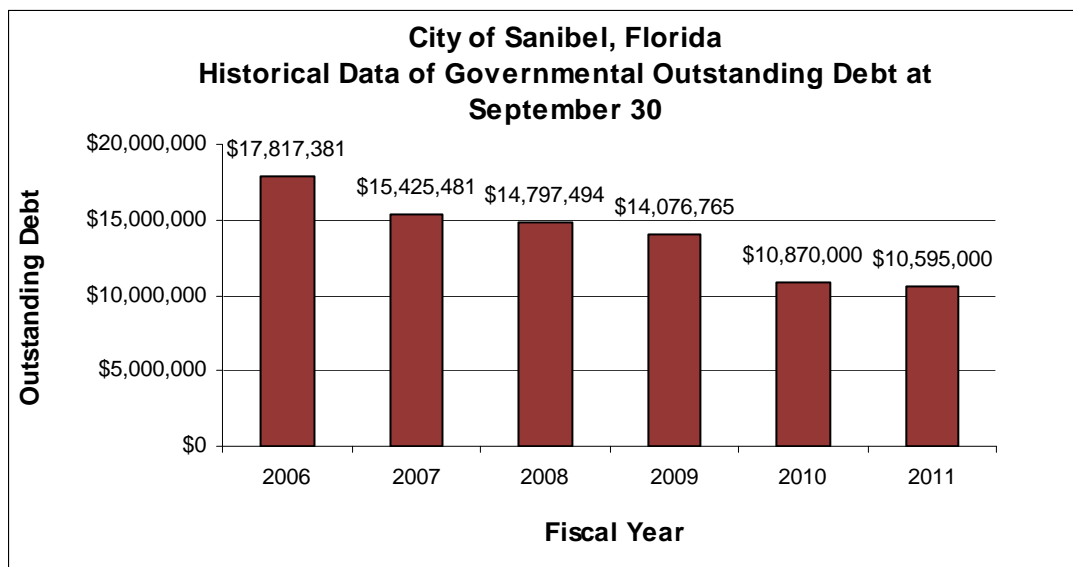
Investments in technology are being made to maximize productivity, including: 1) store and access documents and media from networked servers using the Internet, with data secured but accessible to employees from anywhere there is an Internet connection; 2) continue the integration of the City's existing system of 60 cameras located at Lighthouse Park, the Recreation Center and other City locations into a single system that will allow immediate access by law enforcement; 3) replace computer aided dispatch and field reporting modules to enhance police officers'

remote capabilities and 4) complete the process, which began in FY11, of replacing the government-wide accounting, utility billing and community development software.

The final budget includes a detailed 5-year capital improvement plan (CIP), the first year of which is included in the annual budget.

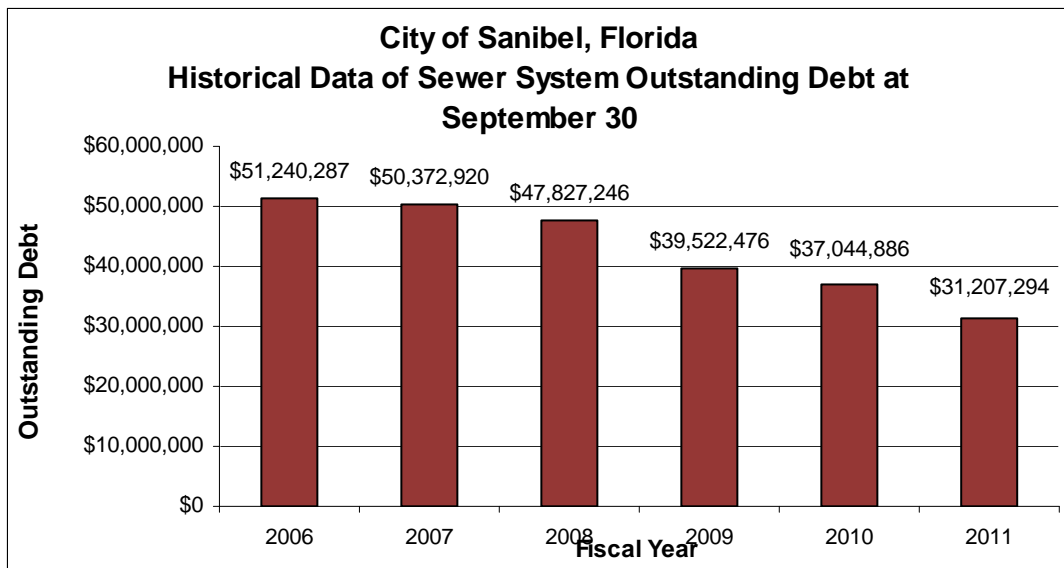
- **Debt Service Funds** - Debt service funds are used to account for the accumulation of resources for and the payment of principal and interest on governmental long-term debt. In FY10 the City early retired \$2.2 million of debt. On September 30, 2011, the City's governmental outstanding long-term debt will be \$10,595,000.

The FY12 budget includes a \$600,000 transfer from the General Fund to the Series 2006 General Obligation Bond Fund to establish a sinking fund account that will be used to early retire \$3,025,000 of bonds in FY16.



### Sanibel Sewer System Debt

At its August 2, 2011 meeting Council voted to pay off the Sewer System's Florida State Revolving Fund (SRF) loan number 83504P of \$2,960,058 on August 15, 2011. The estimated interest savings are \$442,000. \$1,397,480 came from the sewer fund's unrestricted cash; \$562,878 came from the sewer fund's restricted cash and a \$1 million interfund loan came from the general fund. This will increase the interfund loan between the General Fund and Sewer Fund from \$1,750,000 to \$2,750,000. The current repayment schedule will be modified to decrease the annual repayment amount and extend the term from five remaining annual payments of \$350,000 to ten annual payments of \$275,000.



## Enterprise Funds

- **Sanibel Sewer System Funds** – The Sanibel Sewer System's budget decreases from \$12.6 million to \$8 million. The \$4,525,866 decrease includes a \$3,565,309 decrease for debt service, a \$64,376 increase in personal services, a \$4,933 decrease in operating expenditures, and a \$1.1 million decrease in capital outlays for Phase IV sewer expansion.

The disaster reserve increases from \$300,000 to \$400,000;

User fees at the 3% indexing rate have been determined to be sufficient to fund operations and meet debt coverage requirements per the annual updated financial feasibility study.

- **Beach Parking Fund** – Budgeted operating expense in the beach parking fund is decreasing by \$257,058 from \$3.29 million to \$3.0 million in FY12.

Personal services decrease by \$38,433 between years, operating expense increases by \$74,425 from \$1,101,021 to \$1,026,596 and capital projects decrease by \$144,200. Capital projects completed in FY11 include \$90,000 for Bailey Beach restoration and \$95,000 for dune walkover replacement. \$300,000 is included in the FY12 budget for restoration of the historic Sanibel lighthouse; this includes 100,000 rolled forward from FY11. The beach parking fund's detailed 5-year capital improvement plan (CIP) is included in the budget document.

A \$898,000 grant from the Lee County Tourist Development Council (TDC) has been applied for and provisionally approved. As drafted, the budget does not include the \$898,000. When the grant award is received in fiscal year 2012, the FY12 negative ending net assets amount of \$570,002 will become positive. At the time the grant award is received in early FY 2012, a budget amendment will be presented to City Council.



## **Fund Balances**

The general fund beginning fund balance is projected to be \$15,314,577 on October 1, 2011. This is a \$5,255,997 increase from the FY11 adopted beginning fund balance and a \$1,077,645 decrease from the FY11 amended beginning fund balance.

The decrease from the amended beginning fund balance is based on the assumption that the City will incur \$1,658,858 in expense for disaster, insurance deductibles, environmental initiatives and contingencies before September 30, 2011.

Reserves for FY11 and FY12 are below:

<b>RESERVES</b>	<b>FY2010-11</b>			<b>FY2011-12</b>
	<b>ADOPTED BUDGET</b>	<b>AMENDED BUDGET</b>	<b>ESTIMATED ACTUAL</b>	<b>PROPOSED</b>
Reserve for Contingencies	275,000	141,774	141,774	275,000
Reserve for Environmental Initiatives	1,300,000	1,275,000	275,000	1,300,000
Reserve for Insurance Deductibles	315,000	315,000	315,000	315,000
Reserve for Disasters	4,500,000	4,479,100	927,084	4,500,000
<b>Total Reserves</b>	<b>6,390,000</b>	<b>6,210,874</b>	<b>1,658,858</b>	<b>6,390,000</b>

The fund balances in the special revenue, debt service and capital project funds are restricted for use in the project for which the funding sources were provided. Therefore, there is not a relevant pattern, or comparison to previous years to be discussed.

## **Conclusion**

We have prepared a final budget which continues to constrict the size of our full-time municipal work force while not increasing our tax rates. We are prepared to discuss all financial issues with City Council as we review the budget but especially the issues related to early debt retirement and the financing of future sewer capital projects.

**CITY OF SANIBEL, FLORIDA**

**RESOLUTION 11-087**

**A RESOLUTION ADOPTING THE FINAL OPERATING AND VOTED DEBT SERVICE AD VALOREM MILLAGE RATES FOR TAX YEAR 2011 FOR THE CITY OF SANIBEL, FLORIDA.**

**WHEREAS**, Section 200.065, Florida Statutes, establishes the method for determining and levying an ad valorem millage rate and adopting a budget for taxing authorities in the State of Florida; and

**WHEREAS**, the City of Sanibel has duly advertised and held public hearings as required by Florida Statute 200.065; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within the City of Sanibel, Florida has been certified by the Lee County Property Appraiser to the City of Sanibel as \$4,206,941,772.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Sanibel, Florida:

**Section 1. Operating Millage**

The Final Ad Valorem Operating Millage Rates for Tax (Calendar) Year 2011 is hereby adopted at 2.1038 mills and the levy of an annual tax for said year is made. The final operating millage rate does not exceed the rolled-back rate of 2.1630 mills.

**Section 2. Voted Debt Service Millage Rates**

- A. The Final Sewer Voted Debt Service Millage Rate for Tax (Calendar) Year 2011 is hereby adopted at 0.2360 mills and the levy of an annual tax for said year is made.
- B. The Final Land Acquisition Voted Debt Service Millage Rate for Tax (Calendar) Year 2011 is hereby adopted at 0.0599 mills and the levy of an annual tax for said year is made.
- C. The Final Recreation Center Voted Debt Service Millage Rate for Tax (Calendar) Year 2011 is hereby adopted at 0.1263 mills and the levy of an annual tax for said year is made.

I certify that this is a true and accurate copy of the original.

SANIBEL CITY CLERK


Date: 09/21/11 By: [Signature]

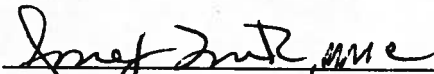
Section 3. Effective Date.

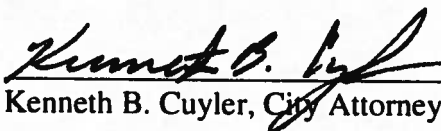
This resolution shall take effect immediately upon adoption.

**DULY PASSED AND ENACTED** by the Council of the City of Sanibel,  
Florida, this 20th day of September, 2011 at 5:34 P.M.

AUTHENTICATION:

  
Kevin Ruane, Mayor

  
Pamela Smith, City Clerk

APPROVED AS TO FORM:   
Kenneth B. Cuyler, City Attorney

9/13/11  
Date

Vote of Council Members:

Ruane	<u>yea</u>
Denham	<u>yea</u>
Congress	<u>yea</u>
Harrity	<u>yea</u>
Jennings	<u>yea</u>

Date filed with City Clerk: September 20, 2011

CITY OF SANIBEL, FLORIDA

RESOLUTION NO. 11-088

**A RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2011-2012 FOR THE CITY OF SANIBEL, FLORIDA; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Section 200.065, Florida Statutes, establishes the method for determining and levying an ad valorem millage rate and adopting a budget for all taxing authorities in the State of Florida; and

**WHEREAS**, the City of Sanibel, Florida has duly advertised and held public hearings as required by Florida Statute 200.065; and

**WHEREAS**, after receiving public comments and questions, the City Council has adopted the Final Operating and Voted Debt Service Ad Valorem Millage Rates for Tax (Calendar) Year 2011; and

**WHEREAS**, the City of Sanibel, Florida, set forth the appropriations and revenue estimates in the amount of \$ 47,674,147 for the Fiscal Year 2011-2012 Budget, as amended.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Sanibel, Florida:

Section 1. Budget Adoption

The Final Fiscal Year 2011-2012 Budget is hereby adopted as amended.


Section 2. Effective Date.

This resolution shall take effect immediately upon adoption.

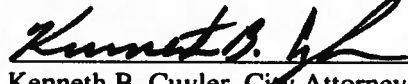
**DULY PASSED AND ENACTED** by the Council of the City of Sanibel, Florida, this 20th day of September, 2011 at 5:35 P.M.

  
Kevin Ruane, Mayor

AUTHENTICATION:

  
Pamela Smith, City Clerk

APPROVED AS TO FROM:

  
Kenneth B. Cuyler, City Attorney


9/13/11  
Date

Vote of Council Members:

Ruane	<u>yea</u>
Denham	<u>yea</u>
Congress	<u>yea</u>
Harrity	<u>yea</u>
Jennings	<u>yea</u>

I certify that this is a true and accurate copy of the original.

**SANIBEL CITY CLERK**

Date: 09/22/11 By: 

Date filed with City Clerk: September 20, 2011

Res 11-088

## Budget Summary

**Budget Summary**  
**City of Sanibel - Fiscal Years 2010-2012**

	FY 09-10	FY 10-11	FY 10-11	FY 11-12	FY12 Adopted to FY11 Adopted Amount of Increase (Decrease)	% Change Final To Adopted	FY12 Adopted to FY11 Projected Amount of Increase (Decrease)	% Change Final To Projected
	<u>Actual</u>	<u>Adopted</u>	<u>Proj Actual</u>	<u>Adopted</u>				
Est Beginning Fund Balance	26,714,560	17,737,602	26,436,630	21,662,987	3,925,385	22.13%	(4,773,643)	-18.06%
Revenues								
Ad Valorem Taxes	10,125,469	10,903,746	10,482,400	10,626,702	(277,044)	-2.54%	144,302	1.38%
Other Taxes	2,342,176	2,155,411	2,309,515	2,288,057	132,646	6.15%	(21,458)	-0.93%
Licenses & Permits	1,739,674	1,560,402	1,582,335	1,563,602	3,200	0.21%	(18,733)	-1.18%
Intergovernmental Revenue	2,692,919	1,079,241	2,333,846	1,580,534	501,293	46.45%	(753,312)	-32.28%
Charges for Services	9,081,832	8,504,690	9,098,588	8,854,566	349,876	4.11%	(244,022)	-2.68%
Fines & Forfeitures	191,745	167,850	153,873	146,850	(21,000)	-12.51%	(7,023)	-4.56%
Miscellaneous Revenue	660,742	1,445,513	1,790,343	1,437,284	(8,229)	-0.57%	(353,059)	-19.72%
Non-Revenue	2,058,001	1,100,000	1,484,337	-	(1,100,000)	0.00%	(1,484,337)	-100.00%
Reserve for Undercollection	-	(595,347)	-	(486,435)	108,912	-18.29%	(486,435)	
Total Revenue	<u>28,892,558</u>	<u>26,321,506</u>	<u>29,235,237</u>	<u>26,011,160</u>	<u>(310,346)</u>	<u>-1.18%</u>	<u>(3,224,077)</u>	<u>-11.03%</u>
Transfers In	8,162,213	2,995,556	3,265,074	4,250,359	1,254,803	41.89%	985,285	30.18%
Total Sources of Funds	<u>63,769,331</u>	<u>47,054,664</u>	<u>58,936,941</u>	<u>51,924,506</u>	<u>4,869,842</u>	<u>10.35%</u>	<u>(7,012,435)</u>	<u>-11.90%</u>
Expenditures								
Operating Expenditures								
General Government	4,028,742	4,676,012	4,555,101	7,911,386	3,235,374	69.19%	3,356,285	73.68%
Public Safety	4,096,086	4,809,218	4,328,493	4,688,877	(120,341)	-2.50%	360,384	8.33%
Physical Environment	6,935,265	6,196,020	4,954,698	5,154,145	(1,041,875)	-16.82%	199,447	4.03%
Transportation	5,413,140	7,962,334	7,605,801	8,724,908	762,574	9.58%	1,119,107	14.71%
Economic Environment	254,451	262,044	262,044	269,695	7,651	2.92%	7,651	2.92%
Human Services	1,000	1,000	1,000	1,000	-	0.00%	-	0.00%
Culture/Recreation	2,905,317	2,856,084	2,930,225	2,926,888	70,804	2.48%	(3,337)	-0.11%
Non-Expenditure Disbursements	<u>5,536,487</u>	<u>11,274,585</u>	<u>9,371,517</u>	<u>10,711,404</u>	<u>(563,181)</u>	<u>-5.00%</u>	<u>1,339,887</u>	<u>14.30%</u>
Total Operating Expenditures	<u>29,170,488</u>	<u>38,037,297</u>	<u>34,008,879</u>	<u>40,388,303</u>	<u>2,351,006</u>	<u>6.18%</u>	<u>6,379,424</u>	<u>18.76%</u>
Transfers to Other Funds	8,162,213	2,995,556	3,265,074	4,250,359	1,254,803	41.89%	985,285	30.18%
Estimated Ending Fund Balance	<u>26,436,630</u>	<u>6,021,811</u>	<u>21,662,988</u>	<u>7,285,844</u>	<u>1,264,033</u>	<u>20.99%</u>	<u>(14,377,144)</u>	<u>-66.37%</u>
Total Uses of Funds	<u>63,769,331</u>	<u>47,054,664</u>	<u>58,936,941</u>	<u>51,924,506</u>	<u>4,869,842</u>	<u>10.35%</u>	<u>(7,012,435)</u>	<u>-11.90%</u>

**Budget Summary**  
**City of Sanibel - Fiscal Year 2011-2012**

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Total
Est Beginning Fund Balance	15,314,577	2,910,730	287,829	1,953,166	1,196,685	21,662,987
Revenues						
Ad Valorem Taxes	8,850,564	-	783,272	-	992,866	10,626,702
Other Taxes	888,057	1,400,000	-	-	-	2,288,057
Licenses & Permits	986,000	507,602	-	-	70,000	1,563,602
Intergovernmental Revenue	645,585	191,061	-	2,266	741,622	1,580,534
Charges for Services	1,442,000	480,000	-	-	6,932,566	8,854,566
Fines & Forfeitures	37,000	14,850	-	-	95,000	146,850
Miscellaneous Revenue	288,621	117,925	1,150	500	1,029,088	1,437,284
Non-Revenue	-	-	-	-	-	-
Reserve for Undercollection	(354,023)	(1,366)	(31,331)	-	(99,715)	(486,435)
Total Revenue	12,783,804	2,710,072	753,091	2,766	9,761,427	26,011,160
Transfers In	-	2,175,101	600,000	1,475,258	-	4,250,359
Total Sources of Funds	28,098,381	7,795,903	1,640,920	3,431,190	10,958,112	51,924,506
Expenditures						
Operating Expenditures						
General Government	7,494,723	-	-	416,663	-	7,911,386
Public Safety	3,690,964	720,647	-	277,266	-	4,688,877
Physical Environment	664,516	-	-	-	4,489,629	5,154,145
Transportation	717,954	2,481,970	-	2,491,500	3,033,484	8,724,908
Economic Environment	269,695	-	-	-	-	269,695
Human Services	-	1,000	-	-	-	1,000
Culture/Recreation	649,359	2,277,529	-	-	-	2,926,888
Non-Expenditure Disbursements	6,390,000	-	744,108	-	3,577,296	10,711,404
Total Operating Expenditures	19,877,212	5,481,145	744,108	3,185,429	11,100,409	40,388,303
Transfers to Other Funds	3,714,175	417,314	-	118,870	-	4,250,359
Estimated Ending Fund Balance	4,506,994	1,897,444	896,812	126,891	(142,297)	7,285,844
Total Uses of Funds	28,098,381	7,795,903	1,640,920	3,431,190	10,958,112	51,924,506

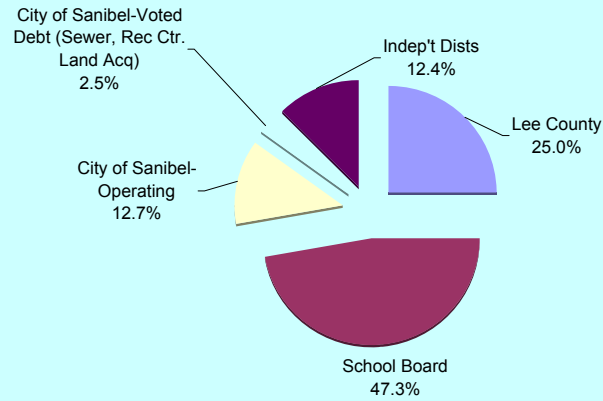
# City of Sanibel Budget Summary

FISCAL YEAR 2011-12 ADOPTED BUDGET					
GOVERNMENTAL FUNDS			BUSINESS-TYPE FUNDS	TOTAL	
OPERATING			ENTERPRISE		
BUDGET			BUDGETS		
OPERATING			ENTERPRISE		
BUDGET			BUDGETS		
OPERATING			ENTERPRISE		
BUDGET			BUDGETS		
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The FY12 budget assumes the City will spend \$1,658,858 in disaster, insurance deductible, environmental and contingency reserves in FY11.



ALLOCATION OF TOTAL TAXES PAID BY SANIBEL PROPERTY OWNER  
BASED ON TENTATIVE MILLAGE RATES



<u>Taxing Authority</u>	<u>Tax Year</u> 2011 <u>Adopted</u> <u>Millage Rate*</u>	<u>Percent</u> <u>of Total</u> <u>Millage</u>	FY12 Average Taxable Value of Residence	
			\$	543,989
Lee County			<u>Average</u> <u>Residential</u> <u>Taxes Paid</u>	
General	3.6506	22.0%	\$	1,985.89
Preservation Lands	0.5000	3.0%		271.99
School Board				
State	5.6060	33.8%		3,049.60
Local	2.2480	13.5%		1,222.89
<b>City of Sanibel</b>				
<b>Operating (*)</b>	<b>2.1038</b>	<b>12.7%</b>		<b>1,144.44</b>
<b>Voted Debt Sewer</b>	<b>0.2360</b>	<b>1.4%</b>		<b>128.38</b>
<b>Voted Debt-Land</b>	<b>0.0599</b>	<b>0.4%</b>		<b>32.58</b>
<b>Voted Debt-Rec Ctr</b>	<b>0.1263</b>	<b>0.8%</b>		<b>68.71</b>
Independent Districts				
Sanibel Public Library	0.3750	2.3%		204.00
SFWMD-Everglades	0.0624	0.4%		33.94
WCIND	0.0394	0.2%		21.43
SFWMD	0.3739	2.3%		203.40
Fire District	0.9446	5.7%		513.85
Hyacinth Control	0.0310	0.2%		16.86
Mosquito Control	0.2388	1.4%		129.90
	<u>16.5957</u>	<u>100.0%</u>	<u>\$</u>	<u>9,027.89</u>

(\*) per Resolution 11-087

**CITY OF SANIBEL**  
**FISCAL YEAR 2011-12 ADOPTED BUDGET**  
**GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE**  
**EXPENDITURES SHOWN BY FUNCTION**

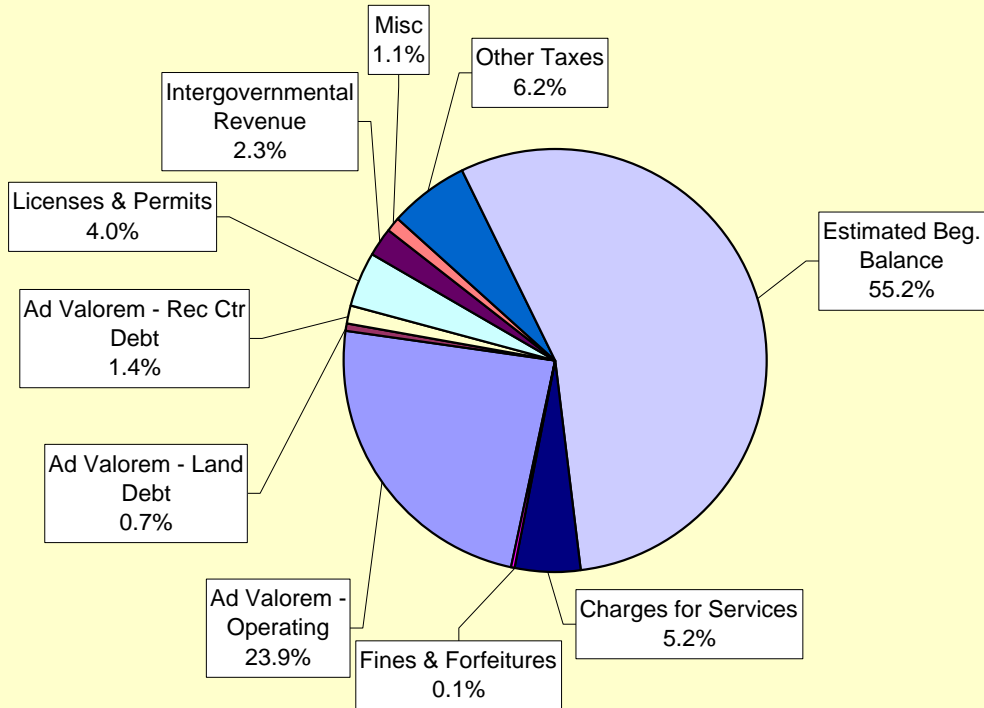
<b>FY 2011-12 GOVERNMENTAL FUNDS BUDGET</b>							
	<b>OPERATING BUDGET</b>				<b>CAPITAL BUDGET</b>	<b>FISCAL YEAR 2011-12 TOTAL</b>	<b>AMENDED GOVT'L FUNDS BUDGET 2010-11</b>
	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>DEBT SERVICE FUNDS</b>	<b>TOTAL OPERATING BUDGET</b>	<b>CAPITAL PROJECTS FUNDS</b>		
<b>SOURCES OF FUNDS</b>							
<b>EST BEGINNING FUND BALANCE</b>	15,314,577	2,910,730	287,829	18,513,136	1,953,166	20,466,302	23,644,596
<b>REVENUES</b>							
Taxes							
Ad Valorem -Operating Millage	2.1038	8,850,564	-	8,850,564	-	8,850,564	9,074,577
Ad Valorem -Land Acq Debt Serv	0.0599	-	252,114	252,114	-	252,114	250,251
Ad Valorem -Rec Ctr. Debt Serv	0.1263	-	531,158	531,158	-	531,158	533,474
Other Taxes		888,057	1,400,000	2,288,057	-	2,288,057	2,155,411
Licenses & Permits		986,000	507,602	1,493,602	-	1,493,602	1,490,402
Intergovernmental Revenue		645,585	191,061	836,646	2,266	838,912	1,192,884
Charges for Services		1,442,000	480,000	1,922,000	-	1,922,000	1,880,279
Fines & Forfeitures		37,000	14,850	51,850	-	51,850	47,850
Miscellaneous Revenue		288,621	117,925	407,696	500	408,196	374,506
<b>TOTAL REVENUE</b>	<b>13,137,827</b>	<b>2,711,438</b>	<b>784,422</b>	<b>16,633,687</b>	<b>2,766</b>	<b>16,636,453</b>	<b>16,999,634</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers from Other Funds	-	2,175,101	600,000	2,775,101	1,475,258	4,250,359	3,203,056
Debt Proceeds	-	-	-	-	-	-	-
Reserve for Undercollection	(354,023)	(1,366)	(31,331)	(386,720)	-	(386,720)	(493,530)
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>(354,023)</b>	<b>2,173,735</b>	<b>568,669</b>	<b>2,388,381</b>	<b>1,475,258</b>	<b>3,863,639</b>	<b>2,709,526</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>28,098,381</b>	<b>7,795,903</b>	<b>1,640,920</b>	<b>37,535,204</b>	<b>3,431,190</b>	<b>40,966,394</b>	<b>43,353,756</b>
<b>LESS: TRANSFERS BETWEEN FUNDS</b>						<b>(4,250,359)</b>	<b>(3,203,056)</b>
<b>NET SOURCES</b>						<b>36,716,035</b>	<b>40,150,700</b>

**CITY OF SANIBEL**  
**FISCAL YEAR 2011-12 ADOPTED BUDGET**  
**GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE**  
**EXPENDITURES SHOWN BY FUNCTION**

	<b>FY 2011-12 GOVERNMENTAL FUNDS BUDGET</b>					<b>FISCAL YEAR 2011-12 TOTAL</b>	<b>AMENDED GOV'T'L FUNDS BUDGET 20010-11</b>
	<b>OPERATING BUDGET</b>			<b>TOTAL OPERATING BUDGET</b>	<b>CAPITAL BUDGET</b>		
	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>DEBT SERVICE FUNDS</b>		<b>CAPITAL PROJECTS FUNDS</b>		
<b>USES OF FUNDS</b>							
<b>EXPENDITURES</b>							
Operating Expenditures							
General Government	7,473,723	-	-	7,473,723	-	7,473,723	4,391,525
Public Safety	3,690,964	640,647	-	4,331,611	-	4,331,611	4,424,387
Physical Environment	664,516	-	-	664,516	-	664,516	767,145
Transportation	717,954	2,481,970	-	3,199,924	-	3,199,924	3,315,266
Economic Environment	269,695	-	-	269,695	-	269,695	262,044
Human Services	-	1,000	-	1,000	-	1,000	1,000
Culture/Recreation	649,359	2,277,529	-	2,926,888	-	2,926,888	2,964,208
Total Operating Expenditures	13,466,212	5,401,145	-	18,867,357	-	18,867,357	16,125,574
Capital Projects	21,000	80,000	-	101,000	3,185,429	3,286,429	3,624,540
<b>TOTAL EXPENDITURES</b>	<b>13,487,212</b>	<b>5,481,145</b>	<b>-</b>	<b>18,968,357</b>	<b>3,185,429</b>	<b>22,153,786</b>	<b>19,750,114</b>
<b>NON-OPERATING EXPENDITURES</b>							
Reserve for Contingencies	275,000	-	-	275,000	-	275,000	141,774
Reserve for Environmental Initiatives	1,300,000	-	-	1,300,000	-	1,300,000	1,275,000
Reserve for Insurance Deductibles	315,000	-	-	315,000	-	315,000	315,000
Reserve for Disasters	4,500,000	-	-	4,500,000	-	4,500,000	4,479,100
Transfer to Other Funds	3,714,175	417,314	-	4,131,489	118,870	4,250,359	3,203,056
Redemption of Long-Term Debt	-	-	744,108	744,108	-	744,108	752,038
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>10,104,175</b>	<b>417,314</b>	<b>744,108</b>	<b>11,265,597</b>	<b>118,870</b>	<b>11,384,467</b>	<b>10,165,968</b>
<b>TOTAL APPROPRIATIONS</b>	<b>23,591,387</b>	<b>5,898,459</b>	<b>744,108</b>	<b>30,233,954</b>	<b>3,304,299</b>	<b>33,538,253</b>	<b>29,916,082</b>
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>4,506,994</b>	<b>1,897,444</b>	<b>896,812</b>	<b>7,301,250</b>	<b>126,891</b>	<b>7,428,141</b>	<b>13,437,674</b>
<b>TOTAL USES OF FUNDS</b>	<b>28,098,381</b>	<b>7,795,903</b>	<b>1,640,920</b>	<b>37,535,204</b>	<b>3,431,190</b>	<b>40,966,394</b>	<b>43,353,756</b>
<b>LESS: TRANSFERS BETWEEN FUNDS</b>						<b>(4,250,359)</b>	<b>(3,203,056)</b>
<b>NET USES</b>						<b>36,716,035</b>	<b>40,150,700</b>

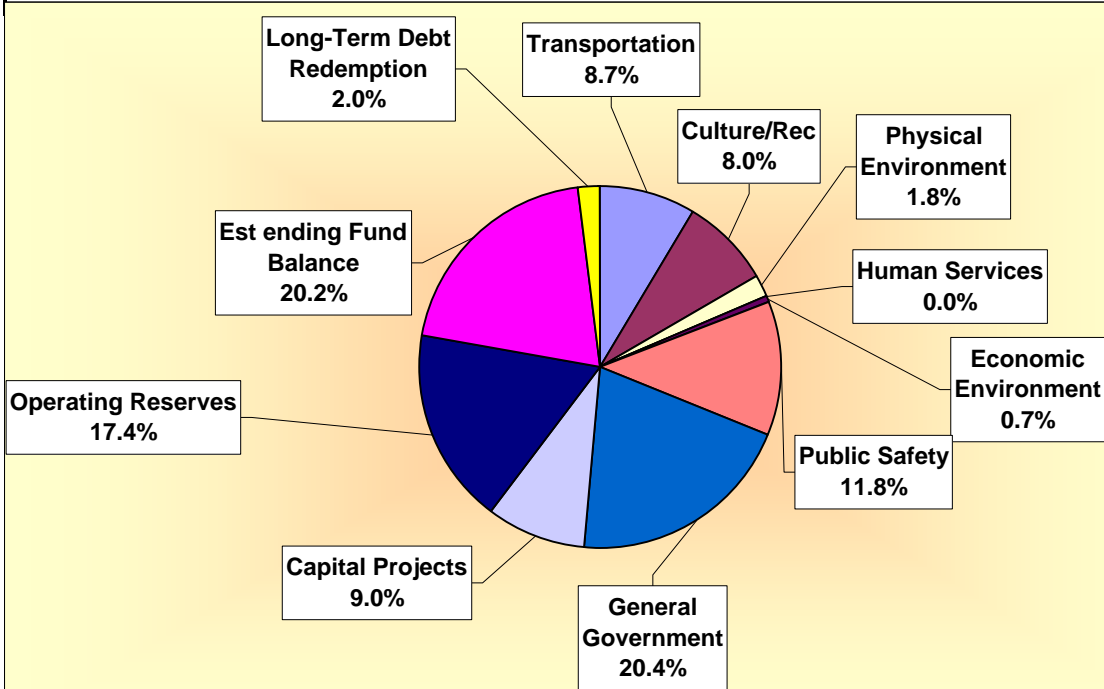
The FY12 budget assumes the City will spend \$1,658,858 in disaster, insurance deductible, environmental and contingency reserves in FY11.

**CITY OF SANIBEL**  
**WHERE THE MONEY COMES FROM**  
**GOVERNMENTAL FUNDS**  
**Fiscal Year 2011-12**



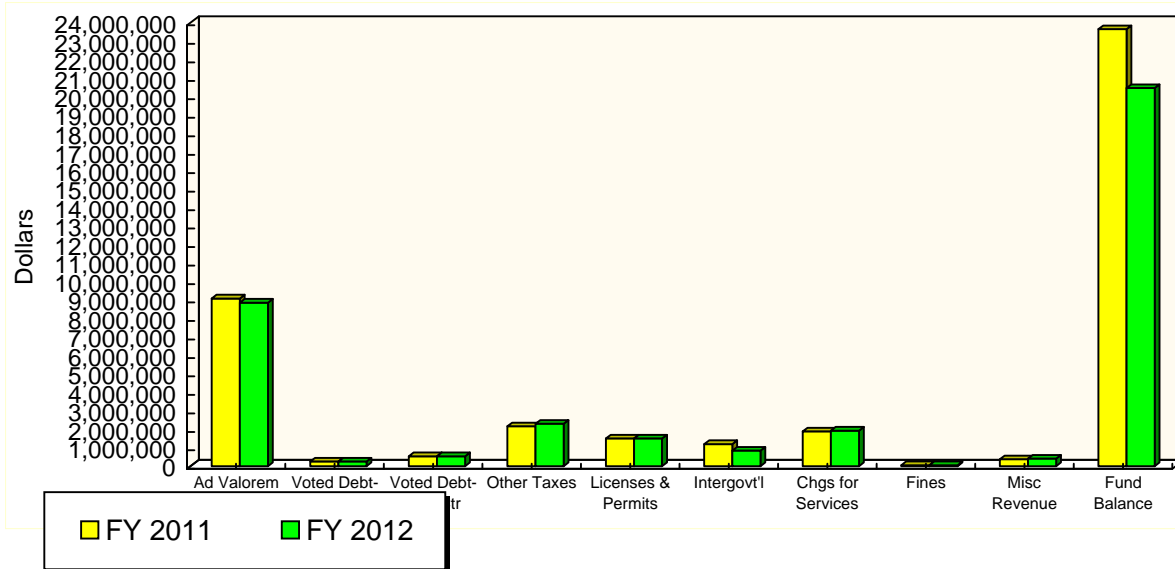
GOVERNMENTAL FUNDS		
SOURCES OF FUNDS	AMOUNT	PERCENT OF TOTAL
Est . Beginning Fund Balance	\$ 20,466,302	55.2%
<b>REVENUES</b>		
Ad Valorem Taxes - Operating Millage	\$ 8,850,564	23.9%
Ad Valorem Taxes - Land Voted Debt	252,114	0.7%
Ad Valorem Taxes - Rec Center Debt	531,158	1.4%
Other Taxes	2,288,057	6.2%
Licenses & Permits	1,493,602	4.0%
Intergovernmental Revenue	838,912	2.3%
Charges for Services	1,922,000	5.2%
Fines & Forfeitures	51,850	0.1%
Miscellaneous Revenue	408,196	1.1%
<b>TOTAL REVENUE</b>	<b>\$ 16,636,453</b>	<b>100.0%</b>
Reserve for Undercollection	(386,720)	
<b>NET SOURCES OF FUNDS</b>	<b>\$ 36,716,035</b>	

**CITY OF SANIBEL  
WHERE THE MONEY GOES  
GOVERNMENTAL FUNDS  
Fiscal Year 2011-12**



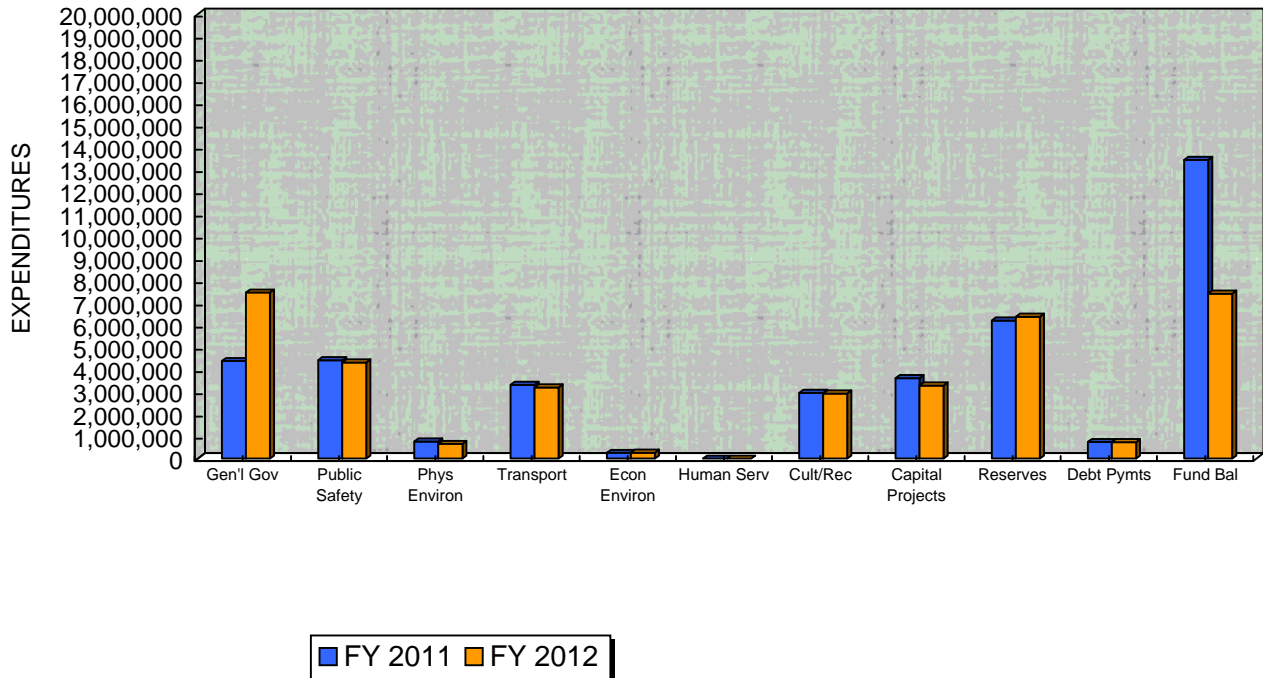
GOVERNMENTAL FUNDS		
USES OF FUNDS	AMOUNT	PERCENT OF TOTAL
OPERATING EXPENSES		
General Government	\$ 7,473,723	20.4%
Public Safety	4,331,611	11.8%
Physical Environment	664,516	1.8%
Transportation	3,199,924	8.7%
Economic Environment	269,695	0.7%
Human Services	1,000	0.003%
Culture & Recreation	2,926,888	8.0%
TOTAL OPERATING EXPENDITURES	\$ 18,867,357	
OPERATING RESERVES	6,390,000	17.4%
CAPITAL PROJECTS and RESERVES	3,286,429	9.0%
REDEMPTION OF LONG-TERM DEBT	744,108	2.0%
Estimated Ending Fund Balance	7,428,141	20.2%
TOTAL USES OF FUNDS	\$ 36,716,035	100.0%

**CITY OF SANIBEL  
COMPARISON OF SOURCES OF FUNDS  
GOVERNMENTAL FUNDS BUDGET**



	FY 2011 BUDGET AS AMENDED	FY 2012 ADOPTED BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
<b>OPERATING SOURCES OF FUNDS</b>				
Revenue				
Ad Valorem Taxes-Operating	\$ 9,074,577	\$ 8,850,564	\$ (224,013)	-2.5%
Ad Valorem Taxes-Land DS	\$ 250,251	\$ 252,114	\$ 1,863	0.7%
Ad Valorem Taxes-Rec Ctr DS	\$ 533,474	\$ 531,158	\$ (2,316)	-0.4%
Other Taxes	\$ 2,155,411	\$ 2,288,057	\$ 132,646	6.2%
Licenses & Permits	\$ 1,490,402	\$ 1,493,602	\$ 3,200	0.2%
Intergovernmental Revenue	\$ 1,192,884	\$ 838,912	\$ (353,972)	-29.7%
Charges for Services	\$ 1,880,279	\$ 1,922,000	\$ 41,721	2.2%
Fines & Forfeitures	\$ 47,850	\$ 51,850	\$ 4,000	8.4%
Miscellaneous Revenue	\$ 374,506	\$ 408,196	\$ 33,690	9.0%
<b>TOTAL REVENUE</b>	<b>\$ 16,999,634</b>	<b>\$ 16,636,453</b>	<b>\$ (363,181)</b>	<b>-2.1%</b>
<b>OTHER FINANCING SOURCES</b>				
Estimated Beginning Fund Balance	23,644,596	20,466,302	(3,178,294)	-13.4%
<b>TOTAL SOURCES OF FUNDS</b>	<b>40,644,230</b>	<b>37,102,755</b>	<b>(3,541,475)</b>	<b>-8.7%</b>
Reserve for Undercollection	(493,530)	(386,720)	106,810	-21.6%
<b>NET BUDGET</b>	<b>\$ 40,150,700</b>	<b>\$ 36,716,035</b>	<b>\$ (3,434,665)</b>	<b>-8.6%</b>

**CITY OF SANIBEL  
COMPARISON OF USES OF FUNDS  
BY FUNCTION  
GOVERNMENTAL FUNDS**



	FY 2011 BUDGET AS AMENDED	FY 2012 ADOPTED BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
<b>USES OF FUNDS by Function</b>				
<b>Expenditures</b>				
General Government	\$ 4,391,525	\$ 7,473,723	\$ 3,082,198	70.2%
Public Safety	4,424,387	4,331,611	(92,776)	-2.1%
Physical Environment	767,145	664,516	(102,629)	-13.4%
Transportation	3,315,266	3,199,924	(115,342)	-3.5%
Economic Environment	262,044	269,695	7,651	2.9%
Human Services	1,000	1,000	-	0.0%
Culture/Recreation	2,964,208	2,926,888	(37,320)	-1.3%
<b>Total Operating Expenditures</b>	<b>\$ 16,125,574</b>	<b>\$ 18,867,357</b>	<b>\$ 2,741,783</b>	<b>17.0%</b>
Capital Projects	\$ 3,624,540	\$ 3,286,429	\$ (338,111)	-9.3%
Reserve for Contingency & Capital	6,210,874	6,390,000	179,126	2.9%
Redemption of Long-term Debt	752,038	744,108	(7,930)	-1.1%
Ending Fund Balance	13,437,674	7,428,141	(6,009,533)	-44.7%
<b>NET BUDGET</b>	<b>\$ 40,150,700</b>	<b>\$ 36,716,035</b>	<b>\$ (3,434,665)</b>	<b>-8.6%</b>

## Governmental Funds Budget

A fund is a grouping of related accounts that is used to maintain financial control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Governmental funds account for most of the City's tax-supported activities. The City has four governmental fund types: the general fund, special revenue fund, debt service fund and the capital project fund. These funds are found in either the operating budget or the capital budget.

**Operating Budget** - The operating budget includes the:

**General Fund** - The general fund is the principal fund of the City and is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund. General fund activities are funded principally by property taxes, intergovernmental revenues, licenses and permits, charges for services and miscellaneous revenues, which include public contributions and interest earnings;

**Special Revenue Funds** - Special revenue funds are used to account for revenues from specific revenue sources which are legally restricted to the use for which the revenue is granted or contributed to the City;

**Debt Service Funds** - Debt service funds are used to account for the accumulation of resources for and the payment of principal and interest on long-term debt.

**Capital Budget** – The capital budget includes:

The current year of the 5-year capital improvement plan as budgeted in the capital projects funds and certain special revenue funds.



## City of Sanibel, Florida

### General Fund Fund No. 001

#### **Sources of Funds**

##### **Beginning Fund Balance:**

The first available source of funds at the beginning of each fiscal year is the carry-forward of the previous year's available fund balance. Fund balance is the accumulation of prior year's revenues, minus expenditures. According to the City's adopted fund balance policy, portions of fund balance are earmarked or "reserved" for a specific purpose. The unrestricted portion of fund balance is that amount which is available for appropriation in the subsequent fiscal year.

It is estimated that \$15,314,577 of fund balance will be available at the end of FY 2011 to carry-forward to FY 2012.

##### **Taxes:**

Property (ad valorem) tax, determined by the levy of an operating millage rate, is the City's primary revenue source providing \$8,850,564 (31.5%) of general fund sources. This amount of tax revenue is calculated based on the levy of a 2.1038 operating millage rate on Sanibel's 2011 assessed taxable value of \$4,161,460,842, which is .028% less than the rolled-back tax rate of 2.1630. To calculate the property tax revenue to be derived from a mill rate, divide the assessed taxable value by 1000, and multiply by the proposed mill rate.

The rolled-back rate is the rate which would generate the same dollar amount of property tax revenue as was generated in the prior year, excluding valuation changes resulting from new construction. To calculate the rolled-back millage rate subtract the value of new construction from the new assessed taxable value, divide the result by 1000 and then divide the prior year's total property tax revenue into the result.

Other taxes in the general fund include the communications services tax, business tax and casualty insurance premium tax estimated to generate \$540,000, \$289,332 and \$58,725 respectively in FY 2012. The communications service tax is budgeted at the same amount as FY2011 estimated receipts, the business tax is expected to be flat and the casualty insurance premium tax is budgeted at the same amount as received in FY2011.

Prior to FY2011 the business tax was collected in a separate fund, Fund 162, and tax receipts were used for debt service

Revenue projections for FY12 property taxes are derived using a rate of 2.1038 which is .028% less than the rolled back rate. Revenue projections for other taxes in the general fund are based on trend analysis of prior years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues, estimates from the state of Florida's Department of Revenue, and staff's astute judgment concerning expected economic conditions in FY12.

## City of Sanibel, Florida

### **Licenses and Permits:**

Franchise fees will provide \$975,000 or 3.47% of general fund revenues. Prior to FY2011 franchise fees were collected in a separate fund, Fund 162, and receipts were used for debt service. With the FY 2010 payoff of debt these receipts are no longer required for debt service and will be collected in the general fund.

Licenses and permits provide \$ 11,000 or .04% of general fund revenues. For FY12, revenues of \$9,000 from a special events permit fee enacted in 2007, plus \$2,000 from dog licenses, is budgeted.

### **Intergovernmental Revenue:**

Intergovernmental revenue is estimated to generate \$645,585 or 2.30% of the general fund's source of funds. These revenue types include state-shared revenues such as state revenue sharing, alcoholic beverage licenses, half-cent sales tax, etc. and are collected by the state and re-distributed to the cities and counties based on state-mandated formulas.

Revenue projections for these taxes are based on trend analysis of prior years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues, estimates from the state of Florida's Department of Revenue, and staff's astute judgment concerning expected economic conditions in FY12.

### **Charges for Services:**

Charges for services are estimated to provide \$1,442,000 (5.13%) of revenue to the general fund. These sources include planning-type (development) permits, solid waste tipping fees, and indirect costs charged to the building department, ballpark maintenance fund and enterprise funds for central services provided to those self-supporting funds.

Planning-type fees were established based on the results of a September 2005 user fee study, at rates sufficient to recover the direct and indirect costs of the planning department's permit-issuance activities. A 3% rate indexing was last applied on October 1, 2007; fees have not been increased since.

Solid waste tipping fees are collected pursuant to the terms of an interlocal agreement with Lee County. Indirect costs are collected based on an independent indirect cost study conducted annually to calculate the allocated costs of the central services provided to each program activity of the City.

### **Fines and Forfeitures:**

Fines and forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute \$37,000 (0.13%) of general fund sources. Projections are based on trend analysis of prior year's activity.

## City of Sanibel, Florida

### **Miscellaneous Revenues:**

Miscellaneous revenue includes interest earnings, rents and contributions. This revenue source is estimated at \$288,621 (1.03%) of general fund sources. Projections for interest earnings are based on the City's fixed income investment program.

### **Other Non-revenues:**

Non-revenues include a reserve for under-collection of other revenues in the amount of \$354,023. This amount is equal to 4% of ad valorem tax revenue. Ad valorem tax revenue is budgeted at 100% of the 2.1038 millage rate levy; however, because taxpayers take advantage of the discount afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

### **Uses of Funds**

Uses of funds are broken down by functional classification, as they are required to be reported to the state of Florida each year. Although the City's budget is legally adopted at the fund level, each of the departments included in the functional classification has a respective line-item detail budget included in the supplemental schedule section of this document. Each department has also included an organization chart and department narrative describing its mission, activities and goals for FY 2012. Please see the supplemental schedules section of this document for this information.

The following summarizes each department's budget by its functional classification:

### **General Government**

The legislative and administrative department's budgets equal \$219,035 and \$782,969 respectively for FY 2012. The MIS department is also included as a general government function and its FY 2012 budget is \$757,832. The finance department is budgeted at \$850,801 and the legal department at \$582,981. Planning has a budget of \$762,953 and city-wide insurance/other general government department (excluding workers compensation) is estimated to cost \$3,538,152 in FY 2012.

The respective percent change of each department's FY 2012 budget over or under the prior year's amended budget and the explanation of the change are included in the supplemental schedules section of this document.

### **Public Safety**

The police department is included in the budget at \$3,666,934 and the Sanibel emergency management plan (SEMP) at \$24,030.

### **Physical Environment**

The physical environment function includes the recycling department, budgeted at \$59,300 and the natural resources management department, budgeted at \$605,216 for FY 2012.

## City of Sanibel, Florida

### Transportation

The public works department, excluding the streets division that is now found in special revenue Fund 101, is budgeted at \$717,954.

### Economic Environment

The below market rate housing program was moved from a special revenue fund to the general fund in FY10. Pursuant to the terms of an agreement with the nonprofit organization Community Housing and Resources, Inc. (CHR) its budget is \$269,695. This agreement will expire on September 30, 2012.

### Culture/Recreation

Public facilities maintenance is budgeted at \$485,868 and the performing arts facility, Barrier Island Group (BIG) Arts, at \$14,468. The City's contribution to the Historical Museum and Village, through a contract expiring on September 30, 2012, is budgeted at \$149,023.

### Non-Operating Expenditures

Non-operating expenditures include the City's various reserves and transfers to other funds (interfund transfers). Interfund transfers represent revenue that is collected in one fund (like the general fund) but is used in another fund (like special revenue or capital project funds). For example, the City transfers funds from the general fund to the special revenue recreation center fund each year to support the recreation facility and Center 4 Life. Transfers in FY 2012 are budgeted to be \$3,714,175. A schedule of interfund transfers is included in the supplemental schedules section of this document.

The City's reserves for FY 2012 include \$275,000 for the annual contingency reserve to meet unexpected events; \$1,300,000 for environmental initiatives, \$315,000 for meeting insurance deductibles and \$4,500,000 for disasters, for a total of \$6,390,000.

### Ending Fund Balance

The ending fund balance has three components. The first is a 17% cash flow reserve dictated by the City's fund balance policy and funds which are available for appropriation in FY12. This \$2.29 million cash flow reserve will provide operational cash for October and November of FY12 until the first distribution of ad valorem tax revenue is received from the Lee County tax collector in early December. The second component is a restricted balance of \$2,203,016. At its August 2, 2011 meeting Council voted to increase the interfund loan between the General Fund and Sewer Fund from \$1,750,000 to \$2,750,000. The current repayment schedule will be modified to decrease the annual repayment amount and extend the term from five remaining annual payments of \$350,000 to ten annual payments of \$275,000. Annual payments will be made pursuant to Resolution #11-064 adopted August 2, 2011. FY12 budgeted restricted fund balance will increase from \$1,053,016 to \$2,203,016. The remainder of ending fund balance is the amount budgeted to be available for appropriation in the subsequent fiscal year (FY 2013) as beginning fund balance and is projected to be \$11,152 at the end of FY 2012.

**CITY OF SANIBEL  
GENERAL FUND  
SUMMARY**

			2010-11			
	2008-09	2009-10	ADOPTED	AMENDED	ESTIMATED	FY 12
	ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	ADOPTED
<b>SOURCES OF FUNDS</b>						
BEGINNING FUND BALANCE,	15,113,060	18,243,805	10,058,580	16,392,222	16,392,222	15,314,577
ESTIMATED REVENUE	Tax Year					
TAXES	2011					
Ad Valorem Taxes	Millage					
	2.1038					
Local Option Gas Tax	10,175,612	9,372,184	9,074,577	9,074,577	8,734,236	8,850,564
\$.05 Local Option Gas Tax	846,898					
Communications Services Tax	633,562					
Business Tax Receipts						
Casualty Insurance Premium Tax	529,114	558,375	557,948	557,948	540,000	540,000
	From F162		288,738	288,738	289,332	289,332
	57,459	58,716	58,725	58,725	58,725	58,725
TOTAL TAXES	12,242,645	9,989,275	9,979,988	9,979,988	9,622,293	9,738,621
LICENSES & PERMITS						
Franchise Fees	From F162		975,000	975,000	977,684	975,000
Special Events Permits	9,280	12,430	6,000	6,000	9,070	9,000
Dog Licenses	1,827	1,924	1,800	1,800	2,735	2,000
TOTAL LICENSES & PERMITS	11,107	14,354	982,800	982,800	989,489	986,000
INTERGOVERNMENTAL REVENUE						
Federal Grants	1,029,898	20,018	-	30,814	42,089	25,000
Payment in Lieu of Taxes-Federal	109,480	-	105,000	105,000	39,467	16,085
State Grants	58,052	5,786	-	1,098	1,098	-
State Shared Revenues:						
State Revenue Sharing Proceeds**	144,193	102,092	93,443	93,443	100,792	100,000
Mobile Home License Rebate	1,848	2,969	2,500	2,500	2,500	2,500
Alcoholic Beverage License	16,294	13,358	15,000	15,000	15,000	15,000
Half-cent Sales Tax	390,291	386,313	375,000	375,000	396,212	390,000
Motor Fuel Tax Rebate	9,879					
Municipal Solid Waste	50,051	51,826	45,000	45,000	45,961	46,000
Occupational License Rebate	4,662	3,442	3,500	3,500	3,500	3,500
Grants from Other Local Units	199,947	39,450	39,850	89,850	89,850	40,000
Payment in Lieu of Taxes-Local	7,500	7,500	7,500	7,500	7,500	7,500
TOTAL INTERGOVERN. REVENUES	2,022,095	632,754	686,793	768,705	743,969	645,585
CHARGES FOR SERVICES						
General Government						
Development Permit Fees	213,163	222,766	220,000	220,000	220,000	180,000
Wastewater Disposal Permits	1,439	1,439	-	-	-	-
Sign Permits	8,497	5,283	7,000	7,000	5,000	5,000
Other LDC Actions	25,913	43,773	24,000	24,000	35,125	30,000
Fee for Lien Research	4,035	6,689	3,490	3,490	4,235	4,000
Sale of Maps & Publications	5,001	11,337	4,000	4,000	8,003	7,500
Indirect Cost Services	1,223,562	1,139,015	900,670	1,023,694	1,023,694	1,000,000
Collection Administration Fees	3,196	580	2,000	2,000	500	500
SUB-TOTAL TO CARRY FORWARD	1,484,806	1,430,882	1,161,160	1,284,184	1,296,557	1,227,000

**CITY OF SANIBEL  
GENERAL FUND  
SUMMARY**

			2010-11			
	2008-09 ACTUAL	2009-10 ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL	FY 12 ADOPTED
CHARGES FOR SERVICES (cont'd)						
SUB-TOTAL FORWARDED	<u>1,484,806</u>	<u>1,430,882</u>	<u>1,161,160</u>	<u>1,284,184</u>	<u>1,296,557</u>	<u>1,227,000</u>
Public Safety						
Police Services	24,548	35,025	25,000	25,000	32,525	30,000
Solid Waste Tipping Fees	203,865	199,299	190,000	190,000	187,646	185,000
Transportation	-	5,670	-	-	-	-
Culture/Recreation						
Senior Aerobics	<u>3,404</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
			To F 170			
TOTAL CHARGES FOR SERVICES	<u>1,716,623</u>	<u>1,670,876</u>	<u>1,376,160</u>	<u>1,499,184</u>	<u>1,516,728</u>	<u>1,442,000</u>
FINES & FORFEITURES						
Court Fines	56,269	31,669	28,000	28,000	28,000	28,000
Violation of Local Ordinances	<u>13,699</u>	<u>10,687</u>	<u>5,000</u>	<u>5,000</u>	<u>9,145</u>	<u>9,000</u>
TOTAL FINES & FORFEITURES	<u>69,968</u>	<u>42,356</u>	<u>33,000</u>	<u>33,000</u>	<u>37,145</u>	<u>37,000</u>
MISCELLANEOUS REVENUES						
Interest Earnings	154,778	120,353	175,000	175,000	175,000	175,000
Rents & Royalties	22,378	16,659	65,501	65,501	62,671	62,671
Contributions	15,325	27,005	764	11,129	12,230	834
Ins Proceeds/Sale of Fixed Assets	8,258	28,582	6,000	6,000	29,650	6,000
Refund of Prior Years Expenditures	30,682	41,697	-	-	56,535	22,407
Other Miscellaneous Revenue/Gain on Investment	<u>(106,210)</u>	<u>45,827</u>	<u>2,500</u>	<u>5,000</u>	<u>27,593</u>	<u>21,709</u>
TOTAL MISCELLANEOUS REVENUE	<u>125,211</u>	<u>280,123</u>	<u>249,765</u>	<u>262,630</u>	<u>363,679</u>	<u>288,621</u>
TOTAL ESTIMATED REVENUE	16,187,649	12,629,738	13,308,506	13,526,307	13,273,303	13,137,827
OTHER FINANCING SOURCES						
NON-REVENUES						
Transfers In	402,993	1,267,155	-	3,500	57,762	-
Debt Proceeds			-	-	-	-
Less: Reserve for Undercollection	<u>-</u>	<u>-</u>	<u>(453,729)</u>	<u>(453,729)</u>	<u>-</u>	<u>(354,023)</u>
TOTAL OTHER FINANCING SOURCES	<u>402,993</u>	<u>1,267,155</u>	<u>(453,729)</u>	<u>(450,229)</u>	<u>57,762</u>	<u>(354,023)</u>
TOTAL BEGINNING FUND BALANCE, ESTIMATED REVENUE & OTHER FINANCING SOURCES	<u>31,703,702</u>	<u>32,140,698</u>	<u>22,913,357</u>	<u>29,468,300</u>	<u>29,723,287</u>	<u>28,098,381</u>

**CITY OF SANIBEL  
GENERAL FUND  
SUMMARY**

			2010-11			
	2008-09 ACTUAL	2009-10 ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL	FY 12 ADOPTED
<b>USES OF FUNDS</b>						
<b>GENERAL GOVERNMENT</b>						
Legislative	227,641	187,758	231,162	272,027	261,263	219,035
Administrative	738,027	719,161	754,259	754,259	729,692	782,969
Management Information Systems	617,504	693,463	669,469	692,619	700,974	757,832
Finance	870,383	828,409	809,135	809,135	805,269	850,801
Legal	435,039	599,480	559,157	559,157	559,642	582,981
Planning	726,557	525,320	600,292	664,368	629,728	762,953
Insurance/Other General Government*	420,451	488,774	577,931	638,960	577,682	3,538,152
<b>TOTAL GENERAL GOVERNMENT</b>	<b>4,035,602</b>	<b>4,042,365</b>	<b>4,201,403</b>	<b>4,390,525</b>	<b>4,264,251</b>	<b>7,494,723</b>
<b>PUBLIC SAFETY</b>						
Police	3,776,305	3,540,018	3,762,417	3,719,438	3,406,775	3,666,934
SEMP	16,964	9,790	24,030	24,030	24,030	24,030
<b>TOTAL PUBLIC SAFETY</b>	<b>3,793,269</b>	<b>3,549,808</b>	<b>3,786,447</b>	<b>3,743,468</b>	<b>3,430,805</b>	<b>3,690,964</b>
<b>PHYSICAL ENVIRONMENT</b>						
Garbage-Recycling	38,242	35,247	48,400	48,400	54,260	59,300
Conservation & Resource Mgt	445,931	386,667	418,230	423,745	404,943	605,216
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>484,173</b>	<b>421,914</b>	<b>466,630</b>	<b>472,145</b>	<b>459,203</b>	<b>664,516</b>
<b>TRANSPORTATION</b>						
Public Works**	1,883,242	798,050	672,502	673,502	698,025	717,954
<b>ECONOMIC ENVIRONMENT</b>						
Below Market Rate Housing	From Fund 180	254,451	262,044	262,044	262,044	269,695
<b>CULTURE/RECREATION</b>						
Parks & Recreation						
Lighthouse Property	-	448	-	-	-	-
Public Facilities	491,801	538,609	520,728	562,183	527,116	485,868
Center 4 Life Program	126,373					
Museum	163,257	159,551	138,875	159,113	166,283	149,023
Performing Arts Facility	2,088	11,090	9,400	9,400	13,080	14,468
<b>TOTAL CULTURE/RECREATION</b>	<b>783,519</b>	<b>709,698</b>	<b>669,003</b>	<b>730,696</b>	<b>706,479</b>	<b>649,359</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>10,979,805</b>	<b>9,776,283</b>	<b>10,058,030</b>	<b>10,272,380</b>	<b>9,820,807</b>	<b>13,487,212</b>
<b>NON-OPERATING EXPENDITURES</b>						
Reserve for Contingencies	-	-	275,000	141,774	141,774	275,000
Reserve for Environmental Initiatives	-	-	1,300,000	1,275,000	275,000	1,300,000
Reserve for Insurance Deductibles	-	-	315,000	315,000	315,000	315,000
Reserve for Disasters	-	-	4,500,000	4,479,100	927,084	4,500,000
Transfer to other funds	2,480,093	5,972,193	2,918,097	2,922,097	2,929,045	3,714,175
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>2,480,093</b>	<b>5,972,193</b>	<b>9,308,097</b>	<b>9,132,971</b>	<b>4,587,903</b>	<b>10,104,175</b>
<b>TOTAL APPROPRIATIONS</b>	<b>13,459,898</b>	<b>15,748,476</b>	<b>19,366,127</b>	<b>19,405,351</b>	<b>14,408,710</b>	<b>23,591,387</b>
<b>ENDING FUND BALANCE</b>						
17% Cash Flow Reserve per Policy			1,709,865	1,775,674	-	2,292,826
Restricted Fund Balance	2,106,410	1,753,016	1,406,410	1,406,410	2,478,016	2,203,016
Available for Appropriation in subsequent fiscal year	16,137,395	14,639,206	430,955	6,880,866	12,836,561	11,152
<b>TOTAL ENDING FUND BALANCE</b>	<b>18,243,805</b>	<b>16,392,222</b>	<b>3,547,230</b>	<b>10,062,950</b>	<b>15,314,577</b>	<b>4,506,994</b>
<b>TOTAL USES OF FUNDS</b>	<b>31,703,703</b>	<b>32,140,698</b>	<b>22,913,357</b>	<b>29,468,300</b>	<b>29,723,287</b>	<b>28,098,381</b>

\* General fund retirement costs are budgeted in this department beginning in FY12

\*\* State revenue sharing proceeds are split between the General Fund and the Transportation Fund, beginning in FY10.

**CITY OF SANIBEL  
SUMMARY OF SPECIAL REVENUE FUNDS**

SOURCES OF FUNDS	2008-09 Actual	2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
BEGINNING FUND BALANCE	2,256,268	2,689,295	2,494,398	3,617,680	3,617,680	2,910,730
ESTIMATED REVENUES						
TAXES						
Local Option Gas Taxes	-	1,433,690	1,250,000	1,250,000	1,421,458	1,400,000
Business Taxes	293,393	291,395	To F001			-
TOTAL TAXES	293,393	1,725,085	1,250,000	1,250,000	1,421,458	1,400,000
LICENSES & PERMITS						
Building Department Permits	683,006	611,594	507,602	507,602	507,602	507,602
Franchise Fees	969,774	1,020,816	To F001			-
TOTAL LICENSES & PERMITS	1,652,780	1,632,410	507,602	507,602	507,602	507,602
INTERGOVERNMENTAL REVENUE						
Tropical Storm Fay 8/18/08	84,402	-	-	-	-	-
Brazilian Pepper Control Program	-	31,580	63,800	63,800	38,800	-
Below Market Rate Housing-CDBG Mitigatic	43,260	-	-	-	-	-
Algae Research	229,860	262,878	-	75,000	48,976	-
Federal & State Grants for Hurricane Wilma	17,704	238,978	-	-	-	-
Transportation Fund-State Revenue	-	50,103	43,023	43,023	43,023	43,023
Recreation Center Electric	29,077	28,558	30,912	30,912	30,912	30,912
Lee Co-Elementary Ball Park Maint	86,046	259,574	126,113	126,113	126,113	117,125
TOTAL INTERGOVERNMENTAL REVENUE	490,349	871,671	263,848	338,848	287,824	191,061
CHARGES FOR SERVICES						
Building Department Fees	5,935	5,233	6,095	6,095	5,000	5,000
Recreation Center Program Fees	490,833	508,220	375,000	375,000	500,000	475,000
TOTAL CHARGES FOR SERVICES	496,768	513,453	381,095	381,095	505,000	480,000
FINES & FORFEITURES						
Other Fines & Forfeitures	32,658	41,186	14,850	14,850	21,728	14,850
MISCELLANEOUS REVENUE						
Investment Earnings	569	15,204	24,245	56,611	65,234	4,825
Contributions & Donations	15,159	43,599	1,015	1,515	2,843	24,940
Special Assessments	-	16,476	17,100	17,100	16,639	34,160
Impact Fees	164,780	118,371	20,000	20,000	107,404	54,000
Other Miscellaneous Revenue	4,061	26,482	-	15,000	23,162	-
TOTAL MISCELLANEOUS REVENUE	184,569	220,132	62,360	110,226	215,282	117,925
TOTAL REVENUE	3,150,517	5,003,937	2,479,755	2,602,621	2,958,894	2,711,438
OTHER FINANCING SOURCES						
Transfers In	2,004,526	3,335,996	2,318,824	2,322,824	2,329,772	2,175,101
Reserve for Undercollection	-	-	(614)	(614)	-	(1,366)
TOTAL OTHER FINANCING RESOURCES	2,004,526	3,335,996	2,318,210	2,322,210	2,329,772	2,173,735
TOTAL BEGINNING FUND BALANCE REVENUE & OTHER FINANCING	7,411,311	11,029,228	7,292,363	8,542,511	8,906,345	7,795,903



**CITY OF SANIBEL  
SUMMARY OF SPECIAL REVENUE FUNDS**

USES OF FUNDS	2008-09 Actual	2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>GENERAL GOVERNMENT</b>						
SW Florida Community Grant	1,270	680	1,000	1,000	1,000	-
<b>TOTAL GENERAL GOVERNMENT</b>	<u>1,270</u>	<u>680</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
<b>PUBLIC SAFETY</b>						
Building Department	556,291	558,093	619,771	630,919	622,688	670,647
Federal Forfeiture Fund	-	-	-	50,000	-	50,000
<b>TOTAL PUBLIC SAFETY</b>	<u>556,291</u>	<u>558,093</u>	<u>619,771</u>	<u>680,919</u>	<u>622,688</u>	<u>720,647</u>
<b>PHYSICAL ENVIRONMENT</b>						
Algae Research Grants	402,318	270,000	-	75,000	65,301	-
Brazilian Pepper Control Program	-	162,701	220,000	220,000	220,000	-
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<u>402,318</u>	<u>432,701</u>	<u>220,000</u>	<u>295,000</u>	<u>285,301</u>	<u>-</u>
<b>TRANSPORTATION</b>						
Sanibel Estates Canal Trimming Project	-	9,341	10,000	13,190	13,190	10,000
Dredging-Sanibel Isles/Water Shadows	-	14,549	-	-	244	15,000
Shell Harbor Canal Dredging	-	-	-	40,634	40,756	-
Transportation Fund	-	2,302,282	2,404,440	2,587,940	2,587,455	2,456,970
<b>TOTAL TRANSPORTATION</b>	<u>-</u>	<u>2,326,172</u>	<u>2,414,440</u>	<u>2,641,764</u>	<u>2,641,645</u>	<u>2,481,970</u>
<b>ECONOMIC ENVIRONMENT</b>						
Below Market Rate Housing Program	296,234	-	To F001 General Fund			
<b>TOTAL ECONOMIC ENVIRONMENT</b>	<u>296,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>HUMAN SERVICES</b>						
Father Madden Estate Fund	1,000	1,000	1,000	1,000	1,000	1,000
<b>CULTURE/RECREATION</b>						
Hurricane Wilma 10/21/05	3,721	238,978	-	-	-	-
Recreation Center	1,659,001	1,839,736	1,965,989	2,013,817	2,005,458	2,057,368
Lee Co Elementary Ball Park Maint	260,744	211,157	221,090	219,694	218,288	220,160
<b>TOTAL CULTURE RECREATION</b>	<u>1,923,466</u>	<u>2,289,871</u>	<u>2,187,079</u>	<u>2,233,511</u>	<u>2,223,746</u>	<u>2,277,529</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>3,180,579</u>	<u>5,608,517</u>	<u>5,443,291</u>	<u>5,853,194</u>	<u>5,775,380</u>	<u>5,481,146</u>
<b>NON-OPERATING EXPENDITURES</b>						
Transfer to Other Funds	1,615,492	1,803,031	-	200,000	220,235	417,314
<b>TOTAL NON-OPERATING EXPENSE</b>	<u>1,615,492</u>	<u>1,803,031</u>	<u>-</u>	<u>200,000</u>	<u>220,235</u>	<u>417,314</u>
<b>TOTAL APPROPRIATIONS</b>	<u>4,796,071</u>	<u>7,411,548</u>	<u>5,443,291</u>	<u>6,053,194</u>	<u>5,995,615</u>	<u>5,898,460</u>
<b>ENDING FUND BALANCE</b>	<u>2,615,240</u>	<u>3,617,680</u>	<u>1,849,072</u>	<u>2,489,317</u>	<u>2,910,730</u>	<u>1,897,444</u>
<b>TOTAL USES OF FUNDS</b>	<u>7,411,311</u>	<u>11,029,228</u>	<u>7,292,363</u>	<u>8,542,511</u>	<u>8,906,345</u>	<u>7,795,903</u>

## Special Revenue Funds

### Transportation Fund

Fund No. 101

#### **Sources of Funds**

This fund was established in F Y 2010 with the issuance in February 2009 of Governmental Accounting Standards Board (GASB) Statement No. 54 . One of the objectives of Statement 54 is to clarify existing governmental fund type definitions to improve the comparability of governmental fund financial statements and help financial statement users to better understand the purposes for which governments have chosen to use particular funds for financial reporting. In FY09 the City's funds were reviewed for GASB Statement No. 54 compliance and this new fund was established in FY10.

It is funded with a beginning fund balance of \$425,894, \$800,000 of local option gas taxes, \$600,000 of \$.05 local option gas taxes, \$43,023 of state shared revenues and \$588,052 transferred from the general fund. By Florida statute gas taxes may only be used for transportation-related expenses.

#### **Uses of Funds**

Prior to F Y10 the public works department's streets division expense was reported in the general fund. Its expenses were moved to this fund in FY10 in order to clearly align transportation expenditures with gas tax revenue, as required by Florida statute.

Additionally, to conform to Government Accounting Standards Board (GASB) Statement 54, repair and maintenance, operating supply and road materials supplies that were previously charged to the transportation capital projects Fund 301 were reclassified and charged to this fund.

Expenditures in FY12 are budgeted to be \$2,456,970.

The result of these changes is to align gas tax revenue to transportation expenditures and to properly classify select expenditures as operating rather than capital outlay. This reclassification does not increase expense to the general fund.

Special Revenue Funds  
Transportation Fund  
Fund No. 101

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	-	-	225,187	839,477	839,477	425,894
Estimated Revenues						
Taxes	-	1,433,690	1,250,000	1,250,000	1,421,458	1,400,000
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	50,103	43,023	43,023	43,023	43,023
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Rents	-	-	-	-	-	-
Miscellaneous	-	29,975	-	15,000	23,161	-
Other Financing Sources						
Transfers In	-	1,627,991	886,230	886,230	886,230	588,052
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	3,141,759	2,404,440	3,033,730	3,213,349	2,456,970
Appropriations						
Public Safety						
Personal Services	-	740,482	747,940	747,940	734,855	730,250
Operating Expense	-	1,557,010	1,656,500	1,745,000	1,757,600	1,726,720
Capital Outlay	-	4,790	-	95,000	95,000	-
Total Operating Expenditures	-	2,302,282	2,404,440	2,587,940	2,587,455	2,456,970
Non-Operating Expenditures						
Reserve for Comp Adj			-	-	-	-
Reserve for Future Projects			-	-	-	-
Transfer to Other Funds	-	-	-	200,000	200,000	-
Total Non-Operating Expenditures	-	-	-	200,000	200,000	-
Total Appropriations	-	2,302,282	2,404,440	2,787,940	2,787,455	2,456,970
Ending Fund Balance	-	839,477	(0)	245,790	425,894	-
Total	-	3,141,759	2,404,440	3,033,730	3,213,349	2,456,970

## Special Revenue Funds

### SW Florida Community Foundation Grant Fund Fund No. 103

#### **Sources of Funds**

This fund was established in F Y 2005 with a \$50,000 contribution from the Southwest Florida Community Foundation to assist City employees with grants to cover a portion of their uninsured losses due to Hurricane Charley.

In subsequent years proceeds from the Co ca Cola vending machine served as a source of funds which were remitted to the Community Foundation.

#### **Uses of Funds**

The vending machine proceeds were used to provide scholarship funds. These funds were administered by the SW Florida Community Foundation for the City. The fund was closed in FY11.

Beginning in FY12 the vending machine revenue and disbursements to the scholarship fund will be reported in the general fund.

Special Revenue Funds  
SW Florida Community Foundation Grant  
Fund No. 103

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	253	253	253	254	254	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Rents	-	-	-	-	-	-
Miscellaneous	1,270	681	1,000	1,000	1,455	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,523</u>	<u>934</u>	<u>1,253</u>	<u>1,254</u>	<u>1,709</u>	<u>-</u>
Appropriations						
General Government						
Public Safety						
Personal Services	-	-	-	-	-	-
Operating Expense	1,270	680	1,000	1,000	1,000	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	<u>1,270</u>	<u>680</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Non-Operating Expenditures						
Reserve for Comp Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	709	-
Grants & Aids	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>709</u>	<u>-</u>
Total Appropriations	<u>1,270</u>	<u>680</u>	<u>1,000</u>	<u>1,000</u>	<u>1,709</u>	<u>-</u>
Ending Fund Balance	<u>253</u>	<u>254</u>	<u>253</u>	<u>254</u>	<u>-</u>	<u>-</u>
Total	<u>1,523</u>	<u>934</u>	<u>1,253</u>	<u>1,254</u>	<u>1,709</u>	<u>-</u>

Special Revenue Funds  
Environmental Defense Fund  
Fund No. 105

**Sources of Funds**

This fund was established in F Y 2006 to provide a mechanism for citizens and other interested persons to contribute to the environmental protection of Sanibel's critical natural resources threatened by Lake Okeechobee fresh water releases.

**Uses of Funds**

Funds were used for professional or other services that Council deemed necessary for the environmental protection of Sanibel's critical natural resources threatened by Lake Okeechobee fresh water releases.

The fund was closed in FY10.

Special Revenue Funds  
Environmental Defense Fund  
Fund No. 105

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	10,764	3,810	3,810	-	-	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>10,764</u>	<u>3,810</u>	<u>3,810</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	6,954	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	<u>6,954</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Non-Operating Expenditures						
Reserve for Comp Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	3,810	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>3,810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>6,954</u>	<u>3,810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>3,810</u>	<u>-</u>	<u>3,810</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>10,764</u>	<u>3,810</u>	<u>3,810</u>	<u>-</u>	<u>-</u>	<u>-</u>

Special Revenue Funds  
Historical Museum and Village Fund  
Fund No. 109

**Sources of Funds**

This fund was established in F Y 1986 to collect and account for donations specifically designated to the use and under the direction of the historical committee with City Council approval.

During fiscal years 1997 and 1998, the City received, on behalf of the Historical Village, proceeds in the amount of \$155,515.92 from the Harriet C. Spoth Charitable Remainder Trust. These proceeds remained invested by the City in an expendable trust fund, where they accumulated interest and grew to \$223,841.79 by FY 2002.

In FY 2002, the trust fund was closed, due to changes in accounting principles and \$223,841 was transferred to the historical committee fund and “designated” as a separate component of fund balance. Use of these funds could be made upon adoption of a Resolution by City Council for specific purposes. Between FY 2002 and FY 2005, the following amounts were identified for the respective uses identified in this chart:

Resolution #	Amount	Purpose
04-122	\$ 43,000.00	Old School Relocation
05-069	64,500.00	Old School Restoration
Total	<u>\$107,500.00</u>	

With the use of these funds, there was a balance of \$116,342 remaining in the Harriet Spoth fund at September 30, 2005.

On October 1, 2007 (FY08) a 501(c)3, nonprofit organization, the Sanibel Historical Museum and Village, Inc. began operations and took responsibility for maintaining the village. Also in F Y08 the City of Sanibel began providing funds to the nonprofit under a contract running to 2012.

**Uses of Funds**

There is no expense budgeted in FY12, as all revenue and expense, separate from the Harriet C. Spoth funds, are now accounted for in the general fund.



Special Revenue Funds  
Historical Village and Museum Fund  
Fund No. 109

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	135,023	135,029	135,544	136,126	136,126	137,514
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	6	1,097	-	-	-	-
Miscellaneous	-	-	15	515	1,388	15
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>135,029</u>	<u>136,126</u>	<u>135,559</u>	<u>136,641</u>	<u>137,514</u>	<u>137,529</u>
Appropriations						
Culture/Recreation						
Personal Services	-	-	-	-	-	-
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants & Aids	-	-	-	-	-	-
Total Operating						
Expenditures	-	-	-	-	-	-
Non-Operating Expenditures				-		
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating				-		
Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Designated from Harriott Spoth Available for Appropriation	<u>135,029</u>	<u>136,126</u>	<u>135,559</u>	<u>136,641</u>	<u>137,514</u>	<u>137,529</u>
TOTAL	<u>135,029</u>	<u>136,126</u>	<u>135,559</u>	<u>136,641</u>	<u>137,514</u>	<u>137,529</u>

## Special Revenue Funds

### Hurricane Wilma Fund

Fund No. 110

#### **Sources of Funds**

No funds are budgeted to be held or received by this fund subsequent to FY10.

#### **Uses of Funds**

Grant-funded fishing pier repairs of \$238,978 were completed in FY10. With FEMA's closeout audit a budget amendment was prepared to return FEMA payments received to the general fund, also in FY10 and the fund was closed.

Special Revenue Funds  
Hurricane Wilma 10/21/05  
Fund No. 110

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	80,222	95,697	-	-	-	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	17,704	238,978	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	1,492	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>99,418</u>	<u>334,675</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Recreation	<u>3,721</u>	<u>238,978</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures	3,721	238,978	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfer to Other Funds	-	<u>95,697</u>	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>95,697</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	3,721	334,675	-	-	-	-
Ending Fund Balance	<u>95,697</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>99,418</u>	<u>334,675</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Special Revenue Funds  
Tropical Storm Fay Fund  
Fund No. 112

**Sources of Funds**

No funds are budgeted to be held or received by this fund subsequent to FY10.

**Uses of Funds**

This fund was closed in FY10 and the fund balance was moved to the general fund.

Special Revenue Funds  
Tropical Storm Fay Fund  
Fund No. 112

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	16,908	101,314	-	-	-	-
Estimated Revenues						
Taxes	-	-				
Licenses & Permits	-	-				
Intergovernmental	84,402	-		-		
Charges for Services	-	-				
Investment earnings	-	-				-
Miscellaneous	4	-			-	-
Other Financing Sources						
Transfers In	-	-		-		-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>101,314</u>	<u>101,314</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
General Government	-	-				
Public Safety	-	-				
Physical Environment	-	-		-		-
Transportation	-	-	-	-	-	-
Recreation	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	101,314	-	-	-	-
Total Non-Operating Expenditures	-	<u>101,314</u>	-	-	-	-
Total Appropriations	-	101,314	-	-	-	-
Ending Fund Balance	<u>101,314</u>	-	-	-	-	-
Total	<u>101,314</u>	<u>101,314</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Special Revenue Funds  
Brazilian Pepper Control Program  
Fund No. 116

**Sources of Funds**

This fund was established in FY10 to conform to GASB Statement 54. The program was previously reported as capital project Fund 316.

The fund was closed in FY11. The program's major funding source has shifted from grants to the general fund.

**Uses of Funds**

This project provides funding for the highly successful island-wide Brazilian pepper eradication program and the removal of all exotic invasive plants from City-managed properties.

The fund was closed in FY11 and all activity is now reported in the natural resources department in the general fund.

Special Revenue Funds  
Brazilian Pepper Control Program  
Fund No. 116

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	71,580	89,156	89,156	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	31,580	63,800	63,800	38,800	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	277	-	-	476	-
Other Financing Sources						
Transfers In	-	220,000	84,620	84,620	91,568	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>-</u>	<u>251,857</u>	<u>220,000</u>	<u>237,576</u>	<u>220,000</u>	<u>-</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	162,701	220,000	220,000	220,000	-
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	162,701	220,000	220,000	220,000	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	-	162,701	220,000	220,000	220,000	-
Ending Fund Balance	<u>-</u>	<u>89,156</u>	<u>-</u>	<u>17,576</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>251,857</u>	<u>220,000</u>	<u>237,576</u>	<u>220,000</u>	<u>-</u>

## Special Revenue Funds

### Road Impact Fee Fund

Fund No. 120

#### **Sources of Funds**

This fund was established in fiscal year 1990 to account for the collection of road impact fees pursuant to an interlocal agreement between the City and Lee County dated September 19, 1989.

It is budgeted to have a beginning fund balance of \$480,134 on October 1, 2011 from accumulated impact fees.

The City only appropriates funds from this source after they have been collected. It is anticipated that \$531, 134 will have been collected and be available for appropriation in FY 2012.

#### **Uses of Funds**

Pursuant to the interlocal agreement, road impact fees are retained by the City and can be used only for improvements made to Sanibel-Captiva Road, Palm Ridge Road, Tarpon Bay Road, Periwinkle Way, Causeway Boulevard, Lindgren Boulevard, East Gulf Drive, Middle Gulf Drive, West Gulf Drive and Rabbit Road.

Project funds of \$417,314 are budgeted for use on Periwinkle Way between Kings Crown to lighthouse beach lot in FY12.



Special Revenue Funds  
Road Impact Fee Fund  
Fund No. 120

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	118,822	219,845	341,703	378,760	378,760	480,134
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	33	-	50	50	2,638	1,000
Miscellaneous	150,990	108,915	20,000	20,000	98,736	50,000
Other Financing Sources						
Transfers In	-	50,000	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>269,845</u>	<u>378,760</u>	<u>361,753</u>	<u>398,810</u>	<u>480,134</u>	<u>531,134</u>
Appropriations						
TRANSPORTATION						
Operating Expense			-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Transfer to Other Funds	<u>50,000</u>	-	-	-	-	<u>417,314</u>
Total Non-Operating Expenditures	<u>50,000</u>	-	-	-	-	<u>417,314</u>
Total Appropriations	50,000	-	-	-	-	417,314
Ending Fund Balance	<u>219,845</u>	<u>378,760</u>	<u>361,753</u>	<u>398,810</u>	<u>480,134</u>	<u>113,820</u>
Total	<u>269,845</u>	<u>378,760</u>	<u>361,753</u>	<u>398,810</u>	<u>480,134</u>	<u>531,134</u>

Special Revenue Funds  
Community Park Impact Fee Fund  
Fund No. 121

**Sources of Funds**

This fund was established in fiscal year 1990 to account for the collection of community park impact fees pursuant to an interlocal agreement between the City and Lee County dated September 19, 1989.

The fund is budgeted to have a beginning fund balance of \$45,077 on October 1, 2011 from accumulated fees and to earn a further \$4,000 in fees and \$50 in interest in FY12.

**Uses of Funds**

Pursuant to the interlocal agreement, community park impact fees are retained by the City and can be used only for capital improvements to community parks.

No funds are budgeted for use in FY12.

Special Revenue Funds  
Community Park Impact Fee Fund  
Fund No. 121

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	12,771	26,564	32,918	36,158	36,158	45,077
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	3	138	50	50	251	50
Miscellaneous	13,790	9,456	-	-	8,668	4,000
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>26,564</u>	<u>36,158</u>	<u>32,968</u>	<u>36,208</u>	<u>45,077</u>	<u>49,127</u>
Appropriations						
CULTURE/RECREATION						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
TOTAL NON-OPERATING EX	-	-	-	-	-	-
TOTAL APPROPRIATIONS	-	-	-	-	-	-
ENDING FUND BALANCE	<u>26,564</u>	<u>36,158</u>	<u>32,968</u>	<u>36,208</u>	<u>45,077</u>	<u>49,127</u>
TOTAL	<u>26,564</u>	<u>36,158</u>	<u>32,968</u>	<u>36,208</u>	<u>45,077</u>	<u>49,127</u>

Special Revenue Funds  
Federal Forfeitures Fund  
Fund No. 124

**Sources of Funds**

This fund accounts for confiscated funds received by the City on a pro-rata basis pursuant to federal law enforcement. It is budgeted to have a \$50,000 beginning fund balance on October 1, 2011.

**Uses of Funds**

A \$50,000 crime scene vehicle is budgeted for purchase in FY12.

Special Revenue Funds  
Federal Forfeiture Fund  
Fund No. 124

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	49,165	49,167	49,167	49,384	49,384	50,000
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	2	217	-	616	616	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>49,167</u>	<u>49,384</u>	<u>49,167</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	50,000	-	50,000
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	50,000	-	50,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	50,000	-	50,000
Ending Fund Balance	<u>49,167</u>	<u>49,384</u>	<u>49,167</u>	-	<u>50,000</u>	-
Total	<u>49,167</u>	<u>49,384</u>	<u>49,167</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>

Special Revenue Funds  
Father Madden Estate Fund  
Fund No. 125

**Sources of Funds**

This fund was established to account for the proceeds of a donation from the Father Madden Estate of approximately \$27,000 which was bequeathed to the City for the goal of insuring the humane care of stray dogs and feral cats on the island. Interest earnings on the expected beginning fund balance of \$26,690 are budgeted at \$100 for FY12.

**Uses of Funds**

Since the time of donation, the City has maintained the principal of this gift and has used the interest earnings to assist PAWS, a not for profit animal care agency, in its efforts of meeting the goal. City support is budgeted at \$1,000 for FY12.

Special Revenue Funds  
Father Madden Estate Fund  
Fund No. 125

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	29,243	28,292	27,342	27,470	27,470	26,690
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	49	178	50	50	220	100
			-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>29,292</u>	<u>28,470</u>	<u>27,392</u>	<u>27,520</u>	<u>27,690</u>	<u>26,790</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Human Services	1,000	1,000	1,000	1,000	1,000	1,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Ending Fund Balance	<u>28,292</u>	<u>27,470</u>	<u>26,392</u>	<u>26,520</u>	<u>26,690</u>	<u>25,790</u>
Total	<u>29,292</u>	<u>28,470</u>	<u>27,392</u>	<u>27,520</u>	<u>27,690</u>	<u>26,790</u>

Special Revenue Funds  
Shell Harbor Canal Dredging  
Fund No. 129

**Sources of Funds**

This fund was established in F Y10. Revenue and expenditures were previously reported in capital project Fund 329; however to conform to Government Accounting Standards Board (GASB) Statement 54, this new fund was created.

The project is funded in FY12 with \$18,160 in special assessments, reduced by an allowance for early payment of \$726 and a \$5,445 one-third contribution from the city.

**Uses of Funds**

No funds are budgeted for use in FY12. Dredging will be done as required, with the first work scheduled for FY13.



Special Revenue Funds  
Shell Harbor Canal Dredging  
Fund No. 129

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	-	37,358	37,383	37,523	37,523	1,000
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	165	25	20,025	20,248	-
	-	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	5,445
Assessments	-	-	-	-	-	18,160
Reserve for Undercollection	-	-	-	-	-	(726)
Total Estimated Revenue and Other Financing Sources	<u>-</u>	<u>37,523</u>	<u>37,408</u>	<u>57,548</u>	<u>57,771</u>	<u>23,879</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	40,634	40,756	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	40,634	40,756	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	16,015	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,015</u>	<u>-</u>
Total Appropriations	-	-	-	40,634	56,771	-
Ending Fund Balance	<u>-</u>	<u>37,523</u>	<u>37,408</u>	<u>16,914</u>	<u>1,000</u>	<u>23,879</u>
Total	<u>-</u>	<u>37,523</u>	<u>37,408</u>	<u>57,548</u>	<u>57,771</u>	<u>23,879</u>

## Special Revenue Funds

### Algae Research Fund

Fund No. 138

#### **Sources of Funds**

This fund was established in FY08 with a \$576,810 grant from Lee County, and a \$192,272 contribution from the City of Sanibel, for a comprehensive study to understand the dynamics of harmful algae growth in the waters of Lee County.

#### **Uses of Funds**

The study was completed in FY11 and the fund was closed.

Special Revenue Funds  
Algae Research Fund  
Fund No. 138

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	192,306	26,811	-	19,836	19,836	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	229,860	262,878	-	75,000	48,976	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	9	147	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>422,175</u>	<u>289,836</u>	<u>-</u>	<u>94,836</u>	<u>68,812</u>	<u>-</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	395,364	270,000	-	75,000	65,301	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	395,364	270,000	-	75,000	65,301	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	3,511	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,511</u>	<u>-</u>
Total Appropriations	395,364	270,000	-	75,000	68,812	-
Ending Fund Balance	<u>26,811</u>	<u>19,836</u>	<u>-</u>	<u>19,836</u>	<u>-</u>	<u>-</u>
Total	<u>422,175</u>	<u>289,836</u>	<u>-</u>	<u>94,836</u>	<u>68,812</u>	<u>-</u>

Special Revenue Funds  
Emergency Operations Communications Van Fund  
Fund No. 139

**Sources of Funds**

This fund was closed in FY09.

**Uses of Funds**

This fund was closed in FY09 and the fund balance was moved to the general fund.

Special Revenue Funds  
Emergency Op Communications Van - DCA Grant  
Fund No. 139

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	1,307	-	-	-	-	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
Public Safety						
Personal Services	-	-	-	-	-	-
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Comp Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	<u>1,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Operating Expenditures	<u>1,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	1,307	-	-	-	-	-
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>1,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Special Revenue Funds

### Sanibel Estates Canal Trimming Special Assessment Project Fund No. 141

#### **Sources of Funds**

This fund was established in F Y10. Revenue and expenditures were previously reported in capital project Fund 341; however to conform to Government Accounting Standards Board (GASB) Statement 54 this new fund was created.

This project is funded in F Y11 by a beginning fund balance of \$15,875, the collection of \$5,760 of special assessments, net of undercollections, and the contribution of \$3,000 from the City of Sanibel.

#### **Uses of Funds**

The purpose of this project, totaling \$10,000 in FY 2012, is to maintain the Sanibel Estates canals such that they remain navigable and able to receive roadway drainage flow. Annual trimming of these canals assists the residents living along the canals and the roadway users. Homeowners pay a special assessment of two thirds of the cost and the City pays one third.

Special Revenue Funds  
Sanibel Estates Canal Trimming Special Assessment Project  
Fund No. 141

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	18,688	18,478	19,275	19,275	15,875
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	6,928	7,000	7,000	6,790	6,000
Other Financing Sources						
Transfers In	-	3,000	3,000	3,000	3,000	3,000
Reserve for Undercollection	-	-	(210)	(210)	-	(240)
Total Estimated Revenue and Other Financing Sources	-	28,616	28,268	29,065	29,065	24,635
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	9,341	10,000	13,190	13,190	10,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	9,341	10,000	13,190	13,190	10,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	9,341	10,000	13,190	13,190	10,000
Ending Fund Balance	-	19,275	18,268	15,875	15,875	14,635
Total	-	28,616	28,268	29,065	29,065	24,635

## Special Revenue Funds

### Sanibel Isles/Water Shadows Dredging Project

Fund No. 142

#### **Sources of Funds**

This fund was established in F Y10. Revenue and expenditures were previously reported in capital project Fund 342; however to conform to Government Accounting Standards Board (GASB) Statement 54, this new fund was created.

The project is funded in FY12 by a beginning fund balance of \$32,988, a contribution from the City of \$5,000 as its 1/3 share of the cost of the project, and special assessments in the amount of \$1 00 per year for each of the property owners in the district. The assessment is estimated to generate \$10,000 in FY 2012, less a \$400 (4%) reserve for undercollection.

#### **Uses of Funds**

\$15,000 is budgeted for expenditure in FY12. Dredging is done as required, approximately every third year and was most recently done in FY10. Costs are funded one third by the City and two thirds by the property owners in the district. The dredging of the canals in this district improves the navigability for both the property owners and the public access.



Special Revenue Funds  
Dredging-Sanibel Isles/Water Shadows  
Fund No. 142

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	18,009	18,305	18,383	18,383	32,988
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	9,923	10,100	10,100	9,849	10,000
Other Financing Sources						
Transfers In	-	5,000	5,000	5,000	5,000	5,000
Reserve for Undercollection	-	-	(404)	(404)	-	(400)
Total Estimated Revenue and Other Financing Sources	<u>-</u>	<u>32,932</u>	<u>33,001</u>	<u>33,079</u>	<u>33,232</u>	<u>47,588</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	14,549	-	-	244	15,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	14,549	-	-	244	15,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	-	14,549	-	-	244	15,000
Ending Fund Balance	<u>-</u>	<u>18,383</u>	<u>33,001</u>	<u>33,079</u>	<u>32,988</u>	<u>32,588</u>
Total	<u>-</u>	<u>32,932</u>	<u>33,001</u>	<u>33,079</u>	<u>33,232</u>	<u>47,588</u>

Special Revenue Funds  
Franchise and Business Tax Fund  
Fund No. 162

**Sources of Funds**

This fund was established to conform to debt covenants that required a dedicated source of funds for payment of various City debts. With the FY10 payment of \$2.2 million in debt the covenants were satisfied and this fund was closed.

**Uses of Funds**

This fund was closed in FY10 and the fund balance was moved to the general fund.

Special Revenue Funds  
Franchise & Business Tax Fund  
Fund No. 162

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	523,208	229,376	-	-	-	-
Estimated Revenues						
Taxes	293,393	291,395	-	-	-	-
Licenses & Permits	969,774	1,020,816	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	2,983	3,792	-	-	-	-
Miscellaneous	203	1	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,789,561</u>	<u>1,545,380</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>1,560,185</u>	<u>1,545,380</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Operating Expenditures	<u>1,560,185</u>	<u>1,545,380</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	1,560,185	1,545,380	-	-	-	-
Ending Fund Balance	<u>229,376</u>	-	-	-	-	-
Total	<u>1,789,561</u>	<u>1,545,380</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Special Revenue Funds  
Building Department Fund  
Fund No. 169

**Sources of Funds**

This fund was established in FY 2006 pursuant to Florida statute, which requires that building permit-type fees be expended solely for building department inspections, plan review, fee collection and other building-related expenditures. Beginning available fund balance in FY12 is expected to be \$632,847; budgeted permit revenues for FY12 are \$507,602. Revenues by type of permit are below.

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Estimated	FY12 Proposed
Building Permits	\$ 432,121	\$ 491,544	\$ 366,860	\$ 317,427	\$ 295,000	\$ 300,000
Temporary Certification of Occupancy	\$ 2,000	\$ 2,500	\$ 2,000	\$ 1,000	\$ 500	\$ 500
Shutters/Windows/Doors	\$ 44,601	\$ 35,237	\$ 55,504	\$ 37,208	\$ 25,000	\$ 25,000
Electrical Permits	\$ 30,314	\$ 30,281	\$ 27,269	\$ 27,964	\$ 20,000	\$ 20,000
Plumbing & Sprinkler Permits	\$ 31,950	\$ 34,302	\$ 24,985	\$ 24,415	\$ 25,000	\$ 25,000
HVAC Permits	\$ 34,981	\$ 38,172	\$ 53,904	\$ 74,370	\$ 54,660	\$ 45,102
Roofing Permits	\$ 54,403	\$ 27,424	\$ 23,360	\$ 21,835	\$ 19,000	\$ 23,000
Plan Review-Residential	\$ 58,615	\$ 55,560	\$ 49,712	\$ 50,973	\$ 27,000	\$ 27,000
Plan Review-Nonresidential	\$ 49,439	\$ 43,659	\$ 30,411	\$ 28,591	\$ 21,000	\$ 21,000
Insurance Certification	\$ 5,300	\$ 1,800	\$ 900	\$ 100	\$ 500	\$ 500
Contractor Competency	\$ 2,465	\$ 50	\$ 19,433	\$ 4,230	\$ 1,000	\$ 1,000
Contractor Licensing	\$ 29,370	\$ 17,122	\$ 27,420	\$ 21,731	\$ 17,442	\$ 17,500
Mangrove Trimming Licenses	\$ 750	\$ 3,000	\$ -	\$ 1,750	\$ 1,500	\$ 2,000
	\$ 776,309	\$ 780,651	\$ 681,758	\$ 611,594	\$ 507,602	\$ 507,602

**Uses of Funds**

The cost to run the Building Department is budgeted at \$670,647 for direct and indirect costs. Of this amount \$448,348 is for personal services, \$192,299 is for operating expense and \$30,000 is budgeted for the building department's share of a government-wide software conversion.

Special Revenue Funds  
Building Department Fund  
Fund No. 169

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	454,788	616,856	567,314	716,037	716,037	632,847
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	683,006	611,594	507,602	507,602	507,602	507,602
Intergovernmental	-	-	-	-	-	-
Charges for Services	5,935	5,233	6,095	6,095	5,000	5,000
Fines & Forfeitures	29,193	37,526	14,850	14,850	21,728	14,850
Miscellaneous	225	2,921	400	400	5,168	3,500
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,173,147</u>	<u>1,274,130</u>	<u>1,096,261</u>	<u>1,244,984</u>	<u>1,255,535</u>	<u>1,163,799</u>
Appropriations						
Public Safety						
Personal Services	369,330	394,522	411,958	418,958	415,698	448,348
Operating Expenses	186,961	163,571	177,813	181,961	176,990	192,299
Capital Outlay	-	-	30,000	30,000	30,000	30,000
Total Operating Expenditures	556,291	558,093	619,771	630,919	622,688	670,647
Non- Operating Expenditures						
Reserve for Compensation Adjustment	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	556,291	558,093	619,771	630,919	622,688	670,647
Ending Fund Balance	<u>616,856</u>	<u>716,037</u>	<u>476,490</u>	<u>614,065</u>	<u>632,847</u>	<u>493,152</u>
Total	<u>1,173,147</u>	<u>1,274,130</u>	<u>1,096,261</u>	<u>1,244,984</u>	<u>1,255,535</u>	<u>1,163,799</u>

## Special Revenue Funds

### Recreation Center Fund

Fund No. 170

#### **Sources of Funds**

This fund was established in FY 2008 to separately collect revenue and expense associated with the recreation facility. In FY10 the recreation department's Center 4 Life program was also merged with this fund.

Beginning available fund balance in FY12 is budgeted to be \$1,006,924. Budgeted revenues for FY12 are \$30,912 in intergovernmental revenue from the Lee County School Board, representing a 20% reimbursement for electric costs, \$475,000 in charges for services (membership fees and program fees) and \$24,925 in contributions. The City will transfer \$1,526,531 from the general fund to this fund in FY12. Charges for services by type of charge are below.

	FY08	FY09	FY10	FY11	FY12
	Actual	Actual	Actual	Estimated	Proposed
Membership Fees	\$284,093	\$290,510	\$311,052	\$329,000	\$331,000
Summer Wreck Fees	\$58,495	\$37,123	\$46,430	\$29,000	\$22,000
After School Program Fees	\$43,522	\$36,953	\$58,816	\$52,000	\$40,000
Athletic Fees	\$22,176	\$-	\$-	\$-	\$-
Holiday Programs	\$20,987	\$7,340	\$8,890	\$9,000	\$9,000
Piano Program Fees	\$13,800	\$15,538	\$15,360	\$16,000	\$16,000
Enrichment/Other Charges for Services	\$16,284	\$103,369	\$67,672	\$65,000	\$57,000
	\$459,357	\$490,833	\$508,220	\$500,000	\$475,000

#### **Uses of Funds**

The cost to run the Recreation Fund is budgeted at \$2,057,368. Of this amount the recreation department is budgeted at \$1,899,570; \$1,212,442 for personal services, \$662,203 for operating expense and \$24,925 for grants and aids. The Center 4 Life program budget is \$122,757 for personal services and \$35,041 for operating expense.

Special Revenue Funds  
Recreation Center Fund  
Fund No. 170

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	595,284	1,021,537	965,414	1,197,053	1,197,053	1,006,924
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	29,077	28,558	30,912	30,912	30,912	30,912
Charges for Services	490,833	508,220	375,000	375,000	500,000	475,000
Fines & Forfeitures	482	(132)	-	-	-	-
Miscellaneous	15,195	48,601	23,670	35,420	35,420	24,925
Other Financing Sources						
Transfers In	1,553,667	1,430,005	1,244,997	1,248,997	1,248,997	1,526,531
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>2,684,538</u>	<u>3,036,789</u>	<u>2,639,993</u>	<u>2,887,382</u>	<u>3,012,382</u>	<u>3,064,292</u>
Appropriations						
Recreation						
Personal Services	1,039,070	1,209,940	1,289,020	1,305,511	1,311,276	1,335,200
Operating Expenses	576,887	571,118	655,800	675,387	661,262	697,244
Capital Outlay	43,044	30,744	-	-	-	-
Grants & Aids	-	27,934	21,170	32,920	32,920	24,925
Total Operating Expenditures	<u>1,659,001</u>	<u>1,839,736</u>	<u>1,965,989</u>	<u>2,013,817</u>	<u>2,005,458</u>	<u>2,057,368</u>
Non- Operating Expenditures						
Transfer to Other Funds	4,000	-	-	-	-	-
Reserve for Cafeteria Benefits	-	-	-	-	-	-
Reserve for Contingencies	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>4,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>1,663,001</u>	<u>1,839,736</u>	<u>1,965,989</u>	<u>2,013,817</u>	<u>2,005,458</u>	<u>2,057,368</u>
Ending Fund Balance	<u>1,021,537</u>	<u>1,197,053</u>	<u>674,004</u>	<u>873,565</u>	<u>1,006,924</u>	<u>1,006,924</u>
Total	<u>2,684,538</u>	<u>3,036,789</u>	<u>2,639,993</u>	<u>2,887,382</u>	<u>3,012,382</u>	<u>3,064,292</u>

\*In FY10 the Center 4 Life program was combined with the recreation department in this fund

Special Revenue Funds  
Ball Park Maintenance Fund  
Fund No. 173

**Sources of Funds**

The funding for this maintenance project comes from three sources: Lee County, the School Board and the City, pursuant to existing interlocal agreements for operating expense, exclusive of capital outlays.

Intergovernmental revenue of \$117,125 is budgeted for FY12, with \$65,837 coming from Lee County and \$51,288 from the Lee County School Board. A transfer of \$47,073 will be made from the general fund.

**Uses of Funds**

Operating costs of maintaining the ball fields adjacent to the Sanibel School, are shown in the supplemental schedules section of this document and total \$220,160.



Special Revenue Funds  
Sanibel School - Ball Park Maintenance  
Fund No. 173

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	19,507	55,668	-	52,788	52,788	55,787
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	86,046	259,574	126,113	126,113	126,113	117,125
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	512	-	-	197	175
Other Financing Sources						
Transfers In	210,859	-	94,977	94,977	94,977	47,073
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>316,412</u>	<u>315,754</u>	<u>221,090</u>	<u>273,878</u>	<u>274,075</u>	<u>220,160</u>
Appropriations						
CULTURE/RECREATION						
Personal Services	115,213	22,113	-	-	-	-
Operating Expense	145,531	189,044	221,090	219,694	218,288	220,160
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	260,744	211,157	221,090	219,694	218,288	220,160
Non- Operating Expenditures						
Transfer to Other Funds	-	51,809	-	-	-	-
Total Non-Operating Expenditures	-	51,809	-	-	-	-
Total Appropriations	260,744	262,966	221,090	219,694	218,288	220,160
Ending Fund Balance	55,668	52,788	-	54,184	55,787	-
Total	<u>316,412</u>	<u>315,754</u>	<u>221,090</u>	<u>273,878</u>	<u>274,075</u>	<u>220,160</u>

Special Revenue Funds  
Below Market Rate Housing Fund  
Fund No. 180

**Sources of Funds**

The general fund was the source of funds for this fund and in FY10, to conform to accounting requirements of GASB 5 4 this fund was closed and moved to the general fund.

**Uses of Funds**

All expenditures are now reported in the general fund.

Special Revenue Funds  
Below Market Rate Housing  
Fund No. 180

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
Beginning Fund Balance	16,697	5,021	-	-	-	-
Estimated Revenues						
Intergovernmental	43,260	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Housing Rents from CHR	-	-	-	-	-	-
Miscellaneous Revenue	1,298	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-
Other Financing Sources						
Transfers from Other Funds	240,000	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Non-Operating Grant	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>301,255</u>	<u>5,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
Economic Environment						
Operating Expenses	5,358	-	-	-	-	-
Capital Outlay - Land	-	-	-	-	-	-
Grants & Aids - Administrative	290,876	-	-	-	-	-
Grants & Aids - Capital Project	-	-	-	-	-	-
Total Economic Environment	<u>296,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Debt Service						
Principal						
Interest	-	-	-	-	-	-
Transfer to Other Funds	-	5,021	-	-	-	-
Total Debt Service	<u>-</u>	<u>5,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>296,234</u>	<u>5,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>5,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>301,255</u>	<u>5,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Summary of Debt Service Funds

SOURCES OF FUNDS		Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
		2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	Adopted
Beginning Fund Balance		538,412	534,083	303,215	294,179	294,179	287,829
Estimated Revenues	2011						
Taxes	Millage						
Ad Valorem - Pond Apple	0.0599	227,954	243,850	250,251	250,251	237,738	252,114
Ad Valorem - Recreation Ctr.	0.1263	509,781	509,435	533,474	533,474	506,800	531,158
Intergovernmental		-		-	-	-	-
Federal Grant - FEMA		-		-	-	-	-
State Grant - 5% Share		-		-	-	-	-
Charges for Services							
Rents from CHR		50,001	50,001	-	-	-	-
Miscellaneous	12			-	-	-	-
Interest Earnings		751	22,334	1,150	1,150	1,150	1,150
Other Financing Sources							
Transfers From Other Funds		563,412	2,766,487	-	-	-	600,000
Reserve for Undercollection		-	-	(39,187)	(39,187)	-	(31,331)
Total Estimated Revenue and Other Financing Sources		<u>1,890,323</u>	<u>4,126,190</u>	<u>1,048,903</u>	<u>1,039,867</u>	<u>1,039,867</u>	<u>1,640,920</u>
USES OF FUNDS							
Debt Service							
Principal		720,742	3,206,752	275,000	275,000	275,000	285,000
Interest		635,498	625,259	468,738	468,738	468,738	458,308
Transfers To Other Funds		-	-	-	-	-	-
Other		-	-	8,300	8,300	8,300	800
Total Appropriations		1,356,240	3,832,011	752,038	752,038	752,038	744,108
Ending Fund Balance		<u>534,083</u>	<u>294,179</u>	<u>296,865</u>	<u>287,829</u>	<u>287,829</u>	<u>896,812</u>
Total		<u>1,890,323</u>	<u>4,126,190</u>	<u>1,048,903</u>	<u>1,039,867</u>	<u>1,039,867</u>	<u>1,640,920</u>

City of Sanibel, Florida

Debt Service Funds

1997 \$1.25M Debt Service – Paulsen Property Acquisition  
Fund No. 202

**Sources of Funds**

This obligation was secured by a covenant to budget and appropriate any legally available non-ad valorem revenue source.

**Uses of Funds**

This debt was retired in FY10 and the fund was closed.

Debt Service Funds  
1997 \$1.25M Paulsen Property Acquisition  
Fund No. 202

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance	62,849	62,567	-	-	-	-
Estimated Revenues						
Miscellaneous	-	-				
Interest Earnings	4	-	-	-	-	-
Other Financing Sources						
Transfers From Other Funds	120,000	275,216	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>182,853</u>	<u>337,783</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>USES OF FUNDS</b>						
Debt Service						
Principal	99,038	327,680	-	-	-	-
Interest	21,248	10,103	-	-	-	-
Other	-	-	-	-	-	-
Total Appropriations	120,286	337,783	-	-	-	-
Ending Fund Balance	<u>62,567</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>182,853</u>	<u>337,783</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## City of Sanibel, Florida

### Debt Service Funds

#### 2002 \$3.825M GO Bonds – Pond Apple Park Fund No. 204

#### **Sources of Funds**

Pursuant to the passage of a referendum in November 2001, ad valorem taxes are levied to support this debt

The annual millage rates and the respective ad valorem revenues generated are as follows:

<u>Tax Year</u>	<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Taxes Collected</u>
2002	2002-03	0.1063	\$367,188
2003	2003-04	0.0595	229,587
2004	2004-05	0.0625	248,668
2005	2005-06	0.0591	239,383
2006	2006-07	0.0475	227,516
2007	2007-08	0.0456	227,520
2008	2008-09	0.0483	237,000
2009	2009-10	0.0561	253,500
2010	2010-11	0.0595	250,251

The proposed levy for the current tax year is:

<u>Tax Year</u>	<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Taxes Budgeted</u>
2011	2011-12	0.0599	\$252,114

#### **Uses of Funds**

The 30-year bonds carry coupon rates from 2.0% to 4.75% and will be paid off on August 1, 2031.

Debt Service Funds  
2002 \$3.825M General Obligation Debt Service  
Fund 204

		Fiscal Year	Fiscal Year	Fiscal Year 2011			
		2008-09	2009-10	Adopted	Amended	Estimated	FY 12
		Actual	Actual	Budget	Budget	Actual	Adopted
<u>SOURCES OF FUNDS</u>							
Beginning Fund Balance		248,428	238,147	251,222	262,004	262,004	262,404
Estimated Revenues	2011						
TAXES	Millage						
Ad Valorem-Voted Debt	0.0599	227,954	243,850	250,251	250,251	237,738	252,114
Intergovernmental							
State Grant-FI Communities Tr				-	-	-	-
Miscellaneous		4		-	-	-	-
Interest Earnings		236	20,782	400	400	400	400
Other Financing Sources							
Transfers From Other Funds		-		-	-	-	-
Debt Proceeds		-		-	-	-	-
Reserve for Undercollection		-	-	(12,513)	(12,513)	-	(10,085)
Total Estimated Revenue and Other Financing Sources		<u>476,622</u>	<u>502,779</u>	<u>489,360</u>	<u>500,142</u>	<u>500,142</u>	<u>504,833</u>
<u>USES OF FUNDS</u>							
Debt Service							
Principal		90,000	95,000	95,000	95,000	95,000	100,000
Interest		148,475	145,775	142,338	142,338	142,338	139,108
Other		-	-	400	400	400	400
Total Appropriations		238,475	240,775	237,738	237,738	237,738	239,508
Ending Fund Balance		<u>238,147</u>	<u>262,004</u>	<u>251,622</u>	<u>262,404</u>	<u>262,404</u>	<u>265,325</u>
Total		<u>476,622</u>	<u>502,779</u>	<u>489,360</u>	<u>500,142</u>	<u>500,142</u>	<u>504,833</u>



City of Sanibel, Florida

Debt Service Funds

1979 \$3.19M Debt Service  
Fund No. 207

**Sources of Funds**

This obligation was secured by a covenant to budget and appropriate any legally available non-ad valorem revenue source.

**Uses of Funds**

This debt was retired in FY10 and the fund was closed.

Debt Service Funds  
1979 \$3.19M Debt Service Fund  
Fund No. 207

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
<b><u>SOURCES OF FUNDS</u></b>						
Beginning Fund Balance	191,541	186,073	-	-	-	-
Estimated Revenues						
Interest Earnings	9	-	-	-	-	-
Other Financing Sources						
Transfers From Other Fund	182,000	1,473,170	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>373,550</u>	<u>1,659,243</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>USES OF FUNDS</u></b>						
Debt Service						
Principal	104,488	1,555,151	-	-	-	-
Interest	82,989	104,092	-	-	-	-
Other	-	-	-	-	-	-
Total Appropriations	187,477	1,659,243	-	-	-	-
Ending Fund Balance	<u>186,073</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>373,550</u>	<u>1,659,243</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Sanibel, Florida

Debt Service Funds

Capital Lease

Fund No. 215

**Sources of Funds**

This fund was established in FY 2008 to account for capital lease payments.

**Uses of Funds**

This lease was paid off in FY10 and the fund was closed.

Debt Service Funds  
Capital Lease Fund  
Fund No. 215

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance	-	47	-	-	-	-
Estimated Revenues						
Miscellaneous						
Interest Earnings	-	-	-	-	-	-
Other Financing Sources						
Transfers From Other Funds	11,412	88,203	-	-	-	-
Total Estimated Revenue and Other Financing Sources	11,412	88,250	-	-	-	-
<b>USES OF FUNDS</b>						
Debt Service						
Principal	8,648	80,169	-	-	-	-
Interest	2,717	8,081	-	-	-	-
Other	-	-	-	-	-	-
Total Appropriations	11,365	88,250	-	-	-	-
Ending Fund Balance	47	-	-	-	-	-
Total	11,412	88,250	-	-	-	-

# City of Sanibel, Florida

## Debt Service Funds

### Recreation Facility Debt Service

#### Fund No. 270

#### **Sources of Funds**

A referendum held April 4, 2006 approved the June 20, 2006 issuance of \$8,350,000 of general obligation bonds to build a new recreation center. Ad valorem taxes are pledged to repay the principal and interest on this debt over 30 years.

In fiscal year 2012 \$531,158 in taxes will be levied on a millage rate of .1263. An allowance for undercollection of \$21,246 in tax is budgeted to recognize the discount taken by those paying their taxes between November and February. Interest earnings are budgeted at \$750.

Additionally, the FY12 budget includes the first \$600,000 transfer from the general fund to begin accumulating monies that will be used to early retire the bonds by 2022, thereby reducing interest expense.

#### **Uses of Funds**

Interest payments are made bi-annually; on February 1 and August 1 and an annual principal payment is made on August 1st. The bonds carry coupon rates from 4% to 4.35% and are scheduled to be paid off on February 1, 2036.

The amortization schedule is as follows:

Fiscal Year	Principal	Interest	Total Payment
FY 2012	\$ 185,000	\$ 319,200	\$ 504,200
FY 2013	\$ 195,000	\$ 311,800	\$ 506,800
FY 2014	\$ 200,000	\$ 303,513	\$ 503,513
FY 2015	\$ 210,000	\$ 295,013	\$ 505,013
FY 2016	\$ 220,000	\$ 286,088	\$ 506,088
FY 2017	\$ 230,000	\$ 276,738	\$ 506,738
FY 2018	\$ 240,000	\$ 266,963	\$ 506,963
FY 2019	\$ 250,000	\$ 257,363	\$ 507,363
FY 2020	\$ 260,000	\$ 247,363	\$ 507,363
FY 2021	\$ 270,000	\$ 236,703	\$ 506,703
FY 2022	\$ 280,000	\$ 225,633	\$ 505,633
FY 2023	\$ 295,000	\$ 214,153	\$ 509,153
FY 2024	\$ 305,000	\$ 202,058	\$ 507,058
FY 2025	\$ 320,000	\$ 189,248	\$ 509,248
FY 2026	\$ 335,000	\$ 175,808	\$ 510,808
FY 2027	\$ 345,000	\$ 161,738	\$ 506,738
FY 2028	\$ 360,000	\$ 147,248	\$ 507,248
FY 2029	\$ 380,000	\$ 131,588	\$ 511,588
FY 2030	\$ 395,000	\$ 115,058	\$ 510,058
FY 2031	\$ 415,000	\$ 97,875	\$ 512,875
FY 2032	\$ 430,000	\$ 79,823	\$ 509,823
FY 2033	\$ 450,000	\$ 61,118	\$ 511,118
FY 2034	\$ 470,000	\$ 41,543	\$ 511,543
FY 2035	\$ 240,000	\$ 21,098	\$ 261,098
FY 2036	\$ 245,000	\$ 5,329	\$ 250,329
Total	\$ 7,705,000	\$ 4,996,451	\$ 12,701,451

Debt Service Funds  
2006 \$8.35M General Obligation Bonds - Recreation  
Fund No. 270

		Fiscal Year	Fiscal Year	Fiscal Year 2011			
		2008-09	2009-10	Adopted	Amended	Estimated	FY 12
		Actual	Actual	Budget	Budget	Actual	Adopted
<b>SOURCES OF FUNDS</b>							
Beginning Fund Balance		19,597	24,738	51,993	32,175	32,175	25,425
Estimated Revenues	2011						
Taxes	Millage						
Ad Valorem	0.1263	509,781	509,435	533,474	533,474	506,800	531,158
Miscellaneous	8						
Interest Earnings		502	1,552	750	750	750	750
Other Financing Sources							
Transfers From Other Funds				-	-	-	600,000
Debt Proceeds				-	-	-	-
Reserve for Undercollection		-	-	(26,674)	(26,674)	-	(21,246)
Total Estimated Revenue and Other Financing Sources		<u>529,888</u>	<u>535,725</u>	<u>559,543</u>	<u>539,725</u>	<u>539,725</u>	<u>1,136,087</u>
<b>USES OF FUNDS</b>							
Debt Service							
Principal		165,000	170,000	180,000	180,000	180,000	185,000
Interest		340,150	333,550	326,400	326,400	326,400	319,200
Other		-	-	7,900	7,900	7,900	400
Total Appropriations		505,150	503,550	514,300	514,300	514,300	504,600
Ending Fund Balance		<u>24,738</u>	<u>32,175</u>	<u>45,243</u>	<u>25,425</u>	<u>25,425</u>	<u>631,487</u>
Total		<u>529,888</u>	<u>535,725</u>	<u>559,543</u>	<u>539,725</u>	<u>539,725</u>	<u>1,136,087</u>

City of Sanibel, Florida

Debt Service Funds

Below Market Rate Housing Debt Service  
Fund No. 280

**Sources of Funds**

This obligation was secured by a covenant to budget and appropriate any legally available non-ad valorem revenue source.

**Uses of Funds**

This debt was retired in FY10 and the fund was closed.

Debt Service Funds  
Below Market Rate Housing Debt Service  
Fund No. 280

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
<u>SOURCES OF FUNDS</u>						
Beginning Fund Balance	15,997	22,511	-	-	-	-
Estimated Revenues						
Rents from CHR	50,001	50,001	-	-	-	-
Miscellaneous						
Interest Earnings			-	-	-	-
Other Financing Sources						
Transfers From Other Funds	250,000	929,898	-	-	-	-
Debt Proceeds						
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>315,998</u>	<u>1,002,410</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>USES OF FUNDS</u>						
Debt Service						
Principal	253,568	978,752	-	-	-	-
Interest	39,919	23,658	-	-	-	-
Other	-	-	-	-	-	-
Total Appropriations	293,487	1,002,410	-	-	-	-
Ending Fund Balance	<u>22,511</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>315,998</u>	<u>1,002,410</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



### Summary of Capital Project Funds

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance <sup>1</sup>	4,006,411	3,437,253	3,148,887	3,340,515	3,340,515	1,953,166
<b>Estimated Revenues</b>						
Intergovernmental Revenue	-	-	-	-	-	-
Grants from Other Governments	319,190	16,447	-	85,331	85,331	2,266
Charges for Services	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Interest Earnings	(13,122)	12,937	500	500	500	500
Contributions	-	-	-	-	-	-
Special assessments	67,676	11,234	-	-	-	-
<b>Total Revenue</b>	<b>373,744</b>	<b>40,618</b>	<b>500</b>	<b>85,831</b>	<b>85,831</b>	<b>2,766</b>
<b>Other Financing Sources</b>						
Transfers In	1,428,137	792,575	676,732	876,732	877,540	1,475,258
Reserve for Undercollections	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Other Financing Sources</b>	<b>1,428,137</b>	<b>792,575</b>	<b>676,732</b>	<b>876,732</b>	<b>877,540</b>	<b>1,475,258</b>
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>5,808,292</b>	<b>4,270,446</b>	<b>3,826,119</b>	<b>4,303,078</b>	<b>4,303,886</b>	<b>3,431,190</b>
<b>Appropriations</b>						
<b>General Government</b>						
Management Information Systems	41,136	78,581	473,609	533,959	289,850	416,663
<b>Public Safety</b>						
Police Department	23,531	12,433	403,000	405,831	275,000	277,266
<b>Physical Environment</b>						
Natural Resources Department	328,479	-	-	-	-	-
<b>Transportation</b>						
Public Works & Facilities	1,557,795	448,479	2,409,500	2,684,750	1,670,076	2,491,500
<b>Culture/Recreation</b>						
Recreation	42,560	3,449	-	-	-	-
<b>Total Operating Expenditures</b>	<b>1,993,501</b>	<b>542,942</b>	<b>3,286,109</b>	<b>3,624,540</b>	<b>2,234,926</b>	<b>3,185,429</b>
<b>Non-Operating Expenditures</b>						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Center Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	303,483	386,989	77,459	80,959	115,794	118,870
<b>Total Non-Operating Expenditures</b>	<b>303,483</b>	<b>386,989</b>	<b>77,459</b>	<b>80,959</b>	<b>115,794</b>	<b>118,870</b>
<b>Total Appropriations</b>	<b>2,296,984</b>	<b>929,931</b>	<b>3,363,568</b>	<b>3,705,499</b>	<b>2,350,720</b>	<b>3,304,299</b>
<b>Ending Fund Balance</b>	<b>3,511,308</b>	<b>3,340,515</b>	<b>462,551</b>	<b>597,579</b>	<b>1,953,166</b>	<b>126,891</b>
<b>Total</b>	<b>5,808,292</b>	<b>4,270,446</b>	<b>3,826,119</b>	<b>4,303,078</b>	<b>4,303,886</b>	<b>3,431,190</b>

Capital Project Funds  
Capital Planning and Asset Acquisition Fund  
Fund NO. 300

**Sources of Funds**

These projects are funded in fiscal year 2012 by the carry-forward of \$780,939 of available beginning fund balance, intergovernmental revenue of \$2,266, interest earnings of \$250 and an inter-fund transfer of \$489,474.

**Uses of Funds**

The detail of each project accounted for in this fund is included in the 5-Year capital improvement plan (the CIP) found at the end of this document.

In the CIP, each of the projects is listed by department and then identified in the left hand column as Fund # 300.

Total outlays for FY12 are budgeted to be \$1,193,929.

Capital Project Funds  
Capital Planning and Asset Acquisition Fund  
Fund No. 300

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	964,188	992,370	1,222,768	1,302,943	1,302,943	780,939
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	471	16,447	-	85,331	85,331	2,266
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	51	6,688	250	250	250	250
<b>Other Financing Sources</b>				-		
Transfers In	326,271	536,746	337,091	337,091	337,091	489,474
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>1,290,981</u>	<u>1,552,251</u>	<u>1,560,109</u>	<u>1,725,615</u>	<u>1,725,615</u>	<u>1,272,929</u>
<b>Appropriations</b>						
<b>General Government</b>						
Management Information Systems	41,136	6,036	473,609	533,959	289,850	416,663
<b>Public Safety</b>						
Police Department	23,531	-	403,000	405,831	275,000	277,266
<b>Physical Environment</b>						
Natural Resources Department	-	-	-	-	-	-
<b>Transportation</b>						
Public Works	35,752	5,320	226,500	226,500	95,226	221,000
Public Facilities	189,211	-	353,000	353,000	281,100	279,000
<b>Culture/Recreation</b>						
Recreation	8,980	3,449	-	-	-	-
Capital Outlay	-	209,503	-	-	-	-
<b>Total Operating Expenditures</b>	<u>298,610</u>	<u>224,308</u>	<u>1,456,109</u>	<u>1,519,290</u>	<u>941,176</u>	<u>1,193,929</u>
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Grant Matches	-	-	-	-	-	-
Transfer to Other Funds	-	25,000	-	3,500	3,500	-
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>-</u>
<b>Total Appropriations</b>	<u>298,610</u>	<u>249,308</u>	<u>1,456,109</u>	<u>1,522,790</u>	<u>944,676</u>	<u>1,193,929</u>
<b>Ending Fund Balance</b>	<u>992,370</u>	<u>1,302,943</u>	<u>104,000</u>	<u>202,825</u>	<u>780,939</u>	<u>79,000</u>
<b>Total</b>	<u>1,290,980</u>	<u>1,552,251</u>	<u>1,560,109</u>	<u>1,725,615</u>	<u>1,725,615</u>	<u>1,272,929</u>

Capital Project Funds  
Transportation Capital Projects  
Fund No. 301

**Sources of Funds**

These projects are funded in fiscal year 2012 by the carry-forward of \$276,280 of available beginning fund balance, interest earnings of \$250 and an inter-fund transfer of \$568,470.

**Uses of Funds**

The detail of projects accounted for in this fund is included in the 5-Year capital improvement plan (the CIP) found at the end of this document.

Capital Project Funds  
Transportation Capital Projects  
Fund No. 301

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Fund Balance	758,904	874,410	710,109	720,581	720,581	276,280
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	51,503	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	23,788	5,835	250	250	250	250
<b>Other Financing Sources</b>						
Transfers In	918,303	255,829	339,641	539,641	540,449	568,470
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>1,752,498</u>	<u>1,136,074</u>	<u>1,050,000</u>	<u>1,260,472</u>	<u>1,261,280</u>	<u>845,000</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	-	105,493	-	-	-	-
Capital Outlay	<u>878,088</u>	<u>-</u>	<u>1,050,000</u>	<u>1,250,000</u>	<u>985,000</u>	<u>845,000</u>
<b>Total Operating Expenditures</b>	878,088	105,493	1,050,000	1,250,000	985,000	845,000
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	<u>-</u>	<u>310,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>310,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	878,088	415,493	1,050,000	1,250,000	985,000	845,000
<b>Ending Fund Balance</b>	<u>874,410</u>	<u>720,581</u>	<u>-</u>	<u>10,472</u>	<u>276,280</u>	<u>-</u>
<b>Total</b>	<u>1,752,498</u>	<u>1,136,074</u>	<u>1,050,000</u>	<u>1,260,472</u>	<u>1,261,280</u>	<u>845,000</u>
<b>Capital Projects by Year:</b>						
Dunlop/Wooster shared-use path						100,000
Dixie Beach Blvd. shared-use path						200,000
Bailey Road shared-use path						150,000
Dinkins Bayou dredging						200,000
Clam Bayou box culvert repair						30,000
Replace Lindgren box culvert						165,000

## Capital Project Funds

### Gulf Pines/ Gulf Shores/West Gulf Drive Beach Restoration Fund Fund No. 303

#### **Sources of Funds**

This fund was closed on FY09.

#### **Uses of Funds**

This fund was closed in FY09 and the fund balance was moved to the general fund.

Capital Project Funds  
GP/GS/WGD Beach Restoration  
Fund No. 303

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	69,752	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	4	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In			-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>69,756</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>			-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies			-	-	-	-
Reserve for Continuing Capital Proj			-	-	-	-
Transfer to Other Funds	69,756	-	-	-	-	-
<b>Total Non-Operating Expendit</b>	<u>69,756</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	69,756	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>69,756</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Rabbit Road Capital Projects  
Fund No. 306

**Sources of Funds**

This fund has a beginning fund balance of \$344,391 in fiscal year 2012.

**Uses of Funds**

Details of this project are included in the 5-Year Capital Improvement Plan (the CIP) found at the end of this document.

This project is listed in the Public Works Department section of the CIP under Other Road Projects and then identified in the left hand column as Fund #306. The purpose of this project, costing \$296,500 and described in more detail in the CIP, is to widen the shared-use path on Rabbit Road to 8 feet.



Capital Project Funds  
Rabbit Road  
Fund No. 306

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	346,344	346,361	346,361	347,891	347,891	344,391
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	17	1,530	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>346,361</u>	<u>347,891</u>	<u>346,361</u>	<u>347,891</u>	<u>347,891</u>	<u>344,391</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	300,000	300,000	3,500	296,500
<b>Total Operating Expenditures</b>	-	-	300,000	300,000	3,500	296,500
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	-	-	-	-	-	-
<b>Total Appropriations</b>	-	-	300,000	300,000	3,500	296,500
<b>Ending Fund Balance</b>	<u>346,361</u>	<u>347,891</u>	<u>46,361</u>	<u>47,891</u>	<u>344,391</u>	<u>47,891</u>
<b>Total</b>	<u>346,361</u>	<u>347,891</u>	<u>346,361</u>	<u>347,891</u>	<u>347,891</u>	<u>344,391</u>

Capital Project Funds  
Periwinkle Way Road and Bikepath  
Fund No. 307

**Sources of Funds**

Beginning available fund balance in FY12 is budgeted to be \$182,686. A transfer in of \$417,314 will provide funds necessary for the FY12 project described below.

**Uses of Funds**

Details of this project are included in the 5-Year Capital Improvement Plan (the CIP) found at the end of this document.

This project is listed in the Public Works Department section of the CIP under Other Road Projects and then identified in the left hand column as Fund #307. The purpose of this project, costing \$600,000 and described in more detail in the CIP, is to shift Periwinkle Way to the north and widen the shared-use path.

Capital Project Funds  
Periwinkle Way Road & Bikepath  
Fund No. 307

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	349,375	229,647	179,647	182,686	182,686	182,686
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	14	1,014	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	417,314
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>349,389</u>	<u>230,661</u>	<u>179,647</u>	<u>182,686</u>	<u>182,686</u>	<u>600,000</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	-	47,975	-	-	-	-
Capital Outlay	<u>119,742</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>600,000</u>
<b>Total Operating Expenditures</b>	119,742	47,975	-	-	-	600,000
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	119,742	47,975	-	-	-	600,000
<b>Ending Fund Balance</b>	<u>229,647</u>	<u>182,686</u>	<u>179,647</u>	<u>182,686</u>	<u>182,686</u>	<u>-</u>
<b>Total</b>	<u>349,389</u>	<u>230,661</u>	<u>179,647</u>	<u>182,686</u>	<u>182,686</u>	<u>600,000</u>

## Capital Project Funds

### San-Cap Road Fund

Fund No. 308

#### **Sources of Funds**

This fund was closed in FY10.

#### **Uses of Funds**

This fund was closed in FY10 and the fund balance was moved to the transportation capital projects fund.

Capital Project Funds  
San-Cap Road  
Fund No. 308

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	71,154	1,157	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	3	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>71,157</u>	<u>1,157</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	-	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	70,000	1,157	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>70,000</u>	<u>1,157</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	70,000	1,157	-	-	-	-
<b>Ending Fund Balance</b>	<u>1,157</u>	-	-	-	-	-
<b>Total</b>	<u>71,157</u>	<u>1,157</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Tarpon Bay Road Fund  
Fund No. 309

**Sources of Funds**

Beginning available fund balance in FY12 is budgeted to be \$368,870.

**Uses of Funds**

The detail of projects accounted for in this fund is included in the 5-Year capital improvement plan (the CIP) found at the end of this document.

Total outlays for FY12 are budgeted at \$250,000. The remaining \$118,870 will be transferred to the Transportation Capital Project Fund 301 and the fund will be closed in FY12.

Capital Project Funds  
Tarpon Bay Road  
Fund No. 309

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	697,451	622,761	560,287	568,870	568,870	368,870
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	34	2,589	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>697,485</u>	<u>625,350</u>	<u>560,287</u>	<u>568,870</u>	<u>568,870</u>	<u>368,870</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	54,118	56,480	-	-	-	-
Capital Outlay	<u>20,606</u>	<u>-</u>	<u>450,000</u>	<u>450,000</u>	<u>200,000</u>	<u>250,000</u>
<b>Total Operating Expenditures</b>	74,724	56,480	450,000	450,000	200,000	250,000
<b>Non-Operating Expenditures</b>						
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>118,870</u>
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>118,870</u>
<b>Total Appropriations</b>	74,724	56,480	450,000	450,000	200,000	368,870
<b>Ending Fund Balance</b>	<u>622,761</u>	<u>568,870</u>	<u>110,287</u>	<u>118,870</u>	<u>368,870</u>	<u>-</u>
<b>Total</b>	<u>697,485</u>	<u>625,350</u>	<u>560,287</u>	<u>568,870</u>	<u>568,870</u>	<u>368,870</u>

Capital Project Funds  
Hazard Mitigation Fund  
Fund No. 310

**Sources of Funds**

This fund was closed in FY09.

**Uses of Funds**

This fund was closed in FY09 and the fund balance was moved to the general fund.



Capital Project Funds  
Hazard Mitigation Fund  
Fund No. 310

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	17,292	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>17,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>General Government</b>						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	-	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	<u>17,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>17,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	17,292	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>17,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Dixie Beach Boulevard Project Fund  
Fund No. 311

**Sources of Funds**

This fund was closed in FY11.

**Uses of Funds**

This fund was closed in FY11 and the fund balance was moved to the transportation capital project fund.

Capital Project Funds  
Dixie Beach Boulevard Project Fund  
Fund No. 311

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12 Adopted
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	350,399	237,459	77,459	153,517	153,517	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	12	1,048	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	91,178	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>441,589</u>	<u>238,507</u>	<u>77,459</u>	<u>153,517</u>	<u>153,517</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	9,275	1,558	-	-	-	-
Capital Outlay	<u>194,855</u>	<u>83,432</u>	<u>-</u>	<u>75,250</u>	<u>75,250</u>	<u>-</u>
<b>Total Operating Expenditures</b>	204,130	84,990	-	75,250	75,250	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>-</u>	<u>-</u>	<u>77,459</u>	<u>77,459</u>	<u>78,267</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>-</u>	<u>77,459</u>	<u>77,459</u>	<u>78,267</u>	<u>-</u>
<b>Total Appropriations</b>	204,130	84,990	77,459	152,709	153,517	-
<b>Ending Fund Balance</b>	<u>237,459</u>	<u>153,517</u>	<u>-</u>	<u>808</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>441,589</u>	<u>238,507</u>	<u>77,459</u>	<u>153,517</u>	<u>153,517</u>	<u>-</u>

Capital Project Funds  
Intersection Improvements Fund  
Fund No. 312

**Sources of Funds**

This fund was closed in FY10.

**Uses of Funds**

This fund was closed in FY10 and the fund balance was moved to the road impact fee fund.

Capital Project Funds  
Intersection Improvements Fund  
Fund No. 312

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	-	50,000	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	50,000	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	50,000	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Ending Fund Balance</b>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Brazilian Pepper Control Program Fund  
Fund No. 316

**Sources of Funds**

This fund was closed in FY09.

**Uses of Funds**

This fund was closed in FY09 and the fund balance was moved to special revenue fund #116 created for Brazilian pepper expenditures. In conformance with GASB 54 accounting requirements the expenditures move to the general fund in FY12.

Capital Project Funds  
Brazilian Pepper Control Program  
Fund No. 316

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	115,974	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	222,440	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	4	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	37,385	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>375,803</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Physical Environment</b>						
Operating Expense	273,501	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	273,501	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>102,302</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>102,302</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	375,803	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>375,803</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Environmentally Sensitive Land Restoration Fund  
Fund No. 317

**Sources of Funds**

This fund was closed in FY09.

**Uses of Funds**

This fund was closed in FY09 and the fund balance was moved to the general fund.



Capital Project Funds  
Environmentally Sensitive Land Restoration  
Fund No. 317

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	6,762	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	44,776	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	3	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>51,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Physical Environment</b>						
Operating Expense	48,036	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<u>48,036</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	3,505	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>3,505</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	<u>51,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>51,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Shell Harbor Canal Dredging  
Fund No. 329

**Sources of Funds**

Beginning in F Y10, to conform to Government Accounting Standards Board (GASB) Statement 54, operating expense that was previously charged to this fund, was charged to a new special revenue fund, Fund 129.

**Uses of Funds**

This fund was closed in FY09.

Capital Project Funds  
Shell Harbor Canal Dredging  
Fund No. 329

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	49,777	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	16,547	-	-	-	-	-
<b>Other Financing Sources</b>						
Assessments	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>66,324</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	28,966	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	28,966	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
<b>Total Non-Operating Expenditure:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	28,966	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>37,358</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>66,324</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Periwinkle Landscaping Fund  
Fund No. 332

**Sources of Funds**

This project was closed in FY11.

**Uses of Funds**

This fund was closed in FY11 and its operating expense was moved to Transportation Fund 101.

Capital Project Funds  
Periwinkle Landscaping  
Fund No. 332

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	101,527	82,256	52,256	64,027	64,027	-
<b>Estimated Revenues</b>						-
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	10,714	5,467	-	-	-	-
<b>Other Financing Sources</b>						-
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>112,241</u>	<u>87,723</u>	<u>52,256</u>	<u>64,027</u>	<u>64,027</u>	<u>-</u>
Appropriations						
<b>Physical environment</b>	6,942	-				
<b>Transportation</b>	20,045	18,551	-	-	-	-
Capital Outlay	<u>2,998</u>	<u>5,145</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>-</u>
<b>Total Operating Expenditures</b>	29,985	23,696	30,000	30,000	30,000	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,027</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,027</u>	<u>-</u>
<b>Total Appropriations</b>	29,985	23,696	30,000	30,000	64,027	-
<b>Ending Fund Balance</b>	<u>82,256</u>	<u>64,027</u>	<u>22,256</u>	<u>34,027</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>112,241</u>	<u>87,723</u>	<u>52,256</u>	<u>64,027</u>	<u>64,027</u>	<u>-</u>

## Capital Project Funds

### Sanibel Estates Canal Trimming Special Assessment Project Fund No. 341

#### **Sources of Funds**

Beginning in F Y10, to conform to Government Accounting Standards Board (GASB) Statement 54, operating expense that was previously charged to this fund, was charged to a new special revenue fund, Fund 141.

#### **Uses of Funds**

This fund was closed in FY09.

Capital Project Funds  
Sanibel Estates Canal Trimming Special Assessment Project  
Fund No. 341

	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011			FY 12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	15,729	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	6,850	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Reserve for Undercollections	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>22,579</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	3,891	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	3,891	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	-	-	-	-	-	-
<b>Total Appropriations</b>	3,891	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>18,688</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>22,579</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Sanibel Isles/Water Shadows Dredging Project  
Fund No. 342

**Sources of Funds**

Beginning in FY10, to conform to Government Accounting Standards Board (GASB) Statement 54, operating expense that was previously charged to this fund, was charged to a new special revenue fund, Fund 142.

**Uses of Funds**

This fund was closed in FY09.



Capital Project Funds  
Dredging-Sanibel Isles/Water Shadows  
Fund No. 342

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	15,243	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	9,845	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	5,000	-	-	-	-	-
Reserve for Undercollections	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>30,088</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Transportation</b>						
Operating Expense	247	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	247	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	11,832	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>11,832</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	12,079	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>18,009</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>30,088</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Capital Project Funds  
Recreation Facility Capital Project  
Fund No. 370

**Sources of Funds**

This fund was closed in FY09 after completion of the recreation center building project.

**Uses of Funds**

This fund was closed in FY09 after completion of the recreation center building project and the fund balance was moved to the recreation center operating fund.

Capital Project Funds  
Recreation Facility  
Fund No. 370

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	73,087	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	(13,332)	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>59,755</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Recreation</b>						
Operating Expense	5,496	-	-	-	-	-
Capital Outlay	<u>25,463</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating Expenditures</b>	30,959	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>28,796</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>28,796</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	59,755	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>59,755</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Sanibel, Florida

Capital Project Funds

Community Park Capital Project Fund

Fund No. 372

**Sources of Funds**

This fund was closed in FY09 after completion of the Community Park building project.

**Uses of Funds**

This fund was closed in FY09.

Capital Project Funds  
Community Park Capital Project Fund  
Fund No. 372

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY 12
	Actual	Actual	Budget	Budget	Actual	Adopted
Beginning Fund Balance	2,621	-	-	-	-	-
<b>Estimated Revenues</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>2,621</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations						
<b>Recreation</b>						
Operating Expense	-	-	-	-	-	-
Capital Outlay	<u>2,621</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating Expenditures</b>	2,621	-	-	-	-	-
<b>Non-Operating Expenditures</b>						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	2,621	-	-	-	-	-
<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>2,621</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Proprietary Funds Budget

Proprietary funds are used to account for the business-type, or enterprise activities of the government. The City's two enterprise funds are the Sanibel sewer system and the beach parking fund. Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises; where the intent of the government's council is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the government's council has decided that periodic determination of net income is appropriate for accountability purposes. Fees or charges are the primary revenue source for proprietary funds. However, the Sanibel sewer system enterprise fund also receives tax revenue from a voter-approved tax levy to pay debt service related to the capital expansion projects.

Summary of Enterprise Funds

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011		Estimated Actual	FY12 Adopted
			Adopted Budget	Amended Budget		
Sources of Funds						
Beginning Unrestricted Net Assets	2,796,975	1,810,124	1,732,521	2,792,034	2,792,034	1,196,685
<b>Estimated Revenue</b>						
<b>Taxes</b>						
Ad Valorem Taxes - Voted Di 0.2360 Mills	1,244,143	1,241,407	1,045,444	1,045,444	1,003,626	992,866
<b>Licenses &amp; Permits</b>						
Beach Parking Permits	92,763	92,910	70,000	70,000	85,244	70,000
<b>Intergovernmental</b>						
Grants from TDC	1,347,248	1,172,047	128,600	1,909,522	1,216,722	741,622
Grants from State of FL	-	-	-	-	-	-
Grants Other Local Units	-	-	-	-	-	-
<b>Total Intergovernmental</b>	1,347,248	1,172,047	128,600	1,909,522	1,216,722	741,622
<b>Charges for Services</b>						
Sewer - Residential and Commercial User Fees	5,620,158	5,761,971	5,533,125	5,533,125	5,520,743	5,686,365
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	214,310	214,310	247,100	246,201
Other Charges	-	-	-	-	-	-
Parking Fees	1,176,435	1,135,532	1,000,000	1,000,000	1,309,017	1,000,000
<b>Total Charges for Services</b>	6,796,593	6,897,503	6,747,435	6,747,435	7,076,860	6,932,566
<b>Fines and Forfeitures</b>						
Penalties <sup>1</sup>	134,996	92,910	120,000	120,000	95,000	95,000
<b>Miscellaneous</b>						
Disposition of Fixed Assets	(46,526)	-	-	-	-	-
Interest Earnings	446,594	487,361	119,774	119,774	86,616	99,909
Special Assessments	-	306,914	1,011,964	1,011,964	1,123,116	929,179
<b>Total Miscellaneous</b>	400,068	794,275	1,131,738	1,131,738	1,209,732	1,029,088
<b>Total Revenue</b>	10,015,811	10,291,052	9,243,217	11,024,139	10,687,184	9,861,142
<b>Other Financing Sources</b>						
Transfers In	-	-	-	-	-	-
Capital Contributions	1,912,990	61,500	-	-	-	-
Loan Proceeds	-	-	1,100,000	2,100,000	1,000,000	-
Reserve for Undercollections	-	-	(101,818)	(101,818)	(78,541)	(99,715)
<b>Total Other Financing Sources</b>	1,912,990	61,500	998,182	1,998,182	921,459	(99,715)
<b>Total Sources of Funds</b>	14,725,776	12,162,676	11,973,920	15,814,355	14,400,677	10,958,112

Summary of Enterprise Funds

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year	Fiscal Year	Fiscal Year 2011		Estimated	FY12
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget		
Uses of Funds						
<b>Physical Environment</b>						
Personal Services	1,332,452	1,421,226	1,582,664	1,582,664	1,569,198	1,647,040
Operating Expense	2,565,173	2,203,770	1,871,726	2,252,522	2,159,704	2,247,589
Capital Outlay	-	-	2,045,000	1,665,000	481,292	595,000
<b>Total Physical Environment</b>	<b>3,897,625</b>	<b>3,624,996</b>	<b>5,499,390</b>	<b>5,500,186</b>	<b>4,210,194</b>	<b>4,489,629</b>
<b>Transportation</b>						
Personal Services	891,777	1,019,273	1,015,026	1,008,321	979,909	969,888
Operating Expense	1,060,067	883,299	1,127,265	1,101,021	1,112,946	1,026,596
Capital Outlay	-	-	333,600	1,181,200	503,200	1,037,000
<b>Total Transportation</b>	<b>1,951,844</b>	<b>1,902,572</b>	<b>2,475,891</b>	<b>3,290,542</b>	<b>2,596,055</b>	<b>3,033,484</b>
<b>Total Operating &amp; Capital Expenses</b>	<b>5,849,469</b>	<b>5,527,568</b>	<b>7,975,281</b>	<b>8,790,728</b>	<b>6,806,249</b>	<b>7,523,113</b>
<b>Non-Operating Expenses</b>						
Grants & Aid (Reclaimed Water)	-	-	-	-	-	-
Reserve for Disasters	-	-	50,000	50,000	50,000	100,000
Debt Service	1,492,875	1,271,754	4,082,547	7,042,605	6,910,621	3,477,296
Depreciation and Amortization	2,601,514	2,611,413	-	-	-	-
<b>Total Non-Operating Expenses</b>	<b>4,094,389</b>	<b>3,883,167</b>	<b>4,132,547</b>	<b>7,092,605</b>	<b>6,960,621</b>	<b>3,577,296</b>
<b>Total Appropriations</b>	<b>9,943,858</b>	<b>9,410,735</b>	<b>12,107,827</b>	<b>15,883,332</b>	<b>13,766,869</b>	<b>11,100,409</b>
Change in Net Assets	1,984,943	941,817				
Beginning Net Assets	2,796,975	1,810,124				
Ending Net Assets	31,519,887	32,461,704				
Restricted Net Assets	29,709,763	29,669,670		(562,878)	(562,878)	
Unrestricted Net Assets	1,810,124	2,792,034	(133,907)	493,901	1,196,686	(142,296)
<b>TOTAL USES OF FUNDS</b>			<b>11,973,920</b>	<b>15,814,355</b>	<b>14,400,677</b>	<b>10,958,112</b>



Enterprise Funds  
Sanibel Sewer Funds  
Fund No. 450

The Sanibel sewer system was purchased by the City on August 8, 1991 for \$2.99 million from the Sanibel Sewer System Partners, Ltd., a division of Mariner Properties, Inc. This purchase was funded by the issuance of \$4.95 million, 30-year revenue bonds which were secured by the net revenue generated by the system. In 1993 these bonds were advance refunded by the issuance of \$7.185 million bonds, which provided funding to extend sewer along Periwinkle Way from Donax Street to Tahitian Gardens. In 2003, the City refunded the 1993 bonds to take advantage of historically low interest rates providing interest savings to the system. The rates ranged from 2% to 3.9%.

The sewer system has two (2) treatment facilities; the main plant on Donax Street and a secondary plant on the west end of the island, the Wulfert Plant. The system has a total treatment capacity of 2.5 million gallons per day (mgd), 2.375 mgd at the Donax Plant and 0.125 mgd at the Wulfert Plant.

Beginning in 1995, a wastewater master plan was developed in conformance with the land development code, now known as the Sanibel Plan, which provided for a phased expansion to provide sewer service to the entire island. To date the following phases have been completed: Phase 1 which included South Capers, Sanibel Highlands, Sabal Sands, Lagoon Estates, Sanibel Place, Sanibel Lake Estates, Periwinkle Partners, Sanibel Pines, Dixie Beach, Sanibel Shores and Area U; Phase 2A on Rabbit Road; Phase 2B on the east end of the island; Phase 2C on the southwest end of the island; Phase 3A included Gulf Pines and the San-Cap Commercial district and Phase 3B on the northwest end of the island. The engineering for Phase 4 is complete and the project is awaiting the securing of easements and funding, while the land for Phase 5 was purchased in January 2008 and the then-current customers of the Sanibel Bayous Utility Corporation became City of Sanibel customers. Billing for Phase 5, 299 equivalent residential connections in Sanibel Bayous and Blind Pass Condominium, began in April 2008.

The cost of the expansion projects has been funded by state revolving (SRF) loans granted by the state of Florida's Department of Environmental Protection. The low-interest rate, 20-year loans are being repaid from three sources; ad valorem taxes, special assessments and system operating revenue.

A special voted debt service ad valorem tax levy was adopted by voters at referendum in 1998. The levy provides an additional SRF repayment source so that assessments on benefiting properties could be reduced. For tax year 2011,

this sewer voted debt service tax rate has been set at 0.2360 mills which will cost a taxpayer \$23.60 per \$100,000 of taxable property valuation.

In the July 2011 Sanibel sewer system financial feasibility study, the City's consultant calculated the necessary rate structure to maintain debt coverage and operating costs. The annual 3% indexing is included in the FY12 budget.

### **Sources of Funds**

In addition to the roll-forward of prior year balances, ad valorem tax revenue of \$992,866 is budgeted from the levy of the 0.2360 millage rate. Residential and commercial user fees of \$5,686,365 include the 3% annual indexing. Budgeted user fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves.

Other sources of funds are budgeted at \$246,201. These include charging for the sale of treated effluent at a rate of \$2.42/1,000 gallons to general customers other than the Sanctuary and Beachview Golf Courses. Fines from late payment of sewer bills are included in other sources of funds. Miscellaneous revenue includes interest earnings and Wulfert tower rental receipts.

Special assessments payments are budgeted to be \$929,179.

### **Uses of Funds**

The operational expenses of the sewer system are accounted for in the Donax department. Operating expenses including sludge removal, laboratory services, utilities, repair and maintenance, insurance, indirect (central services) costs and other contractual services are budgeted to be \$2,247,589. Seventeen (17) full-time positions and one part-time position manage, operate and provide engineering services to the system at a cost for salaries and fringe benefits of \$1,647,040. The capital budget is budgeted at \$595,000. The principal and interest budgeted for debt service is \$3,477,296 for the 2003 bonds, the SRF loans and a repayment to the general fund for an interfund loan.

At its August 2, 2011 meeting Council voted to increase the interfund loan between the General Fund and Sewer Fund from \$1,750,000 to \$2,750,000. The current repayment schedule will be modified to decrease the annual repayment amount and extend the term from five remaining annual payments of \$350,000 to ten annual payments of \$275,000. Annual payments will be made pursuant to Resolution #11-064 adopted August 2, 2011.

The existing reserve for disasters is increased by \$100,000 to \$400,000.

Enterprise Fund  
Sewer System

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011 Adopted Budget	Fiscal Year 2011 Amended Budget	Estimated Actual	FY 12 Adopted
Beginning Unrestricted Net Assets	2,589,502	1,248,641	1,231,388	2,169,251	2,169,251	559,826
2011						
<b>Estimated Revenues</b>						
Ad Valorem Taxes-Voted Debt 0.2360	1,244,143	1,241,407	1,045,444	1,045,444	1,003,626	992,866
Commercial User Fees	5,620,158	5,761,971	5,533,125	5,533,125	5,520,743	5,686,365
Sale of Treated Effluent	-	-	214,310	214,310	247,100	246,201
Grant from State of Florida	-	-	-	-	-	-
Fines and Forfeitures	24,168	24,057	20,000	20,000	20,000	20,000
Miscellaneous	399,071	471,081	119,774	119,774	83,927	99,909
Special Assessments	-	306,914	1,011,964	1,011,964	1,123,116	929,179
<b>Other Financing Sources</b>						
Capital Contributions	1,912,990	61,500	-	-	-	-
Grants Other Governmental Units	-	-	-	-	-	-
Gain/Loss on sale of equip/invest	(46,526)	-	-	-	-	-
Loan proceeds	-	-	1,100,000	2,100,000	1,000,000	-
Transfer from other funds	-	-	-	-	-	-
Reserve for Undercollection	-	-	(41,818)	(41,818)	-	(39,715)
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>11,743,506</u>	<u>9,115,571</u>	<u>10,234,187</u>	<u>12,172,050</u>	<u>11,167,763</u>	<u>8,494,631</u>
<b>Appropriations</b>						
<b>Physical Environment</b>						
Personal Services	1,332,452	1,421,226	1,582,664	1,582,664	1,569,198	1,647,040
Operating Expense	2,565,173	2,203,770	1,871,726	2,252,522	2,159,704	2,247,589
Capital Outlay	-	-	2,045,000	1,665,000	481,292	595,000
<b>Total Operating Expenditures</b>	<u>3,897,625</u>	<u>3,624,996</u>	<u>5,499,390</u>	<u>5,500,186</u>	<u>4,210,194</u>	<u>4,489,629</u>
<b>Non-Operating Expenditures</b>						
Reserve for Disasters	-	-	50,000	50,000	50,000	100,000
Debt Service	1,492,875	1,271,754	4,082,547	7,042,605	6,910,621	3,477,296
Depreciation and Amortization	2,473,776	2,455,654	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>3,966,651</u>	<u>3,727,408</u>	<u>4,132,547</u>	<u>7,092,605</u>	<u>6,960,621</u>	<u>3,577,296</u>
<b>Total Appropriations</b>	<u>7,864,277</u>	<u>7,352,404</u>	<u>9,631,937</u>	<u>12,592,791</u>	<u>11,170,815</u>	<u>8,066,925</u>
<b>Change in Net Assets</b>	<u>1,289,727</u>	<u>514,526</u>				
<b>Beginning Net Assets</b>	<u>27,851,116</u>	<u>29,140,843</u>				
<b>Ending Net Assets</b>	<u>29,140,843</u>	<u>29,655,369</u>				
<b>Restricted Net Assets</b>	<u>27,892,202</u>	<u>27,486,118</u>		<u>(562,878)</u>	<u>(562,878)</u>	
<b>Unrestricted Net Assets</b>	<u>1,248,641</u>	<u>2,169,251</u>	<u>602,250</u>	<u>142,137</u>	<u>559,826</u>	<u>427,706</u>
<b>Total Uses of Funds</b>			<u>10,234,187</u>	<u>12,734,928</u>	<u>11,730,641</u>	<u>8,494,631</u>

## City of Sanibel, Florida

### Enterprise Funds Beach Parking Fund Fund No. 470

#### **Sources of Funds**

Pursuant to ordinance, parking fees are charged at \$2.00 per hour at the City's seven (7) beach parking locations, Lighthouse, Gulfside City Park, Tarpon Bay, Bowman's, Blind Pass, Boat Ramp and Turner Beach. Revenues from this source are budgeted at \$940,000 for FY 2011, net of the 6% sales tax remitted to the state department of revenue. Parking violation revenue is estimated to be \$75,000.

#### **Uses of Funds**

In addition to the enforcement of the ordinance, user fee revenues are used to maintain the beach facilities as well as provide shared-use path access to the beaches. An operating line-item budget is included in the transportation function in the supplemental schedules section of this document and the 5-year capital improvement plan is detailed in that section at the end of this document.

A grant in the amount of \$898,000 from the TDC has been applied for and tentatively approved to augment beach maintenance. Since the County's budget process runs concurrently with the City's, the beach parking fund's revenue will be amended by the grant amount upon receipt of the grant award.

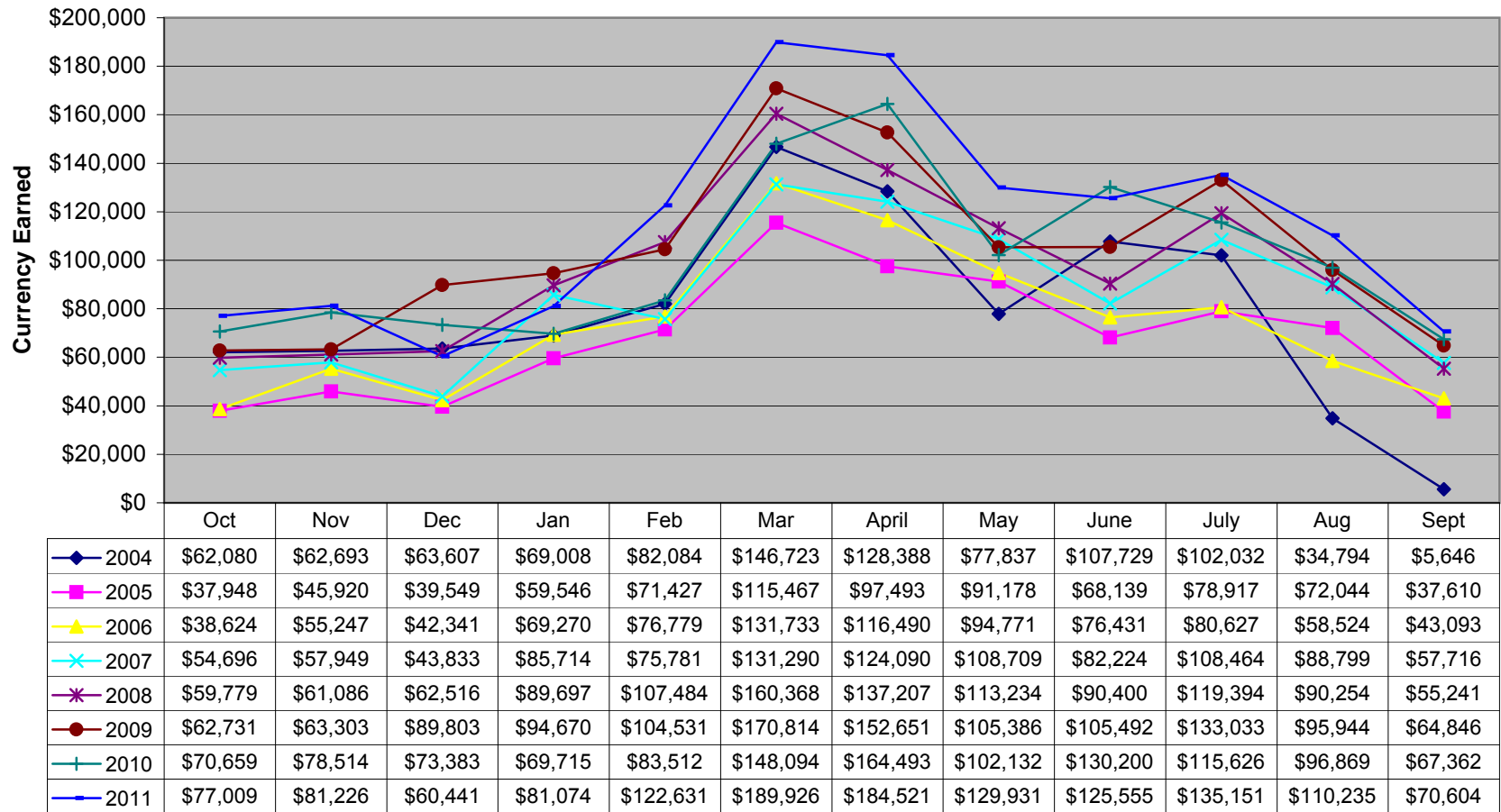
## Enterprise Funds

## Beach Parking

## Fund No. 470

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Fiscal Year 2011		Estimated Actual	FY12 Adopted
			Adopted Budget	Amended Budget		
Beginning Unrestricted Net As:	207,473	561,483	501,133	622,783	622,783	636,859
<b>Estimated Revenue</b>						
<b>Licenses and Permits</b>						
Beach Parking Permits	92,763	92,910	70,000	70,000	85,244	70,000
Intergovernmental Revenue	1,347,248	1,172,047	128,600	1,909,522	1,216,722	741,622
<b>Charges for Services</b>						
Parking Fees	1,176,435	1,135,532	1,000,000	1,000,000	1,309,017	1,000,000
<b>Fines and Forfeitures</b>	110,828	84,146	100,000	100,000	75,000	75,000
<b>Miscellaneous</b>						
Refund of Prior Year Expense			-			-
Interest Earnings	997	987	-	-	2,689	-
<b>Other Financing Sources</b>						
Transfers In				-	-	-
Disposition of Fixed Assets			-	-	-	-
Sales tax due to the state	-	-	(60,000)	(60,000)	(78,541)	(60,000)
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>2,935,744</u>	<u>3,047,105</u>	<u>1,739,733</u>	<u>3,642,305</u>	<u>3,232,914</u>	<u>2,463,481</u>
<b>Appropriations</b>						
<b>Public Safety</b>						
Personal Services	493,881	507,883	475,481	467,568	479,010	450,632
Operating Expense	391,953	432,753	425,824	451,890	467,590	467,690
Capital Outlay	-	-	145,000	145,000	145,000	143,000
<b>Total Public Safety</b>	885,834	940,636	1,046,305	1,064,458	1,091,600	1,061,322
<b>Natural Resources</b>						
Operating Expense	132,219	81,408	120,000	120,000	120,000	120,000
Capital Outlay	-	-	-	-	-	-
<b>Total Natural Resources</b>	132,219	81,408	120,000	120,000	120,000	120,000
<b>Transportation</b>						
Personal Services	397,896	511,390	539,545	540,753	500,899	519,256
Operating Expense	535,895	369,138	581,441	529,131	525,356	438,906
Capital Outlay	-	-	188,600	1,036,200	358,200	894,000
<b>Total Transportation</b>	933,791	880,528	1,309,587	2,106,084	1,384,455	1,852,162
<b>Total Operating Expenditure:</b>	1,951,844	1,902,572	2,475,892	3,290,542	2,596,055	3,033,484
<b>Non-Operating Expenditures</b>						
Depreciation	127,738	155,759	-	-	-	-
<b>Non-Operating Expenditures</b>	127,738	155,759	-	-	-	-
<b>Interfund Transfers</b>	-	-	-	-	-	-
<b>Total Appropriations</b>	<u>2,079,582</u>	<u>2,058,331</u>	<u>2,475,892</u>	<u>3,290,542</u>	<u>2,596,055</u>	<u>3,033,484</u>
<b>Change in Net Assets</b>	648,689	427,291				
<b>Beginning Net Assets</b>	1,730,355	2,379,044				
<b>Ending Net Assets</b>	<u>2,379,044</u>	<u>2,806,335</u>				
<b>Restricted Net Assets</b>	1,817,561	2,183,552				
<b>Unrestricted Net Assets</b>	<u>561,483</u>	<u>622,783</u>	<u>(736,159)</u>	<u>351,763</u>	<u>636,859</u>	<u>(570,002)</u>
<b>Total Uses of Funds</b>			<u>1,739,733</u>	<u>3,642,305</u>	<u>3,232,914</u>	<u>2,463,481</u>

## Parking Revenue Totals



Through September 30, 2011

## Supplemental Schedules

This section contains the following subsections:

Departmental Line-Item Budgets by Function

Schedule of Interfund Transfers

Schedule of Personal Services

Summary of Changes to Authorized Positions

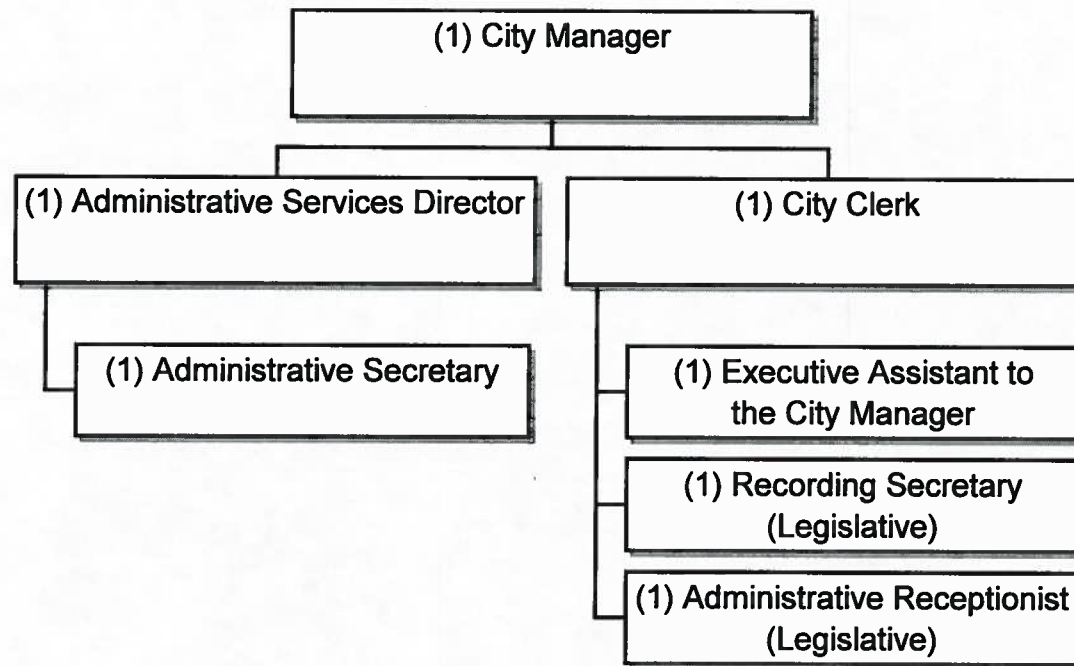
5 Year Capital Improvement Plan

**General Government Function**  
Legislative Department



## ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS

### Organizational Chart FY 2011-2012



Legislative/Administrative Departments

City Manager's Background:

**Judie Zimomra**

Ms. Zimomra has 29 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 25 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).

## Legislative Department Narrative

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**Department:** Legislative  
**Fund:** General Fund

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**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 wild life 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: Providing timely and accurate information to citizens and responding promptly to citizen requests for information and public records with limited resources in the Legislative Department.

#2: High volume of and walk-in visitors and phone calls to City Hall and the nature of these inquiries, many of which are unrelated to the City's operations.

### Operational Responsibilities:

- Provide the general public both telephonic and person-to-person information relative to City services and related issues
- E-mail 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

City of Sanibel, Florida  
Legislative Department Narrative

- 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:**

<b>Description</b>	<b>Actual 2009</b>	<b>Actual 2010</b>	<b>Actual 2011*</b>	<b>Projected 2012</b>
Total phone calls	27,415	28,000	10,694	25,000
Walk-in visitors	3,858	4,000	1,360	3,500

\*Through May 26, 2011

**DEPARTMENT GOALS:**

<b>2011-2012Goals</b>	<b>Estimated Start</b>	<b>Estimated Completion</b>
No paid overtime	October 2011	September 2012
Continue to reduce printing costs through competitive process	October 2011	September 2012
Connect all callers prior to disconnecting from the callers	October 2011	September 2012
Provide computer equipment to City Council to proceed toward paperless agendas	October 2011	September 2012

**Accomplishments FY 2010-2011**

- Large volume of calls and walk-ins accommodated.
- Minutes of City Council meetings completed prior to next regular scheduled meeting.
- City Council legislation prepared for authentication in a timely manner.

General Fund  
Legislative Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	61,568	61,441	61,684	61,684	61,684	61,684
Part-time	-	-	-	-	4,846	5,654
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	(10,623)
Overtime	375	73	-	-	155	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	4,939	4,913	4,719	4,719	5,101	4,340
Retirement	9,349	14,637	9,370	9,370	9,370	20,596
Cafeteria Benefits	19,755	20,979	20,609	20,609	20,609	10,304
Workers' Comp	327	147	180	180	133	180
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	96,313	102,190	96,562	96,562	101,898	92,135
OPERATING EXPENSES						
Professional Serv	46,696	32,178	33,100	33,100	33,000	33,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	29,575	12,134	52,000	48,000	35,000	35,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	13,555	7,516	9,000	9,000	9,000	9,000
Communications	4,333	3,861	4,800	8,300	8,300	13,200
Transportation	1,153	1,038	4,000	4,000	4,000	4,000
Utilities	-	-	-	-	-	-
Rentals & Leases	439	564	500	500	500	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	52	-	500	500	500	500
Printing	416	138	3,000	3,000	3,000	3,000
Promotional Activities	17,500	15,750	10,000	15,365	15,365	11,000
Other Current Charges	8,299	6,590	8,000	28,000	25,000	8,000
Office Supplies	2,514	3,566	3,000	7,000	7,000	3,000
Operating Supplies	633	272	700	12,700	12,700	700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	6,163	1,961	6,000	6,000	6,000	6,000
SUB-TOTAL	131,328	85,568	134,600	175,465	159,365	126,900
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & AIDS						
Aid to Private Organizations	-	-	-	-	-	-
DEPARTMENTAL TOTAL	227,641	187,758	231,162	272,027	261,263	219,035
% CHANGE COMPARED TO PREVIOUS YEAR	<u>-24.94%</u>	<u>-17.52%</u>		<u>44.88%</u>		<u>-19.48%</u>

**General Government Function**  
**Administrative Department**

## Administrative Department Narrative

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**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: Continue to deliver quality services to the City with reduced resources for:

- Professional training and development
- Professional affiliations and publications

Issue #2: Public demands for official documents and records and responses to public e-mails and other correspondence are increasing.

Issue #3: Maintaining employee morale and loyalty during an economic downturn with pay freezes and increasing costs of employee benefits.

Issue #4: Remain competitive in the local labor market to attract and retain personnel during a period of limited resources.

### **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 supervision of 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

## Administrative Department Narrative

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
- Coordinate agenda packet material
- Prepare ceremonial proclamations
- 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 Trustees
- Conduct employee election for General Employees' Retirement Board of Trustees
- Collate agenda packet information for delivery
- Coordinate staff for City Advisory Committees meetings, minutes and public notices, copying and 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 as required

#### **Council Support:**

- Manage special events for City Council to include preparing invitations, ordering food and beverages, set up, and tear down
- Draft correspondence for the Mayor and City Council members
- 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



### **Administrative Department Narrative**

- Maintain Council governmental contacts
- Prepare Council RSVP for all events
- Book meetings for Council with citizens and interviews for committee 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 the City's Qualifying Officer
- Meet with all potential City Council candidates to review Candidate Resource Qualifying Guide
- Maintain original elections records
- Answer questions from candidates for City Council
- Maintain 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 for all Legislative 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 master file of City contracts

### **General Administration:**

- Prepare annual budget for Administration Department in coordination with the Administrative Services Director
- Prepare annual budget for Legislative Department in coordination with the Administrative Services Director

### **Administrative Department Narrative**

- Monitor annual expenditures
- Obtain required quotes for purchases
- 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 such as:**

- Student Government Day
- Breast Cancer Awareness Program
- Memorial Day Services
- Special Gifts
- Administrative Professionals' Day
- Veterans' Day

### **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 requests from citizens and visitors, providing requested 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: human resources, including labor relations; risk management; benefits administration; training ; purchasing guidelines and policies; and coordination of Community Development Block Grant projects. 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 and Accountability Act, Uniform Services Joint 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.

## Administrative Department Narrative

### 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 the annual Classification Plan legislation for City Council
- Administer the Employee of the Quarter and Year Programs and annual service awards
- Coordinate the conduct of background checks, 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

## Administrative Department Narrative

### **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, flood and windstorm)
- Coordinate the preparation of 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 benefit programs

### **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

## **Administrative Department Narrative**

### **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 from HUD 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 requests 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 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

### Administrative Department Narrative

- 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:**

#### **AGING WORK FORCE:**

Approximately 53% of the City work force will be age 50 and above during calendar year 2011 with 13% of those age 60 or above. Significant turnover can be anticipated during the next 5 years.

Employees Ages 50 to 59	Employees Age 60 +
44	14

### Administrative Department Narrative

**CHANGING WORKFORCE:** Eligibility for retirement for City employees continues to represent a potential severe loss of institutional knowledge and experience. Approximately 20% of the workforce will have 20 or more years of City service during calendar year 2011:

Number of Employees	Years of Service
1	32
2	31
1	30
2	29
1	28
1	27
4	26
1	25
1	24
2	23
2	22
2	21
2	20

### CHANGES IN PERSONNEL AUTHORIZATION:

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

Authorized Personnel	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012*
<b>Full-time</b>	<b>142</b>	<b>140</b>	<b>128</b>	<b>121</b>	<b>120</b>	<b>114</b>

\* Projected

### EMPLOYEE TURNOVER:

Employee turnover increased in FY 2011 over the same period in FY 2010. Most of the full-time losses were due to retirements. A higher turnover in part-time employees can be expected due to the increased use of part-time personnel. However, turnover experience continues to be relatively low and it is related to a high unemployment rate in the job market.

Employee Turnover	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011*
<b>Full-time</b>	<b>23</b>	<b>14</b>	<b>8</b>	<b>2</b>	<b>9</b>
<b>Part-time</b>	<b>12</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>14</b>

\*As of June 3, 2011

## Administrative Department Narrative

### EMPLOYEE WORKPLACE SAFETY:

Employee job related injuries continue to remain low with a very favorable lost ratio (premiums paid divided by injury loss payments). As of March 31, 2011, the City had 2 injuries with no lost time occurring. The City's workplace safety plays a major role in containing workers' compensation costs and these costs have steadily declined since 2007.

Fiscal Year	Reportable Employee Injuries	Loss Ratio	Average Cost Per Injury	Annual Workers' Compensation Costs
2007	7	0.076	\$4,056	\$337,374
2008	5	0.008	\$ 647	\$308,607
2009	4	0.013	\$ 438	\$280,000
2010	7	0.078	\$2,301	\$205,947
2011	2*	0.043	\$2,000	\$189,000**

\* As of March 31, 2011

\*\* Projected annual cost

### PROPERTY AND LIABILITY CLAIMS AGAINST THE CITY

The property damage and liability claims against the City of Sanibel and monetary losses incurred continue to remain very low resulting in a favorable loss ratio.

Year	Claims	Premium Paid	Losses	Loss Ratio
2010	3	\$270,264	\$1,336.24	0.01
2009	3	\$271,355	\$1,684.92	0.01
2008	2	\$297,385	\$34,527.17	0.12
2007	4	\$235,365	\$2,122.38	0.01
2006	4	\$290,146	\$12,973.26	0.04
2005	5	\$261,838	\$6,671.62	0.03
2004	12	\$265,538	\$69,831.92	0.26
2003	8	\$231,939	\$305,892.84	1.32
2002	8	\$247,442	\$158,426.19	0.64

### SPECIAL EVENT PERMITS:

Special Event requests in calendar year 2010 continued to show an increase over the last calendar year necessitating additional staff time to process the requests. Requests in 2011(90 as of May 6, 2011) are higher than at the same time the previous year.



## Administrative Department Narrative

Year	CY 2008	CY 2009	CY 2010	CY 2011*
Total Event Permits	133	169	179	190

\*Projected for CY 2011

### FY 2012 CITY COUNCIL GOALS AND DEPARTMENT SUPPORTING ACTIONS:

City Council Goals	Administration Continuing Supporting Actions	Measurement
Water Quality	<ul style="list-style-type: none"> <li>H2O website update as required based on data from Natural Resources</li> <li>Continue to issue Fertilizer Competency Cards within 3 workdays of class completion</li> </ul>	<ul style="list-style-type: none"> <li>Website info current</li> <li>Cards issued in 3 workdays</li> </ul>
Re-Development		
Strengthening City Finances	<ul style="list-style-type: none"> <li>Eliminate overtime pay</li> <li>Travel and per diem funds limited</li> <li>Continue to reduce promotional activities</li> </ul>	<ul style="list-style-type: none"> <li>No paid overtime</li> <li>Travel and per diem funds limited</li> <li>Decrease in funds expended</li> </ul>

### DEPARTMENT GOALS:

FY 2011-2012 Goals	Estimated Start	Estimated Completion
Continue to image vital, permanent and historic records, ensuring public access and their preservation while eliminating hard copies and reducing storage requirements	October 2011	September 2012
Increase the use of the City website, Constant Contact, Facebook and Twitter to provide information to the general public	October 2011	September 2012
Implement Florida legislation relative to defined benefit retirement plans	October 2011	April 2012
Conduct random drug testing of employees occupying safety-sensitive positions and deal promptly with positive tests	October 2011	September 2012
Continue to monitor monthly the		

City of Sanibel, Florida  
Administrative Department Narrative

driving records of employees who operate City vehicles, receive a "hardship" allowance or receive a monthly vehicle allowance	October 2011	September 2012
Improve employee professional and administrative skills through webinars and other low-cost training opportunities	October 2011	September 2012

**Accomplishments FY 2010-2011**

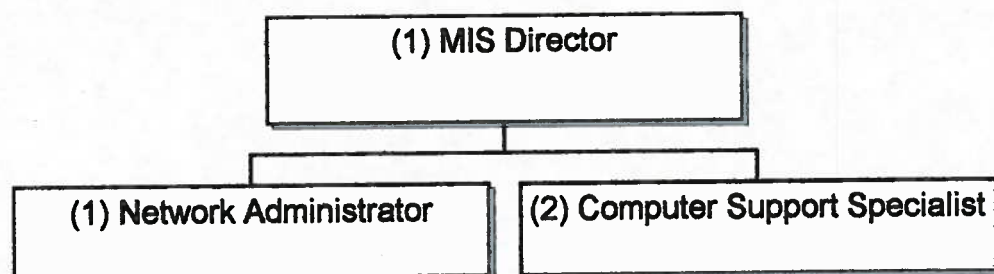
- Continued to reduce the full-time workforce through attrition and increased the use of part-time employees to lower labor and benefit costs
- Pay rates for full-time employees remained unchanged for three consecutive fiscal years
- City code of ordinances updated electronically by Municipal Code Corporation as adopted by City Council
- City code of ordinances updated on the City website as adopted by City Council
- Website data expanded and the use of Facebook, YouTube, and Twitter was initiated to communicate better with the general public
- Records imaging, storage and destruction improvements continued

General Fund  
Administrative Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	449,929	466,026	467,507	364,223	364,223	347,765
Part-time	130	-	-	103,284	103,284	98,280
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	177	100	-	-	40	-
RHS/Holiday/Shift Diff/Educ.Incentive	43,227	22,644	23,161	23,161	23,161	23,161
FICA Match	30,237	31,016	30,410	30,410	29,494	29,535
Retirement	70,343	91,023	113,616	113,616	103,852	161,121
Cafeteria Benefits	42,346	44,830	43,339	43,339	29,098	39,269
Workers' Comp	2,088	931	1,146	1,146	951	1,146
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>638,477</b>	<b>656,570</b>	<b>679,179</b>	<b>679,179</b>	<b>654,103</b>	<b>700,277</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	6,666	80	2,150	2,150	2,147	2,150
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	6,201	7,609	7,000	7,000	7,000	7,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	42,414	40,281	40,930	40,930	40,930	48,042
Communications	7,397	2,618	10,500	10,500	10,500	10,500
Transportation	1,584	1,184	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	25,774	542	500	500	500	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	678	60	-	-	500	500
Printing	374	-	500	500	500	500
Promotional Activities	165	-	1,000	1,000	1,000	1,000
Other Current Charges	689	4,070	4,000	4,000	4,012	4,000
Office Supplies	1,933	2,042	2,000	2,000	2,000	2,000
Operating Supplies	1,062	181	1,500	1,500	1,500	1,500
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	4,613	3,924	4,000	4,000	4,000	4,000
<b>SUB-TOTAL</b>	<b>99,550</b>	<b>62,591</b>	<b>75,080</b>	<b>75,080</b>	<b>75,589</b>	<b>82,692</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>738,027</b>	<b>719,161</b>	<b>754,259</b>	<b>754,259</b>	<b>729,692</b>	<b>782,969</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-9.86%</u></b>	<b><u>-2.56%</u></b>		<b><u>4.88%</u></b>		<b><u>3.81%</u></b>

**General Government Function**  
**MIS Department**

**MIS DEPARTMENT**  
**Organizational Chart FY 2011-2012**



City of Sanibel, Florida  
MIS Department Narrative

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**DEPARTMENT:** MIS  
**FUND:** General Fund

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**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 8 years, we have completed and are currently working on over 484 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 increase MIS communication funds for the next fiscal year.

**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 is for the City's primary business software system, HTE. For FY 2010-2011, this was \$52,000. HTE is in the process of being replaced with Tyler Munis, with many services in the Finance Department to be migrated by 10/1/11.

**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. It is likely that the MIS department will instigate new technologies to bring higher data speeds to mobile users like Police Department officers. This year, all of the City locations with high data needs will be connected into a Comcast Fiber network.

## City of Sanibel, Florida MIS Department Narrative

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**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.

### Goals For FY2012

- Replace the City Hall telephone system
- Extend the use of Cloud to enhance disaster capabilities and reduce costs.
- Migrate City computers to Windows 7 and Office 2010

### Operational Responsibilities

The department is composed of the Department Director, one Network Administrator and two Support Specialists. An additional Support tech is assigned directly to the Police Department.

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, 10 Windows Servers, 10 Linux Servers, 1 IBM iSeries, Virus protection, Anti-Spam, intrusion detection and access security, email, very secure Internet and FDLE connectivity, 3 remote video systems, and 3 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.

City of Sanibel, Florida  
MIS Department Narrative

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- 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. **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 14. **Server Backups:** Three tape and one disk to disk backup systems are used for the city's 21 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 15. **Email:** Two Microsoft Exchange servers for 200 email accounts.
- Responsibility 16. **Admin Copier and Copy Center Server:** Two 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 17. **Community Alert Telephone System (Emtel):** computer based dialer to notify the community of important information.
- Responsibility 18. **Hurricane Hotline:** 800 number used to keep the community informed of hurricane related information during an emergency.
- Responsibility 19. **City Cell Phones:** Billing, maintenance, emergency supplies and support. Maintain backup cell phones from a variety of providers for use in an emergency.
- Responsibility 20. **Dedicated Data Lines:** Five T1's, one cable modem, three DSL, and several alarm circuits.
- Responsibility 21. **Telephone System:** Verizon long distance account billing maintenance. 55+ local voice phone lines, 90 desk phones, and two satellite phones.
- Responsibility 22. **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 23. **Technology Purchasing:** MIS handles research and pricing for most technology purchases.



City of Sanibel, Florida  
MIS Department Narrative

- Responsibility 24. **Billing and Online Banking:** Maintain and support the capability for bimonthly payroll and quarterly utility billing.
- Responsibility 25. **Administer City Electronic System:** Biometric controlled access system to server room and Recreation Center.
- Responsibility 26. **Remote Video Systems:** Maintain three remote video systems and obtain video copies of events as needed.
- Responsibility 27. **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 28. **Security Email Lists:** Member of several group email lists reporting security issues and update recommendations.
- Responsibility 29. **HTE Account Maintenance:** Maintain user accounts for technical support that allows users to access corporate HTE support by web.
- Responsibility 30. **Technology Coordinator for Amateur Radio Volunteers:** Reviews and facilitates technology recommendations from the radio volunteers.
- Responsibility 31. **Electronic Public Requests:** Sole source when a public record request is made of digital systems and/or the request is for the information to be provided digitally. This frequently includes CD copies of City meetings.
- Responsibility 32. **City Technology Budget:** Plan, deploy and maintain equipment based on five-year CIP.
- Responsibility 33. **In House Programming:** As needed programming for short term projects that will not require a significant commitment of long term support.
- Responsibility 34. **FDLE Digital Certificates:**
- Responsibility 35. **Positron System Management:** Backups, user issues, etc...
- Responsibility 36. **Emergency Management Communications Van.** This van contains PC's, radios, printers and satellite data connectivity.
- Responsibility 37. **Low Power AM Radio System.** This system is to provide timely traffic and emergency information to the community.
- Responsibility 38. **Social Media.** Facebook and YouTube videos.
- Responsibility 39. **Computer and Software Training lab.** Five computers are maintained for MIS delivery of training.
- Responsibility 40. **Emergency 911 Phones at the Recreation Center.** Seven 911 phones are regularly maintained and tested.
- Responsibility 41. **Damage Assessment program.** 22 computers are maintained for use in emergency assessment. MIS provides assessment training for the software.

Please see the Appendix for a detailed listing of MIS support applications.

**FY11 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.

City of Sanibel, Florida  
MIS Department Narrative

	It is no longer an annual goal to replace a fixed number of PC's.
Identify and review areas to decrease annual recurring costs.	The City will be replacing the applications that are used for Planning and Development, Building Permits, Utility Billing, and Code Enforcement. The recurring annual costs for the replacement will be significantly less per year than the existing system.
Integrate the City's video systems into a single, centrally managed system	The department expects to release an RFP to select a firm to assist with the development and implementation of an enterprise video system.
Begin use of Cloud and extend use of virtual servers to enhance disaster capabilities and reduce costs.	Tyler Munis is a hosted service where the servers are located in centralized data centers. The City is utilizing Amazon Cloud Web Service to run network monitoring,

### 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.

	<i>May 2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>
<i>Council/Special Meeting Packets Posted and Emailed</i>	<i>Not tracked</i>	<i>34</i>	<i>61</i>	<i>22</i>	<i>23</i>	<i>21</i>
<i>Press Releases Posted and Emailed</i>	<i>Not tracked</i>	<i>163</i>	<i>313</i>	<i>361</i>	<i>993</i>	<i>575</i>

**TABLE 2 – MIS COUNCIL PACKETS AND PRESS RELEASES**

City of Sanibel, Florida  
MIS Department Narrative

The City current web site went live June 12, 2008. In the table below are web site statistics.

	<i>June 12, 2008 – Sept 30, 2008</i>	<i>Oct 1, 2008 – Sept 30, 2009</i>	<i>Oct 1, 2009 – Sept 30, 2010</i>
<i>Web Site Visits</i>	<i>53,852</i>	<i>170,673</i>	<i>195,705</i>
<i>Individual Page Views</i>	<i>158,595</i>	<i>444,628</i>	<i>497,038</i>
<i>Unique Visitors</i>	<i>21,716</i>	<i>66,118</i>	<i>82,624</i>

**TABLE 3 – CITY WEB SITE STATISTICS**

**Current Year Accomplishments**

<b>Accomplishment</b>
• Additional areas of interest added to PD video systems
• Annual update of Hurricane Plan
• New wireless parking machine payment system
• Upgrade Damage Assessment software, provide training and prepare field exercises
• Evaluated and selected Tyler Munis to replace HTE.
• iPads for Council and some City employees

**Current Year Expected Accomplishments**

• Significant network upgrade of Video system
• Relocation of PD server room
• Select firm to evaluate and assist with phone system replacement
• Process to provide Agendas to iPad users
• Finance migration to Tyler Munis

City of Sanibel, Florida  
MIS Department Narrative

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APPENDIX

City of Sanibel Software Applications Supported by MIS Department  
As of May 1, 2011

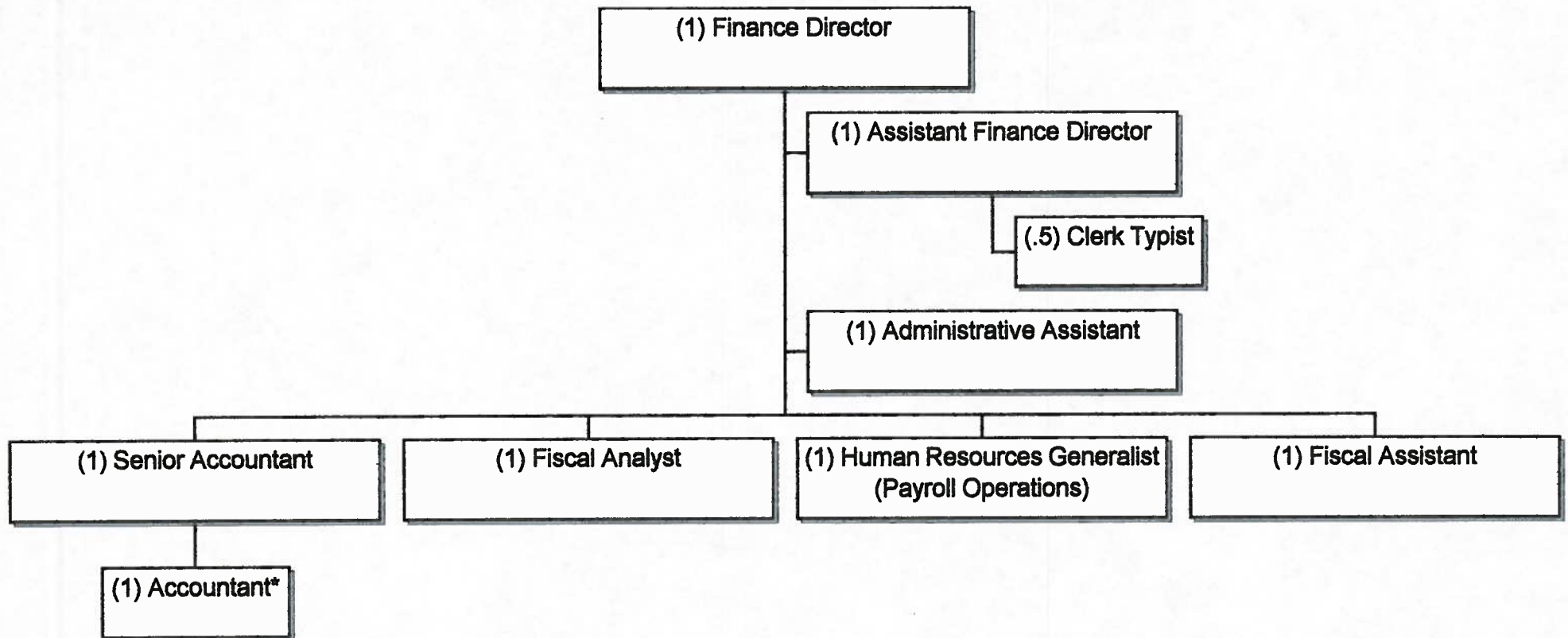
MS Access	IBM Client Access
MS Excel	IrFanView
MS Exchange 2003 and 2007	LaserFiche
MS Firewall	Lee County Courts Booking System (UBS)
MS FrontPage	Lee County Locals - Wants and Warrants
MS Internet Explorer	Net Motion Remote Access
MS Media Player	Norton Antivirus
MS Outlook	Norton Firewall
MS PowerPoint	NT Backup
MS Security Certificates	PaintShop Pro
MS SQL Server	Parkeon
MS Visio - Drawing and Maps	PD Missing Persons National Notification
MS Windows XP and Vista	PGP Whole Disk Encryption
MS Word	POS Partner
Adobe Acrobat Professional	Positron Dispatching
Adobe Acrobat Reader	Positron In Car Reporting
Adobe Audition Audio Editor	Positron PowerMap
ADT Video Camera and Archive	Positron Records Management
AutoCAD - CAD Drawing and GIS	Public Works Weather Station
Bank of America Online Banking	Rec Center Video Camera and Archive
Battery Backup Monitoring	Schlumberger Park Folio
Smart Phone PDA Applications	Sophos PF antivirus
Citrix	SolarWinds
CJNet Intranet - Pawnshops, State Drivers License	Symantec Mail Security for Exchange
Cognos Impromptu QRep	Terminal Services Client - Server Access
Data On The Run PDA	TimeTrackerMX2 PDA
Digital Patroller In Car Video System	Total Recorder - Audio Copies of Meetings
CodeRed (Reverse Community Notification Phone System)	Various CD and DVD Burning programs
EngInSiteDataFreeway	Verint Video
ESRI ArcView – GIS	Visual Statement - PD Accident Reporting
Ethereal	VMWare
ezPublish WebSite	Vmware Workstation and Server
FDLE EAgent	VNC
FireFox	WinZip
FTR Digital Recorder/Player Software	Zone Alarm Firewall
HP Network Print Manager	
HTTrack	
Hurritrak and SLOSH Modeling	
HurriVac	

General Fund  
MIS Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2009 Actual	2010 Actual	Adopted	Amended	Estimated	FY12
	Expenditures	Expenditures	Budget	Budget	Actual	Adopted
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	216,834	215,961	216,936	216,936	216,936	216,936
Part-time	633	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	2,986	6,990	10,000	10,000	10,000	10,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	2,257	-	-	-	-	-
FICA Match	17,888	18,039	17,361	17,361	17,361	17,361
Retirement	31,872	49,863	62,308	62,308	62,308	56,658
Cafeteria Benefits	35,603	37,792	37,126	37,126	37,126	37,746
Workers' Comp	1,060	474	584	584	431	584
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>309,133</b>	<b>329,119</b>	<b>344,314</b>	<b>344,314</b>	<b>344,161</b>	<b>339,285</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	77,169	46,407	40,591	48,541	48,450	54,837
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	25	675	-	-	36	50,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	3,288	5,066	9,000	9,000	5,000	9,000
Communications	82,265	110,684	132,414	132,414	132,414	147,320
Transportation	654	1,763	750	750	200	750
Utilities	522	1,157	-	-	3,261	-
Rentals & Leases	11,744	10,886	7,300	7,300	12,420	7,300
Insurance	-	-	-	-	-	-
Repair & Maintenance	102,395	126,004	89,000	99,200	102,305	105,740
Printing	11	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,243	4,182	2,500	2,500	2,166	-
Office Supplies	1,312	896	1,000	1,000	32	1,000
Operating Supplies	24,423	35,591	20,000	25,000	28,529	20,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	538	695	1,600	1,600	1,000	1,600
<b>SUB-TOTAL</b>	<b>305,589</b>	<b>344,006</b>	<b>304,155</b>	<b>327,305</b>	<b>335,813</b>	<b>397,547</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	2,782	20,338	21,000	21,000	21,000	21,000
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>2,782</b>	<b>20,338</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>DEPARTMENTAL TOTAL</b>	<b>617,504</b>	<b>693,463</b>	<b>669,469</b>	<b>692,619</b>	<b>700,974</b>	<b>757,832</b>

**General Government Function**  
**Finance Department**

**FINANCE DEPARTMENT**  
**Organizational Chart for FY 2011-2012**



\* 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)
- Eleven (11) 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.



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**Department:** Finance  
**Fund:** General Fund

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**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.

In fiscal year 2012 the department will continue overseeing the planning, installation, training and implementation of new financial and land management software that began in fiscal year 2011. Although the City's current software that was purchased in 1995 has received periodical upgrades it is still based on 1990's data processing and computing technology.

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.

Over the past three years the City has worked to right size itself through attrition. Some departments have shrunk while others have expanded, shifting and in some instances increasing the support work that finance provides.

### **Operational Responsibilities:**

- Preparation of the Comprehensive Annual Financial Report (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 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 approximately 155 full and part-time employees (141.35 full-time equivalencies).
- Business Tax Receipts (formerly occupational license) issuance for all on-island businesses including private residential rentals and registration of all off-island businesses offering services to the businesses and residents of Sanibel.
- Prepare special assessment rolls for annual billing on the property tax bills for sewer expansion project phases, area-specific dredging projects, area-specific canal trimming projects and solid waste services.
- 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.
- Provide accounting and special reporting services for the after school financial assistance program.
- Maintain 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.
- Coordinate property, liability, flood, windstorm and workers' compensation insurance with Administrative Services Director for values and coverage limits.

#### 2011-2012 Goals:

Departmental Goals	Estimated Start	Estimated Completion
Oversee the planning, installation and implementation of new governmental software that facilitates document creation and reporting capabilities directly from software instead of manually entering data from paper reports to separately developed Excel spreadsheets and Word documents.	MAY 2011	SEPTEMBER 2012
Oversee the planning, installation, and implementation of web-based software for accepting payment for City services (sewer bills, business tax receipts, permits, dog licenses, etc., using the City's web-site).	APR 2012	SEPTEMBER 2012
Automate the 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 2011	DECEMBER 2011
Publish the FY 2011 CAFR and submit to the Government Finance Officers' Association's (GFOA) award program within 180 days of year end.	OCTOBER 2011	MARCH 2012
Publish the FY 2012 budget and submit to the GFOA's award program within 90 days of adoption.	MAY 2011	DECEMBER 2011
Implement ACH Vendor Payments	OCTOBER 2011	DECEMBER 2011

### **Emerging Issues:**

1. To increase efficiency with current data processing and computing technology within the parameters of the cost/benefit analysis. The Finance Department has been operating with data processing and computing technology purchased in 1995 with few upgrades since that time. Having the availability of updated software and hardware will 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 procurement card processing for all City purchases.
  - c. Increase reporting and analysis efficiencies by utilizing new software's compatibility with desktop computer programs and the new software's reporting flexibilities.
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 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 2011 include:**

- Received GFOA Excellence in Financial Reporting Award for FY 2009.
- Received GFOA Distinguished Budget Presentation Award for FY 2011.
- Implemented new standards issued by the Governmental Accounting Standards Board (GASB) and monitored new pronouncements to determine their impact on the City. Implemented GASB Statement 54 *New Fund Balance Reporting* requirement in the FY2010 financial audit.
- New software phase one implementation began. Scheduled October 1, 2011 go live date for general ledger, accounts payable, requisitions and purchasing.

### **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.

City of Sanibel, Florida  
Finance Department Narrative

**Trend Analysis and Performance Measures**

Description	Projected 2012	Expected 2011	As of 5/10/2011 (a)	Actual 2010	Actual 2009
Grant Revenue Managed (b)	\$1,259,000	\$2,069,464	2,069,464	\$2,172,198	\$2,572,804
Number of Grants Managed	16	22	22	25	22
Employee Processing					
New Hires	10	20	20	11	10
Terminations/Retirees	10	18	18	10	18
City Employees on Direct Deposit	90%	86%	86%	86%	87%
Budget Amendments	45	35	11	45	57
Journal Entries	800	900	488	916	877
Entry Accuracy	98%	99%	98%	Data Not Tracked	
Business Tax Receipts & Registrations	3,850	3,870	3,770	3,798	3,883
Sewer Customers Billed Quarterly	4,230	4,230	4,228	4,207	4,180
Percent of accounts over 90 days	.2%	.3%	.3%	.1%	0.3%
Utility payments made by Auto Debit	1,300	1,270	1,250	1,228	1,158
Vendor Checks Issued	3,000	3,500	2,093	3,799	3,730
Vendor ACH Payments	500	Process Not Available			
Checks reissued due to error	12	12	9	16	35
Purchase orders issued	225	200	122	193	224
Field purchase orders issued	2,100	2,100	1,332	2,342	2,031
Percent of timely prepared and issued quarterly financial report to Council	100%	100%	100%	100%	100%
Awards received from GFOA	2	2	1	2	2
GFOA budget criteria deemed at least proficient	100%	100%	100%	100%	96%

(a) FY2011 is partial year from October 1, 2010 through May 10, 2011

(b) Does not include FEMA reimbursements for Hurricane Charley and Wilma and Tropical Storm Fay

**Potential Revenue Sources:**

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

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 web site to permit payment of City fees online. These upgrades are included in the FY 2012 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.

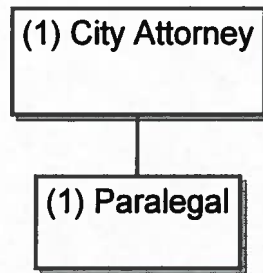
General Fund  
Finance Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time*	483,690	480,616	446,511	446,511	446,511	446,511
Part-time	12,707	12,465	15,484	15,484	14,887	15,484
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	169	316	2,000	2,000	2,000	2,000
RHS/Holiday/Shift Diff/Educ.Incentive	7,216	1,985	4,000	4,000	2,929	4,000
FICA Match	38,648	38,255	35,802	35,802	35,674	35,802
Retirement	71,519	94,345	106,751	106,751	106,751	141,372
Cafeteria Benefits	79,145	84,499	77,410	77,410	77,410	77,410
Workers' Comp	2,272	1,016	1,251	1,251	923	1,251
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>695,366</b>	<b>713,497</b>	<b>689,209</b>	<b>689,209</b>	<b>687,084</b>	<b>723,830</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	18,455	12,346	13,050	13,050	12,230	13,050
Accounting & Auditing	92,245	58,750	55,500	55,500	55,500	58,500
Court Reporting	-	-	-	-	-	-
Other Contractual	231	300	390	390	300	780
Investigations	-	-	-	-	-	-
Travel & Per Diem	5,678	5,824	7,715	7,715	7,413	8,665
Communications	5,417	4,334	4,920	4,920	4,920	7,800
Transportation	3,612	4,510	8,828	8,828	8,000	7,828
Utilities	-	-	-	-	-	-
Rentals & Leases	4,011	3,727	4,885	4,885	4,885	5,285
Insurance	-	-	-	-	-	-
Repair & Maintenance	120	120	338	338	338	338
Printing	5,595	2,235	6,600	6,600	6,600	6,600
Promotional Activities	15	-	-	-	299	-
Other Current Charges	30,065	15,050	8,550	8,550	8,550	8,675
Office Supplies	6,239	4,557	5,200	5,200	5,200	5,500
Operating Supplies	2,061	2,629	3,200	3,200	3,200	3,200
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	1,273	530	750	750	750	750
<b>SUB-TOTAL</b>	<b>175,017</b>	<b>114,912</b>	<b>119,926</b>	<b>119,926</b>	<b>118,185</b>	<b>126,971</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>870,383</b>	<b>828,409</b>	<b>809,135</b>	<b>809,135</b>	<b>805,269</b>	<b>850,801</b>
<b>TO PREVIOUS YEAR</b>	<b>-3.95%</b>	<b>-4.82%</b>		<b>-2.33%</b>		<b>5.15%</b>

\* Beginning in FY11 transfer .5 FTE accountant position to the recreation fund and the sewer fund (.25FTE to each) to reflect work being done for those funds.

**General Government Function**  
**Legal Department**

**LEGAL DEPARTMENT**  
**Organizational Chart for FY 2011-2012**



## City of Sanibel, Florida

### 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.



## Legal Department Narrative

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**Department:** Legal  
**Fund:** General Fund

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**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.

### 2011-2012 Goals:

Goal	Measurement Criteria
For the 2011-2012 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.

## 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.

### 2010-2011 Goals and Status:

Goal	Status
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 City Attorney's Office has provided 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 while the City Council and Staff concentrate on core municipal services during this period of particularly reduced budgets and staffing (which appears poised to extend into the next fiscal year, as well).

### Emerging Issues:

- Emerging Issues during Fiscal Year 2011-2012 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 2011-2012 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:**

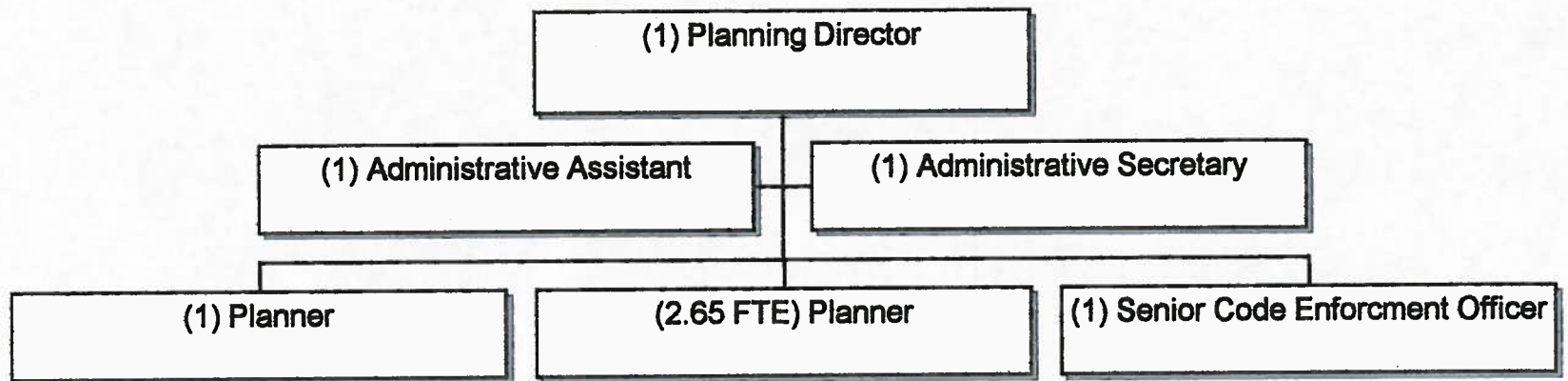
- The City Attorney's office best serves the community by effective, proactive legal services and advice to the City Council, City Manager, Department Directors and Staff, and Advisory Committees and Commissions. This allows the City to operate effectively and efficiently within the bounds of all applicable laws and serve the interests of the public in the best ways possible.

General Fund  
Legal Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	210,415	225,437	227,957	227,957	227,957	227,957
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	147	-	-	-	-	-
RHS/Holiday/Shift						
Diff/Educ.Incentive	20,380	21,331	21,461	21,461	21,461	21,461
FICA Match	12,999	13,312	12,932	12,932	12,932	12,932
Retirement	34,907	61,978	77,947	77,947	77,947	100,090
Cafeteria Benefits	35,644	47,183	47,864	47,864	47,864	49,027
Workers' Comp	806	361	444	444	328	444
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	315,298	369,602	388,605	388,605	388,488	411,909
OPERATING EXPENSES						
Professional Serv	69,485	181,165	115,710	115,710	115,710	115,710
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	1,000	1,000	1,000	1,000
Other Contractual	590	3,060	5,500	5,500	5,500	5,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	37,657	36,619	39,622	39,622	39,622	39,622
Communications	3,995	1,926	1,520	1,520	1,820	1,820
Transportation	458	84	400	400	400	400
Utilities	-	-	-	-	-	-
Rentals & Leases	965	1,183	1,000	1,000	1,000	1,000
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	85	-	300	300	300	300
Promotional Activities	-	-	-	-	-	-
Other Current Charges	2,505	1,797	1,900	1,900	1,900	1,900
Office Supplies	716	549	500	500	500	500
Operating Supplies	-	53	100	100	182	100
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	3,285	3,442	3,000	3,000	3,220	3,220
SUB-TOTAL	119,741	229,878	170,552	170,552	171,154	171,072
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	435,039	599,480	559,157	559,157	559,642	582,981
TO PREVIOUS YEAR	<u>-27.45%</u>	<u>37.80%</u>		<u>-6.73%</u>		<u>4.26%</u>

General Government Function  
Planning Department

**PLANNING DEPARTMENT**  
**Organizational Chart FY 2011-2012**



## City of Sanibel, Florida

### 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.

City of Sanibel, Florida  
Planning Department Narrative

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**Department:** Planning  
**Fund:** General Fund

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**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 citizens service related manner.

Short and long term evolution of permitting activity due to an aging commercial, residential and short-term resort building stock.

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 responsible growth management.

Monitor congestion mitigation and management strategies to ensure implementation of viable and alternative forms of transportation compatible with the community's character.

Planning, managing and sustaining the carrying capacity of the island's beaches, natural ecosystems, 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 businesses.

Maintain the Department's customary level of service with a decrease in personnel and revenue.



## City of Sanibel, Florida Planning Department Narrative

### **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, application and compliance.

Convert, create and manage all City, Sanibel Plan and related zoning 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, and enhance access to and management of historical and future zoning records.

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.

Continue to improve the capacity and capabilities of the Planning Department’s web site and electronic government based functions to: enable greater citizen reliance on electronic based transactions; 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.

### **Potential Revenue Sources**

- Continue to pursue reductions in cost of vendors and professional services 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 a planning and management effort 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.

City of Sanibel, Florida  
Planning Department Narrative

**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. Create new audio link to Planning Commission meetings.

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.

Continue 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 zoning classification and land characteristics to staff and the public that will also facilitate the implementation of proposed changes to Land Development Code and Sanibel Plan.

**Planning Department FY 2011-2012 Goals and Objectives**

The Planning Department's FY 2011-2012 Goals and Objectives will focus upon accomplishing the following projects:

<b>FY 2011-2012 Goals</b>	<b>Estimated Start</b>	<b>Estimated Completion</b>
Update Interior Wetlands District	October 2011	May 2012
Evaluation and Appraisal Report	December 2011	Summer of 2012
Digitized Development Intensity and Ecological Zone Maps	October 2011	February 2012
Redevelopment of Resort Housing Located Outside of the Resort Housing District	October 2011	February 2012

The Planning Department will continue to provide educational support and develop enforcement measures to improve water quality and implement internal cost saving strategies to ensure the City's continued economic stability under the FY 2011-12 adopted City Council goals. Examples of the Department's ongoing actions includes education and enforcement of the City's fertilizer ordinance, reviewing restaurant grease trap maintenance records and the consolidation of Code Enforcement and Planning

City of Sanibel, Florida  
Planning Department Narrative

Department site inspections to reduce hours spent outside the office and to decrease mileage costs.

**Department Operational Goals:**

<b>Goals</b>	<b>Productivity Measurement</b>
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.
2. Administration and Enforcement of the Land Development Code	2.1 Obtain Code compliance through: <ul style="list-style-type: none"> <li>- Ongoing outreach and education</li> <li>- Timely response and follow-up to citizen complaints</li> <li>- Provide assistance to achieve compliance</li> <li>- Issue Notices of Violation</li> <li>- Prepare complete case reports</li> <li>- Assist City Attorney with case preparation</li> <li>- Present cases to Hearing Examiner</li> <li>- Enforce Hearing Examiner decisions and stipulations</li> </ul> 2.2 Conduct daily, early morning and evening Code related inspections. 2.3 Continue to provide monthly Code Enforcement Activity Reports to City Council.
3. Improve Development Permitting Processes, Procedures, Coordination and Communication	3.1 Continue to examine current application forms, processes and procedures. 3.2 Continue to define and introduce specific service delivery improvements. 3.3 Continue to schedule and implement priority HTE permit management improvements.

City of Sanibel, Florida  
Planning Department Narrative

<b>Goals</b>	<b>Productivity Measurement</b>
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 Complete discussions on Redevelopment of properties outside of the Resort Housing District. 5.2 Prepare ordinance for City Council approval of Redevelopment of properties outside of the Resort Housing District. 5.3 City Council conducts public hearing on Resort Housing Redevelopment Amendments to LDC (as warranted). 5.4 Complete inventory of non-conforming short-term rental single family and duplex residential lots, uses and structures. Submit report to Planning Commission and City Council. 5.5 Specific LDC amendments (as warranted) prepared for consideration and recommendation by the Planning Commission's Land Development Code Review Committee.
6. Develop Application of Geographic Information System (GIS)	7.1 Continue current work program to convert Sanibel Plan and related maps to digital format.
7. 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.
8. 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.

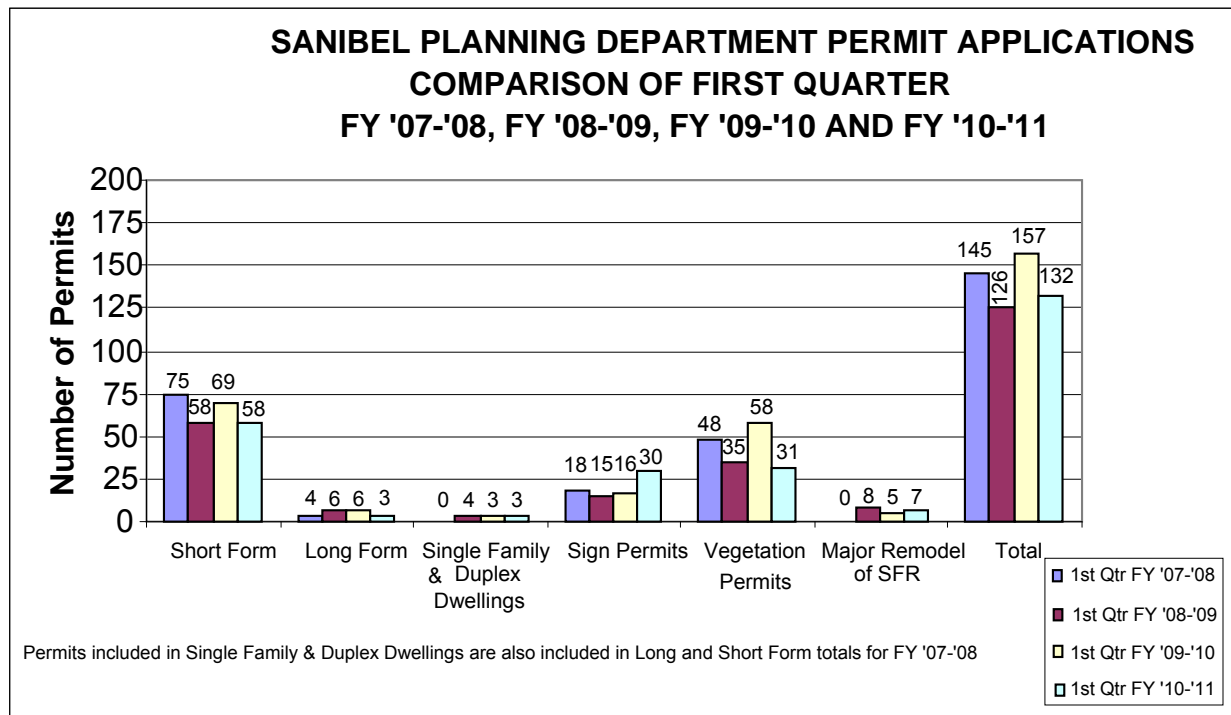
## City of Sanibel, Florida Planning Department Narrative

- Responsibility 4 – Facilitate timely and accurate public notices, 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 – Manage public records, consistent with the Florida State Statutes, the Sanibel Code and the City's policies and procedures.
- Responsibility 8 – Provide planning and related services to support and retain local Island serving businesses and to sustain an environmentally based economy.
- Responsibility 9 – Provide natural hazard mitigation planning services and, in the event of an emergency, provide administrative, permitting, inspection and support services.

### Trend Analysis:

Charts 1, 2, 3 and 4 provide a comparative summary of permitting trends for FY '07-'08, FY '08-'09, FY '09-'10 and FY '10-'11.

Chart 1 – Comparison of Permit Activity for First Quarter FY '07-'08, FY '08-'09, FY '09-'10 and FY '10-'11



# City of Sanibel, Florida Planning Department Narrative

Chart 2 – Comparison of Permit Activity for Second Quarter FY '07-'08, FY '08-'09, FY '09-'10 and FY '10-'11

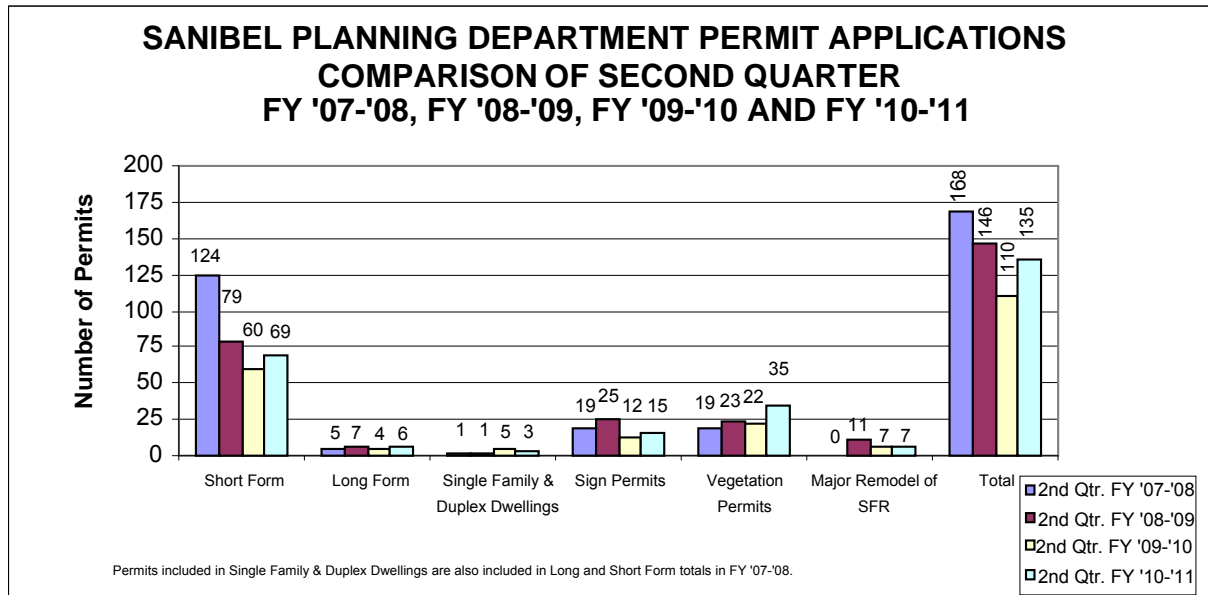
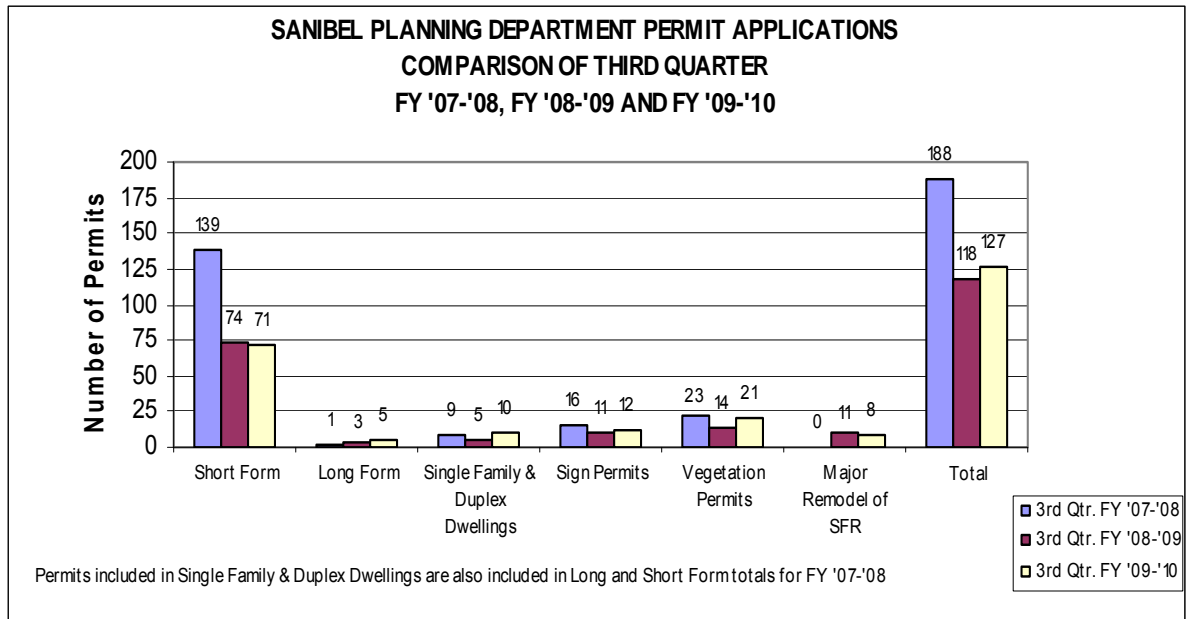
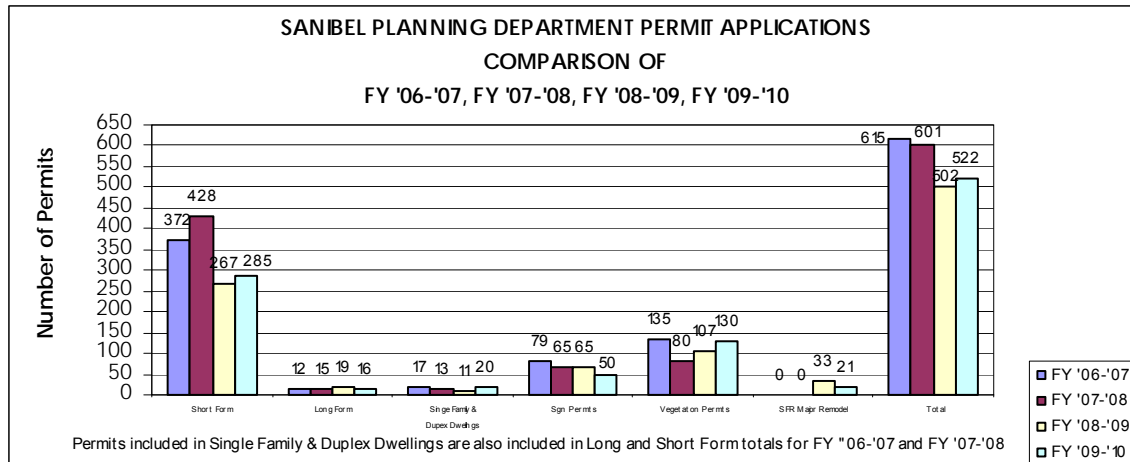


Chart 3 – Comparison of Permit Activity for Third Quarter FY '07-'08, FY '08-'09, and FY '09-'10



## City of Sanibel, Florida Planning Department Narrative

Chart 4 – Comparison of Permit Applications Submitted, FY '06-'07, FY '07-'08, FY '08-'09 and FY '09-'10



### 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 the character and lifestyle of 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.

City of Sanibel, Florida  
Planning Department Narrative

- 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 transfer of the Sanibel Lighthouse property will require that the City of Sanibel develop both short and long term strategies necessary to maintain and preserve this important national, state and local landmark in accordance with City and Federal requirements.

**2010-2011 Goals and Status:**

<b>Goal</b>	<b>Status</b>
<p>Goal #1</p> <p>Implementation of the Sanibel Plan</p>	<p>Updated Capital Improvement Plan as required by DCA.</p> <p>Continue on-going efforts to convert Ecological Zones and Development intensity maps to digital format.</p> <p>LCEC Strategic Plan participation to include environmentally sound "Green" technology.</p> <p>Implementation of Redevelopment Planning Work Program (See Goal 2).</p>
<p>Goal #2</p> <p>Implementation of Redevelopment Planning Work Program</p>	<p>Suggested amendments to accommodate the redevelopment of short-term housing in the Resort District are completed. Land Development Code Review Subcommittee will continue towards examining whether the same standards can be applied to resort housing developments located outside of the resort housing district.</p>
<p>Goal #3</p> <p>Protect and sustain the Island's carrying capacity and mitigate congestion</p>	<p>Provided planning services to support formulation of "green building" and energy efficiency goals, policies and initiatives.</p> <p>Initiated Phase III of work associated with the Paul S. Sarbanes Transit in Public Parks Program ( f/k/a ATPPL) .</p>



City of Sanibel, Florida  
Planning Department Narrative

Goal	Status
<p>Goal #4</p> <p>Provide Professional, Administrative and Technical Planning Services</p>	<p><u>City Council and City Management</u> Prepare reports for consideration by City Council and City Manager.</p> <p><u>Planning Commission</u> Prepare Staff Reports for consideration by the Planning Commission.</p> <p>Prepare Resolutions for Planning Commission Action.</p> <p>Prepare and approve Planning Commission meeting agendas and minutes.</p> <p>Maintain and update Planning Commission and Subcommittee information on the Planning Department's web page.</p> <p><u>Planning Services</u> Conduct Realtor Orientation education classes relevant to LDC Zoning requirements.</p> <p>Prepare public notices.</p> <p>City Planners conduct consultations with property owners.</p> <p>Assist customers at the permit assistance desk.</p> <p>Answer telephone calls.</p> <p>Initiate and response to property owners requesting LDC and/or Planning Commission information by E-mail.</p> <p>Director serves on various Committees as requested by the City Manager and City Council.</p> <p>Provide contact information to residents and contractors.</p> <p>Educate customers in the use of the City's web page.</p>

City of Sanibel, Florida  
Planning Department Narrative

Goal	Status
<p>Goal #5</p> <p>Administration and Enforcement of the Land Development Code</p>	<p>Processed Short Form Development Permits.</p> <p>Processed Long Form Development Permits.</p> <p>Distributed the following LDC guides:</p> <ul style="list-style-type: none"> <li>- Resort Accessory Uses</li> <li>- Commercial Dumpster Regulations</li> <li>- Brazilian Pepper Eradication</li> <li>- Real Estate and Open House Signs</li> <li>- Outdoor Dining</li> <li>- Carryout Restaurant Outdoor Seating</li> <li>- Commercial District Regulations</li> <li>- Architectural and Site Planning Design Standards and Guidelines for Town Center General and Town center Limited Commercial Zone District</li> <li>- Emergency Electrical Power Generators</li> <li>- Build Back</li> </ul> <p>Produced monthly Code Enforcement case tracking and management reports.</p> <p>Processed and resolved Code Enforcement cases.</p> <p>Processed notices of violation.</p> <p>Process stipulation reports following hearings.</p> <p>Evening and weekend inspections were completed.</p>
<p>Goal #6</p> <p>Improve Development Permitting Processes, Procedures, Coordination and Communications</p>	<p>Continue to improve interdepartmental procedures between Building and Planning Departments to track and manage expiring development and building permits.</p>
<p>Goal #7</p> <p>Expanded Application of Geographic Information System (GIS)</p>	<ul style="list-style-type: none"> <li>• Currently completing the conversion of Residential Density and Ecological Zone Maps to digital format.</li> <li>• Continue arrangement with Lee County GIS Department to share digital information for analysis, application and permit reviews.</li> </ul>
<p>Goal #8</p> <p>Provide Emergency Management and Hazard Mitigation planning services</p>	<ul style="list-style-type: none"> <li>• Continue to update the Planning Department Emergency Response Plan.</li> <li>• Complete required NIMS/ICS training.</li> </ul>

City of Sanibel, Florida  
Planning Department Narrative

Goal	Status
<p>Goal #9</p> <p>Complete implementation of the Department's Records Management Plan and move files to off-site storage.</p>	<p>Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations:</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Development Permits</li> <li>- Conditional Use Permits</li> <li>- Temporary Use Permits</li> <li>- Variances</li> <li>- Comprehensive Land Use Plan Amendments</li> <li>- Planning Commission Resolutions</li> <li>- Planning Commission Record Files</li> </ul>
<p>Goal #10</p> <p>Improve Communication of Planning Programs and Projects</p>	<p>Continue to update the Planning Department's web page that includes the following features:</p> <ul style="list-style-type: none"> <li>- The Sanibel Plan</li> <li>- Periwinkle Way West District Plan</li> <li>- Sanibel Facts</li> <li>- Guide to Build Back Regulations</li> <li>- Frequently Asked Questions</li> <li>- Access to City Codes</li> <li>- Maps &amp; Geographic Information System (GIS)</li> <li>- Development Permitting</li> <li>- Planning Commission</li> <li>- Historic Preservation Committee</li> <li>- Historic Landmarks and Guidelines</li> <li>- Historic Preservation Assistance Programs</li> <li>- 2009 Shared Use Path Master Plan</li> <li>- Contact Us</li> <li>- About the Department</li> <li>- Planning Department Forms</li> <li>- Emergency Electric Power Generators</li> </ul> <p>Submitted monthly and quarterly Development Permit and Code Enforcement Activity reports and graphs.</p> <p>Distributed and published notices, provided information and meet with property owners regarding revised FEMA Flood Insurance Rate Maps.</p>

City of Sanibel, Florida  
Planning Department Narrative

**Summary of FY '10 – '11 Planning Department Accomplishments**

1. Sanibel Plan Implementation	Completed amendments to the Land Development Code to comply with DCA school concurrency requirements and Capital Improvements.
2. Implementation of Redevelopment Planning Work Program	Completed Redevelopment Study of Resort Housing Developments within the Resort District.
3. Preparation of Land Development Code Amendments	<p>Prepared the following amendments to the Land Development Code for report and recommendation by the Planning Commission and action by City Council:</p> <ul style="list-style-type: none"> <li>- An Ordinance amending relevant Land Development Code Sections to allow for the Redevelopment of short-term housing sites located within the Resort Housing District</li> <li>- An Ordinance amending the Planned Unit Development for the Bailey's Shopping Center Land Development Code Sections 126-1476 [Required conditions] c(1) and c(1)b to reduce the required number of parking spaces; adding a new Section (c)(1)e allowing the Planning Commission to waive the requirement that access driveways be no closer than 200' to the intersection of Periwinkle Way and Tarpon Bay Road; and adding a new Section (a)(1) amending setback requirements from Periwinkle Way and Tarpon Bay Road for bonus outdoor seating for the existing restaurant.</li> </ul>
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.

City of Sanibel, Florida  
Planning Department Narrative

8. Expanded City of Sanibel's Geographic Information System (GIS)	Currently completing 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	<ul style="list-style-type: none"> <li>- Represented the City at MPO and TAC meetings.</li> <li>- Participated in Alternative Transportation in Parks and Public Lands Project.</li> </ul>
18. Emergency Management Planning	<ul style="list-style-type: none"> <li>- Continue to update the Department's Emergency Response Plan.</li> <li>- Continue required NIMS/ICS training.</li> </ul>

City of Sanibel, Florida  
Planning Department Narrative

19. Records Management	<p>Continue the assessment, inventory, indexing and retention of the Department's records consistent with applicable City and State regulations.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Development Permits</li> <li>- Conditional Use Permits</li> <li>- Variances</li> <li>- Comprehensive Land Use Plan Amendments</li> </ul>
20. Communication of Planning Projects and Programs	<p>Continue to update the Department's web page to include following features:</p> <ul style="list-style-type: none"> <li>- The Sanibel Plan and Official Maps</li> <li>- Periwinkle Way West Commercial District Plan</li> <li>- Frequently Asked Questions</li> <li>- Access to City Codes</li> <li>- Maps &amp; Geographic Information System</li> <li>- Development Permitting</li> <li>- 2009 Shared Use Path Master Plan</li> <li>- Planning Commission</li> <li>- Historic Preservation Committee</li> <li>- Historic Landmarks and Guidelines</li> <li>- Historic Preservation Assistance Programs</li> <li>- Contact the Planning Department</li> <li>- About the Department</li> <li>- Planning Department Forms</li> </ul>
21. Educational and Orientation Outreach to Island Realtors	<p>Continue to participate in this program where realtors are presented information relevant to the zoning requirements of the Land Development Code.</p>

General Fund  
Planning Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	394,453	275,319	276,662	276,662	275,312	275,312
Part-time	-	21,916	42,224	101,746	84,156	120,720
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	(12,172)
Overtime	-	249	1,000	1,000	1,000	1,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	250	-	200	200	-	200
FICA Match	29,701	23,998	24,487	29,041	27,576	29,457
Retirement	78,590	48,332	60,799	60,799	60,221	148,176
Cafeteria Benefits	59,593	49,311	48,346	48,346	48,346	49,587
Workers' Comp	38,634	17,283	21,274	21,274	15,695	21,274
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>601,221</b>	<b>436,408</b>	<b>474,992</b>	<b>539,068</b>	<b>512,306</b>	<b>633,553</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	75,016	51,022	74,000	74,000	66,922	73,700
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	3,347	5,033	6,500	6,500	6,500	6,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	19,773	10,127	10,000	10,000	12,000	15,000
Communications	6,781	4,135	6,000	6,000	6,000	6,000
Transportation	1,693	1,557	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	4,463	4,941	7,000	7,000	7,000	7,000
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	384	1,000	1,000	1,000	1,000
Printing	2,466	727	5,000	5,000	5,000	5,000
Promotional Activities	802	1,728	-	-	-	-
Other Current Charges	5,781	5,420	7,600	7,600	5,000	7,000
Office Supplies	2,793	1,215	2,000	2,000	2,500	2,500
Operating Supplies	1,967	2,476	3,700	3,700	3,000	2,700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	454	147	500	500	500	1,000
<b>SUB-TOTAL</b>	<b>125,336</b>	<b>88,912</b>	<b>125,300</b>	<b>125,300</b>	<b>117,422</b>	<b>129,400</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>726,557</b>	<b>525,320</b>	<b>600,292</b>	<b>664,368</b>	<b>629,728</b>	<b>762,953</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-40.31%</u></b>	<b><u>-27.70%</u></b>		<b><u>26.47%</u></b>		<b><u>14.84%</u></b>

**General Government Function**  
**Insurance/Other General Government Department**



## City of Sanibel, Florida

### 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.

Deductibles by type are listed below.

Coverage Type	Deductible FY10	Deductible FY11
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 FY12 are below:

Type	Adopted FY 2011	Proposed FY 2012
	Budget	Budget
Flood	\$ 40,000	\$ 10,920
Windstorm	35,000	22,819
Pollution Liability	600	1,255
Position Fidelity	3,500	2,879
Property/Liability/Auto	233,566	243,709
Law Enf Death Benefits	1,150	1,150
Add'l theft of money insurance	-	485
Extra Expense Ins	-	3,320
	<u>\$ 313,816</u>	<u>\$ 286,537</u>

General Fund  
Insurance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12
	2009 Actual	2010 Actual	Adopted	Amended	Estimated	Adopted
	Expenditures	Expenditures	Budget	Budget	Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages	-	-	-	-	-	-
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	414,101	266,170	313,816	314,845	273,113	286,537
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
<b>SUB-TOTAL</b>	414,101	266,170	313,816	314,845	273,113	286,537
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	-	-	-	-	-
<b>DEPARTMENTAL TOTAL</b>	<u>414,101</u>	<u>266,170</u>	<u>313,816</u>	<u>314,845</u>	<u>273,113</u>	<u>286,537</u>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<u>4.86%</u>	<u>-35.72%</u>		<u>18.29%</u>		<u>-8.99%</u>
Annual Budget FY2011-2012			212			

General Fund  
Other General Government Services Department

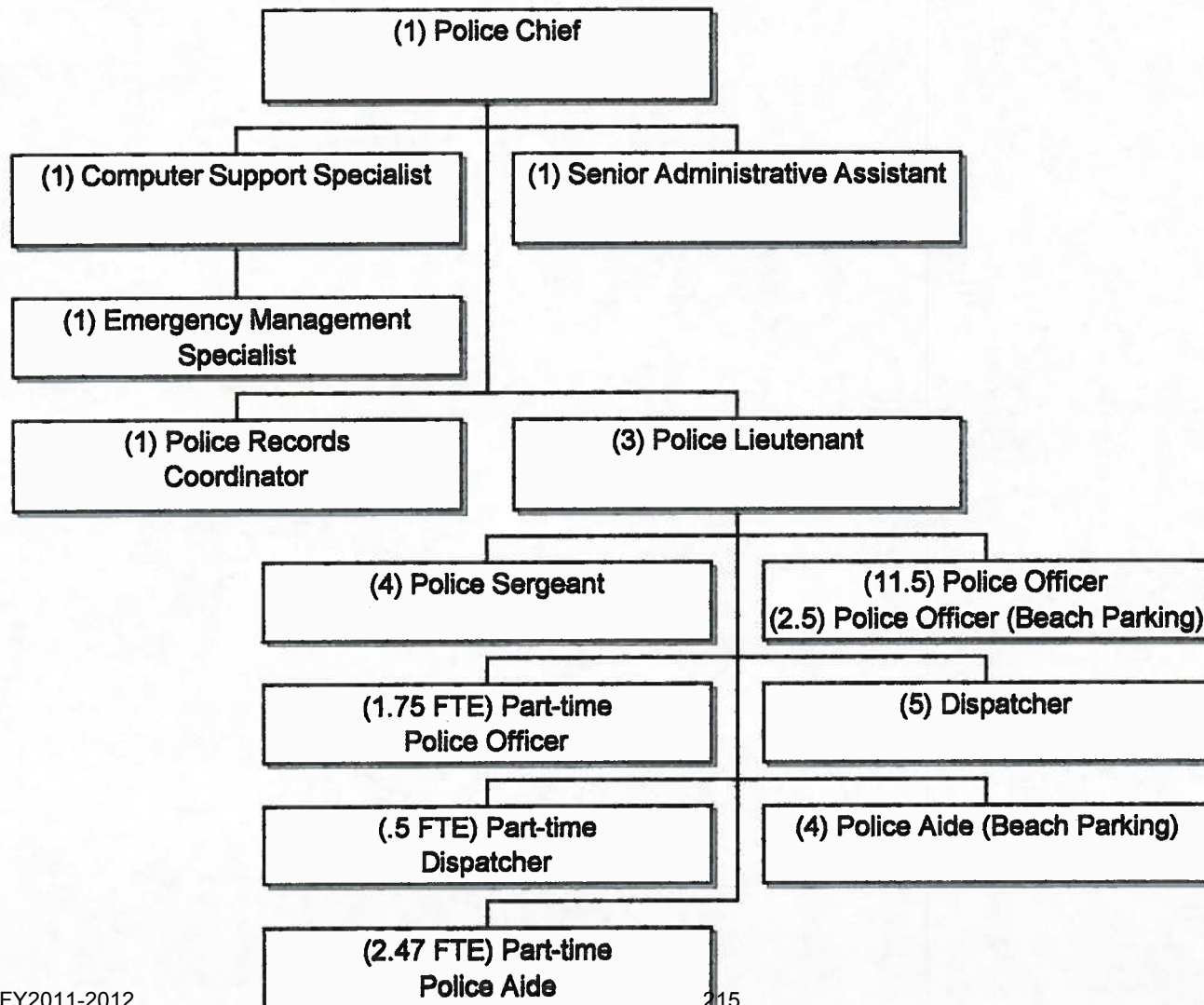
	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12
	2009 Actual	2010 Actual	Adopted	Amended	Estimated	Adopted
	Expenditures	Expenditures	Budget	Budget	Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages	-	-	-	-	-	-
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	71,000	74,315	74,315	75,837	74,315
FICA Match	-	-	-	-	-	-
Retirement	-	12,259	-	-	-	3,000,000
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	83,259	74,315	74,315	75,837	3,074,315
<b>OPERATING EXPENSES</b>						
Professional Serv	-	49,934	68,000	108,000	111,117	68,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	4,940	6,700	26,700	23,200	9,800
Investigations	-	-	-	-	-	-
Travel & Per Diem (Transponder Increase)	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	1,936	2,500	2,500	4	2,500
Utilities	-	-	-	-	-	-
Rentals & Leases	-	29,770	30,000	30,000	29,331	23,400
Insurance (OPEB)	-	46,897	65,000	65,000	52,480	55,000
Repair & Maintenance	-	60	3,500	3,500	3,500	3,500
Printing	-	1,343	-	-	-	-
Promotional Activities	-	-	-	-	-	1,000
Other Current Charges	6,350	3,965	13,500	13,500	8,500	13,500
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	500	600	600	600	600
<b>SUB-TOTAL</b>	6,350	139,345	189,800	249,800	228,732	177,300
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	-	-	-	-	-
<b>DEPARTMENTAL TOTAL</b>	<u>6,350</u>	<u>222,604</u>	<u>264,115</u>	<u>324,115</u>	<u>304,569</u>	<u>3,251,615</u>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>						
		<u>3405.57%</u>				<u>903.23%</u>

## Public Safety Function

Police Department

SEMP Department

**POLICE DEPARTMENT**  
**Organizational Chart FY 2011-2012**



POLICE DEPARTMENT

Chief's Background:

**Bill Tomlinson**

Chief Tomlinson was hired in November 1985. He has a total of 25 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

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**Department:** Police  
**Fund:** General Fund

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**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 continuing challenge facing the Sanibel Police Department is maintaining the service levels and response times expected from the community during an environment of reduced budget and staffing.

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

The most notable trends on Sanibel are the increased incidents of burglary and theft within both the residential and business community.

The Sanibel Police Department will dedicate resources to maintain safety, reduce crime and investigate all crimes to the fullest extent of our resources.

#### **Emerging Issues:**

**Increased Burglary** – During the past year we have seen an increase in burglary.

## 2011 - 2012 Goals:

2011 – 2012 Goals	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 on 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:** *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 14:** *Traffic Enforcement* – Officers as part of the air 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 15:** *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 16:** *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 17:** *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 18:** *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 19:** *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 20:** *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 21:** *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 22:** *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 23:** *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 24:** *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 25:** *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 26:** *Deliver City deposits to bank* – Police staff picks up the deposit from the Recreation Center and delivers to Finance Department, then all prepared deposits for delivery to the bank and returns deposit receipt to the finance department on all business days except holidays.
- **Responsibility 27:** *Deliver City Council packets* – Police staff delivers City Council packets to City Council Members residences as requested on an as needed basis.
- **Responsibility 28:** *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 29:** *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 30:** *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 31:** *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 32:** *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 33:** *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 34:** *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 35:** *Respond to calls received from CRIME TIPS Computer Program* - 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 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 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 homeowner 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 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 64:** *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 65:** *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 66:** *Parking Machine Maintenance* – Police staff performs repairs and preventative maintenance on the parking machines at all paid parking lots.
- **Responsibility 67:** *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 68:** *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 69:** *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 70:** *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 71:** *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 72:** *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 73:** *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 74:** *Maintain and Implement Re-entry Plans* – Police staff develops, maintains and implements plans for island re-entry after an evacuation has been initiated.
- **Responsibility 75:** *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 76:** *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 77:** *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 78:** *Emergency Communications AM Radio* – Police Department staff maintains the AM radio system and releases emergency information through the radio system as it relates to emergency evacuation.
- **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 database, 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 Law.
- **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. 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 crime statistics 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.
- **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.

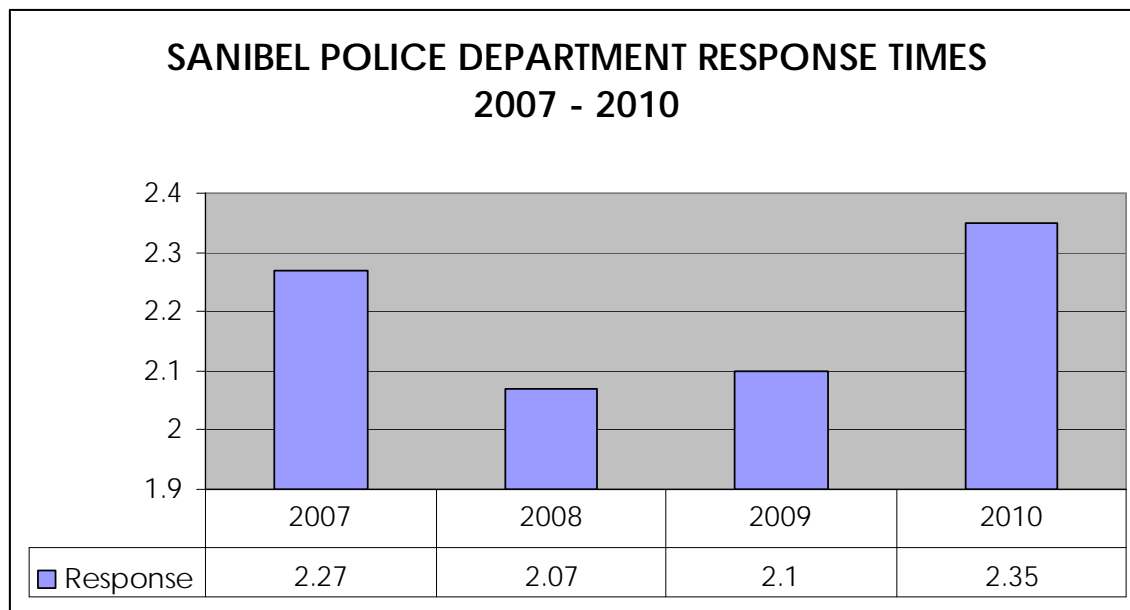
- **Responsibility 120:** *Track Crime Statistics and Trends* - The police chief tracks police activity, crime statistics and trends to determine staff allocation and for determining needs for budgeting.
- **Responsibility 121:** *Fleet Management* – Department purchases, equips and completes daily maintenance 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.

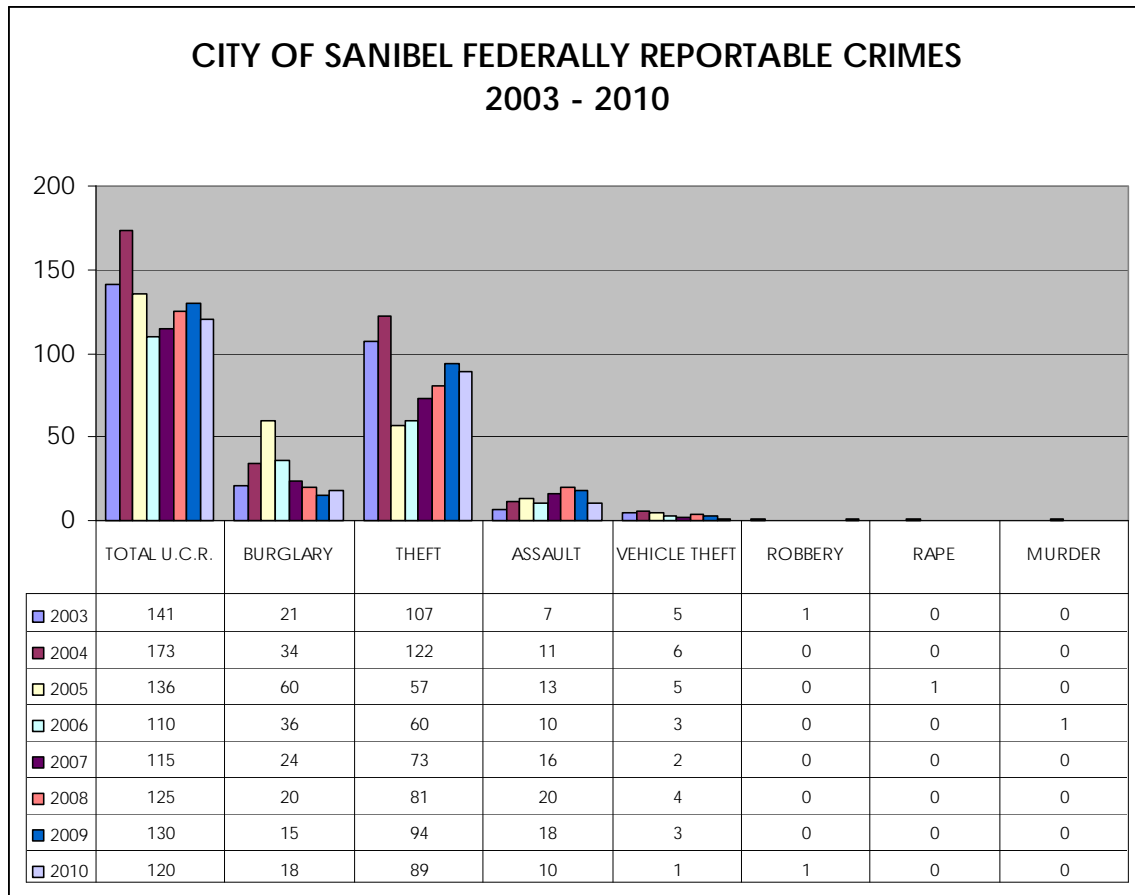
### Trend Analysis:

Staff has completed an analysis of the reports taken by the Sanibel Police Department during 2010. The analysis includes response times, total calls for service and crime trends within the City of Sanibel. Although the City of Sanibel remains a very safe community with a low crime rate, there are noticeable trends emerging from the data.

In 2010 response times for the Sanibel Police Department increased by approximately 25% from two minutes and ten seconds (2.10) to two minutes and thirty five seconds (2.35). This response time is the highest since we began keeping this statistic. This can partially be explained by fewer staffing resources. However, the response times still remain responsive to community needs.



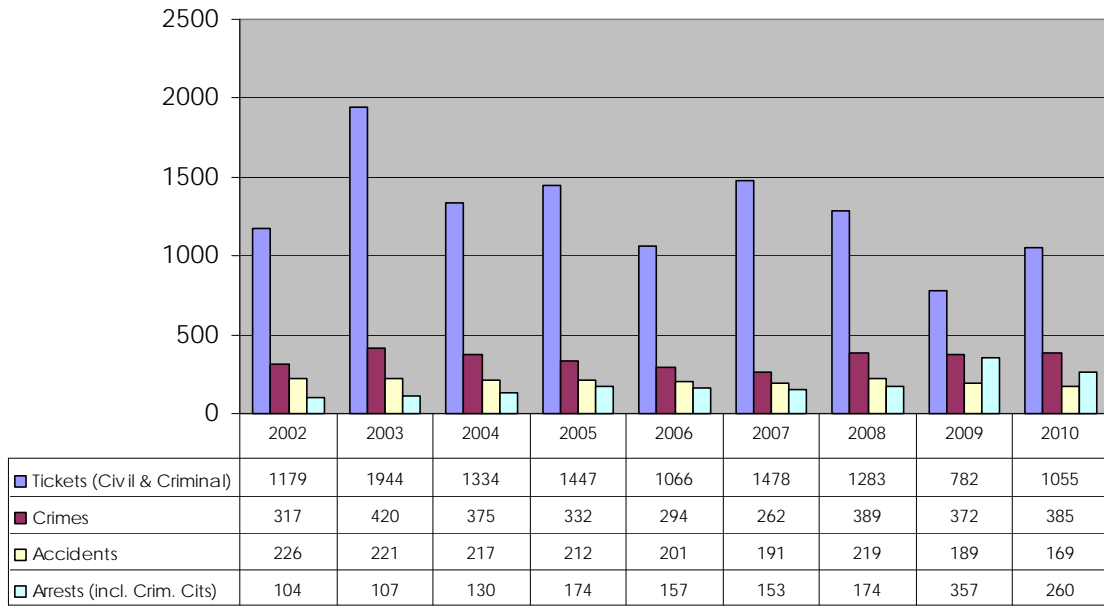
The Federally reportable crimes (UCR) decreased by 7.5% from 130 UCR's in 2009 to 120 UCR's in 2010. This marks the first decrease in major crime on Sanibel in four years and keeps the overall UCR's in a long term downward trend.



The 2010 incidences of theft, assault, and vehicle theft decreased 5%, 45% and 66% respectively from 2009 levels. The decrease in thefts was primarily from vehicles at single family residences and condominiums. Approximately 37% of thefts occurred at commercial locations, 34% occurred at single family residences and 29% occurred at condominiums.

The crimes category represents 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. Within the category of crimes tracked by the Sanibel Police Department, there has been a steady decrease since 2003. However, there was a significant spike of over 48% in 2008. The total number of crimes reported in 2010 was up 3.5% to 385 from 372 in 2009 and was primarily due to criminal traffic cases.

### CITY OF SANIBEL POLICE DEPARTMENT POLICE ACTIVITY 2002 - 2010

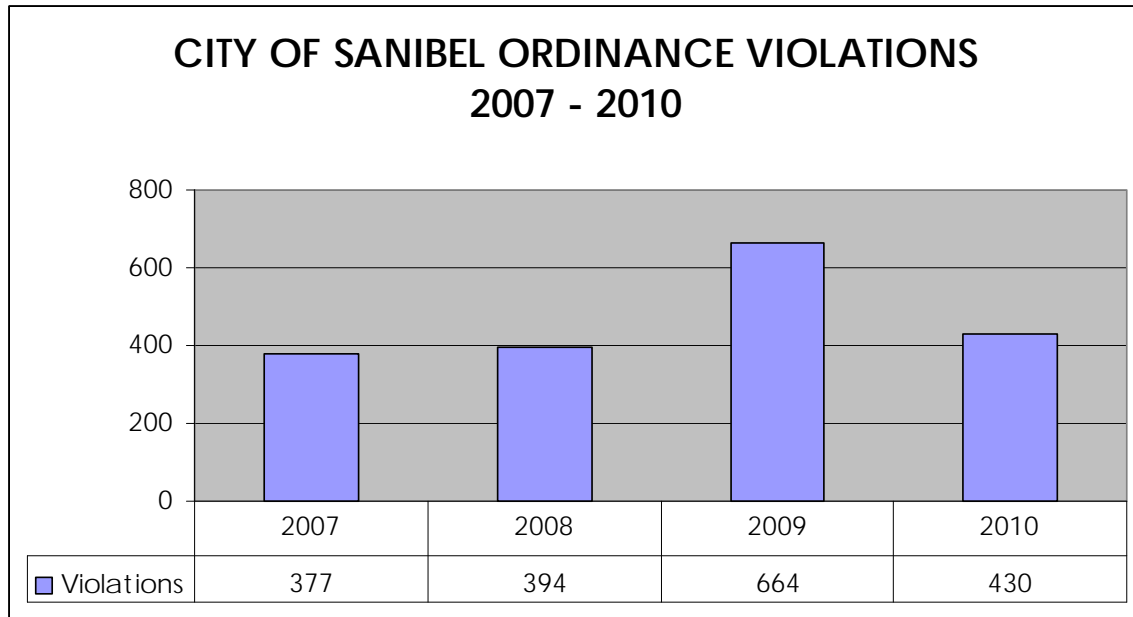


Although the rate of overall crimes has remained steady at the high end of the historic range since 2008, the average rate of arrests has significantly increased during the past two years by approximately 118% in comparison to the average of the previous seven years.

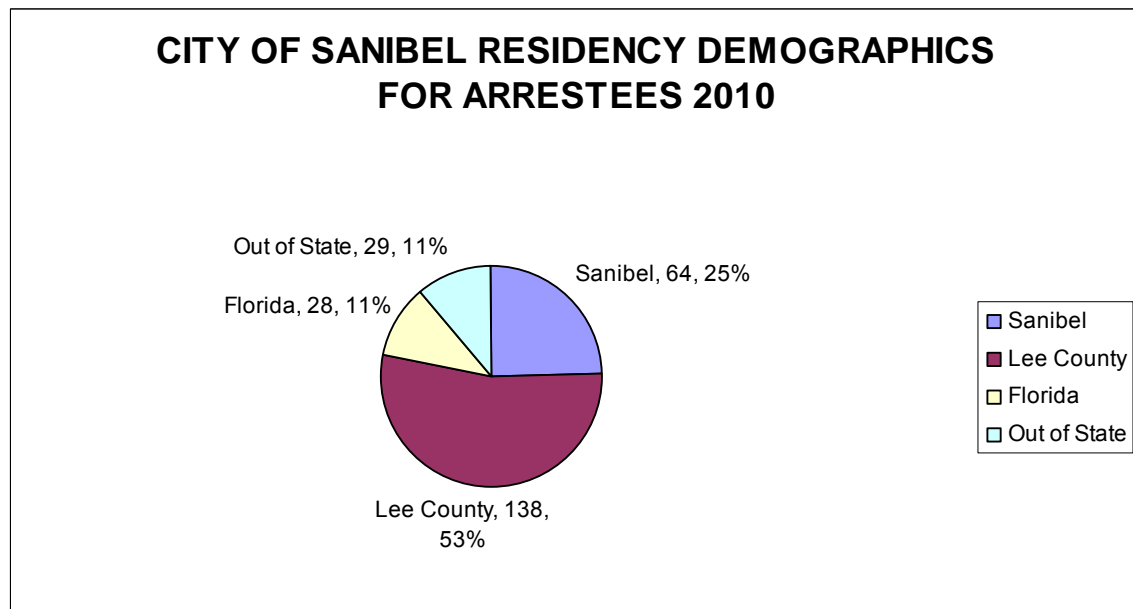
The number of accidents has decreased by more than 10% from 189 accidents in 2009 to 169 accidents in 2010. The long term trend is even more significant, since 2002 the number of accidents has decreased by 25%. There was also a 35% increase in traffic citations issued from 782 citations in 2009 to 1055 citations issued in 2010.

Additionally, staff tracks ordinance violations. This statistic gives another barometer for evaluating violation trends and helps guide staff deployment. The ordinance violations decreased over 35% from 664 in 2009 to 430 in 2010. The decrease in ordinance violations was seen primarily in beach diminishment and manatee zone infractions. These reductions are attributed to an increased focus on public awareness through both education and enforcement.



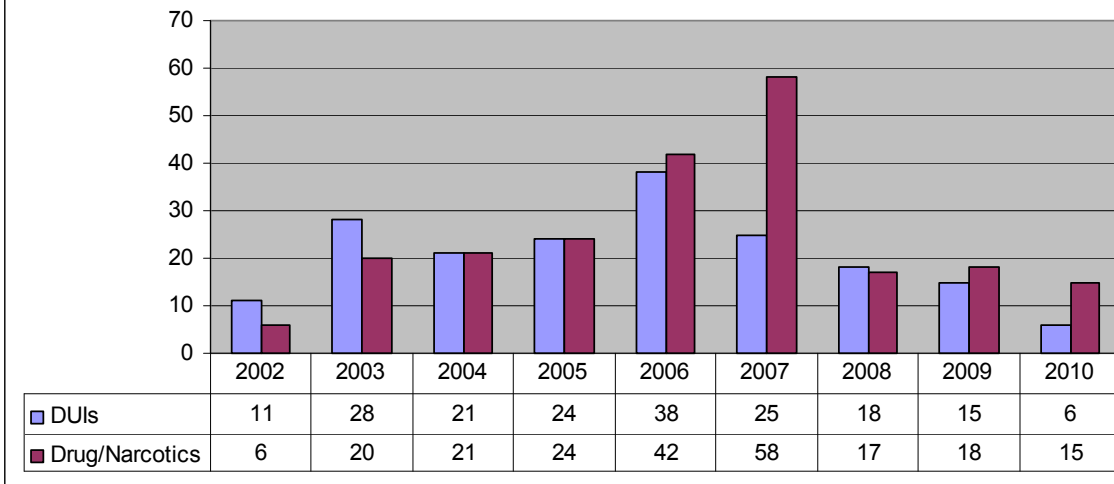


The residency of those arrested on Sanibel in 2010 remains consistent from past years with 25% of those arrested were Sanibel residents, 53% of those arrested were from Lee County non-Sanibel, 11% of those arrested were from other locations in Florida, and 11% were from all other states and countries this past year.



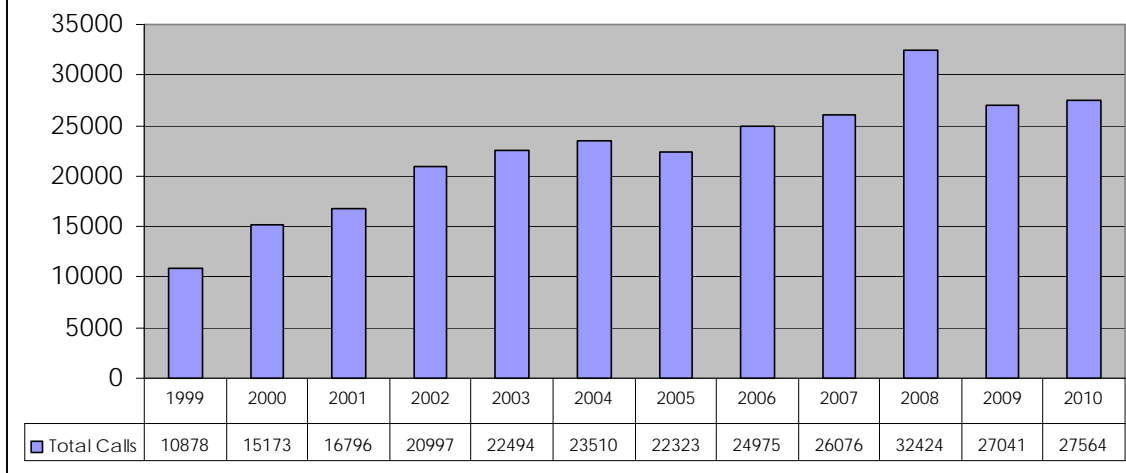
The trend for DUI and drug arrests is showing a significant trend lower over the past three years. There was a 60% reduction in DUI arrests and a 17% reduction of drug arrests from 2009 to 2010. This trend also has positive implications for juvenile arrests with a significant decrease in under age drinking and drug complaints and violations.

### SANIBEL POLICE DEPARTMENT ARRESTS FOR DUI & DRUGS 2002 - 2010



In the past twelve years Sanibel has seen an increase of over 250% in total calls for service from 10878 calls for service in 1999 to 27564 calls for service in 2010. In 2010 the calls for service increased approximately 2% from 27041 in 2009 to 27564 in 2010. The calls for service statistic includes every criminal report, ordinance violation, arrest, call for service and proactive area check completed by the Police Department. Proactive area checks are initiated to prevent criminal acts from occurring in higher risk areas, such as the fishing pier, beach accesses, business zones, and speed detection details.

### SANIBEL POLICE DEPARTMENT TOTAL CALLS 1999 - 2010

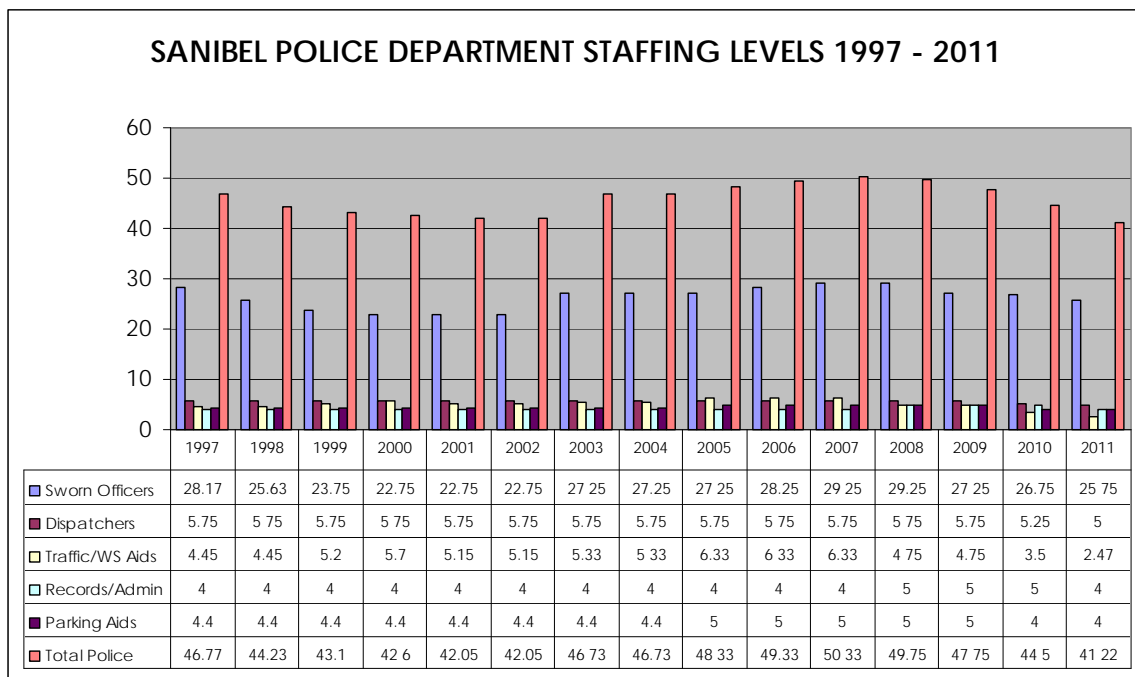


The final analysis of the 2010 data shows a 7.5% decrease in federally reportable crimes, a 5% decrease in theft, a 45% decrease in assault, a 66% decrease in vehicle theft, a 35% decrease in reported ordinance violations, a 10% decrease in traffic crashes, a 27% decrease in arrests, less than a 2% increase of total calls, a 3.5% increase of criminal violations, a 20% increase in burglaries and a 35% increase in traffic citations. Overall crime on Sanibel is down and Police Department productivity is up.

In conclusion, the crime analysis is utilized to establish department priorities and staff deployment. The Sanibel Police Department is committed to working toward keeping Sanibel a safe community to live, work and visit.

### Police Department Staffing Levels:

The Police Department staff includes positions for operating the Beach Parking Enforcement Program currently budgeted for 6.5 FTE's which includes 2.5 Police Officer FTE's and 4 Police Aids, and 1.5 FTE's to operate the Sanibel Emergency Management Program. During the past twelve months, the Police Department has reduced staff by two (2) full time equivalent positions through attrition, reducing staffing level from 43.22 (adjusted) to 41.22 FTE's



In addition, the City of Sanibel is expected to receive a grant from the West Coast Inland Navigation District for marine patrol for \$48,000 and approximately \$36,000 from the School Board of Lee County for D.A.R.E./School Resource Officer.

City of Sanibel, Florida  
Police Department Narrative

**2010 – 2011 Goals and Status:**

<b>2010 – 2011 Goals and Status</b>	<b>Productivity Measurement</b>
Attend training schools that maintain professional certifications. These classes will be attended throughout the year.	Completed schools to enhance officers' awareness levels for emerging issues and to maintain minimum requirements for certification.
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. Experienced reduced environmental law violations
Maintain a proactive patrol to reduce residential burglaries	Incidence of reported burglary continued to increase from the previous year
Continued review of changes to laws and updating department policy.	Completed any changes required to maintain effective department policies.

**Accomplishments:**

- **Accomplishment 1:** *Implemented CRIME TIPS Program*
- **Accomplishment 2:** *Received grant funding for D.A.R.E. / SRO Officer.*
- **Accomplishment 3:** *Received a WCIND Grant that funded one marine patrol officer.*
- **Accomplishment 4:** *Reduced the Police Operating budget through attrition and strict spending constraints.*

General Fund  
Police Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	1,895,406	1,744,930	1,762,843	1,672,012	1,596,450	1,689,374
Part-time	97,335	95,550	183,706	195,261	138,686	185,329
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	(47,903)	-	-	(186,897)
Overtime	39,590	35,117	77,600	77,600	30,000	60,000
Longevity/Medical Buyback/Shift/Education/Client billing premium	111,177	137,803	167,900	167,900	167,900	166,650
FICA Match	171,661	162,520	163,063	160,662	147,008	145,587
Retirement	608,471	574,410	613,463	613,463	547,023	773,527
Cafeteria Benefits	503,029	483,995	504,327	494,023	466,028	493,686
Workers' Comp	83,840	37,606	46,168	46,168	34,060	46,168
Unemployment Comp	-	-	-	-	-	1,162
<b>SUB-TOTAL</b>	<b>3,510,509</b>	<b>3,271,931</b>	<b>3,471,166</b>	<b>3,427,089</b>	<b>3,127,155</b>	<b>3,374,585</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	5,006	521	3,500	3,500	3,500	3,500
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	19,500	13,016	23,650	23,650	23,650	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	99,194	84,816	71,680	71,680	71,680	71,680
Communications	21,016	22,428	20,766	20,766	20,766	21,744
Transportation	762	1,274	1,260	1,260	1,260	1,260
Utilities	-	-	-	-	-	-
Rentals & Leases	6,120	5,890	16,008	16,008	16,008	15,460
Insurance	-	-	-	-	-	-
Repair & Maintenance	35,575	23,538	35,040	35,040	35,040	35,040
Printing	481	690	1,575	1,575	1,575	1,575
Promotional Activities	1,269	735	500	500	1,664	500
Other Current Charges	9,093	17,159	13,302	13,302	13,302	13,302
Office Supplies	5,435	4,754	6,175	6,175	6,175	6,243
Operating Supplies	57,836	80,691	92,721	93,819	82,000	116,971
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	4,509	760	5,074	5,074	3,000	5,074
<b>SUB-TOTAL</b>	<b>265,796</b>	<b>256,272</b>	<b>291,251</b>	<b>292,349</b>	<b>279,620</b>	<b>292,349</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	11,815	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>11,815</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b><u>3,776,305</u></b>	<b><u>3,540,018</u></b>	<b><u>3,762,417</u></b>	<b><u>3,719,438</u></b>	<b><u>3,406,775</u></b>	<b><u>3,666,934</u></b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-4.41%</u></b>	<b><u>-6.26%</u></b>		<b><u>5.07%</u></b>		<b><u>-1.41%</u></b>

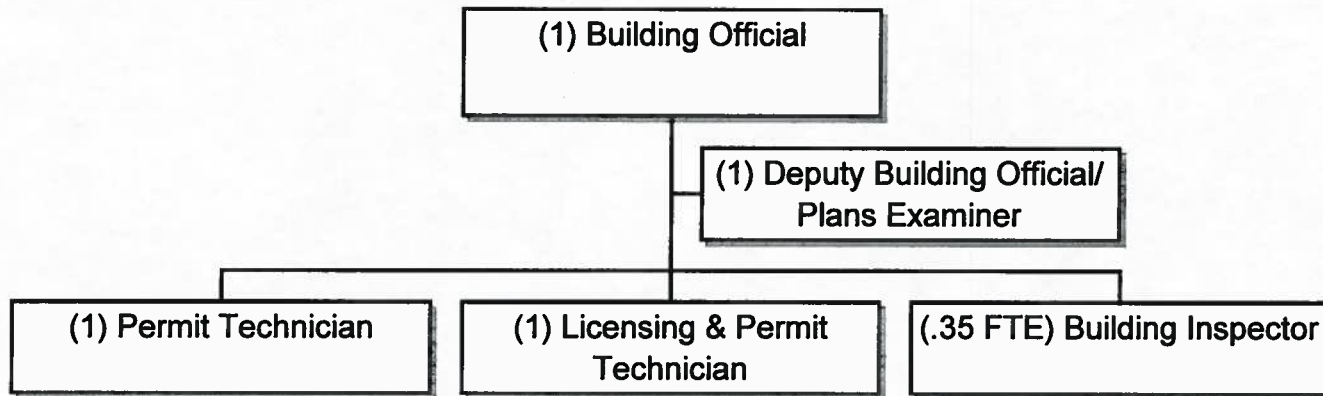
General Fund  
Emergency Management (SEMP)

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2009 Actual	2010 Actual	Adopted	Amended	Estimated	FY12
	Expenditures	Expenditures	Budget	Budget	Actual	Adopted
<b>PERSONAL SERVICES</b>						
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	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>						
Professional Serv	777	-	3,000	3,000	3,000	3,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	8,000	6,000	6,000	6,000	6,000	6,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	59	-	-	-	-	-
Communications	567	-	1,000	1,000	1,000	1,000
Transportation	400	327	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	8	102	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	192	251	1,400	1,400	1,400	1,400
Printing	4,019	-	5,000	5,000	5,000	5,000
Promotional Activities	743	-	700	700	700	700
Other Current Charges	22	50	-	-	-	-
Office Supplies	355	-	230	230	230	230
Operating Supplies	1,747	3,060	4,000	4,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	75	-	200	200	200	200
SUB-TOTAL	16,964	9,790	23,530	23,530	23,530	23,530
<b>CAPITAL OUTLAY/GRANTS</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Aid to Gov't Agencies	-	-	500	500	500	500
SUB-TOTAL	-	-	500	500	500	500
DEPARTMENTAL TOTAL	16,964	9,790	24,030	24,030	24,030	24,030
% CHANGE COMPARED TO PREVIOUS YEAR	-66.53%	-42.29%		145.45%		0.00%

**Public Safety Function**  
**Building Department**

## **BUILDING DEPARTMENT**

### **Organizational Chart FY 2011-2012**





## BUILDING DEPARTMENT

### Building Officials Background:

#### **R. Harold Law, Jr.**

Director Law has 31 years of 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.

## Building Department Narrative

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**Department:** Building  
**Fund:** Special Revenue Fund

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**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 the upgrades to the City's system and when this is completed our public friendly access challenge will be minimized.

### **Emerging Issues:**

1. A concerted effort is needed to inform the citizens through awareness and education on hiring properly licensed contractors. With the proper use of licensed contractors the citizen can be protected from:
  - dangerous non-code compliant work
  - Injury and insurance liability
  - monetary loss
  - prevention of violating Florida state laws
2. Keeping costs down for the department in order to provide quality service at a reasonable rate.
3. Education on Codes, Administration and Legal aspects are always needed to maintain the high standard that the City has become accustomed to from the Building Department.
4. Developing training for Structural Safety Inspectors and coordinating mock drills to prepare for a disaster using the latest technical advances the City utilizes.

### **2011-2012 Goals and Objectives:**

Building Department	Estimated Start	Estimated Completion
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 2010	October 2010

### **Operational Responsibilities:**

In the Building Department there are three major functions; pre-construction, construction and licensing.

## Building Department Narrative

- **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, and 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 its inception in 2005, the Contractor Review Board has issued 449 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, Licensing & Permit Technician and Temporary Part-Time Will Call Inspector. 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:**

- Review plans for code compliance.
- Determine when plans need additional reviews from Sanibel Fire, Building Official, etc.
- Review 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.
- Maintain Building Department Library of Codes.

### Building Department Narrative

- Notify via mail, fax or phone results of plan review.
- Enter review dates and times into HTE.
- Answer code questions from general public, contractors, architects and engineers.
- Perform inspections.
- Assume role of Building Official when necessary.
- Organize route in morning depending on type, priority and location.
- Ensure all structures built are to the FBC and EL Codes.
- Communicate with contractors and sub-contractors daily while in the office and field.
- Work closely with Sanibel Fire for related inspections.
- Check that all erosion control devices are maintained throughout the permit process.
- Check for invasive, non-native vegetation at job sites.
- Communicate inspection denials via fax, phone or correct work order.
- Check that all contractors are licensed and properly permitted.
- Review plans for necessary code enforcement issues at C.O. (final survey, vegetation, public works, etc.)
- Work directly with Sanibel Fire, LCEC, and Utilities.

### **PERMIT TECHNICIAN: (full time front counter)**

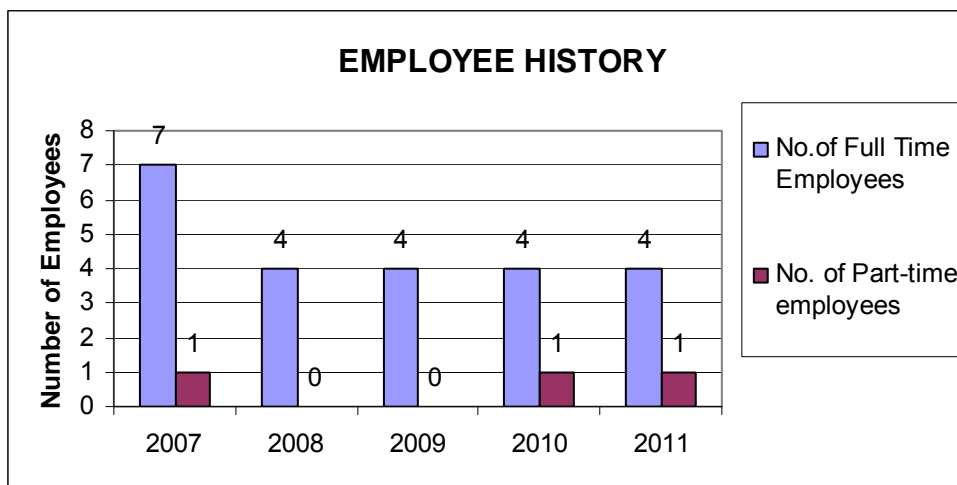
- Schedule inspections, prints tickets, reviews, readies documents for route.
- Coordinate inspections for public works, Sanibel Fire, and Vegetation.
- Input inspection results into computer.
- Answer phone calls, direct to appropriate person, notarize as needed. Greet customers at counter.
- Monthly Building Reports
- Coordinate 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.
- Pull files and channel paperwork to planning for pending CO.
- Keep list of all vegetation and mangrove classroom attendees.
- Order and handle off site record retrieval.
- Assist public for information/clarification.
- Back up licensing coordinator when needed.
- Ensure all forms are ready for the public.
- Office filing and input Notice of Commencements into HTE.
- Assist with mailings.
- Notarize documents for public.
- Notification of expired permit notices.

### **LICENSING AND PERMIT TECHNICIAN:**

- Review all contractor license applications for review by the Building Official and the Contractor Review Board.
- Prepare for Contractor Review Board, including agenda and minutes.

### Building Department Narrative

- Maintain all contractor files, including vegetation and mangrove.
- Coordinate sponsor site for all contractor testing.
- Update Building Dept. forms, licensing forms, and the website information & forms.
- Stay current on all applicable insurance and workman's compensation laws.
- Decipher classification of contractors and works with applicant until Board decision.
- Log complaints on contractors, compile and tracks until decision by CRB. Files complaints with DBPR at the request of CRB
- Work closely with Building Official, City Attorney and CRB.
- Assist other staff as needed for special projects & mailings.
- Assist public with information, serves as back up to Permit Technician, phone and counter.
- Order and handle off-site record retrieval and opens mail.
- Back up front permit technician with issuance of building permits, print license reports as needed, download inspections from recorder, put in results of same.
- Notarize documents for public.
- Ensure all forms are ready for the public.
- Office filing and input Notice of Commencements into HTE.
- Yearly Budget Report
- Keep list of all vegetation and mangrove classroom attendees
- Structural Safety Inspectors, meeting and training
- Keep current list Local Licensed Contractors and State Certified Filed Contractors List and updates monthly to website.
- Contractor e-mail list.
- Work with the Building Official on FEMA and Community Rating System.
- Monthly Building Department invoices.
- Order office supplies.



## Building Department Narrative

### 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. Year to date expenditures are less than the year's percentage.

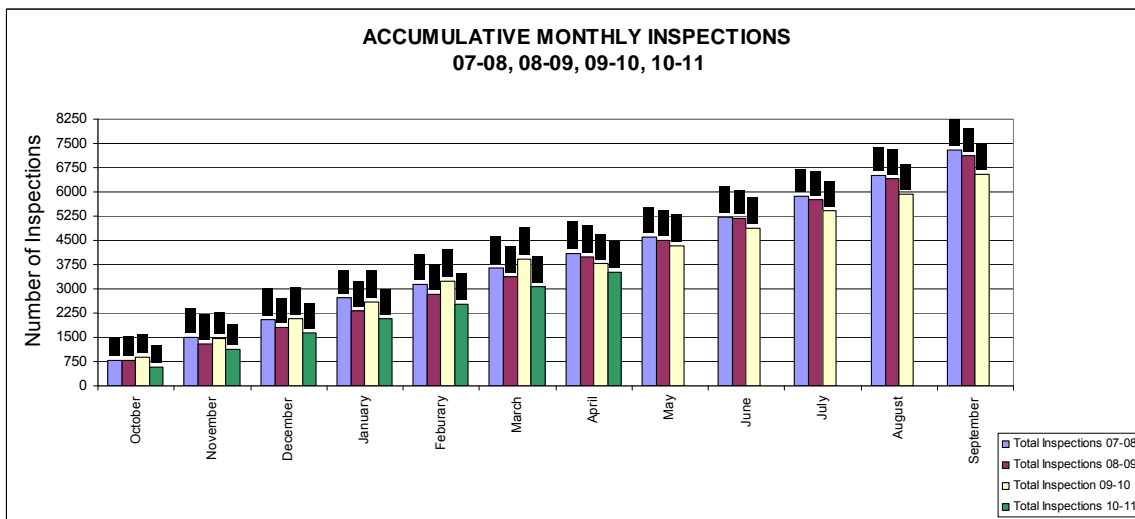
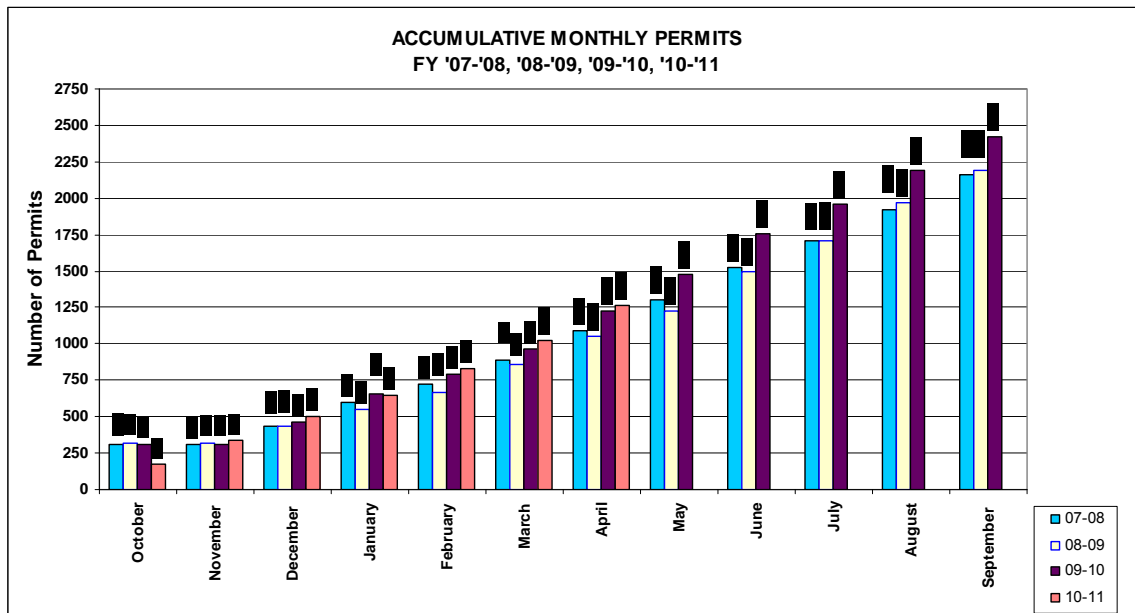
### Accomplishments

- The Building Department is closely in touch with the economic climate on Sanibel and has made budget and staff adjustments to reflect that 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 poised to address future events and concerns caused by the economy.
- 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.
- Worked with City Council to expand the CRB members to diversify the Board composition.

## Building Department Narrative

### Trend Analysis:

As the construction industry slows down to a normal pace, the same number of contractors is competing for less work. 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 4 full years and the number of permits issued to date this year the volume of permits has decreased.

Looking at the Employee History Chart, it shows we have decreased staff by almost half since 2007.

City of Sanibel, Florida  
Building Department Narrative

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, efficiencies will also be realized with program upgrades. With 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 is greatly needed to help in their everyday business.



Special Revenue Fund  
Building Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12
	2009 Actual	2010 Actual	Adopted	Amended	Estimated	Adopted
	Expenditures	Expenditures	Budget	Budget	Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	241,968	240,147	241,041	241,041	240,543	241,041
Part-time	-	13,137	-	20,000	19,932	13,000
Requested positions	-	-	13,000	-	-	5,200
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	17,981	19,001	19,434	19,434	19,926	19,832
Retirement	43,751	57,292	71,420	71,420	71,760	102,212
Cafeteria Benefits	52,449	59,213	59,731	59,731	59,731	59,731
Workers' Comp	13,180	5,956	7,332	7,332	4,057	7,332
Unemployment Comp	-	(224)	-	-	(250)	-
<b>SUB-TOTAL</b>	<b>369,329</b>	<b>394,522</b>	<b>411,958</b>	<b>418,958</b>	<b>415,698</b>	<b>448,348</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	323	2,574	1,512	1,512	3,052	1,515
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	32,833	6,502	16,100	9,100	1,595	16,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	10,397	9,417	8,500	8,500	10,545	12,000
Communications	5,103	3,557	3,424	3,424	3,557	3,950
Transportation	655	712	900	900	898	900
Utilities	-	-	-	-	-	-
Rentals & Leases	1,203	1,199	1,750	1,750	1,750	1,750
Insurance	-	-	-	70	70	259
Repair & Maintenance	-	-	180	180	125	150
Printing	42	235	2,000	2,000	1,500	1,500
Promotional Activities	40	973	500	500	973	500
Other Current Charges	134,107	136,260	138,197	149,275	148,475	149,275
Office Supplies	1,414	1,564	2,450	2,450	2,300	2,300
Operating Supplies	13	120	1,300	1,300	1,200	1,200
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	832	458	1,000	1,000	950	1,000
<b>SUB-TOTAL</b>	<b>186,962</b>	<b>163,571</b>	<b>177,813</b>	<b>181,961</b>	<b>176,990</b>	<b>192,299</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	30,000	30,000	30,000	30,000
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>DEPARTMENTAL TOTAL</b>	<b>556,291</b>	<b>558,093</b>	<b>619,771</b>	<b>630,919</b>	<b>622,688</b>	<b>670,647</b>
<b>% CHANGE COMPARED</b>						
<b>TO PREVIOUS YEAR</b>	<b>-12.82%</b>	<b>0.32%</b>		<b>13.05%</b>		<b>6.30%</b>

Physical Environment Function  
Garbage-Recycling Department

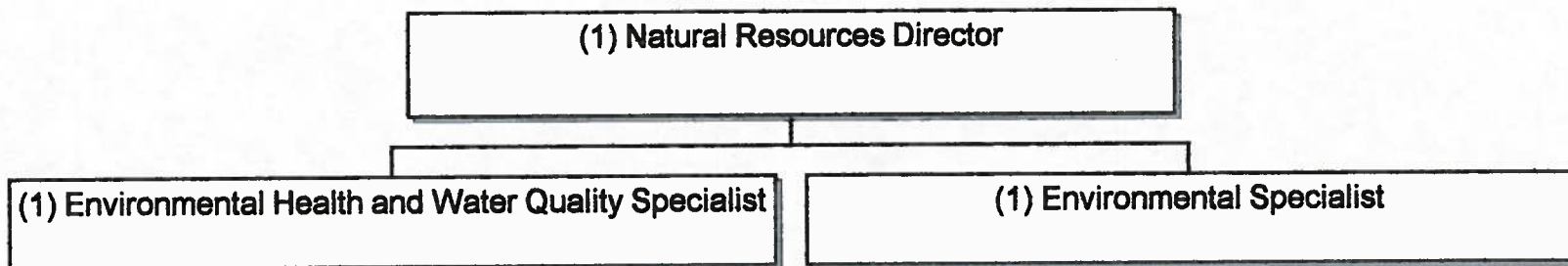
General Fund  
Recycling Center

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2009 Actual	2010 Actual	Adopted	Amended	Estimated	FY12
	Expenditures	Expenditures	Budget	Budget	Actual	Adopted
<b>PERSONAL SERVICES</b>						
Salaries & Wages	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift						
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Life & Health Ins	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	28,864	30,804	32,760	32,760	32,760	33,660
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	2,829	458	10,000	10,000	7,500	10,000
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	193	594	1,640	1,640	10,000	11,640
Office Supplies	-	-	-	-	-	-
Operating Supplies	6,356	3,391	4,000	4,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>38,242</b>	<b>35,247</b>	<b>48,400</b>	<b>48,400</b>	<b>54,260</b>	<b>59,300</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b><u>38,242</u></b>	<b><u>35,247</u></b>	<b><u>48,400</u></b>	<b><u>48,400</u></b>	<b><u>54,260</u></b>	<b><u>59,300</u></b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-70.05%</u></b>	<b><u>-7.83%</u></b>		<b><u>37.32%</u></b>		<b><u>22.52%</u></b>

Physical Environment Function  
Natural Resources Management Department

## **NATURAL RESOURCES DEPARTMENT**

### **Organizational Chart FY 2011-2012**



## 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).

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**Department:** Natural Resources  
**Fund:** General Fund

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**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 Kissimmee River basin restoration, water storage and nutrient removal projects, algae monitoring and research, baseline and event response water quality data collection and analysis, numeric nutrient criteria proposals review and input, health related bacteria sampling, fertilizer regulation, stormwater treatment, including the new State Stormwater Rule, 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 50% of the Natural Resources Director's time is spent involved with multiple aspects of this complex threat.

**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 compliance 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:** 125

**Total Grant Funds Secured:** \$ 12,510,749.00

PROJECT	GRANTING AGENCY	YEAR	GRANT AMOUNT
Bailey Beach Restoration	Lee County Tourist Development Council	2010	90,000
Dune and Tree Plantings at City Beach Parks	Lee County Tourist Development Council	2010	40,000
Environmental Management of Sanibel Gardens	U.S. Fish and Wildlife Service Partners for Wildlife Program	2010	25,000
Exotic Plant Control on Refuge Lands	U.S. Fish and Wildlife Service	2010	38,800
Environmental maintenance at City beach parks	Lee County Tourist Development Council	2010	40,000#
Air Potato Round-up	Florida Exotic Pest Plant Council	2010	514
Exotic plant control herbicides	Florida Bureau of Invasive Plant Management	2010	7,080
Slash Pine Forest Establishment	Florida Division of Forestry	2010	18,020
Environmental maintenance at City beach parks	Lee County Tourist Development Council	2009	40,000#
Clam Bayou oyster reef restoration project	National Oceanographic and Atmospheric Agency and NAC	2009	70,500
Clam Bayou oyster reef restoration project	National Oceanographic and Atmospheric Agency and TNC	2009	77,781^
Beach Park native tree and shrub planting	Lee County Tourist Development Council	2009	40,000#
RECON water quality monitoring station	Lee County Tourist Development Council	2009	73,000
Bowman's Beach Dune Plantings	National Oceanographic and Atmospheric Agency	2009	18,994
Exotic Plant Control Herbicides	Florida Bureau of Invasive Plant Management	2009	7,440
Periwinkle Way Corridor Tree Watering	Sanibel Beautification Committee	2009	8,000
Environmental maintenance at City beach parks	Lee County Tourist Development Council	2008	40,000#
Island-wide Exotic Lizard Control Program	USFWS Reprogramming Funds	2008	20,000
Sanibel Beaches	Lee County Tourist	2008	40,000#

Erosion Monitoring	Development Council		
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 Planning	South Florida Water Management District	2008	45,000
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 Restoration- multiple sites	U.S. Fish and Wildlife Service	2005	470,000
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	USFWS Coastal Ecosystem		

Restoration	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	West Coast Inland Navigation		



Zone Buoys	District	1992	10,000
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- 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) ^ with Loren Cohen (SCCF)
- + with Eric Milbrandt

### **Recent Department Accomplishments:**

Successfully completed the western Sanibel waterway improvement program with the opening of Blind Pass. By interlocal agreement with Lee County and the Captiva Erosion Prevention District the City contributed to the program by getting grants to install the Clam Bayou culverts under San-Cap Road and providing biological monitoring of shorebirds for the Blind Pass state permit. Previously impounded and stagnant waters are now flowing again and improving water quality throughout western Sanibel.

- 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 tree and shrub planting restoration projects in 2008. Park and road tree canopies are now starting to recover and will provide increasing shade and beauty as the native trees mature.
- 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 Stret 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.

<b>2011-2012 Goals and Objectives</b>	<b>Measurement Criteria</b>
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.
Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial progress in zones 4 and 5	Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial

City of Sanibel, Florida  
Natural Resources Department Narrative

and compliance in Zones 3 and 4	progress in zones 4 and 5 and compliance in Zones 3 and 4
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.	Successfully conserving City funds by utilizing a full range of cost-cutting and efficiency initiatives.

General Fund  
Natural Resources Department

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	245,268	243,751	244,328	244,328	244,328	244,328
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	5,590	-	-	-	-	-
FICA Match	17,583	18,097	17,705	17,705	17,705	17,705
Retirement	37,033	57,937	72,394	72,394	72,394	64,811
Cafeteria Benefits	29,633	31,468	30,913	30,913	30,913	30,913
Workers' Comp	16,973	7,593	9,346	9,346	6,895	9,346
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	352,080	358,846	374,686	374,686	372,235	367,102
OPERATING EXPENSES						
Professional Serv	35	-	800	800	400	800
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual*	74,025	13,182	12,000	17,515	8,000	207,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	10,121	9,253	11,500	11,500	11,500	11,500
Communications	4,167	3,068	4,180	4,180	4,180	4,180
Transportation	750	407	200	200	678	200
Utilities	-	-	-	-	-	-
Rentals & Leases	16	102	500	500	200	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	116	46	400	400	200	400
Promotional Activities	-	-	-	-	-	-
Other Current Charges	277	455	1,500	1,500	750	1,500
Office Supplies	971	246	1,200	1,200	600	1,200
Operating Supplies	3,103	975	10,764	10,764	6,000	10,334
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	270	87	500	500	200	500
SUB-TOTAL	93,851	27,821	43,544	49,059	32,708	238,114
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & AIDS						
Grants & Aid	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	<u>445,931</u>	<u>386,667</u>	<u>418,230</u>	<u>423,745</u>	<u>404,943</u>	<u>605,216</u>

% CHANGE COMPARED  
TO PREVIOUS YEAR                      -0.17%                      -13.29%                      9.59%                      42.83%

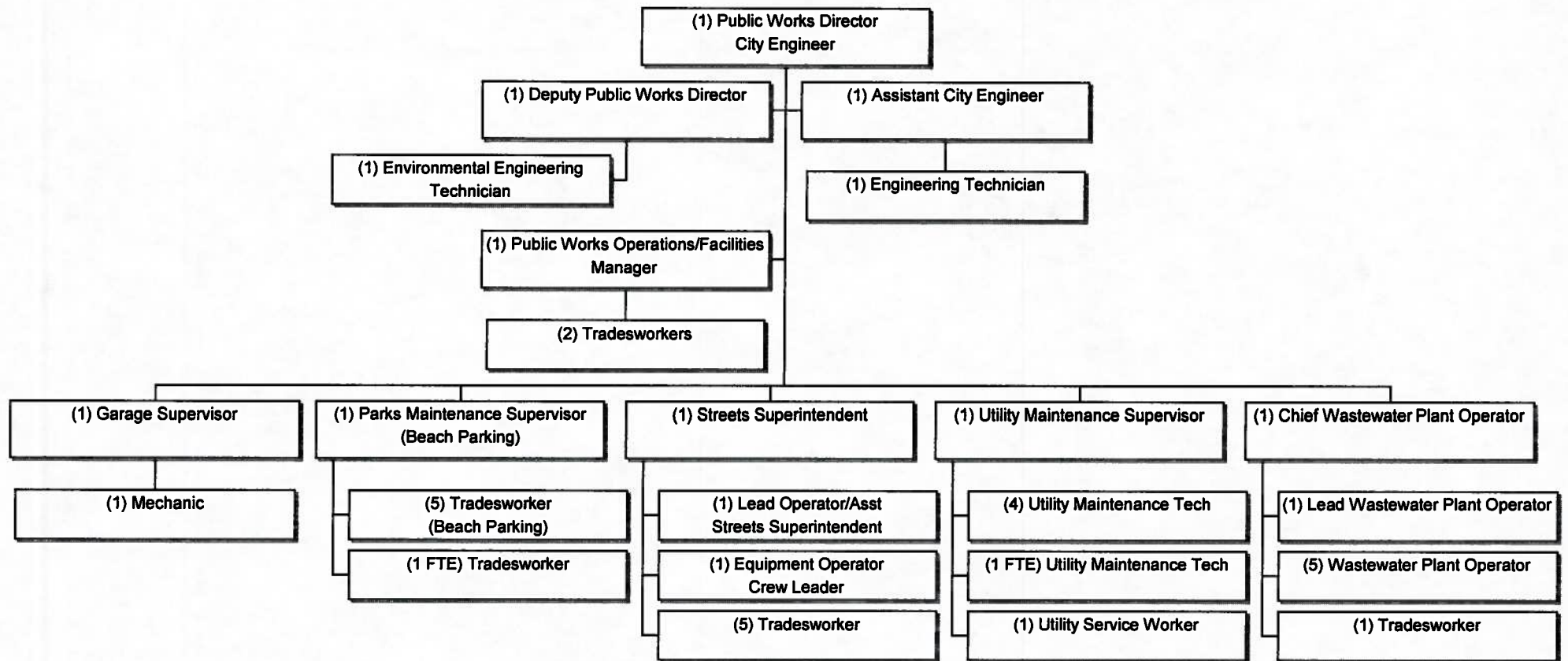
\* Brazilian pepper program expense, previously found in special revenue fund #116 is moved to the natural resources department in FY12, to conform to GASB 54 accounting requirements

**Public Works, Transportation and Utility Function**  
**Public Works Department (Administration and Garage)**  
**Transportation Department**  
**Sewer System Enterprise Fund**  
**Beach Parking Enterprise Fund**



# PUBLIC WORKS DEPARTMENT

## Organization Chart FY 2011-2012



## PUBLIC WORKS DEPARTMENT

### Director's Background:

#### **Gates Castle**

Director Castle has 31 years of municipal engineering and public works experience, the last 18 with the City of Sanibel. Mr. Castle has been a licensed professional engineer in the state of Florida since 1978.

## Public Works Departmental Narrative

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**Department:** Public Works  
**Fund:** General Fund/Transportation Fund

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**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 personnel 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, oil etc. 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

## Public Works Departmental Narrative

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. The establishment of a storm water utility which was explored a decade 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.

## Public Works Departmental Narrative

### Goals for FY 2012:

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
- Transportation
- Garage
- Public Facilities
- Beach Parks Maintenance
- Utility Operations
- Utility Maintenance

## 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. Transportation**

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

#### Public Works Departmental Narrative

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

## Public Works Departmental Narrative

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 is composed of the Public Works Director/City Engineer, Deputy Public Works Director, Public Works Operations/Facilities Manager, and Environmental Engineering Technician. 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.



### Public Works Departmental Narrative

- 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.

## Public Works Departmental Narrative

### **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 inquiries 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 Departmental Narrative

### **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.
-

## Public Works Departmental Narrative

- 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 Engineering Technician 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.

## Public Works Departmental Narrative

- 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.

## Public Works Departmental Narrative

- 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:

## Public Works Departmental Narrative

### 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 administering City Land Development Codes applicable to Public Works in existing and proposed facilities; 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.

## Public Works Departmental Narrative

- 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 acquisitions, 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.



## Public Works Departmental Narrative

### 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 six 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

## Public Works Departmental Narrative

- 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."

## Public Works Departmental Narrative

### 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

## Public Works Departmental Narrative

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. Oversees and performs skilled technical diagnosis; and provides clear, concise decisions and problem resolution. Oversees and performs skilled preventative maintenance, adjustment and repair of all City diesel and gas automotive equipment and machinery including electrical components and circuitry. Oversees the efficiency, work habits and delegation of duties for Mechanic 1 positions.

- Oversees, organizes and maintains shop facility, tools and equipment as well as janitorial and custodial duties to provide a clean, safe working environment.
- Assists in the ordering and control of departmental inventory, fuel management and equipment replacement.

## Public Works Departmental Narrative

- Provides safe and responsible containment of all hazardous waste materials generated by Public Works Department for proper disposal by appropriate carrier(s).
- Oversees, coordinates, directs and performs the repair and maintenance of all City equipment including police cars, trucks, motorcycles, all-terrain vehicles, boats and trailers.
- Maintains all road and shared use path maintenance vehicles and attachments including graders, front-end loaders, tractors, litter collection and sweeper vehicles.
- Assists the Public Works Operations/Facilities Manager in the scheduling of periodic maintenance and repair of all City vehicles and equipment via inter-and intradepartmental communication.
- Performs fabrication, welding and installation of parts aiding in timely and cost-effective repairs.
- Maintains garage inventory records and assists in annual budget preparation.
- Maintains records and provides information to aid in preparation of reports to the Department of Environmental Protection Agency.
- Assists with departmental emergency management operation procedures.

### **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

## Public Works Departmental Narrative

- Acts as Garage Supervisor when supervisor is absent

### **V. Public Facilities**

The division is composed of three Trades workers, 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.

## Public Works Departmental Narrative

- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

### **VI. 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
- Oversees 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.

## Public Works Departmental Narrative

- 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.



## Public Works Departmental Narrative

### **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 waste water 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.

## Public Works Departmental Narrative

- 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.

### Public Works Departmental Narrative

- 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 necessarily 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,

## Public Works Departmental Narrative

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 four Utility Maintenance Technicians and two Utility Service Workers. The duties performed by these positions are:

**Public Works Departmental Narrative**  
**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.

### Public Works Departmental Narrative

- 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.

### Public Works Departmental Narrative

- 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 on a monthly basis
- Remains available for emergency situations on an on-call basis.

City of Sanibel, Florida  
Public Works Departmental Narrative

**FY 11 Goals and Status:**

Goal	Status
<p>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</p>	<p>In house and contractor repairs have been made to 35 manholes and 23 laterals, resulting in the elimination of an estimated 45,000 gallons per day of infiltration/inflow. Contractors also repaired mainline infiltration problems resulting in an estimated 20,000 gallons per day reduction in infiltration/inflow.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>Have not yet achieved a 100% effluent compliance from both wastewater treatment facilities, but are still working toward that goal.</p>
<p>Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)</p>	<p>Experiments with various chemicals (alum, odophos, etc.) resulted in some reductions, but plant modifications will be necessary in order to meet goals</p>
<p>Continue program to correct up to 10 neighborhood drainage problems annually</p>	<p>Three drainage complaints were received over the past 12 months. Plans are being developed to correct these issues.</p>



General Fund  
Public Works\*

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	955,494	468,047	345,036	345,036	360,967	345,937
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	148,055	25,014	25,000	25,000	25,000	25,000
RHS/Holiday/Shift Diff/Educ.Incentive	27,469	1,174	2,000	2,000	2,000	2,000
FICA Match	84,298	35,812	27,591	27,591	28,170	27,660
Retirement	155,226	110,005	102,234	102,234	104,260	158,485
Cafeteria Benefits	185,215	98,444	72,117	72,117	84,280	72,887
Workers' Comp	84,181	9,842	12,115	12,115	8,938	12,115
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,639,938	748,338	586,092	586,092	613,615	644,082
OPERATING EXPENSES						
Professional Serv	10,692	2,530	3,000	3,000	3,000	3,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	61,829	5,019	4,960	4,960	3,460	3,460
Investigations	-	-	-	-	-	-
Travel & Per Diem	14,160	8,560	10,600	10,600	10,600	10,600
Communications	7,710	7,111	8,880	8,880	8,880	7,902
Transportation	303	345	500	500	500	500
Utilities	-	-	-	-	-	-
Rentals & Leases	5,096	245	80	80	80	80
Insurance	-	-	-	-	-	-
Repair & Maintenance	25,074	13,092	15,250	15,250	15,250	19,250
Printing	40	619	1,200	1,200	1,200	1,200
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,259	25	600	600	600	600
Office Supplies	3,934	3,254	9,950	9,950	9,950	9,950
Operating Supplies	79,943	2,684	7,000	7,000	7,000	7,000
Road Materials & Supplies	11,056	-	-	-	-	-
Books, Subscriptions, etc	6,931	6,228	10,890	10,890	10,890	10,330
SUB-TOTAL	228,027	49,712	72,910	72,910	71,410	73,872
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	2,588	-	13,500	13,500	12,000	-
Books (Library)	12,690	-	-	-	-	-
SUB-TOTAL	15,278	-	13,500	13,500	12,000	-
GRANTS & AIDS			-	1,000	1,000	
DEPARTMENTAL TOTAL	<u>1,883,243</u>	<u>798,050</u>	<u>672,502</u>	<u>673,502</u>	<u>698,025</u>	<u>717,954</u>
% CHANGE COMPARED TO PREVIOUS YEAR	<u>-15.23%</u>	<u>-57.62%</u>		<u>-15.61%</u>		<u>6.60%</u>

\* 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

\* Beginning in FY11 direct charge the sewer fund for work previously charged to the public works department to reflect work being done for the sewer fund.

Transportation Func  
Public Works Department-Streets Divisor

	Fiscal Year	Fiscal Year	Fiscal Year 2011			
	2008-09	2009-10	Adopted	Amended	Estimated	FY12
	Actual	Actual	Budget	Budget	Actual	Adopted
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	-	399,062	397,490	397,490	379,407	397,490
Part-time			-	-	-	-
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	(47,622)
Overtime	-	84,181	75,000	75,000	80,000	100,000
Special Pay	-	5,733	12,000	12,000	11,816	12,000
FICA Match	-	39,043	37,063	37,063	36,049	35,333
Retirement	-	83,937	93,065	93,065	107,295	109,411
Cafeteria Benefits	-	100,709	99,080	99,080	95,027	89,396
Workers' Comp	-	27,818	34,242	34,242	25,262	34,242
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	<b>740,483</b>	<b>747,940</b>	<b>747,940</b>	<b>734,855</b>	<b>730,250</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	-	92,240	99,700	99,700	99,700	108,200
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	207,034	241,900	241,900	241,900	243,200
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	4,697	4,840	4,840	4,840	4,110
Communications	-	968	960	960	960	960
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	4,363	5,700	5,700	5,700	6,300
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	1,077,418	1,152,500	1,235,000	1,241,000	1,199,500
Printing	-	-	-	-	-	-
Promotional Activities	-	2,515	500	500	500	500
Other Current Charges	-	-	2,250	2,250	2,000	1,950
Office Supplies	-	11	-	-	-	-
Operating Supplies	-	92,215	71,150	83,150	84,000	84,000
Road Materials & Supplies	-	75,549	77,000	71,000	77,000	78,000
Books, Subscriptions, etc	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	<b>1,557,010</b>	<b>1,656,500</b>	<b>1,745,000</b>	<b>1,757,600</b>	<b>1,726,720</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	95,000	95,000	-
Machinery & Equipment	-	4,790	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	<b>4,790</b>	<b>-</b>	<b>95,000</b>	<b>95,000</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>-</b>	<b>2,302,283</b>	<b>2,404,440</b>	<b>2,587,940</b>	<b>2,587,455</b>	<b>2,456,970</b>

\* 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	<u>12.41%</u>	<u>-5.06%</u>
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Enterprise Fund  
Sanibel Sewer System

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12
	2009 Actual	2010 Actual	Original	Amended	Estimated	Adopted
	Expenses	Expenses	Budget	Budget	Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time*	813,091	805,640	929,982	929,982	892,574	925,380
Part-time	8,356	31,839	30,682	30,682	32,130	33,280
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	85,091	85,084	80,000	80,000	80,000	80,000
Special Pay	17,356	22,729	16,000	16,000	16,058	16,000
FICA Match	69,988	71,923	79,326	79,326	78,477	79,173
Retirement	125,577	172,686	251,231	251,231	236,892	250,566
Cafeteria Benefits	185,939	218,502	179,605	179,605	221,383	246,803
Workers' Comp	27,055	12,823	15,838	15,838	11,684	15,838
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,332,453	1,421,226	1,582,664	1,582,664	1,569,198	1,647,040
<b>OPERATING EXPENSES</b>						
Professional Serv	52,411	39,137	104,800	139,800	109,800	166,800
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	484,425	273,288	305,500	305,500	265,500	265,600
Investigations	-	-	-	-	-	-
Travel & Per Diem	11,863	10,377	11,960	11,960	11,960	13,150
Communications	17,508	15,220	16,420	16,420	15,000	15,280
Transportation	7,879	6,599	7,500	7,500	7,500	7,500
Utilities	344,860	378,328	303,520	303,520	350,000	355,320
Rentals & Leases	5,721	4,629	11,060	11,060	11,000	11,060
Insurance	8,785	16,362	20,000	20,796	22,940	22,940
Repair & Maintenance	863,717	722,682	456,100	801,100	721,100	717,100
Printing	1,003	783	3,500	3,500	3,500	3,500
Promotional Activities	1,723	588	2,000	2,000	2,000	2,000
Other Current Charges	549,867	524,254	352,741	352,741	355,779	367,089
Office Supplies	2,698	2,561	4,850	4,850	4,000	4,400
Operating Supplies	211,985	206,389	259,650	259,650	267,500	280,250
Road Materials & Supplies	80	-	4,000	4,000	4,000	4,000
Books, Subscriptions, etc	648	2,573	8,125	8,125	8,125	11,600
SUB-TOTAL	2,565,173	2,203,770	1,871,726	2,252,522	2,159,704	2,247,589
<b>Capital Outlay</b>						
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	1,639,500	1,259,500	104,500	155,000
Machinery & Equipment	-	-	405,500	405,500	376,792	440,000
SUB-TOTAL	-	-	2,045,000	1,665,000	481,292	595,000
Reserve for Disasters			50,000	50,000	50,000	100,000
Depreciation & Amortization	2,473,776	2,455,654	-	-	-	-
Debt Service	1,492,875	1,271,754	4,082,547	7,042,605	6,910,621	3,477,296
SUB-TOTAL	3,966,651	3,727,408	4,132,547	7,092,605	6,960,621	3,577,296
DEPARTMENTAL TOTAL	<u>7,864,277</u>	<u>7,352,404</u>	<u>9,631,937</u>	<u>12,592,791</u>	<u>11,170,815</u>	<u>8,066,925</u>
<b>% CHANGE COMPARED</b>						
TO PREVIOUS YEAR	<u>-3.04%</u>	<u>-6.51%</u>		<u>71.27%</u>		<u>-35.94%</u>

\* Beginning in FY11 transfer .25 FTE accountant position to the sewer fund from the finance department and 1.18 FTE's from the public works department to reflect work being done for this fund.

# FY 2012 BEACH PARKING REVENUE AND EXPENSE ALLOCATION

		BOAT RAMP			
		BLINDPASS			
		TARPON BAY			
		GULFSIDE			
		LIGHTHOUSE	BOWMANS	TURNER	
	MACHINES #:	1, 2 & 3	6 & 7	9	TOTAL #
	# PARKING SPACES	367	217	26	610
<b>REVENUE</b>		334.50-01	344.50-04	344.50-06	
<b>PARKING FEES</b>	1,000,000	601,639	355,738	42,623	
<b>ALLOCATED PERCENTAGES</b>		60.16%	35.57%	4.26%	AMTS TO BE
	DEPT #:	4500	4504	4508	ALLOCATED
<b>EXPENSES</b>	<b>TOTAL</b>				
SALARIES					
Current positions	514,583	309,594	183,057	21,933	514,583
Requested positions	0	0	0	0	0
Reserve for Comp/Reclass	0	0	0	0	0
OVERTIME	40,000	24,066	14,230	1,705	40,000
SPECIAL PAY	9,268	5,576	3,297	395	9,268
SWORN OFF DEPENDENT CO	0	0	0	0	0
FICA Match	41,518	24,979	14,769	1,770	41,518
RETIREMENT	153,449	92,321	54,588	6,540	153,449
CAFETERIA BENEFITS	188,491	113,404	67,053	8,034	188,491
W/C	22,579	13,584	8,032	962	22,579
Personnel Services	969,888	583,523	345,026	41,339	969,888
PROF SERV	700	421	249	30	700
ACCOUNTING & AUDIT	0	0	0	0	0
OTHER CONTRACTUAL	215,500	132,011	75,412	8,077	189,500
TRAVEL	21,850	13,146	7,773	931	21,850
COMMUNICATIONS	8,640	5,198	3,074	368	8,640
TRANSPORTATION	800	481	285	34	800
UTILITIES	73,500	49,375	22,186	1,939	45,500
RENTALS & LEASES	2,320	1,396	825	99	2,320
INSURANCE	22,268	13,397	7,921	949	22,268
REPAIR & MAINTENANCE	88,050	58,527	27,113	2,410	56,540
PRINTING	2,300	1,384	818	98	2,300
PROMOTIONAL ACT	500	301	178	21	500
OTHER CURRENT CHGS	20,600	12,394	7,328	878	20,600
Indirect Cost Charges	454,168	273,245	161,565	19,358	454,168
OFFICE SUPPLIES	100	60	36	4	100
OPERATING SUPPLIES	111,300	67,201	39,380	4,718	110,700
ROAD MATERIALS	4,000	2,407	1,423	170	4,000
BOOKS & PUBLICATIONS	0	0	0	0	0
Operating Expenditures	1,026,596	630,943	355,566	40,086	940,486
BULDINGS	567,000	567,000	0	0	0
IMPROV OTHER THAN BLDGS	350,000	330,082	17,787	2,131	50,000
MACHINERY & EQUIP	120,000	72,197	42,689	5,115	120,000
Capital Outlay	1,037,000	969,279	60,475	7,246	170,000
INTEREST	0	0	0	0	0
Debt Service	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>3,033,484</b>	<b>2,183,745</b>	<b>761,067</b>	<b>88,672</b>	<b>2,080,374</b>

Economic Environment Function  
Below Market Rate Housing Program

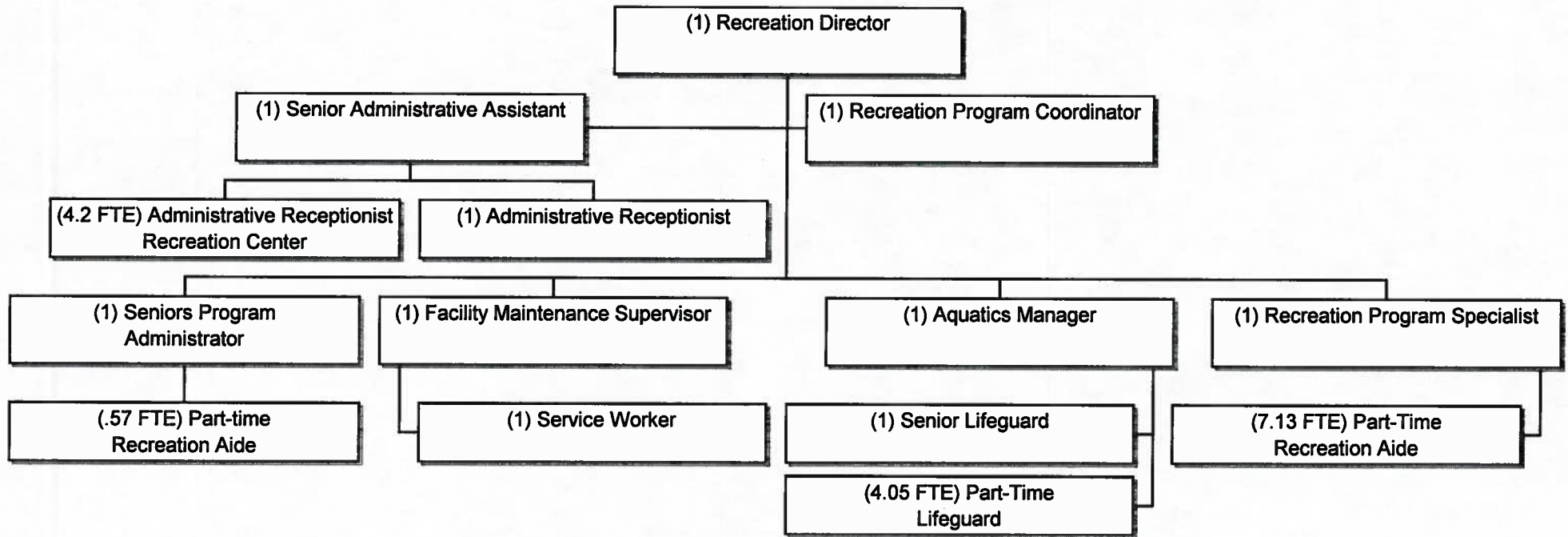
General Fund  
Below Market Rate Housing Program

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
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	-	3,019	2,500	2,500	2,500	2,500
Transportation	-	865	-	-	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	2,951	4,500	4,500	3,500	3,500
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	-	6,835	7,000	7,000	7,000	7,000
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
Grants & Aids	-	247,616	255,044	255,044	255,044	262,695
DEPARTMENTAL TOTAL	-	254,451	262,044	262,044	262,044	269,695
% CHANGE COMPARED TO PREVIOUS YEAR				2.98%		2.92%
Annual Budget FY2011-2012						

Culture/Recreation Function  
Recreation Complex Department  
Center 4 Life Program Department  
Performing Arts Facility Department  
Historical Village and Museum Program  
Sanibel School Ball Park Maintenance Fund  
Parks and Recreation Public Facilities Department

## RECREATION DEPARTMENT

### Organizational Chart FY 2011-2012





## RECREATION DEPARTMENT

### Acting Director's Background:

#### **Andrea Miller**

- Bachelor of Science in Health & Physical Education (K-12) from Indiana University of Pennsylvania
- Member of Florida Recreation & Parks Association and National Recreation & Parks Association
- Certified Parks & Recreation Professional (CPRP)
- NIMS Certified
- American Red Cross First Aid and CPR PR Instructor & Instructor Trainer
- American Red Cross Lifeguard Instructor & Instructor Trainer
- American Red Cross Water Safety Instructor & Instructor Trainer
- American Red Cross Babysitting and Pet First Aid Instructor
- Certified Pool Operator
- USWFA Water Aerobics Instructor
- AFAA Group Fitness Instructor
- Arthritis Foundation Water Exercise Instructor

Andrea joined the City of Sanibel in 2007.

City of Sanibel  
Parks and Recreation Department Narrative

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

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**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**

- #1: Continue to provide creative, positive, healthy and up-to-date programming in order to meet the needs of our community.
- #2: Research and make appropriate recommendations/modifications based on industry standards.
- #3: Continue to move towards a higher percentage of cost recovery for Recreation Center operations.

2011-2012 Goals and Objectives	Measurement
<b>Goal #1 (Financial)</b>	
Retain current members while attracting new members	Reflected in reporting
Carefully monitor revenue and expenses	Weekly staff meeting review
Promote facility rental program	Increase in number of rentals
<b>Goal #2 (Program Expansion &amp; Retention)</b>	
Increase marketing/outreach	Increase locations of promotional materials
Evaluate and update current fitness/facility programs	Weekly review of attendance make adjustments as needed
Maximize use of recreation facilities through creative scheduling of class offerings	Develop class schedules based on member demand
Promote youth programming	Increase location of promotional materials and community involvement
Implement new Counselor in Training Program "CIT" for middle school participants	Recruit participants and implement program
Continue to offer complimentary Health Screenings	Research community needs and schedule accordingly
Enhance Healthy Heart Month in February	Increase community awareness of Healthy Heart Month Events
Special events	Increase special events offered to the community
<b>Goal #3 ( Financial Assistance)</b>	
Continue to work with applicants and	Continued evaluation of

City of Sanibel  
Parks and Recreation Department Narrative

Financial Assistance Committee to evaluate/process request for assistance.	application process and funding provided
Expand locations where applications are available	Increase Island locations and awareness of Financial Assistance Program
New Years Eve Celebration/Fundraiser	Plan and implement successful event
<b>Goal #4 (Community Park &amp; Shared Use Path review)</b>	
Work with the Parks & Recreation Committee on review of shared use path and parks.	Increase partnership with other City department and community groups
Work in coordination with other departments on outside facility improvements.	Evaluate opportunities for expansion
<b>Goal #5 (Environmental Education)</b>	
Include as part of Youth program	Expand partnerships with island organizations to enhance educational opportunities
<b>Goal #6 (Volunteer Program)</b>	
Expand volunteer program; participants will assist staff with special projects and facility usage/programming.	Expand program, increase recruitment/volunteer opportunities and community outreach
<b>Goal #7 (Partnership with Sanibel School)</b>	
Increase coordination with Sanibel School and parent organizations to promote positive partnerships	Continue to coordinate shared use of facility for various programs

## 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, Program Specialist, Senior Administrative Assistant, Program Coordinator, Administrative Receptionists, Lifeguards, Service Worker and Recreation Aides.

### Recreation Department Responsibilities:

- Developing and implementing department policies and procedures
- Preparing department budget
- Writing and administering grants
- Purchasing department supplies, equipment and services

City of Sanibel  
Parks and Recreation Department Narrative

- Tracking expenditures
- Establishing goals and objectives
- Providing inventory control
- Attending weekly staff meetings
- Tracking department human resources
- Supervising and evaluating employees
- Hiring/scheduling independent contractors.
- Training recreation staff in First Aid, CPR and AED skills
- Maintaining appropriate certifications
- Special projects
- Warranty issues
- Capital projects
- Facility maintenance
- Public and employee safety
- Responding to public inquiries
- Providing public information
- Records coordination
- Purchasing chemicals/supplies
- Repairing and cleaning facilities
- Maintaining various software programs
- Computer data entry
- General office duties
- Retaining/expanding membership
- Recreation program planning/implementing
- Athletic program planning/implementing
- Program growth/expansion planning/implementing
- Special event planning/implementing
- Researching and implementing Center 4 Life program activities
- Providing referrals for special needs such as social, psychological, financial for Center 4 Life members
- Providing instructional programs for community benefit
- Providing program information
- Scheduling facility use and permitting
- Aiding in the rescue of patrons
- Disaster/emergency preparedness
- Collecting/processing accounts receivables for membership, activities, merchandise and facility rentals
- Maintaining membership files
- Researching trends
- Preparing reports and statistics
- Networking with other agencies
- Administering volunteer programs
- Community meetings/outreach
- Communicating with city departments and other community organizations.
- Working in partnership with the Parks and Recreation Committee
- Working in partnership with the Financial Assistance Committee

City of Sanibel  
Parks and Recreation Department Narrative

- Liaison between the City and Island Seniors, Inc.
- Scheduling shared usage of facilities
- Providing positive public relations and customer service
- Marketing
- Producing promotional material
- Preparing press releases/web postings

**Recreation Department Accomplishments FY 2011 Include:**

- Exceeded revenue expectations while maintaining expense guidelines.
- Successful Healthy Heart Month with increased facility participation.
- Staff memberships in various organizations related to recreation field.
- Coordination of successful New Year's Eve Family Event.
- Established first Everblades "Sanibel Night" and Member Movie Nights with Island Cinema
- Expanded summer camp field trip itinerary
- Merchandise for resale expanded to benefit recreation financial assistance
- Successful Adult Softball League with on-going participation.
- Recreation Aides cross-trained in administrative and Lifeguard skills.
- Worked closely and successfully with school administrators to coordinate the use of the Recreation Center for school programs.
- Employees trained USWFA Water Fitness Instructors, American Red Cross Pet First Aid Babysitting Instructors and Arthritis Foundation Water Exercise Instructors.
- One employee holds Certified Parks and Recreation Professional certificates (CPRP).
- Set up tracking for facility warranties and maintenance follow through.
- Worked with the school district to improve condition of the Ball Fields
- Increased teen use of new facility.
- Implemented Pet First Aid Course and Babysitter Training Course
- Expanded the youth swim team (S.W.A.T.) year round
- Set time for Skate Park use for the public and After School program.
- Added Arthritis Foundation Water Exercise Program
- Fitness class participation expanded with Chair Yoga & meditation
- Menu of activities increased and now include monthly Florida daytrips, Wii training & Wii open bowling, popcorn & a movie afternoons, free computer assistance forums, lessons in Facebook & Picasa, themed potluck dinners, yearly holiday trip, additional driver safety classes added.
- Updated computer software, flat screen monitors, & Wi-Fi.
- Cooperative use with Sanibel Community Church bus for kayak usage.
- Improved kayak program with 2 new kayaks, marine GPS navigation system, light-weight lifejackets & paddles.
- Center 4 Life Fitness class participation expanded.
- Center 4 Life Program recruited volunteers and developed a program to supplement staff in specified areas.

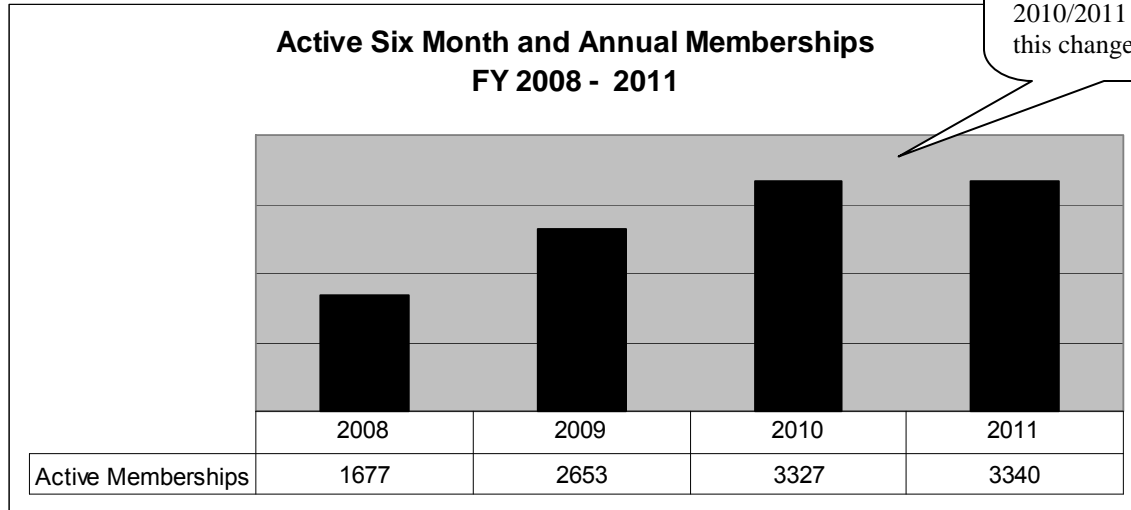
City of Sanibel  
Parks and Recreation Department Narrative

**Suggestions on How to Serve the Residents Better:**

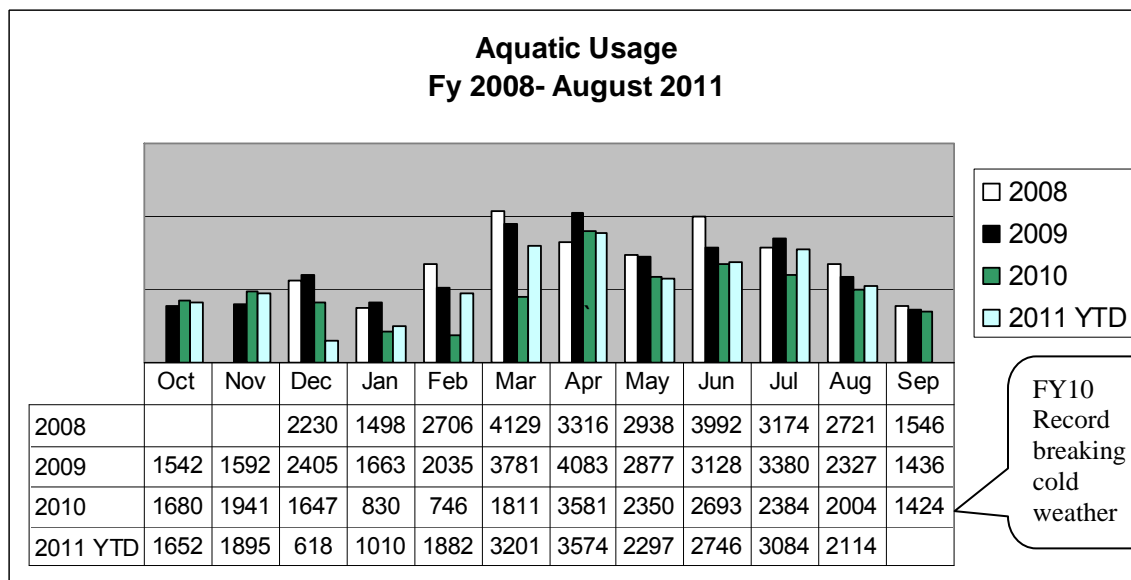
- Continue to increase number of recreational opportunities that encourage health, learning and enrichment.
- Create unique opportunities for special populations, including home school, special needs, teens and seniors.
- Enhance community spirit through special events.

**RECREATION CENTER AND SENIOR PROGRAM**

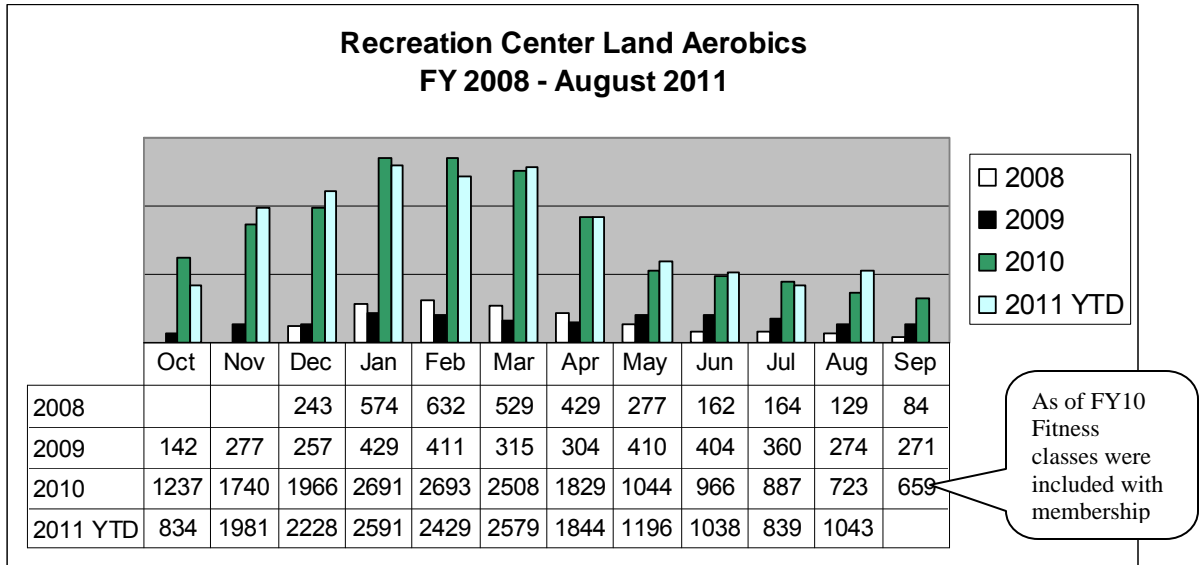
**A. Active Six Month and Annual Memberships**



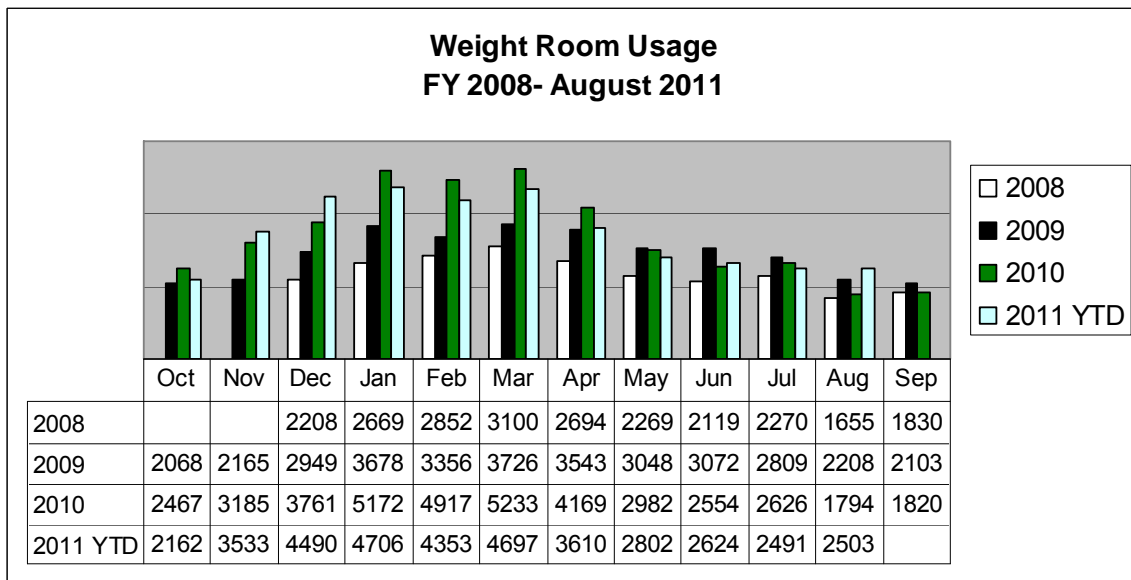
**B. Aquatic Usage**



City of Sanibel  
Parks and Recreation Department Narrative  
**C. Recreation Center Land Aerobics**

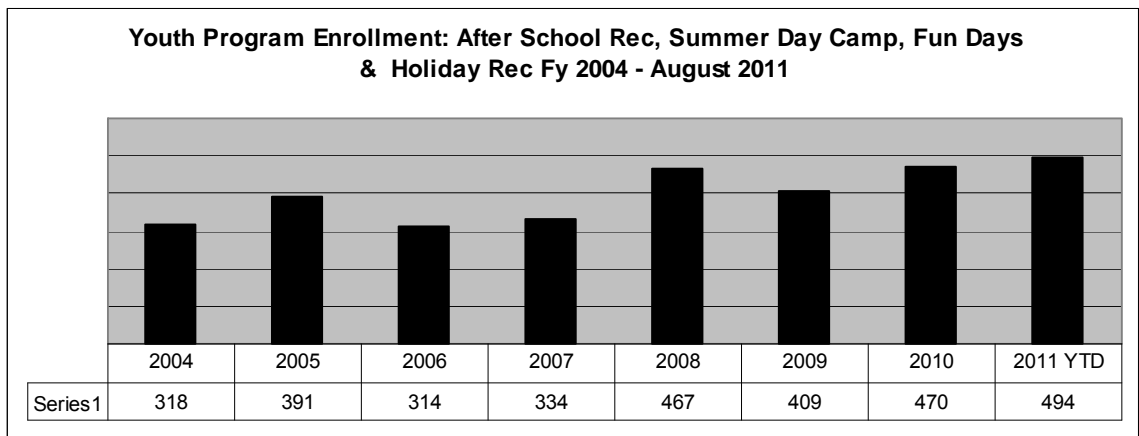


**D. Weight Room Usage:**



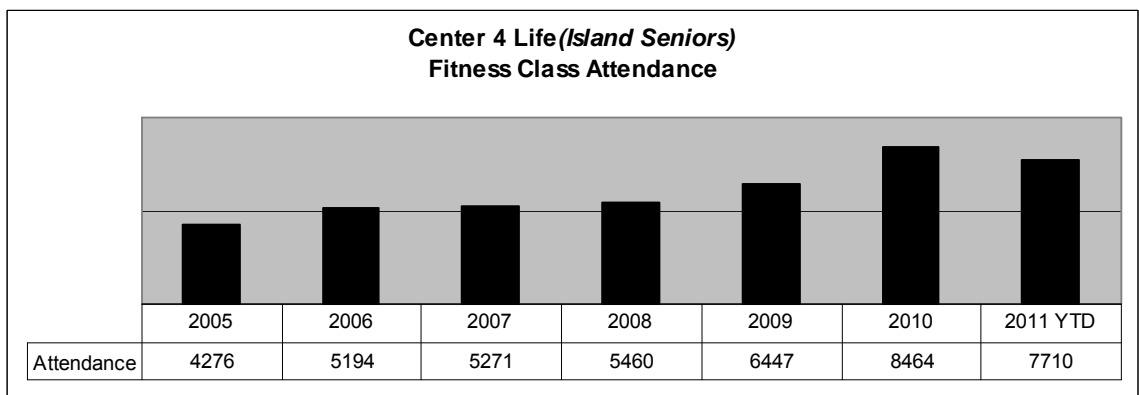
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**E. Youth Program Enrollment**

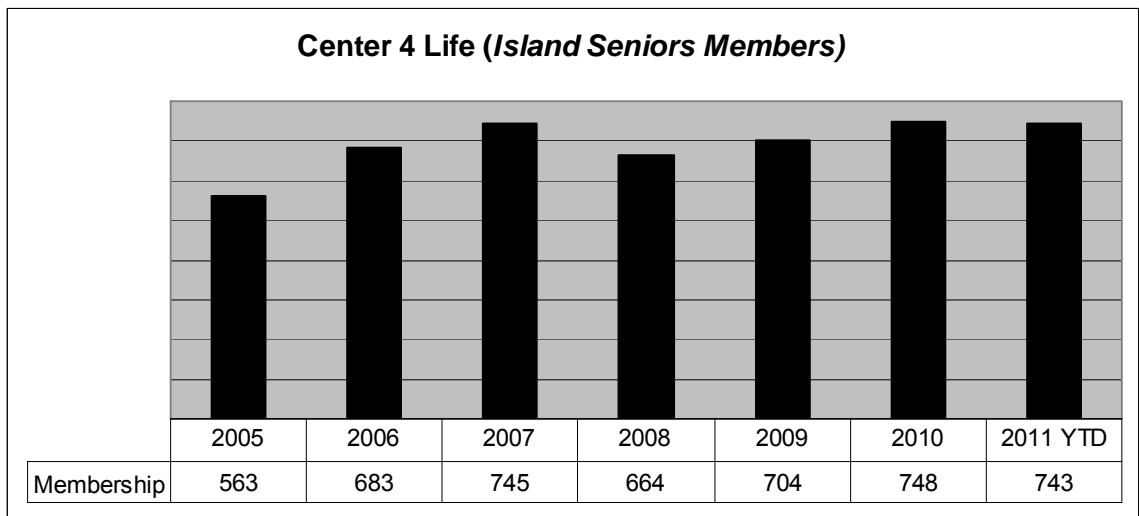


**Center 4 Life (Senior Program) Aerobics and Membership**

**A. Center 4 Life Fitness Class Attendance**



**B. Center 4 Life Members (Island Senior Members)**





Special Revenue Fund  
Parks & Recreation - Recreation Complex

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time*	421,684	441,696	458,453	444,368	444,368	457,727
Part-time	337,405	326,783	354,196	372,789	387,289	377,106
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	22,799	20,230	20,000	24,697	24,697	20,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	381	809	-	-	-	-
FICA Match	61,333	60,679	63,698	65,834	65,511	64,943
Retirement	63,197	103,185	135,840	135,840	140,789	137,553
Cafeteria Benefits	101,674	125,269	124,551	129,702	121,543	137,350
Workers' Comp	30,357	14,387	17,764	17,764	13,105	17,764
Unemployment Comp	242	2,006	-	-	-	-
<b>SUB-TOTAL</b>	<b>1,039,072</b>	<b>1,095,044</b>	<b>1,174,502</b>	<b>1,190,994</b>	<b>1,197,303</b>	<b>1,212,442</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	1,419	1,692	2,295	6,295	6,295	4,195
Other Contractual	187,212	157,543	173,966	173,966	173,966	204,210
Travel & Per Diem	17,093	13,594	16,590	16,590	16,590	16,990
Communications	7,001	8,776	7,076	8,576	7,076	8,540
Transportation	5,408	2,705	3,000	3,000	3,000	1,500
Utilities**	166,524	163,038	180,290	180,290	180,290	180,672
Rentals & Leases	17,576	10,857	27,117	27,117	27,117	27,117
Insurance	6,280	3,374	3,474	3,761	3,860	4,723
Repair & Maintenance	25,266	66,150	82,180	82,980	82,980	87,680
Printing	3,833	1,129	5,760	5,760	5,760	5,760
Promotional Activities	9,860	5,175	4,000	11,000	4,000	8,115
Other Current Charges	11,485	8,760	8,975	14,975	8,975	6,775
Office Supplies	10,349	10,333	17,000	17,000	17,000	15,000
Operating Supplies	97,824	82,615	82,651	82,651	82,651	83,466
Road Materials & Supplies	2,798	1,940	3,750	3,750	3,750	2,500
Books, Subscriptions, etc	2,842	3,673	4,460	4,460	4,460	4,960
<b>SUB-TOTAL</b>	<b>572,770</b>	<b>541,354</b>	<b>622,584</b>	<b>642,171</b>	<b>627,770</b>	<b>662,203</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	30,744	-	-	-	-
Machinery & Equipment	43,044	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>43,044</b>	<b>30,744</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRANTS &amp; AIDS</b>	<b>4,115</b>	<b>27,934</b>	<b>21,170</b>	<b>32,920</b>	<b>32,920</b>	<b>24,925</b>
<b>DEPARTMENTAL TOTAL</b>	<b><u>1,659,001</u></b>	<b><u>1,695,076</u></b>	<b><u>1,818,257</u></b>	<b><u>1,866,085</u></b>	<b><u>1,857,993</u></b>	<b><u>1,899,570</u></b>

\* Transfer .25 FTE accountant position to the recreation fund from the finance department to reflect work being done for this fund.

\*\*Previously charged to Public Facilities

% CHANGE COMPARED  
TO PREVIOUS YEAR

Annual Budget FY2011-2012      -6.23%

10.09%

1.79%

Special Revenue Fund  
Parks & Recreation - Center 4 Life Program

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	59,782	59,782	59,553	59,553	59,553	59,553
Part-time	19,513	17,277	13,824	13,824	13,893	13,821
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	107	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	5,911	5,734	5,613	5,613	5,619	5,613
Retirement	9,027	14,049	17,646	17,646	17,646	25,888
Cafeteria Benefits	12,660	16,029	15,520	15,520	15,520	15,520
Workers' Comp	4,287	1,918	2,361	2,361	1,742	2,361
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	111,180	114,896	114,517	114,517	113,973	122,757
OPERATING EXPENSES						
Professional Serv	35	60	60	60	60	60
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	4,725	10,251	10,500	10,500	10,500	10,500
Travel & Per Diem	1,510	906	1,431	1,431	1,431	1,431
Communications	3,717	3,203	2,760	2,760	2,760	3,000
Transportation	1,024	642	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	2,404	1,779	2,550	2,550	2,550	2,550
Insurance*	-	12,215	12,644	12,644	12,920	14,229
Repair & Maintenance	-	-	-	-	-	-
Printing	34	11	500	500	500	500
Promotional Activities	112	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	541	284	635	635	635	635
Operating Supplies	679	351	836	836	836	836
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	412	62	300	300	300	300
SUB-TOTAL	15,193	29,764	33,216	33,216	33,492	35,041
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	126,373	144,660	147,734	147,734	147,465	157,798

% CHANGE COMPARED

TO PREVIOUS YEAR

-0.33%

16.90%

6.81%

\* Prior to FY10 insurance was charged into the general fund

General Fund  
Parks & Recreation - Performing Arts

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
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	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	905	1,400	1,400	1,400	1,400
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	2,071	9,825	7,700	7,700	11,380	12,768
Repair & Maintenance	17	360	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	300	300	300	300
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	2,088	11,090	9,400	9,400	13,080	14,468
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
 DEPARTMENTAL TOTAL	 2,088	 11,090	 9,400	 9,400	 13,080	 14,468
 % CHANGE COMPARED TO PREVIOUS YEAR	 -70.76%	 431.13%		 -15.24%		 53.92%

General Fund  
Historical Village and Museum

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
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	2,544	2,384	5,154	25,392	25,392	5,154
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	1,476	1,421	1,500	1,500	1,500	1,500
Transportation	-	-	-	-	-	-
Utilities	5,319	6,815	5,250	5,250	5,250	5,250
Rentals & Leases	58	-	-	-	-	-
Insurance	12,260	30,867	26,574	26,574	33,744	36,722
Repair & Maintenance	14,696	31,280	17,397	17,397	17,397	17,397
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	696	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	1,144	735	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	38,193	73,502	55,875	76,113	83,283	66,023
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	42,064	2,549	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	42,064	2,549	-	-	-	-
Grants & Aids	83,000	83,500	83,000	83,000	83,000	83,000
DEPARTMENTAL TOTAL	163,257	159,551	138,875	159,113	166,283	149,023
% CHANGE COMPARED TO PREVIOUS YEAR		<u>-2.27%</u>		<u>-0.27%</u>		<u>-6.34%</u>
Annual Budget FY2011-2012			326			

Special Revenue Fund  
Sanibel School - Ball Park Maintenance

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12
	2008-09	2009-10	Adopted	Amended	Estimated	Adopted
	Actual	Actual	Budget	Budget	Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	66,567	12,283	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	293	55	-	-	-	-
Special Pay	150	84	-	-	-	-
FICA Match	5,082	961	-	-	-	-
Retirement	11,377	2,862	-	-	-	-
Cafeteria Benefits	27,180	5,520	-	-	-	-
Workers' Comp	4,564	348	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>115,213</b>	<b>22,113</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	-	3,000	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	4,743	46,913	64,950	64,950	64,000	64,340
Investigations	-	-	-	-	-	-
Travel & Per Diem	800	800	-	-	-	-
Communications	1,167	246	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	14,748	11,333	17,104	17,104	16,900	17,104
Rentals & Leases	450	150	800	800	100	100
Insurance	7,510	7,977	8,345	8,345	8,793	10,121
Repair & Maintenance	7,733	22,424	26,700	26,700	26,700	26,700
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	93,791	92,541	92,541	91,145	91,145	91,145
Office Supplies	-	-	-	-	-	-
Operating Supplies	14,508	3,660	8,150	8,150	8,150	8,150
Road Materials & Supplies	82	-	2,500	2,500	2,500	2,500
Books, Subscriptions, etc	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>145,532</b>	<b>189,044</b>	<b>221,090</b>	<b>219,694</b>	<b>218,288</b>	<b>220,160</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>260,745</b>	<b>211,157</b>	<b>221,090</b>	<b>219,694</b>	<b>218,288</b>	<b>220,160</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-27.62%</b>	<b>-19.02%</b>		<b>4.04%</b>		<b>0.21%</b>

General Fund  
Parks & Recreation-Public Facilities

	Fiscal Year 2009 Actual Expenditures	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011			FY12 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<b>PERSONAL SERVICES</b>						
Salaries & Wages						
Full-time	121,129	121,129	120,541	120,541	121,343	120,541
Part-time	-	-	-	-	-	-
Salary Adjustment	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	31,095	28,237	30,000	30,000	30,000	30,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	2,317	1,739	2,500	2,500	1,739	2,500
FICA Match	11,781	11,548	11,708	11,708	11,711	11,708
Retirement	18,271	28,947	35,716	35,716	36,509	32,155
Cafeteria Benefits	34,714	40,232	39,204	39,204	39,204	39,204
Workers' Comp	13,256	5,931	7,300	7,300	5,386	7,300
Unemployment Comp	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>232,563</b>	<b>237,763</b>	<b>246,968</b>	<b>246,968</b>	<b>245,892</b>	<b>243,408</b>
<b>OPERATING EXPENSES</b>						
Professional Serv	30	60	300	3,900	300	300
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	56,127	34,550	25,020	25,020	25,020	27,520
Investigations	-	-	-	-	-	-
Travel & Per Diem	1,200	1,364	1,400	1,400	1,400	1,400
Communications	4,132	1,569	2,400	2,400	2,400	2,400
Transportation	39	14	100	100	100	100
Utilities	107,274	104,004	107,740	107,740	107,740	107,740
Rentals & Leases	5,891	32,926	400	7,404	6,000	400
Insurance	-	-	-	-	-	-
Repair & Maintenance	44,261	39,199	46,400	58,000	54,000	54,500
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,382	868	2,350	2,350	2,350	3,550
Office Supplies	73	-	-	-	-	-
Operating Supplies	25,886	22,332	29,150	29,150	29,150	37,550
Road Materials & Supplies	2,943	-	8,000	8,000	8,000	7,000
Books, Subscriptions, etc	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>249,238</b>	<b>236,886</b>	<b>223,260</b>	<b>245,464</b>	<b>236,460</b>	<b>242,460</b>
<b>CAPITAL OUTLAY</b>						
Land	-	-	-	-	-	-
Building	10,000	63,958	38,500	22,900	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	12,000	46,851	44,764	-
Books (Library)	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>10,000</b>	<b>63,958</b>	<b>50,500</b>	<b>69,751</b>	<b>44,764</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b><u>491,801</u></b>	<b><u>538,607</u></b>	<b><u>520,728</u></b>	<b><u>562,183</u></b>	<b><u>527,116</u></b>	<b><u>485,868</u></b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-9.17%</u></b>	<b><u>9.52%</u></b>		<b><u>4.38%</u></b>		<b><u>-13.57%</u></b>

# Schedule of Interfund Transfers

<b>SUMMARY SCHEDULE OF INTERFUND TRANSFERS</b> <b>ADOPTED BUDGET FOR FISCAL YEAR 2011-12</b>
---

FUND NUMBER	FUND DESCRIPTION	INTERFUND TRANSFERS	
		TO OTHER FUNDS	FROM OTHER FUNDS
001	General Fund	\$ 3,714,175	\$ -
101	Transportation Fund		588,052
120	Road Impact Fee Fund	417,314	
129	Shell Harbor Canal Dredging		5,445
141	Sanibel Estates Canal Trimming Fund		3,000
142	Dredging-Sanibel Isles/Water Shadows		5,000
170	Recreation Center Fund		1,526,531
173	Ballpark Maintenance Fund		47,073
270	Recreation Center Debt Service		600,000
300	Capital Asset Acquisition Fund		489,474
301	Transportation Capital Projects Fund		568,470
307	Periwinkle Way Road Improvement Fund		417,314
309	Tarpon Bay Road	118,870	
TOTAL OPERATING TRANSFERS		<u>\$ 4,250,359</u>	<u>\$ 4,250,359</u>



**DETAIL SCHEDULE OF INTERFUND TRANSFERS  
ADOPTED BUDGET FOR FISCAL YEAR 2011-12**

FUND NUMBER	FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
<b>001</b>	<b>General Fund</b>		-
101	To: Transportation Fund	588,052	
129	To: Shell Harbor Canal Dredging	5,445	
141	To: Sanibel Estates Canal Trimming Fund	3,000	
142	To: Dredging-Sanibel Isles/Water Shadows	5,000	
170	To: Recreation Center Fund	1,526,531	
173	To: Ball Park Maintenance Fund	47,073	
270	To: Recreation Debt Service Fund	600,000	
300	To: Capital Acquisiton Fund	489,474	
301	To: Transportation Capital Project Fund	449,600	
<b>101</b>	<b>Transportation Fund</b>		
001	From: General Fund		588,052
<b>120</b>	<b>Road Impact Fee Fund</b>		
307	To: Periwinkle Road and Bikepath	417,314	
<b>129</b>	<b>Shell Harbor Canal Dredging</b>		
001	From: General Fund		5,445
<b>141</b>	<b>Sanibel Estates Canal Trimming Fund</b>		
001	From: General Fund		3,000
<b>142</b>	<b>Dredging-Sanibel Isles/Water Shadows</b>		
001	From: General Fund		5,000
<b>170</b>	<b>Recreation Center Fund</b>		
001	From: General Fund		1,526,531
<b>173</b>	<b>Ballfield Maintenance Fund</b>		
001	From: General Fund		47,073
<b>270</b>	<b>Recreation Debt Service</b>		
001	From: General Fund		600,000
<b>300</b>	<b>Capital Asset Acquisition Fund</b>		
001	From: General Fund		489,474
<b>301</b>	<b>Transportation Capital Projects Fund</b>		
001	From: General Fund		449,600
309	From: Tarpon Bay Road Fund		118,870
<b>307</b>	<b>Periwinkle Road &amp; Bikepath</b>		
120	From: Road Impact Fee Fund		417,314
<b>309</b>	<b>Tarpon Bay Road Fund</b>		
301	To: Transportation Capital Projects Fund	118,870	
<b>TOTAL OPERATING TRANSFERS</b>		<b>4,250,359</b>	<b>4,250,359</b>

# Classification and Pay Plan

# CLASSIFICATION PLAN FOR FISCAL YEAR 2011-2012

GRADE	POSITION	MINIMUM	MAXIMUM
10	CLERK TYPIST	18,820	\$29,128
13	LIFEGUARD	22,984	\$35,096
13	RECREATION AIDE	22,984	\$35,096
15	ADMINISTRATIVE RECEPTIONIST	23,999	\$35,031
15	POLICE AIDE	23,999	\$35,031
15	SENIOR LIFEGUARD/INSTRUCTOR	23,999	\$39,031
15	SERVICE WORKER	23,999	\$39,031
16	ADMINISTRATIVE SECRETARY	24,973	\$43,305
16	PERMIT TECHNICIAN	24,973	\$43,305
16	POLICE RECORDS COORDINATOR	24,973	\$43,305
16	RECORDING SECRETARY	24,973	\$43,305
16	UTILITY SERVICE WORKER	24,973	\$43,305
16	WASTEWATER PLANT OPERATOR TRAINEE	24,973	\$43,305
17	ADMINISTRATIVE ASSISTANT	27,438	\$47,405
17	DISPATCHER	27,438	\$47,405
17	LICENSING AND PERMIT TECHNICIAN	27,438	\$47,405
17	MECHANIC	27,438	\$47,405
17	TRADESWORKER	27,438	\$47,405
18	EQUIPMENT OPERATOR/CREW LEADER	30,229	\$51,999
18	FISCAL ASSISTANT	30,229	\$51,999
18	POLICE AIDE SUPERVISOR	30,229	\$51,999
18	RECREATION PROGRAM COORDINATOR	30,229	\$51,999
18	SENIOR ADMINISTRATIVE ASSISTANT	30,229	\$51,999
18	UTILITY MAINTENANCE TECHNICIAN I	30,229	\$51,999
18	WASTEWATER I PLANT OPERATOR	30,229	\$51,999
19	AQUATICS MANAGER	34,108	\$61,653
19	BUILDING INSPECTOR	34,108	\$61,653
19	COMPUTER SUPPORT SPECIALIST	34,108	\$61,653
19	EMERGENCY MANAGEMENT SPECIALIST	34,108	\$61,653
19	ENGINEERING TECHNICIAN	34,108	\$61,653
19	ENVIRONMENTAL ENGINEERING TECHNICIAN	34,108	\$61,653
19	FACILITY MAINTENANCE SUPERVISOR	34,108	\$61,653
19	GARAGE SUPERVISOR	34,108	\$61,653
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	34,108	\$61,653
19	PARALEGAL	34,108	\$61,653
19	PARKS MAINTENANCE SUPERVISOR	34,108	\$61,653
19	POLICE OFFICER	34,108	\$61,653
19	RECREATION PROGRAM SPECIALIST	34,108	\$61,653
19	SENIOR CODE ENFORCEMENT OFFICER	34,108	\$61,653
19	SENIORS PROGRAM ADMINISTRATOR	34,108	\$61,653
19	UTILITY MAINTENANCE TECHNICIAN II	34,108	\$61,653
19	WASTEWATER II PLANT OPERATOR	34,108	\$61,653

Effective October 3, 2011

Annual Budget FY2011-2012

# CLASSIFICATION PLAN FOR FISCAL YEAR 2011-2012

GRADE	POSITION	MINIMUM	MAXIMUM
20	ENVIRONMENTAL SPECIALIST	37,204	\$63,024
20	EXECUTIVE ASSISTANT TO CITY MANAGER	37,204	\$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	37,204	\$63,024
20	WASTEWATER III PLANT OPERATOR	37,204	\$63,024
21	ACCOUNTANT	40,574	\$68,998
21	HUMAN RESOURCES GENERALIST	40,574	\$68,998
21	LEAD WASTEWATER PLANT OPERATOR	40,574	\$68,998
21	NETWORK ADMINISTRATOR	40,574	\$68,998
21	PLANNER	40,574	\$68,998
21	PUBLIC WORKS OPERATIONS MANAGER	40,574	\$68,998
21	STREETS SUPERINTENDENT	40,574	\$68,998
22	CHIEF WASTERWATER PLANT OPERATOR	44,997	\$76,150
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIST	44,997	\$76,150
22	FISCAL ANALYST	44,997	\$76,150
22	SENIOR ACCOUNTANT	44,997	\$76,150
22	SERGEANT	44,997	\$76,150
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	44,997	\$76,150
23	ASSISTANT FINANCE DIRECTOR	49,369	\$86,250
23	DEPUTY BUILDING OFFICIAL	49,369	\$86,250
23	MIS DIRECTOR	49,369	\$86,250
23	POLICE LIEUTENANT	49,369	\$86,250
24	ASSISTANT CITY ENGINEER	52,639	\$98,669
24	BUILDING OFFICIAL	52,639	\$98,669
24	CITY CLERK	52,639	\$98,669
24	POLICE MAJOR	52,639	\$98,669
24	RECREATION DIRECTOR	52,639	\$98,669
25	DEPUTY PUBLIC WORKS DIRECTOR	59,926	\$109,557
26	ADMINISTRATIVE SERVICES DIRECTOR	74,484	\$131,348
26	FINANCE DIRECTOR	74,484	\$131,348
26	NATURAL RESOURCES DIRECTOR	74,484	\$131,348
26	PLANNING DIRECTOR	74,484	\$131,348
26	POLICE CHIEF	74,484	\$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	84,886	\$154,120

UNGRADED STRUCTURAL SAFETY INSPECTOR-AS NEEDED

**BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2010 AND 2011  
AND PROJECTIONS FOR FISCAL YEAR 2012**

<b>OPERATING BUDGET</b>		<b>AUTHORIZED FULL-TIME</b>				<b>AUTHORIZED PART-TIME FTE</b>				
<b>Department</b>	<b>Grade</b>	<b>Job Title</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>		
<i>Administration</i>										
	26	Administrative Services Director	1	0*	0		0.75	0.75		
	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					
* Full-time position with benefits eliminated and a part-time position with no benefits established										
		<b>ADMINISTRATION TOTALS</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>		<b>0.75</b>	<b>0.75</b>		
<i>Building</i>										
	24	Building Official	1	1	1					
	23	Deputy Building Official	1	1	1					
	19	Building Inspector					0.25	0.35		
	17	Licensing and Permit Technician	1	1	1					
	16	Permit Technician	1	1	1					
		<b>BUILDING TOTALS</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>		<b>0.25</b>	<b>0.35</b>		
<i>Finance</i>										
	26	Finance Director	1	1	1					
	23	Assistant Finance Director	1	1	1					
	22	Fiscal Analyst	1	1	1					
	22	Senior Accountant	1	0.5	0.5					
	21	Human Resources Generalist	1	1	1					
	18	Fiscal Assistant	1	1	1					
	17	Administrative Assistant	1	1	1					
	10	Clerk Typist				0.5	0.5	0.5		
		<b>FINANCE TOTALS</b>	<b>7.00</b>	<b>6.50</b>	<b>6.50</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>		
<i>Legal</i>										
	19	Paralegal	1	1	1					
	Contract	City Attorney	1	1	1					
		<b>LEGAL TOTALS</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>					

**BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2010 AND 2011  
AND PROJECTIONS FOR FISCAL YEAR 2012**

<b>OPERATING BUDGET</b>											
<b>Department</b>	<b>Grade</b>	<b>Job Title</b>	<b>AUTHORIZED FULL-TIME</b>			<b>AUTHORIZED PART-TIME FTE</b>					
<i>Legislative</i>			<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>			
	16	Recording Secretary	1	1	1						
	15	Administrative Receptionist	1	1	1						
		<b>LEGISLATIVE TOTALS</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>						
<i>MIS</i>											
	23	MIS Director	1	1	1						
	21	Network Administrator	1	1	1						
	19	Computer Support Specialist	2	2	2						
		<b>MIS TOTALS</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>						
<i>Nat Resources</i>											
	26	Natural Resources Director	1	1	1						
	22	Environmental Health & Water Quality Spec	1	1	1						
	20	Environmental Specialist	1	1	1						
		<b>NATURAL RESOURCES TOTALS</b>	<b>3</b>	<b>3</b>	<b>3</b>						
<i>Planning</i>											
	26	Planning Director	1	1	1						
	21	Planner	3	1	1		2.95	2.65			
	19	Senior Code Enforcement Officer	1	1	1						
	17	Administrative Assistant	1	1	1						
	16	Administrative Secretary	1	1	1						
		<b>PLANNING TOTALS</b>	<b>7.00</b>	<b>5.00</b>	<b>5.00</b>		<b>2.95</b>	<b>2.65</b>			

**BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2010 AND 2011  
AND PROJECTIONS FOR FISCAL YEAR 2012**

<b>OPERATING BUDGET</b>										
<b>Department</b>			<b>AUTHORIZED FULL-TIME</b>			<b>AUTHORIZED PART-TIME FTE</b>				
	<b>Grade</b>	<b>Job Title</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>		
<i>Police</i>										
	26	Police Chief	1	1	1					
	24	Police Major	1	1	0					
	23	Police Lieutenant	3	3	3					
	22	Sergeant	4	4	4					
	19	Police Officer	13	13.50	11.5	1.75	1.75	1.75		
	19	Computer Support Specialist	1	1	1					
	19	Emergency Management Specialist	1	1	1					
	18	Senior Administrative Assistant	1	1	1					
	17	Dispatcher	4	4	5	1.25	1.00	0.50		
	16	Police Records Coordinator	1	1	1					
	16	Administrative Secretary	1	0***	0					
	15	Police Aide	2*	0	0	1.50	2.47*	2.47		
		<b>POLICE TOTALS</b>	<b>33.00</b>	<b>30.50</b>	<b>28.50</b>	<b>4.50</b>	<b>5.22</b>	<b>4.72</b>		
* 2 Full-time (with benefits) eliminated and 1 FTE established (no benefits); ** Position eliminated mid-year										
<i>Public Works</i>										
	27	Public Works Director/City Engineer	1	0.5	0.49					
	25	Deputy Public Works Director	1	0.7	0.7					
	24	Assistant City Engineer	1	0.37	0.37					
	21	Streets Superintendent	1	1	1					
	20	Public Works Operations Manager	1	0.85	0.85					
	19	Garage Supervisor	1	0.92	0.95					
	19	Engineering Technician	1	0.98	0.98					
	19	Lead Operator/Assistant Streets Super	1	1	1					
	18	Equipment Operator-Crew Leader	2	1*	1					
	17	Tradesworker	8	8	7			1		
	17	Mechanic	1	1	0.95					
		<b>PUBLIC WORKS TOTALS</b>	<b>19.00</b>	<b>16.20</b>	<b>15.29</b>			<b>1</b>		
* 1 Full-time (with benefits) eliminated mid-year										



**BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2010 AND 2011  
AND PROJECTIONS FOR FISCAL YEAR 2012**

[illegible]



**BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2010 AND 2011  
AND PROJECTIONS FOR FISCAL YEAR 2012**

<b>ENTERPRISE FUNDS</b>											
<i>Utility</i>	<b>Grade</b>	<b>Job Title</b>	<b>AUTHORIZED FULL-TIME</b>			<b>AUTHORIZED PART-TIME FTE</b>					
			<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>			
	27	Public Works Director/City Engineer		0.33	0.34						
	25	Deputy Public Works Director		0.05	0.05						
	24	Assistant City Engineer		0.63	0.63						
	22	Senior Accountant		0.25	0.25						
	22	Utility Maintenance Supervisor/Elec	1	1	1						
	22	Chief, Wastewater Plant Operator	1	1	1						
	21	Public Works Operations Manager		0.05	0.05						
	21	Lead Wastewater Plant Operator	1	1	1						
	21	Accountant	1	1	1						
	20	Environmental Services Specialist									
	19	Environmental Engineering Technician	1	1	1						
	19	Engineering Technician		0.02	0.02						
	19	Garage Supervisor		0.06	0.03						
	18,19, 20	Utility Maintenance Technician	4*	2**	4		2**	1			
	18, 19, 20	Wastewater Plant Operator	5	5	5						
	17	Mechanic		0.04	0.02						
	17	Tradesworker	1	1	1						
	16	Utility Service Worker	2	2	1						
		<b>UTILITY TOTALS</b>	<b>17.00</b>	<b>14.43</b>	<b>17.34</b>		<b>2</b>	<b>1</b>			
* 1 Position abolished and Tradesworker established mid-year; **2 FT positions (with benefits) converted to PT FTE (without benefits)											
<i>Beach Parking</i>											
	27	Public Works Director/City Engineer		0.17	0.17						
	25	Deputy Public Works Director		0.25	0.25						
	21	Public Works Operations Manager		0.1	0.1						
	21	Accountant			0.05						
	19	Police Officer	3	2.5	2.5	0.5					
	19	Parks Maintenance Supervisor	1	1	1						
	19	Garage Supervisor		0.02	0.02						
	17	Tradesworker	5	4*	4		1	1			
	17	Mechanic		0.04	0.03						
	15	Police Aide	4	4	4						
		<b>BEACH PARKING TOTALS</b>	<b>13.00</b>	<b>12.08</b>	<b>12.13</b>	<b>0.5</b>	<b>1.00</b>	<b>1.00</b>			
* 1 FT position (with benefits) converted to 1 PT FTE (without benefits)											

# Schedule of Personal Services

FISCAL YEAR 2011-12 PERSONAL SERVICES BUDGET  
DEPARTMENTAL SALARY SUMMARY

10,304.37																		
	FY11 Budgeted Positions					FY12 Proposed Positions			COMPENSATION				FRINGE BENEFITS					TOTAL
	Adopted	Amended	Adopted	Amended	TOTAL	Full-time	Part-time	TOTAL	SALARIES		OVER-TIME	RHS/Shift Edu/Car Educ/Med/etc	FICA	RETIREMENT	CAFETERIA	DEPENDENT	WORKERS	
	FT FTE's (*)	FT FTE's (*)	PT FTE's (*)	PT FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	POSITIONS	POSITIONS			0.0765	BENEFITS	COVERAGE	COMP		
	(Benefits)	(Benefits)	(No Benefits)	(No Benefits)		(Benefits)	(No Benefits)											
<b>OPERATING BUDGET</b>																		
<b>GENERAL FUND</b>																		
General Government																		
Legislative	2.00	2.00	-	-	2.00	1.00	0.88	1.88	\$ 67,338	\$ (10,623)	\$ -	-	4,340	\$ 20,596	\$ 10,304	-	\$ 180	\$ 92,135
Administrative	5.00	4.00	-	0.75	4.75	4.00	0.75	4.75	446,045	-	-	23,161	29,535	161,121	39,269	-	1,146	700,277
Management Info Sys	4.00	4.00	-	-	4.00	4.00	-	4.00	216,936	-	10,000	-	17,361	56,658	37,746	-	584	339,285
Finance	6.50	6.50	0.50	0.50	7.00	6.50	0.50	7.00	461,995	-	2,000	4,000	35,802	141,372	66,978	10,432	1,251	723,830
Legal	2.00	2.00	-	-	2.00	2.00	-	2.00	227,957	-	-	21,461	12,932	100,090	22,132	26,895	444	411,909
Planning	5.00	5.00	1.00	2.95	7.95	5.00	2.65	7.65	396,031	(12,172)	1,000	200	29,457	148,176	44,580	5,007	21,274	633,553
General Government Services	-	-	-	-	-	-	-	-	-	-	-	74,315	-	-	-	-	-	74,315
Public Safety																		
Police	31.00	30.50	5.22	5.22	35.72	28.50	4.72	33.22	1,874,703	(186,897)	60,000	166,650	145,587	773,527	290,204	203,483	46,168	3,373,423
S.E.M.P.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Physical Environment																		
Natural Resources	3.00	3.00	-	-	3.00	3.00	-	3.00	244,328	-	-	-	17,705	64,811	30,913	-	9,346	367,102
Transporation																		
PW-Garage	5.24	5.24	-	-	5.24	5.28	-	5.28	345,937	-	25,000	2,000	27,660	158,485	54,510	18,376	12,115	644,082
Culture/Recreation																		
P&R Public Facilities	3.00	3.00	-	-	3.00	3.00	-	3.00	120,541	-	30,000	2,500	11,708	32,155	30,913	8,291	7,300	243,408
TOTAL GENERAL FUND:	66.74	65.24	6.72	9.42	74.66	62.28	9.50	71.78	4,401,810	(209,692)	128,000	294,287	332,084	1,656,989	627,550	272,484	99,808	7,603,319
<b>TRANSPORTATION FUND</b>																		
Transportation																		
PW-Streets	9.00	9.00	-	-	9.00	8.00	-	8.00	397,490	(47,622)	100,000	12,000	35,333	109,411	78,964	10,432	34,242	730,250
<b>BUILDING DEPARTMENT FUND</b>																		
Public Safety																		
Building Department	4.00	4.00	0.25	0.25	4.25	4.00	0.35	4.35	254,041	5,200	-	-	19,832	102,212	41,217	18,514	7,332	448,348
<b>RECREATION CENTER FUND</b>																		
P&R Seniors	1.00	1.00	0.57	0.57	1.57	1.00	0.57	1.57	73,374	-	-	-	5,613	25,888	10,304	5,216	2,361	122,757
Recreation Department	9.25	9.25	13.81	14.81	24.06	9.25	14.81	24.06	834,832	-	20,000	-	64,943	137,553	95,315	42,035	17,764	1,212,442
TOTAL OPERATING BUDGET	89.99	88.49	21.35	25.05	113.54	84.53	25.23	109.76	\$ 5,961,548	\$ (252,114)	\$ 248,000	\$ 306,287	\$ 457,805	\$ 2,032,053	\$ 853,351	\$ 348,681	\$ 161,507	\$ 10,117,116
Net Change		-1.50		3.70	2.20	-3.96	0.18	-3.79										

FISCAL YEAR 2011-12 PERSONAL SERVICES BUDGET  
DEPARTMENTAL SALARY SUMMARY

										10,304.37									
FY11 Budgeted Positions					FY12 Proposed 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	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																			
16.33	16.33	2.00	2.00	18.33	17.29	1.00	18.29	\$ 958,660	\$ -	\$ 80,000	\$ 16,000	\$ 79,173	\$ 250,566	178,678	68,125	15,838	\$ 1,647,040		
Net Change	-	-	-	-	0.96	-1.00	-0.04												
BEACH PARKING FUND																			
Transportation Beach Parking																			
13.68	13.18	-	-	13.18	12.18	1.00	13.18	\$ 514,583	\$ -	\$ 40,000	9,268	\$ 41,518	\$ 153,449	128,251	60,240	22,579	\$ 969,888		
Net Change	(0.50)		-	(0.50)	-1.00	1.00	0.00												

(\*) 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.

<b>CITY-WIDE GRAND TOTAL</b>	<b>120.00</b>	<b>118.00</b>	<b>23.35</b>	<b>27.05</b>	<b>145.05</b>	<b>114.00</b>	<b>27.23</b>	<b>141.23</b>	<b>\$ 7,434,791</b>	<b>\$ (252,114)</b>	<b>\$ 368,000</b>	<b>\$ 331,555</b>	<b>\$ 578,495</b>	<b>\$ 2,436,069</b>	<b>\$ 1,160,280</b>	<b>\$ 477,045</b>	<b>\$ 199,924</b>	<b>\$ 12,734,044</b>
<b>Net Change from 2011 to 2012</b>		(2.00)		3.70	1.70	(4.00)	0.18	(3.83)										

## Summary of Changes to Authorized Positions

## CITY OF SANIBEL

## ADJUSTMENTS TO EXISTING POSITIONS INCLUDED IN FISCAL YEAR 2012 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		(0.30)	(0.30)		(12,172)	(931)	(13,103)	Reduce two planner positions from 39 hours per week to 33 hours per week	
001	2100	Police	(1.00)		(1.00)	(97,087)		(38,835)	(135,922)	Eliminate Major position	
001	2100	Police	(1.00)		(1.00)	(40,127)		(16,051)	(56,178)	Eliminate 1 FTE sworn officer position	
001	2100	Police	(1.00)		(1.00)	(53,711)		(21,484)	(75,195)	Eliminate 1 FTE sworn officer position	
001	2100	Police	1.00	(0.50)	0.50	27,438	(23,410)	9,184	13,212	Add 1 FTE dispatcher, reduce part time as needed dispatchers by .5 FTE	
001	1100	Legislative	(1.00)	0.88	(0.13)	(31,622)	20,999	(12,649)	(23,271)	Eliminate one full-time administrative receptionist position; add one 35/hr. per week part-time administrative receptionist position	
TOTAL OPERATING			(3.00)	0.08	(2.93)	(195,109)	(14,583)	(80,766)	(290,458)	TOTAL OPERATING BUDGET	
SPECIAL REVENUE FUNDS											
101	4100	Transportation	(1.00)	-	(1.00)	(47,622)	-	(19,049)	(66,671)	Eliminate 1 FTE equipment operator position	
169	2400	Building		0.10	0.10		5,200	398	5,598	Increase .25 FTE inspector position to .35 FTE to reflect actual hours worked	
TOTAL SPECIAL REVENUE			(1.00)	0.10	(0.90)	(47,622)	5,200	(18,651)	(61,073)	TOTAL SPECIAL REVENUE BUDGET	
					-						
BEACH PARKING ENTERPRISE FUNDS											
470	5400	Beach Parking	(1.00)	1.00	-	(27,438)	27,438	(8,876)	(8,876)	Eliminate 1full-time tradesworker position; add 1 part-time tradesworker position	
TOTAL BEACH PARKING ENTERPRISE			(1.00)	1.00	-	(27,438)	27,438	(8,876)	(8,876)		
SEWER ENTERPRISE FUNDS					-	-	-		-		
450	3500	Sewer	1.00	(1.00)		33,779	(33,779)	17,073	17,073	Add 1full-time utility maintenance technician position; eliminate 1 part-time utility maintenance technician position	
TOTAL SEWER ENTERPRISE			1.00	(1.00)	-	33,779	(33,779)	17,073	17,073	TOTAL BEACH PARKING BUDGET	
GRAND TOTAL CITY-WIDE			(4.00)	0.18	(3.83)	(236,390)	(15,724)	(91,220)	(343,334)	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.

# 5-Year Capital Improvement Plan

Fiscal Years 2012 through 2016

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

Fund	Project #	Dept	Description	FY 2011					FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012					
<i>Management Information Systems</i>													
001		1290	End-User Equipment Upgrades	21,000	21,000	21,000	-	21,000	21,000	21,000	21,000	21,000	21,000
			<b>GENERAL FUND MIS</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>-</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
300		1290	End-User Equipment Upgrades	10,000	10,000	10,000	-	30,000	30,000	10,000	10,000	10,000	-
300		1290	Upgrade networking with fiber optic services	-	19,500	19,500	-	10,000	10,000	10,000	-	-	-
300		1290	GIS Implementation and Integration	75,000	71,500	10,000	61,500	(41,500)	20,000	20,000	20,000	20,000	-
300		1290	Government-wide software upgrade	282,609	282,609	100,000	182,609	(61,946)	120,663	-	-	-	-
300		1290	Offsite always accessible redundant storage servers ("cloud computing")	40,000	40,000	40,000	-	20,000	20,000	20,000	20,000	20,000	-
300		1290	Upgrade/Replace Core Network Components	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	-
300		1290	Fire suppression for existing server room	-	9,350	9,350	-	50,000	50,000	-	-	-	-
300		1290	Upgrade City servers	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	-
300		1290	Departmental printer replacement	3,000	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000	-
300		1290	Electronic Document System	-	-	-	-	10,000	10,000	10,000	10,000	10,000	-
300		1290	Replace City phone system	10,000	10,000	10,000	-	75,000	75,000	10,000	-	-	-
300		1290	Ruggedized Damage Assessment Computers	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	-
300		1290	Mackenzie Hall audio upgrades	25,000	60,000	60,000	-	-	-	-	-	-	-
300		1290	Generator tie-in for main server room	-	-	-	-	20,000	20,000				
300		1290	Upgrade to Windows 7	-	-	-	-	20,000	20,000	-	-	-	-
300		1290	Software development	-	-	-	-	10,000	10,000	5,000	5,000	5,000	5,000
<b>CAPITAL ACQUISITION MIS</b>				<b>473,609</b>	<b>533,959</b>	<b>289,850</b>	<b>244,109</b>	<b>172,554</b>	<b>416,663</b>	<b>116,000</b>	<b>96,000</b>	<b>96,000</b>	<b>5,000</b>
<b>TOTAL MIS</b>				<b>494,609</b>	<b>554,959</b>	<b>310,850</b>	<b>244,109</b>	<b>193,554</b>	<b>437,663</b>	<b>137,000</b>	<b>117,000</b>	<b>117,000</b>	<b>26,000</b>



**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

Fund	Project #	Dept	Description	FY 2011				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012				
<i>Police</i>												
124		2100	Crime Scene (8-year replacement)	-	50,000	-	50,000	-	50,000	-	-	-
			<b>FEDERAL FOREFEITURE FUND POLICE</b>	-	<b>50,000</b>	-	<b>50,000</b>	-	<b>50,000</b>	-	-	-
300		2100	Patrol Cars (3-yr replacement)	100,000	84,760	84,760	-	-	-	100,000	-	100,000
300		2100	Traffic Prog (8-yr replacement)	-	-	-	-	-	30,000	-	-	-
300		2100	Detective (5-yr replacement)	-	-	-	-	-	30,000	-	-	-
300		2100	Supervisor (5-yr replacement)	-	-	-	-	30,000	30,000	-	-	-
300		2100	Patrol SUV (4-yr replacement)	-	-	-	-	-	30,000	-	-	-
300		2100	Vehicle (5-year replacement)	-	-	-	-	-	-	-	28,000	-
300		2100	Motorcycles (4-yr replacement)	-	-	-	-	-	-	-	28,000	-
300		2100	Car Video (6-year replacement)	-	-	-	-	50,000	50,000	-	-	-
			Technology	-	-	-	-	-	-	-	-	-
300		2100	Relocate police department server room	165,000	180,240	180,240	-	-	-	-	-	-
300		2100	PD laptops for in-car/field reporting	10,000	12,831	10,000	2,831	9,435	12,266	10,000	10,000	-
300		2100	Security/traffic cameras	3,000	3,000	-	3,000	(3,000)	-	-	-	-
300		2100	Computer programs for records management and computer aided dispatch	50,000	50,000	-	50,000	110,000	160,000	-	-	-
300		2100	Integrated video access system	75,000	75,000	-	75,000	(50,000)	25,000	25,000	25,000	-
<b>CAPITAL ACQUISITION POLICE</b>				<b>403,000</b>	<b>405,831</b>	<b>275,000</b>	<b>130,831</b>	<b>146,435</b>	<b>277,266</b>	<b>125,000</b>	<b>135,000</b>	<b>91,000</b>
<b>TOTAL POLICE</b>				<b>403,000</b>	<b>455,831</b>	<b>275,000</b>	<b>180,831</b>	<b>146,435</b>	<b>327,266</b>	<b>125,000</b>	<b>135,000</b>	<b>91,000</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

<u>Fund</u>	<u>Project #</u>	<u>Dept</u>	<u>Description</u>	FY 2011					FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012					
<i>Building Department</i>													
169		2400	Government-wide software upgrade	30,000	30,000	30,000	-	-	30,000	-	-	-	-
			<b>TOTAL BUILDING DEPARTMENT</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	-	-	<b>30,000</b>	-	-	-	-
					-	-	-	-					
			<i>Natural Resources/Public Works</i>	-	-	-	-	-	-	-	-	-	-
332		4100	Periwinkle Landscaping	30,000	30,000	30,000	-	-	-	-	-	-	-
			<b>Total Fund #332</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	-	-	-	-	-	-	-
			<b>TOTAL NATURAL RESOURCES/PW</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	-	-	-	-	-	-	-

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

<u>Fund</u>	<u>Project #</u>	<u>Dept</u>	<u>Description</u>	FY 2011					FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012					
<u>Recreation</u>													
300		7200	FRDAP Community Park Grant Match-Phase II	-	-	-	-	-	-		-	200,000	-
			Sub-total Recreation #300	-	-	-	-	-	-	-	-	200,000	-
TOTAL RECREATION				-	-	-	-	-	-	-	-	200,000	-

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

Fund	Project #	Dept	Description	FY 2011					FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012					
<i>Public Works</i>													
<i>Public Facilities-City Hall</i>													
300		7250	Replace duct work/air handlers and add insulation	35,000	35,000	-	35,000	-	35,000	-	-	-	-
300		7250	Repaint	-	-	-	-	60,000	60,000	-	-	-	-
300		7250	Replace A/C units	-	-	-	-	-	-	70,000	90,000	-	85,000
300		7250	Replace Roof	295,000	295,000	260,000	35,000	(35,000)					
300		7250	Replace seating and carpeting in MacKenzie Hall	-	-	-	-	32,000	32,000				
300		7250	Energy Improvements for City Hall	-	-	-	-	-	-		-	300,000	
300		7250	Pave Library Road	-	-	-	-	-	-	-	30,000		
300		7250	Replace Hurricane Shutters	-	-	-	-	50,000	50,000	-	-	-	-
300		7250	Additional City Hall generator	-	-	-	-	-	-	-	-	-	120,000
300		7250	Center 4 Life Improvements	-	-	-	-	90,000	90,000	770,000			
			Public Works Department					-					
300		4100	Storage Garage	-	-	-	-	-	-	-	-	-	200,000
300		4100	Replace Bock Park seawall	-	-	-	-	-	-	-	51,000		
300		4100	Stabilize Bock Park shoreline	-	-	-	-	-	-	-	40,000	-	-
			Machinery/Equipment	-	-	-	-	-	-	-	-	-	-
300		7250	Mowers and mower trailers - replacements	-	-	-	-	12,000	12,000	-	12,000	-	1,500
300		7250	Pick-up Trucks-replacement vehicle	23,000	23,000	21,100	1,900	(1,900)	-	23,000	-	23,000	-
			<b>Sub-total PUBLIC FACILITIES 300</b>	<b>353,000</b>	<b>353,000</b>	<b>281,100</b>	<b>71,900</b>	<b>207,100</b>	<b>279,000</b>	<b>863,000</b>	<b>223,000</b>	<b>323,000</b>	<b>406,500</b>
			<u>Vehicles/Equipment</u>										
300		4100	Litter Vacuum	35,000	35,000	30,355	4,645	(4,645)	-	-	-	-	35,000
300		4100	Water truck	-	-	-	-	-	-	-	-	-	-
300		4100	Plotter (1/2 cost)	5,500	5,500	5,058	442	(442)	-	-	-	-	-
300		4100	Roller (w/ Trailer)	-	-	-	-	-	-	40,000	-	-	-
300		4100	Trucks	46,000	46,000	41,268	4,732	41,268	46,000	141,000	88,000	46,000	-
300		4100	Sweeper	-	-	-	-	140,000	140,000	-	-	-	-
300		4100	Flail Axe	-	-	-	-	35,000	35,000	-	12,000	-	35,000
300		4100	Utility vehicle	-	-	-	-	-	-	13,000	-	-	13,000
300		4100	Tractor (2)	-	-	-	-	-	-	-	16,000	-	100,000
300		4100	Backhoe	95,000	95,000	-	95,000	(95,000)	-	-	95,000	-	-
300		4100	Grader	-	-	-	-	-	-	-	-	165,000	-
300		4100	Loader	-	-	-	-	-	-	-	-	115,000	-
300		4100	Replacement Van (Engineering)	45,000	45,000	18,545	26,455	(26,455)	-	-	-	-	-
			<b>Sub-total VEHICLES / EQUIPMENT</b>	<b>226,500</b>	<b>226,500</b>	<b>95,226</b>	<b>131,274</b>	<b>89,726</b>	<b>221,000</b>	<b>194,000</b>	<b>211,000</b>	<b>326,000</b>	<b>183,000</b>
			<b>TOTAL FUND #300</b>	<b>579,500</b>	<b>579,500</b>	<b>376,326</b>	<b>203,174</b>	<b>296,826</b>	<b>500,000</b>	<b>1,057,000</b>	<b>434,000</b>	<b>649,000</b>	<b>589,500</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

Fund	Project #	Dept	Description	FY 2011				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012				
			<u>Drainage</u>									
301		4100	Water Level Recorders	-	-	-	-	-	-	20,000	-	-
301		4100	Dinkins Bayou Dredging	-	-	-	-	200,000	200,000	-	-	-
301		4100	Clam Bayou Box Culvert Repair	-	-	-	-	30,000	30,000	-	-	-
			Sub-total DRAINAGE	-	-	-	-	230,000	230,000	20,000	-	-
			<u>Roads/Bridges/Shared-Use Paths</u>									
301		4100	Palm Ridge Road Improvements	-	-	-	-	-	-	-	300,000	300,000
301		4100	Middle Gulf Drive (portion)	-	-	-	-	-	-	-	-	400,000
301		4100	Dunlop/Wooster SUP	400,000	400,000	300,000	100,000	-	100,000	-	-	-
301		4100	Dixie Beach Blvd. SUP	-	-	-	-	200,000	200,000	-	-	-
301		4100	Replace Periwinkle Way box culvert	-	-	-	-	-	-	400,000	-	-
301		4100	Bailey Road SUP	-	-	-	-	150,000	150,000	-	-	-
301		4100	Wulfert/Wildlife SUP	-	-	-	-	-	-	180,000	-	-
301		4100	Replace Lindgren Blvd Box Culvert	650,000	850,000	685,000	165,000	-	165,000	-	-	-
301		4100	Donax Street	-	-	-	-	-	-	-	400,000	-
			Sub-total Road/Bridges/Shared-Use Paths	1,050,000	1,250,000	985,000	265,000	350,000	615,000	-	580,000	700,000
			<b>TOTAL FUND #301</b>	<b>1,050,000</b>	<b>1,250,000</b>	<b>985,000</b>	<b>265,000</b>	<b>580,000</b>	<b>845,000</b>	<b>20,000</b>	<b>580,000</b>	<b>700,000</b>
			<u>Public Works (continued)</u>									
			<u>Periwinkle Way Road &amp; Shared-Use Path Projects</u>									
			<u>Road Projects</u>									
307		4100	Kings Crown to Lighthouse Beach lot	-	-	-	-	600,000	600,000	-	-	-
			TOTAL Road Projects	-	-	-	-	600,000	600,000	-	-	-
			<b>TOTAL FUND #307</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<u>Other Road Projects</u>									
309		4100	Tarpon Bay Road	450,000	450,000	200,000	250,000	-	250,000	-	-	-
306		4100	Rabbit Road	300,000	300,000	3,500	296,500	-	296,500	-	-	-
311		4100	Dixie Beach Boulevard	-	75,250	75,250	-	-	-	-	-	-
			<b>Sub-total OTHER ROAD PROJECTS</b>	<b>750,000</b>	<b>825,250</b>	<b>278,750</b>	<b>546,500</b>	<b>-</b>	<b>546,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Total Road Projects</b>	<b>750,000</b>	<b>825,250</b>	<b>278,750</b>	<b>546,500</b>	<b>600,000</b>	<b>1,146,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PUBLIC WORKS</b>				<b>2,379,500</b>	<b>2,654,750</b>	<b>1,640,076</b>	<b>1,014,674</b>	<b>1,476,826</b>	<b>2,491,500</b>	<b>1,077,000</b>	<b>1,014,000</b>	<b>1,349,000</b>
<b>TOTAL OPERATING BUDGET</b>				<b>3,337,109</b>	<b>3,725,540</b>	<b>2,285,926</b>	<b>1,439,614</b>	<b>1,816,815</b>	<b>3,286,429</b>	<b>1,339,000</b>	<b>1,266,000</b>	<b>1,757,000</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

Fund	Project #	Dept	Description	FY 2011					FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012					
<u>Utilities</u>													
			Sewer System Expansion & Reuse										
			Phase 4 System Expansion (\$35,000 to operating 10/10)	1,100,000	1,065,000	-	-	-	-	-	-	-	-
450			Phase 5 (Sanibel Bayous)	-	-	-	-	-	-	-	-	-	-
450			Phase 6 (Palm Ridge Area)	-	-	-	-	-	-	-	-	-	-
			Sub-Total Sewer System Expansion Projects	1,100,000	1,065,000	-	-	-	-	-	-	-	-
<u>Buildings</u>													
450		Donax	Maintenance Office	-	-	-	-	-	-	-	-	-	-
			Sub-total Buildings	-	-	-	-	-	-	-	-	-	-
<u>Existing System Improvements</u>													
			Inflow & Infiltration										
450	Donax		Corrective Improvements (\$300,000 to operating 10/10)	300,000	-	-	-	-	-	-	-	-	-
450	Donax		Paint Donax Facility	-	-	-	-	-	-	-	-	-	20,000
450	Donax		Platform and Stops for Turner LS	-	-	-	-	5,000	5,000				
450	Donax		Pretreatment bypass	-	-	-	-	75,000	75,000	-	-	-	-
450	Donax		Pipeline relocations	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000	5,000
450	Donax		New service laterals	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000	5,000
450	Donax		By Pass Panel Disconnect, Controller	12,000	12,000	12,000	-	-	-	-	-	-	-
450	Donax		Lift Station Improvements	53,500	53,500	28,500	25,000	-	25,000	25,000	25,000	25,000	25,000
450	Donax		Replacement Gate at Wulfert	15,000	15,000	10,000	5,000	(5,000)	-	-	-	-	-
450	Donax		Generator storage	15,000	15,000	-	15,000	-	15,000	-	-	-	-
450	Donax		Donax plant Improvements	25,000	25,000	15,000	10,000	(10,000)	-	-	-	-	-
450	Donax		Insertion Valves for Forcemains	30,000	30,000	30,000	-	-	-	30,000			
450	Donax		Lightning Prediction for Donax Plant	25,000	25,000	-	25,000	-	25,000	-	-	-	-
450	Donax		Install Invert Drop for L/S 2	9,000	9,000	9,000	-	-	-	-	-	-	-
			Sub-Total Existing System Improvements	539,500	194,500	104,500	90,000	65,000	155,000	65,000	35,000	35,000	55,000

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
**Departmental Detail**

Fund	Project #	Dept	Description	FY 2011					FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11	Carry-forward to FY 2012	New funding required for FY 2012					
			Vehicles/Equipment										
			<i>DONAX OPERATIONS</i>										
450	Donax		Stationery Emergency Generators @ Lift Stations	120,000	120,000	157,112	-	90,000	90,000	-	-	-	-
450	Donax		Replacement Crane Truck -746	-	-	-	-	-	-	-	-	-	90,000
450	Donax		Master Station Replacement Pump	20,000	20,000	-	20,000	-	20,000	-	-	-	-
450	Donax		Crane Truck (#749)	-	-	-	-	-	-	-	-	90,000	-
450	Donax		Vacuum Trucks (2) (748 & 757)	-	-	-	-	120,000	120,000	-	-	120,000	-
450	Donax		Replacement Crane Truck (3/4 Ton) -747	-	-	-	-	-	-	-	-	90,000	-
450	Donax		Replacement Crane Truck (1 1/2 Ton) -760	80,000	80,000	85,000	-	-	-	-	-	-	-
450	Donax		Replacement Utility Truck (1 Ton) -753 (w/crane truck)	-	-	-	-	-	-	-	-	-	-
450	Donax		Replacement Pick-up Truck (3/4 Ton) -751	-	-	-	-	23,000	23,000	-	-	-	-
450	Donax		Replacement Maintenance Pick-up (1/2 Ton) -758	-	-	-	-	-	-	23,000	-	-	-
450	Donax		Replacement Operations Pick-up (1/2 Ton) -754	-	-	-	-	-	-	23,000	-	-	-
450	Donax		Sewer jetter	-	-	-	-	-	-	-	-	-	30,000
450	Donax		Portable Generator	-	-	-	-	45,000	45,000	-	-	45,000	-
450	Donax		Replacement Operations Pick-up (1/2 Ton) -759	-	-	-	-	-	-	-	-	23,000	-
450	Donax		Small Back Hoe	-	-	-	-	60,000	60,000	-	-	-	-
450	Donax		VFD's for Donax Motors (8)	37,000	37,000	-	37,000	(37,000)	-	-	-	-	-
450	Donax		VFD's for Lift Stations (>5hp)	30,000	30,000	30,000	-	30,000	30,000	-	-	-	-
450	Donax		Gravity Main across Causeway Blvd.	35,000	35,000	30,000	5,000	(5,000)	-	-	-	-	-
450	Donax		Replacement force main (L/S#6)	-	-	-	-	-	-	-	100,000	-	-
450	Donax		Replacement CI 2 Pumps	5,000	5,000	5,000	-	-	-	15,000	-	15,000	-
450	Donax		Replacement CI2 Storage Tank	-	-	-	-	50,000	50,000	-	-	-	-
450	Donax		Computers	3,000	3,000	-	3,000	(3,000)	-	-	-	-	-
450	Donax		AED	1,500	1,500	-	1,500	(1,500)	-	-	-	-	-
450	Donax		Sump Pump	1,000	1,000	1,000	-	-	-	-	-	-	-
450	Donax		Global Positioning System	11,000	11,000	11,000	-	-	-	-	-	-	-
450	Donax		Emergency Chart Recorder Replacement	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000	2,000
450	Donax		Plotter	5,500	5,500	5,058	442	(442)	-	-	-	-	-
450	Donax		Printer	4,500	4,500	2,622	1,878	(1,878)	-	-	-	-	-
450	Donax		Sewer Camera	-	-	-	-	-	-	-	-	-	-
450	Donax		Government-wide software upgrade	50,000	50,000	50,000	-	-	-	-	-	-	-
			Sub-Total Vehicles/ Equipment	405,500	405,500	376,792	70,820	369,180	440,000	63,000	102,000	385,000	122,000
			<b>TOTAL SEWER SYSTEM</b>	<b>2,045,000</b>	<b>1,665,000</b>	<b>481,292</b>	<b>160,820</b>	<b>434,180</b>	<b>595,000</b>	<b>128,000</b>	<b>137,000</b>	<b>420,000</b>	<b>177,000</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEARS 2012 THRU 2016**  
*Departmental Detail*

Fund	Project #	Dept	Description	FY 2011			Carry-forward to FY 2012	New funding required for FY 2012	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
				Adopted Budget	Amended Budget	Est through 9/30/11							
			<u>Beach Parking</u>										
			Enforcement (Police)										
470			Watercraft	-	-	-	-	50,000	50,000	-	50,000	-	50,000
470			ATV Replacements	-	-	-	-	-	-	10,000	-	10,000	-
470								-	-	-	-	-	-
470			Parking Machine Purchase	-	-	8,000	-	-	-	-	-	-	-
470			Van (3 vans 3 year replacement cycle)	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000	20,000
470			800 MHz Radios	-	-	-	-	-	-	-	15,000	-	-
470			Pick-up Trucks (2)	-	-	-	-	23,000	23,000	23,000	-	-	-
470			Parks Maintenance (PW)	-	-	-	-	-	-	-	-	-	-
470			Utility Vehicle (TDC)	-	-	-	-	-	-	-	-	-	-
470			Pick-up Truck (TDC)	-	46,000	42,072	3,928	19,072	23,000	-	-	-	23,000
470			Mower Trailer (TDC)	-	-	-	-	-	-	3,500	-	-	-
470			Mower (TDC)	-	12,000	12,000	-	-	-	-	12,000	-	-
470			Gator (TDC)	-	-	-	-	-	-	-	-	-	-
470			Small Dump Truck (TDC)	-	-	-	-	-	-	35,000	-	-	-
470			Dump Body for Pick-up (TDC)	-	4,000	4,000	-	4,000	4,000	-	-	-	4,000
470			Tractor (TDC)	-	-	-	-	-	-	18,000	-	-	-
			Sub-total Machinery & Equipment	20,000	82,000	66,072	23,928	96,072	120,000	109,500	97,000	30,000	97,000
			<u>Capital Projects-IOTB</u>										
470			Shared Use Path Repairs	-	-	-	-	-	-	-	100,000	100,000	100,000
470			Shared Use Path Widening	-	-	-	-	-	-	-	150,000	150,000	-
470			Bowman's Beach Shared-Use Path	-	-	-	-	-	-	200,000	-	-	-
470			Remote Video monitoring	125,000	125,000	125,000	-	50,000	50,000	130,000	50,000	50,000	50,000
470			Bailey Beach Restoration (TDC grant 401907)	-	90,000	90,000	-	-	-	-	-	-	-
470			Lighthouse rehabilitation	100,000	100,000	-	100,000	200,000	300,000	-	-	-	-
470			Dune Walkovers Replacement (TDC Grant) 401897	-	102,000	95,000	7,000	(7,000)	-	100,000	100,000	100,000	100,000
470			Dock for Marine Patrol	-	-	-	-	-	-	-	-	-	-
			Sub-total Improvements Other Than Bldgs	225,000	417,000	310,000	107,000	243,000	350,000	430,000	400,000	400,000	250,000
470			Boat Ramp Restroom (TDC)	-	-	-	-	-	-	-	-	-	-
470			Bowman's Restroom (TDC grant 402063)	-	280,000	55,000	225,000	-	225,000	-	-	-	-
470			Lighthouse Restrooms (TDC Grant # 401816)	88,600	402,200	60,200	342,000	-	342,000	-	-	-	-
			Sub-total Buildings	88,600	682,200	115,200	567,000	-	567,000	-	-	-	-
			<b>TOTAL BEACH PARKING CAPITAL</b>	<b>333,600</b>	<b>1,181,200</b>	<b>491,272</b>	<b>697,928</b>	<b>339,072</b>	<b>1,037,000</b>	<b>539,500</b>	<b>497,000</b>	<b>430,000</b>	<b>347,000</b>
			<b>GRAND TOTAL</b>	<b>5,715,709</b>	<b>6,571,740</b>	<b>3,258,490</b>	<b>2,298,362</b>	<b>2,590,067</b>	<b>4,918,429</b>	<b>2,006,500</b>	<b>1,900,000</b>	<b>2,607,000</b>	<b>2,339,500</b>



**CITY OF SANIBEL EXPLANATION of 1st YEAR  
CAPITAL IMPROVEMENT PLAN  
by Department**

						Impact on	
Fund	Dept	Descrip ion	FY 2012	EXPLANATION OF PROJECT	Funding Source	Operating Costs	
<b><u>Management Information Systems</u></b>							
300	1290		End user equipment upgrades	\$ 30,000	User PC's need to be replaced every five years. This is to implement that goal. Replacement PC's are selected based on technology and environmental concerns.	Interfund transfer	None
300	1290		Upgrade networking with fiber op ic services	\$ 10,000	In this fiscal year, the City added several City locations to a Comcast fiber network. Next fiscal year, 1 - 2 additional areas will need to be added to support additional security cameras.	Interfund transfer	None
300	1290		GIS Implementation and Integra ion	\$ 20,000	The City is currently using GIS software through Lee County. To be able to integrate Sanibel data sources to provide mapped data, we will need to purchase software for use at he City.	Interfund transfer	None
300	1290		Government-wide software upgrade	\$ 120,663	This is to replace the current software used by Finance, Building, Utili ies, Code Enforcement and Planning. This project will improve the functionality of departments, provide some services over the Web to ci izens and businesses and move the data off Sanibel though the use of Tyler Data Centers.	Interfund transfer	None
300	1290		Offsite always accessible redundant storage servers ("cloud computing")	\$ 20,000	Cost effective technology now exists that will allow the City to store and access documents and media from networked servers using the Internet. Now he City has a scalable connection to the Internet that allows the City to increase the connect speed as needed. A significant effort is needed during each disaster preparation phase hat will significantly fall when the City's data is no longer physically stored on Sanibel. Also, this data will be secured but accessible to employees from anywhere there is an Internet connection.	Interfund transfer	None
300	1290		Upgrade/replace core network components	\$ 8,000	Annual budgeting of \$8,000 for keeping he City's core network devices operational. Each year, the City increases the demand for network capabilities and speed.	Interfund transfer	None
300	1290		Fire suppression for existing server room	\$ 50,000	The finance audit recommended evaluating the addition of a fire suppression system to the City's main server room. This is to fund the architectural design.	Interfund transfer	None
300	1290		Upgrade City servers	\$ 10,000	Server replacement project which allows the City to effectively plan for the end of life of its servers. This project allows the replacement of 1 - 2 servers per year. Replacement servers are selected based on technology and environmental concerns.	Interfund transfer	None
300	1290		Departmental printer replacement	\$ 3,000	Annual replacement of workgroup printers that have failed. Replacement printers are selected based on technology and environmental concerns.	Interfund transfer	
300	1290		Electronic document system	\$ 10,000	We have a back log of document archiving that includes 4,000 files in the building department that need to be either microfiche or digitized. The City has a problem with on-site storage of cri cal documents. Although the lower level storage areas have "water tight" panels, there is still a risk of document destruction. One belief for barrier islands says that if anything is left behind, you have to assume it will be destroyed. This will free current space being utilized for file storage, and facilitate document retrieval and compliance wi h reten ion guidelines.	Interfund transfer	None
300	1290		Replace city phone system	\$ 75,000	The phone system at City Hall is at the end of life. Addi ionally, there is current telephone technology that can be of benefit to the City through the installation of a new phone system.	Interfund transfer	Annaul maintenance costs of \$7,000 of purchase price beginning in FY13

**CITY OF SANIBEL EXPLANATION of 1st YEAR  
CAPITAL IMPROVEMENT PLAN  
by Department**

Fund	Dept	Description	FY 2012	EXPLANATION OF PROJECT	Funding Source	Impact on
						Operating Costs
300	1290	Ruggedized damage assessment computers	\$ 10,000	The city needs a technology to be able to quickly assess the damage from disasters. These computers need to be ruggedized and waterproof for use under extreme conditions. (\$3500 each). The computers currently used cannot be used in inclement weather. This project is to replace the current limited computers, with rugged, weatherproof computers.	Interfund transfer	None
300	1290	Generator tie-in for main server room	\$ 20,000	We have had cases where we have needed to power the main server room with external generators. This could also occur due to fire or natural disaster. This will provide better external power capabilities rather than running generator cable over the floor and through doorways.	Interfund transfer	None
300	1290	Upgrade to Windows 7	\$ 20,000	Most of the City computers are running Windows 7. It is necessary to upgrade to the current version of Windows. Some upgrades have been occurring in this FY, and this funding will complete the project.	Interfund transfer	None
300	1290	Software development	\$ 10,000	Residents, business and visitors would benefit from applications targeted for iPhones and Droids. Some possibilities include emergency notifications and preparation information, news and Rec Center programs status, delivery of timely mapping, and reporting of citizen issues that include a photo and GPS location.	Interfund transfer	None
<b>TOTAL MIS</b>			<b>\$ 416,663</b>			

**Police**

300	2100	Supervisor car (3-yr replacement)	\$ 30,000	Replace obsolete supervisor car	Interfund transfer	None
300	2100	Car video (6-year replacement)	\$ 50,000	Replace obsolete car video	Interfund transfer	None
300	2100	PD laptops for in-car/field reporting	\$ 12,266	The new police department applications have remote capability. This allows officers to access law enforcement data from the road rather than returning to the station to create reports. In a mobile environment, regular, commercial laptops will not last long. The standard in law enforcement is the Panasonic Toughbook.	Interfund transfer / Grant for \$2,266	None
300	2100	Computer programs for records management and computer-aided dispatch	\$ 160,000	Upgrade computer aided dispatch and field reporting modules.	Interfund transfer	None
300	2100	Integrated video access system	\$ 25,000	The City currently has over 60 cameras located at Lighthouse Park, the Recreation Center and other City locations. The Police Department has found these cameras to be a significant factor for crime reduction and investigations. There are plans to add cameras to additional areas. This project is to integrate the system into a single system that will allow immediate access by law enforcement, and provide redundant, offsite storage.	Interfund transfer	None
<b>TOTAL POLICE</b>			<b>\$ 277,266</b>			

**CITY OF SANIBEL EXPLANATION of 1st YEAR  
CAPITAL IMPROVEMENT PLAN  
by Department**

						Impact on
Fund	Dept	Descrip ion	FY 2012	EXPLANATION OF PROJECT	Funding Source	Operating Costs
<b><u>Building</u></b>						
169	2400			This is to replace the current software used by Finance, Building, Utili es, Code Enforcement and Planning. This project will improve the functionality of departments, provide some services over the Web to ci izens and businesses and move the data off Sanibel though the use of Tyler Data Centers.	Fees	None
		Government-wide software upgrade	<b>\$ 30,000</b>			
<b>TOTAL BUILDING</b>			<b>\$ 30,000</b>			

**Public Works**

<b><u>Public Facilities</u></b>						
City Hall and Center 4 Life						
300	7250	Replace duct work/air handlers and add insulation	\$ 35,000	Complete work begun in FY11	Interfund transfer	None
300	7250	Repaint	\$ 60,000	Proper maintenance of a building is necessary to extend the building's life and avoid significant repair costs. Painting of City Hall is a maintenance item on a 5-year cycle.	Interfund transfer	None
300	7250	Replace seating and carpeting in Mackenzie Hall	\$ 32,000	MacKenzie Hall was constructed as a part of the City Hall construction in 1986. The auditorium seating in MacKenzie Hall is worn and needs to be replaced for aesthetics and for the comfort of the audience. New seating will serve the public interested in participating in the City government process. The carpeting should be replaced in conjunction with the new seating.	Interfund transfer	None
300	7250	Replace hurricane shutters	\$ 50,000	Install upgraded hurricane shutters at City Hall to better withstand winds. After Hurricane Charley, City applied to FEMA for a hazardous mitigation grant to reinforce the Administration/Finance wing of City Hall, including new shutters and roof reinforcement. The \$50,000 requested in 2012 is for new shutters in the Planning/Building wing of City Hall.	Interfund transfer	None
300	7250	Center 4 Life improvements	\$ 90,000	The Center 4 Life is an old building with a flat roof and air conditioning problems. It is proposed to add a sloped roof for better roof drainage and to allow for ductwork to be installed in the trusses. The building houses City and BMRH offices as well as the City's Seniors Program. The project will also include changing the building layout to better utilize space. The \$90,000 requested in 2012 will fund the architectural and engineering services required in conjunction with the design phase of the project. Construction would be scheduled for 2013. Air quality and roof leaks must be addressed for a healthy environment.	Interfund transfer	None
<b><u>Machinery and Equipment</u></b>						
300	7250	Mowers and mower trailers - replacements	\$ 12,000	Public Facilities has 2 - 2006 model mowers, one is utilized in the non-beach parks and the other around City Hall, Historic Village and the Center 4 Life. The Parks mower is on a 6-year replacement schedule, while the other, less used mower, is on an 8-year schedule. In addition, a replacement mower trailer is proposed in FY16. A new mower requires less maintenance and experiences fewer breakdowns which allow a more efficient operation.	Interfund transfer	None

**CITY OF SANIBEL EXPLANATION of 1st YEAR  
CAPITAL IMPROVEMENT PLAN  
by Department**

						Impact on
Fund	Dept	Description	FY 2012	EXPLANATION OF PROJECT	Funding Source	Operating Costs
Vehicles/Equipment						
300	4100	Trucks	\$ 46,000	Two public works pickup trucks are scheduled for replacement in 2011. One is a 2003 model F-250 driven 96,000 miles , while he other is a 2002 model F-250 wi h 58,000 miles. The replacement cycle for pickups is seven years; for dump trucks it is 10 years. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Sweeper	\$ 140,000	The Public Works sweeper is a 2003 model on an 8-year replacement schedule. Keeping streets and shared use paths clean is not only aesthetically pleasing but helps the City meet its NPDES permit requirements and improves the safety of the users. The imely replacement of equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Flail axe	\$ 35,000	The City u ilizes a tractor-mounted flail axe for roadside and shared use path trimming. The Flail axe is on a 4-year replacement schedule. The timely replacement of equipment is necessary to prevent excessive downtime and thus improve operational efficiency. Proper roadside vegetation maintenance is aesthetically pleasing and helps wildlife from being hit by being more visible to drivers. The flail axe head needs to be replaced every 2 years.	Interfund transfer	None
Sub-total PUBLIC FACILITIES #300			\$ 500,000			
Drainage						
301	4100	Dinkins Bayou Dredging	\$ 200,000	This project involves the removal of approximately 1,500 cubic yards of material from Dinkins Bayou to assist flow from Clam Bayou to he Bay.	Interfund transfer	None
301	4100	Clam Bayou Box Culvert Repair	\$ 30,000	This project involves extension of he rock w/filter fabric to stabilize the banks of the channel approach to the box culvert.	Interfund transfer	None
Sub-total DRAINAGE			\$ 230,000			
Roads/Bridges/Shared-Use Paths						
301	4100	Dunlop Road/Wooster Lane, shared-use path	\$ 100,000	This project involves the construction of a shared use path to connect the Periwinkle Way shared use path at Dunlop Road wi h the Palm Ridge shared use path at Wooster Lane. The path would be constructed within the Dunlop Road and Wooster Lane rights-of-way and an easement along the west side of Dunlop Road across from Periwinkle Pines. The path would link City Hall, Library, BIG Arts, Historical Village with the City's extensive existing path system. The construction of the shared use path on the north side of Periwinkle Way between the crosswalk at St. Michael's and Sanibel Community Association would also be included in the project.	Interfund transfer	None
301	4100	Dixie Beach Blvd. shared-use path	\$ 200,000	The Dixie Beach Boulevard shared use path currently exists from Periwinkle Way to Albatross Road. This project would extend the 8-foot path to San Carlos Bay. This path extension is recommended in the 2009 Shared Use Pa h Master Paln. Biker/pedestrian safety would improve with he construction of this path.	Interfund transfer	None
301	4100	Bailey Road shared-use path	\$ 150,000	There is a Periwinkle Way crosswalk at Bailey Road, but bikes/pedestrians who cross there must use Bailey Road pavement because hese is no shared use path. This project involves the construction of an 8-foot wide shared use path from Periwinkle Way to Bay Drive. This path extension is recommended in the 2009 Shared Use Path Master Plan. Pedestrian/bicyclist safety would be improved.	Interfund transfer	None

**CITY OF SANIBEL EXPLANATION of 1st YEAR  
CAPITAL IMPROVEMENT PLAN  
by Department**

<u>Fund</u>	<u>Dept</u>	<u>Descrip ion</u>	<u>FY 2012</u>	<u>EXPLANATION OF PROJECT</u>	<u>Funding Source</u>	Impact on
						Operating Costs
301	4100	Replace Lindgren Blvd. box culvert	\$ 165,000	The Lindgren Blvd. box culvert replacement project was begun in 2011 and will be completed in 2012. A larger opening will allow more drainage flow for the Sanibel River outfall at the Beach Road weir, resulting in improved water quality in the river and the receiving canals. The replacement box culvert will be deeper to accommodate the homeowners along the Lindgren canal who have boats.	Interfund transfer	None
		<b>TOTAL FUND #301</b>	<b>\$ 845,000</b>			
307	4100	Kings Crown to Lighthouse Beach lot	\$ 600,000	This project involves shifting Periwinkle Way to the north in order to maintain roadway/shared use path separation when the path is widened. Wider shared use paths, separated from the roadway, are safer.	Interfund transfer	None
309	4100	Tarpon Bay road	\$ 250,000	The purpose of this project is to improve aesthetics, drainage, and shared use path safety, by piping the existing ditch, separation the path from the roadway, and widening the path. It is a City wide goal to improve drainage and create wider, safer shared use paths. The 2012 funds would be used to widen the shared use path from Island Inn Road to West Gulf Drive.	Interfund transfer	None
306	4100	Rabbit road	\$ 296,500	The purpose of this project is to improve traffic flow, deter speeding and improve shared use path safety. The project involves exploring the possibility of creating a right turn lane at San-Cap Road, studying traffic calming techniques and widening the shared use path. These improvements are intended to help shared use path and roadway users as well as residents along Rabbit Road. The 2012 funding will be used to widen the shared use path.	Interfund transfer	None
<b>TOTAL FUND #306-309</b>			<b>\$ 1,146,500</b>			
<b>TOTAL PUBLIC WORKS</b>			<b>\$ 2,491,500</b>			

## Appendix

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Statistics and Demographics

## Financial Policies

### General Budget Policy

- A. The City of Sanibel, as a local government within the state of Florida, adopts its budget pursuant to Chapter 200, Florida Statutes, which mandates adoption of a balanced budget; that is sources of funds must equal uses of funds
- B. The finance director, on behalf of the city manager, is responsible for the preparation of the City's budget. Each spring, department directors submit their proposed budgets for the coming fiscal year to the finance director. Proposed budgets identify increases and decreases in spending from the current year, along with the reason for the change. They also include a list of initiatives that are not included in the department's budget but are requested by individual departments. A proposed budget is ready for City Council to consider, for the first time, in July.
- C. The annual budget is adopted by City Council after an extensive review and evaluation of budget proposals from the various City departments to determine the funding level necessary to provide municipal services. After adoption, the budget is posted on the City's website.
- D. The operating budget is adopted annually at the fund level by the City Council. In accordance with state law, a proposed millage rate, which may be reduced but may not be increased, is set in July, followed by two public hearings in September. The budget and final millage rate are approved by separate resolutions at the second public hearing.
- E. The budget is adopted on a modified accrual basis for all fund types, governmental and enterprise. Under the modified accrual basis of accounting, revenues and other financial resources are recognized when they become both measurable and available to finance expenditures of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred with certain exceptions. The modified accrual basis is the same basis of accounting used for the City's audited financial statements of its governmental funds. Enterprise funds are accounted for and reported on the audited financial statements using the accrual basis. Under the accrual basis of accounting, most transactions are recorded when they occur, regardless of when cash is received or disbursed. Generally Accepted Accounting Principles (GAAP) require the use of accrual basis accounting for enterprise funds for audit purposes.

- F. By resolution, a reserve equal to 17% of projected expenditures is included in the budget, in order to ensure sufficient cash is available for operations until tax receipts are forwarded to the City by the Lee County Tax Collector.
- G. Budgetary control throughout the fiscal year is maintained through monitoring encumbrances of estimated purchase amounts. Encumbrances for goods or services not received by year-end lapse and must be re-budgeted in the following year.
- H. Any increase, decrease or transfer between funds within the annual budget must be approved by a budget amendment approved by resolution of the City Council.
- I. The City Manager may approve intradepartmental transfers as is deemed necessary.
- J. The finance department prepares a quarterly budget variance report for the City Council, noting any deviations of 5% or greater against the budget and explains the reason for the variance.
- K. The Capital Improvement Budget (CIP) estimates costs for all capital projects for a five year period.
- L. The City has an indirect cost allocation plan prepared annually. The plan conforms to federal guidelines for grant reimbursement of administrative costs and is used to bill and collect indirect charges from funds.

## Fund Balance Policy

A Fund Balance Policy is adopted in order to secure and maintain investment-grade credit ratings, meet seasonal shortfalls in cash flow, and reduce susceptibility to emergency or unanticipated expenditures and/or revenue shortfalls. Fund balance information is used to identify the available resources to repay long-term debt, reduce property taxes, add new governmental programs, expand existing ones, or enhance the financial position of the City, in accordance with policies established by the City Council.

The City's Fund Balance Policy establishes:

- a) Fund balance policy for the general fund;
- b) Reservations of fund balance for the general fund;



- c) The method of budgeting the amount of estimated unrestricted fund balance (also known as *estimated beginning fund balance*) available for appropriation during the annual budget adoption process (prior to the actual, audited fund balance being known) and what actions may need to be taken if the actual fund balance is significantly different than the budgeted fund balance; and
- d) The spending order of fund balances

## General Fund

### 1. Restricted Fund Balance

There is no restricted fund balance in the General Fund. Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation will be budgeted and reported in special revenue funds, capital project funds or debt service funds.

### 2. Committed Fund Balance

Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing reserves for disasters; and/or e) for setting aside amounts for specific projects. Commitment of fund balance may be made from time-to-time by resolution of the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally (resolution). The use (appropriation) of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by resolution of City Council during the fiscal year.

### 3. Assigned Fund Balance

Assignment of fund balance may be a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for

expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

#### 4. Non-Spendable Fund Balance

Non-spendable fund balance is established to report items that are not expected to be converted to cash such as inventory and prepaid items; items not currently in cash form such as the long-term amount of loans and notes receivable as well as property acquired for resale; and, items legally or contractually required to be maintained intact such as the corpus (or principal) of a permanent fund.

#### 5. Minimum Level of Unassigned Fund Balance

Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been restricted, committed or assigned to specific purposes within the general fund.

If, after the annual audit, prior committed or assigned fund balance causes the unassigned fund balance to fall below 17% of general fund operating expenditures, the City Manager will so advise City Council in order for the necessary action to be taken to restore the unassigned fund balance to 17% of General Fund operating expenditures.

The City Manager will prepare and submit a plan for committed and/or assigned fund balance reduction, expenditure reductions and/or revenue increases to City Council. The City shall take action necessary to restore the unassigned fund balance to acceptable levels within two years.

#### Reservations of Fund Balance (General Fund)

##### 1. Committed Fund Balance

The City Council hereby establishes the following committed fund balance reserves in the General Fund:

- a) Disaster Reserve – The disaster reserve fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure the maintenance of services to the public during disaster situations such as, but not limited to, hurricanes.
- b) Environmental Initiatives Reserve – The environmental initiative fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure services are available to address environmental damage, litigation and other related costs from disasters such as, but not limited to, algae bloom, fish kills, or oil.

- c) Insurance Deductible Reserve – The insurance deductible reserve fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure coverage of the City's insurance deductible on its insured properties and equipment.

## 2. Assigned Fund Balance

The City hereby establishes the following assigned fund balance reserves in the General Fund:

- a) Assignment to Subsequent Year's Budget – The subsequent year's budget fund balance reserve is assigned by City management as set forth in the annual budget (and any amendments thereto) to appropriate a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

## Budgeting

### 1. Appropriation of Unrestricted Fund Balance

The actual amount of unrestricted fund balance (total of *committed fund balance, assigned fund balance and unassigned fund balance*) is not known until the completion of the annual audit which takes place between three to six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called *estimated beginning fund balance*) must be made during the annual budget adoption process (July through September) which is prior to the end of the fiscal year, September 30<sup>th</sup>.

### 2. Estimated Beginning Fund Balance

In order to achieve the most accurate estimate possible, the City Manager or designee shall project both Sources of Funds (revenues, prior years unrestricted fund balances carried forward and other financing sources) and Uses of Funds (operating and non-operating expenditures), including accruals, for each department in each governmental fund through September 30<sup>th</sup> of the then current fiscal year. These projections will be shown in a separate column entitled "Estimated Actual" for each fund in the proposed, tentative and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.

### 3. Estimated Ending Fund Balance

For the year being budgeted, a calculation of estimated ending fund balance shall also be made. This calculation shall be the difference between the budgeted sources of funds and the budgeted uses of funds as described above.

Since the uses of funds are restricted, committed or assigned in all other governmental fund types there is no policy to the amount of ending fund balance unless the project is completed and the fund should be closed. In this situation, a residual equity transfer will be made to zero-out any remaining fund balance.

If, after the annual audit, the actual general fund unassigned fund balance is greater than 20 per cent of operating expenditures in the general fund, the excess may be used in one or a combination of the following ways:

- a) Left in the general fund to earn interest and roll forward into the subsequent year's beginning fund balance;
- b) Appropriated by resolution of City Council for a one-time expenditure or opportunity that does not increase recurring operating costs;
- c) Committed to establish or increase a formal stabilization arrangement or reserve (including but not limited to economic stabilization, contingency reserves or disaster reserves); or
- d) Appropriated for start-up expenditures of new programs undertaken at mid-year, provided that such action is considered in the context of council-approved multiyear projections of revenues and expenditures.

#### Spending Order of Fund Balances

The City uses restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the City would first use committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

#### Revenue Policy

- A. The City will maintain a revenue manual which describes revenue sources that are available to support City expenditures.
- B. Ad valorem tax revenue is budgeted at 100% of the approved millage rate levy. However, because taxpayers take advantage of the discount

afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

- C. The use of ad valorem tax revenues is limited to the general fund unless it is required in other funds by bond indenture agreements.
- D. Revenues that have been pledged to bondholders will conform to bond covenants which commit those revenues.
- E. The City will prepare periodic cost studies on services for which user fees are imposed and the proposed adjustments will be presented for Council authorization.
- F. The City will actively pursue grant-funding opportunities.
- G. Revenue which is estimated to be unexpended at year-end will be budgeted as estimated ending fund balance and be available for appropriation in the new year.

## Debt Policy

Due to the City's current status with the Internal Revenue Service (IRS) as a Small Issuer, that is, the City issues less than \$10 million of debt in any given calendar year, the City is considered to be "Bank Qualified". This bank qualified status allows banks to offer the City interest rates much lower than market rates since the interest the bank earns from the City is tax exempt to the bank. Therefore, whenever practical, the City issues bank qualified debt in order to finance projects or capital acquisitions which need to be funded from debt issuance. Additionally, the use of pre-negotiated lines of credit with stated interest rate and expense terms are utilized when practical in order to reduce debt issuance costs.

When it is necessary to issue debt in an amount greater than \$10 million, the City first seeks financing from a source which offers below market rate interest rates, such as the State Revolving Loan Fund. However, if sources of this type are not available or not applicable due to the nature of the project being funded, bond issuance may be used. The services of underwriters and financial advisors are engaged using the Request for Proposal (RFP) process outlined in the City's administrative policy on the Procurement of Professional Services and the relative Consultants' Competitive Negotiation Act (CCNA) contained in Section 287.055, Florida Statutes.

## City of Sanibel, Florida

The term of the debt is matched with the life of the asset being financed. The City of Sanibel does not have a maximum debt limit.

All debt service requirements are fully funded each year.

### Purchasing Policy

- A. All purchasing for the City of Sanibel will be conducted in a manner that promotes competition and secures the best value.
- B. All purchasing shall be conducted in a manner that prompts vendors to value City business and make every effort to furnish City requirements on the basis of quality, service and price.
- C. Purchasing will be from suppliers who have adequate financial strength, and a good record of adhering to specifications, maintaining shipping promises, and giving a full measure of service to the City.
- D. All bidders will be afforded equal opportunities to quote and are to compete on equal terms.
- E. Vendors hired by the City to provide goods and services shall have obtained a City business tax receipt (per Code of Ordinances, Sections 18 and 62) prior to authorization of the purchase.
- F. Competitive sealed bids are required for purchases of commodities and services that cost \$25,000 or more. The competitive sealed bid or proposal procurement method is regulated by Florida Statutes. Competitive sealed bids are subject to public legal notice requirements.
- G. Sole Source – Occasionally, products or services are determined to be available from only one source or must match a product or service that is already in place. These are rare occurrences and must be fully documented and submitted to the Finance Department for review and for City Manager approval where the cost exceeds \$1,500.
- H. Emergency Procurements – When there is an immediate danger to persons or property or the threat of substantial economic loss to the City, an emergency procurement may be made. All emergency procurements should be made with as much competition as is practical under the emergency circumstances.

**CITY OF SANIBEL  
BUDGET CALENDAR  
FISCAL YEAR 2012**

Week of:	April 11 - 15, 2011	Training updates on HTE budget module
Month of:	April 18-May 12, 2011	Departments prepare expenditure requests using HTE budget module
Friday, by Noon	May 13, 2011	Departments return FY 2012 HTE budget reports reflecting department expenditure requests to finance director
Mon - Fri	May 16 - 20, 2011	Individual department meetings with city manager and finance director to discuss proposed budget requests
Month of:	June 2011	Finance matches departmental expenditure requests, after any city manager changes, with projected revenue
Friday	July 1, 2011(*)	Property appraiser certifies tax roll and finance calculates proposed millage rate based on actual taxable valuation
Wed	July 13, 2011	Finance department provides proposed FY 2012 budget document to city clerk for distribution to council for July 19th meeting
Tuesday	July 19, 2011(*)	<b>REGULAR COUNCIL MEETING</b> - Staff presents proposed FY 2012 budget and introduction of the resolution to set the proposed tax (calendar) year 2011 millage rate and date of first public hearing ( <b>Aug 3rd is the LAST DAY to do this</b> )
By Thursday	August 4, 2011(*)	Finance advises property appraiser of proposed millage rate; rolled-back rate and date, time and place of first public hearing
By Wednesday	August 24, 2011(*)	Property appraiser mails notices of proposed property taxes and advertises the date, time and place of the first public hearing for all taxing authorities
Saturday	September 10, 2011(*)	<b>9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING</b> - Discussion and adoption of tentative millage rate and tentative FY 2012 budget
Saturday	September 17, 2011(*)	City advertises second and final public hearing in News-Press
Tuesday	September 20, 2011(*)	<b>5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING</b> - Discussion and adoption of final millage rate and fiscal year 2012 budget
Friday	September 23, 2011(*)	<b>Within 3 days of final adoption submit resolution to DOR, property appraiser and tax collector</b>
(*) Dates mandated by state Truth In Millage (T.R.I.M.) legislation		

## Glossary

**Ad valorem taxes** – A tax levied on the assessed value of real estate or personal property. This tax is also called property tax. Ad valorem taxes are the major source of revenue for state and municipal governments.

**Appropriation** - A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose for a limited period of time.

**Assessed value** – The dollar value assigned to real or personal property for purposes of assessing taxes. Sanibel's assessed values are determined by the Lee County Property Appraiser.

**Beginning Fund Balance** – The Ending Fund Balance of the previous period. (See Ending Fund Balance.)

**Budget** - An itemized summary of estimated revenues and projected expenses for a given time period. The City of Sanibel adopts a budget each year for the twelve months between October 1 and September 30. Florida Statutes require the City Council to approve its budget at the second of two public hearings.

**Capital Expenditures** – Expenditures used to purchase fixed assets such as furniture and equipment with a life expectancy of more than one year and a unit cost of \$1,000 or more.

**Capital Improvement Program (CIP)** - A CIP is a systematic plan for providing infrastructure improvements within a prioritized framework over a fixed period of time. Sanibel's CIP is based on a five year period of time.

**Debt Service** – The amount of interest and principal that the City must pay each year on long-term and short-term debt.

**Department** – A major administrative unit of the City with overall management responsibility for a service or an operation or for a group of related operations.

**Encumbrance** – The commitment of budgeted funds for the purchase of an item or service. All encumbrances lapse at fiscal year-end.

**Ending Fund Balance** – Funds carried over at the end of a fiscal year. Within a fund, the revenue on hand at the beginning of a fiscal year, plus revenues and other sources of funds received during the year, less expenses and other uses of funds equals ending fund balance. These funds may be committed or assigned for a particular purpose.



Enterprise Fund – A fund in which the services provided are financed and operated like those of a private business. These funds pay for all or most of their cost of operation from user fees.

Fiscal Year - A time period designated for recording financial transactions. The City of Sanibel's fiscal year runs from October 1 through September 30.

Full-Time Equivalent (FTE) – One position funded for a full year. A full-time employee working 40 hours per week equals one FTE; a part-time employee working 20 hours a week equals .5 FTE.

Functions – Expenditure classifications according to the principal purposes for which expenditures are made. Sanibel's functional expense categories are mandated by state law.

Fund - A fund is a grouping of related accounts that is used to maintain financial control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Generally Accepted Accounting Principles (GAAP) – Generally Accepted Accounting Principles (GAPP) consist of the rules, procedures, and conventions that define accepted practices at a given time and which organizations use to compile their financial statements. They include broad guidelines as well as detailed procedures. Much of GAAP is issued in codified form by the Government Accounting Standards Board (GASB).

General Fund – The principal fund of the City used to account for resources traditionally associated with government, which are not legally or by sound financial management to be accounted for in another fund. General Fund activities are funded principally by property taxes, intergovernmental revenue, licenses and permits, charges for services and miscellaneous revenues. Operating services for this fund include police protection, general government administration, and public works.

General Obligation Bonds – Voter approved bonds used to finance a project through a millage increase in ad valorem taxes for a specified period of time.

Grants and Aids – An agreement made by a government or private organizations to provide financial contributions for specified purposes.

Impact Fees – Charges imposed by governments against new development as a total or partial reimbursement for the cost of supporting specific new demands on a given service.

Infrastructure – Structures and facilities other than buildings such as roads, bridges, curbs, gutters, docks, wharves, fences, landscaping, lighting systems, parking areas, storm drains, athletic fields, etc.

Intergovernmental revenue – Funds received from federal, state and local governments in the form of grants, shared revenues and payments in lieu of taxes.

Mill – A tax rate of one dollar (\$1) per one thousand dollars (\$1,000) of taxable property value.

Millage Rate – The millage rate is the number of mills of tax assessed against assessed property value. Example: For a property having a taxable assessed value of \$500,000, a millage rate of 2.5000 generates \$1,250.00 in tax to be paid.

Non-Ad Valorem Assessment – A fee levied on certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit those properties. It is sometimes called a special assessment.

Objective – A specific, measurable action that will be taken to achieve a goal.

Operating Budget – A balanced financial plan for providing governmental programs and services for a one-year period.

Personal Services – All costs related to compensating employees including salaries and benefits.

Proprietary Fund – A fund in which the services provided are financed and operated similar to those of a private business. Funds pay for operating costs primarily through user fees, receiving little or no tax support. (See Enterprise Funds).

Reserve – An amount set aside for a specific purpose or for emergencies or unforeseen expenditures not otherwise budgeted. Authorization to expend reserves is made by the City Council.

Revenues – Funds that the government receives as income.

Rolled-back millage rate – The millage rate necessary to produce the same amount of property tax dollars as received during the previous budget year. New construction is excluded from the roll-back calculation.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to

## City of Sanibel, Florida

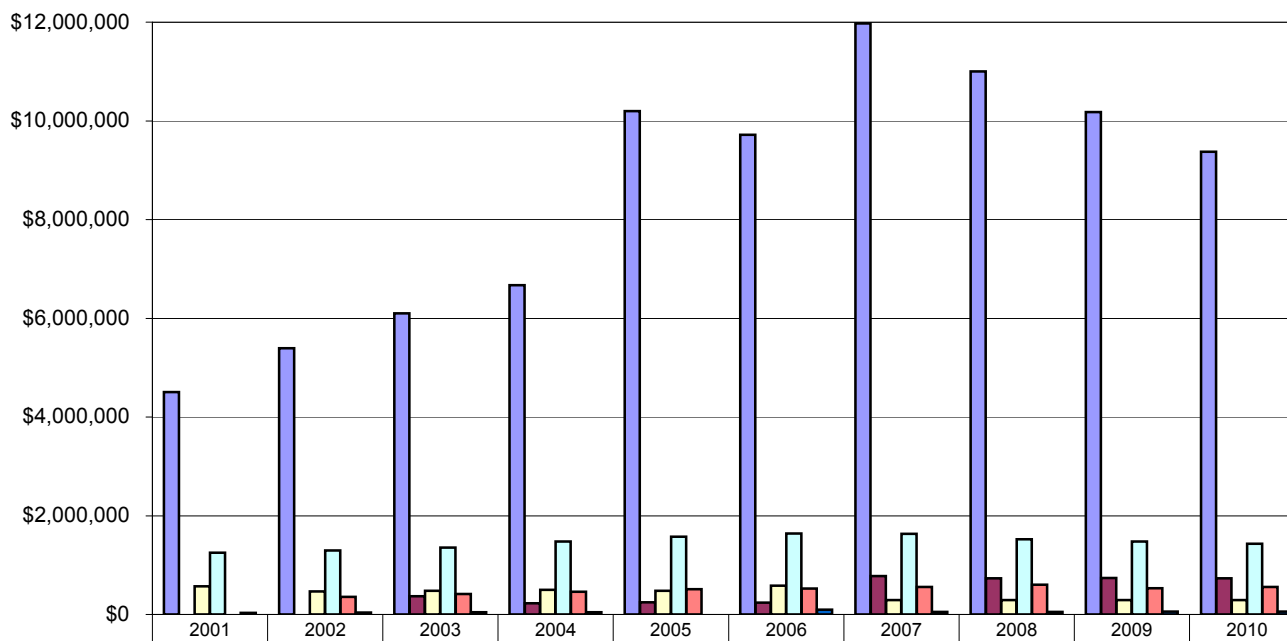
primarily benefit those properties. This is another name for a non ad valorem assessment.

**Taxable Value** – The assessed value of property minus any authorized exemptions. This value is used to determine the amount of ad valorem tax to be levied. The taxable value is calculated by the County Property Appraiser in compliance with state law. The most common exemption is the homestead exemption.

**TRIM Notice** - TRIM (Truth in Millage) establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements. The Notice of Proposed Property Taxes (TRIM notice) enables the taxpayer to compare the prior year assessed value and taxes with the present year assessed value and proposed taxes. It also lets taxpayers compare the amount of taxes if there is no budget change for the upcoming year. The notice lists the date, time, and location of the first budget hearing at which the taxing authorities will hear from the public. At the public hearings, the taxing authorities establish the millage to be levied against the parcel of land shown on the TRIM notice. The notice also shows the deadline for filing a petition to protest the assessment and any denial of exemption.

**User Fees** – Charges for specific services rendered only to those using such services, e.g. sewer service charge, building permits, dog licenses.

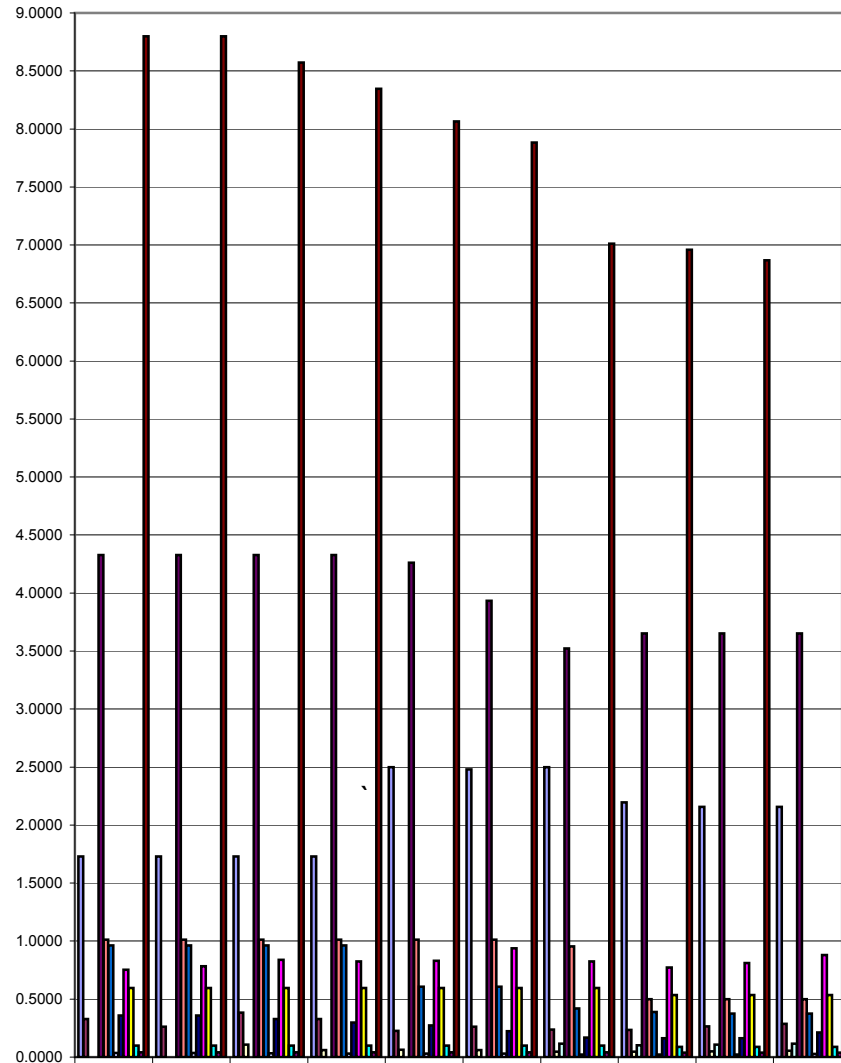
**Tax Revenue of Governmental Funds by Source (\*In FY2008 State reclassified franchise tax as fees and occupational license fees as business taxes)**



Ad Valorem - Operating	\$4,505,249	\$5,393,434	\$6,101,279	\$6,671,663	\$10,198,461	\$9,716,569	\$11,973,525	\$11,004,197	\$10,175,612	\$9,372,184
Ad Valorem - Voted Debt	\$0	\$0	\$367,188	\$229,587	\$248,668	\$239,383	\$775,976	\$735,097	\$737,735	\$735,285
*Franchise/Business Tax	\$572,146	\$466,812	\$478,854	\$500,304	\$478,475	\$583,452	\$290,066	\$293,393	\$293,393	\$291,395
Local Option Gas Tax	\$1,250,742	\$1,298,916	\$1,355,397	\$1,476,980	\$1,574,183	\$1,639,149	\$1,632,569	\$1,524,191	\$1,480,460	\$1,433,690
Communications Services Tax	\$0	\$354,039	\$412,137	\$461,392	\$511,747	\$523,691	\$556,781	\$599,970	\$529,114	\$558,375
Casualty Insurance Premium Tax	\$35,448	\$38,571	\$43,516	\$46,642	\$0	\$98,026	\$50,726	\$53,654	\$57,459	\$58,716

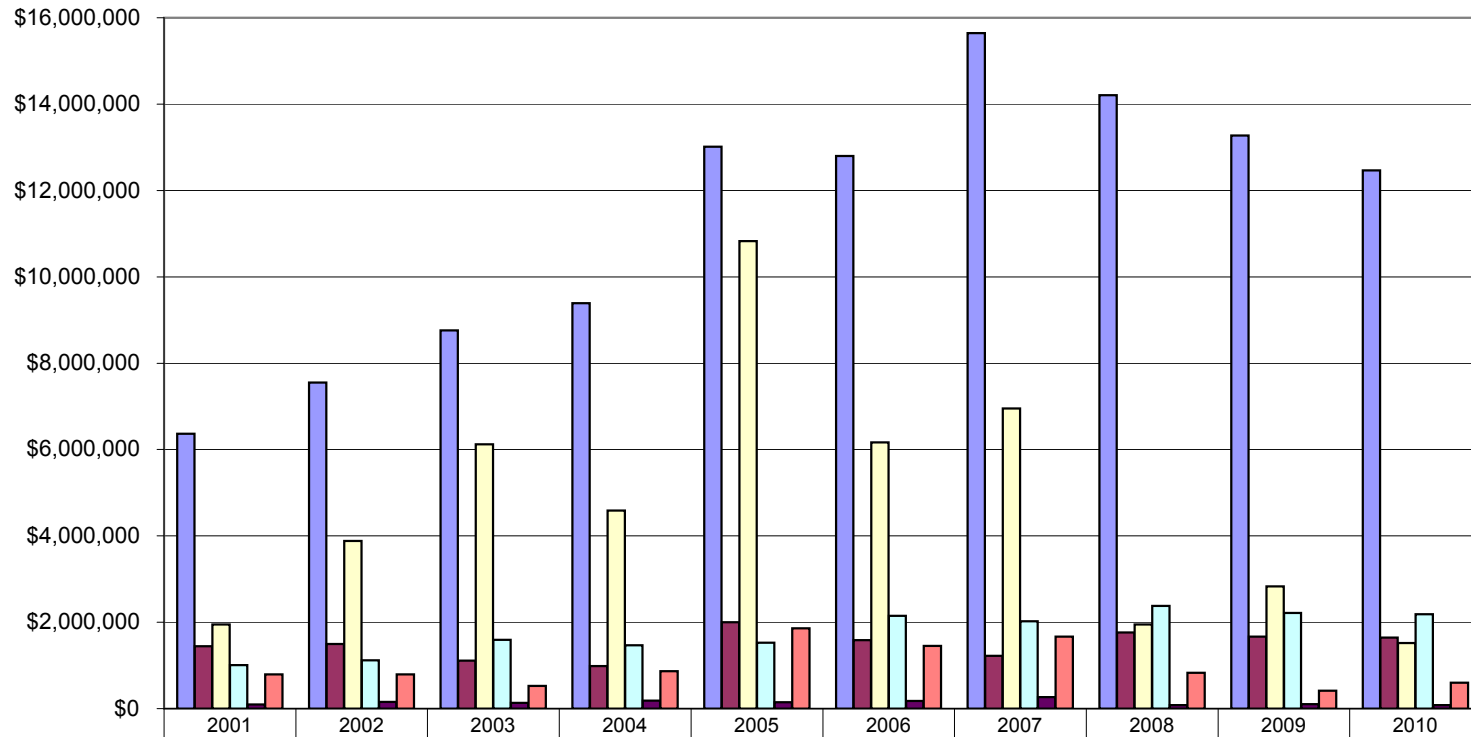
\*Includes General, Special Revenue, Debt Service and Capital Projects Funds

**Property Tax Rates - Direct and Overlapping Governments  
Fiscal Year in Which Taxes Are Payable\***



Sanibel General Operating	1.7291	1.7291	1.7291	1.7291	2.5000	2.4801	2.5000	2.1966	2.1561	2.1561
Sanibel Voted Debt Service - Sewer	0.3279	0.2607	0.3838	0.3275	0.2268	0.2607	0.2363	0.2346	0.2636	0.2856
Sanibel Voted Debt Service - Land	-	-	0.1063	0.0595	0.0625	0.0611	0.0475	0.0456	0.0483	0.0561
Sanibel Voted Debt Service - Rec Facility	-	-	-	-	-	-	0.1145	0.1011	0.1080	0.1172
Lee County General Revenue	4.3277	4.3277	4.3277	4.3277	4.2612	3.9332	3.5216	3.6506	3.6506	3.6506
Lee County Capital Improvements	1.0124	1.0124	1.0124	1.0124	1.0124	1.0124	0.9536	0.5000	0.5000	0.5000
Library	0.9630	0.9630	0.9630	0.9630	0.6055	0.6055	0.4200	0.3900	0.3750	0.3750
Hyacinth Control	0.0358	0.0358	0.0327	0.0295	0.0295	0.0295	0.0223	0.0214	0.0214	0.0277
Mosquito Control	0.3595	0.3595	0.3294	0.2984	0.2718	0.2247	0.1695	0.1636	0.1636	0.2132
Fire Control	0.7518	0.7841	0.8381	0.8258	0.8300	0.9370	0.8258	0.7736	0.8114	0.8794
S. FL Water Management	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5346	0.5346	0.5346
S. FL Water Management Everglades	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.0894	0.0894	0.0894
West Coast Inland Waterway	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0394	0.0394	0.0394
School Board General Operating	8.7980	8.7980	8.5720	8.3460	8.0650	7.8820	7.0120	6.9600	6.8680	7.5080

**Revenues of Governmental Fund Types by Category\***



<span style="color:blue">■</span> Taxes	\$6,363,585	\$7,551,772	\$8,758,371	\$9,386,568	\$13,011,534	\$12,800,270	\$15,646,513	\$14,207,175	\$13,273,773	\$12,467,645
<span style="color:maroon">■</span> Licenses & Permits	\$1,444,481	\$1,497,361	\$1,111,087	\$984,398	\$2,001,221	\$1,586,168	\$1,223,080	\$1,766,263	\$1,663,887	\$1,646,764
<span style="color:yellow">■</span> Intergovernmental	\$1,949,740	\$3,882,911	\$6,121,007	\$4,590,263	\$10,827,692	\$6,165,314	\$6,949,347	\$1,947,650	\$2,831,634	\$1,520,872
<span style="color:cyan">■</span> Charges for Services	\$1,007,986	\$1,116,725	\$1,595,561	\$1,465,388	\$1,523,794	\$2,148,659	\$2,024,869	\$2,378,285	\$2,213,391	\$2,184,329
<span style="color:purple">■</span> Fines & Forfeitures	\$98,395	\$153,923	\$132,084	\$181,987	\$149,853	\$176,406	\$265,828	\$80,831	\$102,626	\$83,542
<span style="color:red">■</span> Miscellaneous	\$791,551	\$791,404	\$522,803	\$869,470	\$1,861,138	\$1,456,089	\$1,668,933	\$827,817	\$415,098	\$596,761

**Expenditures of Governmental Fund Types by Function**

