

## 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.

City of Sanibel, Florida



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City of Sanibel, Florida

Proprietary Funds

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Summary of Enterprise Funds

	GAAP Basis		Non-GAAP Basis							
	Fiscal Year 2008-09 Actual	Fiscal Year 2009-10 Actual	Adopted Budget	Fiscal Year 2011 Amended Budget	Estimated Actual	FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
<b>Sources of Funds</b>										
Beginning Unrestricted Net Assets	2,796,975	1,810,124	1,732,521	2,792,034	2,792,034	2,512,791	845,804	(514,353)	(1,693,424)	(2,926,657)
<b>Estimated Revenue</b>										
<b>Taxes</b>										
Ad Valorem Taxes - Voted De	1,244,143	1,241,407	1,045,444	1,045,444	1,003,626	1,021,247	1,010,609	971,946	941,868	941,868
Mills	0.2428									
<b>Licenses &amp; Permits</b>										
Beach Parking Permits	92,763	92,910	70,000	70,000	85,244	70,000	70,000	70,000	70,000	70,000
<b>Intergovernmental</b>										
Grants from TDC	1,347,248	1,172,047	128,600	1,909,522	1,216,722	692,800	(0)	-	-	-
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	692,800	(0)	-	-	-
<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	5,856,956	6,032,665	6,213,645	6,400,054
Guaranteed Revenue Charge	-	-	-	-	-	-	-	-	-	-
Sale of Treated Effluent	-	-	214,310	214,310	247,100	252,972	258,845	264,717	270,589	276,462
Other Charges	-	-	-	-	-	-	-	-	-	-
Parking Fees	1,176,435	1,135,532	1,000,000	1,000,000	1,309,017	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Total Charges for Services</b>	6,796,593	6,897,503	6,747,435	6,747,435	7,076,860	6,939,337	7,115,801	7,297,382	7,484,234	7,676,516
<b>Fines and Forfeitures</b>										
Penalties <sup>1</sup>	134,996	92,910	120,000	120,000	95,000	95,000	95,000	95,000	95,000	95,000
<b>Miscellaneous</b>										
Disposition of Fixed Assets	(46,526)	-	-	-	-	-	-	-	-	-
Interest Earnings	446,594	487,361	119,774	119,774	105,015	87,811	91,739	95,711	99,729	103,794
Special Assessments	-	306,914	1,011,964	1,011,964	1,123,116	946,679	896,679	896,679	896,679	889,222
<b>Total Miscellaneous</b>	400,068	794,275	1,131,738	1,131,738	1,228,131	1,034,490	988,418	992,390	996,408	993,016
<b>Total Revenue</b>	10,015,811	10,291,052	9,243,217	11,024,139	10,705,583	9,852,874	9,279,828	9,426,718	9,587,510	9,776,400
<b>Other Financing Sources</b>										
Transfers In	-	-	-	-	-	-	-	-	-	-
Capital Contributions	1,912,990	61,500	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	1,100,000	1,100,000	-	-	-	-	-	-
Reserve for Undercollections	-	-	(101,818)	(101,818)	(78,541)	(111,062)	(100,424)	(98,878)	(97,675)	(97,675)
<b>Total Other Financing Sources</b>	1,912,990	61,500	998,182	998,182	(78,541)	(111,062)	(100,424)	(98,878)	(97,675)	(97,675)
<b>Total Sources of Funds</b>	14,725,776	12,162,676	11,973,920	14,814,355	13,419,076	12,254,603	10,025,207	8,813,487	7,796,411	6,752,068

Summary of Enterprise Funds

Uses of Funds	GAAP Basis		Non-GAAP Basis							
	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12	FY13	FY14	FY15	FY16
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Physical Environment</b>										
Personal Services	1,332,452	1,421,226	1,637,695	1,637,695	1,568,809	1,630,602	1,630,602	1,630,602	1,630,602	1,630,602
Operating Expense	2,565,173	2,203,770	1,871,726	2,251,726	2,159,704	2,195,589	2,195,589	2,195,589	2,195,589	2,195,589
Capital Outlay	-	-	2,045,000	1,665,000	481,292	595,000	128,000	137,000	420,000	177,000
<b>Total Physical Environment</b>	<b>3,897,625</b>	<b>3,624,996</b>	<b>5,554,421</b>	<b>5,554,421</b>	<b>4,209,805</b>	<b>4,421,191</b>	<b>3,954,191</b>	<b>3,963,191</b>	<b>4,246,191</b>	<b>4,003,191</b>
<b>Transportation</b>										
Personal Services	891,777	1,019,273	1,015,026	1,006,608	979,909	971,127	970,389	970,389	970,389	970,389
Operating Expense	1,060,067	883,299	1,127,265	1,100,883	1,112,808	1,026,893	1,026,893	1,026,893	1,026,893	1,026,893
Capital Outlay	-	-	333,600	1,181,200	603,200	937,000	539,500	497,000	430,000	347,000
<b>Total Transportation</b>	<b>1,951,844</b>	<b>1,902,572</b>	<b>2,475,891</b>	<b>3,288,691</b>	<b>2,695,917</b>	<b>2,935,020</b>	<b>2,536,782</b>	<b>2,494,282</b>	<b>2,427,282</b>	<b>2,344,282</b>
<b>Total Operating &amp; Capital Expenses</b>	<b>5,849,469</b>	<b>5,527,568</b>	<b>8,030,312</b>	<b>8,843,112</b>	<b>6,905,722</b>	<b>7,356,211</b>	<b>6,490,973</b>	<b>6,457,473</b>	<b>6,673,473</b>	<b>6,347,473</b>
<b>Non-Operating Expenses</b>										
Grants & Aid (Reclaimed Water)	-	-	-	-	-	-	-	-	-	-
Reserve for Disasters	-	-	50,000	50,000	50,000	100,000	100,000	100,000	100,000	100,000
Debt Service	1,492,875	1,271,754	4,082,547	4,082,547	3,950,563	3,952,588	3,948,587	3,949,438	3,949,594	3,954,032
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>4,132,547</b>	<b>4,000,563</b>	<b>4,052,588</b>	<b>4,048,587</b>	<b>4,049,438</b>	<b>4,049,594</b>	<b>4,054,032</b>
<b>Total Appropriations</b>	<b>9,943,858</b>	<b>9,410,735</b>	<b>12,162,858</b>	<b>12,975,658</b>	<b>10,906,284</b>	<b>11,408,799</b>	<b>10,539,559</b>	<b>10,506,910</b>	<b>10,723,066</b>	<b>10,401,504</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								
Unrestricted Net Assets	1,810,124	2,792,034	(188,938)	1,838,697	2,512,792	845,804	(514,352)	(1,693,423)	(2,926,656)	(3,649,436)
<b>TOTAL USES OF FUNDS</b>			<b>11,973,920</b>	<b>14,814,355</b>	<b>13,419,076</b>	<b>12,254,603</b>	<b>10,025,207</b>	<b>8,813,487</b>	<b>7,796,411</b>	<b>6,752,068</b>

## City of Sanibel, Florida

### 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 0.2428 mills which will cost a taxpayer \$24.28 per \$100,000 of taxable property valuation.

In the May 2009 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 amount was applied to billings beginning October 1, 2009, was suspended in FY11 and will resume in FY12.

## City of Sanibel, Florida

### **Sources of Funds**

In addition to the roll-forward of prior year balances, ad valorem tax revenue of \$1,021,247 is budgeted from the levy of the 0.2428 millage rate. Residential and commercial user fees of \$5,686,365 include the 3% annual indexing. Fees will also be earned by additional customers hooking up to the system as various stages of the expansion are completed. User fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves.

Other sources of funds are budgeted at \$252,972. These include charging for the sale of treated effluent at a rate of \$2.49/1,000 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 \$946,679.

### **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 \$2,195,589. Sixteen (16) full-time positions and two part-time positions manage, operate and provide engineering services to the system at a cost for salaries and fringe benefits of \$1,630,602. The capital budget is budgeted at \$595,000. The principal and interest budgeted for debt service is \$3,602,588 for the 2003 bonds, the SRF loans and a repayment of reuse advances to the general fund of \$350,000. This repayment is the sixth repayment of \$350,000 to the general fund from the sewer fund of a loan between the two funds pursuant to Resolution #06-118 adopted August 15, 2006. The loan is scheduled to be paid annually over ten years.

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

Enterprise Fund  
Sewer System

	GAAP Basis		Non-GAAP Basis							
	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY 12	FY 13	FY 14	FY 15	FY 16
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
Beginning Unrestricted Net Assets	2,589,502	1,248,641	1,231,388	2,169,251	2,169,251	1,975,794	1,466,026	1,557,652	1,787,863	1,896,913
<b>Estimated Revenues</b>										
Ad Valorem Taxes-Voted Deb 0.2428	1,244,143	1,241,407	1,045,444	1,045,444	1,003,626	1,021,247	1,010,609	971,946	941,868	941,868
Commercial User Fees	5,620,158	5,761,971	5,533,125	5,533,125	5,520,743	5,686,365	5,856,956	6,032,665	6,213,645	6,400,054
Sale of Treated Effluent	-	-	214,310	214,310	247,100	252,972	258,845	264,717	270,589	276,462
Grant from State of Florida	-	-	-	-	-	-	-	-	-	-
Fines and Forfeitures	24,168	24,057	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous	399,071	471,081	119,774	119,774	102,326	87,811	91,739	95,711	99,729	103,794
Special Assessments	-	306,914	1,011,964	1,011,964	1,123,116	946,679	896,679	896,679	896,679	889,222
<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	1,100,000	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	(41,818)	(41,818)	-	(51,062)	(40,424)	(38,878)	(37,675)	(37,675)
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>11,743,506</b>	<b>9,115,571</b>	<b>10,234,187</b>	<b>11,172,050</b>	<b>10,186,162</b>	<b>9,939,806</b>	<b>9,560,430</b>	<b>9,800,492</b>	<b>10,192,698</b>	<b>10,490,638</b>
<b>Appropriations</b>										
<b>Physical Environment</b>										
Personal Services	1,332,452	1,421,226	1,637,695	1,637,695	1,568,809	1,630,602	1,630,602	1,630,602	1,630,602	1,630,602
Operating Expense	2,565,173	2,203,770	1,871,726	2,251,726	2,159,704	2,195,589	2,195,589	2,195,589	2,195,589	2,195,589
Capital Outlay	-	-	2,045,000	1,665,000	481,292	595,000	128,000	137,000	420,000	177,000
<b>Total Operating Expenditures</b>	<b>3,897,625</b>	<b>3,624,996</b>	<b>5,554,421</b>	<b>5,554,421</b>	<b>4,209,805</b>	<b>4,421,191</b>	<b>3,954,191</b>	<b>3,963,191</b>	<b>4,246,191</b>	<b>4,003,191</b>
<b>Non-Operating Expenditures</b>										
Reserve for Disasters	-	-	50,000	50,000	50,000	100,000	100,000	100,000	100,000	100,000
Debt Service	1,492,875	1,271,754	4,082,547	4,082,547	3,950,563	3,952,588	3,948,587	3,949,438	3,949,594	3,954,032
Depreciation and Amortization	2,473,776	2,455,654	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>3,966,651</b>	<b>3,727,408</b>	<b>4,132,547</b>	<b>4,132,547</b>	<b>4,000,563</b>	<b>4,052,588</b>	<b>4,048,587</b>	<b>4,049,438</b>	<b>4,049,594</b>	<b>4,054,032</b>
<b>Total Appropriations</b>	<b>7,864,277</b>	<b>7,352,404</b>	<b>9,686,968</b>	<b>9,686,968</b>	<b>8,210,368</b>	<b>8,473,779</b>	<b>8,002,778</b>	<b>8,012,629</b>	<b>8,295,785</b>	<b>8,057,223</b>
<b>Change in Net Assets</b>	<b>1,289,727</b>	<b>514,526</b>								
<b>Beginning Net Assets</b>	<b>27,851,116</b>	<b>29,140,843</b>								
<b>Ending Net Assets</b>	<b>29,140,843</b>	<b>29,655,369</b>								
<b>Restricted Net Assets</b>	<b>27,892,202</b>	<b>27,486,118</b>								
<b>Unrestricted Net Assets</b>	<b>1,248,641</b>	<b>2,169,251</b>	<b>547,219</b>	<b>1,485,082</b>	<b>1,975,794</b>	<b>1,466,026</b>	<b>1,557,652</b>	<b>1,787,863</b>	<b>1,896,913</b>	<b>2,433,414</b>
<b>Total Uses of Funds</b>			<b>10,234,187</b>	<b>11,172,050</b>	<b>10,186,162</b>	<b>9,939,806</b>	<b>9,560,430</b>	<b>9,800,492</b>	<b>10,192,698</b>	<b>10,490,638</b>

City of Sanibel, Florida



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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**

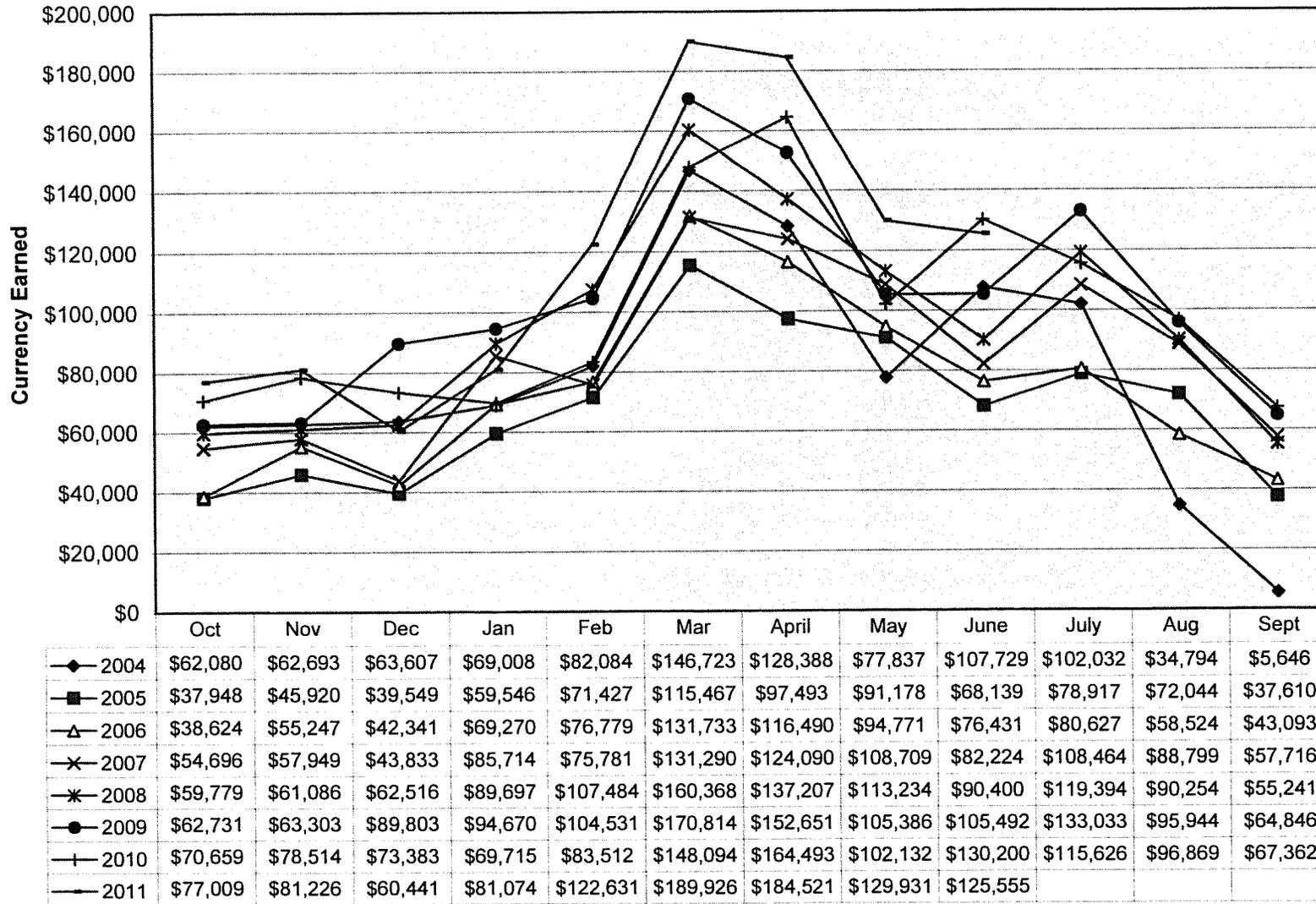
In addition to the enforcement of the ordinance, user fee revenues are used to maintain the beach facilities as well as provide shared-use path access to the beaches. An operating line-item budget is included in the transportation function in the supplemental schedules section of this document and the 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	Fiscal Year	Fiscal Year 2011			FY12	FY13	FY14	FY15	FY16
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
Beginning Unrestricted Net Ass	207,473	561,483	501,133	622,783	622,783	536,997	(620,223)	(2,072,005)	(3,481,287)	(4,823,569)
<b>Estimated Revenue</b>										
<b>Licenses and Permits</b>										
Beach Parking Permits	92,763	92,910	70,000	70,000	85,244	70,000	70,000	70,000	70,000	70,000
Intergovernmental Revenue	1,347,248	1,172,047	128,600	1,909,522	1,216,722	692,800	(0)	-	-	-
<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	1,000,000	1,000,000	1,000,000	1,000,000
Fines and Forfeitures	110,828	84,146	100,000	100,000	75,000	75,000	75,000	75,000	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)	(60,000)	(60,000)	(60,000)	(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>2,314,797</u>	<u>464,777</u>	<u>(987,005)</u>	<u>(2,396,287)</u>	<u>(3,738,569)</u>
<b>Appropriations</b>										
<b>Public Safety</b>										
Personal Services	493,881	507,883	475,481	467,062	479,010	451,131	451,131	451,131	451,131	451,131
Operating Expense	391,953	432,753	425,824	451,890	467,590	467,690	467,690	467,690	467,690	467,690
Capital Outlay	-	-	145,000	145,000	145,000	143,000	183,000	135,000	80,000	120,000
<b>Total Public Safety</b>	<u>885,834</u>	<u>940,636</u>	<u>1,046,305</u>	<u>1,063,952</u>	<u>1,091,600</u>	<u>1,061,821</u>	<u>1,101,821</u>	<u>1,053,821</u>	<u>998,821</u>	<u>1,038,821</u>
<b>Natural Resources</b>										
Operating Expense	132,219	81,408	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Natural Resources</b>	<u>132,219</u>	<u>81,408</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
<b>Transportation</b>										
Personal Services	397,896	511,390	539,545	539,546	500,899	519,995	519,257	519,257	519,257	519,257
Operating Expense	535,895	369,138	581,441	528,993	525,218	439,203	439,203	439,203	439,203	439,203
Capital Outlay	-	-	188,600	1,036,200	458,200	794,000	356,500	362,000	350,000	227,000
<b>Total Transportation</b>	<u>933,791</u>	<u>880,528</u>	<u>1,309,587</u>	<u>2,104,739</u>	<u>1,484,317</u>	<u>1,753,199</u>	<u>1,314,961</u>	<u>1,320,461</u>	<u>1,308,461</u>	<u>1,185,461</u>
<b>Total Operating Expenditures</b>	<u>1,951,844</u>	<u>1,902,572</u>	<u>2,475,892</u>	<u>3,288,691</u>	<u>2,695,917</u>	<u>2,935,020</u>	<u>2,536,782</u>	<u>2,494,282</u>	<u>2,427,282</u>	<u>2,344,282</u>
<b>Non-Operating Expenditures</b>										
Depreciation	127,738	155,759	-	-	-	-	-	-	-	-
<b>Non-Operating Expenditures</b>	<u>127,738</u>	<u>155,759</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Interfund Transfers</b>										
<b>Total Appropriations</b>	<u>2,079,582</u>	<u>2,058,331</u>	<u>2,475,892</u>	<u>3,288,691</u>	<u>2,695,917</u>	<u>2,935,020</u>	<u>2,536,782</u>	<u>2,494,282</u>	<u>2,427,282</u>	<u>2,344,282</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>353,614</u>	<u>536,997</u>	<u>(620,223)</u>	<u>(2,072,005)</u>	<u>(3,481,287)</u>	<u>(4,823,569)</u>	<u>(6,082,851)</u>
<b>Total Uses of Funds</b>			<u>1,739,733</u>	<u>3,642,305</u>	<u>3,232,914</u>	<u>2,314,797</u>	<u>464,777</u>	<u>(987,005)</u>	<u>(2,396,287)</u>	<u>(3,738,569)</u>

### Parking Revenue Totals



Through June 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

City of Sanibel, Florida

Supplemental Schedules  
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City of Sanibel, Florida

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City of Sanibel, Florida

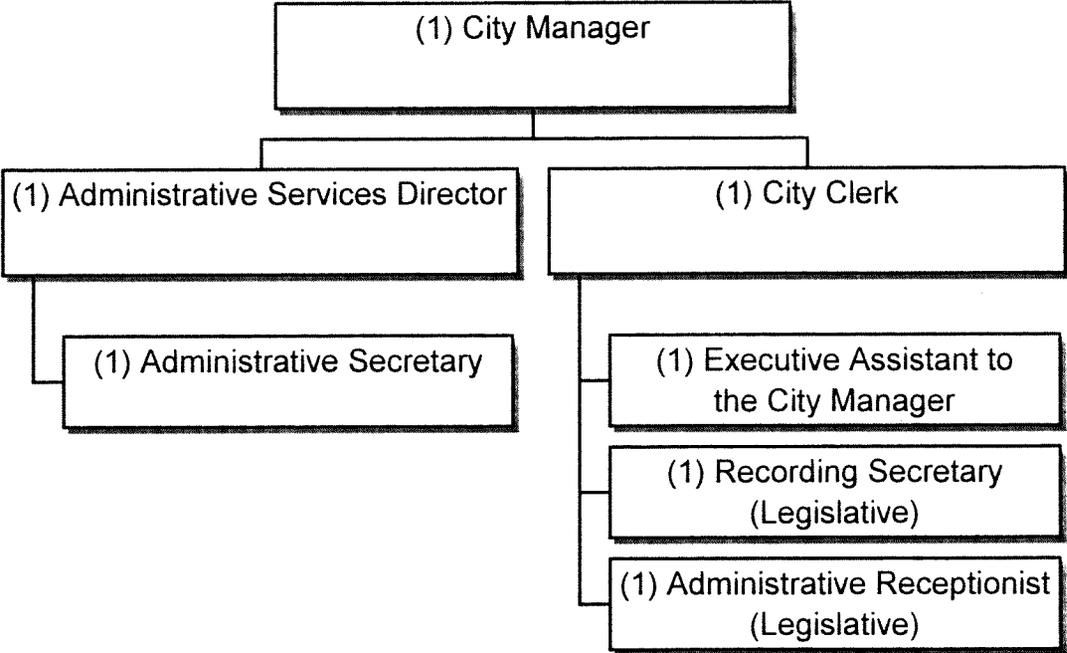


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**General Government Function**  
Legislative Department

**ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS**

**Organizational Chart FY 2011-2012**



City of Sanibel, Florida

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).

City of Sanibel, Florida  
Legislative Department Narrative

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**Department:** Legislative  
**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 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

City of Sanibel, Florida  
Legislative Department Narrative

- Drive City Council members in parades
- 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:**

**DEPARTMENT: LEGISLATIVE**  
**FUND: GENERAL FUND**

Description	Actual 2009	Actual 2010	Actual 2011*	Projected 2012
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

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

City Council Goals	Legislative Supporting Actions	Measurement
Water Quality	<ul style="list-style-type: none"> <li>• Provide fertilizer/vegetation information to general public for competency classes</li> </ul>	<ul style="list-style-type: none"> <li>• Level of service maintained</li> </ul>
Re-Development		
Strengthening City Finances	<ul style="list-style-type: none"> <li>• Eliminate overtime</li> <li>• Reduce printing costs through competitive pricing</li> <li>• Control promotional activity expenses</li> </ul>	<ul style="list-style-type: none"> <li>• No paid overtime used</li> <li>• Costs reduced</li> <li>• Expenses reduced</li> </ul>

**DEPARTMENT GOALS:**

2011-2012 Goals	Estimated Start	Estimated Completion
<b>As part of City Council goal of Strengthening City Finances</b>		
No paid overtime	October 2011	September 2012

City of Sanibel, Florida  
Legislative Department Narrative

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

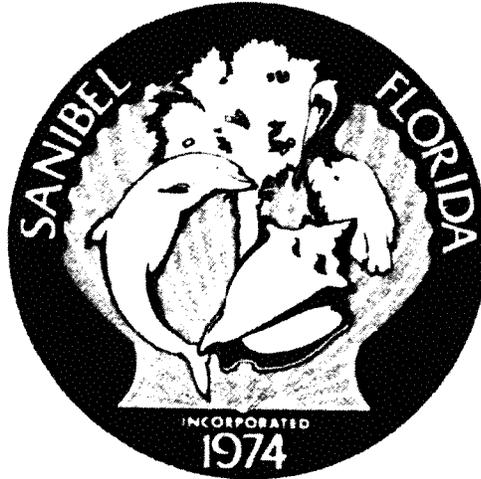
**Accomplishments FY 2010-2011**

- 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	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	61,568	61,441	61,684	61,684	61,684	61,684	61,684	61,684	61,684	61,684
Part-time	-	-	-	-	4,846	5,654	-	-	-	-
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	375	73	-	-	155	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	4,939	4,913	4,719	4,719	5,101	5,152	4,719	4,719	4,719	4,719
Retirement	9,349	14,637	9,370	9,370	9,370	24,114	24,114	24,114	24,114	24,114
Cafeteria Benefits	19,755	20,979	20,609	20,609	20,609	20,621	20,621	20,621	20,621	20,621
Workers' Comp	327	147	180	180	133	180	180	180	180	180
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>96,313</b>	<b>102,190</b>	<b>96,562</b>	<b>96,562</b>	<b>101,898</b>	<b>117,405</b>	<b>111,318</b>	<b>111,318</b>	<b>111,318</b>	<b>111,318</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	46,696	32,178	33,100	33,100	33,000	33,000	33,000	33,000	33,000	33,000
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	29,575	12,134	52,000	48,000	35,000	35,000	36,500	35,000	36,500	35,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	13,555	7,516	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Communications	4,333	3,861	4,800	8,300	8,300	13,200	13,200	13,200	13,200	13,200
Transportation	1,153	1,038	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	439	564	500	500	500	500	500	500	500	500
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	52	-	500	500	500	500	500	500	500	500
Printing	416	138	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Promotional Activities	17,500	15,750	10,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Other Current Charges	8,299	6,590	8,000	33,000	25,000	8,000	8,000	8,000	8,000	8,000
Office Supplies	2,514	3,566	3,000	7,000	7,000	3,000	3,000	3,000	3,000	3,000
Operating Supplies	633	272	700	700	700	700	700	700	700	700
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	6,163	1,961	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
<b>SUB-TOTAL</b>	<b>131,328</b>	<b>85,568</b>	<b>134,600</b>	<b>164,100</b>	<b>143,000</b>	<b>126,900</b>	<b>128,400</b>	<b>126,900</b>	<b>128,400</b>	<b>126,900</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRANTS &amp; AIDS</b>										
Aid to Private Organizations	-	-	-	-	-	-	-	-	-	-
<b>DEPARTMENTAL TOTAL</b>	<b>227,641</b>	<b>187,758</b>	<b>231,162</b>	<b>260,662</b>	<b>244,898</b>	<b>244,305</b>	<b>239,718</b>	<b>238,218</b>	<b>239,718</b>	<b>238,218</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-24.94%</b>	<b>-17.52%</b>		<b>38.83%</b>		<b>-6.27%</b>	<b>-1.88%</b>	<b>-0.63%</b>	<b>0.63%</b>	<b>-0.63%</b>

City of Sanibel, Florida



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General Government Function  
Administrative Department

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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, copying 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

City of Sanibel, Florida  
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 Accountability Act, Uniform Services 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.

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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.

<b>Employees Ages 50 to 59</b>	<b>Employees Age 60 +</b>
44	14

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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.

City of Sanibel, Florida  
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

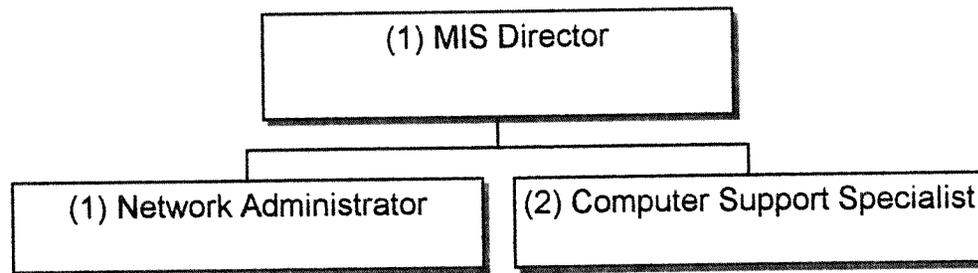
General Fund  
Administrative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	347,765	347,765	347,765	347,765
Part-time	130	-	-	103,284	103,284	98,280	98,280	98,280	98,280	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	23,161	23,161	23,161	23,161
FICA Match	30,237	31,016	30,410	30,410	29,494	29,535	29,535	29,535	29,535	29,535
Retirement	70,343	91,023	113,616	113,616	103,852	163,803	163,803	163,803	163,803	163,803
Cafeteria Benefits	42,346	44,830	43,339	43,339	29,098	39,288	39,288	39,288	39,288	39,288
Workers' Comp	2,088	931	1,146	1,146	951	1,146	1,146	1,146	1,146	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>702,978</b>	<b>702,978</b>	<b>702,978</b>	<b>702,978</b>	<b>702,978</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	6,666	80	2,150	2,150	2,147	2,150	2,150	2,150	2,150	2,150
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	6,201	7,609	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	42,414	40,281	40,930	40,930	40,930	50,042	50,042	50,042	50,042	50,042
Communications	7,397	2,618	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Transportation	1,584	1,184	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	25,774	542	500	500	500	500	500	500	500	500
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	678	60	-	-	500	500	500	500	500	500
Printing	374	-	500	500	500	500	500	500	500	500
Promotional Activities	165	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other Current Charges	689	4,070	4,000	4,000	4,012	4,000	4,000	4,000	4,000	4,000
Office Supplies	1,933	2,042	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Operating Supplies	1,062	181	1,500	1,500	1,500	1,500	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	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>84,692</b>	<b>84,692</b>	<b>84,692</b>	<b>84,692</b>	<b>84,692</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>-</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>787,670</b>	<b>787,670</b>	<b>787,670</b>	<b>787,670</b>	<b>787,670</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-9.86%</b>	<b>-2.56%</b>		<b>4.88%</b>		<b>4.43%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</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.

City of Sanibel, Florida  
MIS Department Narrative

- 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.
- 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.

City of Sanibel, Florida  
MIS Department Narrative

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- Responsibility 23. **Technology Purchasing:** MIS handles research and pricing for most technology purchases.
- 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.

City of Sanibel, Florida  
MIS Department Narrative

**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. 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.

City of Sanibel, Florida  
MIS Department Narrative

	<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**

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	

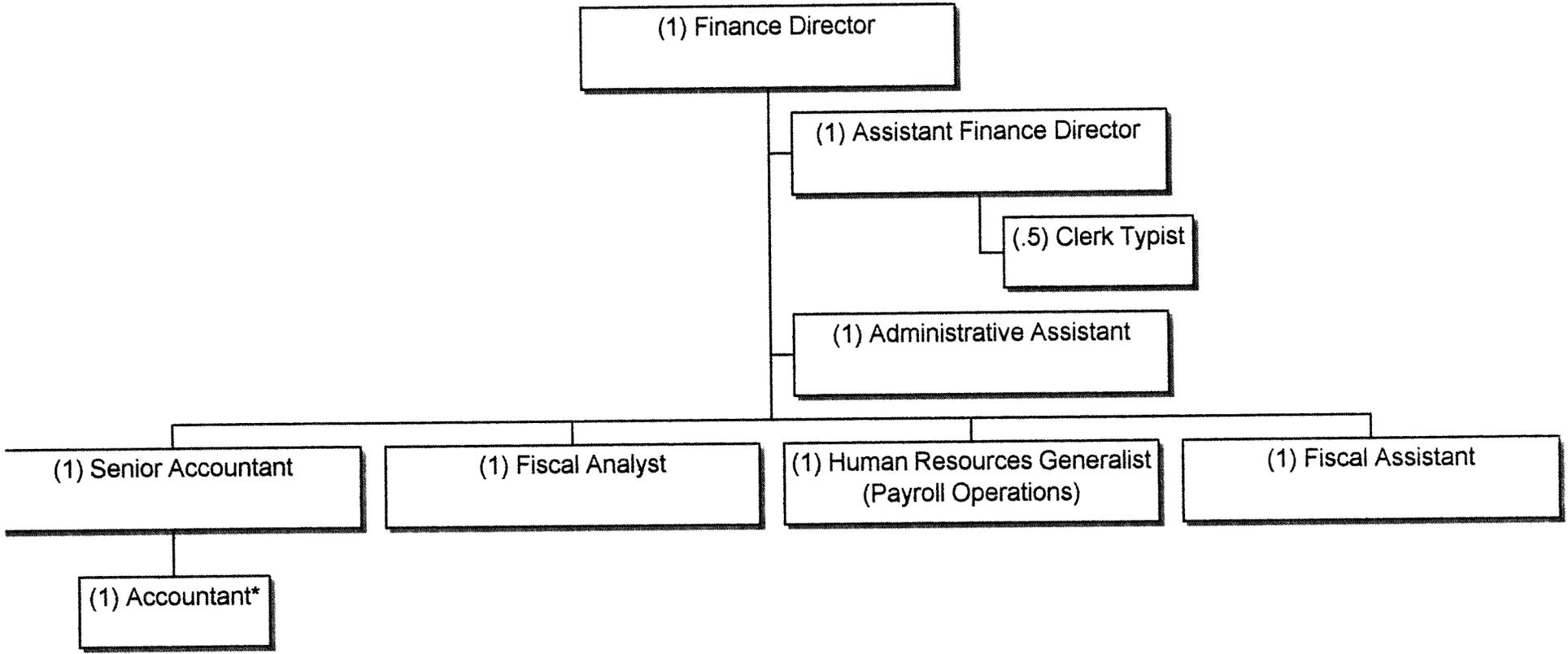
General Fund  
MIS Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	216,834	215,961	216,936	216,936	216,936	216,936	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	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	17,361	17,361	17,361	17,361
Retirement	31,872	49,863	62,308	62,308	62,308	57,503	57,503	57,503	57,503	57,503
Cafeteria Benefits	35,603	37,792	37,126	37,126	37,126	37,765	37,765	37,765	37,765	37,765
Workers' Comp	1,060	474	584	584	431	584	584	584	584	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>340,149</b>	<b>340,149</b>	<b>340,149</b>	<b>340,149</b>	<b>340,149</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	77,169	46,407	40,591	40,591	40,500	54,837	40,500	40,500	40,500	40,500
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	25	675	-	-	36	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	3,288	5,066	9,000	9,000	5,000	9,000	9,000	9,000	9,000	9,000
Communications	82,265	110,684	132,414	132,414	132,414	147,320	147,320	147,320	147,320	147,320
Transportation	654	1,763	750	750	200	750	750	750	750	750
Utilities	522	1,157	-	-	3,261	-	-	-	-	-
Rentals & Leases	11,744	10,886	7,300	7,300	12,420	7,300	7,300	7,300	7,300	7,300
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	102,395	126,004	89,000	89,000	92,105	105,740	105,740	105,740	105,740	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	1,000	1,000	1,000	1,000
Operating Supplies	24,423	35,591	20,000	20,000	23,529	20,000	20,000	20,000	20,000	20,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	538	695	1,600	1,600	1,000	1,600	1,600	1,600	1,600	1,600
<b>SUB-TOTAL</b>	<b>305,589</b>	<b>344,006</b>	<b>304,155</b>	<b>304,155</b>	<b>312,663</b>	<b>347,547</b>	<b>333,210</b>	<b>333,210</b>	<b>333,210</b>	<b>333,210</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	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>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>669,469</b>	<b>677,824</b>	<b>708,696</b>	<b>694,359</b>	<b>694,359</b>	<b>694,359</b>	<b>694,359</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-15.28%</b>	<b>12.30%</b>	<b>-3.46%</b>	<b>-3.46%</b>	<b>5.86%</b>	<b>-2.02%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

General Government Function  
Finance Department

**FINANCE DEPARTMENT**

**Organizational Chart for FY 2011-2012**



\* Funded by Sewer Fund

City of Sanibel, Florida

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.

City of Sanibel, Florida  
Finance Department Narrative

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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.

**City of Sanibel, Florida  
Finance Department Narrative**

- 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:**

<b>Departmental Goals</b>	<b>Estimated Start</b>	<b>Estimated Completion</b>
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

City of Sanibel, Florida  
Finance Department Narrative

<b>Council Goal # 3, Sustain &amp; Strengthen the City's Financial Stability</b>	<b>Estimated Start</b>	<b>Estimated Completion</b>
Continue enhancement of modeling tools for the budget process	OCTOBER 2011	APRIL 2012
Timely preparation and distribution of quarterly budget-to-actual financial reports to City Council	OCTOBER 2011	SEPTEMBER 2012

**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 desk top 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 website 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.

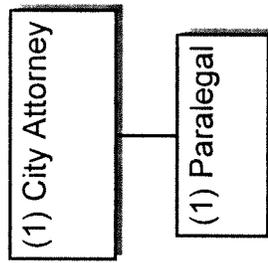
General Fund  
Finance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	446,511	446,511	446,511	446,511
Part-time	12,707	12,465	15,484	15,484	14,887	15,484	15,484	15,484	15,484	15,484
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	169	316	2,000	2,000	2,000	2,000	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	4,000	4,000	4,000	4,000
FICA Match	38,648	38,255	35,802	35,802	35,674	35,802	35,802	35,802	35,802	35,802
Retirement	71,519	94,345	106,751	106,751	106,751	143,719	143,719	143,719	143,719	143,719
Cafeteria Benefits	79,145	84,499	77,410	77,410	77,410	77,451	77,451	77,451	77,451	77,451
Workers' Comp	2,272	1,016	1,251	1,251	923	1,251	1,251	1,251	1,251	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>726,218</b>	<b>726,218</b>	<b>726,218</b>	<b>726,218</b>	<b>726,218</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	18,455	12,346	13,050	13,050	12,230	13,050	13,050	13,050	13,050	13,050
Accounting & Auditing	92,245	58,750	55,500	55,500	55,500	58,500	61,000	63,500	66,000	66,000
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	231	300	390	390	300	780	780	780	780	780
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	5,678	5,824	7,715	7,715	7,413	8,665	8,665	8,665	8,665	8,665
Communications	5,417	4,334	4,920	4,920	4,920	7,800	7,800	7,800	7,800	7,800
Transportation	3,612	4,510	8,828	8,828	8,000	7,828	7,828	7,828	7,828	7,828
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	4,011	3,727	4,885	4,885	4,885	5,285	5,285	5,285	5,285	5,285
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	120	120	338	338	338	338	338	338	338	338
Printing	5,595	2,235	6,600	6,600	6,600	6,600	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	8,675	8,675	8,675	8,675
Office Supplies	6,239	4,557	5,200	5,200	5,200	5,500	5,500	5,500	5,500	5,500
Operating Supplies	2,061	2,629	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	1,273	530	750	750	750	750	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>129,471</b>	<b>131,971</b>	<b>134,471</b>	<b>134,471</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>-</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>853,189</b>	<b>855,689</b>	<b>858,189</b>	<b>860,689</b>	<b>860,689</b>
<b>TO PREVIOUS YEAR</b>	<b>-3.95%</b>	<b>-4.82%</b>		<b>-2.33%</b>		<b>5.44%</b>	<b>0.29%</b>	<b>0.29%</b>	<b>0.29%</b>	<b>0.00%</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.

City of Sanibel, Florida  
Legal Department Narrative

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

**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
<p>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.</p>	<p>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.</p>

City of Sanibel, Florida  
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
<p>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.</p>	<p>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).</p>

**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	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	210,415	225,437	227,957	227,957	227,957	227,957	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	21,461	21,461	21,461	21,461
FICA Match	12,999	13,312	12,932	12,932	12,932	12,932	12,932	12,932	12,932	12,932
Retirement	34,907	61,978	77,947	77,947	77,947	101,714	101,714	101,714	101,714	101,714
Cafeteria Benefits	35,644	47,183	47,864	47,864	47,864	49,039	49,039	49,039	49,039	49,039
Workers' Comp	806	361	444	444	328	444	444	444	444	444
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>315,298</b>	<b>369,602</b>	<b>388,605</b>	<b>388,605</b>	<b>388,488</b>	<b>413,547</b>	<b>413,547</b>	<b>413,547</b>	<b>413,547</b>	<b>413,547</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	69,485	181,165	115,710	115,710	115,710	115,710	115,710	115,710	115,710	115,710
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other Contractual	590	3,060	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	37,657	36,619	39,622	39,622	39,622	39,622	39,622	39,622	39,622	39,622
Communications	3,995	1,926	1,520	1,520	1,820	1,820	1,820	1,820	1,820	1,820
Transportation	458	84	400	400	400	400	400	400	400	400
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	965	1,183	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	85	-	300	300	300	300	300	300	300	300
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	2,505	1,797	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900
Office Supplies	716	549	500	500	500	500	500	500	500	500
Operating Supplies	-	53	100	100	182	100	100	100	100	100
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	3,285	3,442	3,000	3,000	3,220	3,220	3,220	3,220	3,220	3,220
<b>SUB-TOTAL</b>	<b>119,741</b>	<b>229,878</b>	<b>170,552</b>	<b>170,552</b>	<b>171,154</b>	<b>171,072</b>	<b>171,072</b>	<b>171,072</b>	<b>171,072</b>	<b>171,072</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>435,039</b>	<b>599,480</b>	<b>559,157</b>	<b>559,157</b>	<b>559,642</b>	<b>584,619</b>	<b>584,619</b>	<b>584,619</b>	<b>584,619</b>	<b>584,619</b>
<b>TO PREVIOUS YEAR</b>	<b>-27.45%</b>	<b>37.80%</b>		<b>-6.73%</b>		<b>4.55%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

City of Sanibel, Florida



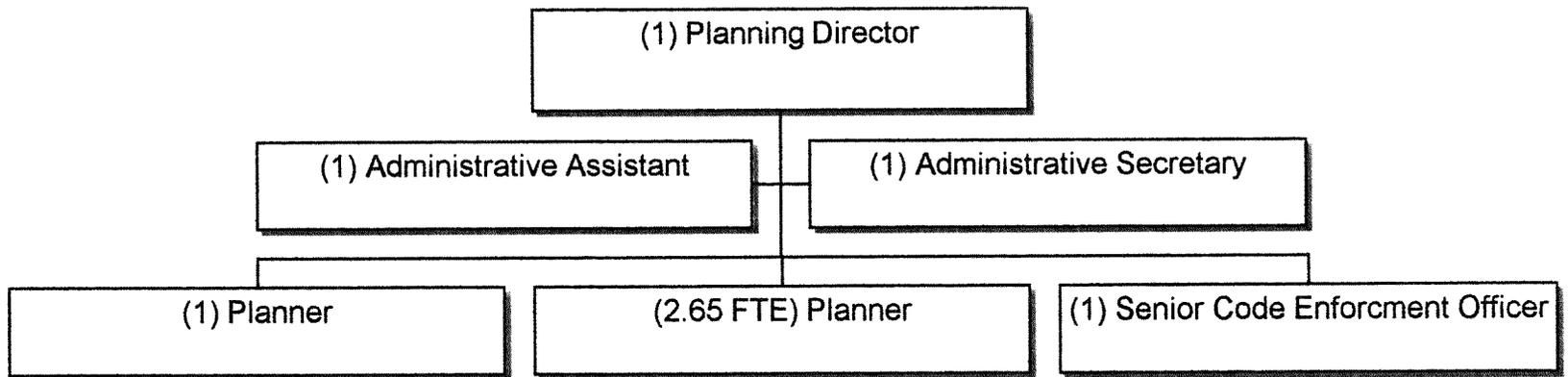
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City of Sanibel, Florida

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:**

Goals	Productivity Measurement
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

Goals	Productivity Measurement
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.

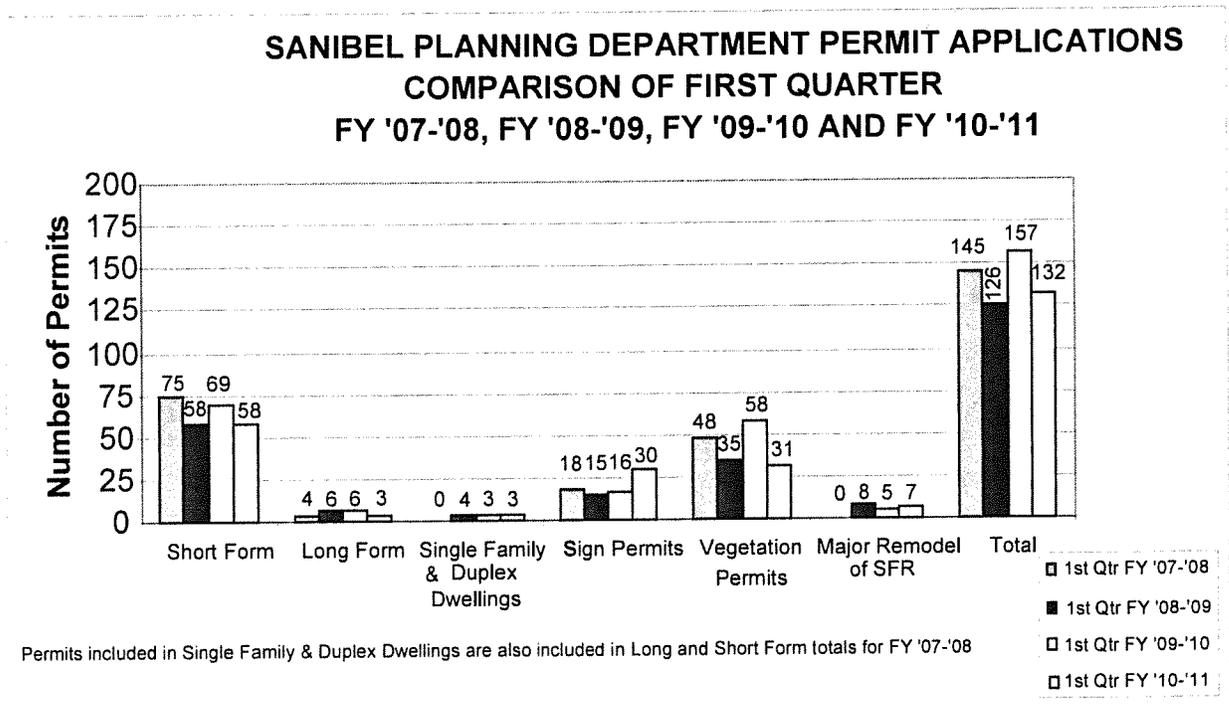
## City of Sanibel, Florida Planning Department Narrative

- 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



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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

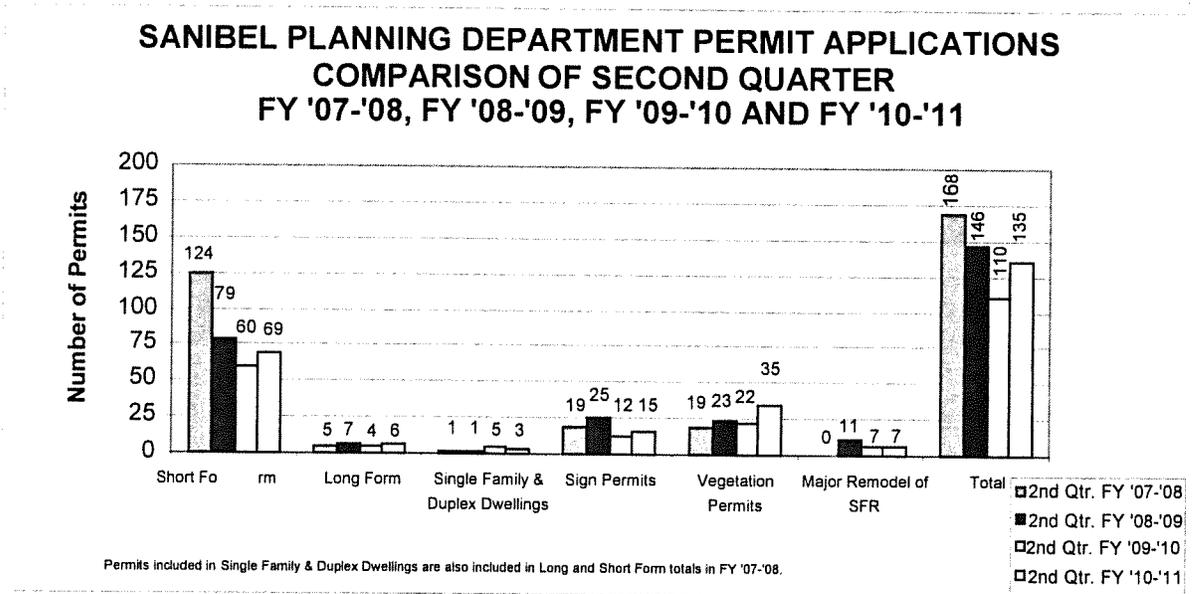
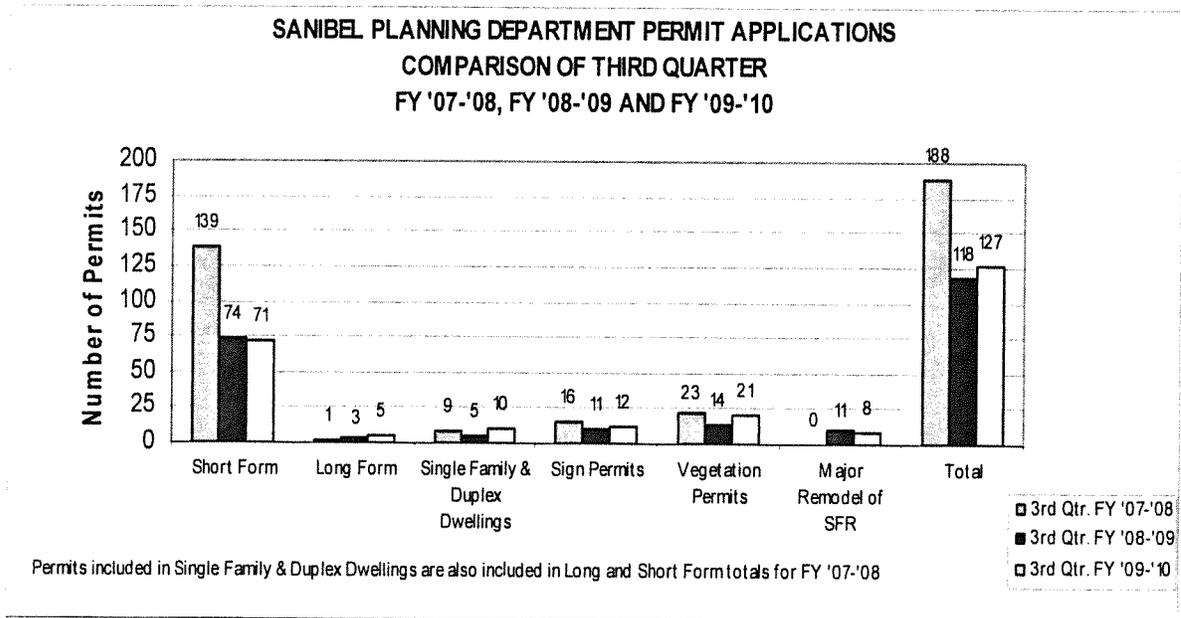
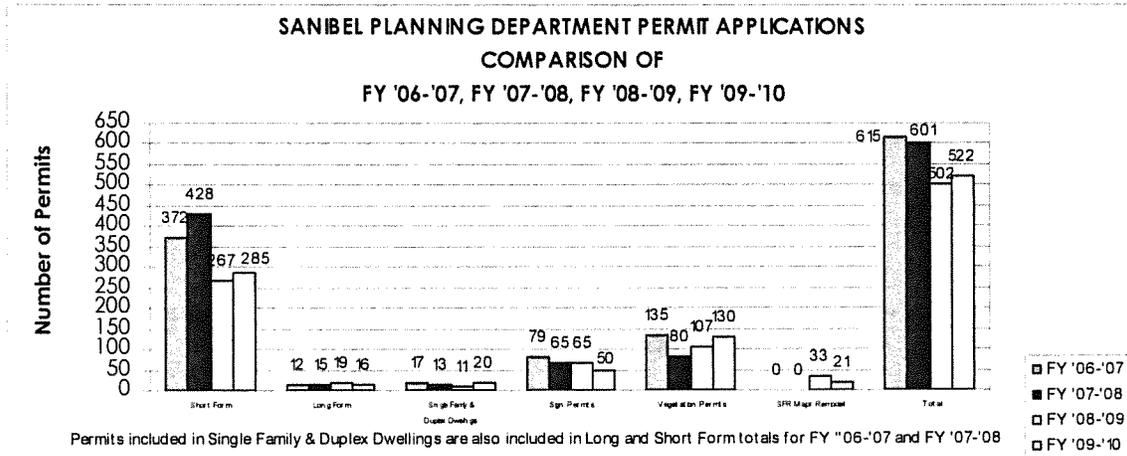


Chart 3 – Comparison of Permit Activity for Third Quarter FY '07-'08, FY '08-'09, and FY '09-'10



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  
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- 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>

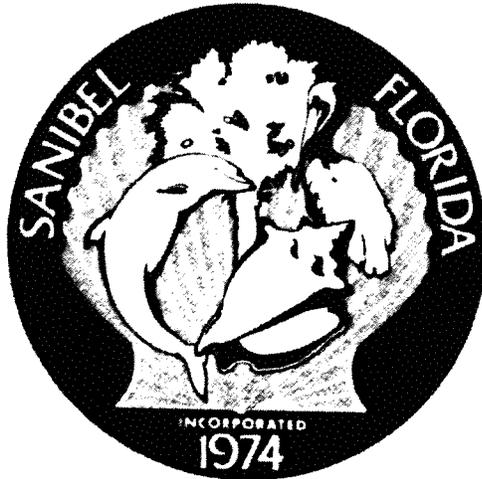
**City of Sanibel, Florida  
Planning Department Narrative**

<p>19. Records Management</p>	<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>
<p>20. Communication of Planning Projects and Programs</p>	<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>
<p>21. Educational and Orientation Outreach to Island Realtors</p>	<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	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	275,312	275,312	275,312	275,312
Part-time	-	21,916	42,224	101,746	84,156	120,720	108,547	108,547	108,547	108,547
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	(12,172)	-	-	-	-
Overtime	-	249	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
RHS/Holiday/Shift	-	-	-	-	-	-	-	-	-	-
Diff/Educ. Incentive	250	-	200	200	-	200	200	200	200	200
FICA Match	29,701	23,998	24,487	29,041	27,576	29,457	29,457	29,457	29,457	29,457
Retirement	78,590	48,332	60,799	60,799	60,221	150,969	150,969	150,969	150,969	150,969
Cafeteria Benefits	59,593	49,311	48,346	48,346	48,346	49,606	49,606	49,606	49,606	49,606
Workers' Comp	38,634	17,283	21,274	21,274	15,695	21,274	21,274	21,274	21,274	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>636,365</b>	<b>636,365</b>	<b>636,365</b>	<b>636,365</b>	<b>636,365</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	75,016	51,022	74,000	74,000	66,922	73,700	73,700	73,700	73,700	73,700
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	3,347	5,033	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	19,773	10,127	10,000	10,000	12,000	15,000	15,000	15,000	15,000	15,000
Communications	6,781	4,135	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Transportation	1,693	1,557	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	4,463	4,941	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	384	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Printing	2,466	727	5,000	5,000	5,000	5,000	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	7,000	7,000	7,000	7,000
Office Supplies	2,793	1,215	2,000	2,000	2,500	2,500	2,500	2,500	2,500	2,500
Operating Supplies	1,967	2,476	3,700	3,700	3,000	2,700	2,700	2,700	2,700	2,700
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	454	147	500	500	500	1,000	1,000	1,000	1,000	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>129,400</b>	<b>129,400</b>	<b>129,400</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>-</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>765,765</b>	<b>765,765</b>	<b>765,765</b>	<b>765,765</b>	<b>765,765</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-40.31%</b>	<b>-27.70%</b>		<b>26.47%</b>		<b>15.26%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

City of Sanibel, Florida



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**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 Budget	Proposed FY 2012 Budget
Flood	\$ 40,000	\$ 40,000
Windstorm	\$ 35,000	35,000
Pollution Liability	\$ 600	600
Position Fidelity	\$ 3,500	3,500
Property/Liability/Auto	\$ 233,566	233,566
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>\$ 317,621</u>

General Fund  
Insurance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	-	-	-	-	-	-	-	-	-	-
<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	313,814	272,082	317,621	317,621	317,621	317,621	317,621
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	313,814	272,082	317,621	317,621	317,621	317,621	317,621
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	-	-	-	-	-	-	-	-	-
<b>DEPARTMENTAL TOTAL</b>	414,101	266,170	313,816	313,814	272,082	317,621	317,621	317,621	317,621	317,621
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<u>4.86%</u>	<u>-35.72%</u>		<u>17.90%</u>		<u>1.21%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>

General Fund  
Other General Government Services Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	-	71,000	74,315	74,315	75,837	74,315	74,315	74,315	74,315	74,315
FICA Match	-	-	-	-	-	-	-	-	-	-
Retirement	-	12,259	-	-	-	2,552,016	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>83,259</b>	<b>74,315</b>	<b>74,315</b>	<b>75,837</b>	<b>2,626,331</b>	<b>74,315</b>	<b>74,315</b>	<b>74,315</b>	<b>74,315</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	-	49,934	68,000	68,000	71,117	68,000	68,000	68,000	68,000	68,000
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	-	4,940	6,700	6,700	3,200	9,800	9,800	9,800	9,800	9,800
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem (Transponder Increase)	-	-	-	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-	-	-	-
Transportation	-	1,936	2,500	2,500	4	2,500	2,500	2,500	2,500	2,500
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	29,770	30,000	30,000	29,331	23,400	23,400	23,400	23,400	23,400
Insurance (OPEB)	-	46,897	65,000	65,000	46,897	65,000	65,000	65,000	65,000	65,000
Repair & Maintenance	-	60	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Printing	-	1,343	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000
Other Current Charges	6,350	3,965	13,500	13,500	8,500	13,500	13,500	13,500	13,500	13,500
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	500	600	600	600	600	600	600	600	600
<b>SUB-TOTAL</b>	<b>6,350</b>	<b>139,345</b>	<b>189,800</b>	<b>189,800</b>	<b>163,149</b>	<b>187,300</b>	<b>187,300</b>	<b>187,300</b>	<b>187,300</b>	<b>187,300</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>6,350</b>	<b>222,604</b>	<b>264,115</b>	<b>264,115</b>	<b>238,986</b>	<b>2,813,631</b>	<b>261,615</b>	<b>261,615</b>	<b>261,615</b>	<b>261,615</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>		<b>3405.57%</b>				<b>965.31%</b>	<b>-90.70%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

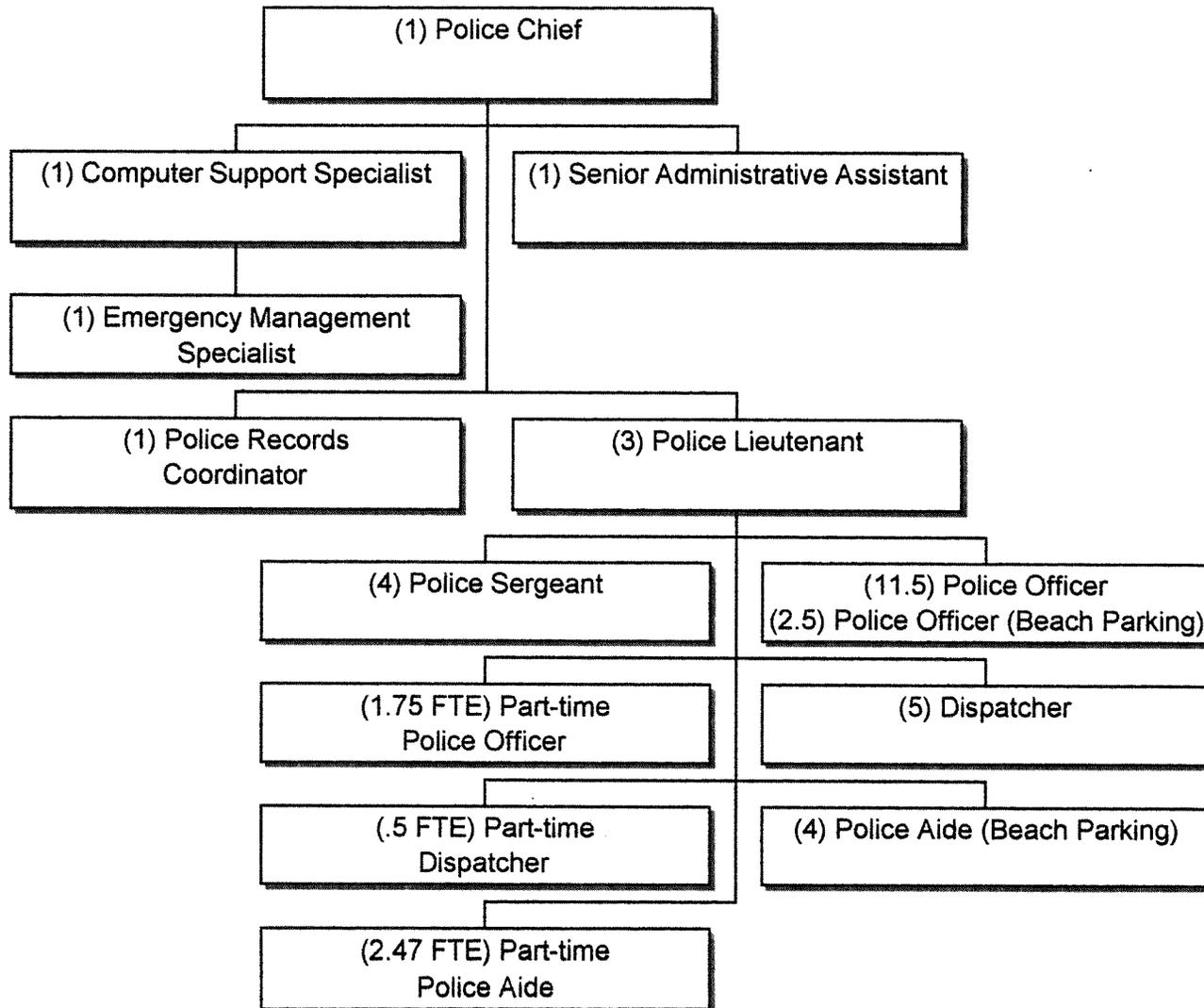
**Public Safety Function**

Police Department

SEMP Department

# POLICE DEPARTMENT

## Organizational Chart FY 2011-2012



City of Sanibel, Florida

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

City of Sanibel, Florida  
Police Department Narrative

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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.

City of Sanibel, Florida  
Police Department Narrative

**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.

City of Sanibel, Florida  
Police Department Narrative

- **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 or 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.

City of Sanibel, Florida  
Police Department Narrative

- **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 their 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

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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.

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- **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 advise 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.

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- **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

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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 be 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 homeowners 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

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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.

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**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.

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- **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 data base, 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

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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

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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.

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**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.

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- **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.

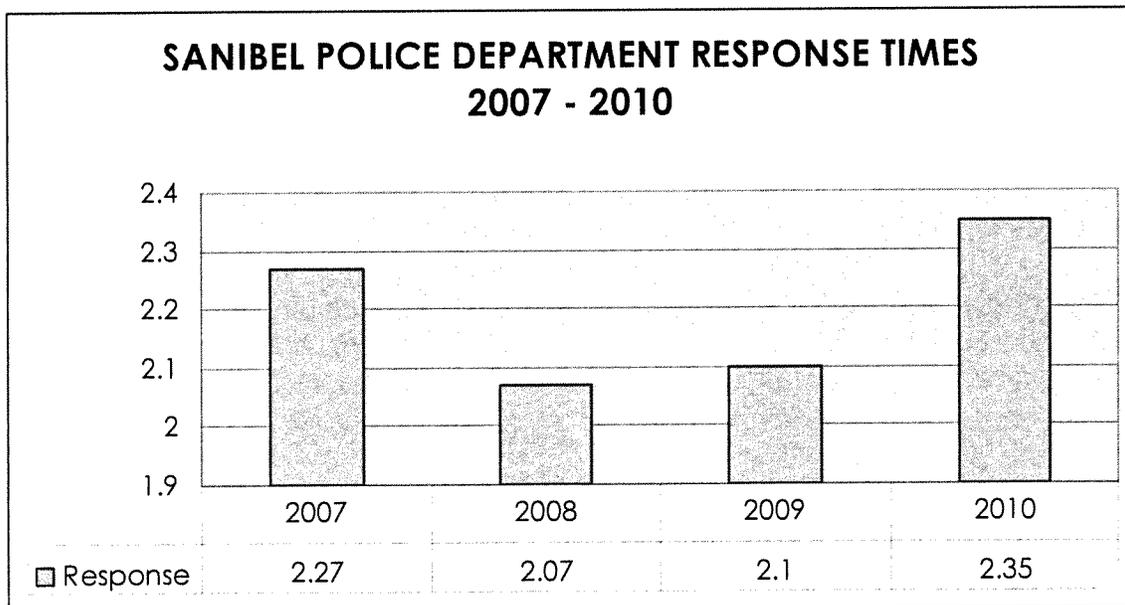
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- **Responsibility 132:** *Liaison with United States Secret Service* - The police chief attends meetings and maintains a working relationship with the local United States Secret Service representative.
- **Responsibility 133:** *Liaison with United 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:**

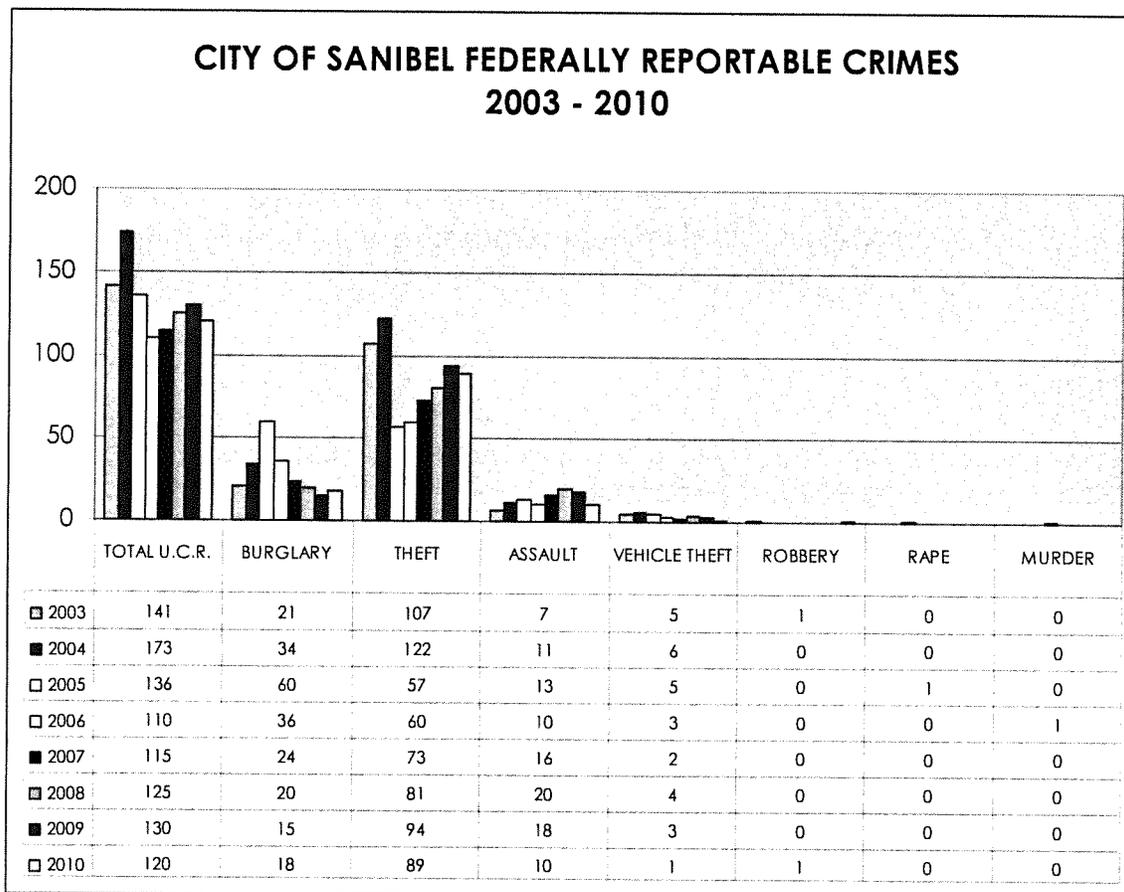
Staff has completed an analysis of the reports taken by the Sanibel Police Department during 2010. The analysis includes response times, total calls for service and crime trends within the City of Sanibel. Although the City of Sanibel remains a very safe community with a low crime rate, there are noticeable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



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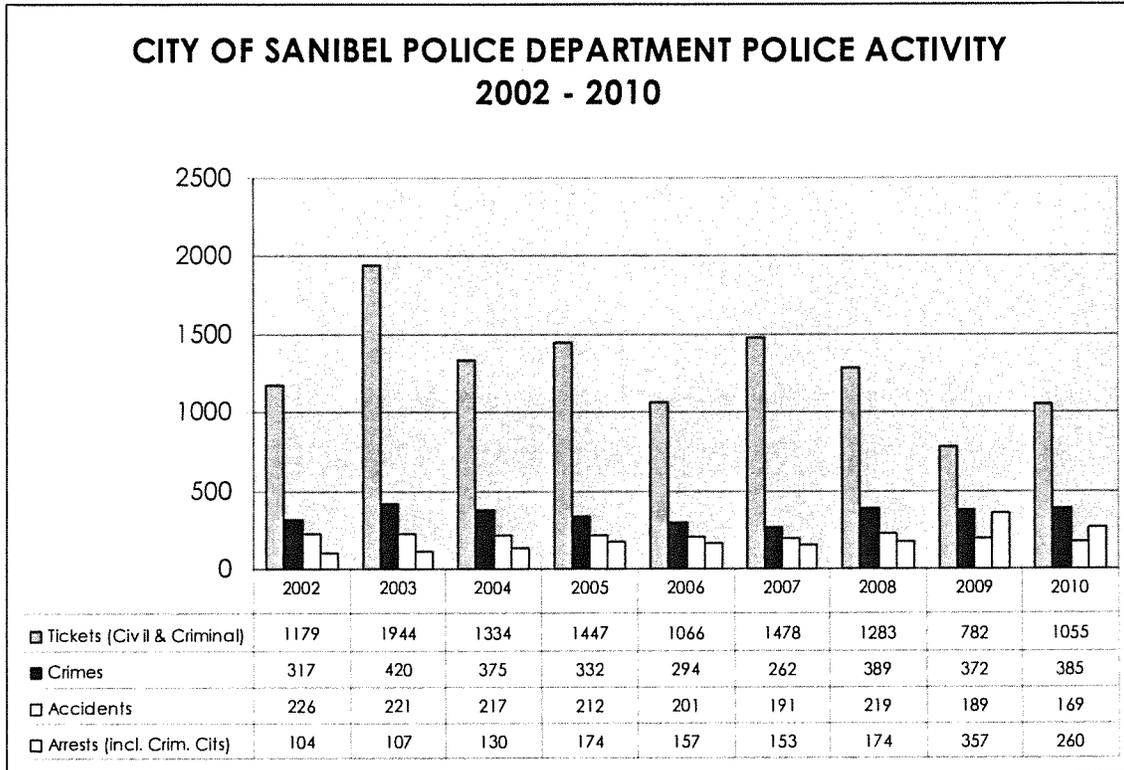
The Federally reportable crimes (UCR) decreased by 7.5% from 130 UCR's in 2009 to 120 UCR's in 2010. This marks the first decrease in major crime on Sanibel in four years and keeps the overall UCR's in a long term downward trend.



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.

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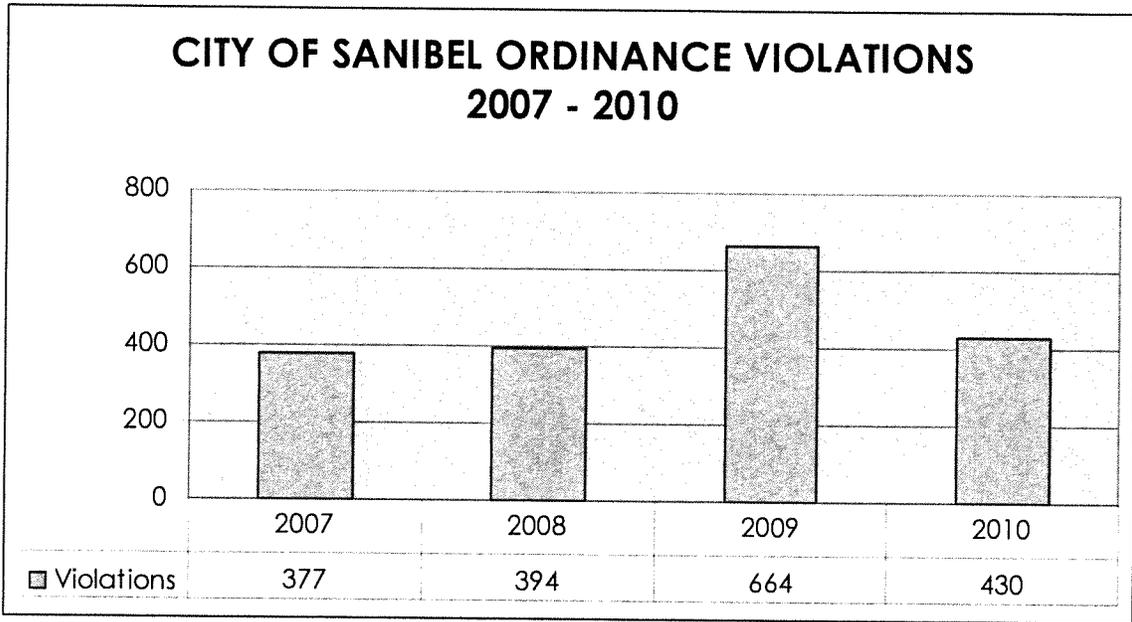


Although the rate of overall crimes has remained steady at the high end of the historic range since 2008, the average rate of arrests has significantly increased during the past two years by approximately 118% in comparison to the average of the previous seven years.

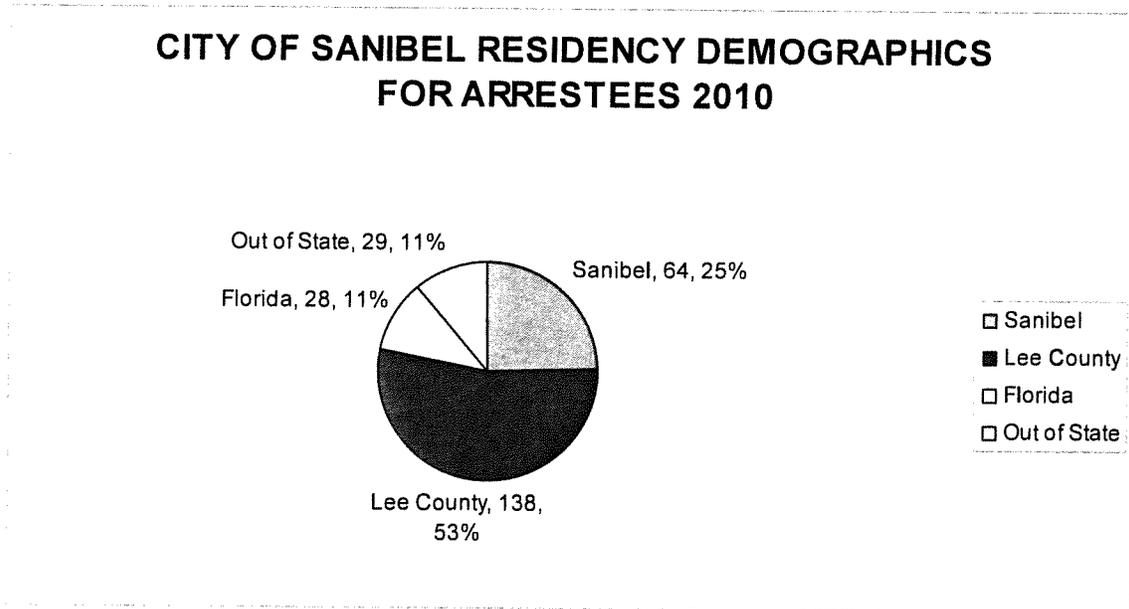
The number of accidents has decreased by more than 10% from 189 accidents in 2009 to 169 accidents in 2010. The long term trend is even more significant, since 2002 the number of accidents has decreased by 25%. There was also a 35% increase in traffic citations issued from 782 citations in 2009 to 1055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

City of Sanibel, Florida  
Police Department Narrative



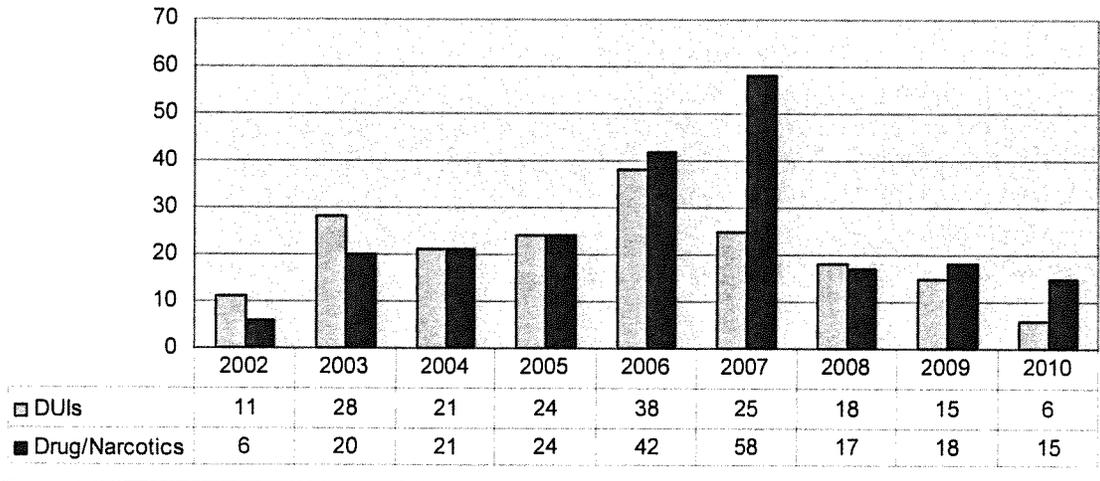
The residency of those arrested on Sanibel in 2010 remains consistent from past years with 25% of those arrested were Sanibel residents, 53% of those arrested were from Lee County non-Sanibel, 11% of those arrested were from other locations in Florida, and 11% were from all other states and countries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

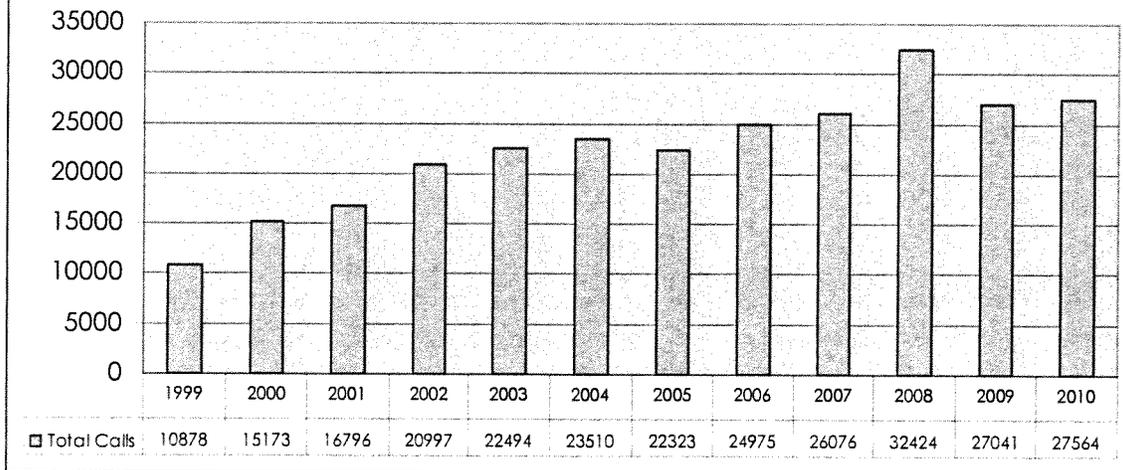
City of Sanibel, Florida  
Police Department Narrative

**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**



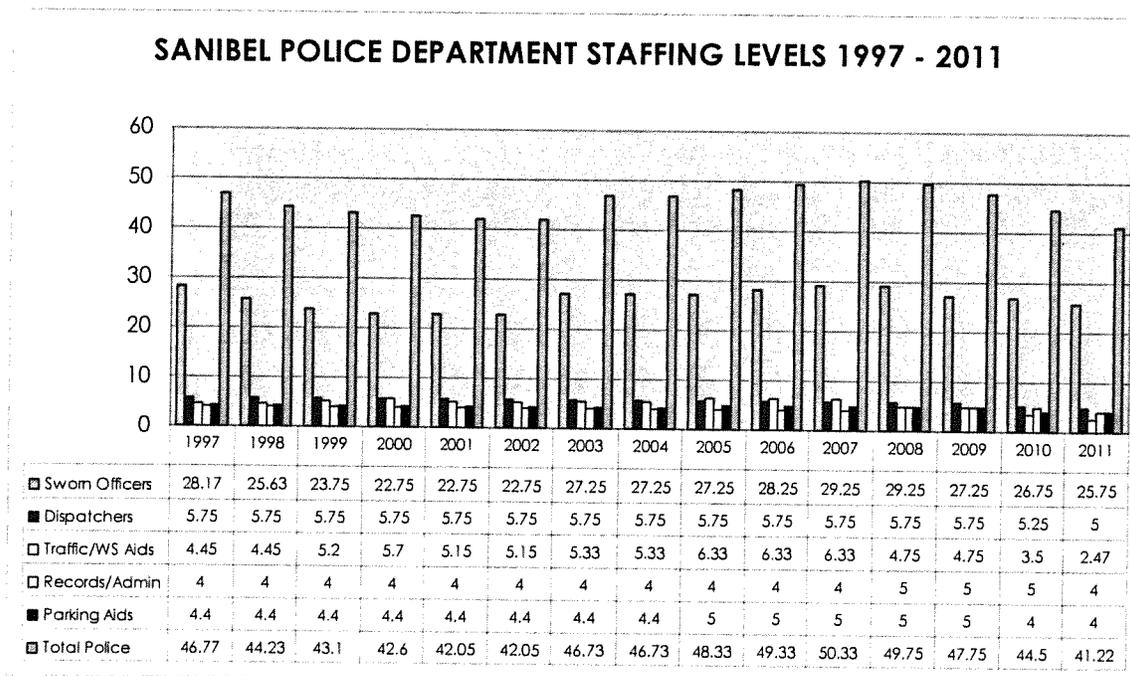
## City of Sanibel, Florida Police Department Narrative

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 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
			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	1,525,888	1,525,888	1,525,888	1,525,888
Part-time	97,335	95,550	183,706	195,261	138,686	185,329	161,919	161,919	161,919	161,919
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	(47,903)	-	-	(186,897)	-	-	-	-
Overtime	39,590	35,117	77,600	77,600	30,000	60,000	60,000	60,000	60,000	60,000
Longevity/Medical Buyback/Shift/Education/Client billing premium	111,177	137,803	167,900	167,900	167,900	166,650	166,650	166,650	166,650	166,650
FICA Match	171,661	162,520	163,063	160,662	147,008	145,587	145,587	145,587	145,587	145,587
Retirement	608,471	574,410	613,463	613,463	547,023	747,108	747,108	747,108	747,108	747,108
Cafeteria Benefits	503,029	483,995	504,327	494,023	466,028	486,730	486,730	486,730	486,730	486,730
Workers' Comp	83,840	37,606	46,168	46,168	34,060	46,168	46,168	46,168	46,168	46,168
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<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>3,340,048</b>	<b>3,340,049</b>	<b>3,340,049</b>	<b>3,340,049</b>	<b>3,340,049</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	5,006	521	3,500	3,500	3,500	3,500	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	71,680	71,680	71,680	71,680
Communications	21,016	22,428	20,766	20,766	20,766	21,744	21,744	21,744	21,744	21,744
Transportation	762	1,274	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	6,120	5,890	16,008	16,008	16,008	15,460	15,460	15,460	15,460	15,460
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	35,575	23,538	35,040	35,040	35,040	35,040	35,040	35,040	35,040	35,040
Printing	481	690	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575
Promotional Activities	1,269	735	500	500	1,664	500	500	500	500	500
Other Current Charges	9,093	17,159	13,302	13,302	13,302	13,302	13,302	13,302	13,302	13,302
Office Supplies	5,435	4,754	6,175	6,175	6,175	6,243	6,243	6,243	6,243	6,243
Operating Supplies	57,836	80,691	92,721	93,819	82,000	116,971	116,971	116,971	116,971	116,971
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	4,509	760	5,074	5,074	3,000	5,074	5,074	5,074	5,074	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>292,349</b>	<b>292,349</b>	<b>292,349</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>3,776,305</b>	<b>3,540,018</b>	<b>3,762,417</b>	<b>3,719,438</b>	<b>3,406,775</b>	<b>3,632,397</b>	<b>3,632,398</b>	<b>3,632,398</b>	<b>3,632,398</b>	<b>3,632,398</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-4.41%</b>	<b>-6.26%</b>		<b>5.07%</b>		<b>-2.34%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

General Fund  
Emergency Management (SEMP)

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<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	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	777	-	3,000	3,000	3,000	3,000	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	6,000	6,000	6,000	6,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	59	-	-	-	-	-	-	-	-	-
Communications	567	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Transportation	400	327	2,000	2,000	2,000	2,000	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	1,400	1,400	1,400	1,400
Printing	4,019	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Promotional Activities	743	-	700	700	700	700	700	700	700	700
Other Current Charges	22	50	-	-	-	-	-	-	-	-
Office Supplies	355	-	230	230	230	230	230	230	230	230
Operating Supplies	1,747	3,060	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	75	-	200	200	200	200	200	200	200	200
<b>SUB-TOTAL</b>	<b>16,964</b>	<b>9,790</b>	<b>23,530</b>	<b>23,530</b>	<b>23,530</b>	<b>23,530</b>	<b>23,530</b>	<b>23,530</b>	<b>23,530</b>	<b>23,530</b>
<b>CAPITAL OUTLAY/GRANTS</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Aid to Gov't Agencies	-	-	500	500	500	500	500	500	500	500
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>DEPARTMENTAL TOTAL</b>	<b>16,964</b>	<b>9,790</b>	<b>24,030</b>	<b>24,030</b>	<b>24,030</b>	<b>24,030</b>	<b>24,030</b>	<b>24,030</b>	<b>24,030</b>	<b>24,030</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-66.53%</b>	<b>-42.29%</b>		<b>145.45%</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

City of Sanibel, Florida



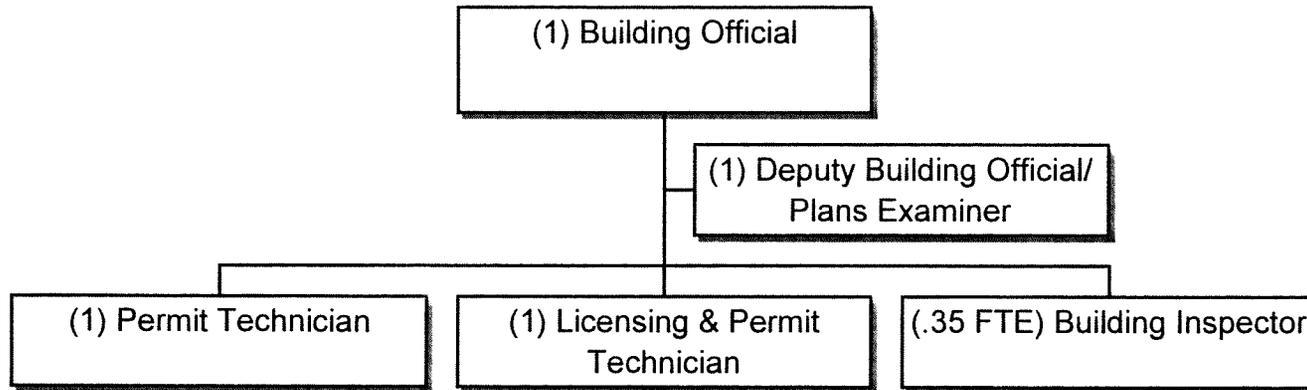
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City of Sanibel, Florida

Public Safety Function  
Building Department

# BUILDING DEPARTMENT

## Organizational Chart FY 2011-2012



City of Sanibel, Florida

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.

City of Sanibel, Florida  
Building Department Narrative

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

**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
As part of Vision Goal #4 (Strengthen the Economic Health & Vitality of the City)	October 2010	September 2011
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

Building Department	Estimated Start	Estimated Completion
As part of Vision Goal # 1 Water Quality: Increased monitoring of all known properties not connected to the sewer & requiring connecting with permits requested for those properties.	October 2010	September 2011

City of Sanibel, Florida  
Building Department Narrative

**Operational Responsibilities:**

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

- **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.

City of Sanibel, Florida  
Building Department Narrative

- 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.
- 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.

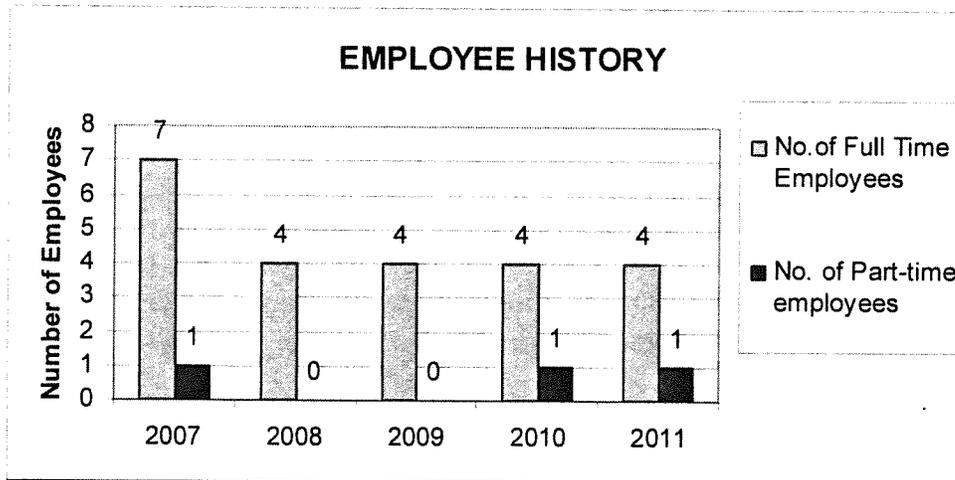
City of Sanibel, Florida  
Building Department Narrative

- 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.
- 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, compiles 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.

City of Sanibel, Florida  
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**

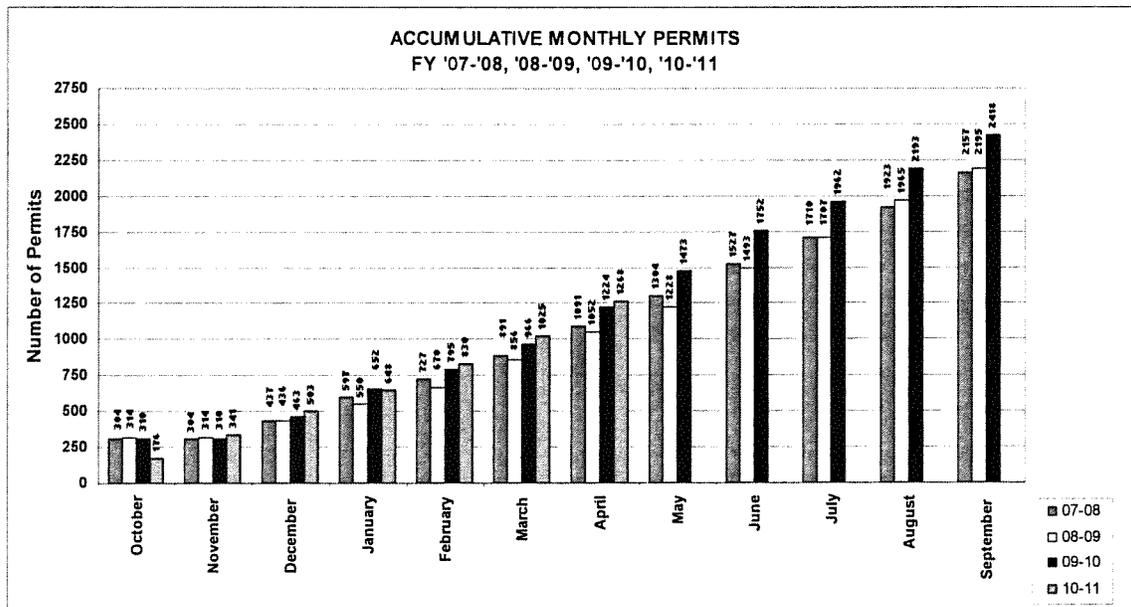
- The Building Department is closely in touch with the economic climate on Sanibel and has made budget and staff adjustments to reflect that climate.
- The department has continued to improve service to the contractors and the community in the rebuilding of the structures affected from two past storms.
- 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.

City of Sanibel, Florida  
Building Department Narrative

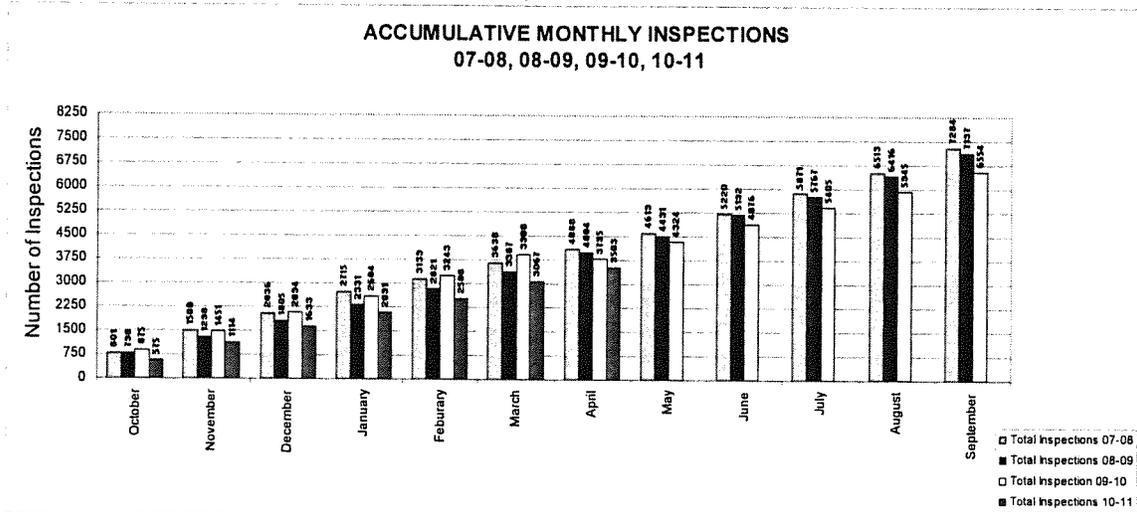
- The department has shipped and maintains all inactive permit files off island.
- The department has worked to build a strong, cohesive unit of highly trained professionals who are posed to address future events and concerns caused by the economy.
- The staff has worked to develop and compile all applying 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.

**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.



## City of Sanibel, Florida Building Department Narrative



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.

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 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	241,968	240,147	241,041	241,041	240,543	241,041	241,041	241,041	241,041	241,041
Part-time	-	13,137	-	13,000	19,932	13,000	18,200	18,200	18,200	18,200
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	19,832	19,832	19,832	19,832
Retirement	43,751	57,292	71,420	71,420	71,760	103,981	103,981	103,981	103,981	103,981
Cafeteria Benefits	52,449	59,213	59,731	59,731	59,731	59,756	59,756	59,756	59,756	59,756
Workers' Comp	13,180	5,956	7,332	7,332	4,057	7,332	7,332	7,332	7,332	7,332
Unemployment Comp	-	(224)	-	-	(250)	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>369,329</b>	<b>394,522</b>	<b>411,958</b>	<b>411,958</b>	<b>415,698</b>	<b>450,142</b>	<b>450,142</b>	<b>450,142</b>	<b>450,142</b>	<b>450,142</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	323	2,574	1,512	1,512	3,052	1,515	1,515	1,515	1,515	1,515
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	32,833	6,502	16,100	16,100	1,595	16,000	16,000	16,000	16,000	16,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	10,397	9,417	8,500	8,500	10,545	12,000	12,000	12,000	12,000	12,000
Communications	5,103	3,557	3,424	3,424	3,557	3,950	3,950	3,950	3,950	3,950
Transportation	655	712	900	900	898	900	900	900	900	900
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	1,203	1,199	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750
Insurance	-	-	-	-	70	259	259	259	259	259
Repair & Maintenance	-	-	180	180	125	150	150	150	150	150
Printing	42	235	2,000	2,000	1,500	1,500	1,500	1,500	1,500	1,500
Promotional Activities	40	973	500	500	973	500	500	500	500	500
Other Current Charges	134,107	136,260	138,197	149,275	148,475	149,275	149,275	149,275	149,275	149,275
Office Supplies	1,414	1,564	2,450	2,450	2,300	2,300	2,300	2,300	2,300	2,300
Operating Supplies	13	120	1,300	1,300	1,200	1,200	1,200	1,200	1,200	1,200
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	832	458	1,000	1,000	950	1,000	1,000	1,000	1,000	1,000
<b>SUB-TOTAL</b>	<b>186,962</b>	<b>163,571</b>	<b>177,813</b>	<b>188,891</b>	<b>176,990</b>	<b>192,299</b>	<b>192,299</b>	<b>192,299</b>	<b>192,299</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>556,291</b>	<b>558,093</b>	<b>619,771</b>	<b>630,849</b>	<b>622,688</b>	<b>672,441</b>	<b>642,441</b>	<b>642,441</b>	<b>642,441</b>	<b>642,441</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-12.82%</b>	<b>0.32%</b>		<b>13.04%</b>		<b>6.59%</b>	<b>-4.46%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>



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Physical Environment Function  
Garbage-Recycling Department

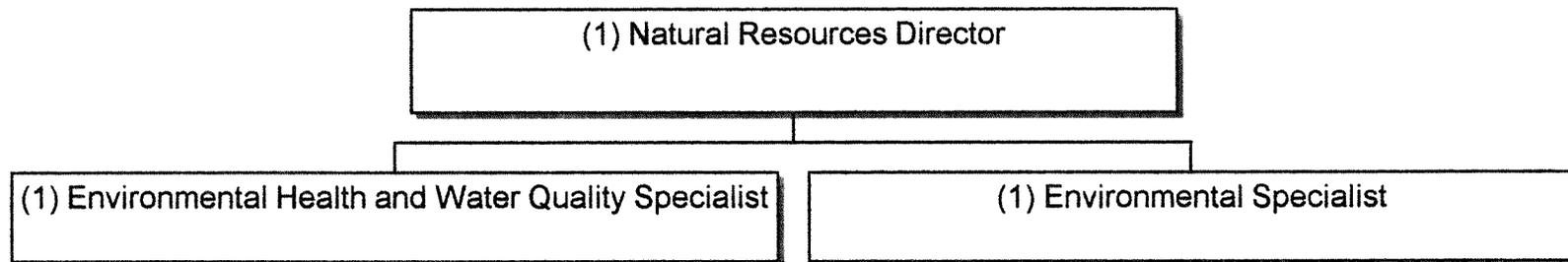
General Fund  
Recycling Center

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<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>-</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	33,660	33,660	33,660	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	10,000	10,000	10,000	10,000
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	193	594	1,640	1,640	10,000	11,640	11,640	11,640	11,640	11,640
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	6,356	3,391	4,000	4,000	4,000	4,000	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>59,300</b>	<b>59,300</b>	<b>59,300</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL 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>59,300</b>	<b>59,300</b>	<b>59,300</b>	<b>59,300</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-70.05%</b>	<b>-7.83%</b>		<b>37.32%</b>		<b>22.52%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

Physical Environment Function  
Natural Resources Management Department

**NATURAL RESOURCES DEPARTMENT**

**Organizational Chart FY 2011-2012**



## City of Sanibel, Florida

### 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).

City of Sanibel, Florida  
Natural Resources Department Narrative

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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 Kissimee 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.

City of Sanibel, Florida  
Natural Resources Department Narrative

**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.

City of Sanibel, Florida  
Natural Resources Department Narrative

**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 compliances 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

City of Sanibel, Florida  
Natural Resources Department Narrative

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

City of Sanibel, Florida  
Natural Resources Department Narrative

<b>PROJECT</b>	<b>GRANTING AGENCY</b>	<b>YEAR</b>	<b>GRANT AMOUNT</b>
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#

City of Sanibel, Florida  
Natural Resources Department Narrative

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

City of Sanibel, Florida  
Natural Resources Department Narrative

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		

City of Sanibel, Florida  
Natural Resources Department Narrative

Restoration	Restoration Program	2004	25,000
Clam Bayou	Gulf of Mexico Foundation		
Restoration		2004	50,000
Bowman's Beach	FDEP Invasive Species		
Restoration	Management Program	2004	\$ 131,200
Waterway Debris	USDA National Resource		
Removal	Conservation Service	2004	1,380,000
Exotic Tree Removal	Lee County Tourist		
	Development Council	2004	95,000
Beach Park	Lee County Tourist		
Landscaping	Development Council	2004	45,000
Water Quality	Lee County Tourist		
Monitoring	Development Council	2004	20,000
Fireline Maintenance	U.S. Fish and Wildlife		
	Service	2003	53,000
Sanibel Gardens	USFWS Partners for Wildlife		
Revegetation	Program	2003	20,000
Beach Park	Lee County Tourist		
Landscaping	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	USFWS Challenge Cost-Share		
Restoration	Program	2003	20,000
Sanibel Gardens	Florida Recreation and Devel.		
Restoration	Assist. Program	2002	150,000
Sanibel Gardens	North American Wetlands		
Restoration	Conservation Agency	2002	40,000
Sanibel Gardens	USFWS Partners for Wildlife		
Restoration	Program	2002	20,000
Pond Apple Park	Florida Communities Trust		
Acquisition	Program	2002	2,122,800
Exotic Tree Removal	Lee County Tourist		
	Development Council	2002	125,000
Beach Park	Lee County Tourist		
Landscaping	Development Council	2002	40,000
Erosion Monitoring	Lee County Tourist		
	Development Council	2002	\$ 35,000#
Sanibel Gardens	National Fish and Wildlife		
Restoration	Foundation	2001	100,000
Refuge Brazilian	FDEP Invasive Species		
Pepper Removal	Management Program	2001	85,296

City of Sanibel, Florida  
Natural Resources Department Narrative

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

City of Sanibel, Florida  
Natural Resources Department Narrative

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		

City of Sanibel, Florida  
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Zone Buoys                      District                      1992                      10,000

- 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

City of Sanibel, Florida  
Natural Resources Department Narrative

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.

City of Sanibel, Florida  
Natural Resources Department Narrative

- 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

City of Sanibel, Florida  
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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

**City of Sanibel, Florida  
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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
<p>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.</p>	<p>Successfully conserving City funds by utilizing a full range of cost-cutting and efficiency initiatives.</p>

General Fund  
Natural Resources Department

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	245,268	243,751	244,328	244,328	244,328	244,328	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	17,705	17,705	17,705	17,705
Retirement	37,033	57,937	72,394	72,394	72,394	65,788	65,788	65,788	65,788	65,788
Cafeteria Benefits	29,633	31,468	30,913	30,913	30,913	30,932	30,932	30,932	30,932	30,932
Workers' Comp	16,973	7,593	9,346	9,346	6,895	9,346	9,346	9,346	9,346	9,346
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>352,080</b>	<b>358,846</b>	<b>374,686</b>	<b>374,686</b>	<b>372,235</b>	<b>368,098</b>	<b>368,098</b>	<b>368,098</b>	<b>368,098</b>	<b>368,098</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	35	-	800	800	400	800	800	800	800	800
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual*	74,025	13,182	12,000	17,515	8,000	207,000	232,000	232,000	232,000	232,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	10,121	9,253	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500
Communications	4,167	3,068	4,180	4,180	4,180	4,180	4,180	4,180	4,180	4,180
Transportation	750	407	200	200	678	200	200	200	200	200
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	16	102	500	500	200	500	500	500	500	500
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	116	46	400	400	200	400	400	400	400	400
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	277	455	1,500	1,500	750	1,500	1,500	1,500	1,500	1,500
Office Supplies	971	246	1,200	1,200	600	1,200	1,200	1,200	1,200	1,200
Operating Supplies	3,103	975	10,764	10,764	6,000	10,334	10,000	10,000	10,000	10,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	270	87	500	500	200	500	500	500	500	500
<b>SUB-TOTAL</b>	<b>93,851</b>	<b>27,821</b>	<b>43,544</b>	<b>49,059</b>	<b>32,708</b>	<b>238,114</b>	<b>262,780</b>	<b>262,780</b>	<b>262,780</b>	<b>262,780</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRANTS &amp; AIDS</b>										
Grants & Aid	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>445,931</b>	<b>386,667</b>	<b>418,230</b>	<b>423,745</b>	<b>404,943</b>	<b>606,212</b>	<b>630,878</b>	<b>630,878</b>	<b>630,878</b>	<b>630,878</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-0.17%</b>	<b>-13.29%</b>		<b>9.59%</b>		<b>43.06%</b>	<b>4.07%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

\* 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)

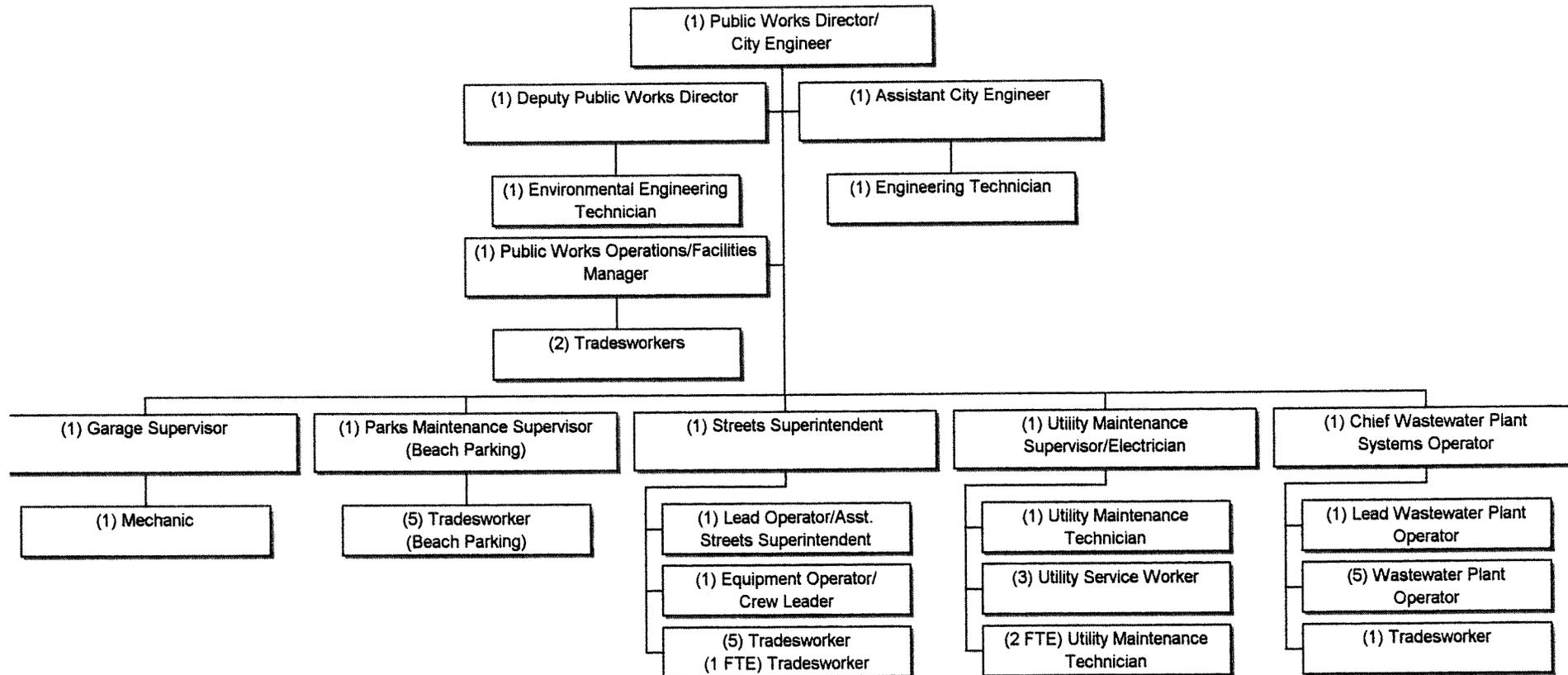
Transportation Department

Sewer System Enterprise Fund

Beach Parking Enterprise Fund

**PUBLIC WORKS DEPARTMENT**

**Organization Chart FY 2011-2012**



City of Sanibel, Florida

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.

City of Sanibel, Florida  
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

City of Sanibel, Florida  
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.

City of Sanibel, Florida  
Public Works Departmental Narrative

**Goals for FY 2012:**

<b>Goal</b>	<b>Measurement Criteria</b>
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

City of Sanibel, Florida  
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

## City of Sanibel, Florida

### 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

## City of Sanibel, Florida

### 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.

City of Sanibel, Florida  
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.

City of Sanibel, Florida  
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**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 inquires 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.

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**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.
-

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- 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.

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- 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.

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- 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:

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**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 administrating City Land Development Codes applicable to Public Works in existing and proposed faculties; 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.

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- 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.

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**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

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- 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."

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**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

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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.

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- 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

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- Acts as Garage Supervisor when supervisor is absent

## **V. Public Facilities**

The division is composed of three Tradesworkers, 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.

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- 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.

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- 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.

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**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 wastewater 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.

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- 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.

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- 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 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,

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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:

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**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.

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- 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.

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- 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:**

<b>Goal</b>	<b>Status</b>
<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>

City of Sanibel  
Departments' Supporting Actions for FY 2011 City Council Goals

Department: <b>Public Works</b>		Through 3/31/11						
City Goal: Reduce Infiltration / Inflow into the wastewater system		2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2011-12
Key Performance Indicator:		Goal	Actual	Goal	Actual	Goal	Actual	Goal
1	Annual Average Daily Flow (MGD)	1.357	1.395	1.357	1.716	1.357	1.368	1.357
2	Funds expended on I/I corrections (\$)	315,000	124,600	360,000	180,000	300,000	220,000	250,000
3	Funds expended to identify I/I sources (\$)	50,000	3,000	50,000	26,000	50,000	0	50,000
4								
5								

Department: <b>Public Works</b>		Through 3/31/11						
City Goal: Have no effluent violations or system overflows		2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2011-12
Key Performance Indicator:		Expected	Actual	Expected	Actual	Projected	Actual	Projected
1	Number of effluent violations	0	2	0	2	0	0	0
2	Number of system overflows	0	1	0	3	0	0	0
3								
4								
5								

City of Sanibel, Florida



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General Fund  
Public Works\*

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	955,494	468,047	345,036	345,036	360,967	345,937	345,937	345,937	345,937	345,937
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	148,055	25,014	25,000	25,000	25,000	25,000	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	2,000	2,000	2,000	2,000
FICA Match	84,298	35,812	27,591	27,591	28,170	27,660	27,660	27,660	27,660	27,660
Retirement	155,226	110,005	102,234	102,234	104,260	161,225	161,225	161,225	161,225	161,225
Cafeteria Benefits	185,215	98,444	72,117	72,117	84,280	72,920	72,920	72,920	72,920	72,920
Workers' Comp	84,181	9,842	12,115	12,115	8,938	12,115	12,115	12,115	12,115	12,115
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>1,639,938</b>	<b>748,338</b>	<b>586,092</b>	<b>586,092</b>	<b>613,615</b>	<b>646,856</b>	<b>646,856</b>	<b>646,856</b>	<b>646,856</b>	<b>646,856</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	10,692	2,530	3,000	3,000	3,000	3,000	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	3,460	3,460	3,460	3,460
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	14,160	8,560	10,600	10,600	10,600	10,600	10,600	10,600	10,600	10,600
Communications	7,710	7,111	8,880	8,880	8,880	8,880	8,880	8,880	8,880	8,880
Transportation	303	345	500	500	500	500	500	500	500	500
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	5,096	245	80	80	80	80	80	80	80	80
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	25,074	13,092	15,250	15,250	15,250	19,250	19,250	19,250	19,250	19,250
Printing	40	619	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	1,259	25	600	600	600	600	600	600	600	600
Office Supplies	3,934	3,254	9,950	9,950	9,950	9,950	9,950	9,950	9,950	9,950
Operating Supplies	79,943	2,684	7,000	7,000	7,000	7,000	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	10,330	10,330	10,330	10,330
<b>SUB-TOTAL</b>	<b>228,027</b>	<b>49,712</b>	<b>72,910</b>	<b>72,910</b>	<b>71,410</b>	<b>74,850</b>	<b>74,850</b>	<b>74,850</b>	<b>74,850</b>	<b>74,850</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	2,588	-	13,500	13,500	12,000	-	-	-	-	-
Books (Library)	12,690	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>15,278</b>	<b>-</b>	<b>13,500</b>	<b>13,500</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRANTS &amp; AIDS</b>										
			-	1,000	1,000					
<b>DEPARTMENTAL TOTAL</b>	<b>1,883,243</b>	<b>798,050</b>	<b>672,502</b>	<b>673,502</b>	<b>698,025</b>	<b>721,706</b>	<b>721,706</b>	<b>721,706</b>	<b>721,706</b>	<b>721,706</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>										
	<b>-15.23%</b>	<b>-57.62%</b>		<b>-15.61%</b>		<b>7.16%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</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

\* 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 Fund  
Public Works Department-Streets Division

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	-	399,062	397,490	397,490	379,407	397,490	349,868	349,868	349,868	349,868
Part-time			-	-	-	-	-	-	-	-
Salary Adjustments			-	-	-	-	-	-	-	-
Requested positions			-	-	-	(47,622)	-	-	-	-
Overtime	-	84,181	75,000	75,000	80,000	100,000	100,000	100,000	100,000	100,000
Special Pay	-	5,733	12,000	12,000	11,816	12,000	12,000	12,000	12,000	12,000
FICA Match	-	39,043	37,063	37,063	36,049	35,333	35,333	35,333	35,333	35,333
Retirement	-	83,937	93,065	93,065	107,295	111,216	111,216	111,216	111,216	111,216
Cafeteria Benefits	-	100,709	99,080	99,080	95,027	89,440	89,440	89,440	89,440	89,440
Workers' Comp	-	27,818	34,242	34,242	25,262	34,242	34,242	34,242	34,242	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>732,098</b>	<b>732,099</b>	<b>732,099</b>	<b>732,099</b>	<b>732,099</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	-	92,240	99,700	104,700	104,700	108,200	108,200	108,200	108,200	108,200
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	-	207,034	241,900	241,900	241,900	243,200	243,200	243,200	243,200	243,200
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	4,697	4,840	4,840	4,840	4,110	4,110	4,110	4,110	4,110
Communications	-	968	960	960	960	960	960	960	960	960
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	4,363	5,700	5,700	5,700	6,300	6,300	6,300	6,300	6,300
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	1,077,418	1,152,500	1,241,000	1,241,000	1,169,500	1,119,500	1,119,500	1,119,500	1,119,500
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	2,515	500	500	500	500	500	500	500	500
Other Current Charges	-	-	2,250	2,250	2,000	1,950	1,950	1,950	1,950	1,950
Office Supplies	-	11	-	-	-	-	-	-	-	-
Operating Supplies	-	92,215	71,150	71,150	84,000	84,000	84,000	84,000	84,000	84,000
Road Materials & Supplies	-	75,549	77,000	77,000	77,000	78,000	78,000	78,000	78,000	78,000
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	<b>1,557,010</b>	<b>1,656,500</b>	<b>1,750,000</b>	<b>1,762,600</b>	<b>1,696,720</b>	<b>1,646,720</b>	<b>1,646,720</b>	<b>1,646,720</b>	<b>1,646,720</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	90,000	90,000	-	-	-	-	-
Machinery & Equipment	-	4,790	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	<b>4,790</b>	<b>-</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	-	<b>2,302,283</b>	<b>2,404,440</b>	<b>2,587,940</b>	<b>2,587,455</b>	<b>2,428,818</b>	<b>2,378,819</b>	<b>2,378,819</b>	<b>2,378,819</b>	<b>2,378,819</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										
			12.41%			-6.15%	-2.06%	0.00%	0.00%	0.00%

Enterprise Fund  
Sanibel Sewer System

	GAAP Basis		Non-GAAP Basis							
	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12	FY13	FY14	FY15	FY16
	2009 Actual Expenses	2010 Actual Expenses	Original Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time*	813,091	805,640	929,982	929,982	892,574	889,942	889,942	889,942	889,942	889,942
Part-time	8,356	31,839	30,682	30,682	32,130	67,059	67,059	67,059	67,059	67,059
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	85,091	85,084	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Special Pay	17,356	22,729	16,000	16,000	16,058	16,000	16,000	16,000	16,000	16,000
FICA Match	69,988	71,923	79,326	79,326	78,088	79,046	79,046	79,046	79,046	79,046
Retirement	125,577	172,686	251,231	251,231	236,892	251,124	251,124	251,124	251,124	251,124
Cafeteria Benefits	185,939	218,502	234,636	234,636	221,383	231,593	231,593	231,593	231,593	231,593
Workers' Comp	27,055	12,823	15,838	15,838	11,684	15,838	15,838	15,838	15,838	15,838
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>1,332,453</b>	<b>1,421,226</b>	<b>1,637,695</b>	<b>1,637,695</b>	<b>1,568,809</b>	<b>1,630,602</b>	<b>1,630,602</b>	<b>1,630,602</b>	<b>1,630,602</b>	<b>1,630,602</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	52,411	39,137	104,800	139,800	109,800	154,800	154,800	154,800	154,800	154,800
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	484,425	273,288	305,500	305,500	265,500	265,600	265,600	265,600	265,600	265,600
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	11,863	10,377	11,960	11,960	11,960	13,150	13,150	13,150	13,150	13,150
Communications	17,508	15,220	16,420	16,420	15,000	15,280	15,280	15,280	15,280	15,280
Transportation	7,879	6,599	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Utilities	344,860	378,328	303,520	303,520	350,000	355,320	355,320	355,320	355,320	355,320
Rentals & Leases	5,721	4,629	11,060	11,060	11,000	11,060	11,060	11,060	11,060	11,060
Insurance	8,785	16,362	20,000	20,000	22,940	22,940	22,940	22,940	22,940	22,940
Repair & Maintenance	863,717	722,682	456,100	801,100	721,100	677,100	677,100	677,100	677,100	677,100
Printing	1,003	783	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Promotional Activities	1,723	588	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Current Charges	549,867	524,254	352,741	352,741	355,779	367,089	367,089	367,089	367,089	367,089
Office Supplies	2,698	2,561	4,850	4,850	4,000	4,400	4,400	4,400	4,400	4,400
Operating Supplies	211,985	206,389	259,650	259,650	267,500	280,250	280,250	280,250	280,250	280,250
Road Materials & Supplies	80	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Books, Subscriptions, etc	648	2,573	8,125	8,125	8,125	11,600	11,600	11,600	11,600	11,600
<b>SUB-TOTAL</b>	<b>2,565,173</b>	<b>2,203,770</b>	<b>1,871,726</b>	<b>2,251,726</b>	<b>2,159,704</b>	<b>2,195,589</b>	<b>2,195,589</b>	<b>2,195,589</b>	<b>2,195,589</b>	<b>2,195,589</b>
<b>Capital Outlay</b>										
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	1,639,500	1,259,500	104,500	155,000	65,000	35,000	35,000	55,000
Machinery & Equipment	-	-	405,500	405,500	376,792	440,000	63,000	102,000	385,000	122,000
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>2,045,000</b>	<b>1,665,000</b>	<b>481,292</b>	<b>595,000</b>	<b>128,000</b>	<b>137,000</b>	<b>420,000</b>	<b>177,000</b>
Reserve for Disasters			50,000	50,000	50,000	100,000	100,000	100,000	100,000	100,000
Depreciation & Amortization	2,473,776	2,455,654	-	-	-	-	-	-	-	-
Debt Service	1,492,875	1,271,754	4,082,547	4,082,547	3,950,563	3,952,588	3,948,587	3,949,438	3,949,594	3,954,032
<b>SUB-TOTAL</b>	<b>3,966,651</b>	<b>3,727,408</b>	<b>4,132,547</b>	<b>4,132,547</b>	<b>4,000,563</b>	<b>4,052,588</b>	<b>4,048,587</b>	<b>4,049,438</b>	<b>4,049,594</b>	<b>4,054,032</b>
<b>DEPARTMENTAL TOTAL</b>	<b>7,864,277</b>	<b>7,352,404</b>	<b>9,686,968</b>	<b>9,686,968</b>	<b>8,210,368</b>	<b>8,473,779</b>	<b>8,002,778</b>	<b>8,012,629</b>	<b>8,295,785</b>	<b>8,057,223</b>

% CHANGE COMPARED

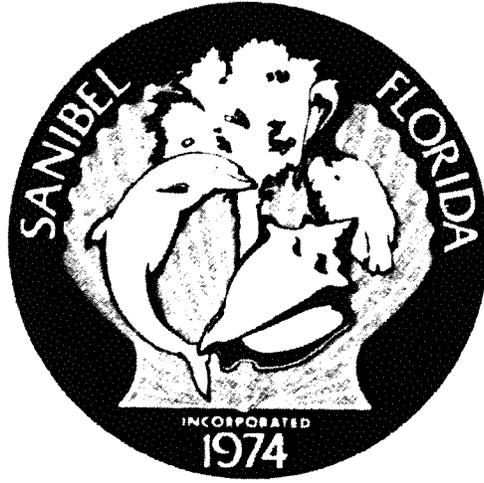
TO PREVIOUS YEAR      **-3.04%**      **-6.51%**      **31.75%**      **-12.52%**      **-5.56%**      **0.12%**      **3.53%**      **-2.88%**

\* 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>	1,309,017	787,556	465,667	55,794	
<b>ALLOCATED PERCENTAGES</b>		<b>60.16%</b>	<b>35.57%</b>	<b>4.26%</b>	<b>AMTS TO BE</b>
	DEPT #:	4500	4504	4508	<b>ALLOCATED</b>
<b>EXPENSES</b>	<b>TOTAL</b>				
<b>SALARIES</b>					
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
<b>OVERTIME</b>	40,000	24,066	14,230	1,705	40,000
<b>SPECIAL PAY</b>	9,268	5,576	3,297	395	9,268
<b>SWORN OFF DEPENDENT CC</b>	0	0	0	0	0
<b>FICA Match</b>	41,518	24,979	14,769	1,770	41,518
<b>RETIREMENT</b>	155,195	93,371	55,209	6,615	155,195
<b>CAFETERIA BENEFITS</b>	187,984	113,099	66,873	8,012	187,984
<b>W/C</b>	22,579	13,584	8,032	962	22,579
Personnel Services	971,127	584,268	345,466	41,392	971,127
<b>PROF SERV</b>	700	421	249	30	700
<b>ACCOUNTING &amp; AUDIT</b>	0	0	0	0	0
<b>OTHER CONTRACTUAL</b>	215,500	132,011	75,412	8,077	189,500
<b>TRAVEL</b>	21,850	13,146	7,773	931	21,850
<b>COMMUNICATIONS</b>	8,640	5,198	3,074	368	8,640
<b>TRANSPORTATION</b>	800	481	285	34	800
<b>UTILITIES</b>	73,500	49,375	22,186	1,939	45,500
<b>RENTALS &amp; LEASES</b>	2,320	1,396	825	99	2,320
<b>INSURANCE</b>	22,565	13,576	8,027	962	22,565
<b>REPAIR &amp; MAINTENANCE</b>	88,050	58,527	27,113	2,410	56,540
<b>PRINTING</b>	2,300	1,384	818	98	2,300
<b>PROMOTIONAL ACT</b>	500	301	178	21	500
<b>OTHER CURRENT CHGS</b>	20,600	12,394	7,328	878	20,600
Indirect Cost Charges	454,168	273,245	161,565	19,358	454,168
<b>OFFICE SUPPLIES</b>	100	60	36	4	100
<b>OPERATING SUPPLIES</b>	111,300	67,201	39,380	4,718	110,700
<b>ROAD MATERIALS</b>	4,000	2,407	1,423	170	4,000
<b>BOOKS &amp; PUBLICATIONS</b>	0	0	0	0	0
Operating Expenditures	1,026,893	631,122	355,672	40,099	940,783
<b>BULDINGS</b>	567,000	567,000	0	0	0
<b>IMPROV OTHER THAN BLDGS</b>	250,000	230,082	17,787	2,131	50,000
<b>MACHINERY &amp; EQUIP</b>	120,000	72,197	42,689	5,115	120,000
Capital Outlay	937,000	869,279	60,475	7,246	170,000
<b>INTEREST</b>	0	0	0	0	0
Debt Service	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>2,935,020</b>	<b>2,084,669</b>	<b>761,614</b>	<b>88,737</b>	<b>2,081,910</b>

City of Sanibel, Florida



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Economic Environment Function  
Below Market Rate Housing Program

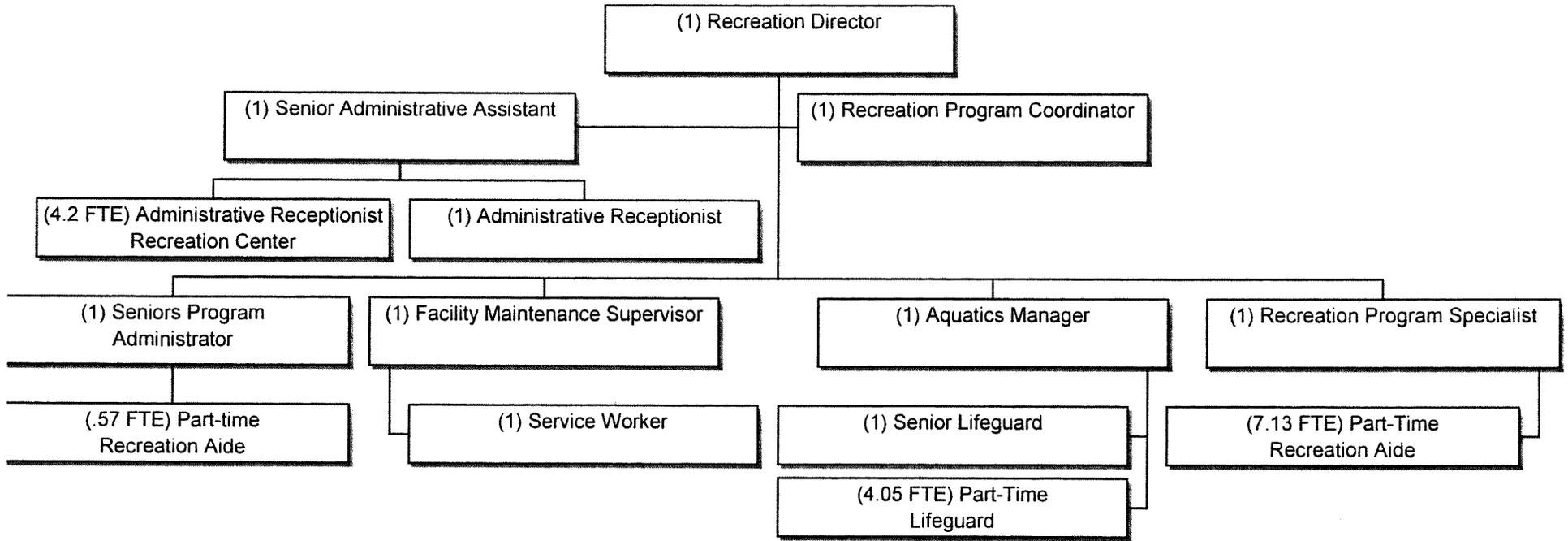
General Fund  
Below Market Rate Housing Program

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<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	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	-	-	-	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>										
Professional Serv	-	-	-	-	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-	-	-
Communications	-	3,019	2,500	2,500	2,500	2,500	2,500	2,500	-	-
Transportation	-	865	-	-	1,000	1,000	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	3,500	3,500	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	6,835	7,000	7,000	7,000	7,000	7,000	7,000	-	-
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	-	-	-	-	-	-	-	-	-	-
Grants & Aids	-	247,616	255,044	255,044	255,044	262,695	270,576	278,693	-	-
<b>DEPARTMENTAL TOTAL</b>	-	254,451	262,044	262,044	262,044	269,695	277,576	285,693	-	-
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>				2.98%		2.92%	5.93%	5.93%	-100.00%	-100.00%

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 Stability)</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.

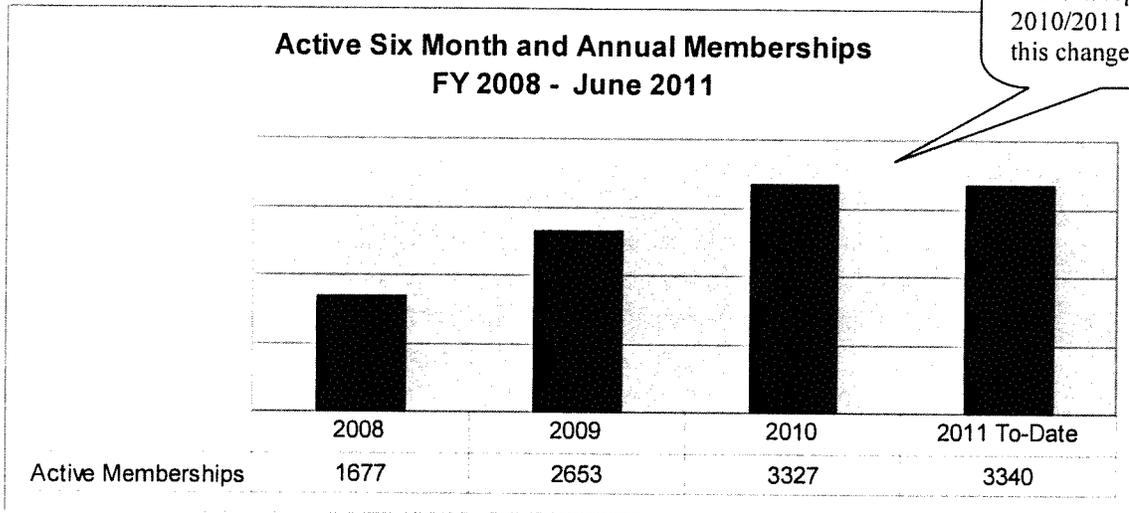
City of Sanibel  
Parks and Recreation Department Narrative

**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**

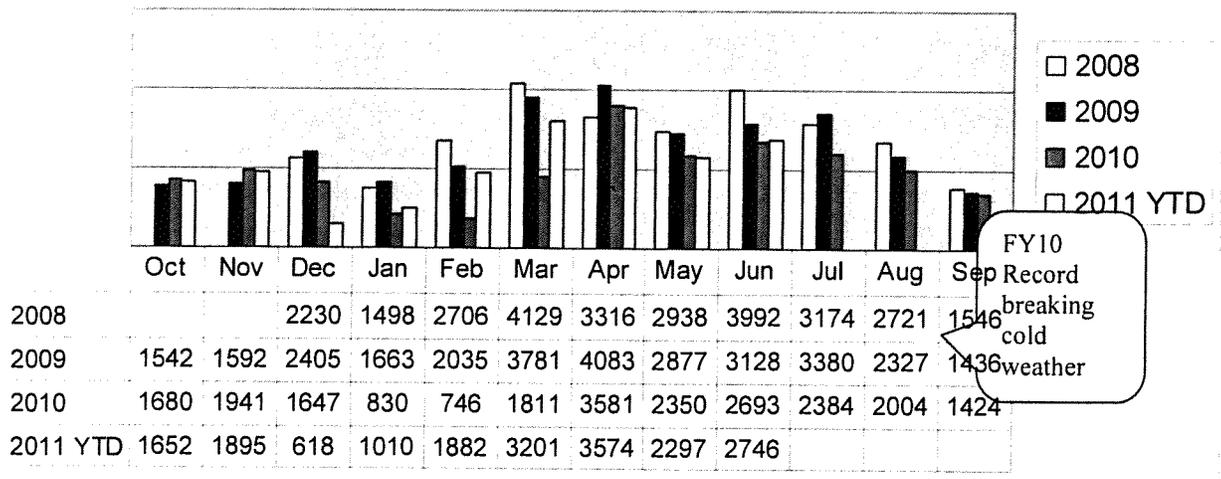
**A. Active Six Month and Annual Memberships**



A software update allowed for greater detail in reporting. 2010/2011 reflects this change.

**B. Aquatic Usage**

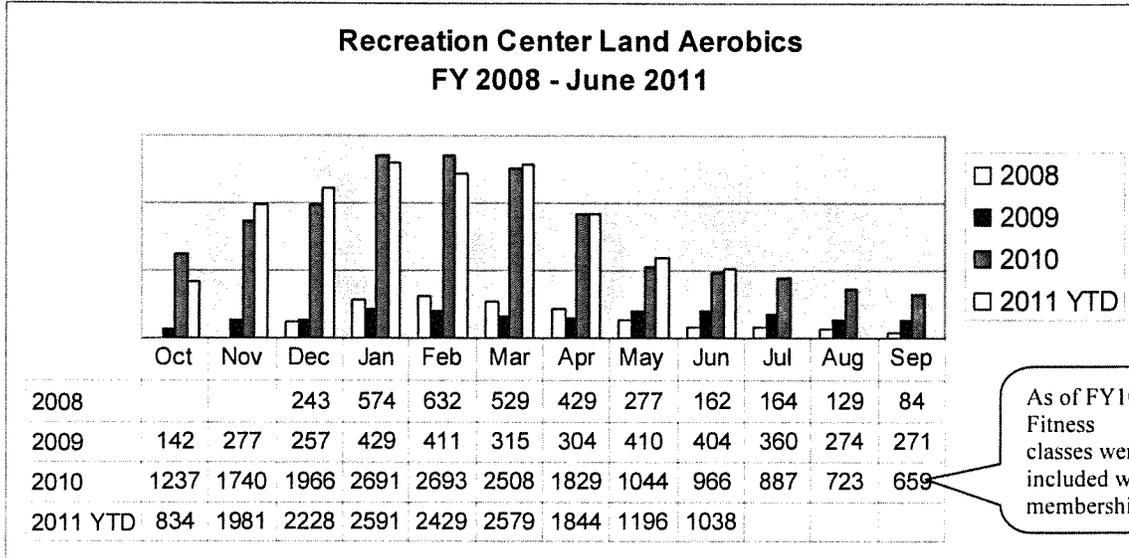
**Aquatic Usage  
Fy 2008- June 2011**



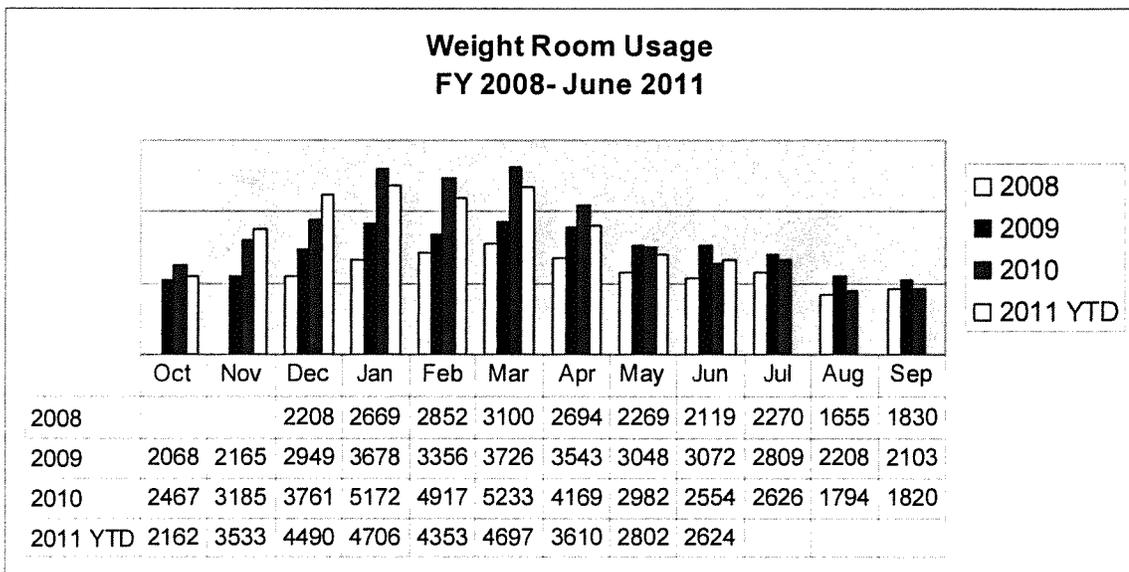
FY10 Record breaking cold weather

City of Sanibel  
Parks and Recreation Department Narrative

**C. Recreation Center Land Aerobics**

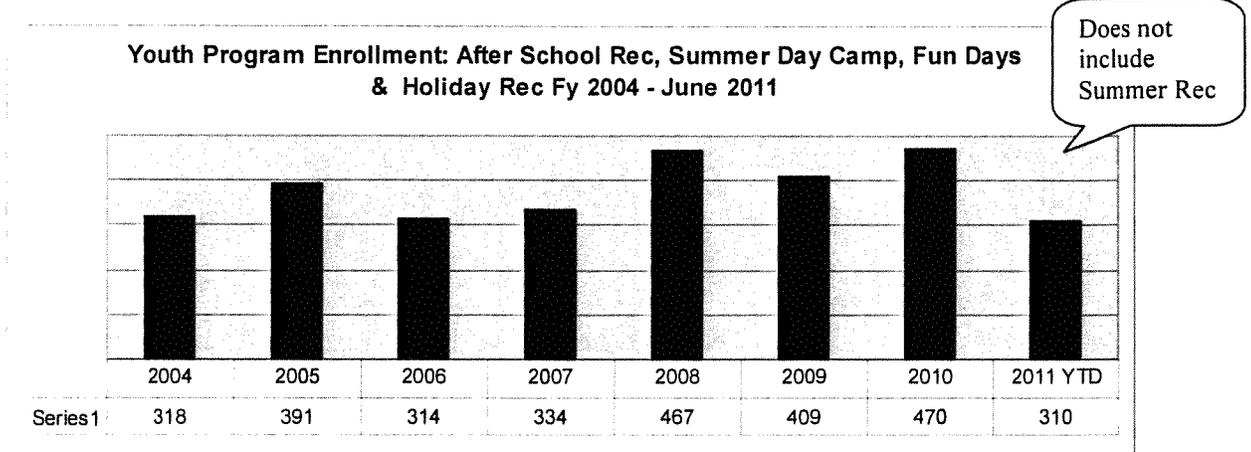


**D. Weight Room Usage:**



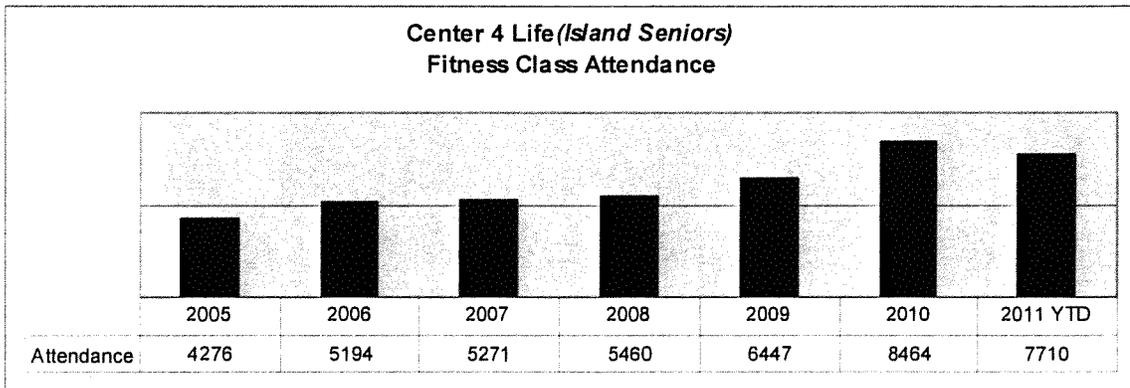
City of Sanibel  
Parks and Recreation Department Narrative

**E. Youth Program Enrollment**

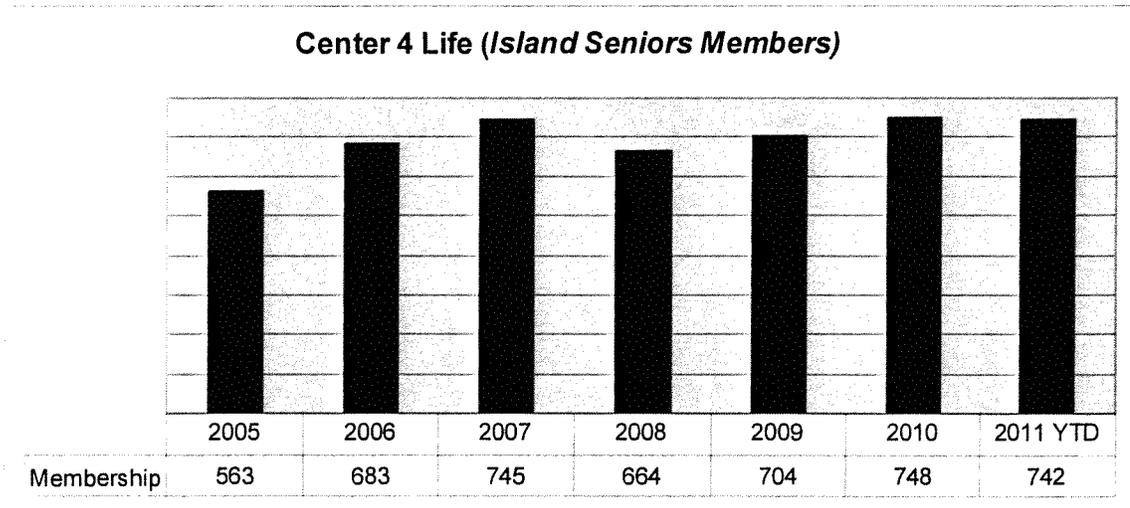


**Center 4 Life (Senior Program) Aerobics and Membership**

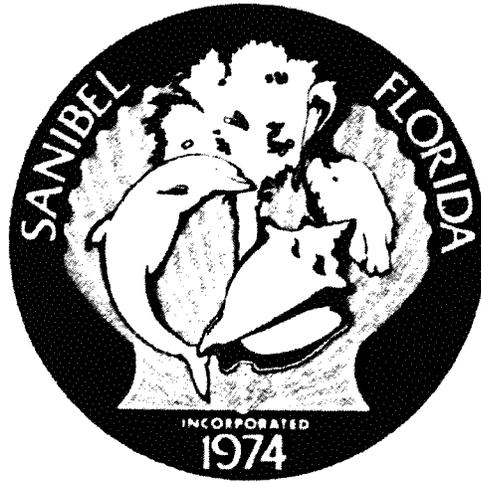
**A. Senior Fitness Class Attendance**



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



City of Sanibel, Florida



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Special Revenue Fund  
Parks & Recreation - Recreation Complex

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	457,727	457,727	457,727	457,727
Part-time	337,405	326,783	354,196	390,289	390,289	377,106	377,106	377,106	377,106	377,106
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	22,799	20,230	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
RHS/Holiday/Shift										
Diff/Educ.Incentive	381	809	-	-	-	-	-	-	-	-
FICA Match	61,333	60,679	63,698	65,704	65,381	64,943	64,943	64,943	64,943	64,943
Retirement	63,197	103,185	135,840	135,840	140,789	139,644	139,644	139,644	139,644	139,644
Cafeteria Benefits	101,674	125,269	124,551	129,702	121,543	137,408	137,408	137,408	137,408	137,408
Workers' Comp	30,357	14,387	17,764	17,764	13,105	17,764	17,764	17,764	17,764	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>1,203,667</b>	<b>1,195,476</b>	<b>1,214,591</b>	<b>1,214,591</b>	<b>1,214,591</b>	<b>1,214,591</b>	<b>1,214,591</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	1,419	1,692	2,295	6,295	6,295	4,195	4,195	4,195	4,195	4,195
Other Contractual	187,212	157,543	173,966	173,966	173,966	204,210	204,210	204,210	204,210	204,210
Travel & Per Diem	17,093	13,594	16,590	16,590	16,590	16,990	16,990	16,990	16,990	16,990
Communications	7,001	8,776	7,076	7,076	7,076	8,540	8,540	8,540	8,540	8,540
Transportation	5,408	2,705	3,000	3,000	3,000	1,500	1,500	1,500	1,500	1,500
Utilities**	166,524	163,038	180,290	180,290	180,290	180,672	180,672	180,672	180,672	180,672
Rentals & Leases	17,576	10,857	27,117	27,117	27,117	27,117	27,117	27,117	27,117	27,117
Insurance	6,280	3,374	3,474	3,474	3,860	4,769	4,769	4,769	4,769	4,769
Repair & Maintenance	25,266	66,150	82,180	82,180	82,180	87,680	87,680	87,680	87,680	87,680
Printing	3,833	1,129	5,760	5,760	5,760	5,760	5,760	5,760	5,760	5,760
Promotional Activities	9,860	5,175	4,000	4,000	4,000	8,115	8,115	8,115	8,115	8,115
Other Current Charges	11,485	8,760	8,975	8,975	8,975	6,775	6,775	6,775	6,775	6,775
Office Supplies	10,349	10,333	17,000	17,000	17,000	15,000	15,000	15,000	15,000	15,000
Operating Supplies	97,824	82,615	82,651	82,651	82,651	83,466	83,466	83,466	83,466	83,466
Road Materials & Supplies	2,798	1,940	3,750	3,750	3,750	2,500	2,500	2,500	2,500	2,500
Books, Subscriptions, etc	2,842	3,673	4,460	4,460	4,460	4,960	4,960	4,960	4,960	4,960
<b>SUB-TOTAL</b>	<b>572,770</b>	<b>541,354</b>	<b>622,584</b>	<b>626,584</b>	<b>626,970</b>	<b>662,249</b>	<b>662,249</b>	<b>662,249</b>	<b>662,249</b>	<b>662,249</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>-</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>1,659,001</b>	<b>1,695,076</b>	<b>1,818,257</b>	<b>1,863,171</b>	<b>1,855,366</b>	<b>1,901,765</b>	<b>1,876,840</b>	<b>1,876,840</b>	<b>1,876,840</b>	<b>1,876,840</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	-6.23%		9.92%		2.07%	-1.31%	0.00%	0.00%	0.00%
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Special Revenue Fund  
Parks & Recreation - Center 4 Life Program

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	59,782	59,782	59,553	59,553	59,553	59,553	59,553	59,553	59,553	59,553
Part-time	19,513	17,277	13,824	13,824	13,893	13,821	13,821	13,821	13,821	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	5,613	5,613	5,613	5,613
Retirement	9,027	14,049	17,646	17,646	17,646	26,339	26,339	26,339	26,339	26,339
Cafeteria Benefits	12,660	16,029	15,520	15,520	15,520	15,527	15,527	15,527	15,527	15,527
Workers' Comp	4,287	1,918	2,361	2,361	1,742	2,361	2,361	2,361	2,361	2,361
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>111,180</b>	<b>114,896</b>	<b>114,517</b>	<b>114,517</b>	<b>113,973</b>	<b>123,214</b>	<b>123,214</b>	<b>123,214</b>	<b>123,214</b>	<b>123,214</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	35	60	60	60	60	60	60	60	60	60
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	4,725	10,251	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Travel & Per Diem	1,510	906	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431
Communications	3,717	3,203	2,760	2,760	2,760	3,000	3,000	3,000	3,000	3,000
Transportation	1,024	642	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	2,404	1,779	2,550	2,550	2,550	2,550	2,550	2,550	2,550	2,550
Insurance*	-	12,215	12,644	12,644	12,920	13,308	13,707	14,118	14,542	14,978
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	34	11	500	500	500	500	500	500	500	500
Promotional Activities	112	-	-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	541	284	635	635	635	635	635	635	635	635
Operating Supplies	679	351	836	836	836	836	836	836	836	836
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	412	62	300	300	300	300	300	300	300	300
<b>SUB-TOTAL</b>	<b>15,193</b>	<b>29,764</b>	<b>33,216</b>	<b>33,216</b>	<b>33,492</b>	<b>34,120</b>	<b>34,519</b>	<b>34,930</b>	<b>35,354</b>	<b>35,790</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>126,373</b>	<b>144,660</b>	<b>147,734</b>	<b>147,734</b>	<b>147,465</b>	<b>157,333</b>	<b>157,733</b>	<b>158,144</b>	<b>158,567</b>	<b>159,004</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-0.33%</b>			<b>16.90%</b>		<b>6.50%</b>	<b>0.25%</b>	<b>0.26%</b>	<b>0.27%</b>	<b>0.28%</b>
* Prior to FY10 insurance was charged into the general fund										

General Fund  
Parks & Recreation - Performing Arts

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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	-	905	1,400	1,400	1,400	1,400	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	11,721	12,073	12,435	12,808	13,193
Repair & Maintenance	17	360	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies	-	-	300	300	300	300	300	300	300	300
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>2,088</b>	<b>11,090</b>	<b>9,400</b>	<b>9,400</b>	<b>13,080</b>	<b>13,421</b>	<b>13,773</b>	<b>14,135</b>	<b>14,508</b>	<b>14,893</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>2,088</b>	<b>11,090</b>	<b>9,400</b>	<b>9,400</b>	<b>13,080</b>	<b>13,421</b>	<b>13,773</b>	<b>14,135</b>	<b>14,508</b>	<b>14,893</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-70.76%</b>	<b>431.13%</b>		<b>-15.24%</b>		<b>42.78%</b>	<b>2.62%</b>	<b>2.63%</b>	<b>2.64%</b>	<b>2.65%</b>

General Fund  
Historical Village and Museum

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<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	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>										
<b>OPERATING EXPENSES</b>										
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	34,756	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>38,193</b>	<b>73,502</b>	<b>55,875</b>	<b>76,113</b>	<b>83,283</b>	<b>64,057</b>				
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	42,064	2,549	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>42,064</b>	<b>2,549</b>								
Grants & Aids	83,000	83,500	83,000	83,000	83,000	83,000	-	-	-	-
<b>DEPARTMENTAL TOTAL</b>	<b>163,257</b>	<b>159,551</b>	<b>138,875</b>	<b>159,113</b>	<b>166,283</b>	<b>147,057</b>				
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>		<b>-2.27%</b>		<b>-0.27%</b>		<b>-7.58%</b>	<b>-100.00%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

Special Revenue Fund  
Sanibel School - Ball Park Maintenance

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2008-09 Actual	2009-10 Actual	Adopted Budget	Amended Budget	Estimated 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>-</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	64,340	64,340	64,340	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	17,104	17,104	17,104	17,104
Rentals & Leases	450	150	800	800	100	100	100	100	100	100
Insurance	7,510	7,977	8,345	8,345	8,793	9,057	9,328	9,608	9,897	10,193
Repair & Maintenance	7,733	22,424	26,700	26,700	26,700	26,700	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	91,145	91,145	91,145	91,145
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	14,508	3,660	8,150	8,150	8,150	8,150	8,150	8,150	8,150	8,150
Road Materials & Supplies	82	-	2,500	2,500	2,500	2,500	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>219,096</b>	<b>219,367</b>	<b>219,647</b>	<b>219,936</b>	<b>220,232</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>-</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>219,096</b>	<b>219,367</b>	<b>219,647</b>	<b>219,936</b>	<b>220,232</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-27.62%</b>	<b>-19.02%</b>		<b>4.04%</b>		<b>-0.27%</b>	<b>0.49%</b>	<b>0.25%</b>	<b>0.26%</b>	<b>0.27%</b>

General Fund  
Parks & Recreation-Public Facilities

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY12 Proposed	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	2009 Actual Expenditures	2010 Actual Expenditures	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	120,541	120,541	120,541	120,541
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustment	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	31,095	28,237	30,000	30,000	30,000	30,000	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	2,500	2,500	2,500	2,500
FICA Match	11,781	11,548	11,708	11,708	11,711	11,708	11,708	11,708	11,708	11,708
Retirement	18,271	28,947	35,716	35,716	36,509	32,627	32,627	32,627	32,627	32,627
Cafeteria Benefits	34,714	40,232	39,204	39,204	39,204	39,223	39,223	39,223	39,223	39,223
Workers' Comp	13,256	5,931	7,300	7,300	5,386	7,300	7,300	7,300	7,300	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>243,899</b>	<b>243,899</b>	<b>243,899</b>	<b>243,899</b>	<b>243,899</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	30	60	300	300	300	300	300	300	300	300
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	56,127	34,550	25,020	25,020	25,020	27,520	27,520	27,520	27,520	27,520
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	1,200	1,364	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
Communications	4,132	1,569	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Transportation	39	14	100	100	100	100	100	100	100	100
Utilities	107,274	104,004	107,740	107,740	107,740	107,740	107,740	107,740	107,740	107,740
Rentals & Leases	5,891	32,926	400	7,404	6,000	400	400	400	400	400
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	44,261	39,199	46,400	46,400	54,000	54,500	54,500	54,500	54,500	54,500
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	1,382	868	2,350	2,350	2,350	3,550	3,550	3,550	3,550	3,550
Office Supplies	73	-	-	-	-	-	-	-	-	-
Operating Supplies	25,886	22,332	29,150	29,150	29,150	37,550	37,550	37,550	37,550	37,550
Road Materials & Supplies	2,943	-	8,000	8,000	8,000	7,000	7,000	7,000	7,000	7,000
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>249,238</b>	<b>236,886</b>	<b>223,260</b>	<b>230,264</b>	<b>236,460</b>	<b>242,460</b>	<b>242,460</b>	<b>242,460</b>	<b>242,460</b>	<b>242,460</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	10,000	63,958	38,500	38,500	44,764	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	12,000	46,851	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>10,000</b>	<b>63,958</b>	<b>50,500</b>	<b>85,351</b>	<b>44,764</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>491,801</b>	<b>538,607</b>	<b>520,728</b>	<b>562,583</b>	<b>527,116</b>	<b>486,359</b>	<b>486,359</b>	<b>486,359</b>	<b>486,359</b>	<b>486,359</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-9.17%</b>	<b>9.52%</b>		<b>4.45%</b>		<b>-13.55%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

City of Sanibel, Florida



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