

**CITY OF SANIBEL, FLORIDA**  
**SCHEDULE OF PROJECTED OUTSTANDING DEBT at September 30, 2006**

Amount Borrowed	Purpose	Interest Rate	Year of Final Maturity	Estimated Principal Balance at 9/30/06	Average Annual P & I Debt Service	Pledged Revenue Source
<b>Operating Budget</b>						
\$ 10,000,000	FLGFC-Hurricane Charley Clean-up	Variable	2008	\$ 1,707,000	\$ 908,660	FEMA Reimbursements & Covenant to Budget
\$ 3,190,000	Land Acquisition (Gulfside/Boat Ramp)	5.00%	2020	1,854,401	187,477	Franchise & Occupational
\$ 1,250,000	Land Acquisition (Paulsen)	4.98%	2012	610,882	120,260	Any non-ad valorem revenue
\$ 3,825,000	Land Acquisition (Pond Apple Park)	2.0% to 4.75%	2031	3,525,000	237,945	GO-Voted Debt Service Ad Valorem Taxes
\$ 8,350,000	Recreation Facility	4.0% to 4.35%	2036	8,350,000	542,311	GO-Voted Debt Service Ad Valorem Taxes
\$ 1,082,000	Suntrust Note #59-BMRH-Woodhaven	3.35%	2019	937,734	91,145	Any non-ad valorem revenue
\$ 583,946	Suntrust Note #34-BMRH Refinancing (Reissued 9/30/05 to replace security pledge from Causeway Surplus)	3.85%	2009	439,922	164,267	Any non-ad valorem revenue
\$ 650,000	Suntrust Note #42-BMRH-Casa Mariposa	4.21%	2014	392,455	59,033	Any non-ad valorem revenue
\$ 252,843	Capital Lease-Grinder		2008	101,782	52,000	Any non-ad valorem revenue
Operating Total:				\$ 17,919,176	\$ 2,363,098	

**Sewer System Enterprise Fund**

\$ 5,620,000	Refunding of 1993 Bonds	2.0% to 3.9%	2021	\$ 4,568,446	\$ 422,409	User Fees
\$ 5,722,696	State Revolving Loan-Phase I SRF # 504P	1.59%	2020	4,363,847	400,292	Special Assessments, Ad valorem taxes and User Fees
\$ 7,615,755	State Revolving Loan-Phase 2A SRF # 5060	1.56%	2021	6,589,034	539,385	Special Assessments, Ad valorem taxes and User Fees
\$ 5,136,352	State Revolving Loan-Phase 3A WWG # 511	1.34%	2023	4,950,870	539,385	Special Assessments, Ad valorem taxes and User Fees
\$ 7,122,926	State Revolving Loan-Phase 3B WWG # 512	1.70%	2026	7,122,926	600,000	Special Assessments, Ad valorem taxes and User Fees
\$ 16,593,392	State Revolving Loan-Plant SRF # 5080	1.54%	2022	12,674,118	1,191,740	User Fees & Connection Fees
\$ 6,180,728	State Revolving Loan-Phase 2B SRF # 5090	1.54%	2022	4,457,533	364,955	Special Assessments, Ad valorem taxes and User Fees
\$ 8,501,591	State Revolving Loan-Phase 2C WWG # 510	1.56%	2023	7,440,233	598,530	Special Assessments, Ad valorem taxes and User Fees
Sewer Total:				\$ 52,167,007	\$ 4,656,696	

GRAND TOTAL: \$ 70,086,183 \$ 7,019,794

## MEMORANDUM

July 24, 2006

TO: City Manager Judie Zimomra

FROM: Police Chief William Tomlinson

RE: Budget Justification / Police Officers

Staff is recommending an increase of road patrol officers to provide adequate shift coverage, handle the increased number of specialized complaints and improve officer safety. Currently a road patrol shift is staffed with one Sergeant and two Officers.

This proposal includes converting two already existing part-time police officer positions to full-time positions and only requires the increase of two additional full-time equivalents to provide the staffing required for the increase in responding to underage drinking complaints and arrests, drug investigation and arrests, and specialized enforcement such as exotic animal complaints.

This will more effectively utilize current resources and increase staffing levels for optimum officer safety during arrests and maintain the ability to provide effective community safety and service.

This request will enhance the versatility and effectiveness of a road patrol shift by adding one additional Patrol Officer. This will make the standard road patrol shift one Sergeant and three Officers.

The total cost for this staffing increase will be \$110,000 including equipment and uniforms for the first year.

The justifications for this request are:

- Continued high volume of calls
- Increased number of arrests
- Increased number of specialty calls
  - Animal calls
    - Monitor lizards
    - Iguanas
    - Peacocks
    - Alligators
  - Ordinances / Environmental
    - Water restrictions
    - Feeding raccoons

- Unlicensed contractors
  - Lawn services
  - Tree trimming
  - Construction
  - Handyman
- Officer safety
  - Arrests
    - Arrests require a minimum of two officers during the booking process
    - With an arrest there leaves only one officer on the road during the midnight shift
- Shift coverage
  - Vacation
  - Sick
  - Training

Currently, the road patrol operates with a manpower shortage and is augmented with part-time personnel, which is the primary back-up coverage for the road patrol. We continue to have fewer candidates willing to work part-time and those that do work part-time are reluctant to work holidays and weekends, when the police department most needs additional resources. The lack of willing candidates for part-time police work is a significant obstacle.

The secondary back-up for road patrol is redirecting other full-time staff to cover road patrol shifts. This method of staffing requires employees to have significant flexibility, because full-time staff members are taken from a variety of special details that must then be put on hold. These special details are: School Resource Officer, Detective, Property and Evidence, Marine Patrol and Beach Patrol.

When we shuffle employees around we reduce our overall effectiveness by lessening our coverage in other important areas and we become inconsistent in providing the special services we have obligated the police department to provide.

Staff is requesting flexibility in re-allocating staffing resources from two part-time Police Officer FTE status to full-time status, and increase staffing by an additional two full-time Police Officer FTE's. This will provide sufficient road patrol coverage that takes into consideration staffing to cover vacation time, sick time, training time, and adequate staffing to maintain officer safety and road patrol coverage during arrests.

This will also provide program stability by maintaining a consistent presence on the beaches and waterways, and eliminate the need for an animal control officer.

	Req. Coverage	Vacation	Training	Budgeted	Available
Patrol Sgts. (4)	8736	648	240	8320	7,432
Patrol Ofc. (8)	17,472	855	480	16,640	15,305
Dispatch (5.75)	10,840	520	300	11960	11,140
Marine (1.5)	2,912	155	200	3120	
Beach (2)	4,160		200	4160	
Investigations (1)	2,080	120	80	2080	1,880
CLEAN (1)	2,080	152	60	2080	1,868
SRO (1)	1,280	168	80	2080	1,832
Property/Evidence	2,080	192	60	2080	1,828
Traffic Enf. (1)	2,080	128	60	2080	1,892
Command (3)	5,096	575	180	6,240	5,485
Part-Ofc. (3.25)				6760	



# MEMORANDUM

DATE: **July 24, 2006**

TO: **Judie Zimomra, City Manager**

FROM: **Pamela Smith, City Clerk**

SUBJECT: **Budget Justification Document Imaging**

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Staff is recommending the inclusion of \$20,000 as is listed in item 11 of the Summary of Initiatives to bring additional departments into the Laserfische Document Imaging System that is currently being used for all Legislative and Administrative records. This system, which was budgeted in the FY2004/05 budget and purchased has helped to bring the Legislative and Administrative Departments in compliance with state statute. Item 11 would allow staff to begin records management as mandated by state statute for all Planning Commission documents. The funds would also allow for licensing and equipment.

Staff is also recommending the inclusion of \$20,000 as is listed in Item 13 of the Summary of Initiatives. These funds would be used to enhance the abilities of the requested Administrative Assistant to image historical documents for City departments. These funds would also allow the following:

- The ability to give better public access to City documents thus lessening staff's time in preparing public records request
- The ability to comply with state statutes for records management
- Purchase of equipment and licenses

PS/ps

CITY OF SANIBEL  
SUMMARY OF INITIATIVES  
FISCAL YEAR 2006-07 ANNUAL BUDGET  
NOT IN PROPOSED BUDGET

**Operational Initiative 10 MIS Department**

Upgrade City's financial, planning, building, utility billing, code enforcement and occupational license software (HTE)

Supplementary Initiative Description

The City of Sanibel has made a significant investment in computer software to support the delivery and integration of key financial, planning, building, code enforcement, utility and licensing services to the citizens of Sanibel. For the past 10 year, the delivery of these services has relied on HTE data management software.

In May 2006, the City's Planning, Building and Finance Department's completed a basic assessment of the performance of the current HTE system. A detailed outline of potential operational objectives and service delivery improvements was provided to MIS and HTE. Based on that effort, HTE conducted a day long work shop with key City staff to demonstrate and discuss how the HTE software could be upgraded to improve and in several cases revolutionize the delivery of key City services.

The City's current HTE operational software has not kept pace with essential software and system upgrades and as a result advances in departmental and interdepartmental performance have been significantly hindered and limited. The City's MIS Department now has the opportunity to proceed with the development and implementation of an upgraded HTE system that will achieve the following.

- Unify the development and building permitting files to simplify and consolidate application processes and procedures, eliminate redundant permit processing tasks and provide timely access, coordination, transparency and uniformity to the permitting process.
- Automate routine permitting functions to improve permit processing and response times.
- Accelerate communication and interaction between departments to insure timely responses to citizen requests involving multiple agency roles and responsibilities.
- Eliminate stand-alone and "silo" like files, data resources and information essential to a fully integrated permit management and monitoring system.

- Eliminate the current stand alone code enforcement files and functions to insure timely enforcement and case resolution.
- Enable both secured and shared access to the City's Permit File by Planning, Building, Finance, Natural Resources and other departments and most importantly, applicants and citizens.
- Provide citizens with the ability to track permit progress and all associated permit related activities across all departments during the life of a permit.
- Employ a Windows based operating environment that eliminates multiple "green" screens and enables point and click simplicity that will ultimately enable online citizen permitting application and related functions.
- Provide highly visual and simple graphic screen layouts that guide applicants during the creation and processing of information associated with permit documents, both at the City's planning and building permit center and eventually online.
- Link permit records or files with all associated Word based documents including reports, resolutions, conditions of approval and correspondence for improved records management and retrieval.
- Assist citizens and contractors with the timely scheduling of inspections and the eventual on-site reporting of inspection results.
- Insure coordinated and timely sign-off by appropriate staff is accomplished prior to the release of permits and certificates of occupancy and compliance.
- Assist with the reduction of multiple stop permitting associated with obtaining application forms, completion of applications, fee payments, inspections and approvals.
- Enable production of permit management and tracking reports to assist Departments with the scheduling of personnel and allocation of resources.
- Insure compliance with Sanibel Plan, LDC and conditions established by City Council and Planning Commission resolutions.
- Support electronic submission of CAD based plans, drawings and other related documents, including photographs, to create a comprehensive electronic based permit file.

- Establish a link with the Lee County Property Appraiser's Office records and STRAP numbers assigned to parcels to provide complete parcel information as part or permit records.
- Establish capacity to integrate with the City's ESRI ArcGIS 9 system to retrieve and apply Sanibel Plan policies and related Land Development Code regulations, facilitate timely planning, analysis and mapping of permit activity and trends and enable electronic updates of GIS layers of physical information.
- Enable interaction between development and building permit files and the City's contractor and occupational license database.

## MEMORANDUM

**DATE:** July 21, 2006

**TO:** Pamela Smith, City Clerk

**FROM:** Bert Smith, MIS Manager

**RE:** Scanning Building and Planning Archive Files

In 2005, we determined what it would cost to scan the existing Planning and Building department paper files into the City's document management system LaserFiche.

We worked with MCCI, the company that installed LaserFiche, to develop a plan that would provide a good estimate to completely scan the files for the Building Department. A representative sampling of a Building file drawer was sent to MCCI for scanning and determination of the cost to scan that drawer. From the hard cost for scanning the file cabinet drawer sample and the count of file cabinets and drawers, MCCI presented a quote to scan the entire Building department files. The cost was \$120,300, and a copy of this quote is attached.

## MEMORANDUM

**DATE:** July 21, 2006

**TO:** Bill Tomlinson, Chief of Police

**FROM:** Bert Smith, MIS Manager

**RE:** CIP project for Satellite Data Backup

During the past years storm events, access to the Internet was essential to providing critical services to the community. These services include web site updates, email notifications, and the ability to access the Reverse 911 Dialer to send out community alerts.

Reliable access to the Internet during an emergency cannot be guaranteed. The purchase of a satellite data system will provide to the city on demand, emergency backup access to the Internet. This would also allow the City to utilize Internet Phone service as an additional backup for the times that Sprint local service is down.

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## **MEMORANDUM**

July 24, 2006

TO: City Manager Judie Zimomra

FROM: Chief William Tomlinson

RE: 07 Budget Justification / Mobile Emergency HAM Repeater

Staff is requesting an enhancement to the HAM Radio Trailer by installing a repeater.

This enhancement will provide increased emergency radio communications in the event that conventional radio towers are unusable after a storm event or other emergency disaster events.

The repeater enhances the range the HAM radio will send and receive signals. This may be particularly important during search and recovery missions after disaster events. These communications are necessary for requesting assistance and team safety during recovery missions.

This system also serves as emergency back up communications as the primary source of communications to the Emergency Operations Center and other government entities if all other sources of communications have been compromised.

Staff is requesting \$6,500 to purchase the repeater for the HAM Radio Trailer to enhance communications.