

# City of Sanibel

FY 2012-13



## *Draft Budget 2.0*

*Presented July 17, 2012*

*(Includes Council's July 17, 2012 Debt-Service  
Revision)*

City of Sanibel, Florida



City of Sanibel  
Principal Officers

City Council

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

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

City Attorney  
Kenneth B. Cuyler, Esq.

City Clerk  
Pamela Smith, MMC

Department Directors

Administrative Services Director  
Building Official  
Chief of Police  
Finance Director  
Information Services Director  
Natural Resources Director  
Planning Director  
Public Works Director, Acting  
Recreation Director

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

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

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

**Introduction**—This section contains the Citywide organization chart, the Governmental Finance Officer’s Association Distinguished Budget Presentation Award, the City of Sanibel’s vision statement, City Council goals for FY12, the City Manager’s budget message and resolutions adopting millage rates and the budget. *Pages 6-23.*

**Budget Summary**—A summary of City-wide financial activity for the prior, current and next year, along with graphs showing where the City’s money comes from and where it goes. *Pages 24-33.*

**Governmental Funds Budget**—Governmental funds account for most of the City’s tax-supported activities. Sanibel has four governmental fund types: the general fund, special revenue funds, debt service funds and the capital project funds. *Pages 34-77.*

**Proprietary Funds Budget**—Proprietary funds account for the business-type activities of government. Sanibel has two proprietary funds: the sewer fund and the beach parking fund. *Pages 78-86.*

**Supplemental Schedules**—Departmental narratives and line-tem budgets, schedule of interfund transfers, classification and pay plan, detailed staffing information and the 5 year capital improvement plan. *Pages 87-212.*

**Appendix**—This section contains financial policies, the budget calendar, a glossary and statistics and demographics. *Pages 213-224.*

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**Fiscal Year 2013 Budget**

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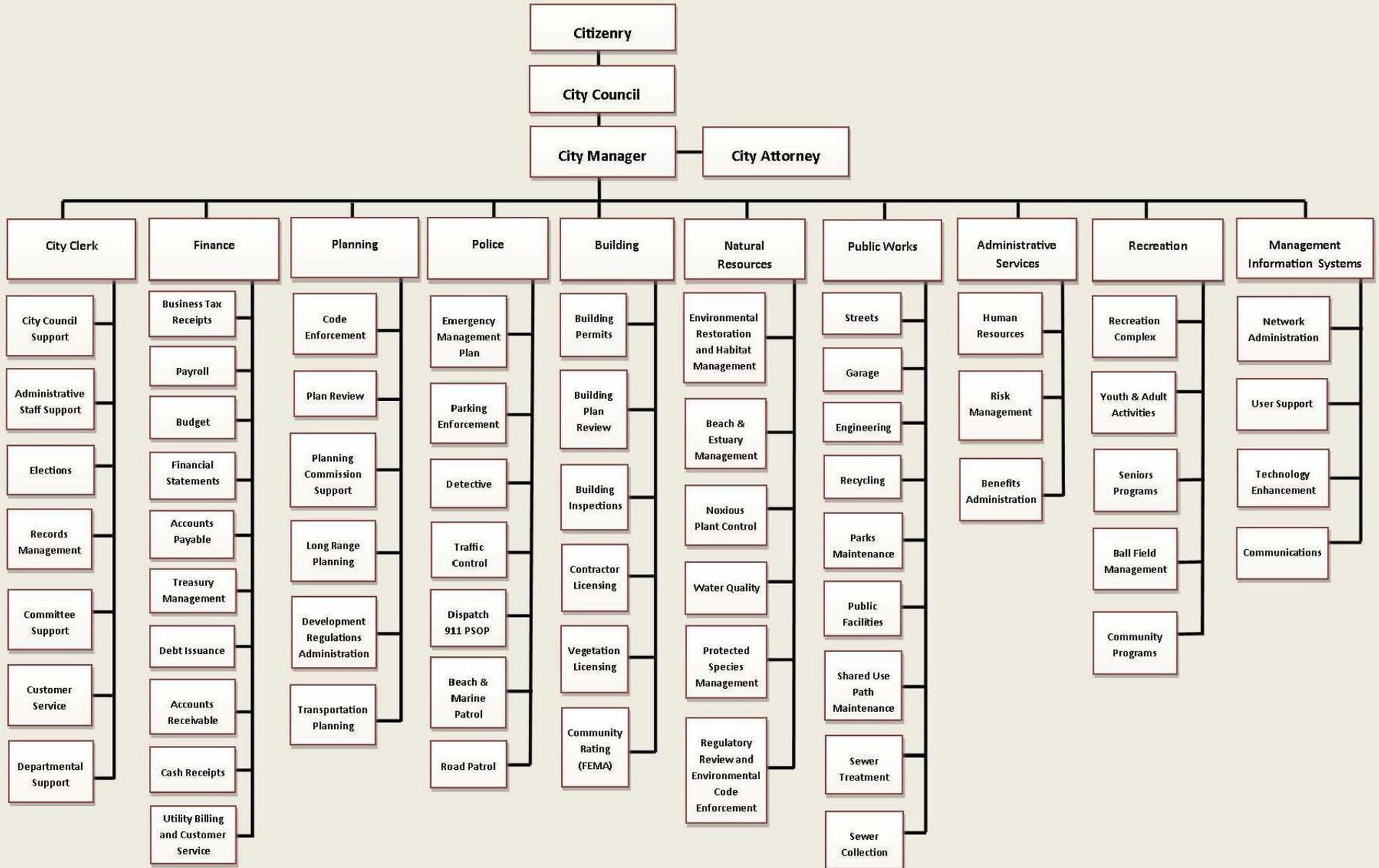
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# CITY OF SANIBEL FUNCTIONAL ORGANIZATIONAL CHART FY 2012—2013





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sanibel  
Florida**

For the Fiscal Year Beginning

**October 1, 2011**

*Linda C. Dandson Jeffrey R. Emer*

President

Executive Director

## Sanibel Vision Statement

### **BACKGROUND**

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

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

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

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

### **SANCTUARY**

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

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

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

### **COMMUNITY**

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

## City of Sanibel, Florida

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

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

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

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

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

### **ATTRACTION**

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

### **HIERARCHY OF VALUES**

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

City of Sanibel, Florida  
**CITY COUNCIL GOALS FY13**

<b>Vision Statement Hierarchy of Values</b>			
Sanctuary	Community	Attraction	<b>SUSTAIN AND STRENGTHEN THE CITY'S FINANCIAL STABILITY</b>
1	2		Develop a long-term debt early retirement plan and enhance the budgeting process by including more historical trend analysis and by extending operational budgetary forecasting to five years
	2	3	Develop a facility component replacement plan
			<b>CONTINUE THE CITY-WIDE REDEVELOPMENT WORK PLAN</b>
		3	Adopt appropriate revisions to the Sanibel Plan to allow for the reconstruction of lawfully existing resort accessory swimming pools and structures currently located within the gulf beach and bay beach ecological zones
	2	3	Prepare a redevelopment work plan for the existing resort housing properties that are located outside of the resort housing district
1	2	3	Develop a "Best Practices Green Technology Check List" that will be required whenever any new development or redevelopment project is approved
	2		Prepare a redevelopment work plan to address the Town Center, Town Center Limited Commercial District, Residential District and Commercial District Redevelopment
			<b>IMPROVE WATER QUALITY</b>
1	2	3	<b>Local</b> - Continue with implementation of residential and golf course fertilizer "Best Management Practices" to improve water quality
1	2	3	<b>Local</b> - Develop a well-defined plan to meet future water quality standards including numeric nutrient criteria and Total maximum Daily Loads for the Sanibel River and Sanibel's coastal waters
1	2	3	<b>Regional</b> - Develop a regional stormwater rule for Southwest Florida which covers the Southwest Florida Regional Planning Council's (RPC) study area, including charlotte, Collier, Glades, Hendry, Lee and Sarasota counties

This table identifies how Council's annual goals support the long-term goals laid out in the Sanibel Vision Statement.

Details of department's activities in support of Council's goals may be found on page two of each department's narrative.

**Budget Message**



# MEMORANDUM

**DATE:** July 17, 2012

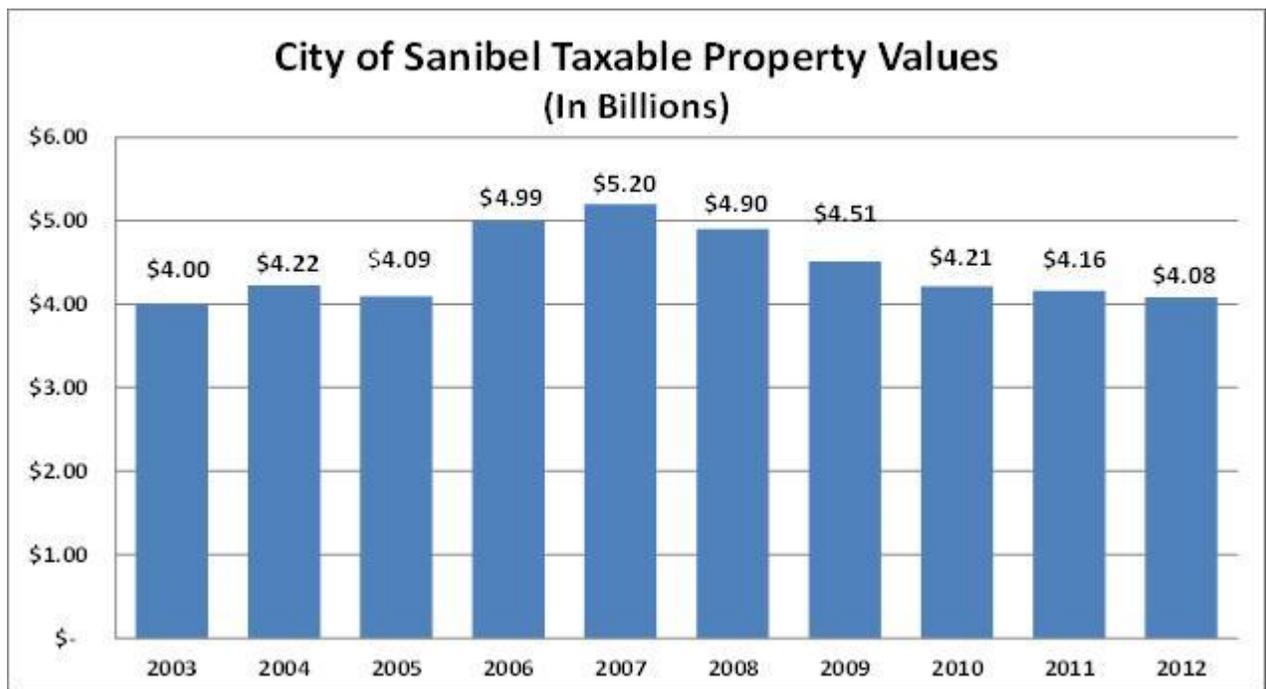
**TO:** City Council and Citizens of the City of Sanibel

**FROM:** Judie Zimomra, City Manager

**SUBJECT:** Fiscal Year 2012-13 Draft Budget

The attached document presents a draft budget for FY13. As presented, the draft budget totals \$37,862,469. The budget is presented at a millage rate of 2.1398 which is .52% less than the roll-back rate of 2.1511. The roll-back rate is the millage rate that generates the same amount of revenue as the current millage, after adjusting for new construction. The City of Sanibel's property value for FY13 (2012 tax year) is \$4,081,410,372. This is 1.89% lower than the FY12 (2011 tax year) value of \$4,159,859,288.

The table below illustrates property values on Sanibel over the past decade. From FY08 (tax year 2007) to FY13 governmental expenditures have decreased by \$1,310,772 (or -6.5%). FY08 governmental expenditures were \$20,107,969 compared to FY13 \$18,797,197.



The highlights of the draft budget are:

- Proposed millage of 2.1398 is .52% less than the rolled-back rate;
- City salaries remain flat for the fifth consecutive year;
- Full-time employees have been reduced from 142 in 2007 to 114 in FY13 through attrition;
- Health care costs for City employees and their dependents, excluding police, are reduced by 10% from current levels;
- The draft budget assumes the City will spend \$6,158,074 in disaster, insurance deductible, environmental and contingency reserves between now and the end of our current year. To date \$96,276 has been utilized of the \$6,390,000 in reserves, not including expenses related to Tropical Storm Debby;
- In FY13 the city will set aside a second \$600,000 tranche for early debt retirement of recreation center bonds. The first \$600,000 tranche was set aside in FY12;
- With the reduction in solid waste tipping fees at the Lee County Solid Waste Facility residential curbside rates will decrease by 3%, commercial rates will be reduced by 1.6% and commercial dumpster rates will decrease by 5.8% ;
- The draft budget maintains sewer fees at current levels and does not include the scheduled 3% sewer and reclaimed water rates indexing;
- In April 2012 building department fees were reduced by 25%. The planning department's variance application fee was reduced by 30% and the remodel with no increase in living area fee was reduced by 50%. The budget reflects these reductions;
- Recreation facility fees will remain flat, with nominal exceptions;
- In FY12 the city paid down \$5,000,000 of the City's pension plans unfunded actuarial accrued liability (UAAL). This pay down was allocated across city departments in proportion to historical vested benefits;
- The police department is restructured to realign with current needs by reinstating the Police Major position, eliminating one Police Lieutenant position and adding one Police Sergeant position to maintain supervisory capacity for a 24 hour 7 day per week emergency response operation;
- The planning department is restructured to realign to current demands by eliminating an existing administrative secretary position through reduction-in-force and the addition of a planning technician at the same salary;
- City contributions to the Historical Village and Museum will remain flat for FY13;
- City contributions to Community Housing Resources, Inc. are budgeted at \$274,800, with a 3% escalator in each of the next four years;
- The City will invest \$400,000 in repairs to the Center 4 Life building on Library Way;
- The city will invest \$129,500 on playground equipment, security video and drainage maintenance at the recreation center and ball fields;
- \$2.2 million is allocated toward general government capital improvements. This includes \$1.2 million of capital projects rolled over from the prior years and \$1 million for new projects.

## INTRODUCTION

The fiscal year 2013 draft budget totals \$37,862,469 and is broken down as follows:

<b>USES OF FUNDS</b>	<u>FY 2013</u>	<u>FY 2012</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Governmental Funds			
Operating	\$25,107,580	\$33,403,715	\$39,984,237
Capital	<u>2,206,272</u>	<u>3,312,320</u>	<u>3,565,202</u>
Total Governmental	27,313,852	36,716,035	43,549,439
Enterprise Funds	<u>10,548,617</u>	<u>10,958,112</u>	<u>12,632,500</u>
Total Draft Budget	<u>\$37,862,469</u>	<u>\$47,674,147</u>	<u>\$56,181,939</u>

The FY13 draft budget is \$9.8 million lower than the FY12 adopted budget due to the City budgeting a \$3 million pay down of the pension plans' unfunded actuarial accrued liabilities (UAAL) in FY12. The FY12 budget also assumed the City would incur \$5.8 million in disaster and environmental initiative expense that is not included in the FY13 budget. Finally capital expenditures were budgeted \$1.1 million higher in FY12 than in FY13.

The FY13 draft budget is \$18.3 million lower than the FY12 amended budget due to: 1) \$6 million of reserves for disasters, insurance deductibles, environmental initiatives and contingencies contained in the FY11 budget were not expended and so were rolled-forward to FY12; 2) after completion of the FY11 audit \$4.3 million of FY11 ending fund balance was rolled-forward to FY12, 3) \$1,056,609 for various projects spanning fiscal years was also rolled-forward, 4) in March 2012 the City advance refunded \$2.97 million in general obligation bonds increasing the FY12 budget by that amount; 5) the amended budget included \$5 million in pension pay downs not included in the FY13 budget, and 6) grants are not included in the budget until they are received, instead they are added to the budget through a budget amendment. In FY12 to date the City has received and rolled forward \$1.25 million in grant awards and donations.

Examples of grants received in FY12 include the \$898,000 dollars received from the Lee County Tourist Development Council (TDC) for beach maintenance.

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

The draft budget is prepared by City staff and presented to City Council for deliberation at two public hearings held in accordance with the state-defined Truth In Millage (T.R.I.M.) calendar, which each Florida local government follows. Following is the FY13 budget calendar:

**BUDGET CALENDAR**  
 FISCAL YEAR 2013 BUDGET ADOPTION  
 CITY OF SANIBEL, FLORIDA

Tuesday	July 17, 2012	Regular Council Meeting – Draft budget is distributed to Council. Adoption of Resolution to <b>Set Proposed Tax (millage) Rate for 2012 and date, time and place of first public hearing.</b>
Saturday	September 8, 2012	9:00 a. m. <b>First Budget Public Hearing</b> – Discussion and adoption of tentative millage and tentative FY 2013 budget
Tuesday	September 18, 2012	5:01 p.m. <b>Second and Final Budget Public Hearing</b> Discussion and adoption of final 2012 millage rate and FY 2013 budget

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

The FY13 draft operating millage rate of 2.1398 is .52% below the rolled-back rate of 2.1511. The rolled-back rate is defined as the millage rate that will bring in the same amount of dollars as the current year millage after adjusting for new construction. The dollar value of tax collections does not increase or decrease, except that taxes are collected on new construction. The rolled-back rate is below the adjusted rolled-back rate of 2.9002 and the majority vote maximum millage rate of 3.0298.

The adjusted rolled-back rate is calculated by using the prior year’s majority vote maximum millage rate and dollars the Council could have levied, not the rate it did levy. In FY13 this rate is 2.9002. Taxes levied at a 2.9002 millage rate would generate \$11,836,906.

The majority vote maximum millage rate allowed is the adjusted rolled-back rate plus the adjustment for growth in Florida’s per capita personal income. For FY13 Florida’s per capita personal income increased .447% and the majority vote millage rate is 3.0298. Taxes levied at a 3.0298 millage rate would generate \$12,365,857.

The two-thirds vote maximum millage rate allowed is the majority vote rate increased by ten (10%) percent. In FY13 this rate is 3.3328. Taxes levied at a 3.3328 millage rate would generate \$13,602,524.

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

**BASED ON JULY 1, 2012, DR-420 CERTIFICATION OF TAXABLE VALUE OF \$4,081,410,372**

Vote Required	Millage Rate Description	Maximum Millage Rate
Majority vote of Council (3/5)	Majority Vote Maximum Rate	3.0298
Majority vote of Council (3/5)	Rolled-back Rate	2.1511
Two-thirds vote of Council (4/5)	2/3 Vote Maximum Rate	3.3328
Unanimous vote of Council (5/5)	Maximum Millage Rate	10.0000
Referendum	Limited to 2 years	>10.0000

In addition to the operating millage rate discussed above, the three (3) previously voter approved debt service millage rates required to meet FY13 debt service obligations are:

<b>Debt Service Description</b>	<b>Millage Rate</b>
Sewer Voted Debt Service	0.2407
Land Acquisition Voted Debt Service	0.0855
Recreation Center Voted Debt Service	0.1308

### DRAFT BUDGET OVERVIEW

The City's assessed property value for FY13 (2012 tax year) is \$4,081,410,372. This is 1.89% lower than the FY12 (2011 tax year) of \$4,159,859,288.

The City's governmental funds revenue is budgeted to be \$16,794,661 in FY13 with \$86,537 more in ad valorem tax receipts than budgeted in FY12, \$10,000 more in other taxes including local option gas taxes, a \$26,602 decrease in license and permit fees, a \$32,486 increase in charges for services and \$7,455 more in grant revenue. Revenue figures include receipts from taxes, licenses and permits, intergovernmental revenue, charges for services, fines and forfeitures and miscellaneous revenues.

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

Revenue Source	FY2013*	FY2012**	FY2011***	FY2010***	FY2009***	FY2008***
Taxes	\$11,528,528	\$11,490,660	\$11,803,312	\$12,467,645	\$13,273,773	\$14,207,175
Licenses & Permits	\$1,467,000	\$ 1,567,521	\$ 1,708,807	\$ 1,646,764	\$1,663,887	\$1,766,263
Intergovernmental	\$895,997	\$ 955,376	\$1,143,026	\$ 1,520,872	\$2,831,634	\$1,947,650
Charges for Service	\$2,014,000	\$2,026,134	\$2,167,400	\$ 2,184,329	\$2,213,391	\$ 2,378,285
Fines & Forfeitures	\$54,850	\$ 59,764	\$ 80,127	\$ 83,542	\$ 102,626	\$ 80,831
Miscellaneous	\$448,535	\$ 614,555	\$ 730,766	\$ 596,761	\$ 415,098	\$ 827,817
<b>Total</b>	<b>\$16,408,910</b>	<b>\$16,714,010</b>	<b>\$17,633,438</b>	<b>\$18,499,913</b>	<b>\$20,500,409</b>	<b>\$21,208,021</b>
*Budgeted **Estimated ***Audited						

With the exception of intergovernmental revenues (primarily grants), that will be added to the budget if and when they are received, governmental revenues are budgeted to be predominantly flat between FY12 and FY13.

City-wide FY13 operating expenditures of \$26,648,778 have been decreased by \$6,802,201 (-20.3%) from the FY12 amended budget of \$33,450,779.

It is important to note that the FY12 budget includes the \$5 million pension plans payments; adjusting for this shows a \$1,802,201 (-6.3%) decrease in total expenditures

between the two years. The FY13 budget includes a \$1.2 reduction in capital project expense with 1) the final \$167,610 Dunlop-Wooster shared-use path expense, 2) the completion of the \$190,000 Dixie Beach Blvd. shared-use path, 3) the \$140,000 replacement of the Periwinkle Way box culvert, 4) the final \$233,340 replacement of the Lindgren Way box culvert 1 and 5) the completion of the \$230,000 Tarpon Bay Road project. The FY12 amended budget also included an \$898,000 grant from TDC.

The FY13 budget includes 114 full-time employees, a decrease of 28 full-time positions since 2007. City-wide, part-time positions increase by 2.10 FTE in FY13. Part-time positions work less than a full work week and do not earn benefits.

Cafeteria benefits for employees and their dependents, excluding police, are budgeted at 10% less than current levels. Workers' compensation expense decreases by \$36,985 based on the FY11 final audit.

The total contribution required for the employees' retirement plans for FY13 will increase by \$300,401 from \$2,454,285 (adjusted for the one-time payment of \$5 million in FY12) to \$2,754,686 (12.24%).

The City's contribution to the General Employees' Pension Plan (defined benefit plan, DBP) will increase \$118,759 (or 7.6%) from \$1,571,905 in FY12 to \$1,690,664 in FY13. The increase in the general employees' defined benefit plan cost since FY09 is \$714,848 (or 73.26%) from \$975,816. Council passed an ordinance modifying the defined benefit plan in March 2011. The amended plan provided an opt-out provision for current active plan members. Fifty-one (or 64.6%) members of the defined benefit plan opted out and elected to participate in the City's amended defined contribution plan (DCP). Twenty-eight employees remained in the defined benefit plan. The plan was closed to new hires in FY12 and they are now automatically enrolled in the DCP.

The cost for the defined contribution plan for FY13 is budgeted at \$264,544. This represents 7.5% of the participating members' base pay and is allocated to the members' departments/funds. The City will match the first 5% of base pay contributed by the participants at 100% and match the next 5% of base pay contributed by the participants at 50%. A mandatory 5% contribution of base pay is required by the participants additional contributions up to a maximum contribution of 10% of base pay is voluntary.

The City's contribution to the Municipal Police Officers' Retirement Trust Fund (defined benefit plan) for FY13 has increased by \$159,864 (25%) from \$639,613 to \$799,477. Since FY09 the City contribution to the police pension has increased \$296,045 (or 58.8%) from \$503,432.

## BUDGET FUNDS

The FY13 draft budget includes projections for each of the two (2) fund groups, governmental and enterprise. Within the governmental group, there are four (4) types of funds. These four fund types are the general fund, special revenue funds, debt service funds and capital project funds.

### GOVERNMENTAL FUNDS

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

The fiscal year 2013 draft budget totals \$19,350,544 and is broken down as follows:

#### SOURCES OF FUNDS

	<u>FY 2013</u>	<u>FY 2012</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Beginning Fund Balance	\$6,557,031	\$15,314,577	\$17,411,261
Operating Revenues	13,142,849	13,137,827	13,173,921
Other Financing Sources	<u>(349,336)</u>	<u>(354,023)</u>	<u>(350,195)</u>
Total Draft Budget	<u>\$19,350,544</u>	<u>\$28,098,381</u>	<u>\$30,234,987</u>

#### USES OF FUNDS

	<u>FY 2013</u>	<u>FY 2012</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Operating Expenditures	\$11,094,192	\$13,487,212	\$15,758,148
Non-operating Expenditures	4,412,448	10,104,175	10,014,249
Ending Fund Balance	<u>3,843,904</u>	<u>4,506,994</u>	<u>4,462,590</u>
Total Draft Budget	<u>\$19,350,544</u>	<u>\$28,098,381</u>	<u>\$30,234,987</u>

#### **Sources of Funds:**

FY13 beginning fund balance of \$6,557,031 is lower than the FY12 amended beginning fund balance of \$17,411,261, a difference of \$10,854,230. The difference reflects the assumption in the FY12 budget that the City will expend \$6,158,074 on disasters, insurance deductibles, environmental initiatives and contingencies by September 30, 2012. To date the City has utilized \$96,276 of the \$6,390,000 budgeted reserves, not including expenses related to Tropical Storm Debby. Additionally FY12 expenditures include \$4 million of the \$5 million in pay down of the city's pensions plans.

Operating revenues are budgeted to be flat between FY12 and FY13, from \$13,173,921 to \$13,142,849.

**Uses of Funds:**

Operating expenditures in FY13 of \$11,094,192 are \$4,663,956 (29.6%) lower than the FY12 amended budget of \$15,758,148. There are three reasons for the net decrease.

First, in FY12 the City paid down \$5 million of the unfunded liabilities in the General Employees' Pension Plan (\$4,000,000) and the Municipal Police Officers' Retirement Trust Fund (\$1,000,000), with \$4 million of the expense charged to the general fund.

Second, the FY13 personal services budget (\$7,868,970) increases by \$194,883 from FY12 (\$7,674,087), with higher retirement costs in both plans partially offset by reductions in other staff costs such as FICA and cafeteria benefits. Retirement expense increases by \$184,423 (11.13%) from \$1,656,991 in FY12 to \$1,841,413 in FY13. Wages, including FICA and overtime, are increased by \$44,590 from \$5,061,637 in FY12 to \$5,106,227 in FY13, and cafeteria benefit costs are reduced by \$60,047 with a 10% reduction from current levels for all employees, excluding police.

Third, department operating expenditures are budgeted to be \$245,336 more in FY13 than in the FY12 amended budget including 1) continued its expansion into new technologies such as a laser fiche (\$76,000) and other technology upgrades (\$92,404) that are designed to provide better service to residents, 2) \$25,000 for Council election in March 2013, 3) \$32,858 in increased property and liability insurance and, 4) \$20,000 of consulting engineering costs for the public works department.

General fund FTE's are increased by .85FTE in FY13 with the requested additions of a .4FTE police aide (without benefits) and .5FTE sergeant (with benefits) in the police department, a .4FTE clerical position in the MIS department and a .3FTE increase in the public works department as staff adjust their time between that department, the sewer fund and the beach parking fund to reflect actual hours worked. The finance department proposes to reduce staff by .75FTE.

The planning department is eliminating 1FTE administrative secretary position and adding 1FTE planning technician position.

The police department is restructured to align with current needs by reinstating the police major position, eliminating one police lieutenant position and adding one police sergeant position to maintain supervisory capacity for a 24 hour 7 day per week emergency response operation. The sergeant position will be split between the general fund and the beach parking fund.

These salary changes increase FY13 salary expense to the general fund by \$46,465 from the FY12 amended budget, from \$4,294,121 to \$4,340,586.

The City contribution for the Municipal Police Officers’ Pension Trust is increased by \$89,547. The City contribution for the General Employees’ retirement plans is budgeted to increase by \$94,875.

In FY13 governmental reserves of \$6,158,074 are budgeted to be expended on disasters, insurance deductibles, environmental initiatives and contingencies. To date, \$96,276 of the FY12 \$6,390,000 has been utilized not including expenses related to Tropical Storm Debby.

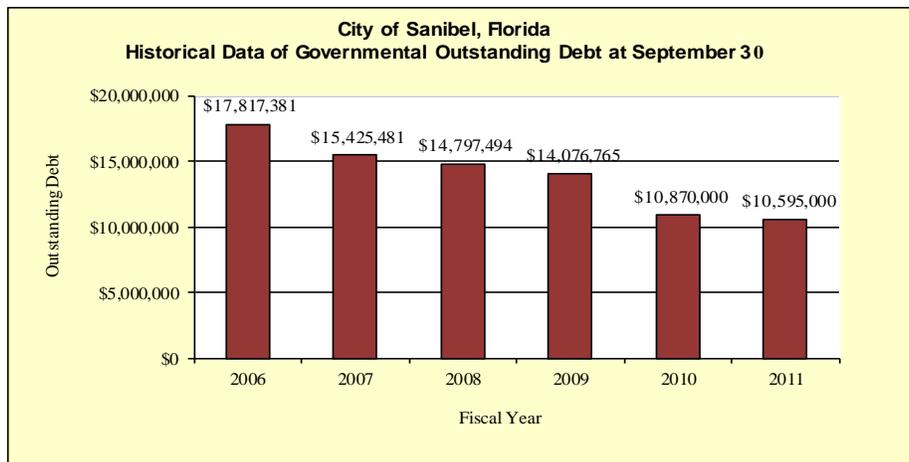
- **Special Revenue** - Special revenue funds are legally restricted to the use for which the revenue is granted or contributed to the City. Total FY13 special revenue funds operating expenditures are budgeted at \$5.5 million. This is \$891,645 less than the FY12 amended budget of \$6.4 million. The decrease is attributable to an \$858,089 reduction for repair and maintenance in the transportation fund and the completion of the shared-use path extension and Periwinkle rest area in FY12 (\$78,857).

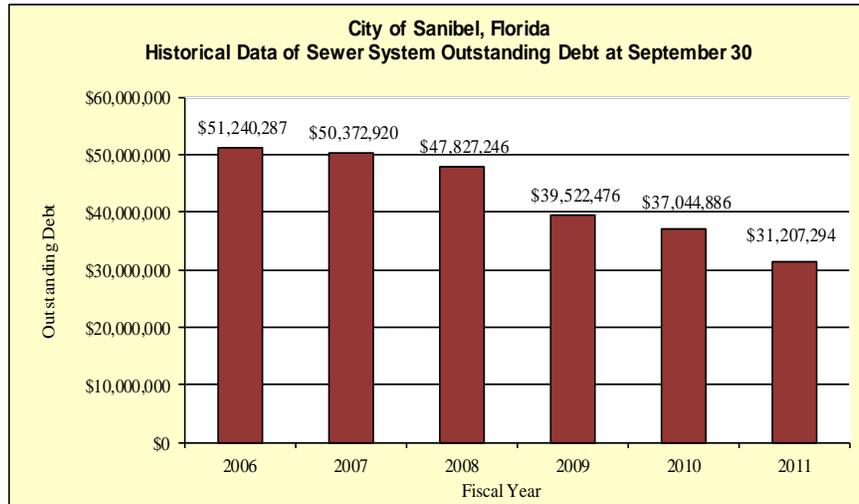
Building Department expenditures increase by \$13,741 (2%) from \$673,055 to \$686,796. The department is requesting \$7,800 for an additional .15 FTE inspector position, part-time, as needed, without benefits. Retirement costs increase by \$10,180 in FY13.

Recreation Department expenditures decrease by \$72,900 (3.73%) from \$1,955,821 to \$1,882,921 and the Center 4 Life program expenditures decrease by \$1,546 (.9%) from \$158,797 to \$157,251.

- **Debt Service Funds** - Debt service funds are used to account for the accumulation of resources for and the payment of principal and interest on long-term debt. In FY12 the City advance refunded \$2.9 million of debt. The original bonds, maturing in 2031 and with coupon rates between 2.0% to 4.75%, were refunded when they became eligible on May 1, 2012. The net present value saving of the refunding is \$742,524 using a discount rate of 2.07%. The new maturity date is 2022.

As of September 30, 2011, the City’s governmental funds’ outstanding debt was \$10,595,000 and enterprise fund (sewer system) debt was \$31,207,294.





The FY13 budget includes the second \$600,000 transfer from the general fund to the series 2006 General Obligation Bond Fund to a sinking fund that will be used to early retire \$3,025,000 in FY16.

**Capital Project Funds** – Capital project funds account for all resources used for the acquisition and/or construction of major capital facilities. Capital project expenditures are budgeted at \$2.2 million, a \$1,214,098 decrease from the amended FY 2012 budget.

Investments in technology made to maximize productivity that began in FY12 are continued in FY13, including: 1) store and access documents and media from networked servers using the Internet, with data secured but accessible to employees from anywhere there is an Internet connection; 2) continue the integration of the City’s existing system cameras located at Lighthouse Park, the Recreation Center and other City locations into a single system that will allow immediate access by law enforcement; 3) replace computer aided dispatch and field reporting modules to enhance police officers’ remote capabilities and 4) complete the process, which began in FY11, of replacing the government-wide accounting, utility billing and community development software.

The \$600,000 Kings Crown to Lighthouse Road project budgeted in FY13 involves shifting Periwinkle Way to the north in order to maintain roadway/shared use path separation when the path is widened.

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

### ENTERPRISE FUNDS

- **Sanibel Sewer System Funds** – The Sanibel Sewer System’s budget remains flat at \$8.2 million. Personal services expense is unchanged, operating expenditures, increase from \$2,476,696 to \$2,769,245 and capital outlays decrease from \$582,664 to \$280,000.

The sewer fund is eliminating 1FTE utility service worker position and adding 1FTE utility maintenance mechanic I position.

The disaster reserve increases from \$520,000 to \$620,000;

The draft budget maintains sewer fees at current levels and does not include the scheduled 3% sewer and reclaimed water rates indexing.

- **Beach Parking Fund** – Budgeted operating expense in the beach parking fund remains flat between years at \$3.1 million.

Personal services increase by \$82,939 between years, operating expense increases by \$305,455 from \$997,596 to \$1,303,051 and capital projects decrease by \$410,694.

A requested sergeant position will be split between the general fund and the beach parking fund.

Capital projects in FY12 include the \$233,840 completion of the Bowman’s Beach family restroom, \$392,820 completion of the Lighthouse restroom and \$50,000 for security video access system at beach parking lots. The beach parking fund’s detailed 5-year capital improvement plan (CIP) is included in the budget document.

A \$1,211,900 grant from the Lee County Tourist Development Council (TDC) has been applied for and tentatively approved. As drafted, the budget does not include the \$1,211,900. When the grant award is received in fiscal year 2013, the FY13 ending net assets amount of \$688,750 will increase. At the time the grant award is received in early FY 2013, a budget amendment will be presented to City Council.

### **FUND BALANCES**

The general fund beginning fund balance is projected to be \$6,557,031 on October 1, 2012. This is an \$8,757,546 decrease from the FY12 adopted beginning fund balance and a \$10,854,230 decrease from the FY12 amended beginning fund balance.

The decrease from the amended beginning fund balance is based on the assumption that the City will incur \$6,158,074 in expense for disaster, insurance deductibles, environmental initiatives and contingencies before September 30, 2012. To date, \$96,276 of the FY12 reserves have been utilized not including expenses related to Tropical Storm Debby.

Reserves for FY12 and FY13 are below:

<b>RESERVES</b>	<b>FY2011-12</b>			<b>FY2012-13</b>
	<b>ADOPTED BUDGET</b>	<b>AMENDED BUDGET</b>	<b>ESTIMATED ACTUAL</b>	<b>PROPOSED</b>
Reserve for Contingencies	275,000	180,650	45,000	275,000
Reserve for Environmental Initiatives	1,300,000	1,300,000	1,300,000	
Reserve for Insurance Deductibles	315,000	313,074	313,074	315,000
Reserve for Disasters	4,500,000	4,500,000	4,500,000	
<b>Total Reserves</b>	<b>6,390,000</b>	<b>6,293,724</b>	<b>6,158,074</b>	<b>590,000</b>

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

### **Conclusion**

We have proposed a draft budget which continues to constrict the size of our government while lowering taxes.

Our priority remains executing City Council's goals at the most prudent cost.

**Budget Summary**

**Budget Summary**  
**City of Sanibel - Fiscal Years 2011-2013**

	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Proj Actual	FY 12-13 Draft	FY13 Draft to FY12 Adopted Amount of Increase (Decrease)	% Change Final To Adopted	FY13 Draft to FY12 Projected Amount of Increase (Decrease)	% Change Draft To Projected
Est Beginning Fund Balance	26,436,630	21,662,987	25,963,652	11,917,343	(9,745,644)	-44.99%	(14,046,309)	-54.10%
<b>Revenues</b>								
Ad Valorem Taxes	9,497,198	10,626,702	10,162,880	10,598,746	(27,956)	-0.26%	435,866	4.29%
Other Taxes	2,306,024	2,288,057	2,309,912	2,298,057	10,000	0.44%	(11,855)	-0.51%
Licenses & Permits	1,803,240	1,563,602	1,658,346	1,537,000	(26,602)	-1.70%	(121,346)	-7.32%
Intergovernmental Revenue	2,283,162	1,580,534	2,661,197	1,120,584	(459,950)	-29.10%	(1,540,613)	-57.89%
Charges for Services	9,323,125	8,854,566	9,495,179	9,306,741	452,175	5.11%	(188,438)	-1.98%
Fines & Forfeitures	182,388	146,850	134,764	134,850	(12,000)	-8.17%	86	0.06%
Miscellaneous Revenue	784,859	1,437,284	1,694,493	1,446,200	8,916	0.62%	(248,293)	-14.65%
Non-Revenue	1,710,313	-	2,929,560	-	-	0.00%	(2,929,560)	-100.00%
Reserve for Undercollection	-	(486,435)	-	(497,052)	(10,617)	2.18%	(497,052)	
Total Revenue	27,890,309	26,011,160	31,046,331	25,945,126	(66,034)	-0.25%	(5,101,205)	-16.43%
Transfers In	3,327,756	4,250,359	4,224,234	3,277,448	(972,911)	-22.89%	(946,786)	-22.41%
Total Sources of Funds	57,654,695	51,924,506	61,234,217	41,139,917	(10,784,589)	-20.77%	(20,094,300)	-32.82%
<b>Expenditures</b>								
<b>Operating Expenditures</b>								
General Government	4,180,658	7,911,386	8,863,304	5,310,043	(2,601,343)	-32.88%	(3,553,261)	-40.09%
Public Safety	4,050,699	4,688,877	4,476,736	5,008,329	319,452	6.81%	531,593	11.87%
Physical Environment	6,703,636	5,154,145	5,724,439	5,360,827	206,682	4.01%	(363,612)	-6.35%
Transportation	4,785,630	8,724,908	9,307,519	7,753,429	(971,479)	-11.13%	(1,554,090)	-16.70%
Economic Environment	261,087	269,695	269,695	279,800	10,105	3.75%	10,105	3.75%
Human Services	1,000	1,000	1,000	1,000	-	0.00%	-	0.00%
Culture/Recreation	2,725,028	2,926,888	2,930,441	2,935,350	8,462	0.29%	4,909	0.17%
Non-Expenditure Disbursements	3,799,118	10,711,404	13,519,506	5,001,975	(5,709,429)	-53.30%	(8,517,531)	-63.00%
Total Operating Expenditures	26,506,856	40,388,303	45,092,640	31,650,753	(8,737,550)	-21.63%	(13,441,887)	-29.81%
Transfers to Other Funds	3,327,756	4,250,359	4,224,234	3,277,448	(972,911)	-22.89%	(946,786)	-22.41%
Estimated Ending Fund Balance	27,820,083	7,285,844	11,917,343	6,211,716	(1,074,128)	-14.74%	(5,705,627)	-47.88%
Total Uses of Funds	57,654,695	51,924,506	61,234,217	41,139,917	(10,784,589)	-20.77%	(20,094,300)	-32.82%

**Budget Summary**  
**City of Sanibel - Fiscal Year 2012-2013**

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Debt Service Funds</u>	<u>Capital Projects Funds</u>	<u>Enterprise Funds</u>	<u>Total</u>
Est Beginning Fund Balance	7,157,031	2,317,449	262,894	1,167,568	1,012,401	11,917,343
<b>Revenues</b>						
Ad Valorem Taxes	8,733,402	-	882,820	-	982,524	10,598,746
Other Taxes	888,057	1,410,000	-	-	-	2,298,057
Licenses & Permits	967,000	500,000	-	-	70,000	1,537,000
Intergovernmental Revenue	694,385	201,612	-	-	224,587	1,120,584
Charges for Services	1,534,000	480,000	-	-	7,292,741	9,306,741
Fines & Forfeitures	40,000	14,850	-	-	80,000	134,850
Miscellaneous Revenue	286,005	151,780	4,750	6,000	997,665	1,446,200
Non-Revenue	-	-	-	-	-	-
Reserve for Undercollection	(349,336)	(1,102)	(35,313)	-	(111,301)	(497,052)
Total Revenue	<u>12,793,513</u>	<u>2,757,140</u>	<u>852,257</u>	<u>6,000</u>	<u>9,536,216</u>	<u>25,945,126</u>
Transfers In	-	2,244,744	-	1,032,704	-	3,277,448
Total Sources of Funds	<u>19,950,544</u>	<u>7,319,333</u>	<u>1,115,151</u>	<u>2,206,272</u>	<u>10,548,617</u>	<u>41,139,917</u>
<b>Expenditures</b>						
<b>Operating Expenditures</b>						
General Government	4,926,762	-	-	383,281	-	5,310,043
Public Safety	3,792,033	816,296	-	400,000	-	5,008,329
Physical Environment	658,687	-	-	-	4,702,140	5,360,827
Transportation	768,153	2,421,835	-	1,414,000	3,149,441	7,753,429
Economic Environment	279,800	-	-	-	-	279,800
Human Services	-	1,000	-	-	-	1,000
Culture/Recreation	668,757	2,266,593	-	-	-	2,935,350
Non-Expenditure Disbursements	590,000	-	838,679	-	3,573,296	5,001,975
Total Operating Expenditures	<u>11,684,192</u>	<u>5,505,724</u>	<u>838,679</u>	<u>2,197,281</u>	<u>11,424,877</u>	<u>31,650,753</u>
Transfers to Other Funds	3,222,448	55,000	-	-	-	3,277,448
Estimated Ending Fund Balance	<u>5,043,904</u>	<u>1,758,609</u>	<u>276,472</u>	<u>8,991</u>	<u>(876,260)</u>	<u>6,211,716</u>
Total Uses of Funds	<u>19,950,544</u>	<u>7,319,333</u>	<u>1,115,151</u>	<u>2,206,272</u>	<u>10,548,617</u>	<u>41,139,917</u>

## City of Sanibel Budget Summary

FISCAL YEAR 2012-13 DRAFT BUDGET					
GOVERNMENTAL FUNDS			BUSINESS-TYPE FUNDS	TOTAL	
			TOTAL OPERATING & CAPITAL BUDGET	ENTERPRISE BUDGETS	
SOURCES OF FUNDS	OPERATING BUDGET	CAPITAL BUDGET	TOTAL OPERATING & CAPITAL BUDGET	ENTERPRISE BUDGETS	TOTAL
EST BEGINNING FUND BALANCE	9,737,374	1,167,568	10,904,942	1,012,401	11,917,343
REVENUES					
Taxes					
Ad Valorem -Operating	8,733,402	-	8,733,402	-	8,733,402
Ad Valorem -Voted Debt Land	348,925	-	348,925	-	348,925
Ad Valorem -Voted Debt Rec Ctr	533,895	-	533,895	-	533,895
Ad Valorem -Voted Debt Sewer	-	-	-	982,524	982,524
Other Taxes	2,298,057	-	2,298,057	-	2,298,057
Licenses & Permits	1,467,000	-	1,467,000	70,000	1,537,000
Intergovernmental Revenue	895,997	-	895,997	224,587	1,120,584
Charges for Services	2,014,000	-	2,014,000	7,292,741	9,306,741
Fines & Forfeitures	54,850	-	54,850	80,000	134,850
Miscellaneous Revenue	442,535	6,000	448,535	997,665	1,446,200
TOTAL REVENUE	16,788,661	6,000	16,794,661	9,647,517	26,442,178
OTHER FINANCING SOURCES					
Capital Contributions	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Reserve for Undercollection	(385,751)	-	(385,751)	(111,301)	(497,052)
TOTAL SOURCES OF FUNDS	26,140,284	1,173,568	27,313,852	10,548,617	37,862,469
USES OF FUNDS					
EXPENDITURES					
General Government	4,926,762	383,281	5,310,043	-	5,310,043
Public Safety	4,478,829	400,000	4,878,829	-	4,878,829
Physical Environment	658,687	-	658,687	4,702,140	5,360,827
Transportation	3,189,988	1,414,000	4,603,988	3,149,441	7,753,429
Economic Environment	279,800	-	279,800	-	279,800
Human Services	1,000	-	1,000	-	1,000
Culture/Recreation	3,064,850	-	3,064,850	-	3,064,850
Total Expenditures	16,599,916	2,197,281	18,797,197	7,851,581	26,648,778
OTHER USES					
Reserve for Contingencies	275,000	-	275,000	-	275,000
Reserve for Environmental Initiatives	-	-	-	-	-
Reserve for Insurance Deductibles	315,000	-	315,000	-	315,000
Reserve for Disaster/Capital	-	-	-	100,000	100,000
Redemption of Long-term Debt	838,679	-	838,679	3,473,296	4,311,975
Ending Fund Balance/Ret Earnings	7,078,985	8,991	7,087,976	(876,260)	6,211,716
Total Other Uses	8,507,664	8,991	8,516,655	2,697,036	11,213,691
TOTAL USES OF FUNDS	25,107,580	2,206,272	27,313,852	10,548,617	37,862,469

The FY13 budget assumes the City will spend \$6,158,074 in disaster, insurance deductible, environmental and contingency reserves between now and the end of the year

**CITY OF SANIBEL  
FISCAL YEAR 2012-13 DRAFT BUDGET  
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE  
EXPENDITURES SHOWN BY FUNCTION**

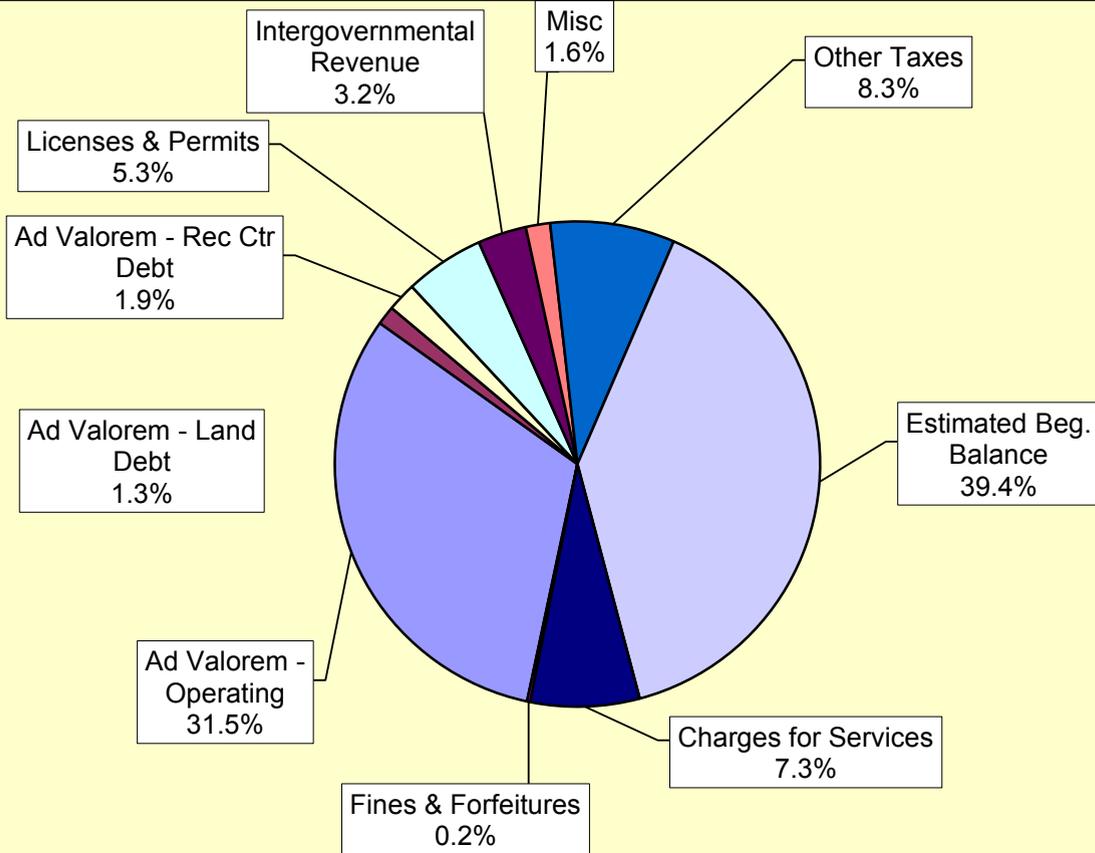
<b>FY 2012-13 GOVERNMENTAL FUNDS BUDGET</b>								
		<b>OPERATING BUDGET</b>			<b>CAPITAL BUDGET</b>	<b>FISCAL YEAR 2012-13 TOTAL</b>	<b>AMENDED GOVT'L FUNDS BUDGET 2011-12</b>	
		<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>DEBT SERVICE FUNDS</b>	<b>TOTAL OPERATING BUDGET</b>			<b>CAPITAL PROJECTS FUNDS</b>
<b>SOURCES OF FUNDS</b>								
<u>EST BEGINNING FUND BALANCE</u>		7,157,031	2,317,449	262,894	9,737,374	1,167,568	10,904,942	24,270,632
<b>REVENUES</b>								
	Tax Year 2012 Millage							
Taxes								
Ad Valorem -Operating Millage	2.1398	8,733,402	-	-	8,733,402	-	8,733,402	8,754,881
Ad Valorem -Land Acq Debt Serv	0.0855	-	-	348,925	348,925	-	348,925	249,390
Ad Valorem -Rec Ctr. Debt Serv	0.1308			533,895	533,895	-	533,895	525,414
Other Taxes		888,057	1,410,000	-	2,298,057	-	2,298,057	2,288,057
Licenses & Permits		967,000	500,000	-	1,467,000	-	1,467,000	1,493,602
Intergovernmental Revenue		694,385	201,612	-	895,997	-	895,997	888,542
Charges for Services		1,534,000	480,000	-	2,014,000	-	2,014,000	1,981,514
Fines & Forfeitures		40,000	14,850	-	54,850	-	54,850	51,850
Miscellaneous Revenue		286,005	151,780	4,750	442,535	6,000	448,535	458,329
<b>TOTAL REVENUE</b>		<u>13,142,849</u>	<u>2,758,242</u>	<u>887,570</u>	<u>16,788,661</u>	<u>6,000</u>	<u>16,794,661</u>	<u>16,691,579</u>
<b>OTHER FINANCING SOURCES</b>								
Transfers from Other Funds		-	2,244,744	-	2,244,744	1,032,704	3,277,448	4,256,709
Debt Proceeds		-	-	-	-	-	-	2,970,000
Reserve for Undercollection		(349,336)	(1,102)	(35,313)	(385,751)	-	(385,751)	(382,772)
<b>TOTAL OTHER FINANCING SOURCES</b>		<u>(349,336)</u>	<u>2,243,642</u>	<u>(35,313)</u>	<u>1,858,993</u>	<u>1,032,704</u>	<u>2,891,697</u>	<u>6,843,937</u>
<b>TOTAL SOURCES OF FUNDS</b>		<u>19,950,544</u>	<u>7,319,333</u>	<u>1,115,151</u>	<u>28,385,028</u>	<u>2,206,272</u>	<u>30,591,300</u>	47,806,148
<b>LESS: TRANSFERS BETWEEN FUNDS</b>							(3,277,448)	(4,256,709)
<b>NET SOURCES</b>							<u>27,313,852</u>	<u>43,549,439</u>

**CITY OF SANIBEL  
FISCAL YEAR 2012-13 DRAFT BUDGET  
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE  
EXPENDITURES SHOWN BY FUNCTION**

	<b>FY 2012-13 GOVERNMENTAL FUNDS BUDGET</b>					<b>FISCAL YEAR 2012-13 TOTAL</b>	<b>AMENDED GOVT'L FUNDS BUDGET 2011-12</b>
	<b>OPERATING BUDGET</b>			<b>CAPITAL BUDGET</b>			
	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>DEBT SERVICE FUNDS</b>	<b>TOTAL OPERATING BUDGET</b>	<b>CAPITAL PROJECTS FUNDS</b>		
<b>USES OF FUNDS</b>							
<b>EXPENDITURES</b>							
Operating Expenditures							
General Government	4,905,762	-	-	4,905,762	-	4,905,762	9,686,881
Public Safety	3,792,033	646,796	-	4,438,829	-	4,438,829	4,416,945
Physical Environment	658,687	-	-	658,687	-	658,687	694,474
Transportation	768,153	2,421,835	-	3,189,988	-	3,189,988	4,079,043
Economic Environment	279,800	-	-	279,800	-	279,800	269,695
Human Services	-	1,000	-	1,000	-	1,000	1,000
Culture/Recreation	668,757	2,266,593	-	2,935,350	-	2,935,350	3,007,480
Total Operating Expenditures	<u>11,073,192</u>	<u>5,336,224</u>	-	<u>16,409,416</u>	-	<u>16,409,416</u>	<u>22,155,517</u>
Capital Projects	21,000	169,500	-	190,500	2,197,281	2,387,781	3,411,379
<b>TOTAL EXPENDITURES</b>	<u>11,094,192</u>	<u>5,505,724</u>	-	<u>16,599,916</u>	<u>2,197,281</u>	<u>18,797,197</u>	<u>25,566,896</u>
<b>NON-OPERATING EXPENDITURES</b>							
Reserve for Contingencies	275,000	-	-	275,000	-	275,000	180,650
Reserve for Environmental Initiatives	-	-	-	-	-	-	1,300,000
Reserve for Insurance Deductibles	315,000	-	-	315,000	-	315,000	313,074
Reserve for Disasters	-	-	-	-	-	-	4,500,000
Transfer to Other Funds	3,222,448	55,000	-	3,277,448	-	3,277,448	4,256,709
Redemption of Long-Term Debt	-	-	838,679	838,679	-	838,679	3,769,108
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<u>3,812,448</u>	<u>55,000</u>	<u>838,679</u>	<u>4,706,127</u>	-	<u>4,706,127</u>	<u>14,319,541</u>
<b>TOTAL APPROPRIATIONS</b>	<u>14,906,640</u>	<u>5,560,724</u>	<u>838,679</u>	<u>21,306,043</u>	<u>2,197,281</u>	<u>23,503,324</u>	<u>39,886,437</u>
<b>ESTIMATED ENDING FUND BALANCE</b>	<u>5,043,904</u>	<u>1,758,609</u>	<u>276,472</u>	<u>7,078,985</u>	<u>8,991</u>	<u>7,087,976</u>	<u>7,919,711</u>
<b>TOTAL USES OF FUNDS</b>	<u>19,950,544</u>	<u>7,319,333</u>	<u>1,115,151</u>	<u>28,385,028</u>	<u>2,206,272</u>	<u>30,591,300</u>	<u>47,806,148</u>
<b>LESS: TRANSFERS BETWEEN FUNDS</b>						<u>(3,277,448)</u>	<u>(4,256,709)</u>
<b>NET USES</b>						<u>27,313,852</u>	<u>43,549,439</u>

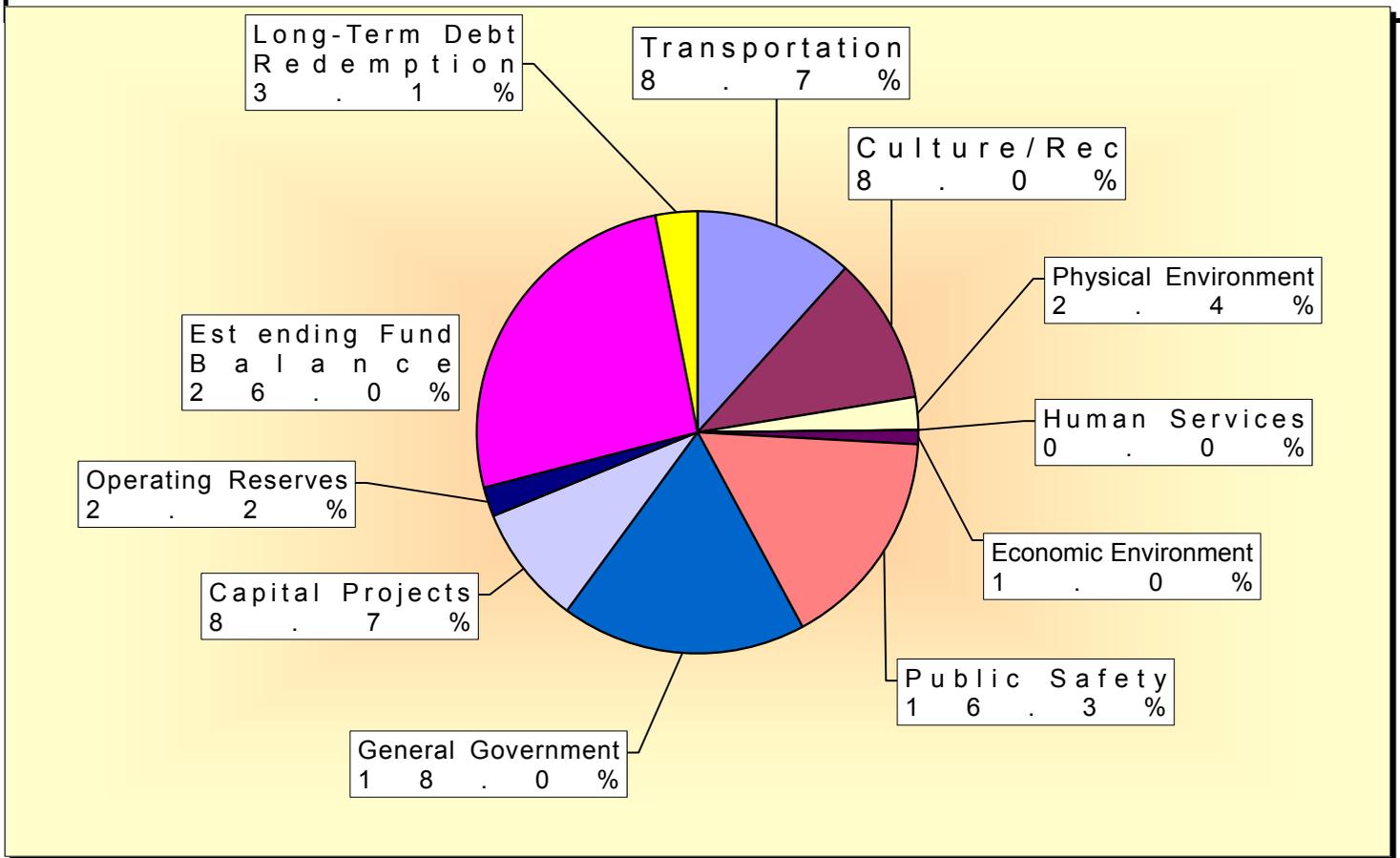
The FY13 budget assumes the City will spend \$6,158,074 in disaster, insurance deductible, environmental and contingency reserves between now and the end of the year

**CITY OF SANIBEL**  
**WHERE THE MONEY COMES FROM**  
**GOVERNMENTAL FUNDS**  
**Fiscal Year 2012-13**



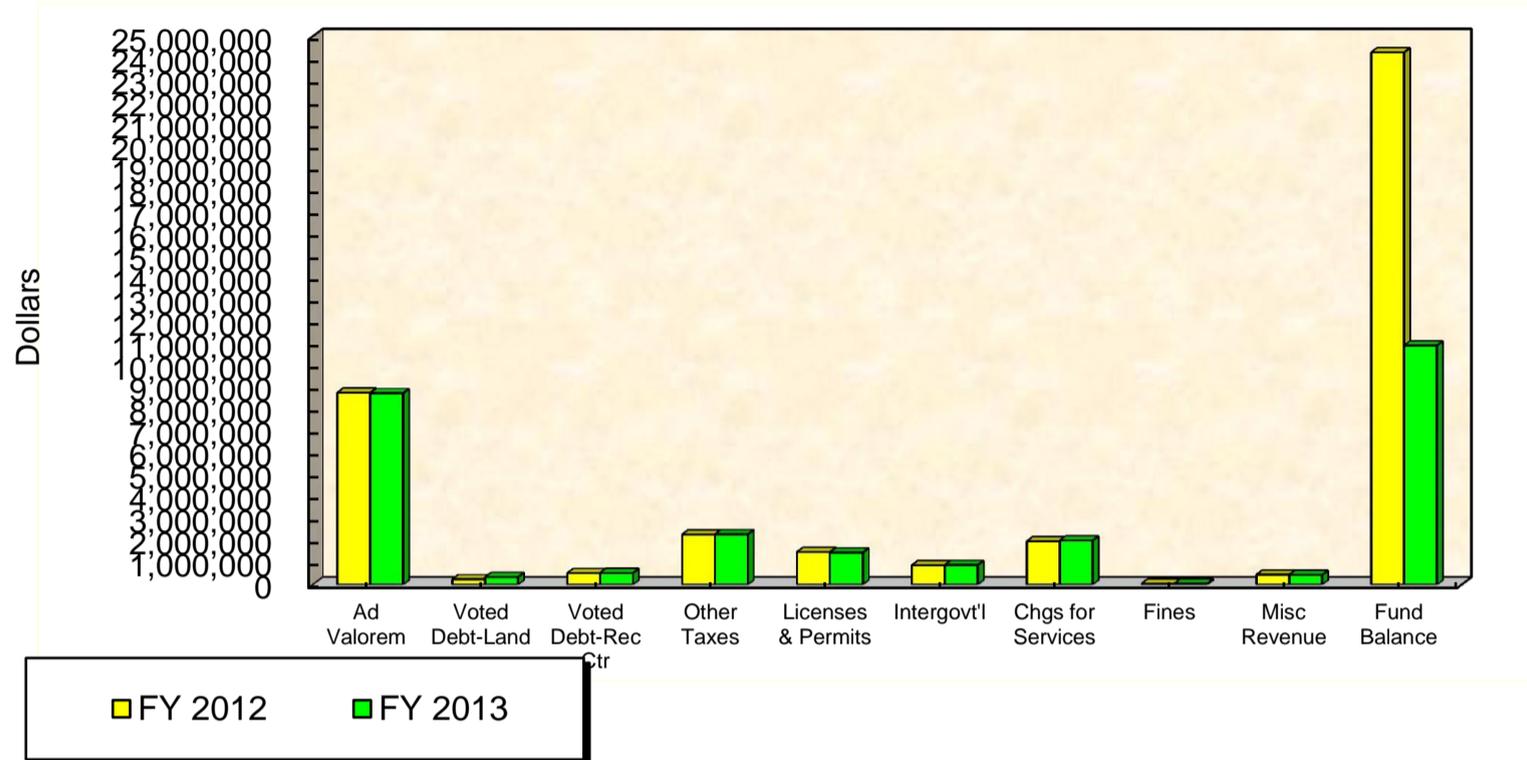
GOVERNMENTAL FUNDS		
SOURCES OF FUNDS	AMOUNT	PERCENT OF TOTAL
Est . Beginning Fund Balance	\$ 10,904,942	39.4%
<b>REVENUES</b>		
Ad Valorem Taxes - Operating Millage	\$ 8,733,402	31.5%
Ad Valorem Taxes - Land Voted Debt	348,925	1.3%
Ad Valorem Taxes - Rec Center Debt	533,895	1.9%
Other Taxes	2,298,057	8.3%
Licenses & Permits	1,467,000	5.3%
Intergovernmental Revenue	895,997	3.2%
Charges for Services	2,014,000	7.3%
Fines & Forfeitures	54,850	0.2%
Miscellaneous Revenue	448,535	1.6%
<b>TOTAL REVENUE</b>	<b>\$ 16,794,661</b>	<b>100.0%</b>
Reserve for Undercollection	(385,751)	
<b>NET SOURCES OF FUNDS</b>	<b>\$ 27,313,852</b>	

**CITY OF SANIBEL  
WHERE THE MONEY GOES  
GOVERNMENTAL FUNDS  
Fiscal Year 2012-13**



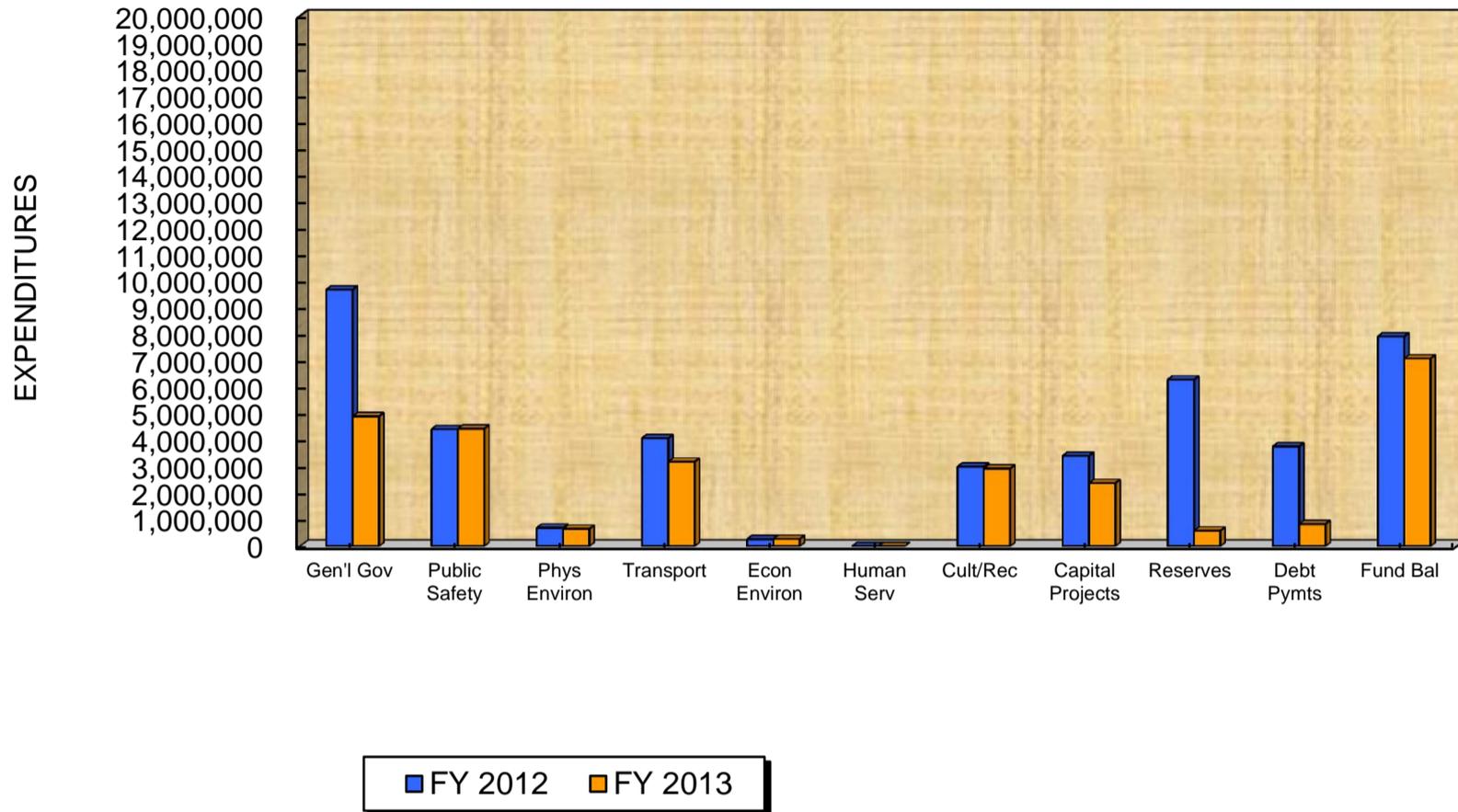
GOVERNMENTAL FUNDS		
USES OF FUNDS	AMOUNT	PERCENT OF TOTAL
<b>OPERATING EXPENSES</b>		
General Government	\$ 4,905,762	18.0%
Public Safety	4,438,829	16.3%
Physical Environment	658,687	2.4%
Transportation	3,189,988	11.7%
Economic Environment	279,800	1.0%
Human Services	1,000	0.004%
Culture & Recreation	2,935,350	10.7%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 16,409,416</b>	
OPERATING RESERVES	590,000	2.2%
CAPITAL PROJECTS and RESERVES	2,387,781	8.7%
REDEMPTION OF LONG-TERM DEBT	838,679	3.1%
Estimated Ending Fund Balance	<u>7,087,976</u>	26.0%
<b>TOTAL USES OF FUNDS</b>	<b>\$ <u>27,313,852</u></b>	<b>100.0%</b>

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



	FY 2012 BUDGET AS AMENDED	FY 2013 DRAFT BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
<b>OPERATING SOURCES OF FUNDS</b>				
<b>Revenue</b>				
Ad Valorem Taxes-Operating	\$ 8,754,881	\$ 8,733,402	\$ (21,479)	-0.2%
Ad Valorem Taxes-Land DS	\$ 249,390	\$ 348,925	\$ 99,535	39.9%
Ad Valorem Taxes-Rec Ctr DS	\$ 525,414	\$ 533,895	\$ 8,481	1.6%
Other Taxes	\$ 2,288,057	\$ 2,298,057	\$ 10,000	0.4%
Licenses & Permits	\$ 1,493,602	\$ 1,467,000	\$ (26,602)	-1.8%
Intergovernmental Revenue	\$ 888,542	\$ 895,997	\$ 7,455	0.8%
Charges for Services	\$ 1,981,514	\$ 2,014,000	\$ 32,486	1.6%
Fines & Forfeitures	\$ 51,850	\$ 54,850	\$ 3,000	5.8%
Miscellaneous Revenue	\$ 458,329	\$ 448,535	\$ (9,794)	-2.1%
<b>TOTAL REVENUE</b>	<b>\$ 16,691,579</b>	<b>\$ 16,794,661</b>	<b>\$ 103,082</b>	<b>0.6%</b>
<b>OTHER FINANCING SOURCES</b>				
Debt Proceeds	\$ 2,970,000	\$ -	\$ (2,970,000)	
Estimated Beginning Fund Balance	24,270,632	10,904,942	(13,365,690)	-55.1%
<b>TOTAL SOURCES OF FUNDS</b>	<b>43,932,211</b>	<b>27,699,603</b>	<b>(16,232,608)</b>	<b>-36.9%</b>
Reserve for Undercollection	(382,772)	(385,751)	(2,979)	0.8%
<b>NET BUDGET</b>	<b>\$ 43,549,439</b>	<b>\$ 27,313,852</b>	<b>\$ (16,235,587)</b>	<b>-37.3%</b>

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



	FY 2012 BUDGET AS AMENDED	FY 2013 DRAFT BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
<b>USES OF FUNDS by Function</b>				
<b>Expenditures</b>				
General Government	\$ 9,686,881	\$ 4,905,762	\$ (4,781,119)	-49.4%
Public Safety	4,416,945	4,438,829	21,884	0.5%
Physical Environment	694,474	658,687	(35,787)	-5.2%
Transportation	4,079,043	3,189,988	(889,055)	-21.8%
Economic Environment	269,695	279,800	10,105	3.7%
Human Services	1,000	1,000	-	0.0%
Culture/Recreation	3,007,480	2,935,350	(72,130)	-2.4%
<b>Total Operating Expenditures</b>	<b>\$ 22,155,517</b>	<b>\$ 16,409,416</b>	<b>\$ (5,746,101)</b>	<b>-25.9%</b>
Capital Projects	\$ 3,411,379	\$ 2,387,781	\$ (1,023,598)	-30.0%
Reserve for Contingency & Capital	6,293,724	590,000	(5,703,724)	-90.6%
Redemption of Long-term Debt	3,769,108	838,679	(2,930,429)	-77.7%
Ending Fund Balance	7,919,711	7,087,976	(831,735)	-10.5%
<b>NET BUDGET</b>	<b>\$ 43,549,439</b>	<b>\$ 27,313,852</b>	<b>\$ (16,235,587)</b>	<b>-37.3%</b>

## GOVERNMENTAL FUNDS BUDGET

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

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

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

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

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

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

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

City of Sanibel, Florida

General Fund  
Fund No. 001

**Sources of Funds**

**Beginning Fund Balance:**

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

It is estimated that \$6,557,031 of fund balance will be available at the end of FY 2012 to carry-forward to FY 2013.

**Taxes:**

Property (ad valorem) tax, determined by the levy of an operating millage rate, is the City's primary revenue source providing \$8,733,402 (45.13%) of general fund sources. This amount of tax revenue is calculated based on the levy of a 2.1398 operating millage rate on Sanibel's 2012 assessed taxable value of \$4,081,410,372, which is .0052% below the roll-back rate of 2.1511. To calculate the property tax revenue to be derived from a mill rate, divide the assessed taxable value by 1000, and multiply by the proposed mill rate.

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

Other taxes in the general fund include the communications services tax, business tax and casualty insurance premium tax estimated to generate \$540,000, \$289,332 and \$58,725 respectively in FY 2013. All three taxes are budgeted at the same amount as in FY2012

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

Revenue projections for FY13 property taxes are derived using a rate of 2.1398 which is .0052% below the roll-back rate of 2.1511. Revenue projections for other taxes in the general fund are based on trend analysis of prior years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues, estimates from the state of Florida's Department of Revenue, and staff's astute judgment concerning expected economic conditions in FY13.

## City of Sanibel, Florida

### **Licenses and Permits:**

Franchise fees will provide \$955,000 or 4.94% of general fund revenues. Prior to FY2011 franchise fees were collected in a separate fund, Fund 162, and receipts were used for debt service. With the FY 2010 payoff of debt these receipts are no longer required for debt service and are collected in the general fund.

Licenses and permits provide \$12,000 or .07% of general fund revenues. For FY13, revenues of \$9,000 from a special events permit fee enacted in 2007, plus \$3,000 from dog licenses, are budgeted.

### **Intergovernmental Revenue:**

Intergovernmental revenue is estimated to generate \$694,385 or 3.59% of the general fund's source of funds. These revenue types include state-shared revenues such as state revenue sharing, alcoholic beverage licenses, half-cent sales tax, etc. and are collected by the state and re-distributed to the cities and counties based on state-mandated formulas.

Revenue projections for these taxes are based on trend analysis of prior years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues, estimates from the state of Florida's Department of Revenue, and staff's astute judgment concerning expected economic conditions in FY13.

### **Charges for Services:**

Charges for services are estimated to provide \$1,534,000 (7.93%) of revenue to the general fund. These sources include planning-type (development) permits, solid waste tipping fees, and indirect costs charged to the building department, ballpark maintenance fund and enterprise funds for central services provided to those self-supporting funds.

Planning-type fees were established based on the results of a September 2005 user fee study, at rates sufficient to recover the direct and indirect costs of the planning department's permit-issuance activities. In April 2012 the variance application fee was reduced by 30% and the remodel with no increase in living area fee was reduced by 50%. The FY13 budget reflects these changes.

Solid waste tipping fees are collected pursuant to the terms of an interlocal agreement with Lee County. With the reduction in solid waste tipping fees at the Lee County Solid Waste Facility residential curbside rates will decrease by 3%, commercial rates will be reduced by 1.6% and commercial dumpster rates will decrease by 5.8% in FY13. Indirect costs are collected based on an independent indirect cost study conducted annually to calculate the allocated costs of the central services provided to each program activity of the City.

### **Fines and Forfeitures:**

Fines and forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute \$40,000 (0.21%) of general fund sources. Projections are based on trend analysis of prior year's activity.

## City of Sanibel, Florida

### **Miscellaneous Revenues:**

Miscellaneous revenue includes interest earnings, rents and contributions. This revenue source is estimated at \$286,005 (1.48%) of general fund sources. Projections for interest earnings are based on the City's fixed income investment program.

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

Non-revenues include a reserve for under-collection of other revenues in the amount of \$349,336. This amount is equal to 4% of ad valorem tax revenue. Ad valorem tax revenue is budgeted at 100% of the 2.1511 millage rate levy; however, because taxpayers take advantage of the discount afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

### **Uses of Funds**

Uses of funds are broken down by functional classification, as they are required to be reported to the state of Florida each year. Although the City's budget is legally adopted at the fund level, each of the departments included in the functional classification has a respective line-item detail budget included in the supplemental schedule section of this document. Each department has also included an organization chart and department narrative describing its mission, activities and goals for FY 2013. Please see the supplemental schedules section of this document for this information.

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

### **General Government**

The legislative and administrative department's budgets equal \$354,442 and \$782,028 respectively for FY 2013. The MIS department is also included as a general government function and its FY 2013 budget is \$908,549. The finance department is budgeted at \$873,118 and the legal department at \$574,433. Planning has a budget of \$848,577 and city-wide insurance/other general government department (excluding workers compensation) is estimated to cost \$585,616 in FY 2013.

The respective percent change of each department's FY 2013 budget over or under the prior year's amended budget and the explanation of the change are included in the supplemental schedules section of this document.

### **Public Safety**

The police department is included in the budget at \$3,768,003 and the Sanibel emergency management plan (SEMP) at \$24,030.

### **Physical Environment**

The physical environment function includes the recycling department, budgeted at \$58,940 and the natural resources management department, budgeted at \$599,747 for FY 2013.

## City of Sanibel, Florida

### **Transportation**

The public works department, excluding the streets division that is now found in special revenue Fund 101, is budgeted at \$768,153.

### **Economic Environment**

The below-market-rate housing program was moved from a special revenue fund to the general fund in FY10. . The current five-year agreement expires on September 30, 2012. A new five-year agreement will be considered for renewal by Council at its July 17, 2012 meeting. If renewed the agreement with the nonprofit organization Community Housing and Resources, Inc. (CHR) envisions a FY13 budget of \$279,800.

### **Culture/Recreation**

Public facilities maintenance is budgeted at \$505,024 and the performing arts facility, Barrier Island Group (BIG) Arts, at \$14,329. The City's contribution to the Historical Museum and Village is budgeted at \$149,405.

### **Non-Operating Expenditures**

Non-operating expenditures include the City's various reserves and transfers to other funds (interfund transfers). Interfund transfers represent revenue that is collected in one fund (like the general fund) but is used in another fund (like special revenue or capital project funds). For example, the City transfers funds from the general fund to the special revenue recreation center fund each year to support the recreation facility and Center 4 Life. Transfers in FY 2013 are budgeted to be \$3,822,448. A schedule of interfund transfers is included in the supplemental schedules section of this document.

The City's reserves for FY 2013 include \$275,000 for the annual contingency reserve to meet unexpected events and \$315,000 for meeting insurance deductibles.

### **Ending Fund Balance**

The ending fund balance has three components. The first is a 17% cash flow reserve dictated by the City's fund balance policy and funds which are available for appropriation in FY13. This \$1.89 million cash flow reserve will provide operational cash for October and November of FY13 until the first distribution of ad valorem tax revenue is received from the Lee County tax collector in early December. The second component is a restricted balance of \$1,925,000. At its August 2, 2011 meeting Council voted to increase the interfund loan between the General Fund and Sewer Fund from \$1,750,000 to \$2,750,000. The existing repayment schedule was modified to decrease the annual repayment amount and extend the term from five remaining annual payments of \$350,000 to ten annual payments of \$275,000. The second payment of \$275,000 will be made in FY13 pursuant to Resolution #11-064 adopted August 2, 2011. FY13 budgeted restricted fund balance will decrease from \$2,203,016 to \$1,925,000. The remainder of ending fund balance is the amount budgeted to be available for appropriation in the subsequent fiscal year (FY 2014) as beginning fund balance and is projected to be \$32,891 at the end of FY 2013.

**CITY OF SANIBEL  
GENERAL FUND  
SUMMARY**

	2009-10 ACTUAL	2010-11 ACTUAL	2011-12			FY 13 PROPOSED	FY 14 PROPOSED	FY 15 PROPOSED	FY 16 PROPOSED	FY 17 PROPOSED
			ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL					
<b>SOURCES OF FUNDS</b>										
BEGINNING FUND BALANCE,	18,243,805	16,392,222	15,314,577	17,411,261	17,411,261	7,157,031	5,043,904	2,255,436	(947,919)	(3,818,291)
ESTIMATED REVENUE										
TAXES										
Ad Valorem Taxes	2.1398 9,372,184	8,742,177	8,850,564	8,754,881	8,437,155	8,733,402	8,733,402	8,733,402	8,733,402	8,733,402
Local Option Gas Tax										
\$.05 Local Option Gas Tax										
Communications Services Tax	558,375	540,080	540,000	540,000	545,691	540,000	540,000	540,000	540,000	540,000
Business Tax Receipts	From F162 290,214	290,214	289,332	289,332	289,332	289,332	289,332	289,332	289,332	289,332
Casualty Insurance Premium Tax	58,716	57,487	58,725	58,725	58,725	58,725	58,725	58,725	58,725	58,725
<b>TOTAL TAXES</b>	<b>9,989,275</b>	<b>9,629,958</b>	<b>9,738,621</b>	<b>9,642,938</b>	<b>9,330,903</b>	<b>9,621,459</b>	<b>9,621,459</b>	<b>9,621,459</b>	<b>9,621,459</b>	<b>9,621,459</b>
LICENSES & PERMITS										
Franchise Fees	From F162 988,255	988,255	975,000	975,000	955,875	955,000	955,000	955,000	955,000	955,000
Special Events Permits	12,430	12,590	9,000	9,000	9,210	9,000	9,000	9,000	9,000	9,000
Dog Licenses	1,924	2,815	2,000	2,000	3,436	3,000	3,000	3,000	3,000	3,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>14,354</b>	<b>1,003,660</b>	<b>986,000</b>	<b>986,000</b>	<b>968,521</b>	<b>967,000</b>	<b>967,000</b>	<b>967,000</b>	<b>967,000</b>	<b>967,000</b>
INTERGOVERNMENTAL REVENUE										
Federal Grants	20,018	37,983	25,000	68,672	68,672	25,000	-	-	-	-
Payment in Lieu of Taxes-Federal	-	39,467	16,085	16,085	16,085	16,085	16,085	16,085	16,085	16,085
State Grants	5,786	1,098	-	5,958	5,958	-	-	-	-	-
State Shared Revenues:										
State Revenue Sharing Proceeds**	102,092	102,171	100,000	100,000	101,592	100,000	100,000	100,000	100,000	100,000
Mobile Home License Rebate	2,969	2,356	2,500	2,500	2,300	2,300	2,300	2,300	2,300	2,300
Alcoholic Beverage License	13,358	14,680	15,000	15,000	15,187	15,000	15,000	15,000	15,000	15,000
Half-cent Sales Tax	386,313	410,178	390,000	390,000	431,201	425,000	425,000	425,000	425,000	425,000
Motor Fuel Tax Rebate										
Municipal Solid Waste	51,826	67,634	46,000	46,000	64,352	60,000	60,000	60,000	60,000	60,000
Occupational License Rebate	3,442	3,662	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Grants from Other Local Units	39,450	89,850	40,000	40,000	40,000	40,000	-	-	-	-
Payment in Lieu of Taxes-Local	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
<b>TOTAL INTERGOVERN. REVENUES</b>	<b>632,754</b>	<b>776,579</b>	<b>645,585</b>	<b>695,215</b>	<b>756,347</b>	<b>694,385</b>	<b>629,385</b>	<b>629,385</b>	<b>629,385</b>	<b>629,385</b>
CHARGES FOR SERVICES										
General Government										
Development Permit Fees	222,766	244,197	180,000	180,000	187,628	200,000	220,000	220,000	220,000	220,000
Wastewater Disposal Permits	1,439	-	-	-	-	-	-	-	-	-
Sign Permits	5,283	4,377	5,000	5,000	3,619	3,500	3,500	3,500	3,500	3,500
Other LDC Actions	43,773	47,047	30,000	30,000	33,001	30,000	30,000	30,000	30,000	30,000
Fee for Lien Research	6,689	13,929	4,000	4,000	5,885	5,000	5,000	5,000	5,000	5,000
Sale of Maps & Publications	11,337	4,214	7,500	7,500	3,500	3,500	3,500	3,500	3,500	3,500
Indirect Cost Services	1,139,015	1,023,694	1,000,000	1,059,514	1,059,514	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000
Collection Administration Fees	580	43,071	500	500	4,500	4,500	4,500	4,500	4,500	4,500
<b>SUB-TOTAL TO CARRY FORWARD</b>	<b>1,430,882</b>	<b>1,380,529</b>	<b>1,227,000</b>	<b>1,286,514</b>	<b>1,297,647</b>	<b>1,296,500</b>	<b>1,316,500</b>	<b>1,316,500</b>	<b>1,316,500</b>	<b>1,316,500</b>

**CITY OF SANIBEL  
GENERAL FUND  
SUMMARY**

	2009-10 ACTUAL	2010-11 ACTUAL	2011-12			FY 13 PROPOSED	FY 14 PROPOSED	FY 15 PROPOSED	FY 16 PROPOSED	FY 17 PROPOSED
			ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL					
CHARGES FOR SERVICES (cont'd)										
SUB-TOTAL FORWARDED	<u>1,430,882</u>	<u>1,380,529</u>	<u>1,227,000</u>	<u>1,286,514</u>	<u>1,297,647</u>	<u>1,296,500</u>	<u>1,316,500</u>	<u>1,316,500</u>	<u>1,316,500</u>	<u>1,316,500</u>
Public Safety										
Police Services	35,025	40,690	30,000	30,000	40,487	37,500	37,500	37,500	37,500	37,500
Solid Waste Tipping Fees	199,299	204,541	185,000	185,000	208,000	200,000	200,000	200,000	200,000	200,000
Transportation	5,670	-	-	-	-	-	-	-	-	-
Culture/Recreation										
Senior Aerobics	-	-	-	-	-	-	-	-	-	-
			<u>To F 170</u>							
TOTAL CHARGES FOR SERVICES	<u>1,670,876</u>	<u>1,625,760</u>	<u>1,442,000</u>	<u>1,501,514</u>	<u>1,546,134</u>	<u>1,534,000</u>	<u>1,554,000</u>	<u>1,554,000</u>	<u>1,554,000</u>	<u>1,554,000</u>
FINES & FORFEITURES										
Court Fines	31,669	31,377	28,000	28,000	30,000	30,000	30,000	30,000	30,000	30,000
Violation of Local Ordinances	10,687	13,661	9,000	9,000	10,047	10,000	10,000	10,000	10,000	10,000
TOTAL FINES & FORFEITURES	<u>42,356</u>	<u>45,038</u>	<u>37,000</u>	<u>37,000</u>	<u>40,047</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
MISCELLANEOUS REVENUES										
Interest Earnings	120,353	129,951	175,000	175,000	215,000	175,000	175,000	175,000	175,000	175,000
Rents & Royalties	16,659	62,473	62,671	62,671	62,671	62,671	62,671	62,671	62,671	62,671
Contributions	27,005	10,895	834	834	1,790	834	500	500	500	500
Ins Proceeds/Sale of Fixed Assets	28,582	36,585	6,000	6,000	48,658	20,000	20,000	20,000	20,000	20,000
Refund of Prior Years Expenditures	41,697	49,405	22,407	45,446	45,389	25,000	-	-	-	-
Other Miscellaneous Revenue/Gain on Investment	45,827	78,264	21,709	21,303	28,721	2,500	2,500	2,500	2,500	2,500
TOTAL MISCELLANEOUS REVENUE	<u>280,123</u>	<u>367,573</u>	<u>288,621</u>	<u>311,254</u>	<u>402,229</u>	<u>286,005</u>	<u>260,671</u>	<u>260,671</u>	<u>260,671</u>	<u>260,671</u>
TOTAL ESTIMATED REVENUE	12,629,738	13,448,568	13,137,827	13,173,921	13,044,181	13,142,849	13,072,515	13,072,515	13,072,515	13,072,515
OTHER FINANCING SOURCES										
NON-REVENUES										
Transfers In	1,267,155	128,200	-	-	407,525	-	-	-	-	-
Debt Proceeds			-	-	-	-	-	-	-	-
Less: Reserve for Undercollection	-	-	(354,023)	(350,195)	-	(349,336)	(349,336)	(349,336)	(349,336)	(349,336)
TOTAL OTHER FINANCING SOURCES	<u>1,267,155</u>	<u>128,200</u>	<u>(354,023)</u>	<u>(350,195)</u>	<u>407,525</u>	<u>(349,336)</u>	<u>(349,336)</u>	<u>(349,336)</u>	<u>(349,336)</u>	<u>(349,336)</u>
TOTAL BEGINNING FUND BALANCE, ESTIMATED REVENUE & OTHER FINANCING SOURCES	<u>32,140,698</u>	<u>29,968,990</u>	<u>28,098,381</u>	<u>30,234,987</u>	<u>30,862,967</u>	<u>19,950,544</u>	<u>17,767,083</u>	<u>14,978,615</u>	<u>11,775,260</u>	<u>8,904,888</u>

**CITY OF SANIBEL  
GENERAL FUND  
SUMMARY**

	2009-10 ACTUAL	2010-11 ACTUAL	2011-12			FY 13 PROPOSED	FY 14 PROPOSED	FY 15 PROPOSED	FY 16 PROPOSED	FY 17 PROPOSED
			ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL					
<b>USES OF FUNDS</b>										
<b>GENERAL GOVERNMENT</b>										
Legislative	187,758	249,843	219,035	248,535	243,808	354,442	252,979	277,977	253,565	278,581
Administrative	719,161	741,221	782,969	791,469	786,309	782,028	779,173	779,164	782,782	782,883
Management Information Systems	693,463	650,075	757,832	811,282	779,059	908,549	907,651	907,647	908,787	908,819
Finance	828,409	790,302	850,801	895,800	868,765	873,118	872,434	874,226	879,880	883,168
Legal	599,480	523,910	582,981	582,981	579,801	574,433	572,694	572,688	574,892	574,954
Planning	525,320	579,678	762,953	795,453	775,415	848,577	845,587	845,577	849,368	849,474
Insurance/Other General Government*	488,774	543,673	3,538,152	5,561,361	4,457,984	585,616	592,816	592,816	592,816	592,816
<b>TOTAL GENERAL GOVERNMENT</b>	<b>4,042,365</b>	<b>4,078,702</b>	<b>7,494,722</b>	<b>9,686,881</b>	<b>8,491,141</b>	<b>4,926,762</b>	<b>4,823,334</b>	<b>4,850,094</b>	<b>4,842,089</b>	<b>4,870,693</b>
<b>PUBLIC SAFETY</b>										
Police	3,540,018	3,438,123	3,666,934	3,669,860	3,474,588	3,768,003	3,759,364	3,759,353	3,763,539	3,763,656
SEMP	9,790	8,831	24,030	24,030	24,879	24,030	24,030	24,030	24,030	24,030
<b>TOTAL PUBLIC SAFETY</b>	<b>3,549,808</b>	<b>3,446,954</b>	<b>3,690,964</b>	<b>3,693,890</b>	<b>3,499,467</b>	<b>3,792,033</b>	<b>3,783,394</b>	<b>3,783,383</b>	<b>3,787,569</b>	<b>3,787,686</b>
<b>PHYSICAL ENVIRONMENT</b>										
Garbage-Recycling	35,247	43,205	59,300	59,300	58,940	58,940	58,940	58,940	58,940	58,940
Conservation & Resource Mgt	386,667	415,901	605,216	635,174	660,599	599,747	598,701	598,698	600,024	600,061
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>421,914</b>	<b>459,106</b>	<b>664,516</b>	<b>694,474</b>	<b>719,539</b>	<b>658,687</b>	<b>657,641</b>	<b>657,638</b>	<b>658,964</b>	<b>659,001</b>
<b>TRANSPORTATION</b>										
Public Works**	798,050	673,502	717,954	739,777	771,159	768,153	765,240	765,230	768,923	769,027
<b>ECONOMIC ENVIRONMENT</b>										
Below Market Rate Housing	254,451	261,087	269,695	269,695	269,695	279,800	285,544	294,035	302,781	311,790
<b>CULTURE/RECREATION</b>										
Parks & Recreation										
Lighthouse Property	448	-	-	-	-	-	-	-	-	-
Public Facilities	538,609	541,400	485,868	509,940	514,057	505,024	504,524	504,523	505,156	505,174
Center 4 Life Program	To Fund 170									
Museum	159,551	163,028	149,023	149,023	148,318	149,405	149,405	149,405	149,405	149,405
Performing Arts Facility	11,090	11,856	14,468	14,468	13,961	14,329	14,708	15,098	15,500	15,914
<b>TOTAL CULTURE/RECREATION</b>	<b>709,698</b>	<b>716,284</b>	<b>649,359</b>	<b>673,431</b>	<b>676,336</b>	<b>668,757</b>	<b>668,637</b>	<b>669,025</b>	<b>670,060</b>	<b>670,492</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>9,776,283</b>	<b>9,635,632</b>	<b>13,487,210</b>	<b>15,758,148</b>	<b>14,427,337</b>	<b>11,094,192</b>	<b>10,983,790</b>	<b>11,019,404</b>	<b>11,030,387</b>	<b>11,068,689</b>
<b>NON-OPERATING EXPENDITURES</b>										
Reserve for Contingencies	-	-	275,000	180,650	45,000	275,000	275,000	275,000	275,000	275,000
Reserve for Environmental Initiatives	-	-	1,300,000	1,300,000	1,300,000	-	-	-	-	-
Reserve for Insurance Deductibles	-	-	315,000	313,074	313,074	315,000	315,000	315,000	315,000	315,000
Reserve for Disasters	-	-	4,500,000	4,500,000	4,500,000	-	-	-	-	-
Transfer to other funds	5,972,193	2,922,097	3,714,175	3,720,525	3,120,525	3,222,448	3,937,857	4,317,129	3,973,164	2,792,530
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>5,972,193</b>	<b>2,922,097</b>	<b>10,104,175</b>	<b>10,014,249</b>	<b>9,278,599</b>	<b>3,812,448</b>	<b>4,527,857</b>	<b>4,907,129</b>	<b>4,563,164</b>	<b>3,382,530</b>
<b>TOTAL APPROPRIATIONS</b>	<b>15,748,476</b>	<b>12,557,729</b>	<b>23,591,385</b>	<b>25,772,397</b>	<b>23,705,936</b>	<b>14,906,640</b>	<b>15,511,647</b>	<b>15,926,533</b>	<b>15,593,551</b>	<b>14,451,218</b>
<b>ENDING FUND BALANCE</b>										
17% Cash Flow Reserve per Policy			2,292,826	2,292,826	-	1,886,013	1,867,244	1,873,299	1,875,166	1,881,677
Restricted Fund Balance	1,753,016	2,475,000	2,203,016	2,328,383	2,200,000	1,925,000	1,650,000	1,375,000	1,100,000	825,000
Available for Appropriation in subsequent fiscal year	14,639,206	14,936,261	11,154	(158,619)	4,957,031	1,232,891	(1,261,808)	(4,196,218)	(6,793,457)	(8,253,008)
<b>TOTAL ENDING FUND BALANCE</b>	<b>16,392,222</b>	<b>17,411,261</b>	<b>4,506,996</b>	<b>4,462,590</b>	<b>7,157,031</b>	<b>5,043,904</b>	<b>2,255,436</b>	<b>(947,919)</b>	<b>(3,818,291)</b>	<b>(5,546,331)</b>
<b>TOTAL USES OF FUNDS</b>	<b>32,140,698</b>	<b>29,968,990</b>	<b>28,098,381</b>	<b>30,234,987</b>	<b>30,862,967</b>	<b>19,950,544</b>	<b>17,767,083</b>	<b>14,978,614</b>	<b>11,775,260</b>	<b>8,904,887</b>

\* In FY12 additional contributions to the General Employees Retirement Plan are budgeted in this department

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

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

SOURCES OF FUNDS	2009-10 Actual	2010-11 Actual	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
			Adopted Budget	Amended Budget	Estimated Actual					
<b>BEGINNING FUND BALANCE</b>	2,689,295	3,617,680	2,910,730	4,324,940	4,324,940	2,317,449	1,758,609	1,739,424	1,657,246	1,645,668
<b>ESTIMATED REVENUES</b>										
<b>TAXES</b>										
Local Option Gas Taxes	1,433,690	1,418,333	1,400,000	1,400,000	1,416,164	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000
Business Taxes	291,395	To F001	-	-	-	-	-	-	-	-
<b>TOTAL TAXES</b>	<u>1,725,085</u>	<u>1,418,333</u>	<u>1,400,000</u>	<u>1,400,000</u>	<u>1,416,164</u>	<u>1,410,000</u>	<u>1,410,000</u>	<u>1,410,000</u>	<u>1,410,000</u>	<u>1,410,000</u>
<b>LICENSES &amp; PERMITS</b>										
Building Department Permits	611,594	705,148	507,602	507,602	599,000	500,000	500,000	500,000	500,000	500,000
Franchise Fees	1,020,816	To F001	-	-	-	-	-	-	-	-
<b>TOTAL LICENSES &amp; PERMITS</b>	<u>1,632,410</u>	<u>705,148</u>	<u>507,602</u>	<u>507,602</u>	<u>599,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
<b>INTERGOVERNMENTAL REVENUE</b>										
Brazilian Pepper Control Program	31,580	38,800	-	-	-	-	-	-	-	-
Algae Research	262,878	48,975	-	-	-	-	-	-	-	-
Federal & State Grants for Hurricane Wilma	238,978	-	-	-	-	-	-	-	-	-
Transportation Fund-State Revenue	50,103	48,285	43,023	43,024	47,020	47,020	47,020	47,020	47,020	47,020
Recreation Center Electric	28,558	24,913	30,912	30,912	30,912	30,912	30,912	30,912	30,912	30,912
Lee Co-Elementary Ball Park Maint	259,574	120,143	117,125	117,125	118,831	123,680	123,680	123,680	123,680	123,680
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<u>871,671</u>	<u>281,116</u>	<u>191,060</u>	<u>191,061</u>	<u>196,763</u>	<u>201,612</u>	<u>201,612</u>	<u>201,612</u>	<u>201,612</u>	<u>201,612</u>
<b>CHARGES FOR SERVICES</b>										
Building Department Fees	5,233	5,795	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Recreation Center Program Fees	508,220	535,845	475,000	475,000	475,000	475,000	475,000	475,000	475,000	475,000
<b>TOTAL CHARGES FOR SERVICES</b>	<u>513,453</u>	<u>541,640</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>
<b>FINES &amp; FORFEITURES</b>										
Other Fines & Forfeitures	41,186	35,089	14,850	14,850	19,717	14,850	14,850	14,850	14,850	14,850
<b>MISCELLANEOUS REVENUE</b>										
Investment Earnings	15,204	22,078	29,750	46,250	50,224	37,720	8,085	8,085	8,085	8,085
Rents	-	748	-	-	-	-	-	-	-	-
Contributions & Donations	43,599	18,303	15	15	750	500	500	500	500	500
Special Assessments	16,476	21,184	34,160	34,160	34,970	27,560	30,560	30,560	30,560	30,560
Impact Fees	118,371	122,382	54,000	54,000	89,836	79,000	79,000	79,000	79,000	79,000
Other Miscellaneous Revenue	26,482	110,748	-	11,000	19,000	7,000	7,000	7,000	7,000	7,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<u>220,132</u>	<u>295,443</u>	<u>117,925</u>	<u>145,425</u>	<u>194,780</u>	<u>151,780</u>	<u>125,145</u>	<u>125,145</u>	<u>125,145</u>	<u>125,145</u>
<b>TOTAL REVENUE</b>	<u>5,003,937</u>	<u>3,276,769</u>	<u>2,711,437</u>	<u>2,738,938</u>	<u>2,906,424</u>	<u>2,758,242</u>	<u>2,731,607</u>	<u>2,731,607</u>	<u>2,731,607</u>	<u>2,731,607</u>
<b>OTHER FINANCING SOURCES</b>										
Transfers In	3,335,996	2,322,824	2,175,101	2,181,451	2,181,451	2,244,744	2,601,483	2,562,129	2,568,664	2,569,530
Reserve for Undercollection	-	-	(1,366)	(1,366)	(726)	(1,102)	(1,222)	(1,222)	(1,222)	(1,222)
<b>TOTAL OTHER FINANCING RESOURCES</b>	<u>3,335,996</u>	<u>2,322,824</u>	<u>2,173,735</u>	<u>2,180,085</u>	<u>2,180,725</u>	<u>2,243,642</u>	<u>2,600,261</u>	<u>2,560,907</u>	<u>2,567,442</u>	<u>2,568,308</u>
<b>TOTAL BEGINNING FUND BALANCE REVENUE &amp; OTHER FINANCING</b>	<u>11,029,228</u>	<u>9,217,273</u>	<u>7,795,902</u>	<u>9,243,963</u>	<u>9,412,089</u>	<u>7,319,333</u>	<u>7,090,477</u>	<u>7,031,938</u>	<u>6,956,295</u>	<u>6,945,583</u>

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

USES OF FUNDS	2009-10 Actual	2010-11 Actual	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
			Adopted Budget	Amended Budget	Estimated Actual					
<b>GENERAL GOVERNMENT</b>										
SW Florida Community Grant	680	1,452	-	-	-	-	-	-	-	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>680</b>	<b>1,452</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PUBLIC SAFETY</b>										
Building Department	558,093	605,868	670,647	673,055	889,687	686,796	654,903	654,896	647,296	647,363
Federal Forfeiture Fund	-	-	50,000	50,000	50,316	-	-	-	-	-
<b>TOTAL PUBLIC SAFETY</b>	<b>558,093</b>	<b>605,868</b>	<b>720,647</b>	<b>723,055</b>	<b>940,003</b>	<b>686,796</b>	<b>654,903</b>	<b>654,896</b>	<b>647,296</b>	<b>647,363</b>
<b>PHYSICAL ENVIRONMENT</b>										
Algae Research Grants	270,000	65,301	-	-	-	-	-	-	-	-
Brazilian Pepper Control Program	162,701	167,230	-	-	-	-	-	-	-	-
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>432,701</b>	<b>232,531</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION</b>										
Sanibel Estates Canal Trimming Project	9,341	13,205	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Dredging-Sanibel Isles/Water Shadows	14,549	244	15,000	15,000	15,000	-	-	15,000	-	-
Shell Harbor Canal Dredging	-	40,781	-	-	-	33,000	-	48,000	-	39,000
Transportation Fund	2,302,282	1,678,229	2,456,970	3,314,266	3,297,219	2,378,835	2,406,904	2,406,897	2,409,346	2,409,414
<b>TOTAL TRANSPORTATION</b>	<b>2,326,172</b>	<b>1,732,459</b>	<b>2,481,970</b>	<b>3,339,266</b>	<b>3,322,219</b>	<b>2,421,835</b>	<b>2,416,904</b>	<b>2,479,897</b>	<b>2,419,346</b>	<b>2,458,414</b>
<b>HUMAN SERVICES</b>										
Father Madden Estate Fund	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>CULTURE/RECREATION</b>										
Hurricane Wilma 10/21/05	238,978	-	-	-	-	-	-	-	-	-
Recreation Center	1,839,736	1,837,069	2,057,368	2,114,618	2,040,988	2,040,172	2,011,520	2,011,859	2,015,621	2,016,085
Lee Co Elementary Ball Park Maint	211,157	213,808	220,160	219,431	213,117	355,921	266,726	227,040	227,364	227,697
<b>TOTAL CULTURE RECREATION</b>	<b>2,289,871</b>	<b>2,050,877</b>	<b>2,277,528</b>	<b>2,334,049</b>	<b>2,254,105</b>	<b>2,396,093</b>	<b>2,278,246</b>	<b>2,238,899</b>	<b>2,242,985</b>	<b>2,243,782</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>5,608,517</b>	<b>4,624,187</b>	<b>5,481,145</b>	<b>6,397,369</b>	<b>6,517,326</b>	<b>5,505,724</b>	<b>5,351,053</b>	<b>5,374,692</b>	<b>5,310,627</b>	<b>5,350,560</b>
<b>NON-OPERATING EXPENDITURES</b>										
Transfer to Other Funds	1,803,031	268,146	417,314	417,314	577,314	55,000	-	-	-	-
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>1,803,031</b>	<b>268,146</b>	<b>417,314</b>	<b>417,314</b>	<b>577,314</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATIONS</b>	<b>7,411,548</b>	<b>4,892,333</b>	<b>5,898,459</b>	<b>6,814,683</b>	<b>7,094,640</b>	<b>5,560,724</b>	<b>5,351,053</b>	<b>5,374,692</b>	<b>5,310,627</b>	<b>5,350,560</b>
<b>ENDING FUND BALANCE</b>	<b>3,617,680</b>	<b>4,324,940</b>	<b>1,897,445</b>	<b>2,429,280</b>	<b>2,317,449</b>	<b>1,758,609</b>	<b>1,739,424</b>	<b>1,657,246</b>	<b>1,645,668</b>	<b>1,595,023</b>
<b>TOTAL USES OF FUNDS</b>	<b>11,029,228</b>	<b>9,217,273</b>	<b>7,795,903</b>	<b>9,243,963</b>	<b>9,412,089</b>	<b>7,319,333</b>	<b>7,090,476</b>	<b>7,031,938</b>	<b>6,956,294</b>	<b>6,945,582</b>

City of Sanibel, Florida  
Special Revenue Funds  
Transportation Fund  
Fund No. 101

**Sources of Funds**

This fund has a beginning fund balance of \$131,321, \$805,000 of local option gas taxes, \$605,000 of \$.05 local option gas taxes, \$47,020 of state shared revenues and \$783,494 transferred from the general fund. By Florida statute gas taxes may only be used for transportation-related expenses.

**Uses of Funds**

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

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

Expenditures in FY13 are budgeted to be \$2,378,835.

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

Special Revenue Funds  
Transportation Fund  
Fund No. 101

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	-	839,477	425,894	1,358,304	1,358,304	131,321	-	-	-	-
Estimated Revenues										
Taxes	1,433,690	1,418,333	1,400,000	1,400,000	1,416,164	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	50,103	48,285	43,023	43,024	47,020	47,020	47,020	47,020	47,020	47,020
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Rents	-	-	-	-	-	-	-	-	-	-
Miscellaneous	29,975	44,208	-	11,000	19,000	7,000	7,000	7,000	7,000	7,000
Other Financing Sources										
Transfers In	1,627,991	886,230	588,052	588,052	588,052	783,494	942,884	942,877	945,326	945,394
Total Estimated Revenue and Other Financing Sources	<u>3,141,759</u>	<u>3,236,533</u>	<u>2,456,970</u>	<u>3,400,380</u>	<u>3,428,540</u>	<u>2,378,835</u>	<u>2,406,904</u>	<u>2,406,897</u>	<u>2,409,346</u>	<u>2,409,414</u>
Appropriations										
Public Safety										
Personal Services	740,482	754,158	730,250	730,250	712,289	724,845	722,914	722,907	725,356	725,424
Operating Expense	1,557,010	893,814	1,726,720	2,505,159	2,507,070	1,651,490	1,681,490	1,681,490	1,681,490	1,681,490
Capital Outlay	4,790	30,257	-	78,857	77,860	2,500	2,500	2,500	2,500	2,500
Total Operating Expenditures	2,302,282	1,678,229	2,456,970	3,314,266	3,297,219	2,378,835	2,406,904	2,406,897	2,409,346	2,409,414
Non-Operating Expenditures										
Transfer to Other Funds	-	200,000	-	-	-	-	-	-	-	-
Total Non-Operating Expenditures	-	200,000	-	-	-	-	-	-	-	-
Total Appropriations	2,302,282	1,878,229	2,456,970	3,314,266	3,297,219	2,378,835	2,406,904	2,406,897	2,409,346	2,409,414
Ending Fund Balance	839,477	1,358,304	0	86,114	131,321	-	-	-	-	-
Total	<u>3,141,759</u>	<u>3,236,533</u>	<u>2,456,970</u>	<u>3,400,380</u>	<u>3,428,540</u>	<u>2,378,835</u>	<u>2,406,904</u>	<u>2,406,897</u>	<u>2,409,346</u>	<u>2,409,414</u>

City of Sanibel, Florida

Special Revenue Funds

Historical Museum and Village Fund

Fund No. 109

**Sources of Funds**

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

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

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

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

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

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

**Uses of Funds**

There is no expense budgeted in FY13, as all revenue and expense, separate from the Harriet C. Spoth funds, are now accounted for in the general fund.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	135,029	136,126	137,514	138,369	138,369	139,119	139,619	140,119	140,619	141,119
Estimated Revenues										
Taxes			-	-	-	-	-	-	-	-
Licenses & Permits			-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Investment earnings	1,097	1,743	-	-	-	-	-	-	-	-
Miscellaneous	-	500	15	15	750	500	500	500	500	500
Other Financing Sources										
Transfers In	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>136,126</b>	<b>138,369</b>	<b>137,529</b>	<b>138,384</b>	<b>139,119</b>	<b>139,619</b>	<b>140,119</b>	<b>140,619</b>	<b>141,119</b>	<b>141,619</b>
Appropriations										
Culture/Recreation										
Personal Services	-	-	-	-	-	-	-	-	-	-
Operating Expense	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Grants & Aids	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Non-Operating Expenditures										
Transfer to Other Funds	-	-	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Designated from Harriott Spoth Available for Appropriation	136,126	138,369	137,529	138,384	139,119	139,619	140,119	140,619	141,119	141,619
<b>TOTAL</b>	<b>136,126</b>	<b>138,369</b>	<b>137,529</b>	<b>138,384</b>	<b>139,119</b>	<b>139,619</b>	<b>140,119</b>	<b>140,619</b>	<b>141,119</b>	<b>141,619</b>

City of Sanibel, Florida

Special Revenue Funds

Road Impact Fee Fund

Fund No. 120

**Sources of Funds**

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

It is budgeted to have a beginning fund balance of \$2,311 on October 1, 2012 after distributing \$577,314 of accumulated impact fees in FY12.

The City only appropriates funds from this source after they have been collected. It is anticipated that \$78,811 will have been collected and be available for appropriation in FY 2013.

**Uses of Funds**

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

No project funds are budgeted for use in FY13.

Special Revenue Funds  
Road Impact Fee Fund  
Fund No. 120

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	219,845	378,760	480,134	496,533	496,533	2,311	78,811	155,311	231,811	308,311
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Investment earnings	-	-	1,000	1,000	2,680	1,500	1,500	1,500	1,500	1,500
Miscellaneous	108,915	117,773	50,000	50,000	80,412	75,000	75,000	75,000	75,000	75,000
Other Financing Sources										
Transfers In	50,000	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>378,760</b>	<b>496,533</b>	<b>531,134</b>	<b>547,533</b>	<b>579,625</b>	<b>78,811</b>	<b>155,311</b>	<b>231,811</b>	<b>308,311</b>	<b>384,811</b>
Appropriations										
TRANSPORTATION										
Operating Expense	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Non- Operating Expenditures										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	417,314	417,314	577,314	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>417,314</b>	<b>417,314</b>	<b>577,314</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>-</b>	<b>-</b>	<b>417,314</b>	<b>417,314</b>	<b>577,314</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Fund Balance	378,760	496,533	113,820	130,219	2,311	78,811	155,311	231,811	308,311	384,811
<b>Total</b>	<b>378,760</b>	<b>496,533</b>	<b>531,134</b>	<b>547,533</b>	<b>579,625</b>	<b>78,811</b>	<b>155,311</b>	<b>231,811</b>	<b>308,311</b>	<b>384,811</b>

City of Sanibel, Florida  
Special Revenue Funds  
Community Park Impact Fee Fund  
Fund No. 121

**Sources of Funds**

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

The fund is budgeted to have a beginning fund balance of \$56,613 on October 1, 2012 from accumulated fees and to earn a further \$4,000 in fees and \$200 in interest in FY13.

**Uses of Funds**

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

The city will invest \$55,000 for playground equipment and security video at the ball fields in FY13.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	26,564	36,158	45,077	46,935	46,935	56,613	5,813	10,013	14,213	18,413
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Investment earnings	138	533	50	50	254	200	200	200	200	200
Miscellaneous	9,456	10,244	4,000	4,000	9,424	4,000	4,000	4,000	4,000	4,000
Other Financing Sources										
Transfers In	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>36,158</u>	<u>46,935</u>	<u>49,127</u>	<u>50,985</u>	<u>56,613</u>	<u>60,813</u>	<u>10,013</u>	<u>14,213</u>	<u>18,413</u>	<u>22,613</u>
Appropriations										
CULTURE/RECREATION										
Operating Expense	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-	-	-	-	-
Non- Operating Expenditures										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	55,000	-	-	-	-
TOTAL NON-OPERATING EXI	-	-	-	-	-	<u>55,000</u>	-	-	-	-
TOTAL APPROPRIATIONS	-	-	-	-	-	55,000	-	-	-	-
ENDING FUND BALANCE	<u>36,158</u>	<u>46,935</u>	<u>49,127</u>	<u>50,985</u>	<u>56,613</u>	<u>5,813</u>	<u>10,013</u>	<u>14,213</u>	<u>18,413</u>	<u>22,613</u>
TOTAL	<u>36,158</u>	<u>46,935</u>	<u>49,127</u>	<u>50,985</u>	<u>56,613</u>	<u>60,813</u>	<u>10,013</u>	<u>14,213</u>	<u>18,413</u>	<u>22,613</u>

City of Sanibel, Florida

Special Revenue Funds

Father Madden Estate Fund  
Fund No. 125

**Sources of Funds**

This fund was established to account for the proceeds of a donation from the Father Madden Estate of approximately \$27,000 which was bequeathed to the City for the goal of insuring the humane care of stray dogs and feral cats on the island. Interest earnings on the expected beginning fund balance of \$26,067 are budgeted at \$200 for FY13.

**Uses of Funds**

Since the time of donation, the City has maintained the principal of this gift and has used the interest earnings to assist PAWS, a not for profit animal care agency, in its efforts of meeting the goal. City support is budgeted at \$1,000 for FY13.

Special Revenue Funds  
Father Madden Estate Fund  
Fund No. 125

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	28,292	27,470	26,690	26,881	26,881	26,067	25,267	24,467	23,667	22,867
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	178	411	100	100	186	200	200	200	200	200
Other Financing Sources										
Transfers In	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>28,470</b>	<b>27,881</b>	<b>26,790</b>	<b>26,981</b>	<b>27,067</b>	<b>26,267</b>	<b>25,467</b>	<b>24,667</b>	<b>23,867</b>	<b>23,067</b>
Appropriations										
General Government	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-	-	-	-	-
Human Services	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Economic Environment	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Non- Operating Expenditures										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Ending Fund Balance	27,470	26,881	25,790	25,981	26,067	25,267	24,467	23,667	22,867	22,067
<b>Total</b>	<b>28,470</b>	<b>27,881</b>	<b>26,790</b>	<b>26,981</b>	<b>27,067</b>	<b>26,267</b>	<b>25,467</b>	<b>24,667</b>	<b>23,867</b>	<b>23,067</b>

City of Sanibel, Florida  
Special Revenue Funds  
Shell Harbor Canal Dredging  
Fund No. 129

**Sources of Funds**

This fund was established in FY10. Revenue and expenditures were previously reported in capital project Fund 329; however to conform to Government Accounting Standards Board (GASB) Statement 54, this new fund was created.

The project is funded in FY13 with \$23,605 in special assessments, reduced by an allowance for early payment of \$726 and a \$5,445 one-third contribution from the city.

**Uses of Funds**

Dredging is done as required with \$33,000 budgeted for use in FY13.

Special Revenue Funds  
Shell Harbor Canal Dredging  
Fund No. 129

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13	FY 14	FY 15	FY 16	FY 17
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
Beginning Fund Balance	37,358	37,523	1,000	733	733	23,623	13,512	41,756	22,000	50,244
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	165	21,832	-	-	11	10	10	10	10	10
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	5,445	5,445	5,445	5,445	7,920	7,920	7,920	7,920
Assessments	-	-	18,160	18,160	18,160	18,160	21,160	21,160	21,160	21,160
Reserve for Undercollection	-	-	(726)	(726)	(726)	(726)	(846)	(846)	(846)	(846)
Total Estimated Revenue and Other Financing Sources	<u>37,523</u>	<u>59,355</u>	<u>23,879</u>	<u>23,612</u>	<u>23,623</u>	<u>46,512</u>	<u>41,756</u>	<u>70,000</u>	<u>50,244</u>	<u>78,488</u>
Appropriations										
General Government	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-	-	-	-	-
Transportation	-	40,781	-	-	-	33,000	-	48,000	-	39,000
Economic Environment	-	-	-	-	-	-	-	-	-	-
Total Operating Expenditures	-	40,781	-	-	-	33,000	-	48,000	-	39,000
Non- Operating Expenditures										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	17,841	-	-	-	-	-	-	-	-
Total Non-Operating Expenditures	-	17,841	-	-	-	-	-	-	-	-
Total Appropriations	-	58,622	-	-	-	33,000	-	48,000	-	39,000
Ending Fund Balance	<u>37,523</u>	<u>733</u>	<u>23,879</u>	<u>23,612</u>	<u>23,623</u>	<u>13,512</u>	<u>41,756</u>	<u>22,000</u>	<u>50,244</u>	<u>39,488</u>
Total	<u>37,523</u>	<u>59,355</u>	<u>23,879</u>	<u>23,612</u>	<u>23,623</u>	<u>46,512</u>	<u>41,756</u>	<u>70,000</u>	<u>50,244</u>	<u>78,488</u>

City of Sanibel, Florida

Special Revenue Funds

Sanibel Estates Canal Trimming Special Assessment Project  
Fund No. 141

**Sources of Funds**

This fund was established in FY10. Revenue and expenditures were previously reported in capital project Fund 341; however to conform to Government Accounting Standards Board (GASB) Statement 54 this new fund was created.

This project is funded in FY13 by a beginning fund balance of \$16,056, the collection of \$5,760 of special assessments, net of undercollections, and the contribution of \$3,000 from the City of Sanibel.

**Uses of Funds**

The purpose of this project, totaling \$10,000 in FY 2013, is to maintain the Sanibel Estates canals such that they remain navigable and able to receive roadway drainage flow. Annual trimming of these canals assists the residents living along the canals and the roadway users. Homeowners pay a special assessment of two thirds of the cost and the City pays one third.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	18,688	19,275	15,875	16,209	16,209	16,056	14,816	13,576	12,336	11,096
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	6,928	7,139	6,000	6,000	6,847	6,000	6,000	6,000	6,000	6,000
Other Financing Sources										
Transfers In	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Reserve for Undercollection	-	-	(240)	(240)	-	(240)	(240)	(240)	(240)	(240)
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>28,616</b>	<b>29,414</b>	<b>24,635</b>	<b>24,969</b>	<b>26,056</b>	<b>24,816</b>	<b>23,576</b>	<b>22,336</b>	<b>21,096</b>	<b>19,856</b>
Appropriations										
General Government	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-
Physical Environment	9,341	13,205	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Economic Environment	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>9,341</b>	<b>13,205</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Non- Operating Expenditures										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>9,341</b>	<b>13,205</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Ending Fund Balance</b>	<b>19,275</b>	<b>16,209</b>	<b>14,635</b>	<b>14,969</b>	<b>16,056</b>	<b>14,816</b>	<b>13,576</b>	<b>12,336</b>	<b>11,096</b>	<b>9,856</b>
<b>Total</b>	<b>28,616</b>	<b>29,414</b>	<b>24,635</b>	<b>24,969</b>	<b>26,056</b>	<b>24,816</b>	<b>23,576</b>	<b>22,336</b>	<b>21,096</b>	<b>19,856</b>

City of Sanibel, Florida

Special Revenue Funds

Sanibel Isles/Water Shadows Dredging Project

Fund No. 142

**Sources of Funds**

This fund was established in FY10. Revenue and expenditures were previously reported in capital project Fund 342; however to conform to Government Accounting Standards Board (GASB) Statement 54, this new fund was created.

The project is funded in FY13 by a beginning fund balance of \$33,281, a contribution from the City of \$1,700 as its 1/3 share of the cost of the project, and special assessments for each of the property owners in the district. The assessment is estimated to generate \$3,400 in FY 2013, less a \$136 (4%) reserve for undercollection.

**Uses of Funds**

No funds are budgeted for expenditure in FY13. Dredging is done as required, approximately every third year and was most recently done in FY12. Costs are funded one third by the City and two thirds by the property owners in the district. The dredging of the canals in this district improves the navigability for both the property owners and the public access.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	18,009	18,383	32,988	33,318	33,318	33,281	38,245	43,209	33,173	38,137
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	9,923	10,179	10,000	10,000	9,963	3,400	3,400	3,400	3,400	3,400
Other Financing Sources										
Transfers In	5,000	5,000	5,000	5,000	5,000	1,700	1,700	1,700	1,700	1,700
Reserve for Undercollection	-	-	(400)	(400)	-	(136)	(136)	(136)	(136)	(136)
Total Estimated Revenue and Other Financing Sources	<u>32,932</u>	<u>33,562</u>	<u>47,588</u>	<u>47,918</u>	<u>48,281</u>	<u>38,245</u>	<u>43,209</u>	<u>48,173</u>	<u>38,137</u>	<u>43,101</u>
Appropriations										
General Government	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-
Physical Environment	14,549	244	15,000	15,000	15,000	-	-	15,000	-	-
Economic Environment	-	-	-	-	-	-	-	-	-	-
Total Operating Expenditures	14,549	244	15,000	15,000	15,000	-	-	15,000	-	-
Non- Operating Expenditures										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-	-	-	-	-
Total Appropriations	14,549	244	15,000	15,000	15,000	-	-	15,000	-	-
Ending Fund Balance	<u>18,383</u>	<u>33,318</u>	<u>32,588</u>	<u>32,918</u>	<u>33,281</u>	<u>38,245</u>	<u>43,209</u>	<u>33,173</u>	<u>38,137</u>	<u>43,101</u>
Total	<u>32,932</u>	<u>33,562</u>	<u>47,588</u>	<u>47,918</u>	<u>48,281</u>	<u>38,245</u>	<u>43,209</u>	<u>48,173</u>	<u>38,137</u>	<u>43,101</u>

City of Sanibel, Florida

Special Revenue Funds

Building Department Fund

Fund No. 169

**Sources of Funds**

This fund was established in FY 2006 pursuant to Florida statute, which requires that building permit-type fees be expended solely for building department inspections, plan review, fee collection and other building-related expenditures. Beginning available fund balance in FY13 is expected to be \$605,972 and budgeted permit revenues for FY13 are \$500,000, reflecting the 25% reduction in fees passed by Council in April 2012. Revenues by type of permit are below.

	FY08	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Actual	Estimated	Proposed
Building Permits	\$ 491,544	\$ 366,860	\$ 317,427	\$ 387,438	\$ 340,000	\$ 299,000
Temporary Certification of Occupancy	\$ 2,500	\$ 2,000	\$ 1,000	\$ -	\$ 250	\$ 250
Shutters/Windows/Doors	\$ 35,237	\$ 55,504	\$ 37,208	\$ 31,917	\$ 27,750	\$ 24,000
Electrical Permits	\$ 30,281	\$ 27,269	\$ 27,964	\$ 28,050	\$ 23,000	\$ 20,000
Plumbing & Sprinkler Permits	\$ 34,302	\$ 24,985	\$ 24,415	\$ 32,053	\$ 25,000	\$ 18,000
HVAC Permits	\$ 38,172	\$ 53,904	\$ 74,370	\$ 77,437	\$ 70,000	\$ 55,000
Roofing Permits	\$ 27,424	\$ 23,360	\$ 21,835	\$ 21,356	\$ 21,000	\$ 19,000
Plan Review-Residential	\$ 55,560	\$ 49,712	\$ 50,973	\$ 41,819	\$ 45,000	\$ 27,000
Plan Review-Nonresidential	\$ 43,659	\$ 30,411	\$ 28,591	\$ 35,200	\$ 26,000	\$ 21,000
Insurance Certification	\$ 1,800	\$ 900	\$ 100	\$ -	\$ 500	\$ 500
Contractor Competency	\$ 50	\$ 19,433	\$ 4,230	\$ 26,048	\$ 1,000	\$ 1,000
Contractor Licensing	\$ 17,122	\$ 27,420	\$ 21,731	\$ 22,439	\$ 17,500	\$ 15,000
Mangrove Trimming Licenses	\$ 3,000	\$ -	\$ 1,750	\$ -	\$ 2,000	\$ 250
	\$ 780,651	\$ 681,758	\$ 611,594	\$ 703,757	\$ 599,000	\$ 500,000

**Uses of Funds**

The cost to run the Building Department is budgeted at \$686,796 for direct and indirect costs. Of this amount \$459,663 is for personal services, \$187,133 is for operating expense and \$40,000 is budgeted for capital improvements including \$30,000 for the building department's share of a government-wide software conversion and \$10,000 for ruggedized damage assessment computers.

Special Revenue Funds  
Building Department Fund  
Fund No. 169

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	616,856	716,037	632,847	866,784	866,784	605,972	442,526	310,973	179,427	55,481
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	611,594	705,148	507,602	507,602	599,000	500,000	500,000	500,000	500,000	500,000
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	5,233	5,795	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Fines & Forfeitures	37,526	34,969	14,850	14,850	19,697	14,850	14,850	14,850	14,850	14,850
Miscellaneous	2,921	10,703	3,500	3,500	5,178	3,500	3,500	3,500	3,500	3,500
Other Financing Sources										
Transfers In	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,274,130</u>	<u>1,472,652</u>	<u>1,163,799</u>	<u>1,397,736</u>	<u>1,495,659</u>	<u>1,129,322</u>	<u>965,876</u>	<u>834,323</u>	<u>702,777</u>	<u>578,831</u>
Appropriations										
Public Safety										
Personal Services	394,522	429,609	448,348	454,743	697,622	459,663	457,770	457,763	460,163	460,230
Operating Expenses	163,571	176,259	192,299	188,312	192,065	187,133	187,133	187,133	187,133	187,133
Capital Outlay	-	-	30,000	30,000	-	40,000	10,000	10,000	-	-
Total Operating Expenditures	558,093	605,868	670,647	673,055	889,687	686,796	654,903	654,896	647,296	647,363
Non- Operating Expenditures										
Reserve for Compensation Adjustment	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-	-	-	-	-
Total Appropriations	558,093	605,868	670,647	673,055	889,687	686,796	654,903	654,896	647,296	647,363
Ending Fund Balance	<u>716,037</u>	<u>866,784</u>	<u>493,152</u>	<u>724,681</u>	<u>605,972</u>	<u>442,526</u>	<u>310,973</u>	<u>179,427</u>	<u>55,481</u>	<u>(68,532)</u>
Total	<u>1,274,130</u>	<u>1,472,652</u>	<u>1,163,799</u>	<u>1,397,736</u>	<u>1,495,659</u>	<u>1,129,322</u>	<u>965,876</u>	<u>834,323</u>	<u>702,777</u>	<u>578,831</u>

City of Sanibel, Florida  
Special Revenue Funds  
Recreation Center Fund  
Fund No. 170

**Sources of Funds**

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

Beginning available fund balance in FY13 is budgeted to be \$1,269,300. Budgeted revenues for FY13 are \$30,912 in intergovernmental revenue from the Lee County School Board, representing a 20% reimbursement for electric costs, \$475,000 in charges for services (membership fees and program fees) and \$32,135 in contributions. The City will transfer \$1,232,825 from the general fund to this fund in FY13. Charges for services by type of charge are below.

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Estimated	FY13 Proposed
Membership Fees	\$290,510	\$311,052	\$329,000	\$331,000	\$331,000
Summer Wreck Fees	\$37,123	\$46,430	\$29,000	\$22,000	\$39,000
After School Program Fees	\$36,953	\$58,816	\$52,000	\$40,000	\$24,000
Holiday Programs	\$7,340	\$8,890	\$9,000	\$9,000	\$7,000
Piano Program Fees	\$15,538	\$15,360	\$16,000	\$16,000	\$10,000
Enrichment/Other Charges for Services	<u>\$103,369</u>	<u>\$67,672</u>	<u>\$65,000</u>	<u>\$57,000</u>	<u>\$64,000</u>
	\$490,833	\$508,220	\$500,000	\$475,000	\$475,000

**Uses of Funds**

The cost to run the Recreation Fund is budgeted at \$2,040,172. Of this amount the recreation department is budgeted at \$1,882,921; \$1,178,919 for personal services, \$677,697 for operating expense and \$26,305 for grants and aids. The Center 4 Life program budget is \$123,380 for personal services and \$33,871 for operating expense.

Special Revenue Funds  
Recreation Center Fund  
Fund No. 170

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	1,021,537	1,197,053	1,006,924	1,236,399	1,236,399	1,269,300	1,000,000	1,000,000	1,000,000	1,000,000
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	28,558	24,913	30,912	30,912	30,912	30,912	30,912	30,912	30,912	30,912
Charges for Services	508,220	535,845	475,000	475,000	475,000	475,000	475,000	475,000	475,000	475,000
Fines & Forfeitures	(132)	120	-	-	20	-	-	-	-	-
Miscellaneous	48,601	66,540	24,925	41,425	41,425	32,135	2,500	2,500	2,500	2,500
Other Financing Sources										
Transfers In	1,430,005	1,248,997	1,526,531	1,526,531	1,526,531	1,232,825	1,503,108	1,503,447	1,507,209	1,507,673
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<b><u>3,036,789</u></b>	<b><u>3,073,468</u></b>	<b><u>3,064,292</u></b>	<b><u>3,310,267</u></b>	<b><u>3,310,287</u></b>	<b><u>3,040,172</u></b>	<b><u>3,011,520</u></b>	<b><u>3,011,858</u></b>	<b><u>3,015,621</u></b>	<b><u>3,016,085</u></b>
Appropriations										
Recreation										
Personal Services	1,209,940	1,246,304	1,335,199	1,340,499	1,281,384	1,302,299	1,299,615	1,299,605	1,303,009	1,303,104
Operating Expenses	571,118	568,807	697,244	736,694	722,179	711,568	711,906	712,254	712,612	712,981
Capital Outlay	30,744	-	-	-	-	-	-	-	-	-
Grants & Aids	<u>27,934</u>	<u>21,958</u>	<u>24,925</u>	<u>37,425</u>	<u>37,425</u>	<u>26,305</u>	-	-	-	-
<b>Total Operating Expenditures</b>	<b><u>1,839,736</u></b>	<b><u>1,837,069</u></b>	<b><u>2,057,368</u></b>	<b><u>2,114,618</u></b>	<b><u>2,040,988</u></b>	<b><u>2,040,172</u></b>	<b><u>2,011,520</u></b>	<b><u>2,011,859</u></b>	<b><u>2,015,621</u></b>	<b><u>2,016,085</u></b>
Non- Operating Expenditures										
Transfer to Other Funds	-	-	-	-	-	-	-	-	-	-
Reserve for Cafeteria Benefits	-	-	-	-	-	-	-	-	-	-
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b><u>-</u></b>									
<b>Total Appropriations</b>	<b><u>1,839,736</u></b>	<b><u>1,837,069</u></b>	<b><u>2,057,368</u></b>	<b><u>2,114,618</u></b>	<b><u>2,040,988</u></b>	<b><u>2,040,172</u></b>	<b><u>2,011,520</u></b>	<b><u>2,011,859</u></b>	<b><u>2,015,621</u></b>	<b><u>2,016,085</u></b>
<b>Ending Fund Balance</b>	<b><u>1,197,053</u></b>	<b><u>1,236,399</u></b>	<b><u>1,006,925</u></b>	<b><u>1,195,649</u></b>	<b><u>1,269,300</u></b>	<b><u>1,000,000</u></b>	<b><u>1,000,000</u></b>	<b><u>1,000,000</u></b>	<b><u>1,000,000</u></b>	<b><u>1,000,000</u></b>
<b>Total</b>	<b><u>3,036,789</u></b>	<b><u>3,073,468</u></b>	<b><u>3,064,292</u></b>	<b><u>3,310,267</u></b>	<b><u>3,310,287</u></b>	<b><u>3,040,172</u></b>	<b><u>3,011,520</u></b>	<b><u>3,011,858</u></b>	<b><u>3,015,621</u></b>	<b><u>3,016,085</u></b>

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

City of Sanibel, Florida  
Special Revenue Funds  
Ball Park Maintenance Fund  
Fund No. 173

**Sources of Funds**

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

Intergovernmental revenue of \$123,680 is budgeted for FY13, with \$75,474 coming from Lee County and \$48,206 from the Lee County School Board. A transfer of \$218,280 will be made from the general fund.

**Uses of Funds**

Operating costs of maintaining the ball fields adjacent to the Sanibel School, are shown in the supplemental schedules section of this document and total \$226,421. Additionally the City will invest \$129,500 in playground equipment and security video and drainage maintenance.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	55,668	52,788	55,787	54,459	54,459	13,786	-	-	-	-
Estimated Revenues										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	259,574	120,143	117,125	117,125	118,831	123,680	123,680	123,680	123,680	123,680
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	512	359	175	175	190	175	175	175	175	175
Other Financing Sources										
Transfers In	-	94,977	47,073	53,423	53,423	218,280	142,871	103,185	103,509	103,842
Reserve for Undercollection	-	-	-	-	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>315,754</u>	<u>268,267</u>	<u>220,160</u>	<u>225,182</u>	<u>226,903</u>	<u>355,921</u>	<u>266,726</u>	<u>227,040</u>	<u>227,364</u>	<u>227,697</u>
Appropriations										
CULTURE/RECREATION										
Personal Services	22,113	-	-	-	-	-	-	-	-	-
Operating Expense	189,044	213,808	220,160	213,431	208,335	226,421	226,726	227,040	227,364	227,697
Capital Outlay	-	-	-	6,000	4,782	129,500	40,000	-	-	-
Total Operating Expenditures	211,157	213,808	220,160	219,431	213,117	355,921	266,726	227,040	227,364	227,697
Non- Operating Expenditures										
Transfer to Other Funds	51,809	-	-	-	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>51,809</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	262,966	213,808	220,160	219,431	213,117	355,921	266,726	227,040	227,364	227,697
Ending Fund Balance	52,788	54,459	0	5,751	13,786	-	-	-	-	-
Total	<u>315,754</u>	<u>268,267</u>	<u>220,160</u>	<u>225,182</u>	<u>226,903</u>	<u>355,921</u>	<u>266,726</u>	<u>227,040</u>	<u>227,364</u>	<u>227,697</u>

Summary of Debt Service Funds

SOURCES OF FUNDS	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
			Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	534,083	244,178	287,829	328,383	328,383	262,894	276,472	290,062	303,606	317,154
Estimated Revenues										
Taxes										
Ad Valorem - Pond Apple	0.0855	243,850	241,175	252,114	249,390	239,196	348,925	353,568	347,467	346,629
Ad Valorem - Recreation Ctr.	0.1308	509,435	513,846	531,158	525,414	504,397	533,895	530,434	532,013	533,145
Intergovernmental			-	-	-	-	-	-	-	-
Federal Grant - FEMA			-	-	-	-	-	-	-	-
State Grant - 5% Share			-	-	-	-	-	-	-	-
Charges for Services										
Rents from CHR	-	-	-	-	-	-	-	-	-	-
Miscellaneous										
Interest Earnings	22,334	23,621	1,150	1,150	5,054	4,750	4,750	4,750	4,750	4,750
Other Financing Sources										
Transfers From Other Funds	2,766,487	-	600,000	600,000	-	-	-	-	-	-
Debt Proceeds	-	-	-	2,970,000	2,970,000	-	-	-	-	-
Reserve for Undercollection	-	-	(31,331)	(31,211)	-	(35,313)	(35,360)	(35,180)	(35,191)	(35,180)
Total Estimated Revenue and Other Financing Sources	<u>4,076,189</u>	<u>1,022,820</u>	<u>1,640,920</u>	<u>4,643,126</u>	<u>4,047,030</u>	<u>1,115,151</u>	<u>1,129,864</u>	<u>1,139,112</u>	<u>1,152,940</u>	<u>1,166,235</u>
<u>USES OF FUNDS</u>										
Debt Service										
Principal	3,206,752	275,000	285,000	3,255,000	3,255,000	465,000	480,000	490,000	505,000	520,000
Interest	625,259	469,438	458,308	458,308	473,336	373,279	359,402	345,106	330,386	315,136
Transfers To Other Funds										
Other	-	-	800	55,800	55,800	400	400	400	400	400
Total Appropriations	3,832,011	744,438	744,108	3,769,108	3,784,136	838,679	839,802	835,506	835,786	835,536
Ending Fund Balance	<u>244,178</u>	<u>278,382</u>	<u>896,812</u>	<u>874,018</u>	<u>262,894</u>	<u>276,472</u>	<u>290,062</u>	<u>303,606</u>	<u>317,154</u>	<u>330,699</u>
Total	<u>4,076,189</u>	<u>1,022,820</u>	<u>1,640,920</u>	<u>4,643,126</u>	<u>4,047,030</u>	<u>1,115,151</u>	<u>1,129,864</u>	<u>1,139,112</u>	<u>1,152,940</u>	<u>1,166,235</u>

City of Sanibel, Florida

Debt Service Funds

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

**Sources of Funds**

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

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

<u>Tax Year</u>	<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Taxes Collected</u>
2002	2002-03	0.1063	\$367,188
2003	2003-04	0.0595	229,587
2004	2004-05	0.0625	248,668
2005	2005-06	0.0591	239,383
2006	2006-07	0.0475	227,516
2007	2007-08	0.0456	227,520
2008	2008-09	0.0483	237,000
2009	2009-10	0.0561	253,500
2010	2010-11	0.0595	250,251
2011	2011-12	0.0599	249,390

The proposed levy for the current tax year is:

<u>Tax Year</u>	<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Taxes Budgeted</u>
2012	2012-13	0.0855	\$348,925

**Uses of Funds**

The original bonds, maturing in 2031 and with coupon rates between 2.0% to 4.75%, were refunded when they became eligible on May 1, 2012.

The net present value savings of the refunding are \$742,524 using a discount rate of 2.07%. The new maturity date is 2022.

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

	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
			Adopted Budget	Amended Budget	Estimated Actual					
<b>SOURCES OF FUNDS</b>										
Beginning Fund Balance	238,147	262,004	262,404	286,079	286,079	225,043	232,532	240,068	247,542	255,009
Estimated Revenues										
TAXES										
Ad Valorem-Voted Debt	243,850	241,175	252,114	249,390	239,196	348,925	353,568	347,467	346,629	345,682
Intergovernmental										
State Grant-FI Communities Tr			-	-	-	-	-	-	-	-
Miscellaneous										
Interest Earnings	20,782	20,588	400	400	4,304	4,000	4,000	4,000	4,000	4,000
Other Financing Sources										
Transfers From Other Funds			-	-	-	-	-	-	-	-
Debt Proceeds			-	2,970,000	2,970,000	-	-	-	-	-
Reserve for Undercollection	-	-	(10,085)	(10,194)	-	(13,957)	(14,143)	(13,899)	(13,865)	(13,827)
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>502,779</b>	<b>523,767</b>	<b>504,833</b>	<b>3,495,675</b>	<b>3,499,579</b>	<b>564,011</b>	<b>575,958</b>	<b>577,636</b>	<b>584,307</b>	<b>590,864</b>
<b>USES OF FUNDS</b>										
Debt Service										
Principal	95,000	95,000	100,000	3,070,000	3,070,000	270,000	280,000	280,000	285,000	290,000
Interest	145,775	142,688	139,108	139,108	154,136	61,479	55,890	50,094	44,298	38,398
Other	-	-	400	50,400	50,400	-	-	-	-	-
<b>Total Appropriations</b>	<b>240,775</b>	<b>237,688</b>	<b>239,508</b>	<b>3,259,508</b>	<b>3,274,536</b>	<b>331,479</b>	<b>335,890</b>	<b>330,094</b>	<b>329,298</b>	<b>328,398</b>
Ending Fund Balance	262,004	286,079	265,325	236,167	225,043	232,532	240,068	247,542	255,009	262,466
<b>Total</b>	<b>502,779</b>	<b>523,767</b>	<b>504,833</b>	<b>3,495,675</b>	<b>3,499,579</b>	<b>564,011</b>	<b>575,958</b>	<b>577,636</b>	<b>584,307</b>	<b>590,864</b>

City of Sanibel, Florida

Debt Service Funds

Recreation Facility Debt Service

Fund No. 270

**Sources of Funds**

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

In fiscal year 2013 \$533,895 in taxes will be levied on a millage rate of .1308. An allowance for undercollection of \$21,356 in tax is budgeted to recognize the discount taken by those paying their taxes between November and February. Interest earnings are budgeted at \$750.

**Uses of Funds**

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

The amortization schedule is as follows

:

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

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
<b>SOURCES OF FUNDS</b>										
Beginning Fund Balance	24,738	32,175	25,425	42,304	42,304	37,851	43,940	49,994	56,064	62,145
Estimated Revenues										
Taxes										
Ad Valorem										
2012 Millage										
0.1308	509,435	513,846	531,158	525,414	504,397	533,895	530,434	532,013	533,145	533,829
Miscellaneous										
Interest Earnings	1,552	3,033	750	750	750	750	750	750	750	750
Other Financing Sources										
Transfers From Other Funds			600,000	600,000	-	-	-	-	-	-
Debt Proceeds			-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	(21,246)	(21,017)	-	(21,356)	(21,217)	(21,281)	(21,326)	(21,353)
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>535,725</b>	<b>549,054</b>	<b>1,136,087</b>	<b>1,147,451</b>	<b>547,451</b>	<b>551,140</b>	<b>553,906</b>	<b>561,476</b>	<b>568,633</b>	<b>575,372</b>
<b>USES OF FUNDS</b>										
Debt Service										
Principal	170,000	180,000	185,000	185,000	185,000	195,000	200,000	210,000	220,000	230,000
Interest	333,550	326,750	319,200	319,200	319,200	311,800	303,512	295,012	286,088	276,738
Other	-	-	400	5,400	5,400	400	400	400	400	400
<b>Total Appropriations</b>	<b>503,550</b>	<b>506,750</b>	<b>504,600</b>	<b>509,600</b>	<b>509,600</b>	<b>507,200</b>	<b>503,912</b>	<b>505,412</b>	<b>506,488</b>	<b>507,138</b>
Ending Fund Balance	32,175	42,304	631,487	637,851	37,851	43,940	49,994	56,064	62,145	68,234
<b>Total</b>	<b>535,725</b>	<b>549,054</b>	<b>1,136,087</b>	<b>1,147,451</b>	<b>547,451</b>	<b>551,140</b>	<b>553,906</b>	<b>561,476</b>	<b>568,633</b>	<b>575,372</b>

Summary of Capital Project Funds

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance <sup>1</sup>	3,437,253	3,340,515	1,953,166	2,206,048	2,206,048	1,167,568	8,991	3,365	3,365	3,365
<b>Estimated Revenues</b>										
Intergovernmental Revenue	-	85,331	-	-	-	-	-	-	-	-
Grants from Other Governments	16,447	-	2,266	2,266	2,266	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Interest Earnings	12,937	44,128	500	500	12,492	6,000	6,000	6,000	6,000	4,000
Contributions	-	-	-	-	-	-	-	-	-	-
Special assessments	11,234	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>40,618</b>	<b>129,459</b>	<b>2,766</b>	<b>2,766</b>	<b>14,758</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>4,000</b>
<b>Other Financing Sources</b>										
Transfers In	792,575	876,732	1,475,258	1,475,258	1,635,258	1,032,704	1,336,374	1,755,000	1,404,500	223,000
Reserve for Undercollections	-	-	-	-	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-	-	-	-	-
<b>Total Other Financing Sources</b>	<b>792,575</b>	<b>876,732</b>	<b>1,475,258</b>	<b>1,475,258</b>	<b>1,635,258</b>	<b>1,032,704</b>	<b>1,336,374</b>	<b>1,755,000</b>	<b>1,404,500</b>	<b>223,000</b>
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>4,270,446</b>	<b>4,346,706</b>	<b>3,431,190</b>	<b>3,684,072</b>	<b>3,856,064</b>	<b>2,206,272</b>	<b>1,351,365</b>	<b>1,764,365</b>	<b>1,413,865</b>	<b>230,365</b>
<b>Appropriations</b>										
<b>General Government</b>										
Management Information Systems	78,581	108,314	416,663	506,663	372,163	383,281	106,000	106,000	56,000	51,000
<b>Public Safety</b>										
Police Department	12,433	8,682	277,266	277,266	37,266	400,000	135,000	91,000	100,000	-
<b>Physical Environment</b>										
Natural Resources Department	-	-	-	-	-	-	-	-	-	-
<b>Transportation</b>										
Public Works & Facilities	448,479	1,883,515	2,491,500	2,627,450	1,752,672	1,414,000	1,107,000	1,364,000	1,254,500	176,000
<b>Culture/Recreation</b>										
Recreation	3,449	2,634	-	-	-	-	-	200,000	-	-
<b>Total Operating Expenditures</b>	<b>542,942</b>	<b>2,003,145</b>	<b>3,185,429</b>	<b>3,411,379</b>	<b>2,162,101</b>	<b>2,197,281</b>	<b>1,348,000</b>	<b>1,761,000</b>	<b>1,410,500</b>	<b>227,000</b>
<b>Non-Operating Expenditures</b>										
Reserve for Grant Matches	-	-	-	-	-	-	-	-	-	-
Reserve for Rec Center Contingencies	-	-	-	-	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	386,989	137,513	118,870	118,870	526,395	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>386,989</b>	<b>137,513</b>	<b>118,870</b>	<b>118,870</b>	<b>526,395</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>929,931</b>	<b>2,140,658</b>	<b>3,304,299</b>	<b>3,530,249</b>	<b>2,688,496</b>	<b>2,197,281</b>	<b>1,348,000</b>	<b>1,761,000</b>	<b>1,410,500</b>	<b>227,000</b>
<b>Ending Fund Balance</b>	<b>3,340,515</b>	<b>2,206,048</b>	<b>126,891</b>	<b>153,823</b>	<b>1,167,568</b>	<b>8,991</b>	<b>3,365</b>	<b>3,365</b>	<b>3,365</b>	<b>3,365</b>
<b>Total</b>	<b>4,270,446</b>	<b>4,346,706</b>	<b>3,431,190</b>	<b>3,684,072</b>	<b>3,856,064</b>	<b>2,206,272</b>	<b>1,351,365</b>	<b>1,764,365</b>	<b>1,413,865</b>	<b>230,365</b>

City of Sanibel, Florida

Capital Project Funds

Capital Planning and Asset Acquisition Fund  
Fund NO. 300

**Sources of Funds**

These projects are funded in fiscal year 2013 by the carry-forward of \$560,577 of available beginning fund balance and an inter-fund transfer of \$1,032,704.

**Uses of Funds**

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

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

Total outlays for FY13 are budgeted to be \$1,597,281.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	992,370	1,302,943	780,939	839,049	839,049	560,577	-	-	-	-
<b>Estimated Revenues</b>										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	16,447	85,331	2,266	2,266	2,266	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	6,688	15,737	250	250	4,439	4,000	4,000	4,000	4,000	4,000
<b>Other Financing Sources</b>										
Transfers In	536,746	337,091	489,474	489,474	489,474	1,032,704	764,000	1,057,000	706,500	223,000
Debt Proceeds	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>1,552,251</u>	<u>1,741,102</u>	<u>1,272,929</u>	<u>1,331,039</u>	<u>1,335,228</u>	<u>1,597,281</u>	<u>768,000</u>	<u>1,061,000</u>	<u>710,500</u>	<u>227,000</u>
<b>Appropriations</b>										
<b>General Government</b>										
Management Information Systems	6,036	108,314	416,663	506,663	372,163	383,281	106,000	106,000	56,000	51,000
<b>Public Safety</b>										
Police Department	-	8,682	277,266	277,266	37,266	400,000	135,000	91,000	100,000	-
<b>Physical Environment</b>										
Natural Resources Department	-	-	-	-	-	-	-	-	-	-
<b>Transportation</b>										
Public Works	5,320	-	221,000	221,000	198,222	149,000	304,000	341,000	148,000	176,000
Public Facilities	-	-	279,000	279,000	167,000	665,000	223,000	323,000	406,500	-
<b>Culture/Recreation</b>										
Recreation	3,449	2,634	-	-	-	-	-	-	-	-
Capital Outlay	<u>209,503</u>	<u>778,923</u>	-	-	-	-	-	<u>200,000</u>	-	-
<b>Total Operating Expenditures</b>	<u>224,308</u>	<u>898,553</u>	<u>1,193,929</u>	<u>1,283,929</u>	<u>774,651</u>	<u>1,597,281</u>	<u>768,000</u>	<u>1,061,000</u>	<u>710,500</u>	<u>227,000</u>
<b>Non-Operating Expenditures</b>										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Reserve for Grant Matches	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	<u>25,000</u>	<u>3,500</u>	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>25,000</u>	<u>3,500</u>	-	-	-	-	-	-	-	-
<b>Total Appropriations</b>	<u>249,308</u>	<u>902,053</u>	<u>1,193,929</u>	<u>1,283,929</u>	<u>774,651</u>	<u>1,597,281</u>	<u>768,000</u>	<u>1,061,000</u>	<u>710,500</u>	<u>227,000</u>
<b>Ending Fund Balance</b>	<u>1,302,943</u>	<u>839,049</u>	<u>79,000</u>	<u>47,110</u>	<u>560,577</u>	-	-	-	-	-
<b>Total</b>	<u>1,552,251</u>	<u>1,741,102</u>	<u>1,272,929</u>	<u>1,331,039</u>	<u>1,335,228</u>	<u>1,597,281</u>	<u>768,000</u>	<u>1,061,000</u>	<u>710,500</u>	<u>227,000</u>

City of Sanibel, Florida

Capital Project Funds

Transportation Capital Projects

Fund No. 301

**Sources of Funds**

This fund is projected to receive \$2000 of interest earnings in 2013.

**Uses of Funds**

No projects are budgeted for 2013

Capital Project Funds  
Transportation Capital Projects  
Fund No. 301

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	874,410	720,581	276,280	394,053	394,053	3,626	5,626	-	-	-
<b>Estimated Revenues</b>										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	5,835	13,655	250	250	2,053	2,000	2,000	2,000	2,000	-
<b>Other Financing Sources</b>										
Transfers In	255,829	539,641	568,470	568,470	568,470	-	572,374	698,000	698,000	-
Debt Proceeds	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>1,136,074</u>	<u>1,273,877</u>	<u>845,000</u>	<u>962,773</u>	<u>964,576</u>	<u>5,626</u>	<u>580,000</u>	<u>700,000</u>	<u>700,000</u>	<u>-</u>
Appropriations										
<b>Transportation</b>										
Operating Expense	105,493	91,563	-	-	-	-	-	-	-	-
Capital Outlay	-	788,261	845,000	980,950	960,950	-	580,000	700,000	700,000	-
<b>Total Operating Expenditures</b>	105,493	879,824	845,000	980,950	960,950	-	580,000	700,000	700,000	-
<b>Non-Operating Expenditures</b>										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	310,000	-	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>310,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	415,493	879,824	845,000	980,950	960,950	-	580,000	700,000	700,000	-
<b>Ending Fund Balance</b>	<u>720,581</u>	<u>394,053</u>	<u>-</u>	<u>(18,177)</u>	<u>3,626</u>	<u>5,626</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>1,136,074</u>	<u>1,273,877</u>	<u>845,000</u>	<u>962,773</u>	<u>964,576</u>	<u>5,626</u>	<u>580,000</u>	<u>700,000</u>	<u>700,000</u>	<u>-</u>

City of Sanibel, Florida

Capital Project Funds

Periwinkle Way Road and Bikepath  
Fund No. 307

**Sources of Funds**

Beginning available fund balance in FY13 is budgeted to be \$603,365.

**Uses of Funds**

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

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

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

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
Beginning Fund Balance	229,647	182,686	182,686	185,051	185,051	603,365	3,365	3,365	3,365	3,365
<b>Estimated Revenues</b>										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	1,014	2,365	-	-	1,000	-	-	-	-	-
<b>Other Financing Sources</b>										
Transfers In	-	-	417,314	417,314	577,314	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-	-	-	-	-
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>230,661</u>	<u>185,051</u>	<u>600,000</u>	<u>602,365</u>	<u>763,365</u>	<u>603,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>
Appropriations										
<b>Transportation</b>										
Operating Expense	47,975	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	600,000	600,000	-	600,000	-	-	-	-
<b>Total Operating Expenditures</b>	47,975	-	600,000	600,000	-	600,000	-	-	-	-
<b>Non-Operating Expenditures</b>										
Reserve for Contingencies	-	-	-	-	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	160,000	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	-	-	-	-	160,000	-	-	-	-	-
<b>Total Appropriations</b>	47,975	-	600,000	600,000	160,000	600,000	-	-	-	-
<b>Ending Fund Balance</b>	<u>182,686</u>	<u>185,051</u>	<u>-</u>	<u>2,365</u>	<u>603,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>
<b>Total</b>	<u>230,661</u>	<u>185,051</u>	<u>600,000</u>	<u>602,365</u>	<u>763,365</u>	<u>603,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>	<u>3,365</u>

## **PROPRIETARY FUNDS BUDGET**

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

Summary of Enterprise Funds

	Non-GAAP Basis									
	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
			Adopted Budget	Amended Budget	Estimated Actual					
<b>Sources of Funds</b>										
Beginning Unrestricted Net Assets	1,810,124	2,792,034	1,196,685	1,693,020	1,693,020	1,012,401	(859,454)	(2,520,376)	(4,037,491)	(5,044,272)
<b>Estimated Revenue</b>										
<b>Taxes</b>										
Ad Valorem Taxes - Voted De	Mills									
0.2407	1,241,407	1,007,540	992,866	982,132	982,132	982,524	943,860	913,782	913,782	913,782
<b>Licenses &amp; Permits</b>										
Beach Parking Permits	92,910	94,433	70,000	70,000	90,825	70,000	70,000	70,000	70,000	70,000
<b>Intergovernmental</b>										
Grants from TDC	1,172,047	1,140,136	741,622	1,930,408	1,705,821	224,587	-	-	-	-
Grants from State of FL	-	-	-	-	-	-	-	-	-	-
Grants Other Local Units	-	-	-	-	-	-	-	-	-	-
<b>Total Intergovernmental</b>	<b>1,172,047</b>	<b>1,140,136</b>	<b>741,622</b>	<b>1,930,408</b>	<b>1,705,821</b>	<b>224,587</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Charges for Services</b>										
Sewer - Residential and Commercial User Fees	5,761,971	5,857,675	5,686,365	5,686,365	5,832,741	5,832,741	6,007,723	6,187,955	6,373,594	6,564,802
Guaranteed Revenue Charge	-	-	-	-	-	-	-	-	-	-
Sale of Treated Effluent	233,355	283,479	246,201	246,201	260,000	260,000	260,000	260,000	260,000	260,000
Other Charges	-	53,563	-	-	-	-	-	-	-	-
Parking Fees	1,135,532	1,298,050	1,000,000	1,000,000	1,376,304	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
<b>Total Charges for Services</b>	<b>7,130,858</b>	<b>7,492,767</b>	<b>6,932,566</b>	<b>6,932,566</b>	<b>7,469,045</b>	<b>7,292,741</b>	<b>7,467,723</b>	<b>7,647,955</b>	<b>7,833,594</b>	<b>8,024,802</b>
<b>Fines and Forfeitures</b>										
Penalties <sup>1</sup>	92,910	102,261	95,000	95,000	75,000	80,000	80,000	80,000	80,000	80,000
<b>Miscellaneous</b>										
Disposition of Fixed Assets	-	(9,142)	-	-	-	-	-	-	-	-
Interest Earnings	487,361	267,635	99,909	99,909	150,759	159,499	168,973	175,253	186,585	194,682
Special Assessments	306,914	315,670	929,179	929,179	929,179	838,166	838,166	838,166	838,166	838,166
<b>Total Miscellaneous</b>	<b>794,275</b>	<b>574,163</b>	<b>1,029,088</b>	<b>1,029,088</b>	<b>1,079,938</b>	<b>997,665</b>	<b>1,007,139</b>	<b>1,013,419</b>	<b>1,024,751</b>	<b>1,032,848</b>
<b>Total Revenue</b>	<b>10,524,407</b>	<b>10,411,300</b>	<b>9,861,142</b>	<b>11,039,194</b>	<b>11,402,761</b>	<b>9,647,517</b>	<b>9,568,723</b>	<b>9,725,156</b>	<b>9,922,127</b>	<b>10,121,432</b>
<b>Other Financing Sources</b>										
Transfers In	-	-	-	-	-	-	-	-	-	-
Capital Contributions	61,500	106,802	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollections	-	-	(99,715)	(99,715)	(39,715)	(111,301)	(109,754)	(108,551)	(108,551)	(108,551)
<b>Total Other Financing Sources</b>	<b>61,500</b>	<b>106,802</b>	<b>(99,715)</b>	<b>(99,715)</b>	<b>(39,715)</b>	<b>(111,301)</b>	<b>(109,754)</b>	<b>(108,551)</b>	<b>(108,551)</b>	<b>(108,551)</b>
<b>Total Sources of Funds</b>	<b>12,396,031</b>	<b>13,310,136</b>	<b>10,958,112</b>	<b>12,632,499</b>	<b>13,056,066</b>	<b>10,548,617</b>	<b>8,599,514</b>	<b>7,096,229</b>	<b>5,776,084</b>	<b>4,968,609</b>

Summary of Enterprise Funds

	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Non-GAAP Basis							
			Fiscal Year 2012			Estimated Actual	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed
	Adopted Budget	Amended Budget								
Uses of Funds										
<b>Physical Environment</b>										
Personal Services	1,421,226	1,597,543	1,647,040	1,652,982	2,104,565	1,652,895	1,648,832	1,648,818	1,653,970	1,654,113
Operating Expense	2,203,770	1,950,928	2,247,589	2,476,696	2,473,367	2,769,245	2,719,919	2,720,614	2,721,329	2,722,066
Capital Outlay	-	-	595,000	582,664	426,968	280,000	287,000	420,000	177,000	187,000
<b>Total Physical Environment</b>	<b>3,624,996</b>	<b>3,548,471</b>	<b>4,489,629</b>	<b>4,712,342</b>	<b>5,004,900</b>	<b>4,702,140</b>	<b>4,655,751</b>	<b>4,789,431</b>	<b>4,552,298</b>	<b>4,563,179</b>
<b>Transportation</b>										
Personal Services	1,019,273	996,109	969,888	1,070,451	1,415,719	1,136,583	1,132,442	1,132,435	1,134,767	1,134,832
Operating Expense	883,299	1,123,074	1,026,596	997,596	1,017,579	1,303,051	1,303,051	1,303,051	1,303,051	1,303,051
Capital Outlay	-	-	1,037,000	1,103,694	1,028,171	693,000	454,500	334,500	251,500	220,500
<b>Total Transportation</b>	<b>1,902,572</b>	<b>2,119,183</b>	<b>3,033,484</b>	<b>3,171,741</b>	<b>3,461,469</b>	<b>3,132,634</b>	<b>2,889,993</b>	<b>2,769,987</b>	<b>2,689,318</b>	<b>2,658,383</b>
<b>Total Operating &amp; Capital Expenses</b>	<b>5,527,568</b>	<b>5,667,654</b>	<b>7,523,113</b>	<b>7,884,083</b>	<b>8,466,369</b>	<b>7,834,774</b>	<b>7,545,744</b>	<b>7,559,418</b>	<b>7,241,616</b>	<b>7,221,562</b>
<b>Non-Operating Expenses</b>										
Grants & Aid (Reclaimed Water)	-	-	-	-	-	-	-	-	-	-
Reserve for Disasters	-	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Debt Service	1,271,754	1,170,496	3,477,296	3,477,296	3,477,296	3,473,296	3,474,146	3,474,302	3,478,740	3,477,350
Depreciation and Amortization	2,611,413	2,638,967	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenses</b>	<b>3,883,167</b>	<b>3,809,463</b>	<b>3,577,296</b>	<b>3,577,296</b>	<b>3,577,296</b>	<b>3,573,296</b>	<b>3,574,146</b>	<b>3,574,302</b>	<b>3,578,740</b>	<b>3,577,350</b>
<b>Total Appropriations</b>	<b>9,410,735</b>	<b>9,477,117</b>	<b>11,100,408</b>	<b>11,461,378</b>	<b>12,043,664</b>	<b>11,408,070</b>	<b>11,119,889</b>	<b>11,133,719</b>	<b>10,820,355</b>	<b>10,798,911</b>
Change in Net Assets	1,175,172	1,040,985								
Beginning Net Assets	1,810,124	2,792,034								
Ending Net Assets	32,461,704	33,219,210								
Restricted Net Assets	29,669,670	31,526,190								
Unrestricted Net Assets	2,792,034	1,693,020	(142,296)	1,171,121	1,012,402	(859,453)	(2,520,375)	(4,037,490)	(5,044,271)	(5,830,302)
<b>TOTAL USES OF FUNDS</b>			<b>10,958,112</b>	<b>12,632,499</b>	<b>13,056,066</b>	<b>10,548,617</b>	<b>8,599,514</b>	<b>7,096,229</b>	<b>5,776,084</b>	<b>4,968,609</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 2012, this sewer voted debt service tax rate has been set at 0.2407 mills which will cost a taxpayer \$24.07 per \$100,000 of taxable property valuation.

In the July 2012 Sanibel sewer system financial feasibility study, the City's consultant calculated the necessary rate structure to maintain debt coverage and operating costs. The annual 3% indexing is not included in the FY13 budget.

## City of Sanibel, Florida

### **Sources of Funds**

In addition to the roll-forward of prior year balances, ad valorem tax revenue of \$982,524 is budgeted from the levy of the 0.2407 millage rate. Residential and commercial user fees of \$5,832,741 do not include the 3% annual indexing. Budgeted user fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves.

Other sources of funds are budgeted at \$260,000. These include charging for the sale of treated effluent at a rate of \$2.42/1,000 gallons to general customers other than the Sanctuary and Beachview Golf Courses. Fines from late payment of sewer bills are included in other sources of funds. Miscellaneous revenue includes interest earnings and Wulfert tower rental receipts.

Special assessments payments are budgeted to be \$838,166.

### **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 \$2,769,245. Seventeen (17) full-time positions and one part-time position manage, operate and provide engineering services to the system at a cost for salaries and fringe benefits of \$1,652,895. The capital budget is budgeted at \$280,000. The principal and interest budgeted for debt service is \$3,473,296 for the 2003 bonds, the SRF loans and a repayment to the general fund for an interfund loan.

At its August 2, 2011 meeting Council voted to increase the interfund loan between the General Fund and Sewer Fund from \$1,750,000 to \$2,750,000. The current repayment schedule was modified to decrease the annual repayment amount and extend the term from five remaining annual payments of \$350,000 to ten annual payments of \$275,000. Annual payments will be made pursuant to Resolution #11-064 adopted August 2, 2011. The second annual payment of \$275,000 to the general fund is budgeted for FY13

The existing reserve for disasters will increase by \$100,000 to \$620,000 at the end of FY13.

Enterprise Fund  
Sewer System

	GAAP Basis		Non-GAAP Basis							
	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY 13 Proposed	FY 14 Proposed	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
Beginning Unrestricted Net Assets	1,248,641	2,169,251	559,826	773,250	773,250	323,650	99,343	67,915	60,286	482,324
<b>Estimated Revenues</b>										
2012 Millage										
Ad Valorem Taxes-Voted Debt 0.2407	1,241,407	1,007,540	992,866	982,132	982,132	982,524	943,860	913,782	913,782	913,782
Commercial User Fees	5,528,616	5,574,196	5,686,365	5,686,365	5,832,741	5,832,741	6,007,723	6,187,955	6,373,594	6,564,802
Sale of Treated Effluent	233,355	283,479	246,201	246,201	260,000	260,000	260,000	260,000	260,000	260,000
Grant from State of Florida	-	-	-	-	-	-	-	-	-	-
Fines and Forfeitures	24,057	25,810	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous	471,081	327,875	99,909	99,909	148,259	156,999	166,473	172,753	184,085	192,182
Special Assessments	306,914	315,670	929,179	929,179	929,179	838,166	838,166	838,166	838,166	838,166
<b>Other Financing Sources</b>										
Capital Contributions	61,500	106,327	-	-	-	-	-	-	-	-
Grants Other Governmental Units	-	-	-	-	-	-	-	-	-	-
Gain/Loss on sale of equip/invest	-	-	-	-	-	-	-	-	-	-
Loan proceeds	-	-	-	-	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-	-	-	-	-
Reserve for Undercollection	-	-	(39,715)	(39,715)	(39,715)	(39,301)	(37,754)	(36,551)	(36,551)	(36,551)
<b>Total Estimated Revenue and Other Financing Sources</b>	<u>9,115,571</u>	<u>9,810,148</u>	<u>8,494,631</u>	<u>8,697,321</u>	<u>8,905,846</u>	<u>8,374,779</u>	<u>8,297,812</u>	<u>8,424,020</u>	<u>8,613,362</u>	<u>9,234,705</u>
<b>Appropriations</b>										
<b>Physical Environment</b>										
Personal Services	1,421,226	1,597,543	1,647,040	1,652,982	2,104,565	1,652,895	1,648,832	1,648,818	1,653,970	1,654,113
Operating Expense	2,203,770	1,950,928	2,247,589	2,476,696	2,473,367	2,769,245	2,719,919	2,720,614	2,721,329	2,722,066
Capital Outlay	-	-	595,000	582,664	426,968	280,000	287,000	420,000	177,000	187,000
<b>Total Operating Expenditures</b>	<u>3,624,996</u>	<u>3,548,471</u>	<u>4,489,629</u>	<u>4,712,342</u>	<u>5,004,900</u>	<u>4,702,140</u>	<u>4,655,751</u>	<u>4,789,431</u>	<u>4,552,298</u>	<u>4,563,179</u>
<b>Non-Operating Expenditures</b>										
Reserve for Disasters*	-	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Debt Service	1,271,754	1,170,496	3,477,296	3,477,296	3,477,296	3,473,296	3,474,146	3,474,302	3,478,740	3,477,350
Depreciation and Amortization	2,455,654	2,463,528	-	-	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<u>3,727,408</u>	<u>3,634,024</u>	<u>3,577,296</u>	<u>3,577,296</u>	<u>3,577,296</u>	<u>3,573,296</u>	<u>3,574,146</u>	<u>3,574,302</u>	<u>3,578,740</u>	<u>3,577,350</u>
<b>Total Appropriations</b>	7,352,404	7,182,495	8,066,925	8,289,638	8,582,196	8,275,436	8,229,897	8,363,733	8,131,038	8,140,529
<b>Change in Net Assets</b>	514,526	458,402								
<b>Beginning Net Assets</b>	29,140,843	29,655,369								
<b>Ending Net Assets</b>	29,655,369	30,113,771								
<b>Restricted Net Assets</b>	27,486,118	29,340,521								
<b>Unrestricted Net Assets</b>	2,169,251	773,250	427,706	407,683	323,650	99,343	67,915	60,286	482,324	1,094,176
<b>Total Uses of Funds</b>			<u>8,494,631</u>	<u>8,697,321</u>	<u>8,905,846</u>	<u>8,374,779</u>	<u>8,297,812</u>	<u>8,424,020</u>	<u>8,613,362</u>	<u>9,234,705</u>

\*Through FY11 \$420,000 of reserves for disaster are included in unrestricted funds

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 \$1,128,000 for FY 2013, net of the 6% sales tax remitted to the state department of revenue. Parking violation revenue is estimated to be \$60,000, permit fee revenue \$70,000 and intergovernmental revenue \$224,587.

**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 \$1,211,900 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.

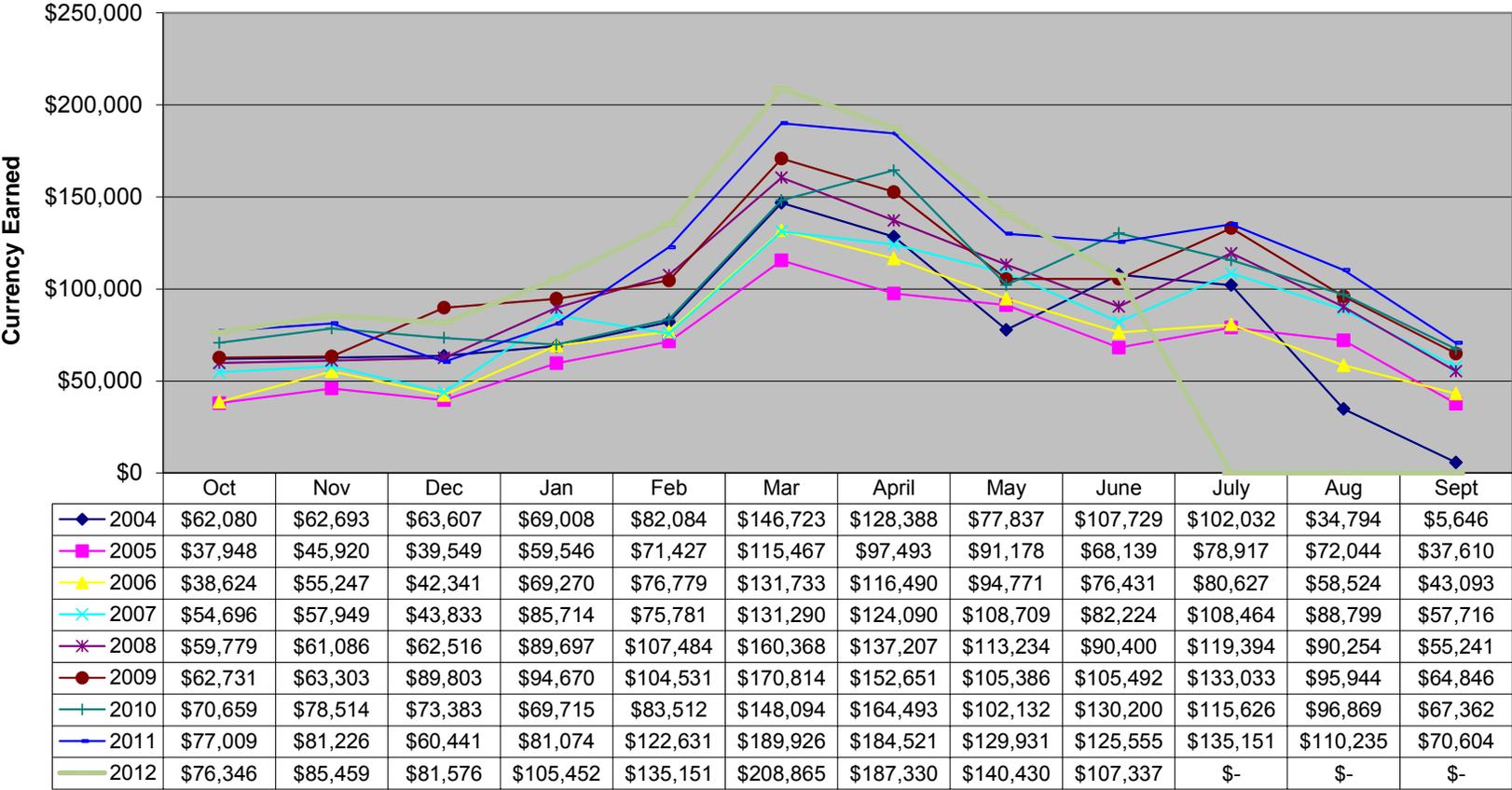
Enterprise Funds  
Beach Parking  
Fund No. 470

Non-GAAP Basis

	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
			Adopted Budget	Amended Budget	Estimated Actual					
Beginning Unrestricted Net Ass	561,483	622,783	636,859	919,770	919,770	688,750	(958,797)	(2,588,291)	(4,097,778)	(5,526,596)
<b>Estimated Revenue</b>										
<b>Licenses and Permits</b>										
Beach Parking Permits	92,910	94,433	70,000	70,000	90,825	70,000	70,000	70,000	70,000	70,000
Intergovernmental Revenue	1,172,047	1,140,136	741,622	1,930,408	1,705,821	224,587	(0)	-	-	-
<b>Charges for Services</b>										
Parking Fees	1,135,532	1,298,050	1,000,000	1,000,000	1,376,304	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
<b>Fines and Forfeitures</b>	84,146	76,451	75,000	75,000	55,000	60,000	60,000	60,000	60,000	60,000
<b>Miscellaneous</b>		475								
Refund of Prior Year Expense			-							
Interest Earnings	987	6,519	-	-	2,500	2,500	2,500	2,500	2,500	2,500
<b>Other Financing Sources</b>										
Transfers In										
Disposition of Fixed Assets		(22,338)	-	-	-	-	-	-	-	-
Sales tax due to the state*	-	-	(60,000)	(60,000)	-	(72,000)	(72,000)	(72,000)	(72,000)	(72,000)
<b>Total Estimated Revenue and Other Financing Sources</b>	<b>3,047,105</b>	<b>3,216,509</b>	<b>2,463,481</b>	<b>3,935,178</b>	<b>4,150,220</b>	<b>2,173,837</b>	<b>301,702</b>	<b>(1,327,791)</b>	<b>(2,837,278)</b>	<b>(4,266,096)</b>
<b>Appropriations</b>										
<b>Public Safety</b>										
Personal Services	507,883	490,830	450,632	465,632	678,247	547,762	545,185	545,397	546,847	546,888
Operating Expense	432,753	478,070	467,690	449,570	481,298	553,790	553,790	553,790	553,790	553,790
Capital Outlay	-	-	143,000	143,000	68,885	328,000	135,000	80,000	120,000	80,000
<b>Total Public Safety</b>	<b>940,636</b>	<b>968,900</b>	<b>1,061,322</b>	<b>1,058,202</b>	<b>1,228,430</b>	<b>1,429,552</b>	<b>1,233,975</b>	<b>1,179,187</b>	<b>1,220,637</b>	<b>1,180,678</b>
<b>Natural Resources</b>										
Operating Expense	81,408	87,826	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Natural Resources</b>	<b>81,408</b>	<b>87,826</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Transportation</b>										
Personal Services	511,390	505,279	519,256	604,819	737,472	588,821	587,256	587,039	587,920	587,944
Operating Expense	369,138	557,178	438,906	428,026	416,281	629,261	629,261	629,261	629,261	629,261
Capital Outlay	-	-	894,000	960,694	959,286	365,000	319,500	254,500	131,500	140,500
<b>Total Transportation</b>	<b>880,528</b>	<b>1,062,457</b>	<b>1,852,162</b>	<b>1,993,539</b>	<b>2,113,039</b>	<b>1,583,083</b>	<b>1,536,018</b>	<b>1,470,800</b>	<b>1,348,681</b>	<b>1,357,705</b>
<b>Total Operating Expenditures</b>	<b>1,902,572</b>	<b>2,119,183</b>	<b>3,033,484</b>	<b>3,171,741</b>	<b>3,461,469</b>	<b>3,132,635</b>	<b>2,889,993</b>	<b>2,769,987</b>	<b>2,689,318</b>	<b>2,658,383</b>
<b>Non-Operating Expenditures</b>										
Depreciation	155,759	175,439	-	-	-	-	-	-	-	-
<b>Non-Operating Expenditures</b>	<b>155,759</b>	<b>175,439</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>2,058,331</b>	<b>2,294,622</b>	<b>3,033,484</b>	<b>3,171,741</b>	<b>3,461,469</b>	<b>3,132,635</b>	<b>2,889,993</b>	<b>2,769,987</b>	<b>2,689,318</b>	<b>2,658,383</b>
<b>Change in Net Assets</b>	<b>427,291</b>	<b>299,104</b>								
<b>Beginning Net Assets</b>	<b>2,379,044</b>	<b>2,806,335</b>								
<b>Ending Net Assets</b>	<b>2,806,335</b>	<b>3,105,439</b>								
<b>Restricted Net Assets</b>	<b>2,183,552</b>	<b>2,185,669</b>								
<b>Unrestricted Net Assets</b>	<b>622,783</b>	<b>919,770</b>	<b>(570,002)</b>	<b>763,437</b>	<b>688,750</b>	<b>(958,797)</b>	<b>(2,588,291)</b>	<b>(4,097,778)</b>	<b>(5,526,596)</b>	<b>(6,924,479)</b>
<b>Total Uses of Funds</b>			<b>2,463,482</b>	<b>3,935,178</b>	<b>4,150,220</b>	<b>2,173,837</b>	<b>301,702</b>	<b>(1,327,791)</b>	<b>(2,837,278)</b>	<b>(4,266,096)</b>

\*6% sales tax reduces budgeted and proposed fees

### Parking Revenue Totals



Through June 30, 2012

## **SUPPLEMENTAL SCHEDULES**

This section contains the following subsections:

Departmental Line-Item Budgets by Function

Schedule of Interfund Transfers

Schedule of Personal Services

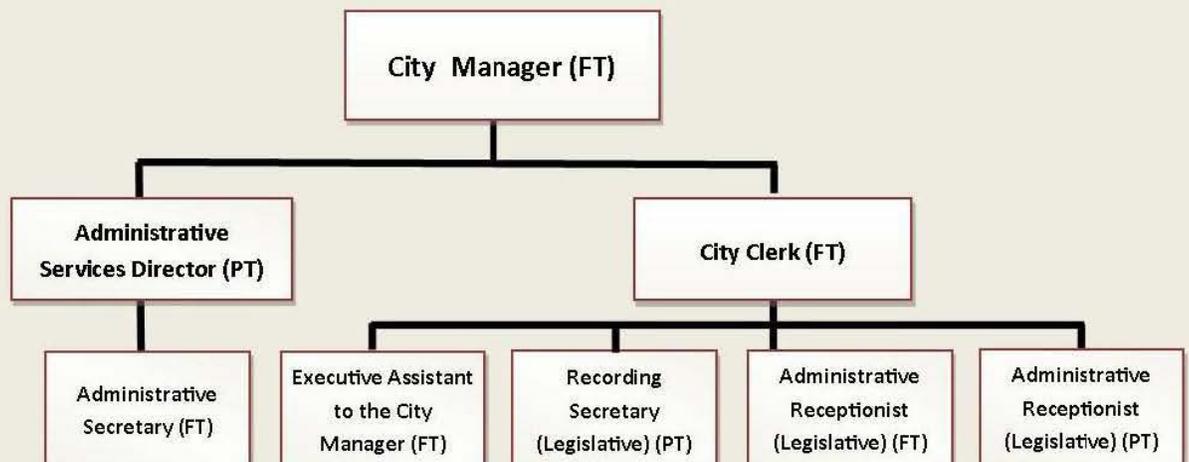
Summary of Changes to Authorized Positions

5 Year Capital Improvement Plan

**GENERAL GOVERNMENT FUNCTION**  
**LEGISLATIVE DEPARTMENT**

## ADMINISTRATIVE\LEGISLATIVE DEPARTMENT

Organizational Chart FY 2012—2013



## City of Sanibel, Florida

### Legislative/Administrative Departments

#### City Manager's Background:

##### **Judie Zimomra**

Judie Zimomra has served as City Manager of Sanibel since 2001. During her tenure, Ms. Zimomra has developed a motivated management team dedicated in providing high quality service at the lowest prudent tax rate. Judie received the 30-year Service to Local Government Award from the International City Manager's Association (ICMA). In 2012, Zimomra was elected to the Florida City/County Manager's Association Board of Directors for a two year term as District VI Director which encompasses Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Monroe, Okeechobee and Sarasota Counties. She has served as an adjunct college professor at Cleveland State University where she taught graduate students in Public Administration and as an adjunct professor at Edison State College School of Law and Public Safety. Zimomra has been named a "Power Women of Lee County" by *Florida Weekly*.

During her tenure, the City of Sanibel has received two Program Excellence Awards from the Florida City and County Managers Association (FCCMA). *Florida Weekly* named the City of Sanibel as "Best Managed City" in southwest Florida. FCCMA selected the construction of the City's Recreation Center in the category of Community Sustainability and restoration of the Historical Old Schoolhouse at the Village in the category of Community Partnership, for recognition. The Recreation Center also received the Southeast Construction Best Sports Recreation Project Award for the southeast region of the entire United States.

Among the challenges Zimomra has dealt with during her tenure as Sanibel City Manager includes the recovery from Hurricanes Charley and Wilma. Her accomplishments include reducing the tax burden on local property owners by obtaining more than \$35.8 million dollars in grants over the past ten years, as well as developing a user fee system to recover costs for municipal services. The City also completed construction of a voter approved \$14.5 million recreation center. She also oversaw the completion of a \$73 million sanitary sewer and effluent reuse system.

Her academic credentials include a Juris Doctorate degree from Capital University and a Master's Degree in Public Administration from Ohio State University with specialization in Fiscal Administration. She also is an alumna of Harvard University JFK School of Government Program for Senior State and Local Officials. Zimomra has been a speaker at the national conference of the Government Finance Officer's Association. Zimomra was selected as the 2012 Commencement Speaker for Newton Falls (Ohio) High School, her alma mater.

During her tenure, the City of Sanibel has been recognized by the American Planning Association (APA) with the National Planning Landmark Award, the Government Finance Officer's Certificate of Achievement for Excellence in Financial Reporting and Budgeting, the National Hurricane Conference, and the Governor's Hurricane Conference.

Zimomra has been honored with the Paul Harris "Citizen of the Year" award by the Sanibel-Captiva Rotary Club. She also has been named Citizen of the Year by the Sanibel & Captiva Islands Chamber of Commerce, and Citizen of the Year by the Committee of the Islands (COTI). She serves on the United Way of Lee, Hendry & Glades Counties Board of Directors. In 2011, the Ohio State Alumni Association named Zimomra among, "100 Buckeyes You Should Know."

Her publications include articles on Clostridium Perfringens and Pulmonary Hemosiderosis in C.D.C. publications as well as articles in *American Public Works Reporter* and *Cities & Villages*.

#### City Clerk Background:

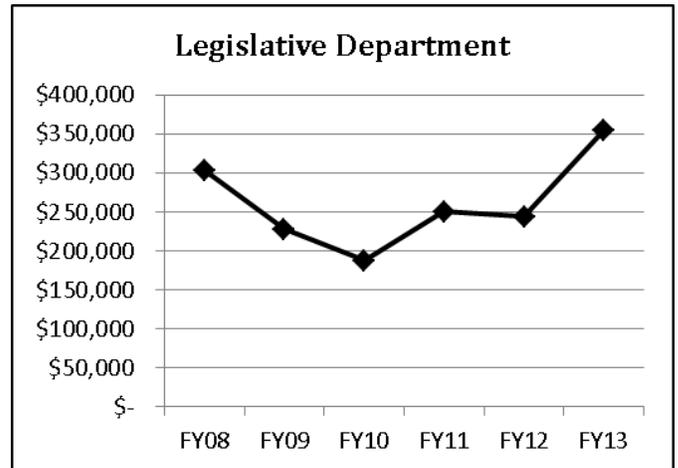
##### **Pamela Smith**

The City employed Pamela Smith in December 1999. She has 25 years of county and municipal government experience. She obtained her Master Municipal Clerk designation in April 2009 through the International Institute of Municipal Clerks (IIMC).

## Legislative Department/General Fund

### DEPARTMENT FUNCTION

To provide: prompt and accurate responses to the needs of the general public who personally visit, phone or e-mail City Hall; exceptional clerical and administrative support to City Council members; accurate and responsive recording and transcription services to specific City Committees; prompt and accurate distribution of City Council and Departmental mail; and coordinated use of MacKenzie Hall.



### ACCOMPLISHMENTS

- Accommodated approximately 23,000 incoming calls and 2,100 walk-ins
- 13 out of 14 City Council meeting minutes completed prior to next regular scheduled meeting
- 100% of City Council legislation prepared for authentication within one day of adoption
- 71.5 hours of computer skills training provided employees
- 3 employees cross-trained to provide improved service to the public
- 50% of the Historical Village and Museum antiques appraisal for insurance purposes has been converted to an electronic file

### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- The expense of retrieving off island City paper records to meet citizen expectations for receipt of public records in an electronic era;
- High volume of all forms of communications to City Hall and the nature of these inquiries, some of which are completely unrelated to the City's operations.

### DEPARTMENT OBJECTIVES

#### To Support Council Goals:

- Provide water quality information to citizens to increase public awareness
- Update H2O matters website as necessary

## City of Sanibel, Florida

- Maintain up-to-date information for which responsible on City website
- Continue to control overtime expenditures
- Continue to reduce promotional activity expenses
- Obtain an appraisal of all new antiques acquired by the Historical Village and Museum since the last appraisal

### **To Support Departmental Objectives:**

- Continue to control overtime
- Continue to obtain best price printing costs
- Revise work process book to record latest process steps
- Utilize newly acquired computer skills to improve record keeping
- Continue to cross-training employees
- Complete the conversion of the Historical Village and Museum antiques appraisal to an electronic document

### **PERFORMANCE INDICATORS**

<b>Legislation</b>	<b>Estimated 2013</b>	<b>Projected 2012</b>	<b>Actual 2011</b>	<b>Actual 2010</b>
Ordinances	10	10	12	10
Resolutions	115	120	112	123
<b>Contract/Agreements</b>	130	105	191	139

City of Sanibel, Florida

**RESPONSIBILITIES**

- Provide administrative services to City Council
- Post all City public meeting notices
- Coordinate City Council support material for committees and boards for which councilmembers participate
- Process City Council and Departmental incoming and outgoing mail
- Coordinate City Council travel schedule and reimbursement for expenditures
- Provide telephonic and person-to-person information relative to City services
- E-mail press releases and other special information releases to community leaders
- Take and transcribe minutes of City Committee meetings
- Maintain records and documents for Committee meetings
- Coordinate the use of MacKenzie Hall
- Maintain the City-wide telephone listing
- Maintain inventory of committees, J. N. "Ding" Darling, and SCCF brochures
- Maintain the night answering machine announcements
- Prepare invoices for payment

**TREND ANALYSIS**

<b>Description</b>	<b>Estimated 2013</b>	<b>Projected 2012</b>	<b>Actual 2011</b>	<b>Actual 2010</b>
Total phone calls	24,000	23,000	20,678	28,000
Total walk-ins	2,000	2,100	2,364	3,504

General Fund  
Legislative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	61,441	60,317	30,062	30,062	29,831	30,062	30,062	30,062	30,062	30,062
Part-time	-	7,345	26,653	35,153	43,649	51,251	51,251	51,251	51,251	51,251
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	73	155	-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ. Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	4,913	5,384	4,340	4,340	5,621	6,220	6,220	6,220	6,220	6,220
Retirement	14,637	9,246	20,596	20,596	20,596	23,088	22,624	22,623	23,210	23,227
Cafeteria Benefits	20,979	18,824	10,304	10,304	10,304	9,274	9,274	9,274	9,274	9,274
Workers' Comp	147	133	180	180	116	147	147	147	147	147
Unemployment Comp	-	1,401	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>102,190</b>	<b>102,805</b>	<b>92,135</b>	<b>100,635</b>	<b>110,117</b>	<b>120,042</b>	<b>119,579</b>	<b>119,577</b>	<b>120,165</b>	<b>120,181</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	32,178	31,844	33,000	33,000	33,345	33,000	33,000	33,000	33,000	33,000
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual*	12,134	23,435	35,000	35,000	35,000	60,000	35,000	60,000	35,000	60,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	7,516	10,879	9,000	9,000	12,000	13,800	13,800	13,800	13,800	13,800
Communications	3,861	4,273	13,200	13,200	11,000	11,000	11,000	11,000	11,000	11,000
Transportation	1,038	782	4,000	4,000	2,000	2,000	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	564	609	500	500	500	700	700	700	700	700
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	500	500	500	-	-	-	-	-
Printing	138	472	3,000	1,800	1,000	1,000	1,000	1,000	1,000	1,000
Promotional Activities	15,750	17,810	11,000	17,000	12,946	11,000	11,000	11,000	11,000	11,000
Other Current Charges	6,590	33,145	8,000	23,000	14,500	91,000	15,000	15,000	15,000	15,000
Office Supplies	3,566	7,245	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Operating Supplies	272	12,208	700	700	700	700	700	700	700	700
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	1,961	4,337	6,000	7,200	7,200	7,200	7,200	7,200	7,200	7,200
<b>SUB-TOTAL</b>	<b>85,568</b>	<b>147,039</b>	<b>126,900</b>	<b>147,900</b>	<b>133,691</b>	<b>234,400</b>	<b>133,400</b>	<b>158,400</b>	<b>133,400</b>	<b>158,400</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>GRANTS &amp; AIDS</b>										
Aid to Private Organizations	-	-	-	-	-	-	-	-	-	-
<b>DEPARTMENTAL TOTAL</b>	<b>187,758</b>	<b>249,844</b>	<b>219,035</b>	<b>248,535</b>	<b>243,808</b>	<b>354,442</b>	<b>252,979</b>	<b>277,977</b>	<b>253,565</b>	<b>278,581</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>										
	<u>-17.52%</u>	<u>33.07%</u>		<u>-0.52%</u>		<u>42.61%</u>	<u>-28.63%</u>	<u>9.88%</u>	<u>-8.78%</u>	<u>9.87%</u>

\* Other contractual services includes \$25,000 for election expense in FY13, FY15 and FY17

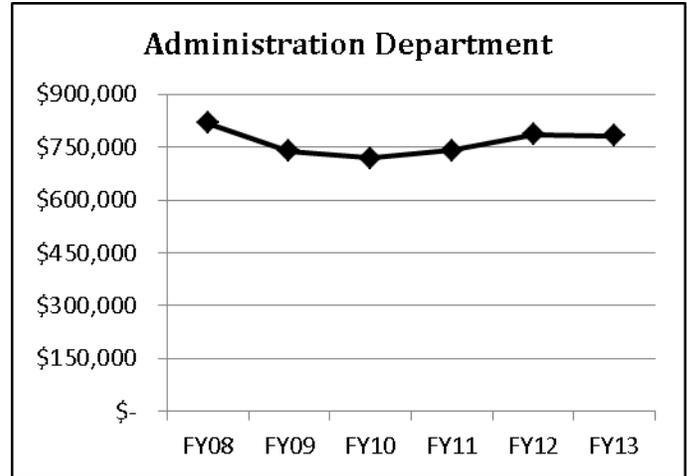
**GENERAL GOVERNMENT FUNCTION**

Administrative Department

## Administration Department/General Fund

### DEPARTMENT FUNCTION

To provide the highest level of dedication and service to Sanibel citizens, City Council 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; 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.



### ACCOMPLISHMENTS

- Transitioned to a paperless City Council, Planning Commission and General Employee Retirement Plan agenda process
- 162.5 hours of computer skills training provided to employees of the department to maximize new computer software and hardware capabilities
- Management capability to communicate was improved by using the latest mobile and smart phone technology
- Full-time employment was reduced from 118 employees to 114 through attrition
- Increased employee training through webinars to improve efficiency and effectiveness
- Increase social media presence through a YouTube Channel and Facebook
- Coordinated the City-wide computer skills training program with 1,540 hours of training provided

### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Continuing to maintain employee morale and loyalty during an economic downturn with pay freezes and increasing costs of employee benefits and cost of living
- Continuing to deliver quality services with reduced resources for:
  - Professional training and development
  - Professional affiliations and publications

## City of Sanibel, Florida

- Public demands for official documents and records; and responding to public e-mails and other correspondence escalation
- Remaining competitive in the local labor market in order to attract and retain personnel during a continuing period of limited resources
- Implementation of Finance and Land Management software City-wide

### DEPARTMENT OBJECTIVES

#### To Support Council Goals:

- Continue to reduce overtime
- Hold the line on promotional activity expenses
- Issue Fertilizer Competency Cards within 3 workdays of test completion

#### To Support Departmental Objectives:

- Continue to image vital, permanent and historic records, ensuring public access and document preservation while eliminating hard copies and reducing storage requirements
- Continue to control travel and per diem costs
- Increase the use of social media to provide citizens information
- Continue to improve employee professional and administrative skills through webinars and other low-cost training opportunities

### PERFORMANCE INDICATORS

Description	Projected 2013	Projected 2012	Actual 2011	Actual 2010
Public Records Requests	150	145	164	235
Citizen Press Releases	175	166	130	112
Employee Turnover (FT and PT)	30	30	35	15

## City of Sanibel, Florida

### RESPONSIBILITIES

#### City Manager

- City Administrator
- Advisor to City Council
- Monitors development of City Council agendas
- Carries out City Council policies
- Implements administrative policies and procedures
- Directs day-to-day City operations
- Proposes annual budget
- Executes approved City budget
- Responds to resident requests, complaints and needs
- Liaison between departments
- Meets with citizens and resident groups

#### City Clerk

- Supervises City Clerk operations and support staff
- Custodian of public records
- Support to City Council
- Maintains City Councilmember calendars
- Coordinates placement of legal ads and public notices
- Attends Council meetings and records and prepares official minutes
- Updates Code of Ordinances
- Coordinates Councilmember travel
- Coordinates responses to public records requests
- Maintains City contracts for use and expiration
- Coordinates municipal elections
- Monitors board and committee members terms of office
- Liaison to appointed board and committee members
- Oversees special event permits
- Provides and supervises administrative support to the City Manager
- Monitors completion of Financial Disclosure Statements and Reporting
- Oversees election of City employees for Pension Boards

#### Admin Services Director

- Human Resources
- Benefit Administration
- Employee Relations
- Labor Relations
- Position Classification
- Employee Training
- Risk Management
- Liaison with CHR

City of Sanibel, Florida

**TREND ANALYSIS**

Description	Estimated FY 2013	Projected FY 2012	Actual FY 2011	Actual FY 2010
<b>Employee Issues</b>				
Full-time Employees	112	114	120	121
20 Years Plus Service	23	22	23	
Age 50 and Over	62	58	59	61
<b>Workers' Compensation (WC)</b>				
Reportable Injuries	5	5	8	7
Loss Ratio	0.05	0.062	0.183	0.155
Average Cost/Injury	\$2,000	\$2,000	\$4,230	\$3,958
Annual WC Costs	\$125,000	\$128,402	\$185,042	\$179,175
<b>Property and Liability Claims</b>				
Claims Against the City	2	2	4	3
Value of Claims	\$4,000	\$4,000	\$439,431	\$1,336
Premium Paid	\$205,000	\$209,140	\$271,490	\$272,627
Loss Ratio	1.95	1.91	1.62	0.00
<b>Special Event Permits</b>				
Permits Issued	170	170	178	172
Revenue Generated	\$13,000	\$13,000	\$13,094	\$13,533

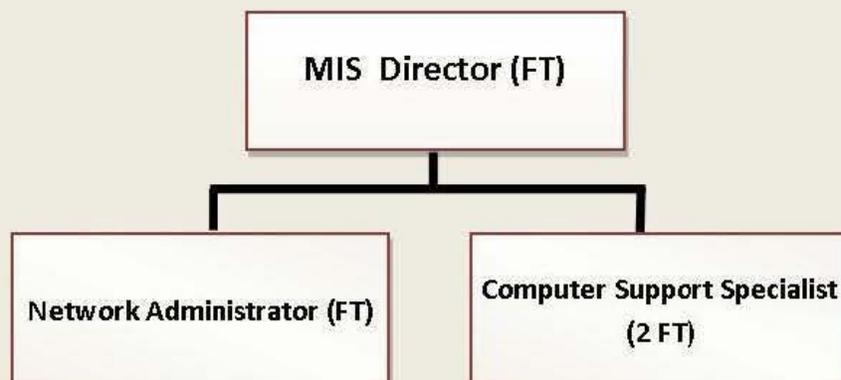
General Fund  
Administrative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	466,026	365,428	347,765	347,765	346,232	350,485	350,485	350,485	350,485	350,485
Part-time	-	106,849	98,280	106,180	106,408	98,280	98,280	98,280	98,280	98,280
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	100	124	-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	22,644	22,513	23,161	23,161	22,704	22,704	22,704	22,704	22,704	22,704
FICA Match	31,016	31,079	29,535	30,135	29,974	29,948	29,948	29,948	29,948	29,948
Retirement	91,023	116,471	161,121	161,121	161,121	175,262	172,408	172,398	176,017	176,118
Cafeteria Benefits	44,830	30,331	39,269	39,269	40,442	36,573	36,573	36,573	36,573	36,573
Workers' Comp	931	845	1,146	1,146	736	934	934	934	934	934
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>656,570</b>	<b>673,640</b>	<b>700,277</b>	<b>708,777</b>	<b>707,617</b>	<b>714,186</b>	<b>711,331</b>	<b>711,322</b>	<b>714,940</b>	<b>715,041</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	80	405	2,150	2,150	150	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	7,609	2,554	7,000	7,000	7,000	4,000	4,000	4,000	4,000	4,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	40,281	45,557	48,042	48,042	48,042	43,542	43,542	43,542	43,542	43,542
Communications	2,618	3,518	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Transportation	1,184	1,374	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	542	282	500	500	500	300	300	300	300	300
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	60	120	500	500	-	-	-	-	-	-
Printing	-	-	500	500	500	500	500	500	500	500
Promotional Activities	-	472	1,000	1,000	-	-	-	-	-	-
Other Current Charges	4,070	4,447	4,000	4,000	4,000	1,000	1,000	1,000	1,000	1,000
Office Supplies	2,042	2,798	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Operating Supplies	181	127	1,500	1,500	1,000	1,000	1,000	1,000	1,000	1,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	3,924	5,927	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>SUB-TOTAL</b>	<b>62,591</b>	<b>67,581</b>	<b>82,692</b>	<b>82,692</b>	<b>78,692</b>	<b>67,842</b>	<b>67,842</b>	<b>67,842</b>	<b>67,842</b>	<b>67,842</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>719,161</b>	<b>741,221</b>	<b>782,969</b>	<b>791,469</b>	<b>786,309</b>	<b>782,028</b>	<b>779,173</b>	<b>779,164</b>	<b>782,782</b>	<b>782,883</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-2.56%</u></b>	<b><u>3.07%</u></b>		<b><u>6.78%</u></b>		<b><u>-1.19%</u></b>	<b><u>-0.36%</u></b>	<b><u>0.00%</u></b>	<b><u>0.46%</u></b>	<b><u>0.01%</u></b>

**GENERAL GOVERNMENT FUNCTION**

MIS Department

**MIS DEPARTMENT**  
Organizational Chart FY 2012—2013

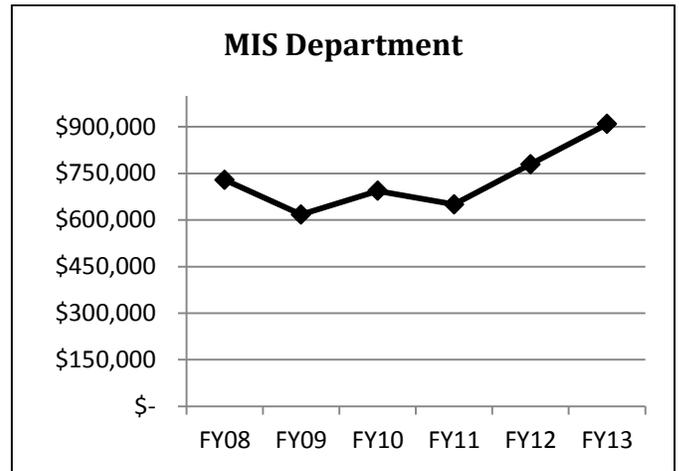


**FT = Full - Time**

## MIS Department/General Fund

### DEPARTMENT FUNCTION

Provide end user support for City computers, laptops, printers, servers and iPads. Identify and implement new technology to increase City services and transparency. Maintain appropriate levels of training for City staff. Develop and implement and maintain disaster technology capabilities.



### ACCOMPLISHMENTS

- New server room for the Police Department that provides power and cooling backups and increased protection against power surges.
- Upgrade of 75 City computers and laptops to Windows 7 and Office 2010.
- Begun Phase 1 to replace City's Finance legacy core application suite ("HTE") with Munis. This is for general ledger and payroll applications. This implementation uses Software as a Service ("SaaS"), which means that the servers and data reside in data centers safely located outside of southwest Florida.
- Initial phase to consolidate the City's security and video systems into a single enterprise system.
- Provided 45.5 hours of computer training in 7 classes for department employees

### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Most new technology projects provide efficient, transparent, and public access to the City's operations, but usually increase the demand for MIS resources. This increase in resource demand, leads to longer times to complete new projects. To address this issue, the MIS department is looking to external expert resources.
- Currently transitioning to Cloud Technology all of the City's core applications. Since this means applications and data will be located outside of the City's network, connectivity to the Internet must be ensured. Additionally, the City will need to increase connectivity speed as needed.
- Implementing new systems that provide transparent access for citizens and businesses. For example, we are looking to identify the best way to provide online access to Council meetings, agendas, and audio in a single system that provides access by computers and tablet devices (i.e. iPads).
- As the City invests in additional technology, it is critical to keep City employees trained and proficient in the use of that technology. Staff will need regular training every year.

## City of Sanibel, Florida

### DEPARTMENT OBJECTIVES

#### To Support Council Goals:

- Use technology to enhance transparency and public access to City information;

#### To Support Departmental Objectives:

- Respond to critical City requests for service within 10 minutes
- Identify and develop plan to match current MIS skill sets to future technology projects.
- Develop plan to move City's core data and applications to Cloud based technology
- Maintain City's backups
- Keep City FCC licenses current
- Maintain essential Microsoft system patches

### PERFORMANCE INDICATORS

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
Respond to critical service requests within 10 minutes	100%	100%	100%	100%
Maintain City's backups	100%	100%	100%	100%
Maintain antivirus updates	100%	100%	100%	100%
Maintain essential Microsoft system patches	100%	100%	100%	100%

### RESPONSIBILITIES

1. Secure, redundant, and reliable network with remote access.
2. Routine maintenance, upgrades and backups for servers and user computers.
3. Administration and advanced technical support for City's web site.
4. MacKenize Hall audio, video and digital recording systems.
5. City email subscriber system used for press releases.
6. Disaster planning and business continuity technology planning and implementation.
7. Technology research, purchasing and significant monthly invoice voice and data processing.
8. Telephone system.
9. Security and video systems.
10. Police department Dispatching and Reporting systems.
11. City wide core application suite ("HTE").
12. In house application development and custom reporting.

City of Sanibel, Florida

**TREND ANALYSIS**

	2012 YTD	2011	2010	2009
Press releases	333	535	575	993
City website page views	109,618	183,460	190,335	183,968
City Website pages per visit	2.5	2.5	2.6	2.5
City Website unique visitors	59,970	89,281	83,764	69,557
City website percentage new visitors	51.2%	46.3%	41.2%	35.7%
FTE	4	4	4	4

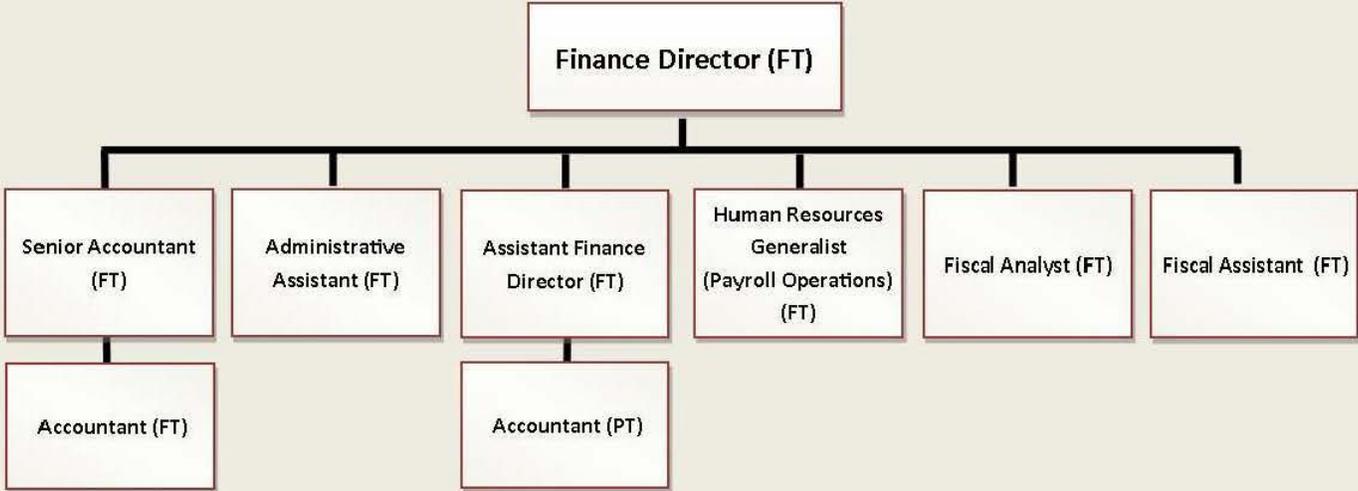
General Fund  
MIS Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	215,961	216,936	216,936	216,936	216,936	216,936	216,936	216,936	216,936	216,936
Part-time	-	-	-	5,154	5,104	-	9,600	9,600	9,600	9,600
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	9,600	-	-	-	-
Overtime	6,990	12,112	10,000	14,600	15,230	10,000	10,000	10,000	10,000	10,000
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	18,039	18,520	17,361	18,107	18,451	18,095	18,095	18,095	18,095	18,095
Retirement	49,863	69,675	56,658	56,658	56,658	61,128	60,229	60,226	61,365	61,397
Cafeteria Benefits	37,792	37,290	37,746	37,746	37,107	33,414	33,414	33,414	33,414	33,414
Workers' Comp	474	431	584	584	375	476	476	476	476	476
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>329,119</b>	<b>354,964</b>	<b>339,285</b>	<b>349,785</b>	<b>349,862</b>	<b>349,648</b>	<b>348,750</b>	<b>348,746</b>	<b>349,886</b>	<b>349,918</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	46,407	8,914	54,837	62,787	17,014	127,700	127,700	127,700	127,700	127,700
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	675	66	50,000	80,000	65,545	6,000	6,000	6,000	6,000	6,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	5,066	5,613	9,000	14,000	12,000	12,000	12,000	12,000	12,000	12,000
Communications	110,684	122,138	147,320	147,320	147,320	153,960	153,960	153,960	153,960	153,960
Transportation	1,763	236	750	750	1,008	1,000	1,000	1,000	1,000	1,000
Utilities	1,157	3,584	-	-	570	-	-	-	-	-
Rentals & Leases	10,886	19,595	7,300	7,300	13,385	13,300	13,300	13,300	13,300	13,300
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	126,004	91,100	105,740	105,740	111,210	193,341	193,341	193,341	193,341	193,341
Printing	-	-	-	-	50	-	-	-	-	-
Promotional Activities	-	-	-	-	3,237	-	-	-	-	-
Other Current Charges	4,182	2,492	-	-	-	-	-	-	-	-
Office Supplies	896	32	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Operating Supplies	35,591	33,318	20,000	25,000	35,358	28,000	28,000	28,000	28,000	28,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	695	214	1,600	1,600	500	1,600	1,600	1,600	1,600	1,600
<b>SUB-TOTAL</b>	<b>344,006</b>	<b>287,302</b>	<b>397,547</b>	<b>445,497</b>	<b>408,197</b>	<b>537,901</b>	<b>537,901</b>	<b>537,901</b>	<b>537,901</b>	<b>537,901</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	20,338	7,810	21,000	16,000	21,000	21,000	21,000	21,000	21,000	21,000
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>20,338</b>	<b>7,810</b>	<b>21,000</b>	<b>16,000</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>693,463</b>	<b>650,076</b>	<b>757,832</b>	<b>811,282</b>	<b>779,059</b>	<b>908,549</b>	<b>907,651</b>	<b>907,647</b>	<b>908,787</b>	<b>908,819</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>12.30%</u></b>	<b><u>-6.26%</u></b>		<b><u>24.80%</u></b>		<b><u>11.99%</u></b>	<b><u>-0.10%</u></b>	<b><u>0.00%</u></b>	<b><u>0.13%</u></b>	<b><u>0.00%</u></b>

**GENERAL GOVERNMENT FUNCTION**

Finance Department

**FINANCE DEPARTMENT**  
**Organizational Chart FY 2012–2013**



FT = Full - Time PT = Part - Time

FINANCE DEPARTMENT

Director's Background:

**Sylvia A. Edwards**

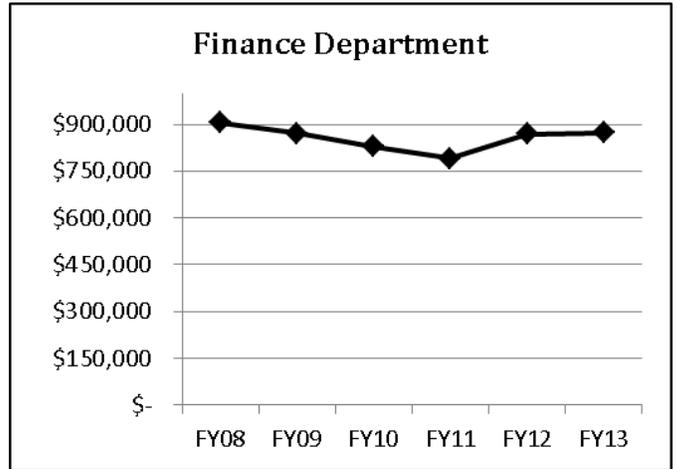
- Masters in Business Administration (MBA), Saint Leo University
- Bachelor of Science in Business Administration, Webber International University
- Certified Public Accountant (CPA)
- Certified Government Finance Officer (CGFO)
- Certified Public Finance Officer (CPFO)
- Eleven (11) years of progressively 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.

**Finance Department/General Fund**

**DEPARTMENT FUNCTION**

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.



**ACCOMPLISHMENTS**

- Received GFOA Excellence in Financial Reporting Award for FY 2011.
- New software Phase 1 (general ledger, accounts payable, requisitions and purchasing, procurement card processing program) and Phase 2 (payroll and human resources) implementation completed.
- Received GFOA Distinguished Budget Presentation Award for FY 2012.
- Refunded 2002 General Obligation Bonds; total loan costs net present value savings \$742,523.53.
- Provided 253.5 hours of computer training in 39 classes for department employees.
- Developed new procedures and controls for handling beach parking fees collection and deposit.
- Selected and implemented new banking services; saved resources by piggybacking on another local government’s competitive bid selection process, as permitted by the City’s purchasing policy.

**EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT**

- Begin Phase 3 (utilities and land management) of new software that will provide financial interaction with the City for citizens and other customers as well as providing more departmental efficiency with:
  - A Web-based method of accepting payment for City services.
  - Increased reporting and analysis efficiencies from utilizing the new software’s compatibility with desk top computer programs and its reporting flexibilities.
  - Implement new banking programs such as Bill Consolidation Collection to improve revenue collection, transaction processing, security and timeliness.
- Continued work on aligning the City’s performance measures with Council’s goals and incorporating them into future budget documents will make the budget document easier to understand.
- Developing financial policies to provide long-range guidance and direction for sound fiscal management and providing efficient and effective financial support services to all City departments. Over the past four years, as the City has worked to right-size itself through attrition some departments have shrunk, shifting and in some instances increasing support work provided by Finance.
- Continued oversight of the planning, installation, conversion, updating, training, implementation and application maintenance for the new city-wide financial and land management software.
- Reorganization of Finance department due to the retirement of several key employees over the next five years.

## City of Sanibel, Florida

### DEPARTMENT OBJECTIVES

#### To Support Council Goals:

- To prepare a debt retirement plan for Council's consideration during the budget review process;
- To establish a proposed facility replacement schedule in summer 2012, in conjunction with the building, public works and recreation departments;
- To incorporate more trend analysis in future budgets;
- To continue to provide five-year budget forecasts to Council.

#### To Support Departmental Objectives:

- To pay 100% of invoices within 45 days;
- To process payroll checks with 100% accuracy;
- To keep 90-day past-due utility accounts at <1%;
- To prepare journal entries with 100% accuracy;
- To have at least 95% of GFOA budget criteria deemed Proficient;
- To file quarterly reports on time 100% of the time.

### PERFORMANCE INDICATORS

Description	Projected 2013	Expected 2012	Actual 2011	Actual 2010
To prepare and maintain a facility replacement schedule established in summer 2010; incorporate in future budgets (percent complete)	100%	50%		
To pay at least 100% of invoices within 45 days	100%	Not tracked	Not tracked	Not tracked
To process payroll checks with 100% accuracy	100%	99%	Not tracked	Not tracked
To keep 90-day past-due utility accounts at <1%	.25%	.3%	.3%	.1%
To prepare journal entries with 100% accuracy	100%	99%	99%	Not tracked
To have at least 95% of GFOA budget criteria deemed Proficient	100%	95%	100%	96%
To file quarterly reports on time	100%	100%	100%	100%

## City of Sanibel, Florida

### RESPONSIBILITIES

#### Accounting

- Budget
- Cash Receipts
- Fixed Assets
- Payroll
- Debt management
- Accounts payable
- Cash management
- Investment management
- Financial reporting
- Miscellaneous billing

#### Utility -Sewer

- Generate bills
- Customer service
- New accounts
- Terminated accounts
- Feasibility Study
- Debt compliance
- Sewer assessments

#### Collections

- Utility payments
- Cash receipts
- Delinquencies
- Collection reports

#### Business Tax Receipts

- Applications
- Renewals
- Collections

#### Grants

- Billing
- Collections
- Audit reporting

#### Special Assessments

- Annual tax rolls

### TREND ANALYSIS

Description	Projected 2013	Expected 2012	Actual 2011	Actual 2010
Utility customers	4,224	4,220	4,216	4,207
Grants managed	21	20	25	25
Grant revenue managed-new	\$1,259,000	\$1,218,853	\$2,179,465	\$1,402,911
Budget amendments prepared	50	65	44	45
Business tax receipts issued	2,900	3,050	3,229	3,099
Business registrations issued	800	760	836	699
Vendor checks issued	3,100	3,415	3,416	3,799
Purchase orders issued (policy change FY12)	750	733	203	193
Field purchase orders processed (policy change)	N/A	273	2,247	2,342
Process vendor ACH payments	500	200	N/A	N/A
Awards received from GFOA	2	2	2	2
City employees on direct deposit	90%	90%	90%	86%
Utility customers on auto debit	30.1%	30.1%	30.3%	29.1%

General Fund  
Finance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time*	480,616	446,650	446,511	488,313	479,830	488,309	446,511	446,511	446,511	446,511
Part-time	12,465	12,908	15,484	13,008	1,072	15,484	33,750	33,750	33,750	33,750
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	(23,536)	-	-	-	-
Overtime	316	1,818	2,000	3,000	2,190	2,000	2,000	2,000	2,000	2,000
RHS/Holiday/Shift Diff/Educ.Incentive	1,985	1,465	4,000	4,000	2,000	4,000	4,000	4,000	4,000	4,000
FICA Match	38,255	35,776	35,802	39,000	37,110	37,199	37,199	37,199	37,199	37,199
Retirement	94,345	115,471	141,372	141,372	141,372	153,296	150,808	150,800	153,954	154,042
Cafeteria Benefits	84,499	78,811	77,410	77,410	77,455	69,709	69,709	69,709	69,709	69,709
Workers' Comp	1,016	923	1,251	1,251	803	1,020	1,020	1,020	1,020	1,020
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>713,497</b>	<b>693,822</b>	<b>723,830</b>	<b>767,353</b>	<b>741,832</b>	<b>747,480</b>	<b>744,996</b>	<b>744,988</b>	<b>748,142</b>	<b>748,230</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	12,346	12,110	13,050	13,050	13,050	13,050	13,050	13,050	13,050	13,050
Accounting & Auditing	58,750	49,750	58,500	58,500	58,500	58,500	61,000	63,500	66,000	68,500
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	300	402	780	2,256	960	960	960	960	960	960
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	5,824	5,964	8,665	8,665	8,665	10,395	9,695	8,995	8,995	9,695
Communications	4,334	4,674	7,800	7,800	7,800	8,400	8,400	8,400	8,400	8,400
Transportation	4,510	4,002	7,828	7,828	7,828	7,903	7,903	7,903	7,903	7,903
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	3,727	4,403	5,285	5,285	5,285	5,285	5,285	5,285	5,285	5,285
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	120	240	338	338	120	120	120	120	120	120
Printing	2,235	2,311	6,600	6,600	6,600	6,100	6,100	6,100	6,100	6,100
Promotional Activities	-	716	-	-	-	-	-	-	-	-
Other Current Charges	15,050	6,613	8,675	8,675	8,675	5,225	5,225	5,225	5,225	5,225
Office Supplies	4,557	3,108	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Operating Supplies	2,629	1,503	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	530	685	750	750	750	1,000	1,000	1,000	1,000	1,000
<b>SUB-TOTAL</b>	<b>114,912</b>	<b>96,481</b>	<b>126,971</b>	<b>128,447</b>	<b>126,933</b>	<b>125,638</b>	<b>127,438</b>	<b>129,238</b>	<b>131,738</b>	<b>134,938</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>828,409</b>	<b>790,303</b>	<b>850,801</b>	<b>895,800</b>	<b>868,765</b>	<b>873,118</b>	<b>872,434</b>	<b>874,226</b>	<b>879,880</b>	<b>883,168</b>
<b>TO PREVIOUS YEAR</b>	<b>-4.82%</b>	<b>-4.60%</b>		<b>13.35%</b>		<b>-2.53%</b>	<b>-0.08%</b>	<b>0.21%</b>	<b>0.65%</b>	<b>0.37%</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 FY 2012—2013



**FT = Full - Time**

## City of Sanibel, Florida

### Legal Department

#### City Attorney's Background:

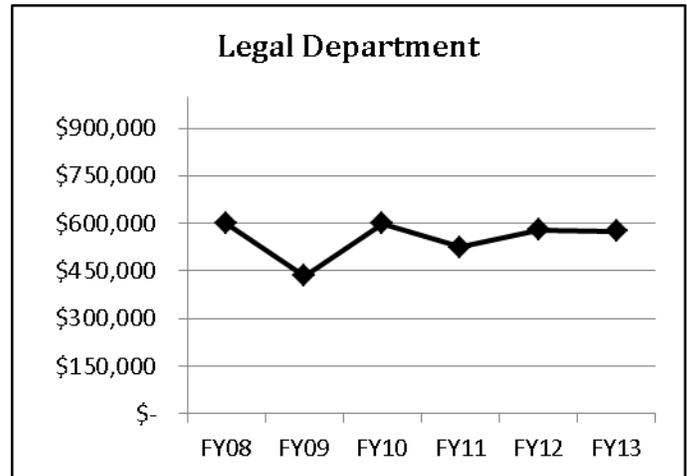
#### **Kenneth B. Cuyler, Esq.**

Kenneth B. Cuyler, Sanibel City Attorney, graduated from the University of Florida with a BSBA, Major in Accounting, and received his Juris Doctorate degree from Stetson Law School. After serving for approximately 2 ½ years with the State Attorney's Office in Naples, Mr. Cuyler was offered a position with the County Attorney's Office. At the age of 33, Mr. Cuyler became the Collier County Attorney and served in that position for approximately 10 years, ultimately supervising a staff of 10 attorneys, 4 paralegals, a total staff of 25, and serving as chief legal advisor to Collier County general government and the Collier County Utilities District, both entities with \$100,000,000 plus budgets. In 1995, Mr. Cuyler left the County Attorney's Office to pursue a legal career in the private sector and from 1995 until 2002 served with two prominent law firms in the City of Naples. In 1997, Mr. Cuyler was retained by the City of Naples to serve as legal counsel and was retained by the new city of Marco Island in the fall of 1997, serving as its first City Attorney after incorporation and during the City's formation of its governmental structure. Mr. Cuyler has also represented various districts, boards, private clients, etc. Mr. Cuyler joined the City of Sanibel as its City Attorney in 2002.

## Legal Department/General Fund

### DEPARTMENT FUNCTION

The City Attorney's Office provides high quality legal services on a cost-effective basis to the City Council, Planning Commission, City Manager, City Staff and the Advisory Boards. This includes preparation or review of City Ordinances and Resolutions for Council consideration, preparation of accurate and timely legal opinions, preparation or review of Contracts and Interlocal Agreements, review of documentation provided by City Departments for legal form and sufficiency, legal research, the filing of lawsuits and administrative proceedings when necessary, and the defense of lawsuits and administrative proceedings when necessary. Additional legal services also include, but are not limited to, 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.



### ACCOMPLISHMENTS

- Thorough, timely, high quality and cost-effective legal services provided 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 provided core municipal services and pursued the timely completion of City goals established by City Council.
- Provided 32.5 hours of computer training in 5 classes for department employees

### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Emerging Issues during Fiscal Year 2012-2013 will include mechanisms by which the City can provide and address core municipal services, as well as those enhanced services desired by City residents and approved by City Council, within the constraints of the reduced budget necessitated by the downturn in the economy;
- 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.

**DEPARTMENT OBJECTIVES**

**To Support Council Goals:**

- The City Attorney's Office continues to provide thorough, timely, high quality and cost effective legal services to support and further the Council's goals including, but not limited to, sustaining and strengthening the City financial stability, continuing the City's redevelopment work plan and improvement of water quality.

**To Support Departmental Objectives:**

- With the City operating on reduced budget and staffing, the City Attorney's office will concentrate on core services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees, and Staff, in order to assist all facets of City government to provide core municipal services to the public. The City Attorney will concentrate on providing such legal services in the most efficient and cost effective manner possible, while maintaining the high quality and effective legal services required by the City and the public. The City Attorney's office best serves the community by effective, pro-active 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.

**RESPONSIBILITIES**

**Operational Responsibilities:**

- Legal advice to the Council, City Boards, City Manager and Staff relating to the City's Charter, Code, Comprehensive Plan and other City regulations, policies and procedures
- Legal Opinions, both written and oral, as necessary
- Document Review for legal form and sufficiency
- Legal Research and analysis
- Advice on enacted Legislation and recently proposed Legislation for Council and Staff
- Attendance at meetings of Council, Planning Commission, quasi-judicial boards and hearings, committees and staff, as necessary
- 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

**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;
- There will be an increased emphasis on coordination and cooperation among Southwest Florida cities and counties on the issue of water quality in recognition of the fact that it is an issue of great regional significance.

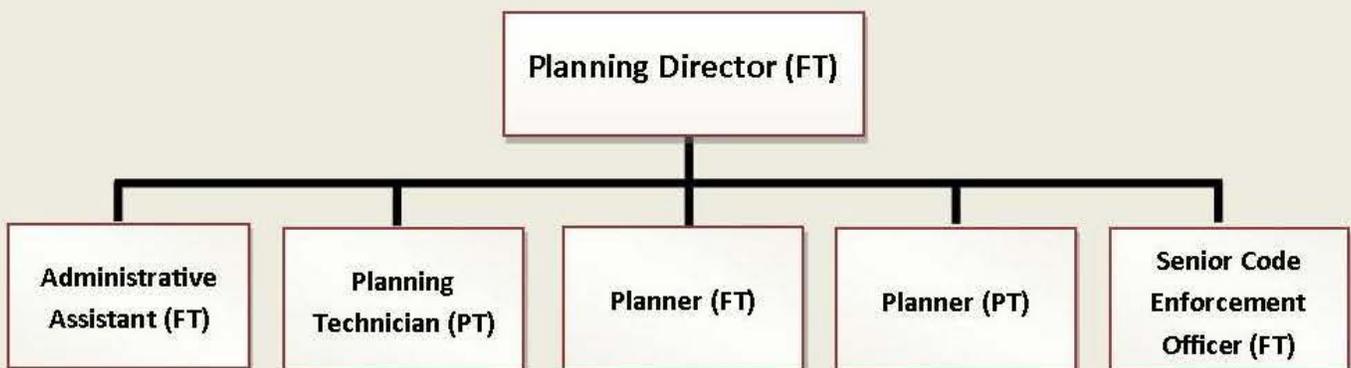
General Fund  
Legal Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	225,437	228,784	227,957	227,957	227,957	227,957	227,957	227,957	227,957	227,957
Part-time	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-	-	-	-	-
Diff/Educ.Incentive	21,331	21,559	21,461	21,461	21,753	21,753	21,753	21,753	21,753	21,753
FICA Match	13,312	13,476	12,930	12,930	12,930	10,959	10,959	10,959	10,959	10,959
Retirement	61,978	90,117	100,090	100,090	100,090	109,442	107,703	107,697	109,901	109,963
Cafeteria Benefits	47,183	43,800	49,027	49,027	45,714	32,888	32,888	32,888	32,888	32,888
Workers' Comp	361	328	444	444	285	362	362	362	362	362
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>369,602</b>	<b>398,064</b>	<b>411,909</b>	<b>411,909</b>	<b>408,729</b>	<b>403,361</b>	<b>401,622</b>	<b>401,616</b>	<b>403,820</b>	<b>403,882</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	181,165	79,567	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	3,060	-	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	36,619	36,405	39,622	39,622	39,622	39,622	39,622	39,622	39,622	39,622
Communications	1,926	1,740	1,820	1,820	1,820	1,964	1,964	1,964	1,964	1,964
Transportation	84	241	400	400	400	400	400	400	400	400
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	1,183	1,249	1,000	1,000	1,000	856	856	856	856	856
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	-	-	300	300	300	300	300	300	300	300
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	1,797	2,122	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900
Office Supplies	549	781	500	500	500	500	500	500	500	500
Operating Supplies	53	185	100	100	100	100	100	100	100	100
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	3,442	3,557	3,220	3,220	3,220	3,220	3,220	3,220	3,220	3,220
<b>SUB-TOTAL</b>	<b>229,878</b>	<b>125,847</b>	<b>171,072</b>	<b>171,072</b>	<b>171,072</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>599,480</b>	<b>523,911</b>	<b>582,981</b>	<b>582,981</b>	<b>579,801</b>	<b>574,433</b>	<b>572,694</b>	<b>572,688</b>	<b>574,892</b>	<b>574,954</b>
<b>TO PREVIOUS YEAR</b>	<b><u>37.80%</u></b>	<b><u>-12.61%</u></b>		<b><u>11.27%</u></b>		<b><u>-1.47%</u></b>	<b><u>-0.30%</u></b>	<b><u>0.00%</u></b>	<b><u>0.38%</u></b>	<b><u>0.01%</u></b>

**GENERAL GOVERNMENT FUNCTION**

Planning Department

**PLANNING DEPARTMENT**  
Organizational Chart FY 2012—2013



FT = Full - Time PT = Part - Time

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.

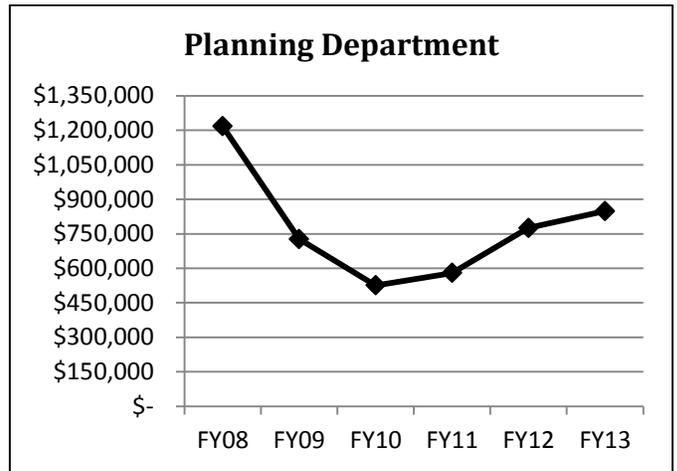
Jim's professional accomplishments include working on the following projects:

- 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.

**Planning Department/General Fund**

**DEPARTMENT FUNCTION**

Provide efficient and effective Planning and Code Enforcement services that: preserve Sanibel's unique environment; provide for best practice sustainable growth and redevelopment strategies consistent with the Sanibel Plan; provide education and sound compliance measures necessary to administer the Land Development Code; conserve and restore all natural and historic resources; and provide the highest level of responsive public service and transparency.



**ACCOMPLISHMENTS**

- Draft Code amendments and conducted public hearings that adopted new legislation design to:
  - accommodate the redevelopment of short-term rental properties within the Resort Housing District;
  - to allow the reconstruction of resort accessory swimming pools and structures currently located within the Gulf Beach Ecological Zone;
  - reduce Planning Department fees associated with variances and minor alteration and remodeling permit applications;
- Prepared staff reports and conduct public hearings for the 5-year update, adoption and transmittal of State mandated EAR based amendments and updates to the Sanibel Plan.
- Provided 169 hours of computer training in 26 classes for department employees

**EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT**

- Implement new programming software designed for electronic permit tracking systems, geographic information systems (GIS), and integrate these systems on the City's website. This will help to improve communication, reduce paperwork and build easily accessible project records for the public and citizens of Sanibel to use.
- With the approach to build-out the City will continue to develop its redevelopment planning work program efforts to address existing nonconforming commercial, residential and resort housing (outside of the Resort Housing District) structure and uses.
- To protect the City's property values from declining proactive legislation may need to be put into place to address the appearance and maintenance of certain buildings and properties that have fallen into distressed due to the recent economic downturn and the lack of ordinary and routine upkeep by their owner(s).
- To ensure that Sanibel remains a walkable and bikeable community, the shared use path system will continue to require ongoing public investment and alternative sources of financing for public safety, maintenance and improvement.

## City of Sanibel, Florida

- Determining methods to further quantify, assess and manage the Island's carrying capacity associated with both natural and human systems will remain essential to preserving the environment, character and lifestyle of Sanibel.

### DEPARTMENT OBJECTIVES

#### **To Support Council Goals:**

- Continue the city-wide redevelopment work program and develop strategies for:
  - Short-term rental housing units located outside of the Resort Housing District;
  - Commercial properties; and
  - Residential properties
- Continue to provide educational support and develop enforcement measures to improve water quality;
- Continue to implement internal cost saving strategies to ensure the City's continued economic stability;

#### **To Support Departmental Objectives:**

- Complete all follow-up with the evaluation and appraisal report and review process for the 5-year update to the Sanibel Plan;
- Complete for consideration and adoption appropriate zoning regulations that will assist with the redevelopment of short-term rental housing units located outside of the Resort Housing District, an existing nonconforming commercial and residential uses and structures;
- Evaluate and prepare appropriate updates to the Interior Wetlands Conservation District consistent with the Sanibel Plan;
- Complete the digital conversion of remaining zoning and regulatory hand-drawn maps into a GIS base format for implementation in new programming software that has been purchased by the City;

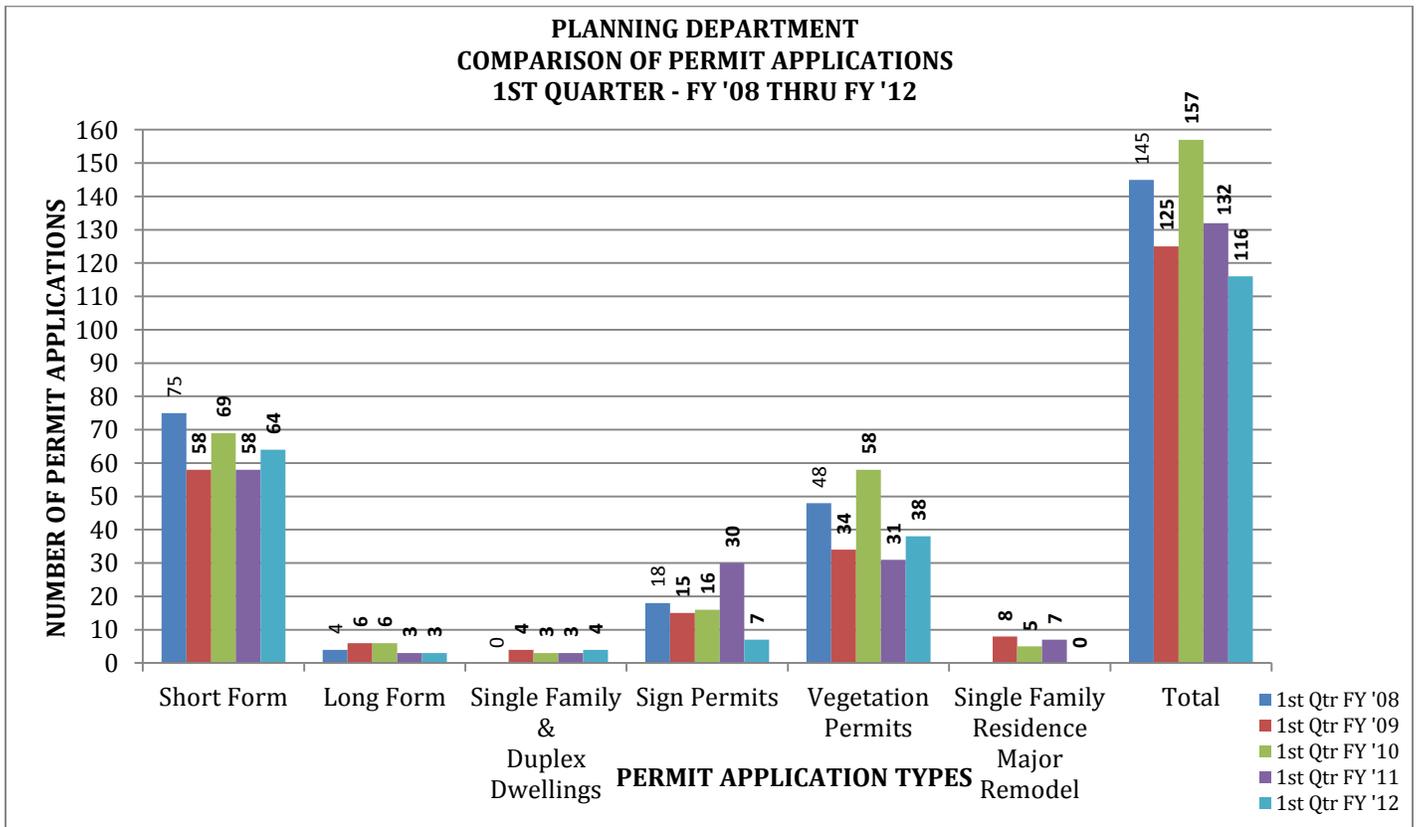
### PERFORMANCE INDICATORS

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
To complete redevelopment options for existing short-term rental housing units located outside of the Resort Housing District	Present to City Council for adoption by January 3013	Present to City Council for direction by November 2012		
To complete the 2012 Evaluation and Appraisal Report of the Sanibel Plan	Transmitted to the State by January 2013	Presentd to City Council for approval by December 2012		
To complete Outside Professional Review of the Digital Conversion of the Development Intensity and Ecological Zone Maps	All final map will be present to City Council by January 2013	All remaining map revision will be completed by December 2012		
To complete recommend strategies for accommodating the redevelopment of Existing Commercial Uses	Complete review of strategies and recommend Code amendments by March 2013	Present strategies to City Council for direction by October 2012		

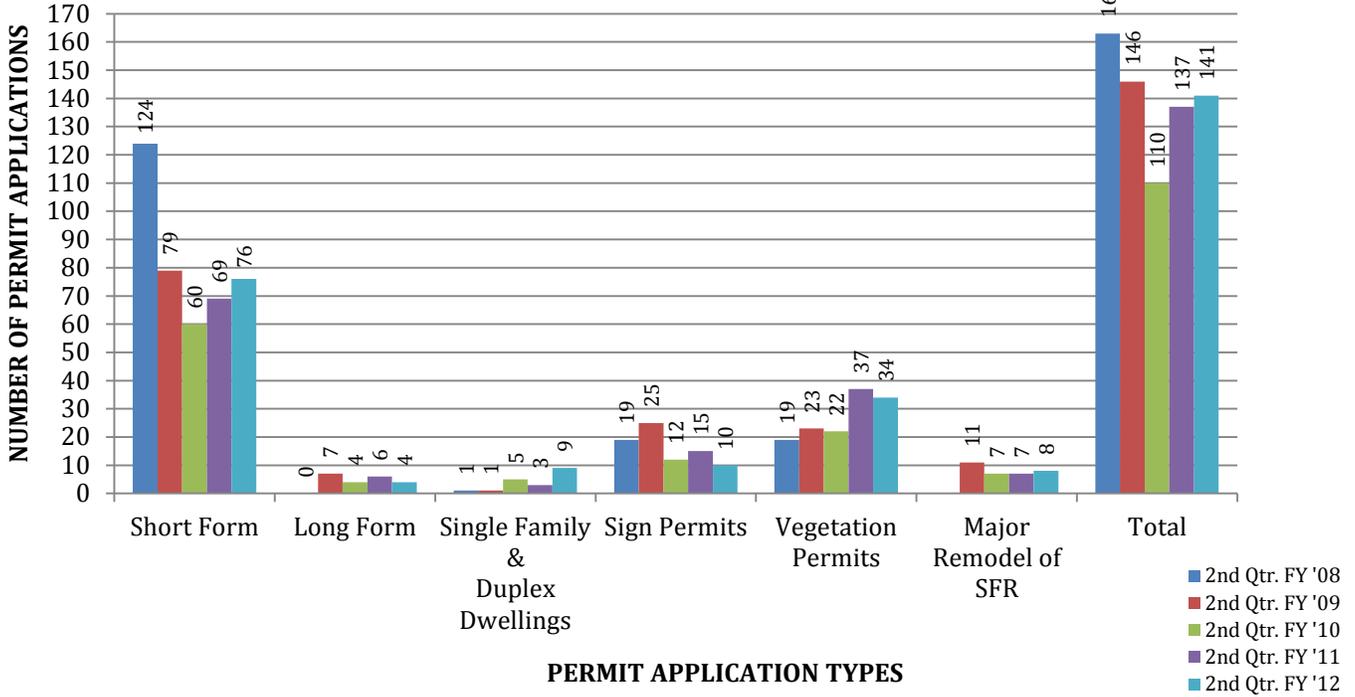
## City of Sanibel, Florida RESPONSIBILITIES

- Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Review and act on development and land use permit applications in an efficient, timely, uniform and thorough manner.
- Administer the Land Development Code through consistent and effective education and enforcement.
- Facilitate timely and accurate public notices, open communication, transparent planning and regulatory processes and procedures, effective citizen participation and innovation in service delivery.
- Maintain, update and implement the Sanibel Plan.
- Manage the City's redevelopment planning program consistent with goals established by City Council.
- Manage public records, consistent with the Florida State Statutes, the Sanibel Code and the City's policies and procedures.
- Provide planning and related services to support and retain local Island serving businesses and to sustain an environmentally based economy.
- Provide natural hazard mitigation planning services and, in the event of an emergency, provide administrative, permitting, inspection and support services.
- Increase and improve the public and citizen of Sanibel access to planning, zoning and related land management information.

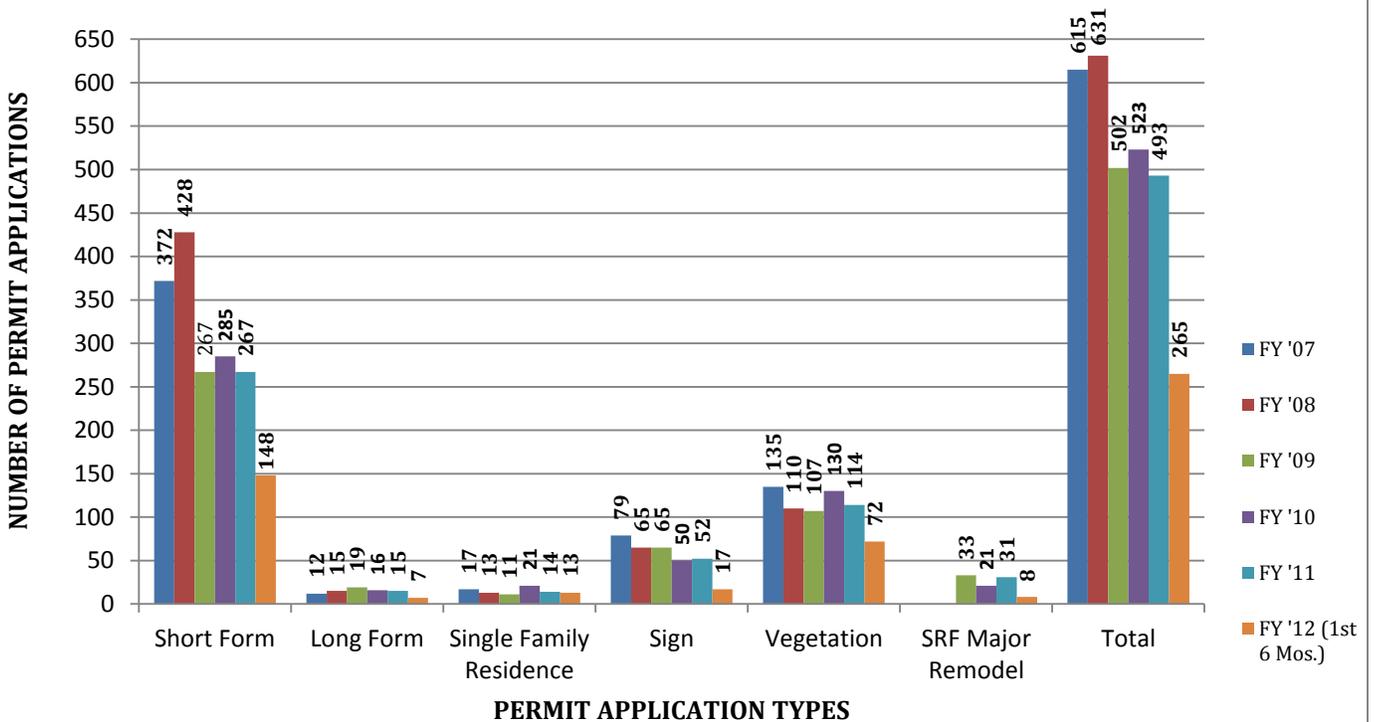
## TREND ANALYSIS



**City of Sanibel, Florida**  
**PLANNING DEPARTMENT**  
**COMPARISON OF PERMIT APPLICATIONS**  
**2ND QUARTER - FY '08 THRU '12**



**PLANNING DEPARTMENT**  
**YEARLY COMPARISON OF PERMIT APPLICATIONS**  
**FY '07 THRU FY '12 (1ST & 2ND QTR.)**



General Fund  
Planning Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13	FY14	FY15	FY16	FY17
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	275,319	276,362	275,312	275,312	274,936	275,312	275,312	275,312	275,312	275,312
Part-time	21,916	79,678	108,548	127,594	117,023	168,168	168,168	168,168	168,168	168,168
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	249	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
RHS/Holiday/Shift	-	-	-	-	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	200	200	200	-	-	-	-	-
FICA Match	23,998	28,511	29,456	30,910	30,077	34,003	34,003	34,003	34,003	34,003
Retirement	48,332	69,159	148,176	148,176	148,176	164,256	161,266	161,255	165,046	165,152
Cafeteria Benefits	49,311	49,077	49,587	49,587	48,940	46,801	46,801	46,801	46,801	46,801
Workers' Comp	17,283	15,694	21,274	21,274	13,663	17,338	17,338	17,338	17,338	17,338
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>436,408</b>	<b>518,481</b>	<b>633,553</b>	<b>654,053</b>	<b>634,015</b>	<b>706,877</b>	<b>703,887</b>	<b>703,877</b>	<b>707,668</b>	<b>707,774</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	51,022	27,726	73,700	73,700	73,700	73,500	73,500	73,500	73,500	73,500
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	5,033	3,484	6,500	18,500	18,500	6,500	6,500	6,500	6,500	6,500
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	10,127	10,508	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Communications	4,135	4,007	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Transportation	1,557	1,670	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	4,941	4,629	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	727	103	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Promotional Activities	1,728	673	-	-	-	-	-	-	-	-
Other Current Charges	5,420	2,824	7,000	7,000	7,000	19,000	19,000	19,000	19,000	19,000
Office Supplies	1,215	2,386	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Operating Supplies	2,476	3,031	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	147	155	1,000	1,000	1,000	1,500	1,500	1,500	1,500	1,500
<b>SUB-TOTAL</b>	<b>88,912</b>	<b>61,196</b>	<b>129,400</b>	<b>141,400</b>	<b>141,400</b>	<b>141,700</b>	<b>141,700</b>	<b>141,700</b>	<b>141,700</b>	<b>141,700</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>525,320</b>	<b>579,677</b>	<b>762,953</b>	<b>795,453</b>	<b>775,415</b>	<b>848,577</b>	<b>845,587</b>	<b>845,577</b>	<b>849,368</b>	<b>849,474</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-27.70%</u></b>	<b><u>10.35%</u></b>		<b><u>37.22%</u></b>		<b><u>6.68%</u></b>	<b><u>-0.35%</u></b>	<b><u>0.00%</u></b>	<b><u>0.45%</u></b>	<b><u>0.01%</u></b>

**GENERAL GOVERNMENT FUNCTION**

Insurance/Other General Government Department

City of Sanibel, Florida

Insurance Department

The City of Sanibel is a member of the Florida League of Cities, Florida Municipal Insurance Trust (FMIT), which provides insurance services to over 600 public entities around the state.

Deductibles by type are listed below.

Coverage Type	Deductible FY12	Deductible FY13
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 FY13 are below:

<u>Type</u>	Adopted	Proposed
	FY 2012	FY 2013
	<u>Budget</u>	<u>Budget</u>
Flood	\$ 10,920	\$ 11,835
Windstorm	22,819	\$ 22,470
Pollution Liability	1,255	\$ 2,215
Position Fidelity	2,879	\$ 2,888
Property/Liability/Auto	243,709	\$ 276,567
Law Enf Death Benefits	1,150	\$ 1,151
Add'l theft of money insurance	485	\$ -
Extra Expense Ins	3,320	\$ -
	<u>\$ 286,537</u>	<u>\$ 317,126</u>

General Fund  
Insurance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 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	-	-	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-	-
Insurance	266,170	274,442	286,537	286,537	307,889	317,126	317,126	317,126	317,126	317,126
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>266,170</b>	<b>274,442</b>	<b>286,537</b>	<b>286,537</b>	<b>307,889</b>	<b>317,126</b>	<b>317,126</b>	<b>317,126</b>	<b>317,126</b>	<b>317,126</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>266,170</b>	<b>274,442</b>	<b>286,537</b>	<b>286,537</b>	<b>307,889</b>	<b>317,126</b>	<b>317,126</b>	<b>317,126</b>	<b>317,126</b>	<b>317,126</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-35.72%</u></b>	<b><u>3.11%</u></b>		<b><u>4.41%</u></b>		<b><u>10.68%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>

General Fund  
Other General Government Services Department

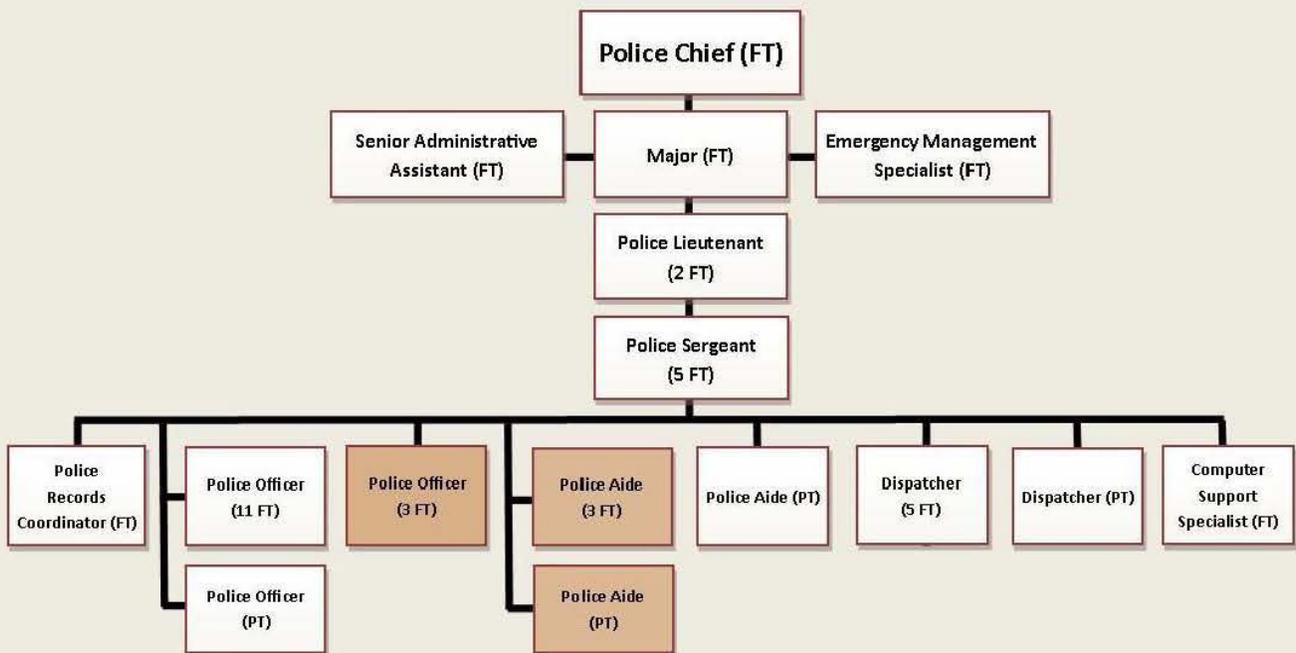
	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages	-	-	-	-	-	-	-	-	-	-
Full-time	-	6,214	-	-	-	-	-	-	-	-
Part-time	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	71,000	74,309	74,315	74,315	76,350	74,315	74,315	74,315	74,315	74,315
FICA Match	-	611	-	-	-	-	-	-	-	-
Retirement	12,259	-	3,000,000	5,000,000	3,873,236	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>83,259</b>	<b>81,134</b>	<b>3,074,315</b>	<b>5,074,315</b>	<b>3,949,586</b>	<b>74,315</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	89,024	68,000	88,000	88,000	97,875	97,875	97,875	97,875	97,875
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	4,940	15,456	9,800	9,800	9,800	16,800	16,800	16,800	16,800	16,800
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem (Transponder Increase)	-	-	-	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-	-	-	-
Transportation	1,936	4,048	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	29,770	17,818	23,400	23,400	23,400	24,400	24,400	24,400	24,400	24,400
Insurance (OPEB)	46,897	52,480	55,000	58,209	58,209	-	-	-	-	-
Repair & Maintenance	60	-	3,500	3,500	3,500	3,500	10,700	10,700	10,700	10,700
Printing	1,343	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other Current Charges	3,965	5,836	13,500	13,500	13,500	47,000	47,000	47,000	47,000	47,000
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	2,786	-	-	-	500	500	500	500	500
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	500	650	600	600	600	600	600	600	600	600
<b>SUB-TOTAL</b>	<b>139,345</b>	<b>188,098</b>	<b>177,300</b>	<b>200,509</b>	<b>200,509</b>	<b>194,175</b>	<b>201,375</b>	<b>201,375</b>	<b>201,375</b>	<b>201,375</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>222,604</b>	<b>269,232</b>	<b>3,251,615</b>	<b>5,274,824</b>	<b>4,150,095</b>	<b>268,490</b>	<b>275,690</b>	<b>275,690</b>	<b>275,690</b>	<b>275,690</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>3405.57%</b>	<b>20.95%</b>		<b>1859.21%</b>		<b>-94.91%</b>	<b>2.68%</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 2012—2013



City of Sanibel, Florida

POLICE DEPARTMENT

Chief's Background:

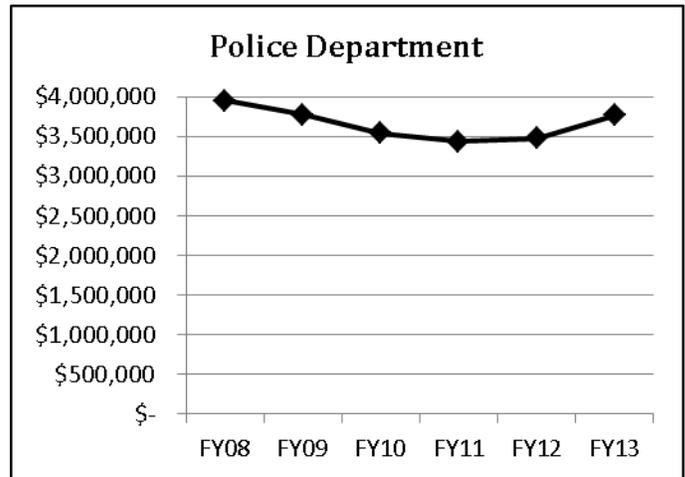
**Bill Tomlinson**

Chief Tomlinson was hired in November 1985. He has a total of 26 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

## Police Department/General Fund

### DEPARTMENT FUNCTION

The City of Sanibel Police Department proactively patrols all roadways, waterways and beaches with its available resources and enforces all Local, State and Federal laws and ordinances. The Sanibel Police Department proactively communicates crimes that target Sanibel residents and trends derived from analysis of crime statistics alerts the public through press releases and other crime prevention strategies. The Sanibel Police Department maintains and protects the ecosystem for all inhabitants of Sanibel, including residents, workers, visitors and wildlife in the natural environment. In accordance with the Department's community policing philosophy, officers respond 100% of the time for any and all requests for service and investigation of every criminal act.



### ACCOMPLISHMENTS

- Maintain Staff Training Certifications through in house training.
- Received a WCIND Grant that funded one marine patrol officer and one Police boat
- Received Edward Byrne JAG Grant that funded 3 mobile tablet devices.
- Reduced the Police Operating budget through attrition and strict spending constraints.
- Maintained Environmental Enforcement and Education.
- Provided 117 hours of computer training in 18 classes for department employees

### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

Department restructuring that provides adequate supervision 24 hours per day 7 days a week while restructuring administrative staff.

The prevailing challenge facing the Sanibel Police Department is maintaining the service levels expected from the community during an environment of reduced budget and staffing.

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

The most notable trends on Sanibel are the increased incidents of burglary and theft.

### DEPARTMENT OBJECTIVES

#### To Support Council Goals:

- Support Council goal of the development of a long-term sustainable retirement plan through fiscal constraints to stay within the authorized budget and obtain grants to defer costs.

## City of Sanibel, Florida

### PERFORMANCE INDICATORS

Description	Expected 2012	Actual 2011	Actual 2010
Document Code Enforcement violations. Take corrective action against violators through citation or education. <b>Measurement is ordinance violations documented.</b>	260	263	430
Maintain safe community through Community Policing and maintain a low crime rate. <b>Measurement to be utilized is total Federally reportable Crimes (UCR) committed on Sanibel</b>	120	120	120
Maintain response time at the previous year's rates. <b>Measurement is the average police response time to a call.</b>	2.10	2.07	2.35

### RESPONSIBILITIES

#### **PATROL DIVISION - OPERATIONAL RESPONSIBILITIES**

- Proactively Patrol All Roadways
- Patrol the Beach and Waterway
- Respond to All Emergency Calls
- Respond to All Criminal Complaints
- Respond to All Calls For Service
- Perform Arrests
- Issue Traffic Citations.
- Respond to Traffic Crashes
- Animal Control
- Special Patrol Details
- Environmental Patrol Details
- Alligator Complaints
- Traffic Enforcement
- Report Writing
- Case Preparation
- Traffic Court
- Bureau of Driver Improvement Hearings
- Criminal Court
- Code Enforcement
- Correction Reports
- Criminal Investigation
- Property/Evidence
- Traffic Control
- Collect Mail Dropped for Utility Payment Deliver City deposits
- Deliver City Council packets
- City Mail Collection
- Department Scheduling
- Business Checks
- Residential Dark House Program
- Maintain Intoxilyzer

- Analysis and disposition of evidence
- City Council Security
- Participate in the Lee County Marine Advisory
- Liaison for City of Sanibel Marine Advisory
- Participate in the Gulf Coast Intelligence Com.
- Participate in the Lee County Public Safety Coordinating Council
- Participate in the Domestic Security Task Force
- West Coast Inland Navigation District Program
- Implement D.A.R.E. Program
- School Resource Officer Program
- Neighborhood Watch
- Complete New Hire Background Investigations
- Human Smuggling Task Force
- Gang Task Force
- Crime Prevention Program
- Police Auxiliary Program

#### **EMERGENCY MANAGEMENT DIVISION - OPERATIONAL RESPONSIBILITIES**

- Emergency Management Planning
- Maintain Contact with Weather Consultant
- Coordinate Emergency Planning with Outside Agencies
- Implement Hurricane Pass Program
- Hurricane and Disaster Preparedness Education.
- Maintain and Implement Emergency Evacuation Plans
- Maintain and Implement Re-entry
- Maintain and Implement Recovery Plans
- Implement Disaster Security Plan
- Implement Emergency Communication Plan
- Alert Radio Program
- Implement Special Needs Program
- Maintain Emergency Contracts
- Participate in Lee County Disaster Council
- Participate in Lee County Medical Society
- Mobile Emergency Response Vehicle (MERV)

#### **SPECIAL SERVICES - OPERATIONAL RESPONSIBILITIES**

- Follow-up Investigations
- Property Validations
- Crime Scene Investigation

## City of Sanibel, Florida

### DISPATCH - OPERATIONAL RESPONSIBILITIES

- Primary Emergency 9-1-1 Answering Point (PSAP)
- Answer All Police Department Phone Calls
- Dispatch All Department Calls
- Officer Safety
- Monitor National and Florida Crimes Information networks
- Disseminate and Update Information Through National and Florida Information Networks
- Monitor Daily Weather Conditions
- Alert Radio Messages

- Automated Training Management System
- Recommend and Schedule Personnel to Training
- Coordinate Hiring Department Personnel
- Regional Training Council
- Electronic Booking
- Electronic Finger Printing

### PARKING ENFORCEMENT- OPERATIONAL RESPONSIBILITIES

- Parking Enforcement.
- Collect & Deposit Parking Revenues
- Track Parking Vacancies
- Parking Program Management

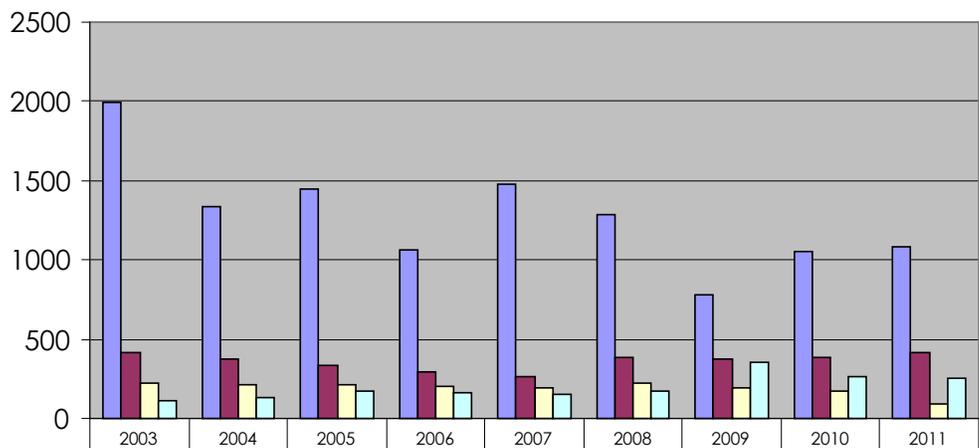
### ADMINISTRATION DIVISION- OPERATIONAL RESPONSIBILITIES

- Develop and Implement Department Policy
- Prepare and track Department Budget
- Public Information Officer
- Purchase Department Supplies and Equipment.
- Department Inventory Control
- Liquidate Department Property.
- Prepare and Submit Payroll
- Track Department Human Resources
- Employee Performance Evaluations
- Internal Affairs Investigations
- Track Crime Statistics and Trends
- Fleet Management
- Attend Weekly Executive Staff meetings
- Attend Annual Homeowner's Association Mtgs.
- The Sanibel Municipal Police Officer's Pensions Trust Fund
- Participate in Southwest Florida Police Chief's Association
- Special Event Planning
- Union Relations and Negotiation
- Mutual Aid Agreements
- Liaison with Outside Law Enforcement Agencies
- City Safety Committee
- Community Service

### RECORDS DIVISION- OPERATIONAL RESPONSIBILITIES

- Maintain Official Records
- Dissemination of Public Records
- Public Records Disposal
- Processing Criminal and Civil Actions
- Maintain Department Subpoena Data-base
- Prepare Court Affidavit
- Florida Department of Law Enforcement Reporting
- Track State Issued Citations
- City Employee Identification Data-base
- Maintain 9-1-1 and Incoming Phone Recordings
- Maintain All In-Car Patrol Vehicle
- Maintain State and City Approved Reports
- False Burglary Alarm Program
- Neighborhood Crime Reports
- Department Computers & Software Programs
- Maintain Personnel Training Files

## CITY OF SANIBEL POLICE DEPARTMENT POLICE ACTIVITY 2003 - 2011



■ Tickets (Civil & Criminal)	1994	1334	1447	1066	1478	1283	782	1055	1081
■ Crimes	420	375	332	294	262	389	372	385	414
■ Accidents	221	217	212	201	191	219	189	169	88
■ Arrests (incl. Crim. Cits)	107	130	174	157	153	174	357	260	249

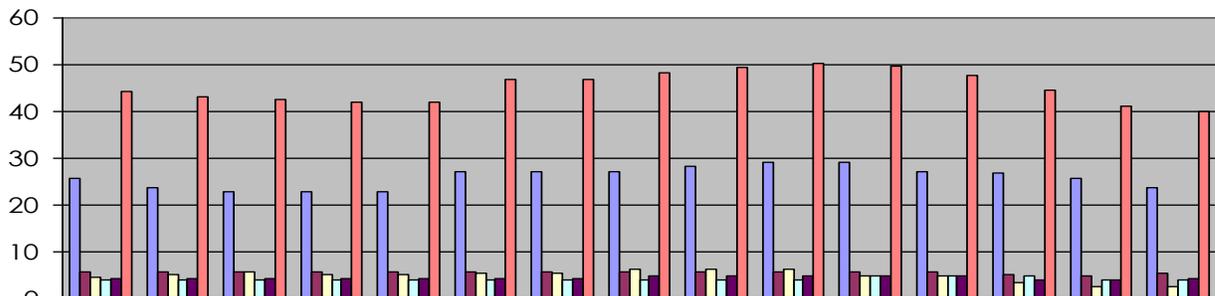
## City of Sanibel, Florida

### TREND ANALYSIS

Description	Actual 2011	Actual 2010	Actual 2009
Call for Service	23542	27564	27041
Federally Reportable Crimes UCR:	120	120	130
Burglary	24	18	15
Theft	88	90	94
Assault	5	10	18
Vehicle Theft	3	1	3
Robbery	0	1	0
Rape	0	0	0
Murder	0	0	0
Tickets (Civil & Criminal)	1081	1055	782
Crimes	414	385	372
Accidents	88	169	189
Arrests (incl. Criminal Citations)	249	260	357
City ordinance Violations	263	430	664
Residency Demographics for Arrestees:			
Out of State	19%	11%	11%
Florida	15%	11%	9%
Lee County	42%	53%	64%
Sanibel	24%	25%	16%
DUI'S	10	6	15
Drugs (Narcotics)	14	15	18

### STAFFING LEVELS

**SANIBEL POLICE DEPARTMENT STAFFING LEVELS 1998 - 2012**



	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Sworn Officers	25.63	23.75	22.75	22.75	22.75	27.25	27.25	27.25	28.25	29.25	29.25	27.25	26.75	25.75	23.75
Dispatchers	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.25	5	5.5
Traffic/WS Aids	4.45	5.2	5.7	5.15	5.15	5.33	5.33	6.33	6.33	6.33	4.75	4.75	3.5	2.47	2.47
Records/Admin	4	4	4	4	4	4	4	4	4	4	5	5	5	4	4
Parking Aids	4.4	4.4	4.4	4.4	4.4	4.4	4.4	5	5	5	5	5	4	4	4.4
Total Police	44.23	43.1	42.6	42.05	42.05	46.73	46.73	48.33	49.33	50.33	49.75	47.75	44.5	41.22	40.12

General Fund  
Police Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
<b>Salaries &amp; Wages</b>										
Full-time	1,744,930	1,617,046	1,525,887	1,525,887	1,524,999	1,477,051	1,514,511	1,514,511	1,514,511	1,514,511
Part-time	95,550	108,171	161,919	161,919	122,193	161,442	171,041	171,041	171,041	171,041
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	47,060	-	-	-	-
Overtime	35,117	30,257	60,000	60,000	31,068	60,000	60,000	60,000	60,000	60,000
Longevity/Medical Buyback/Shift/Education/Client billing premium	137,803	132,922	166,650	166,650	127,104	166,650	166,650	166,650	166,650	166,650
FICA Match	162,520	151,102	145,587	145,587	138,110	150,956	145,619	145,619	145,619	145,619
Retirement	574,410	610,819	773,526	773,526	773,526	875,781	872,479	872,467	876,653	876,770
Cafeteria Benefits	483,995	473,580	493,686	493,686	433,090	491,800	491,800	491,800	491,800	491,800
Workers' Comp	37,606	34,061	46,168	46,168	29,652	37,627	37,627	37,627	37,627	37,627
Unemployment Comp	-	374	1,162	1,162	1,162	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>3,271,931</b>	<b>3,158,332</b>	<b>3,374,585</b>	<b>3,374,585</b>	<b>3,180,904</b>	<b>3,468,366</b>	<b>3,459,727</b>	<b>3,459,716</b>	<b>3,463,902</b>	<b>3,464,019</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	521	451	3,500	3,500	3,500	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	13,016	132	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	84,816	87,706	71,680	71,680	85,000	88,000	88,000	88,000	88,000	88,000
Communications	22,428	24,954	21,744	21,744	21,744	38,000	38,000	38,000	38,000	38,000
Transportation	1,274	1,742	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	5,890	7,718	15,460	15,460	15,460	15,460	15,460	15,460	15,460	15,460
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	23,538	23,005	35,040	36,966	36,966	36,966	36,966	36,966	36,966	36,966
Printing	690	720	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575
Promotional Activities	735	1,664	500	500	500	-	-	-	-	-
Other Current Charges	17,159	16,964	13,302	13,302	13,302	3,302	3,302	3,302	3,302	3,302
Office Supplies	4,754	4,303	6,243	6,243	4,303	5,000	5,000	5,000	5,000	5,000
Operating Supplies	80,691	98,697	116,971	117,971	105,000	105,000	105,000	105,000	105,000	105,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	760	924	5,074	5,074	5,074	5,074	5,074	5,074	5,074	5,074
<b>SUB-TOTAL</b>	<b>256,272</b>	<b>268,980</b>	<b>292,349</b>	<b>295,275</b>	<b>293,684</b>	<b>299,637</b>	<b>299,637</b>	<b>299,637</b>	<b>299,637</b>	<b>299,637</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	11,815	10,805	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>11,815</b>	<b>10,805</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>3,540,018</b>	<b>3,438,117</b>	<b>3,666,934</b>	<b>3,669,860</b>	<b>3,474,588</b>	<b>3,768,003</b>	<b>3,759,364</b>	<b>3,759,353</b>	<b>3,763,539</b>	<b>3,763,656</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-6.26%</b>	<b>-2.88%</b>		<b>6.74%</b>		<b>2.67%</b>	<b>-0.23%</b>	<b>0.00%</b>	<b>0.11%</b>	<b>0.00%</b>

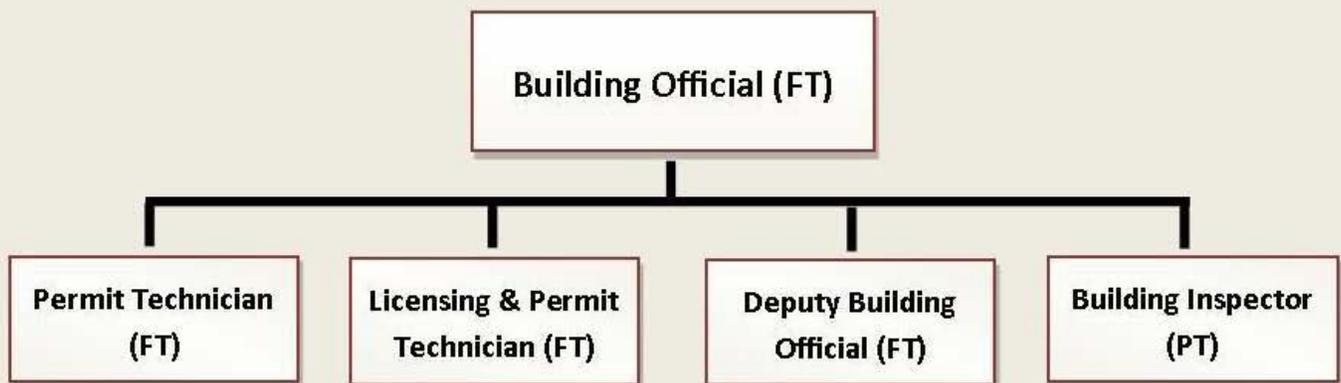
General Fund  
Emergency Management (SEMP)

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 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	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>										
Professional Serv	-	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-	-	-
Communications	-	-	1,000	500	500	500	500	500	500	500
Transportation	327	120	2,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	102	147	-	-	74	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	251	373	1,400	900	900	900	900	900	900	900
Printing	-	1,795	5,000	6,500	7,004	6,500	6,500	6,500	6,500	6,500
Promotional Activities	-	-	700	700	700	700	700	700	700	700
Other Current Charges	50	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	230	230	230	230	230	230	230	230
Operating Supplies	3,060	396	4,000	4,000	4,271	4,000	4,000	4,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	200	200	200	200	200	200	200	200
SUB-TOTAL	9,790	8,831	23,530	23,530	24,379	23,530	23,530	23,530	23,530	23,530
<b>CAPITAL OUTLAY/GRANTS</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Aid to Gov't Agencies	-	-	500	500	500	500	500	500	500	500
SUB-TOTAL	-	-	500	500	500	500	500	500	500	500
<b>DEPARTMENTAL TOTAL</b>	<b>9,790</b>	<b>8,831</b>	<b>24,030</b>	<b>24,030</b>	<b>24,879</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><u>-42.29%</u></b>	<b><u>-9.80%</u></b>		<b><u>172.11%</u></b>		<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>

**PUBLIC SAFETY FUNCTION**

Building Department

**BUILDING DEPARTMENT**  
Organizational Chart FY 2012—2013



**FT = Full - Time    PT = Part - Time**

BUILDING DEPARTMENT

Building Officials Background:

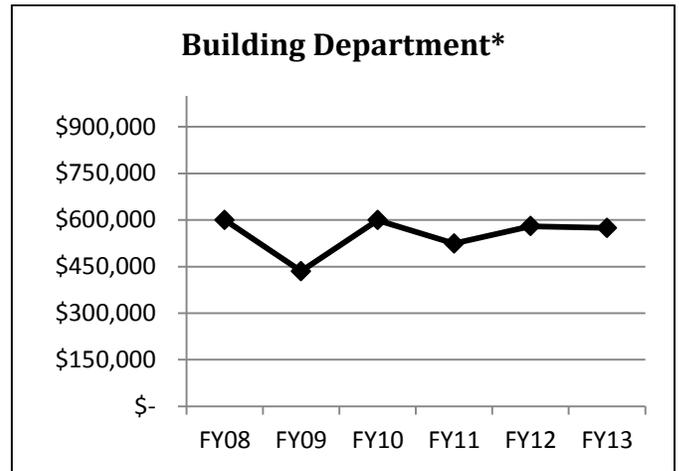
**R. Harold Law, Jr.**

Director Law has 32 years of experience as a building official/inspector in three states, within various municipalities. He obtained certification in 1985 as a Building Official and in 1992 as a Certified General Contractor. He earned an Associate's in Science Degree in Architecture from Walter State College in 1979, and a Bachelor's of Science Degree in Business Administration from Tusculum College in 1987.

## Building Department/Building Department Fund

### DEPARTMENT FUNCTION

To build a safe, sustainable and resilient community, consistent with the Sanibel Plan, through the enforcement of all Building Codes.



\*Includes \$30,000 of capital expense for the city-wide software conversion

### ACCOMPLISHMENTS

- The Building Department has been closely in touch with the economic climate on Sanibel and has made budget adjustments to reflect climate.
- The Building Department Staff has coordinated all paper work and applications for the Contractor Review Board.
- The department has continued to improve service to the contractors and the community in the remodeling of the structures.
- We have completed our annual review with FEMA and NFIP, Community Rating System, maintaining a 5 rating which produces a 25% reduction in flood insurance for all property owners on Sanibel.
- The department has implemented the 2010 changes to the Florida Building Code and has worked to educate contractors as to these changes.
- 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 of the City.
- The staff has worked with citizens on resolving complaints and presented 16 complaints regarding licensed contractors to the Contractor Review Board.
- Provided 84.5 hours of computer training in 13 classes for department employees

### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- A concerted effort is needed to inform the citizens of dangers not using licensed contractors through awareness and education on how to hire 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
- 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.

**City of Sanibel, Florida**

- Developing training for 58 Structural Safety Inspectors and coordinating mock drills to prepare for a disaster using the latest technical advances the City utilizes.

**DEPARTMENT OBJECTIVES**

**To Support Council Goals:**

- Strengthen the Economic Health and Vitality of the City
- Promote water quality
- Promote best practices green technology check list

**To Support Departmental Objectives:**

- To maintain a Class 5 rating for reduction of flood insurance premium supported by the National Flood Insurance Program (NFIP)
- To maintain active job site erosion control monitoring
- To reduce paper in the work place
- To promote green construction and energy efficiency

**PERFORMANCE INDICATORS**

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
To maintain a class 5 rating with FEMA, through the NFIP.	May, 2013	September, 2012	May 16, 2011	October 2010
To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code.	August, 2013	August, 2012	August, 2011	August, 2011

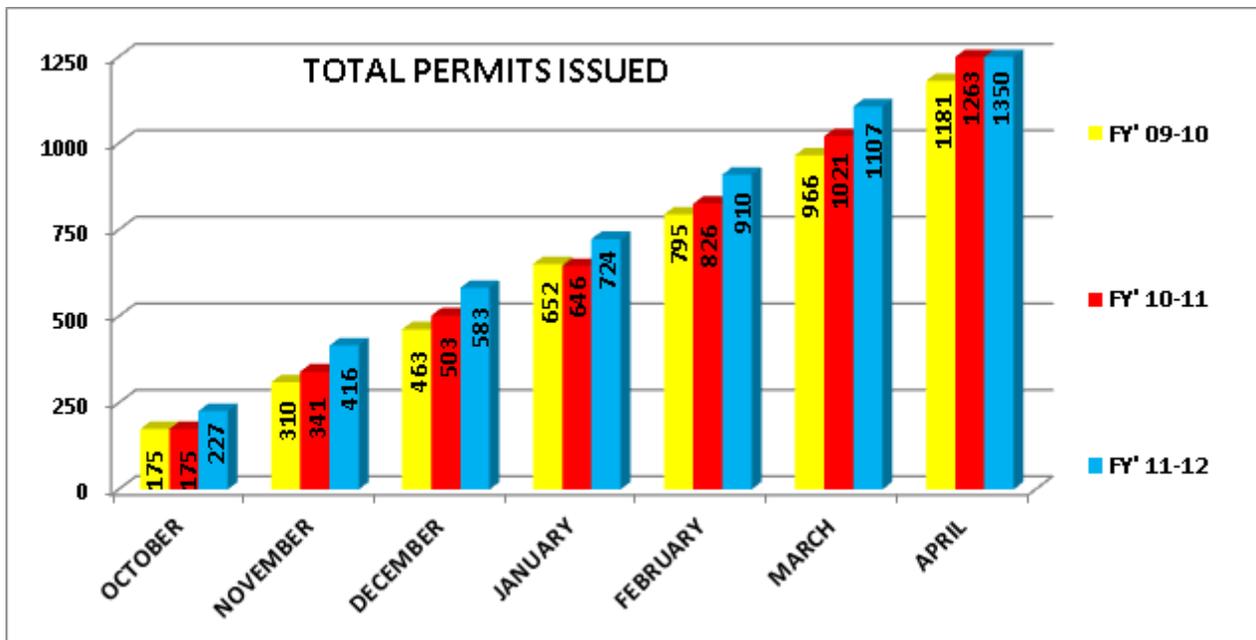
# City of Sanibel, Florida

## RESPONSIBILITIES

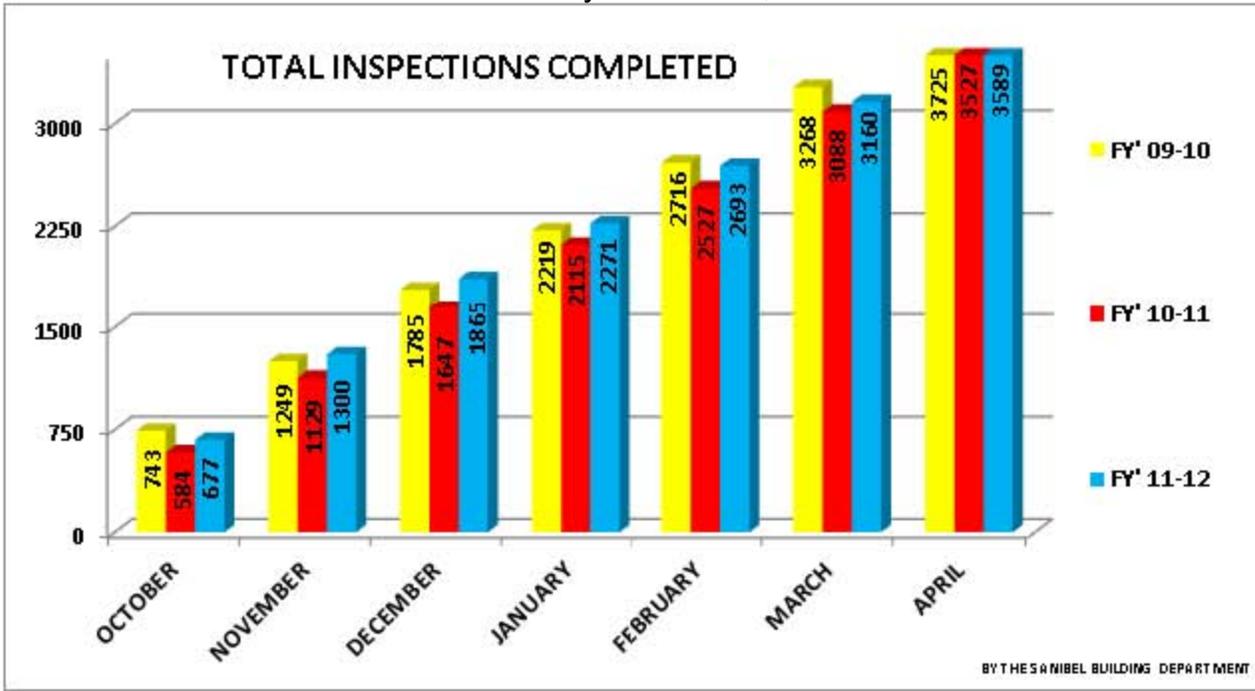
- Pre-construction – Prior to commencement of construction, the Building Department must confirm that all city requirements have been met. The plans for construction must be reviewed to comply with the standards of the family of Florida Codes, (Building, Electric, Mechanical, Plumbing and Fuel Gas) along 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.
- Contractor Licensing – Since its inception in 2005, the Contractor Review Board has issued 494 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.

## TREND ANALYSIS

- Construction industry is at a normal pace and is now beginning to improve with work requested
- The inspections requested are requiring existing staff to work more efficiently



City of Sanibel, Florida



Special Revenue Fund  
Building Department

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13	FY14	FY15	FY16	FY17
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	240,147	235,695	241,041	241,041	241,041	241,041	241,041	241,041	241,041	241,041
Part-time	13,137	27,025	18,200	18,200	23,963	18,200	26,000	26,000	26,000	26,000
Requested positions	-	-	-	-	-	7,800	-	-	-	-
Overtime	-	-	-	5,941	5,941	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	19,001	19,602	19,832	20,286	20,373	20,429	20,429	20,429	20,429	20,429
Retirement	57,292	82,287	102,212	102,212	341,788	112,392	110,499	110,493	112,893	112,960
Cafeteria Benefits	59,213	59,990	59,731	59,731	59,808	53,825	53,825	53,825	53,825	53,825
Workers' Comp	5,956	5,409	7,332	7,332	4,708	5,976	5,976	5,976	5,976	5,976
Unemployment Comp	(224)	(400)	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>394,522</b>	<b>429,608</b>	<b>448,348</b>	<b>454,743</b>	<b>697,622</b>	<b>459,663</b>	<b>457,770</b>	<b>457,763</b>	<b>460,163</b>	<b>460,230</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	2,574	-	1,515	1,515	918	1,065	1,065	1,065	1,065	1,065
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual Investigations	6,502	3,718	16,000	16,000	15,955	8,950	8,950	8,950	8,950	8,950
Travel & Per Diem	9,417	10,428	12,000	12,000	12,000	13,591	13,591	13,591	13,591	13,591
Communications	3,557	3,621	3,950	3,950	3,940	3,950	3,950	3,950	3,950	3,950
Transportation	712	1,264	900	900	900	900	900	900	900	900
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	1,199	1,258	1,750	1,750	1,740	1,750	1,750	1,750	1,750	1,750
Insurance	-	-	259	259	259	259	259	259	259	259
Repair & Maintenance	-	-	150	150	140	150	150	150	150	150
Printing	235	185	1,500	1,500	975	1,500	1,500	1,500	1,500	1,500
Promotional Activities	973	-	500	500	500	500	500	500	500	500
Other Current Charges	136,260	152,994	149,275	145,288	150,288	149,518	149,518	149,518	149,518	149,518
Office Supplies	1,564	1,518	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
Operating Supplies	120	65	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Books, Subscriptions, etc	458	809	1,000	1,000	950	1,000	1,000	1,000	1,000	1,000
Training and Education	-	399	-	-	-	500	500	500	500	500
<b>SUB-TOTAL</b>	<b>163,571</b>	<b>176,259</b>	<b>192,299</b>	<b>188,312</b>	<b>192,065</b>	<b>187,133</b>	<b>187,133</b>	<b>187,133</b>	<b>187,133</b>	<b>187,133</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	30,000	30,000	-	40,000	10,000	10,000	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>40,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>558,093</b>	<b>605,867</b>	<b>670,647</b>	<b>673,055</b>	<b>889,687</b>	<b>686,796</b>	<b>654,903</b>	<b>654,896</b>	<b>647,296</b>	<b>647,363</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>0.17%</b>	<b>8.56%</b>		<b>20.60%</b>		<b>2.04%</b>	<b>-4.64%</b>	<b>0.00%</b>	<b>-1.16%</b>	<b>0.01%</b>

**PHYSICAL ENVIRONMENT FUNCTION**

Garbage-Recycling Department

General Fund  
Recycling Center

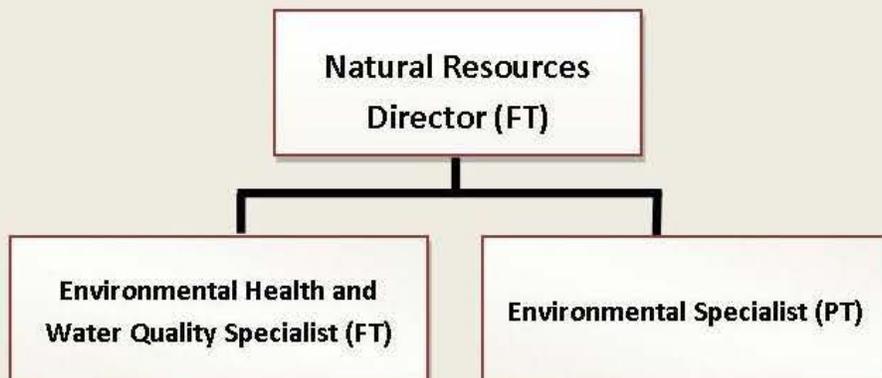
	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-
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	30,804	30,102	33,660	33,660	33,300	33,300	33,300	33,300	33,300	33,300
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	458	674	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	594	9,363	11,640	11,640	11,640	11,640	11,640	11,640	11,640	11,640
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	3,391	3,065	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>35,247</b>	<b>43,204</b>	<b>59,300</b>	<b>59,300</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</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>35,247</b>	<b>43,204</b>	<b>59,300</b>	<b>59,300</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>	<b>58,940</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-7.83%</u></b>	<b><u>22.57%</u></b>		<b><u>37.26%</u></b>		<b><u>-0.61%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>

**PHYSICAL ENVIRONMENT FUNCTION**

Natural Resources Management Department

## NATURAL RESOURCES DEPARTMENT

### Organizational Chart FY 2012—2013



**FT = Full - Time**

NATURAL RESOURCES DEPARTMENT

Director's Background:

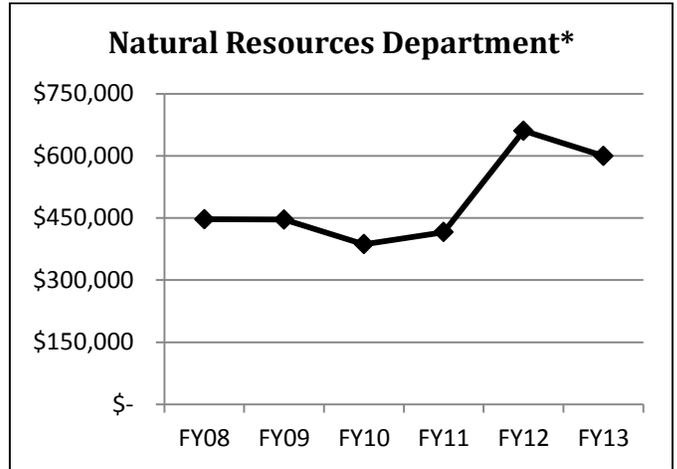
**James T. Evans III, M.S.**

Director Evans has been employed with the City of Sanibel for more than 12 years and has over 15 years of experience in south Florida ecosystems and expertise in water quality, marine biology, estuarine ecology, coastal systems, environmental restoration, land management and grant acquisition and management. He has held several positions with the City including, Conservation Officer, Environmental Planner, and Environmental Health and Water Quality Specialist, before becoming Director of Natural Resources. He has a Bachelor of Arts in Environmental Studies and a Master of Science in Environmental Science from Florida Gulf Coast University.

**Natural Resources Department / General Fund**

**DEPARTMENT FUNCTION**

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, 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 Lake Okeechobee releases.



\*Brazilian Pepper Eradication Program was moved to this department in FY12

**ACCOMPLISHMENTS**

- Received more than 133 grants totaling over \$12.73 million to fund needed environmental and hurricane recovery projects since 1992, securing more than \$379,000 in grants between 2010 and 2011;
- Developed Fertilizer and Lake Management Guidelines for Golf Courses and implemented an Annual Report Card to evaluate the progress;
- Designated Zone 6 as the final mandatory Brazilian pepper eradication zone, making the removal of Brazilian pepper mandatory island-wide;
- Completed the western Sanibel waterway improvement program with the opening and continued maintenance of Blind Pass and the culvert connecting Clam and Dinkins Bayous;
- Completed the Sea Oats Preserve Restoration Project, the Pond Apple Park and Paulsen Preserve Pine Flatwoods Restoration Project, and permitting for the Sanibel Bayous Restoration Project;
- Developed a weekly Caloosahatchee Conditions Report through a regional partnership with SCCF, Lee County and USFWS to help guide US Army Corps and SFWMD water management decisions.

**EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT**

- Continued impacts from Lake Okeechobee high-flow regulatory discharges degrade coastal water quality and increase the frequency and duration of algal blooms that threaten Sanibel's natural systems, economy, and resident's quality of life.
- Meeting new Federal and State-mandated water quality regulations within the Sanibel River and our coastal waters, including Total Maximum Daily Loads and Numeric Nutrient Criteria.
- The repeated attempts of the Florida legislature to limit the City's ability to implement measures to protect local water quality, including fertilizer ordinances, require substantial staff time and threaten to limit the tools available to address state water quality mandates.
- Continue building regional partnerships to obtain additional water storage within the Caloosahatchee basin to address high and low-flow impacts affecting Sanibel's water quality.

## City of Sanibel, Florida

- Continued implementation of the island-wide Brazilian pepper eradication program is of critical importance for maintaining productive wildlife habitat on conservation lands. New and increasing threats from exotic vines, including air potato and rosary pea, must also be addressed with continued control programs and grant funding.
- Management and treatment of newly introduced invasive exotic species (e.g., vines, insects, reptiles).
- Management of native wildlife expanding range on Sanibel (e.g., coyotes, black bears).
- Beachfront lighting compliance is at its highest level in the past 20 years and yet lighting violations still occur each year causing sea turtle hatchling disorientations and deaths. A continuing focus on this issue is essential as we work with our partners to protect both sea turtles and nesting shorebirds on Sanibel's thirteen miles of beaches.
- The erosional impact of the rock groin on Captiva at Blind Pass continues unabated and results in the need for cooperative action between the City, Lee County and the Captiva Erosion Prevention District to protect Sanibel's beaches.
- Habitat management to prevent the gradual succession from open grassy habitats to hardwood forests that is steadily reducing gopher tortoise habitat throughout the island. Mowing, hardwood control, and prescribed fire must be used to maintain coastal scrub habitat critical for tortoises and other rare species.
- Management of grassland savannah habitat in the interior freshwater wetlands through prescribed fire to protect critical habitat for the endangered Sanibel rice rat, wading birds and other wildlife.

### DEPARTMENT OBJECTIVES

#### To Support Council Goals:

- To work closely with the South Florida Water Management District and the U.S. Army Corps of Engineers on projects and management initiatives that will reduce the frequency, duration and severity of flows of polluted freshwater from Lake Okeechobee into the Caloosahatchee Estuary. In particular, promoting projects and management decisions that increase water storage and filtration and reduce pollutant inputs, such as stormwater and fertilizer, at their source.
- To continue to work with island golf courses to implement the City's Fertilizer and Lake Management Guidelines and evaluate progress annually;
- To continue fertilizer education campaign on fertilizer Best Management Practices and develop stormwater information package for homeowners to address water quality in community lakes;
- To complete a comprehensive nutrient reduction plan for Sanibel, which includes a list of priority projects and management measures to effectively reduce stormwater runoff and nutrient pollution to the Sanibel River and coastal waters;
- To evaluate all expenditures and alternative options, applying for grants when appropriate, and bidding out even small projects to most effectively utilize all funding sources.

## City of Sanibel, Florida

### To Support Departmental Objectives:

- To improve stormwater treatment from developed lands and roadways prior to discharge into Sanibel River through development of Comprehensive Nutrient Management Plan, construction of the Jordan Marsh Water Quality Treatment Park, increased retention time in stormwater swales prior to discharge.
- To continue to implement the island-wide Brazilian pepper eradication program;
- To maintain all city managed lands, including parks and conservation lands, free of invasive exotic plants and to manage these lands in a manner that maximizes the value of wildlife habitat;
- To minimize sea turtle hatchling disorientations by dedicating sufficient resources to achieve beach lighting compliance through enforcement of Sanibel's outdoor lighting standards;
- To complete restoration of the former Sanibel Bayous utility site using local and federal grants;
- To complete Pond Apple Park / Shipley Trail Connector Project;
- To develop an annual report establishing a baseline and status and trends of Sanibel's natural resources including wildlife, wildlife habitat and water quality.

### PERFORMANCE INDICATORS

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010	Actual 2009
To achieve "compliance" on Golf Course Fertilizer and Lake Management Guidelines at all island golf courses annually	66%	66%	33%	N/A	N/A
To apply for grants annually to fund necessary environmental restoration projects	Yes	Yes	Yes	Yes	Yes
To complete initial Code Enforcement for Zone 6 of the Brazilian pepper program in 2013	100%	N/A	N/A	N/A	N/A
To treat all City managed properties for invasive exotic plants annually	100%	100%	100%	98%	98%
To prevent all sea turtle hatchling disorientations via lighting compliance efforts annually	100%	100%	100%	95%	95%
To engineer, permit and fund the Sanibel Bayous utility site restoration project in 2012	100%	60%	30%	10%	N/A
To mow or burn all high quality coastal scrub habitat on City managed lands every 3 years	100%	90%	90%	85%	85%
To draft a Comprehensive Nutrient Reduction Plan for Sanibel in 2012	100%	90%	20%	N/A	N/A
To engineer, permit and begin construction on the Pond Apple Park/Shipley Trail Connector Trail boardwalk	100%	60%	N/A	N/A	N/A
Develop Annual Report on State of the Environment for Sanibel by Dec 2012	100%	80%	N/A	N/A	N/A
To respond to requests for property inspections within 5 work days	100%	95%	80%	Est. 70%	Est. 70%

**RESPONSIBILITIES**

**Environmental Restoration**

- Filled wetlands
- Initial exotic removal
- Altered hydroperiod
- Coastal scrub conversion
- Dune establishment
- Tree and Shrub planting

**Habitat Management**

- Exotic plant control
- Prescribed fire
- Coastal scrub maintenance
- Dune and shoreline protection

**Water Quality**

- Agency coordination
- Project advocacy
- Management advocacy
- Stormwater management
- Filter marshes
- Water monitoring

**Protected Species Management**

- Sea turtles
- Nesting shorebirds
- Bald eagles
- Wading bird rookeries
- Gopher tortoises
- Rare species plantings

**Regulatory Review**

- Permit applications
- Pre-application meetings
- Site inspections
- Dune protection
- Wetland and mangrove protection
- Native plant protection
- Listed species protection

**Environmental Code Enforcement**

- Brazilian pepper
- Other invasive exotics
- Coastal construction control line
- Mangrove trimming/removal
- Wetland filling
- Native tree trimming/removal
- Water pollution

**Public Education**

- Fertilizer and lake management
- Water quality
- Vegetation codes
- Vegetation trimming and maintenance
- Contractor competency classes
- Exotic species management
- Sea turtle and shorebird protection
- Habitat restoration and maintenance
- Firewise Program/prescribed fire

City of Sanibel, Florida

**TREND ANALYSIS**

<b>Description</b>	<b>Projected 2012</b>	<b>Actual 2011</b>	<b>Actual 2010</b>	<b>Actual 2009</b>
Acres Managed	660	660	656	639
Acres of Exotics Treated (all lands)	660	660	1106**	1089**
Gallons of Herbicide Used	135	140	150	185
Site Inspections***	N/A	N/A	N/A	N/A
Inquiries Handled***	N/A	N/A	N/A	N/A
Public Education Staff Presentations***	N/A	N/A	N/A	N/A
Sea Turtle Lighting Violations (monthly average)	40 YTD (2 inspections)	82 (5 inspections)	115 (6 inspections)	74 (5 inspections)
Vegetation Contractors Trained	49 YTD	65	81	N/A
Fertilizer Contractors Trained	32 YTD	43	53	N/A

\* Due to accounting change, Brazilian pepper program now in Natural Resources operating budget (prior to 2011 program was accounted for in separate fund)

\*\*Includes treatment of exotics on J.N. Ding Darling NWR lands – Grant funded through State Bureau of Invasive Plant Management

\*\*\* Will be tracked and reported annually beginning in FY2012–2013

General Fund  
Natural Resources Department

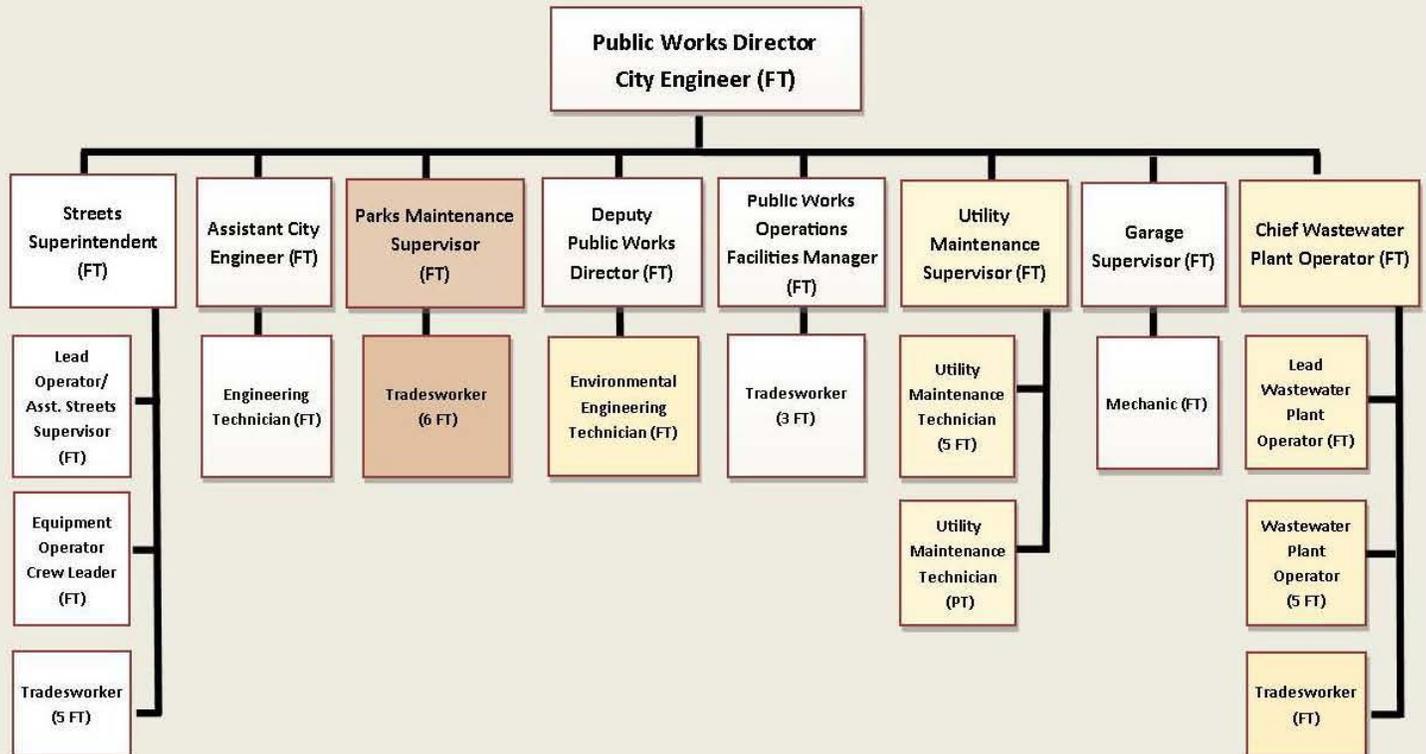
	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13	FY14	FY15	FY16	FY17
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	243,751	245,220	244,328	244,328	266,138	154,277	154,277	154,277	154,277	154,277
Part-time	-	-	-	-	15,000	59,998	59,998	59,998	59,998	59,998
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	18,097	18,249	17,704	17,704	20,521	16,392	16,392	16,392	16,392	16,392
Retirement	57,937	83,664	64,811	64,811	64,811	70,436	69,390	69,386	70,712	70,749
Cafeteria Benefits	31,468	31,042	30,913	30,913	27,937	18,548	18,548	18,548	18,548	18,548
Workers' Comp	7,593	6,895	9,346	9,346	6,004	7,617	7,617	7,617	7,617	7,617
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>358,846</b>	<b>385,070</b>	<b>367,102</b>	<b>367,102</b>	<b>400,411</b>	<b>327,267</b>	<b>326,221</b>	<b>326,218</b>	<b>327,544</b>	<b>327,581</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	-	-	800	800	300	800	800	800	800	800
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual*	13,182	14,636	207,000	232,000	232,000	240,000	240,000	240,000	240,000	240,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	9,253	8,640	11,500	11,500	11,000	13,200	13,200	13,200	13,200	13,200
Communications	3,068	3,675	4,180	4,180	4,180	4,180	4,180	4,180	4,180	4,180
Transportation	407	941	200	200	200	200	200	200	200	200
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	102	74	500	500	200	500	500	500	500	500
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	46	23	400	400	200	400	400	400	400	400
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	455	160	1,500	1,500	1,500	1,800	1,800	1,800	1,800	1,800
Office Supplies	246	439	1,200	1,200	500	1,200	1,200	1,200	1,200	1,200
Operating Supplies	975	2,142	10,334	15,292	9,958	10,000	10,000	10,000	10,000	10,000
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	87	102	500	500	150	200	200	200	200	200
<b>SUB-TOTAL</b>	<b>27,821</b>	<b>30,832</b>	<b>238,114</b>	<b>268,072</b>	<b>260,188</b>	<b>272,480</b>	<b>272,480</b>	<b>272,480</b>	<b>272,480</b>	<b>272,480</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>386,667</b>	<b>415,902</b>	<b>605,216</b>	<b>635,174</b>	<b>660,599</b>	<b>599,747</b>	<b>598,701</b>	<b>598,698</b>	<b>600,024</b>	<b>600,061</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>										
	<u>-13.29%</u>	<u>7.56%</u>		<u>52.72%</u>		<u>-5.58%</u>	<u>-0.17%</u>	<u>0.00%</u>	<u>0.22%</u>	<u>0.01%</u>

\* 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 Organizational Chart FY 2012—2013



FT = Full - Time PT = Part - Time

General Fund

Beach Parking Fund

Sewer Fund

PUBLIC WORKS DEPARTMENT

Acting Director's Background:

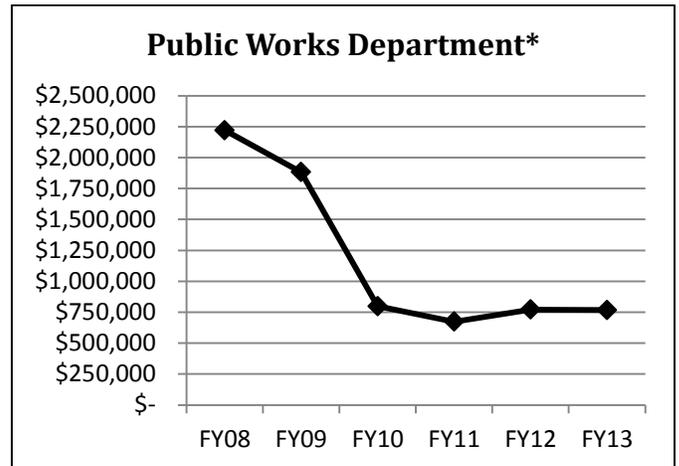
**Scott Krawczuk, EI**

Scott joined the City of Sanibel in 2000 as an engineering technician and was later appointed to the position of Deputy Public Works Director. He received his bachelor's degree from the Florida Institute of Technology majoring in Ocean Engineering and has over 15 years of experience in engineering design, facilities construction and facilities management. Scott became acting public works director in 2012.

**Public Works Department/General Fund**

**DEPARTMENT FUNCTION**

To economically provide safe, well-maintained and clean roads, shared use paths, parks, public buildings and vehicles.



\*This department was split into two in FY10 and employees began direct charging their time to the sewer and beach parking funds in FY11

**ACCOMPLISHMENTS**

- Completed Dunlop/Wooster Shared Use Path
- Resurfaced 4.65 miles of streets
- Embraced technological advancements (computerized purchasing, computer training & ipad usage)
- Replaced Lindgren Boulevard Box Culvert with a new higher, wider bridge
- Completed Dixie Beach Boulevard and Bailey Road shared use path extensions as recommended in 2009 shared use path master plan
- Provided 169 hours of computer training in 26 classes for department employees

**EMERGING ISSUES AND 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 and public facilities personnel are long time City employees. As they 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;
- The increased demands upon Public Works through both the expansion of the facilities to be maintained (more parks, shared use paths, signs, plantings areas, etc.) and the desire for increased maintenance levels (more trimming of roads and shared use paths, more frequent mowing to maintain and enhance the City's appearance.

City of Sanibel, Florida

**DEPARTMENT OBJECTIVES**

**To Support Council Goals:**

- To economically maintain City's infrastructure
- To continue compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit

**To Support Departmental Objectives:**

- To expand the shared use path system
- To correct up to 10 neighborhood drainage problems annually
- To perform timely maintenance on the City's infrastructure to prevent future major repairs

**PERFORMANCE INDICATORS**

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
Streets resurfaced/reconstructed (miles)	4.60	4.65	5.93	6.71
Shared use paths constructed (linear feet)	2,376	6,730	4,730	-
Road and shared use path miles swept	500	500	491	465

**RESPONSIBILITIES**

**Administration**

- Budget
- Goals
- Personnel
- Emergency Management
- Payroll
- Inventory
- Maintenance records
- Interdepartmental coordination
- Public Interaction
- Reports and Studies
- Grant requests
- Storm water Permit Management
- Solid Waste Program

**Engineering**

- Surveys
- Designs
- Construction contracts
- Project coordination
- Capital Improvement Program
- Inspections
- Permits
- Maintain maps

City of Sanibel, Florida

**Transportation**

- Streets maintenance
- Shared use path maintenance
- Drainage construction
- Drainage Maintenance
- Litter control
- Vegetation maintenance
- Traffic control
- Emergency recovery

**Garage**

- Vehicle maintenance
- Equipment maintenance
- Maintenance scheduling
- Parts inventory
- Safety inspections

**Public Facilities**

- Maintain grounds
- Maintain buildings
- Make repairs
- Monitor contractors

**TREND ANALYSIS**

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010	Actual 2009
Streets resurfaced/reconstructed (Miles)	4.60	4.65	5.93	6.71	6.45
Shared use paths constructed (Linear feet)	2,376	6,730	4,730	-	-
Road and shared use path miles swept	500	500	491	465	447

General Fund  
Public Works\*

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	468,047	365,875	345,937	343,210	365,661	342,151	342,151	342,151	342,151	342,151
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	25,014	12,408	25,000	25,000	18,411	25,000	25,000	25,000	25,000	25,000
RHS/Holiday/Shift Diff/Educ.Incentive	1,174	780	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
FICA Match	35,812	27,712	27,658	29,208	29,534	28,240	28,240	28,240	28,240	28,240
Retirement	110,005	117,322	158,485	158,485	158,485	174,232	171,319	171,309	175,003	175,106
Cafeteria Benefits	98,444	84,679	72,887	72,887	89,141	65,666	65,666	65,666	65,666	65,666
Workers' Comp	9,842	8,938	12,115	12,115	7,780	9,874	9,874	9,874	9,874	9,874
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>748,338</b>	<b>617,714</b>	<b>644,082</b>	<b>642,905</b>	<b>671,012</b>	<b>647,163</b>	<b>644,250</b>	<b>644,240</b>	<b>647,933</b>	<b>648,037</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	2,530	29	3,000	26,000	26,000	46,200	46,200	46,200	46,200	46,200
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	5,019	1,790	3,460	3,460	3,460	3,420	3,420	3,420	3,420	3,420
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	8,560	8,267	10,600	10,600	10,600	10,600	10,600	10,600	10,600	10,600
Communications	7,111	7,291	7,902	7,902	9,700	12,060	12,060	12,060	12,060	12,060
Transportation	345	293	500	500	500	500	500	500	500	500
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	245	-	80	80	80	80	80	80	80	80
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	13,092	9,873	19,250	19,250	19,250	19,250	19,250	19,250	19,250	19,250
Printing	619	5	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	25	155	600	600	600	600	600	600	600	600
Office Supplies	3,254	3,998	9,950	9,950	7,950	7,950	7,950	7,950	7,950	7,950
Operating Supplies	2,684	5,133	7,000	7,000	7,000	6,800	6,800	6,800	6,800	6,800
Road Materials & Supplies	-	3,960	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	6,228	5,849	10,330	10,330	10,330	10,330	10,330	10,330	10,330	10,330
<b>SUB-TOTAL</b>	<b>49,712</b>	<b>46,643</b>	<b>73,872</b>	<b>96,872</b>	<b>96,670</b>	<b>118,990</b>	<b>118,990</b>	<b>118,990</b>	<b>118,990</b>	<b>118,990</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	3,477	2,000	2,000	2,000	2,000	2,000
Machinery & Equipment	-	8,145	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>8,145</b>	<b>-</b>	<b>-</b>	<b>3,477</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>GRANTS &amp; AIDS</b>										
		1,000	-	-	-					
<b>DEPARTMENTAL TOTAL</b>	<b>798,050</b>	<b>673,502</b>	<b>717,954</b>	<b>739,777</b>	<b>771,159</b>	<b>768,153</b>	<b>765,240</b>	<b>765,230</b>	<b>768,923</b>	<b>769,027</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>										
	<b>-57.62%</b>	<b>-15.61%</b>		<b>9.84%</b>		<b>3.84%</b>	<b>-0.38%</b>	<b>0.00%</b>	<b>0.48%</b>	<b>0.01%</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 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	399,062	381,080	349,868	349,868	350,313	349,868	349,868	349,868	349,868	349,868
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	84,181	89,321	100,000	100,000	98,390	100,000	100,000	100,000	100,000	100,000
Special Pay	5,733	3,822	12,000	12,000	8,410	12,000	12,000	12,000	12,000	12,000
FICA Match	39,043	37,711	35,333	35,333	34,969	35,333	35,333	35,333	35,333	35,333
Retirement	83,937	121,565	109,411	109,411	109,411	119,799	117,868	117,861	120,310	120,378
Cafeteria Benefits	100,709	95,398	89,396	89,396	88,800	79,937	79,937	79,937	79,937	79,937
Workers' Comp	27,818	25,262	34,242	34,242	21,996	27,907	27,907	27,907	27,907	27,907
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>740,483</b>	<b>754,159</b>	<b>730,250</b>	<b>730,250</b>	<b>712,289</b>	<b>724,845</b>	<b>722,914</b>	<b>722,907</b>	<b>725,356</b>	<b>725,424</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	92,240	88,370	108,200	108,200	108,200	108,320	108,320	108,320	108,320	108,320
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	207,034	192,957	243,200	243,200	243,200	243,200	243,200	243,200	243,200	243,200
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	4,697	4,673	4,110	4,110	4,110	4,360	4,360	4,360	4,360	4,360
Communications	968	968	960	960	960	960	960	960	960	960
Transportation	-	40	-	350	350	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	4,363	5,273	6,300	6,300	8,200	8,700	8,700	8,700	8,700	8,700
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	1,077,418	422,857	1,199,500	1,977,589	1,977,600	1,119,500	1,149,500	1,149,500	1,149,500	1,149,500
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	2,515	-	500	500	500	500	500	500	500	500
Other Current Charges	-	2,628	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950
Office Supplies	11	-	-	-	-	-	-	-	-	-
Operating Supplies	92,215	103,807	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000
Road Materials & Supplies	75,549	72,241	78,000	78,000	78,000	80,000	80,000	80,000	80,000	80,000
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>1,557,010</b>	<b>893,814</b>	<b>1,726,720</b>	<b>2,505,159</b>	<b>2,507,070</b>	<b>1,651,490</b>	<b>1,681,490</b>	<b>1,681,490</b>	<b>1,681,490</b>	<b>1,681,490</b>
<b>CAPITAL OUTLAY</b>										
Land	-	500	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	29,757	-	78,857	77,860	-	-	-	-	-
Machinery & Equipment	4,790	-	-	-	-	2,500	2,500	2,500	2,500	2,500
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>4,790</b>	<b>30,257</b>	<b>-</b>	<b>78,857</b>	<b>77,860</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>DEPARTMENTAL TOTAL</b>	<b>2,302,283</b>	<b>1,678,230</b>	<b>2,456,970</b>	<b>3,314,266</b>	<b>3,297,219</b>	<b>2,378,835</b>	<b>2,406,904</b>	<b>2,406,897</b>	<b>2,409,346</b>	<b>2,409,414</b>

\* Streets Division moved to Fund 101 in FY10 due to a change in accounting standards. Please see the budget message for a complete explanation of the change

% CHANGE COMPARED TO PREVIOUS YEAR		<u>-27.11%</u>				<u>-28.22%</u>	<u>1.18%</u>	<u>0.00%</u>	<u>0.10%</u>	<u>0.00%</u>
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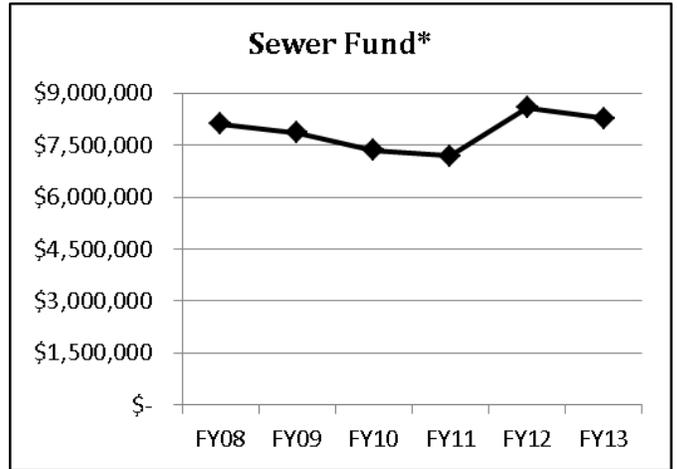
**PHYSICAL ENVIRONMENT FUNCTION**

Utilities Department

**Utility Department/Sewer Fund**

**DEPARTMENT FUNCTION**

To improve surface water quality. 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.



\* Includes debt service expense and capital items

**ACCOMPLISHMENTS**

- Improved lift station pump efficiency through the installation of variable frequency drives
- Continued program to identify and eliminate infiltration/inflow
- Continued with the plant tank inspection/repair program

**EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT**

- The utility department’s functions require technical proficiency. Even in the current economic market, there is difficulty hiring skilled employees such as wastewater plant operators;
- The expansion of the sewer system is placing increased demands on fewer staff;
- Water quality issues impact the department, including finding environmentally friendly ways to;
  - Dispose of sludge
  - Treat effluent prior to its use for irrigation

**DEPARTMENT OBJECTIVES**

**To Support Council Goals:**

- To minimize effluent violations and system overflows;
- To reduce nitrogen and phosphorus levels in the plant effluent;;

**To Support Departmental Objectives:**

- To reduce flow to the plant due to inflow and infiltration by 10%;

City of Sanibel, Florida

**To Support Departmental Objectives (continued):**

- To achieve 100% effluent compliance;
- To achieve effluent nitrogen and phosphorus levels below 3.0 and 0.5 ppm respectively;
- To correct up to 10 neighborhood drainage problems annually;

**PERFORMANCE INDICATORS**

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
Annual Average Daily Flow (MGD)	1.02	1.129	1.125	1.515
Funds expended on I/I corrections (\$)	180,000	130,000	220,000	180,000
Funds expended to identify I/I sources (\$)	60,000	20,000	0	26,000
Number of effluent violations	0	1	0	2
Number of system overflows	0	0	2	3

**RESPONSIBILITIES**

**Utility Operations**

- Operate plants
- Monitor plant operations
- Prepare reports
- Maintain facilities
- Assure safe operations
- Maintain records
- Emergency management

**Utility Maintenance**

- Repair facilities
- Inspect facilities
- Operate facilities
- Maintain facilities
- Construct facilities
- Emergency management

**TREND ANALYSIS**

Description	Projected 2013	Projected 2012	Actual 2011	Actual 2010	Actual 2009
Sewer equivalent residential units (ERU)	9,350	9,340	9,323	9,302	8,864
Average Daily Wastewater Flow (MGD)	1.020	1.129	1.125	1.515	1.395

Enterprise Fund  
Sanibel Sewer System

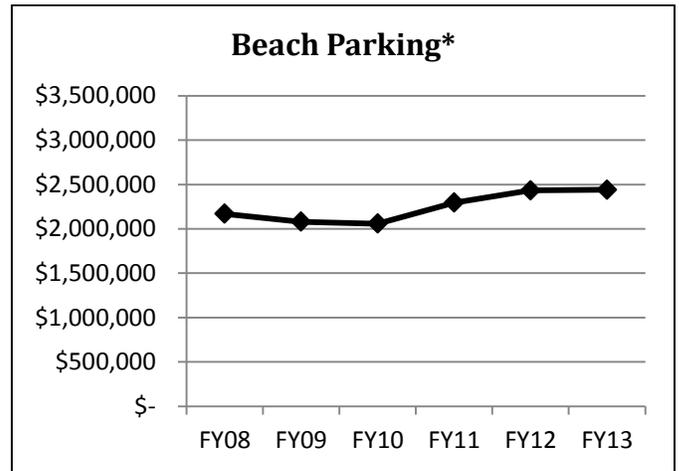
	GAAP Basis		Non-GAAP Basis							
	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13	FY14	FY15	FY16	FY17
	2010 Actual Expenses	2011 Actual Expenses	Original Budget	Amended Budget	Estimated Actual	Proposed	Proposed	Proposed	Proposed	Proposed
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time*	805,640	896,973	925,380	930,246	877,526	913,654	913,654	913,654	913,654	913,654
Part-time	31,839	33,953	33,280	33,280	31,312	33,280	33,280	33,280	33,280	33,280
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	85,084	88,294	80,000	80,000	105,783	90,000	90,000	90,000	90,000	90,000
Special Pay	22,729	12,812	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
FICA Match	71,923	78,714	79,173	80,249	78,842	80,549	80,549	80,549	80,549	80,549
Retirement	172,686	253,631	250,566	250,566	764,850	276,641	272,577	272,563	277,715	277,859
Cafeteria Benefits	218,502	221,482	246,803	246,803	220,080	229,863	229,863	229,863	229,863	229,863
Workers' Comp	12,823	11,684	15,838	15,838	10,172	12,908	12,908	12,908	12,908	12,908
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	1,421,226	1,597,543	1,647,040	1,652,982	2,104,565	1,652,895	1,648,832	1,648,818	1,653,970	1,654,113
<b>OPERATING EXPENSES</b>										
Professional Serv	39,137	86,070	166,800	184,300	184,300	164,800	164,800	164,800	164,800	164,800
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	273,288	273,760	265,600	265,600	265,600	349,100	299,100	299,100	299,100	299,100
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	10,377	11,334	13,150	13,150	13,150	13,150	13,150	13,150	13,150	13,150
Communications	15,220	14,655	15,280	15,280	15,280	16,980	16,980	16,980	16,980	16,980
Transportation	6,599	5,795	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Utilities	378,328	329,801	355,320	355,320	355,320	355,320	355,320	355,320	355,320	355,320
Rentals & Leases	4,629	9,214	11,060	21,705	21,705	11,060	11,060	11,060	11,060	11,060
Insurance	16,362	16,076	22,940	22,940	20,663	22,474	23,148	23,843	24,558	25,295
Repair & Maintenance	722,682	605,090	717,100	812,802	810,350	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000
Printing	783	1,019	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Promotional Activities	588	1,162	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Current Charges	524,254	355,377	367,089	472,349	472,349	468,311	468,311	468,311	468,311	468,311
Office Supplies	2,561	2,883	4,400	4,400	5,800	4,400	4,400	4,400	4,400	4,400
Operating Supplies	206,389	232,199	280,250	280,250	280,250	285,050	285,050	285,050	285,050	285,050
Road Materials & Supplies	-	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Books, Subscriptions, etc	2,573	6,494	11,600	11,600	11,600	11,600	11,600	11,600	11,600	11,600
SUB-TOTAL	2,203,770	1,950,929	2,247,589	2,476,696	2,473,367	2,769,245	2,719,919	2,720,614	2,721,329	2,722,066
<b>Capital Outlay</b>										
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	155,000	155,000	162,000	195,000	35,000	35,000	55,000	35,000
Machinery & Equipment	-	-	440,000	427,664	264,968	85,000	252,000	385,000	122,000	152,000
SUB-TOTAL	-	-	595,000	582,664	426,968	280,000	287,000	420,000	177,000	187,000
Reserve for Disasters			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Depreciation & Amortization	2,455,654	2,463,528	-	-	-	-	-	-	-	-
Debt Service	1,271,754	1,170,496	3,477,296	3,477,296	3,477,296	3,473,296	3,474,146	3,474,302	3,478,740	3,477,350
SUB-TOTAL	3,727,408	3,634,024	3,577,296	3,577,296	3,577,296	3,573,296	3,574,146	3,574,302	3,578,740	3,577,350
DEPARTMENTAL TOTAL	<u>7,352,404</u>	<u>7,182,496</u>	<u>8,066,925</u>	<u>8,289,638</u>	<u>8,582,196</u>	<u>8,275,436</u>	<u>8,229,897</u>	<u>8,363,733</u>	<u>8,131,038</u>	<u>8,140,529</u>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>										
	<u>-6.51%</u>	<u>-2.31%</u>	<u>15.41%</u>			<u>-0.17%</u>	<u>-0.55%</u>	<u>1.63%</u>	<u>-2.78%</u>	<u>0.12%</u>

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

**Beach Parking Department/Beach Parking Fund**

**DEPARTMENT FUNCTION**

To economically provide safe, well-maintained and clean beach parks, including restrooms, fishing pier, paths, trails and signage. To maintain a mobile beach patrol and to patrol the parks.



\*Expenditures do not include capital items

**ACCOMPLISHMENTS**

- Completed construction of family style restroom at Bowman’s Beach Park;
- Beach patrol increased environmental protection of shorebirds through the enforcement of the dog leash ordinance by issuing ten citations for violation and twelve warnings for violation;
- Improved beach parking credit card use efficiency through equipment upgrades which increased the speed of transactions by as much as 70%;
- Completed 2012 beach dune plantings to beautify the beach parks and protect shoreline from erosion;
- Reinstalled 1,600 linear feet of rope and bollard system at Gulfside City Park and Lighthouse Beach Park that were impacted by Tropical Storm Debby.

**EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT**

- Increased pressures on the beach ecosystem and facilities as word of Sanibel’s high ranking as a beach destination spreads.
- Increased demands on staff through the expansion of the facilities to be maintained (more restrooms, picnic areas, etc.).
- Maintaining recreational opportunities for beachgoers, while protecting critical wildlife habitat.
- Maintaining the existing family-friendly beach atmosphere.

City of Sanibel, Florida  
**DEPARTMENT OBJECTIVES**

**To Support Council Goals:**

- To protect the beach environment;
- To maintain beach revenues through an enhanced beach experience for residents and visitors.

**To Support Departmental Objectives:**

- To make all beach parks safe for all users;
- To maintain the beach park facilities to a level worthy of a world class destination;
- To ensure that people and wildlife can coexist at all beach parks;
- To protect and manage the beach and shoreline in a natural state;

**PERFORMANCE INDICATORS**

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
Annual beach park dune plantings	100%	100%	N/A	N/A
Annual exotic plant control at all beach parks	100%	100%	100%	100%
Annual maintenance of beach park rope and bollard system	100%	100%	100%	N/A
Maintain consistent revenues through enforcement and parking machine maintenance (measurement will be consistent revenues)			\$1,483,569\$	\$1,349,995

**RESPONSIBILITIES**

**Beach Parks Maintenance**

- Maintain grounds
- Litter control
- Monitor cleaners
- Make repairs
- Dune plantings
- Exotic control
- Beach walkovers

City of Sanibel, Florida

**TREND ANALYSIS**

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010	Actual 2009
Parks Restrooms	8	7	6	6	6
Linear feet of shoreline newly vegetated or re-vegetated with dune species	TBD	TBD	TBD	N/A	N/A
Number of acres of exotic plants treated	TBD	TBD	TBD	N/A	N/A
Linear feet of rope and bollards newly installed or reinstalled due to storm events*	TBD	1,600	N/A	N/A	N/A
Parking machine revenue			\$1,368,301	\$1,200,557	\$1,243,204
Parking permit revenue			\$94,450	\$92,823	\$90,753
Parking violation revenue			\$50,818	\$56,615	\$83,601

\*Will be tracked and reported annually beginning in FY2012–2013

## FY 2013 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
REVENUE			334.50-01	344.50-04	344.50-06	
PARKING FEES		1,200,000	721,967	426,885	51,148	
ALLOCATED PERCENTAGES			60.16%	35.57%	4.26%	AMTS TO BE
		DEPT #:	4500	4504	4508	ALLOCATED
EXPENSES		TOTAL				
SALARIES						
Current positions		551,523	331,818	196,198	23,508	551,523
Requested positions		29,012	17,455	10,321	1,237	29,012
Reserve for Comp/Reclass		0	0	0	0	0
OVERTIME		52,000	31,285	18,498	2,216	52,000
SPECIAL PAY		10,268	6,178	3,653	438	10,268
SWORN OFF DEPENDENT CC		0	0	0	0	0
FICA Match		49,174	29,585	17,493	2,096	49,174
RETIREMENT		236,617	142,358	84,174	10,085	236,617
CAFETERIA BENEFITS		206,393	124,174	73,422	8,797	206,393
W/C		18,402	11,071	6,546	784	18,402
Personnel Services		1,153,390	693,925	410,304	49,161	1,153,390
PROF SERV		60,800	27,688	31,334	1,777	41,700
ACCOUNTING & AUDIT		0	0	0	0	0
OTHER CONTRACTUAL		215,500	132,011	75,412	8,077	189,500
TRAVEL		22,650	13,627	8,057	965	22,650
COMMUNICATIONS		10,800	6,880	3,500	419	9,840
TRANSPORTATION		3,200	1,745	1,332	124	2,900
UTILITIES		78,200	52,399	23,747	2,054	48,200
RENTALS & LEASES		2,800	1,685	996	119	2,800
INSURANCE		24,283	14,610	8,638	1,035	24,283
REPAIR & MAINTENANCE		322,230	195,845	112,784	13,601	201,790
PRINTING		2,300	1,384	818	98	2,300
PROMOTIONAL ACT		500	301	178	21	500
OTHER CURRENT CHGS		20,600	12,394	7,328	878	20,600
Indirect Cost Charges		419,488	252,380	149,228	17,880	419,488
OFFICE SUPPLIES		500	301	178	21	500
OPERATING SUPPLIES		115,200	69,548	40,768	4,885	114,600
ROAD MATERIALS		4,000	2,407	1,423	170	4,000
BOOKS & PUBLICATIONS		0	0	0	0	0
Operating Expenditures		1,303,051	785,203	465,722	52,126	1,105,651
BULDINGS		0	0	0	0	0
IMPROV OTHER THAN BLDGS		521,000	521,000	0	0	521,000
MACHINERY & EQUIP		172,000	172,000	0	0	172,000
Capital Outlay		693,000	693,000	0	0	693,000
INTEREST		0	0	0	0	0
Debt Service		0	0	0	0	0
<b>TOTAL EXPENSES</b>		<b>3,149,441</b>	<b>2,172,128</b>	<b>876,026</b>	<b>101,287</b>	<b>2,952,041</b>

**Economic Environment Function**

**Below Market Rate Housing Program**

General Fund  
Below Market Rate Housing Program

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 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	-	-	-	-	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-	-	-
Communications	3,019	1,654	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Transportation	865	1,369	1,000	1,000	1,000	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	2,500	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	2,951	3,020	3,500	3,500	3,500	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>6,835</b>	<b>6,043</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</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>
Grants & Aids	247,616	255,044	262,695	262,695	262,695	274,800	283,044	291,535	300,281	309,290
<b>DEPARTMENTAL TOTAL</b>	<b>254,451</b>	<b>261,087</b>	<b>269,695</b>	<b>269,695</b>	<b>269,695</b>	<b>279,800</b>	<b>285,544</b>	<b>294,035</b>	<b>302,781</b>	<b>311,790</b>
% CHANGE COMPARED TO PREVIOUS YEAR		<u>2.61%</u>		<u>3.30%</u>		<u>3.75%</u>				

## **CULTURE/RECREATION FUNCTION**

Recreation Complex Department

Center 4 Life Program Department

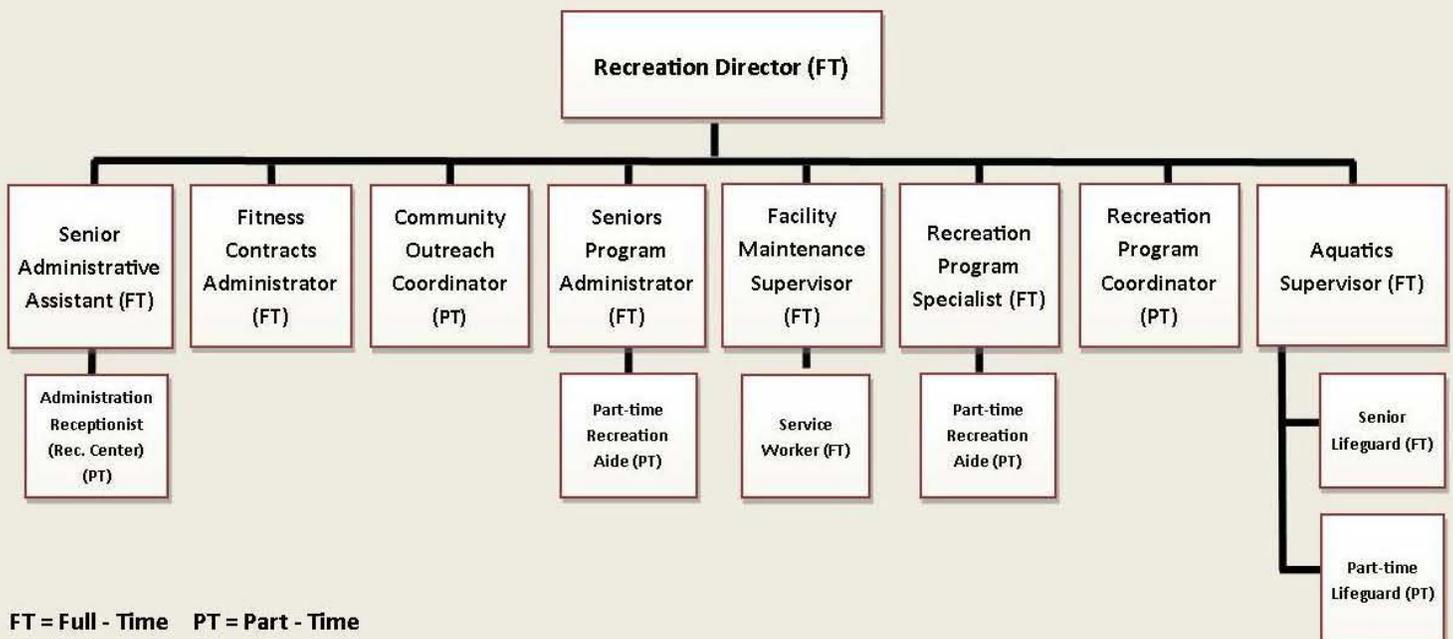
Performing Arts Facility Department

Historical Village and Museum Program

Sanibel School Ball Park Maintenance Fund

Parks and Recreation Public Facilities Department

## RECREATION DEPARTMENT Organizational Chart FY 2012—2013



FT = Full - Time    PT = Part - Time

RECREATION DEPARTMENT

Acting Director's Background:

**Andrea Miller**

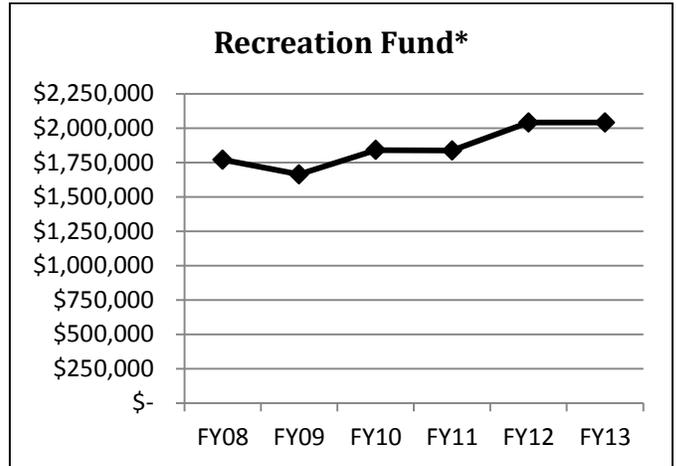
- Bachelor of Science in Health & Physical Education (K-12) from Indiana University of Pennsylvania
- Member of Florida Recreation & Parks Association and National Recreation & Parks Association
- Certified Parks & Recreation Professional (CPRP)
- NIMS Certified
- American Red Cross First Aid and CPR 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.

**Recreation Center and Center 4 Life / Recreation Fund**

**DEPARTMENT FUNCTION**

To develop and administer safe, well-rounded community programs and facilities that meets the needs of Sanibel residents and visitors of all ages.



\*Beginning in FY10 the Center 4 Life was combined with the recreation center in this fund

**ACCOMPLISHMENTS**

- Exceeded revenue expectations while maintaining expense guidelines;
- Expanded fitness programming, complimentary health screenings, community and teen events;
- Enhanced recreation center membership benefits by offering “member discounts” in cooperation with on-island businesses;
- Increased coordination with Sanibel School and other organizations to promote positive partnerships
- Increased six month and annual memberships while continuing above national average for over-all retention;
- Increased marketing/social media, through local publications and website;
- Maximized use of recreation facilities through creative scheduling of class offerings and carefully monitoring of attendance;
- Continued to provide assistance to local families in need through the Financial Assistance program;
- New Year’s Eve Celebration/Fundraiser was expanded resulting in an increase in revenue generation;
- Expanded Junior Volunteer & Counselor In Training Program, resulting in an increase in volunteerism by our youth.
- Provided 422.5 hours of computer training in 65 classes for department employees

**EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT**

- Continue to provide creative, positive, healthy and up-to-date programming in order to meet the needs of our community.
- Continue to move towards a higher percentage of cost recovery for Recreation Center operations.
- Maintain staffing levels while expanding services and programs.
- Research and develop appropriate recommendations/modifications based on industry standards.

City of Sanibel, Florida  
**DEPARTMENT OBJECTIVES**

**To Support Council Goals:**

- The Sanibel Recreation Department welcomes residents and visitors alike who are drawn by, and are respectful of, the City's goal to provide healthy and environmentally sensitive programming while promoting positive relationships and a sense of community.
- To continue to maintain and develop a "Best Practices Green Technologies" in keeping with the City's goals.
- Develop a long-term debt early retirement plan and enhance the budgeting process by including more historical trend analysis and by extending operational budgetary forecasting to five years.

**To Support Departmental Objectives:**

- Retain current members and attract new members through positive programming and fitness classes.
- Carefully monitor revenue and expenses finding ways to offset expenditures with increased revenues.
- Evaluate and update current fitness/facility programs. Maximize use of recreation facilities through creative scheduling of class offerings.
- Work with the Parks & Recreation Committee on new and creative programming at recreation center and throughout the park system.
- Continue to expand partnerships with island organizations to enhance educational opportunities.

**PERFORMANCE INDICATORS**

Description	FY 2012 (As of 5/31/12)	Actual FY 2011	Actual FY 2010	Actual FY 2009
Recreation Center Fitness Class Participation * Beginning 2010 Fitness Classes expanded and included with membership	15,241	19,319	18,943	3,854
Center 4 Life Fitness Class Participation	7,818	8,092	8,464	6,447
Weight Room Usage	28,892	40,080	40,680	34,725
Aquatic Facility Usage	17,961	25,601	23,091	30,249
Youth Program Enrollment	329	494	470	409
Health Screenings	37	49	38	22
Community Events	22	13	0	0

City of Sanibel, Florida

**RESPONSIBILITIES**

**Administrative**

- Capital Projects
- Research trends
- Analyze statistics
- Prepare and manage annual budget
- Serve as liaison to Parks & Recreation Committee, Financial Assistance Committee and Island Seniors Inc.
- Prepare reports
- Emergency preparedness
- Manage staff

**Customer Service**

- Memberships and activity sales
- Beach Parking
- Dog Licenses
- Segway Permits
- Facility rentals
- Items for resale
- Volunteer and Jr. Volunteer Programs
- Financial Assistance Program

**Facility Maintenance**

- Warranties
- Preventative Maintenance
- Repairs

**Fitness Programs**

- Class Scheduling
- Instructor and Contract Management

**Community Outreach**

- Health Screenings
- Community Special Events
- Marketing and Social Media

**Center 4 Life (Seniors) Programs**

- Fitness Classes
- Social Activities
- Educational Programs
- Group Trips

**Youth Programs**

- Summer Camp
- After School Program
- Holiday Camps
- Fun Days
- Teens

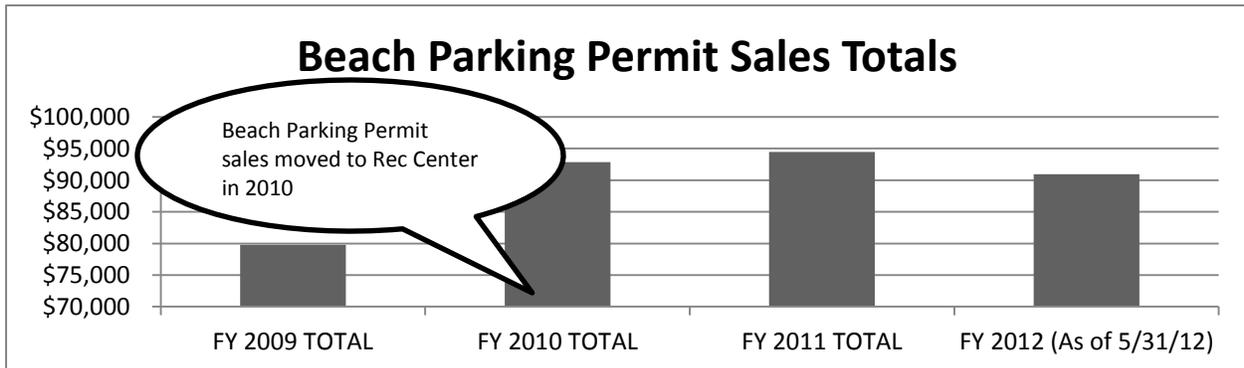
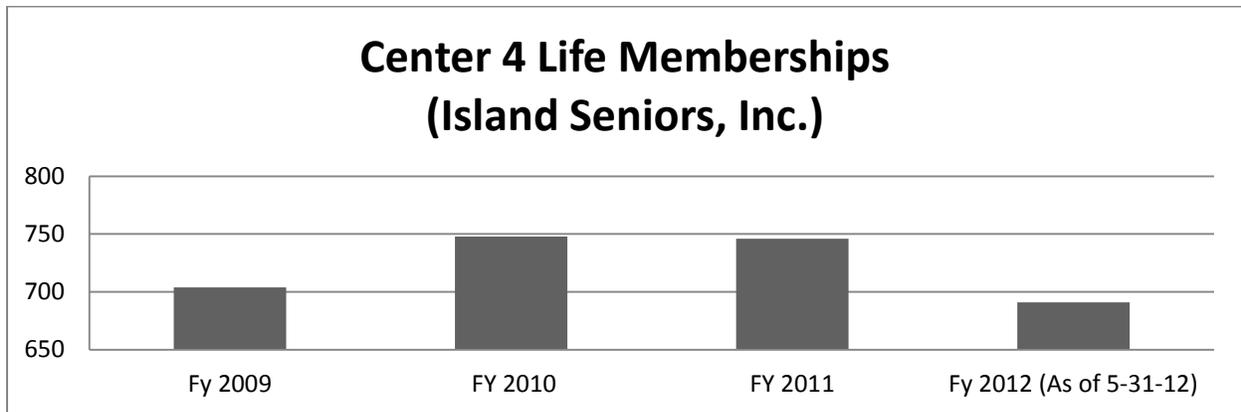
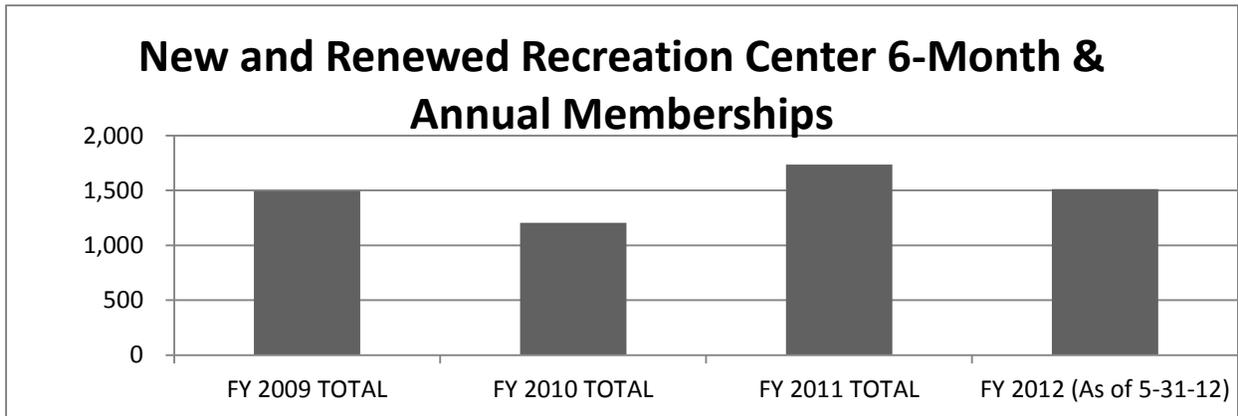
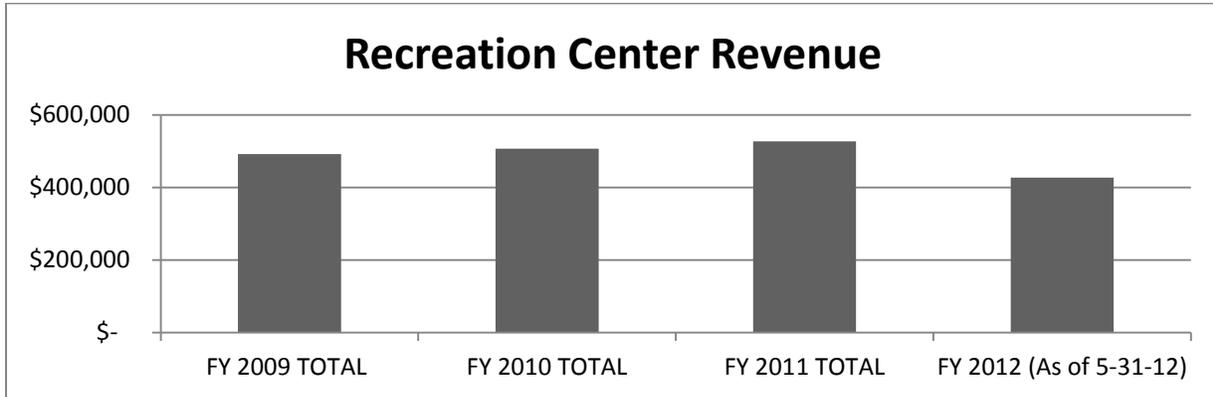
**Athletics**

- Youth Basketball Program
- Adult Softball League
- Ball Field League Use Coordination

**Aquatics**

- Fitness Classes
- Swim Instruction
- Certification Courses
- Patron Safety
- Aquatic Facility Maintenance

City of Sanibel, Florida  
TREND ANALYSIS



Special Revenue Fund  
Parks & Recreation - Recreation Complex

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time*	441,696	451,804	457,727	420,287	375,074	404,784	404,784	404,784	404,784	404,784
Part-time	326,783	315,839	377,106	419,469	446,550	427,893	427,893	427,893	427,893	427,893
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	20,230	24,601	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
RHS/Holiday/Shift										
Diff/Educ.Incentive	809	957	-	-	-	-	-	-	-	-
FICA Match	60,679	61,132	64,943	65,320	65,320	65,230	65,230	65,230	65,230	65,230
Retirement	103,185	137,562	137,553	137,553	137,553	139,342	137,140	137,132	139,925	140,003
Cafeteria Benefits	125,269	124,390	137,350	137,350	103,560	107,193	107,193	107,193	107,193	107,193
Workers' Comp	14,387	13,105	17,764	17,764	11,408	14,478	14,478	14,478	14,478	14,478
Unemployment Comp	2,006	6	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>1,095,044</b>	<b>1,129,396</b>	<b>1,212,443</b>	<b>1,217,743</b>	<b>1,159,465</b>	<b>1,178,919</b>	<b>1,176,716</b>	<b>1,176,709</b>	<b>1,179,501</b>	<b>1,179,579</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	1,692	7,908	4,195	4,195	3,500	3,117	3,117	3,117	3,117	3,117
Other Contractual	157,543	153,394	204,210	202,210	206,210	214,654	214,654	214,654	214,654	214,654
Travel & Per Diem	13,594	16,557	16,990	16,990	16,950	16,990	16,990	16,990	16,990	16,990
Communications	8,776	9,379	8,540	8,540	8,540	11,540	11,540	11,540	11,540	11,540
Transportation	2,705	737	1,500	1,500	2,500	2,500	2,500	2,500	2,500	2,500
Utilities**	163,038	140,848	180,672	180,672	165,000	165,600	165,600	165,600	165,600	165,600
Rentals & Leases	10,857	19,670	27,117	29,332	29,050	19,672	19,672	19,672	19,672	19,672
Insurance	3,374	3,573	4,723	4,723	7,251	7,469	7,469	7,469	7,469	7,469
Repair & Maintenance	66,150	64,536	87,680	112,965	110,000	88,850	88,850	88,850	88,850	88,850
Printing	1,129	1,657	5,760	5,760	5,760	5,760	5,760	5,760	5,760	5,760
Promotional Activities	5,175	12,756	8,115	11,115	11,000	9,470	9,470	9,470	9,470	9,470
Other Current Charges	8,760	14,795	6,775	6,775	13,000	14,925	14,925	14,925	14,925	14,925
Office Supplies	10,333	11,108	15,000	12,000	14,700	15,000	15,000	15,000	15,000	15,000
Operating Supplies	82,615	77,324	83,466	93,416	86,300	93,990	93,990	93,990	93,990	93,990
Road Materials & Supplies	1,940	670	2,500	5,500	4,600	3,200	3,200	3,200	3,200	3,200
Books, Subscriptions, etc	3,673	3,239	4,960	4,960	4,960	4,960	4,960	4,960	4,960	4,960
<b>SUB-TOTAL</b>	<b>541,354</b>	<b>538,151</b>	<b>662,203</b>	<b>700,653</b>	<b>689,321</b>	<b>677,697</b>	<b>677,697</b>	<b>677,697</b>	<b>677,697</b>	<b>677,697</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	30,744	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>30,744</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRANTS &amp; AIDS</b>	<b>27,934</b>	<b>21,958</b>	<b>24,925</b>	<b>37,425</b>	<b>37,425</b>	<b>26,305</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>1,695,076</b>	<b>1,689,505</b>	<b>1,899,571</b>	<b>1,955,821</b>	<b>1,886,211</b>	<b>1,882,921</b>	<b>1,854,413</b>	<b>1,854,405</b>	<b>1,857,198</b>	<b>1,857,276</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>2.17%</b>	<b>-0.33%</b>		<b>15.76%</b>		<b>-3.73%</b>	<b>-1.51%</b>	<b>0.00%</b>	<b>0.15%</b>	<b>0.00%</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

Special Revenue Fund  
Parks & Recreation - Center 4 Life Program

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 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	17,277	13,779	13,821	13,821	13,821	13,821	13,821	13,821	13,821	13,821
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	107	-	-	-	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-	-	-	-	-
FICA Match	5,734	5,507	5,613	5,613	5,613	5,613	5,613	5,613	5,613	5,613
Retirement	14,049	20,510	25,888	25,888	25,888	28,480	27,998	27,997	28,608	28,625
Cafeteria Benefits	16,029	15,588	15,520	15,520	15,528	13,988	13,988	13,988	13,988	13,988
Workers' Comp	1,918	1,742	2,361	2,361	1,516	1,924	1,924	1,924	1,924	1,924
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>114,896</b>	<b>116,908</b>	<b>122,756</b>	<b>122,756</b>	<b>121,919</b>	<b>123,380</b>	<b>122,898</b>	<b>122,897</b>	<b>123,508</b>	<b>123,525</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	60	-	60	60	60	60	60	60	60	60
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	10,251	10,506	10,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500
Travel & Per Diem	906	935	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431
Communications	3,203	2,663	3,000	3,000	3,110	3,600	3,600	3,600	3,600	3,600
Transportation	642	782	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals & Leases	1,779	1,757	2,550	2,550	2,550	2,550	2,550	2,550	2,550	2,550
Insurance*	12,215	12,948	14,229	14,229	10,936	11,264	11,602	11,950	12,309	12,678
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Printing	11	51	500	500	500	500	500	500	500	500
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	284	428	635	635	635	635	635	635	635	635
Operating Supplies	351	432	836	836	836	836	836	836	836	836
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	62	154	300	300	300	495	495	495	495	495
<b>SUB-TOTAL</b>	<b>29,764</b>	<b>30,656</b>	<b>35,041</b>	<b>36,041</b>	<b>32,858</b>	<b>33,871</b>	<b>34,209</b>	<b>34,557</b>	<b>34,916</b>	<b>35,285</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>144,660</b>	<b>147,564</b>	<b>157,797</b>	<b>158,797</b>	<b>154,777</b>	<b>157,251</b>	<b>157,107</b>	<b>157,454</b>	<b>158,423</b>	<b>158,810</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>14.47%</b>	<b>2.01%</b>		<b>7.61%</b>		<b>-0.97%</b>	<b>-0.09%</b>	<b>0.22%</b>	<b>0.62%</b>	<b>0.24%</b>
* Prior to FY10 insurance was charged into the general fund										

General Fund  
Parks & Recreation - Performing Arts

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 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	476	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	9,825	11,380	12,768	12,768	12,261	12,629	13,008	13,398	13,800	14,214
Repair & Maintenance	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>11,090</b>	<b>11,856</b>	<b>14,468</b>	<b>14,468</b>	<b>13,961</b>	<b>14,329</b>	<b>14,708</b>	<b>15,098</b>	<b>15,500</b>	<b>15,914</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>11,090</b>	<b>11,856</b>	<b>14,468</b>	<b>14,468</b>	<b>13,961</b>	<b>14,329</b>	<b>14,708</b>	<b>15,098</b>	<b>15,500</b>	<b>15,914</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>431.13%</u></b>	<b><u>6.91%</u></b>		<b><u>22.03%</u></b>		<b><u>-0.96%</u></b>	<b><u>2.64%</u></b>	<b><u>2.65%</u></b>	<b><u>2.66%</u></b>	<b><u>2.67%</u></b>

General Fund  
Historical Village and Museum

	Fiscal Year	Fiscal Year	Fiscal Year 2011			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 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	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>										
Professional Serv	-	-	-	-	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	2,384	17,256	5,154	5,154	5,154	5,000	5,000	5,000	5,000	5,000
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-	-	-
Communications	1,421	1,170	1,500	1,500	1,500	1,660	1,660	1,660	1,660	1,660
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	6,815	7,433	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250
Rentals & Leases	-	-	-	-	-	-	-	-	-	-
Insurance	30,867	33,811	36,722	36,722	36,017	37,098	37,098	37,098	37,098	37,098
Repair & Maintenance	31,280	19,774	17,397	17,397	17,397	17,397	17,397	17,397	17,397	17,397
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	735	85	-	-	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	73,502	79,529	66,023	66,023	65,318	66,405	66,405	66,405	66,405	66,405
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	2,549	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL	2,549	-	-	-	-	-	-	-	-	-
Grants & Aids	83,500	83,500	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000
<b>DEPARTMENTAL TOTAL</b>	<b>159,551</b>	<b>163,029</b>	<b>149,023</b>	<b>149,023</b>	<b>148,318</b>	<b>149,405</b>	<b>149,405</b>	<b>149,405</b>	<b>149,405</b>	<b>149,405</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b><u>-2.27%</u></b>	<b><u>2.18%</u></b>		<b><u>-8.59%</u></b>		<b><u>0.26%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>	<b><u>0.00%</u></b>

Special Revenue Fund  
Sanibel School - Ball Park Maintenance

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	12,283	-	-	-	-	-	-	-	-	-
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	55	-	-	-	-	-	-	-	-	-
Special Pay	84	-	-	-	-	-	-	-	-	-
FICA Match	961	-	-	-	-	-	-	-	-	-
Retirement	2,862	-	-	-	-	-	-	-	-	-
Cafeteria Benefits	5,520	-	-	-	-	-	-	-	-	-
Workers' Comp	348	-	-	-	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>22,113</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	3,000	-	-	-	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	46,913	63,879	64,340	64,340	64,300	64,340	64,340	64,340	64,340	64,340
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	800	-	-	-	-	-	-	-	-	-
Communications	246	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-	-	-	-
Utilities	11,333	13,757	17,104	17,104	15,000	15,000	15,000	15,000	15,000	15,000
Rentals & Leases	150	99	100	100	-	-	-	-	-	-
Insurance	7,977	9,141	10,121	10,121	9,869	10,165	10,470	10,784	11,108	11,441
Repair & Maintenance	22,424	28,194	26,700	26,700	26,700	43,200	43,200	43,200	43,200	43,200
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	92,541	91,145	91,145	84,066	84,066	84,066	84,066	84,066	84,066	84,066
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	3,660	7,593	8,150	8,500	7,000	7,150	7,150	7,150	7,150	7,150
Road Materials & Supplies	-	-	2,500	2,500	1,400	2,500	2,500	2,500	2,500	2,500
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>189,044</b>	<b>213,808</b>	<b>220,160</b>	<b>213,431</b>	<b>208,335</b>	<b>226,421</b>	<b>226,726</b>	<b>227,040</b>	<b>227,364</b>	<b>227,697</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	6,000	4,782	129,500	40,000	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>4,782</b>	<b>129,500</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>211,157</b>	<b>213,808</b>	<b>220,160</b>	<b>219,431</b>	<b>213,117</b>	<b>355,921</b>	<b>266,726</b>	<b>227,040</b>	<b>227,364</b>	<b>227,697</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>-19.02%</b>	<b>1.26%</b>		<b>2.63%</b>		<b>62.20%</b>	<b>25.15%</b>	<b>-36.21%</b>	<b>-14.76%</b>	<b>0.29%</b>

General Fund  
Parks & Recreation-Public Facilities

	Fiscal Year	Fiscal Year	Fiscal Year 2012			FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	2010 Actual Expenditures	2011 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual					
<b>PERSONAL SERVICES</b>										
Salaries & Wages										
Full-time	121,129	121,807	120,541	120,541	120,725	120,541	120,541	120,541	120,541	120,541
Part-time	-	-	-	-	-	-	-	-	-	-
Salary Adjustment	-	-	-	-	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-	-	-	-	-
Overtime	28,237	30,182	30,000	30,000	37,399	30,000	30,000	30,000	30,000	30,000
RHS/Holiday/Shift										
Diff/Educ.Incentive	1,739	1,159	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
FICA Match	11,548	11,869	11,708	11,708	12,288	11,708	11,708	11,708	11,708	11,708
Retirement	28,947	40,600	32,155	32,155	32,155	34,493	33,993	33,992	34,625	34,643
Cafeteria Benefits	40,232	39,372	39,204	39,204	39,240	35,313	35,313	35,313	35,313	35,313
Workers' Comp	5,931	5,386	7,300	7,300	4,688	5,950	5,950	5,950	5,950	5,950
Unemployment Comp	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>237,763</b>	<b>250,375</b>	<b>243,408</b>	<b>243,408</b>	<b>248,995</b>	<b>240,504</b>	<b>240,004</b>	<b>240,003</b>	<b>240,636</b>	<b>240,654</b>
<b>OPERATING EXPENSES</b>										
Professional Serv	60	-	300	5,700	5,700	300	300	300	300	300
Accounting & Auditing	-	-	-	-	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-	-	-	-	-
Other Contractual	34,550	27,591	27,520	27,520	27,400	30,640	30,640	30,640	30,640	30,640
Investigations	-	-	-	-	-	-	-	-	-	-
Travel & Per Diem	1,364	1,200	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
Communications	1,569	1,509	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Transportation	14	-	100	100	100	100	100	100	100	100
Utilities	104,004	115,976	107,740	107,740	107,740	107,740	107,740	107,740	107,740	107,740
Rentals & Leases	32,926	4,971	400	400	400	16,400	16,400	16,400	16,400	16,400
Insurance	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	39,199	63,420	54,500	54,500	54,500	59,440	59,440	59,440	59,440	59,440
Printing	-	-	-	-	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-	-	-	-	-
Other Current Charges	868	580	3,550	3,550	2,200	3,550	3,550	3,550	3,550	3,550
Office Supplies	-	-	-	-	-	-	-	-	-	-
Operating Supplies	22,332	26,963	37,550	37,550	37,550	37,550	37,550	37,550	37,550	37,550
Road Materials & Supplies	-	4,050	7,000	7,000	7,000	5,000	5,000	5,000	5,000	5,000
Books, Subscriptions, etc	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>236,886</b>	<b>246,260</b>	<b>242,460</b>	<b>247,860</b>	<b>246,390</b>	<b>264,520</b>	<b>264,520</b>	<b>264,520</b>	<b>264,520</b>	<b>264,520</b>
<b>CAPITAL OUTLAY</b>										
Land	-	-	-	-	-	-	-	-	-	-
Building	63,958	-	-	-	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	18,672	18,672	-	-	-	-	-
Machinery & Equipment	-	44,764	-	-	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>63,958</b>	<b>44,764</b>	<b>-</b>	<b>18,672</b>	<b>18,672</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENTAL TOTAL</b>	<b>538,607</b>	<b>541,399</b>	<b>485,868</b>	<b>509,940</b>	<b>514,057</b>	<b>505,024</b>	<b>504,524</b>	<b>504,523</b>	<b>505,156</b>	<b>505,174</b>
<b>% CHANGE COMPARED TO PREVIOUS YEAR</b>	<b>9.52%</b>	<b>0.52%</b>		<b>-5.81%</b>		<b>-0.96%</b>	<b>-0.10%</b>	<b>0.00%</b>	<b>0.13%</b>	<b>0.00%</b>

**SCHEDULE OF INTERFUND TRANSFERS**

**SUMMARY SCHEDULE OF INTERFUND TRANSFERS  
DRAFT BUDGET FOR FISCAL YEAR 2012-13**

<u>FUND NUMBER</u>	<u>FUND DESCRIPTION</u>	<u>INTERFUND TRANSFERS</u>	
		<u>TO OTHER FUNDS</u>	<u>FROM OTHER FUNDS</u>
001	General Fund	\$ 3,222,448	\$ -
101	Transportation Fund		783,494
121	Community Park Impact Fee Fund	55,000	-
129	Shell Harbor Canal Dredging		5,445
141	Sanibel Estates Canal Trimming Fund		3,000
142	Dredging-Sanibel Isles/Water Shadows		1,700
170	Recreation Center Fund		1,232,825
173	Ballpark Maintenance Fund		218,280
300	Capital Asset Acquisition Fund		1,032,704
	<b>TOTAL OPERATING TRANSFERS</b>	<u>\$ 3,277,448</u>	<u>\$ 3,277,448</u>

**DETAIL SCHEDULE OF INTERFUND TRANSFERS  
DRAFT BUDGET FOR FISCAL YEAR 2012-13**

FUND NUMBER	FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
<b>001</b>	<b>General Fund</b>		-
101	To: Transportation Fund	783,494	
129	To: Shell Harbor Canal Dredging	5,445	
141	To: Sanibel Estates Canal Trimming Fund	3,000	
142	To: Dredging-Sanibel Isles/Water Shadows	1,700	
170	To: Recreation Center Fund	1,232,825	
173	To: Ball Park Maintenance Fund	163,280	
300	To: Capital Acquisiton Fund	1,032,704	
<b>101</b>	<b>Transportation Fund</b>		
001	From: General Fund		783,494
<b>121</b>	<b>Comm Park Impact Fee Fund</b>		
173	To: Ballpark Maintenance Fund	55,000	
<b>129</b>	<b>Shell Harbor Canal Dredging</b>		
001	From: General Fund		5,445
<b>141</b>	<b>Sanibel Estates Canal Trimming Fund</b>		
001	From: General Fund		3,000
<b>142</b>	<b>Dredging-Sanibel Isles/Water Shadows</b>		
001	From: General Fund		1,700
<b>170</b>	<b>Recreation Center Fund</b>		
001	From: General Fund		1,232,825
<b>173</b>	<b>Ballfield Maintenance Fund</b>		
001	From: General Fund		163,280
121	From: Community Park Impact Fee Fund		55,000
<b>300</b>	<b>Capital Asset Acquisition Fund</b>		
001	From: General Fund		1,032,704
	<b>TOTAL OPERATING TRANSFERS</b>	<b>3,277,448</b>	<b>3,277,448</b>

**CLASSIFICATION AND PAY PLAN**

The classification and pay plan schedule is currently being updated and will be included in the next iteration of the budget

**SCHEDULE OF PERSONAL SERVICES**

FISCAL YEAR 2012-13 PERSONAL SERVICES BUDGET  
DEPARTMENTAL SALARY SUMMARY

	FY12 Budgeted Positions					FY13 Proposed Positions			COMPENSATION				FRINGE BENEFITS					TOTAL
	Adopted	Amended	Adopted	Amended	TOTAL	Full-time	Part-time	TOTAL	SALARIES		RHS/Shift	FRINGE BENEFITS						
	FT FTE's (*)	FT FTE's (*)	PT FTE's (*)	PT FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	CURRENT	REQUESTED	OVER-	Edu/Car	FICA	RETIREMENT	CAFETERIA	DEPENDENT	WORKERS	
	(Benefits)	(Benefits)	(No Benefits)	(No Benefits)		(Benefits)	(No Benefits)		POSITIONS	POSITIONS	TIME	Educ/Med/etc	0.0765		BENEFITS	COVERAGE	COMP	
10,304.37																		
<b>OPERATING BUDGET</b>																		
<b>GENERAL FUND</b>																		
General Government																		
Legislative	1.00	1.00	0.88	1.76	2.76	1.00	1.76	2.76	\$ 81,313	\$ -	\$ -	-	6,220	\$ 23,088	\$ 9,274	-	\$ 147	\$ 120,042
Administrative	4.00	4.00	0.75	0.75	4.75	4.00	0.75	4.75	448,765	-	-	22,704	29,948	175,262	36,573	-	934	714,186
Management Info Sys	4.00	4.00	-	-	4.00	4.00	0.40	4.40	216,936	9,600	10,000	-	18,095	61,128	33,414	-	476	349,648
Finance	6.50	6.50	0.50	1.50	8.00	6.50	0.75	7.25	503,793	(23,536)	2,000	4,000	37,199	153,296	60,281	9,428	1,020	747,480
Legal	2.00	2.00	-	-	2.00	2.00	-	2.00	227,957	-	-	21,753	10,959	109,442	28,363	4,525	362	403,361
Planning	5.00	5.00	2.65	3.85	8.85	5.00	3.85	8.85	443,480	-	1,000	-	34,003	164,256	42,276	4,525	17,338	706,877
General Government Services	-	-	-	-	-	-	-	-	-	-	-	74,315	-	-	-	-	-	74,315
Public Safety																		
Police	28.50	28.50	4.72	4.72	33.22	29.00	5.12	34.12	1,708,254	47,060	60,000	166,650	150,956	875,781	284,431	207,369	37,627	3,538,127
Physical Environment																		
Natural Resources	3.00	2.00	-	0.96	2.96	2.00	0.96	2.96	214,275	-	-	-	16,392	70,436	18,548	-	7,617	327,267
Transporation																		
PW-Garage	5.28	5.28	-	-	5.28	5.58	-	5.58	342,151	-	25,000	2,000	28,240	174,232	49,059	16,607	9,874	647,163
Culture/Recreation																		
P&R Public Facilities	3.00	3.00	-	-	3.00	3.00	-	3.00	120,541	-	30,000	2,500	11,708	34,493	27,822	7,491	5,950	240,504
TOTAL GENERAL FUND:	62.28	61.28	9.50	13.54	74.82	62.08	13.59	75.67	4,307,463	33,123	128,000	293,922	343,719	1,841,413	590,041	249,945	81,344	7,868,970
<b>TRANSPORTATION FUND</b>																		
Transportation																		
PW-Streets	8.00	8.00	-	-	8.00	8.00	-	8.00	349,868	-	100,000	12,000	35,333	119,799	70,509	9,428	27,907	724,845
<b>BUILDING DEPARTMENT FUND</b>																		
Public Safety																		
Building Department	4.00	4.00	0.35	0.35	4.35	4.00	0.50	4.50	259,241	7,800	-	-	20,429	112,392	37,096	16,730	5,976	459,663
<b>RECREATION CENTER FUND</b>																		
P&R Seniors	1.00	1.00	0.57	0.57	1.57	1.00	0.57	1.57	73,374	-	-	-	5,613	28,480	9,274	4,714	1,924	123,380
Recreation Department	9.25	8.25	14.81	15.99	24.24	8.25	15.99	24.24	832,677	-	20,000	-	65,230	139,342	76,510	30,683	14,478	1,178,919
TOTAL OPERATING BUDGET	84.53	82.53	25.23	30.45	112.98	83.33	30.65	113.98	\$ 5,822,623	\$ 40,923	\$ 248,000	\$ 305,922	\$ 470,323	\$ 2,241,428	\$ 783,430	\$ 311,499	\$ 131,629	\$ 10,355,777
Net Change		-2.00		5.22	3.22	0.80	0.20	1.00										

FISCAL YEAR 2012-13 PERSONAL SERVICES BUDGET  
DEPARTMENTAL SALARY SUMMARY

	FY12 Budgeted Positions					FY13 Proposed Positions			COMPENSATION				FRINGE BENEFITS					TOTAL
	Adopted	Amended	Adopted	Amended	TOTAL	Full-time	Part-time	TOTAL	CURRENT	REQUESTED	OVER-	RHS/Shift	FICA	CAFETERIA	DEPENDENT	WORKERS		
	FT FTE's (*)	FT FTE's (*)	PT FTE's (*)	PT FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	POSITIONS	POSITIONS	TIME	Edu/Car Educ/Med/etc	0.0765	BENEFITS	COVERAGE	COMP		
<b>ENTERPRISE FUNDS</b>																		
<b>SANIBEL SEWER SYSTEM</b>																		
Physical Environment																		
Operations & Projects																		
<b>Net Change</b>	<b>17.29</b>	<b>17.29</b>	<b>1.00</b>	<b>1.00</b>	<b>18.29</b>	<b>17.22</b>	<b>1.00</b>	<b>18.22</b>	\$ 946,934	\$ -	\$ 90,000	\$ 16,000	\$ 80,549	\$ 276,641	160,810	69,053	12,908	\$ 1,652,895
	-	-	-	-	-	-0.07	0.00	-0.07										
<b>BEACH PARKING FUND</b>																		
Transportation																		
Beach Parking																		
<b>Net Change</b>	<b>12.18</b>	<b>14.18</b>	<b>1.00</b>	<b>-</b>	<b>14.18</b>	<b>13.45</b>	<b>0.90</b>	<b>14.35</b>	\$ 551,523	\$ 29,012	\$ 52,000	10,268	\$ 49,174	\$ 236,617	132,679	63,926	18,402	\$ 1,143,602
		<b>2.00</b>		<b>(1.00)</b>	<b>1.00</b>	<b>-0.73</b>	<b>0.90</b>	<b>0.17</b>										

(\*) Positions are counted in FTE's (Full-time Equivalents). One (1.0) FTE equals a 40-hour work week or 2,080 working hours in a fiscal year. Fractional FTE's represent Regular Part-time positions OR Temporary/Seasonal Full-time positions which are budgeted for less than 2,080 working hours in a fiscal year. Part-time positions do not get paid benefits except for FICA.

<b>CITY-WIDE GRAND TOTAL</b>	<b>114.00</b>	<b>114.00</b>	<b>27.23</b>	<b>31.45</b>	<b>145.45</b>	<b>114.00</b>	<b>32.55</b>	<b>146.55</b>	<b>\$ 7,321,080</b>	<b>\$ 69,935</b>	<b>\$ 390,000</b>	<b>\$ 332,190</b>	<b>\$ 600,047</b>	<b>\$ 2,754,686</b>	<b>\$ 1,076,919</b>	<b>\$ 444,479</b>	<b>\$ 162,939</b>	<b>\$ 13,152,274</b>
<b>Net Change from 2011 to 2012</b>		<b>-</b>		<b>4.22</b>	<b>4.22</b>	<b>-</b>	<b>1.10</b>	<b>1.10</b>										

**SUMMARY OF CHANGES TO  
AUTHORIZED POSITIONS**

**CITY OF SANIBEL**

**ADJUSTMENTS TO EXISTING POSITIONS INCLUDED IN FISCAL YEAR 2013 BUDGET**

Budgeted Cost										
FULL-TIME EQUIVALENTS (FTE's) (*)						Annualized Wages		Fringe	Total	Description of Request
Fund #	Dept #	Dept Name	Full-time	Part-time	TOTAL	Full-time Positions	Part-time Positions	Benefits	Total	
001	1300	Finance		(0.50)	(0.50)		(15,484)	(1,185)	(16,669)	Eliminate .5 FTE clerk/typist position
001	1300	Finance	(1.00)	0.75	(0.25)	(41,802)	33,750	(616)	(8,668)	Eliminate 1 FTE temporary accountant position; add .75 FTE accountant position. Position does not include benefits
001	2100	Police			-	5,348	-	409	5,757	Eliminate 1FTE lieutenant position and reinstate 1 FTE major position.
001	2100	Police		0.40	0.40	-	9,600	734	10,334	Add a .4 FTE police aide position. Position does not include benefits.
001	2100	Police	0.50		0.50	32,113		18,834	50,946	Add .5 FTE technology/security sergeant. Position includes benefits
001	1290	MIS		0.40	0.40		9,600	734	10,334	Add a .4 FTE clerk typist position. Position does not include benefits.
<b>TOTAL OPERATING</b>			<b>(0.50)</b>	<b>1.05</b>	<b>0.55</b>	<b>(4,342)</b>	<b>37,465</b>	<b>18,911</b>	<b>52,035</b>	<b>TOTAL OPERATING BUDGET</b>
<b>SPECIAL REVENUE FUNDS</b>										
169	2400	Building		0.15	0.15	-	7,800	597	8,397	Increase .35 FTE inspector position to .5 FTE. Position does not include benefits.
<b>TOTAL SPECIAL REVENUE</b>			<b>-</b>	<b>0.15</b>	<b>0.15</b>	<b>-</b>	<b>7,800</b>	<b>597</b>	<b>8,397</b>	<b>TOTAL SPECIAL REVENUE BUDGET</b>
<b>BEACH PARKING ENTERPRISE FUNDS</b>										
470	2101	Beach Parking	(1.00)	0.90	(0.10)	(31,004)	27,904	(15,757)	(18,858)	Eliminate 1 FTE police aide position and add .9 FTE police aide position. Part-tme position does not include benefits
470	2101	Beach Parking	0.50		0.50	32,113	-	37,138	69,250	Add .5 FTE technology/security sergeant. Position includes benefits
<b>TOTAL BEACH PARKING ENTERPRISE</b>			<b>(0.50)</b>	<b>0.90</b>	<b>0.40</b>	<b>1,109</b>	<b>27,904</b>	<b>21,381</b>	<b>50,393</b>	
<b>GRAND TOTAL CITY-WIDE</b>			<b>(1.00)</b>	<b>2.10</b>	<b>1.10</b>	<b>(3,233)</b>	<b>73,169</b>	<b>40,889</b>	<b>110,824</b>	<b>GRAND TOTAL</b>

(\*) Positions are counted in FTE's (Full-time Equivalents). One (1.0) FTE equals a 40-hour work week or 2,080 working hours in a fiscal year. Fractional FTE's represent Regular Part-time positions OR Temporary/Seasonal Full-time positions which are budgeted for less than 2,080 working hours in a fiscal year.

# 5-YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Years 2013 through 2017

**5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2013 THRU 2017  
Departmental Detail**

Fund	Project #	Dept	Description	FY 2012			Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
				Adopted Budget	Amended Budget	Est through 9/30/12							
<i>Management Information Systems</i>													
001		1290	End-User Equipment Upgrades	21,000	21,000	21,000	-	21,000	21,000	21,000	21,000	21,000	21,000
			<b>GENERAL FUND MIS</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>-</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
300		1290	End-User Equipment Upgrades	30,000	120,000	120,000	-	-	-	-	-	-	-
300		1290	Upgrade networking with fiber optic services	10,000	10,000	10,000	-	10,000	10,000	-	-	-	-
300		1290	GIS Implementation and Integration	20,000	20,000	10,000	10,000	10,000	20,000	20,000	20,000	20,000	20,000
300		1290	Government-wide software upgrade	120,663	120,663	103,163	17,500	49,781	67,281	-	-	-	-
300		1290	Cloud computing services (formerly Offsite always accessible redundant storage servers)	20,000	20,000	20,000	-	50,000	50,000	50,000	50,000	-	-
300		1290	Backup high-speed Internet connectivity	-	-	-	-	60,000	60,000	-	-	-	-
300		1290	Upgrade/Replace Core Network Components	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	8,000
300		1290	Fire suppression for existing server room	50,000	50,000	8,000	42,000	(42,000)	-	-	-	-	-
300		1290	Upgrade City servers	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000
300		1290	Departmental printer replacement	3,000	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000	3,000
300		1290	Electronic Document System	10,000	10,000	10,000	-	50,000	50,000	10,000	10,000	10,000	10,000
300		1290	Replace City phone system	75,000	75,000	10,000	65,000	-	65,000	-	-	-	-
300		1290	Ruggedized Damage Assessment Computers	10,000	10,000	10,000	-	-	-	-	-	-	-
300		1290	Streaming Council meetings and agenda integration	-	-	-	-	35,000	35,000	-	-	-	-
300		1290	Generator tie-in for main server room	20,000	20,000	20,000	-	-					
300		1290	Upgrade to Windows 7	20,000	20,000	20,000	-	-	-	-	-	-	-
300		1290	Software development	10,000	10,000	10,000	-	5,000	5,000	5,000	5,000	5,000	-
			<b>CAPITAL ACQUISITION MIS</b>	<b>416,663</b>	<b>506,663</b>	<b>372,163</b>	<b>134,500</b>	<b>248,781</b>	<b>383,281</b>	<b>106,000</b>	<b>106,000</b>	<b>56,000</b>	<b>51,000</b>
			<b>TOTAL MIS</b>	<b>437,663</b>	<b>527,663</b>	<b>393,163</b>	<b>134,500</b>	<b>269,781</b>	<b>404,281</b>	<b>127,000</b>	<b>127,000</b>	<b>77,000</b>	<b>72,000</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2013 THRU 2017  
Departmental Detail**

Fund	Project #	Dept	Description	FY 2012			Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
				Adopted Budget	Amended Budget	Est through 9/30/12							
<i>Police</i>													
124		2100	Crime Scene (8-year replacement)	50,000	50,000	50,000	-	-	-	-	-	-	-
			<b>FEDERAL FOREFEITURE FUND POLICE</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	-	-	-	-	-	-	-
300		2100	Patrol Cars (3-yr replacement)	-	-	-	-	-	100,000	-	100,000	-	-
300		2100	Supervisor (5-yr replacement)	30,000	30,000	-	30,000	-	30,000	-	-	-	-
300		2100	Vehicle (5-year replacement)	-	-	-	-	-	-	28,000	-	-	-
300		2100	Motorcycles (4-yr replacement)	-	-	-	-	-	-	28,000	-	-	-
300		2100	Car Video (6-year replacement)	50,000	50,000	-	50,000	-	50,000	-	-	-	-
			Technology	-	-	-	-	-	-	-	-	-	-
300		2100	PD laptops for in-car/field reporting	12,266	12,266	12,266	-	10,000	10,000	10,000	10,000	-	-
300		2100	Computer programs for records management and computer aided dispatch	160,000	160,000	-	160,000	-	160,000	-	-	-	-
300		2100	Security video access system	25,000	25,000	25,000	-	150,000	150,000	25,000	25,000	-	-
			<b>CAPITAL ACQUISITION POLICE</b>	<b>277,266</b>	<b>277,266</b>	<b>37,266</b>	<b>240,000</b>	<b>160,000</b>	<b>400,000</b>	<b>135,000</b>	<b>91,000</b>	<b>100,000</b>	-
			<b>TOTAL POLICE</b>	<b>327,266</b>	<b>327,266</b>	<b>87,266</b>	<b>240,000</b>	<b>160,000</b>	<b>400,000</b>	<b>135,000</b>	<b>91,000</b>	<b>100,000</b>	-
<i>Building Department</i>													
169		2400	Government-wide software upgrade	30,000	30,000	-	30,000	-	30,000	-	-	-	-
169		2400	Ruggedized Damage Assessment Computers	-	-	-	-	10,000	10,000	10,000	10,000	-	-
			<b>TOTAL BUILDING DEPARTMENT</b>	<b>30,000</b>	<b>30,000</b>	-	<b>30,000</b>	<b>10,000</b>	<b>40,000</b>	<b>10,000</b>	<b>10,000</b>	-	-
<i>Recreation</i>													
173		7250	Playground security, equipment and drainage (Sanibel School playground)	-	-	-	-	79,500	79,500	40,000	-	-	-
173		7250	Recreation center and ballfield security upgrades	-	-	-	-	50,000	50,000	-	-	-	-
300		7200	FRDAP Community Park Grant Match-Phase II	-	-	-	-	-	-	-	200,000	-	-
			<b>Sub-total Recreation #300</b>	-	-	-	-	<b>129,500</b>	<b>129,500</b>	<b>40,000</b>	<b>200,000</b>	-	-
			<b>TOTAL RECREATION</b>	-	-	-	-	<b>129,500</b>	<b>129,500</b>	<b>40,000</b>	<b>200,000</b>	-	-

**5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2013 THRU 2017  
Departmental Detail**

Fund	Project #	Dept	Description	FY 2012					FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
				Adopted Budget	Amended Budget	Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013					
<i>Public Works</i>													
Public Facilities-City Hall													
300		7250	Replace duct work/air handlers and add insulation	35,000	35,000	35,000	-	-	-	-	-	-	
300		7250	Repaint	60,000	60,000	-	60,000	-	60,000	-	-	-	
300		7250	Replace A/C units	-	-	-	-	70,000	70,000	90,000	-	85,000	
300		7250	Replace seating and carpeting in MacKenzie Hall	32,000	32,000	-	32,000	-	32,000	-	-	-	
300		7250	Energy Improvements for City Hall	-	-	-	-	-	-	-	300,000	-	
300		7250	Pave Library Road	-	-	-	-	-	-	30,000	-	-	
300		7250	Replace Hurricane Shutters	50,000	50,000	30,000	20,000	(20,000)	-	-	-	-	
300		7250	Additional City Hall generator	-	-	-	-	-	-	-	-	120,000	
300		7250	Center 4 Life Improvements	90,000	90,000	90,000	-	400,000	400,000	-	-	-	
			Public Works Department		-	-		-					
300		4100	Storage Garage	-	-	-	-	-	-	-	-	200,000	
300		4100	Replace Bock Park seawall	-	-	-	-	-	-	51,000	-	-	
300		4100	Stabilize Bock Park shoreline	-	-	-	-	-	-	40,000	-	-	
300		4100	Pond Apple Shipley Boardwalks	-	-	-	-	80,000	80,000	-	-	-	
			Machinery/Equipment	-	-	-	-	-	-	-	-	-	
300		7250	Mowers and mower trailers - replacements	12,000	12,000	12,000	-	-	-	12,000	-	1,500	
300		7250	Pick-up Trucks-replacement vehicle	-	-	-	-	23,000	23,000	-	23,000	-	
			<b>Sub-total PUBLIC FACILITIES 300</b>	<b>279,000</b>	<b>279,000</b>	<b>167,000</b>	<b>112,000</b>	<b>553,000</b>	<b>665,000</b>	<b>223,000</b>	<b>323,000</b>	<b>406,500</b>	

			Vehicles/Equipment									
300		4100	Litter Vacuum	-	-	-	-	-	-	-	-	35,000
300		4100	Water truck	-	-	-	-	-	-	-	-	70,000
300		4100	Roller (w/ Trailer)	-	-	-	-	-	-	40,000	-	-
300		4100	Trucks	46,000	46,000	41,384	4,616	71,384	76,000	153,000	46,000	-
300		4100	Sweeper	140,000	140,000	156,838	(16,838)	-	-	-	-	-
300		4100	Flail Axe	35,000	35,000	-	35,000	25,000	60,000	-	15,000	-
300		4100	Utility vehicle	-	-	-	-	13,000	13,000	-	-	13,000
300		4100	Tractor (2)	-	-	-	-	-	-	16,000	-	100,000
300		4100	Backhoe	-	-	-	-	-	-	95,000	-	-
300		4100	Grader	-	-	-	-	-	-	-	165,000	-
300		4100	Loader	-	-	-	-	-	-	-	115,000	-
			<b>Sub-total VEHICLES / EQUIPMENT</b>	<b>221,000</b>	<b>221,000</b>	<b>198,222</b>	<b>22,778</b>	<b>109,384</b>	<b>149,000</b>	<b>304,000</b>	<b>341,000</b>	<b>148,000</b>
			<b>TOTAL FUND #300</b>	<b>500,000</b>	<b>500,000</b>	<b>365,222</b>	<b>134,778</b>	<b>662,384</b>	<b>814,000</b>	<b>527,000</b>	<b>664,000</b>	<b>554,500</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2013 THRU 2017  
Departmental Detail**

Fund	Project #	Dept	Description	FY 2012			Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
				Adopted Budget	Amended Budget	Est through 9/30/12							
			<u>Drainage</u>										
301		4100	Dinkins Bayou Dredging	200,000	200,000	200,000	-	-	-	-	-	-	-
301		4100	Clam Bayou Box Culvert Repair	30,000	30,000	30,000	-	-	-	-	-	-	-
			Sub-total DRAINAGE	230,000	230,000	230,000	-	-	-	-	-	-	-
			<u>Roads/Bridges/Shared-Use Paths</u>										
301		4100	Palm Ridge Road Improvements	-	-	-	-	-	-	300,000	300,000	-	-
301		4100	Middle Gulf Drive (portion)	-	-	-	-	-	-	-	400,000	-	-
301		4100	Dunlop/Wooster SUP	100,000	167,610	167,610	-	-	-	-	-	-	-
301		4100	Dixie Beach Blvd. SUP	200,000	200,000	190,000	10,000	(10,000)	-	-	-	-	-
301		4100	Replace Periwinkle Way box culvert	-	-	-	-	-	-	400,000	-	-	-
301		4100	Bailey Road SUP	150,000	150,000	140,000	10,000	(10,000)	-	-	-	-	-
301		4100	Wulfert/Wildlife SUP	-	-	-	-	-	-	180,000	-	-	-
301		4100	Replace Lindgren Blvd Box Culvert	165,000	233,340	233,340	-	-	-	-	-	-	-
301		4100	Donax Street	-	-	-	-	-	-	400,000	-	-	-
			Sub-total Road/Bridges/Shared-Use Paths	615,000	750,950	730,950	20,000	(20,000)	-	580,000	700,000	700,000	-
			<b>TOTAL FUND #301</b>	<b>845,000</b>	<b>980,950</b>	<b>960,950</b>	<b>20,000</b>	<b>(20,000)</b>	<b>-</b>	<b>580,000</b>	<b>700,000</b>	<b>700,000</b>	<b>-</b>
			<u>Road Projects</u>										
307		4100	Kings Crown to Lighthouse Beach lot	600,000	600,000	-	600,000	-	600,000	-	-	-	-
			TOTAL Road Projects	600,000	600,000	-	600,000	-	600,000	-	-	-	-
			<b>TOTAL FUND #307</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>600,000</b>	<b>-</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<u>Other Road Projects</u>										
309		4100	Tarpon Bay Road	250,000	250,000	230,000	20,000	(20,000)	-	-	-	-	-
306		4100	Rabbit Road	296,500	296,500	196,500	100,000	(100,000)	-	-	-	-	-
311		4100	Dixie Beach Boulevard	-	-	-	-	-	-	-	-	-	-
			Sub-total OTHER ROAD PROJECTS	546,500	546,500	426,500	120,000	(120,000)	-	-	-	-	-
			<b>Total Road Projects</b>	<b>1,146,500</b>	<b>1,146,500</b>	<b>426,500</b>	<b>720,000</b>	<b>(120,000)</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING BUDGET</b>				<b>2,491,500</b>	<b>2,627,450</b>	<b>1,752,672</b>	<b>874,778</b>	<b>522,384</b>	<b>1,414,000</b>	<b>1,107,000</b>	<b>1,364,000</b>	<b>1,254,500</b>	<b>176,000</b>
<b>TOTAL PUBLIC WORKS</b>				<b>3,256,429</b>	<b>3,482,379</b>	<b>2,233,101</b>	<b>1,249,278</b>	<b>1,091,665</b>	<b>2,357,781</b>	<b>1,419,000</b>	<b>1,792,000</b>	<b>1,431,500</b>	<b>248,000</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2013 THRU 2017  
Departmental Detail**

Fund	Project #	Dept	Description	FY 2012					FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
				Adopted Budget	Amended Budget	Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013					
<u>Utilities</u>													
Existing System Improvements													
450	Donax		Paint Donax Facility	-	-	-	-	-	-	-	20,000	-	
450	Donax		Platform and Stops for Turner LS	5,000	5,000	12,000	(7,000)	7,000					
450	Donax		Pretreatment bypass	75,000	75,000	75,000	-	-	-	-	-	-	
450	Donax		Pipeline relocations	5,000	5,000	5,000	-	5,000	5,000	5,000	5,000	5,000	
450	Donax		New service laterals	5,000	5,000	5,000	-	5,000	5,000	5,000	5,000	5,000	
450	Donax		Lift Station Improvements (including odor control)	25,000	25,000	25,000	-	105,000	105,000	25,000	25,000	25,000	
450	Donax		Replacement Cl <sub>2</sub> Influent Valve	-	-	-	-	15,000	15,000	-			
450	Donax		Generator storage	15,000	15,000	15,000	-	-	-	-	-	-	
450	Donax		Donax plant Improvements (grit removal)	-	-	-	-	35,000	35,000	-	-	-	
450	Donax		Insertion Valves for Forcemains	-	-	-	-	30,000	30,000				
450	Donax		Lightning Prediction for Donax Plant	25,000	25,000	25,000	-	-	-	-	-	-	
			<b>Sub-Total Existing System Improvements</b>	<b>155,000</b>	<b>155,000</b>	<b>162,000</b>	<b>(7,000)</b>	<b>202,000</b>	<b>195,000</b>	<b>35,000</b>	<b>35,000</b>	<b>55,000</b>	
Vehicles/Equipment													
<u>DONAX OPERATIONS</u>													
450	Donax		Stationery Emergency Generators @ Lift Stations	90,000	90,000	-	90,000	(90,000)	-	150,000	-	-	
450	Donax		Replacement Crane Truck -746		-	-	-	-			90,000	-	
450	Donax		Master Station Replacement Pump	20,000	20,000	20,925	(925)	22,925	22,000				
450	Donax		Crane Truck (#749)		83,779	83,779	-	-			90,000	-	
450	Donax		Vacuum Trucks (2) (748 & 757)	120,000	23,885	-	23,885	(23,885)			120,000	-	
450	Donax		Replacement Crane Truck (3/4 Ton) -747		-	-	-	-			90,000	-	
450	Donax		Replacement Crane Truck (1 1/2 Ton) -760	-	-	-	-	-	-	-	-	90,000	
450	Donax		Replacement Utility Truck (1 Ton) -753 (w/crane truck)	-	-	-	-	-	-	-	-	-	
450	Donax		Replacement Pick-up Truck (3/4 Ton) -751	23,000	23,000	23,264	(264)	264					
450	Donax		Replacement Maintenance Pick-up (1/2 Ton) -758	-	-	-	-	23,000	23,000	-	-	-	
450	Donax		Replacement Operations Pick-up (1/2 Ton) -754	-	-	-	-	23,000	23,000				
450	Donax		Sewer jetter		-	-	-	-			30,000	-	
450	Donax		Portable Generator	45,000	45,000	45,000	-	-	-	-	45,000	-	
450	Donax		Replacement Operations Pick-up (1/2 Ton) -759	-	-	-	-	-	-	-	23,000	-	
450	Donax		Small Back Hoe	60,000	60,000	60,000	-	-	-	-	-	-	
450	Donax		VFD's for Lift Stations (>5hp)	30,000	30,000	30,000	-	-	-	-	-	-	
450	Donax		Replacement force main (L/S#6)	-	-	-	-	-	-	100,000	-	-	
450	Donax		Replacement Cl <sub>2</sub> Pumps	-	-	-	-	15,000	15,000	-	15,000	-	
450	Donax		Replacement Cl <sub>2</sub> Storage Tank	50,000	50,000	-	50,000	(50,000)	-	-	-	-	
450	Donax		Emergency Chart Recorder Replacement	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000	
			<b>Sub-Total Vehicles/ Equipment</b>	<b>440,000</b>	<b>427,664</b>	<b>264,968</b>	<b>162,696</b>	<b>(77,696)</b>	<b>85,000</b>	<b>252,000</b>	<b>385,000</b>	<b>122,000</b>	
<b>TOTAL SEWER SYSTEM</b>				<b>595,000</b>	<b>582,664</b>	<b>426,968</b>	<b>155,696</b>	<b>124,304</b>	<b>280,000</b>	<b>287,000</b>	<b>420,000</b>	<b>177,000</b>	

**5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2013 THRU 2017  
Departmental Detail**

Fund	Project #	Dept	Description	FY 2012			Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
				Adopted Budget	Amended Budget	Est through 9/30/12							
			<u>Beach Parking</u>										
			Enforcement (Police)										
470			Watercraft	50,000	50,000	-	50,000	(50,000)	-	50,000	-	50,000	-
470			ATV Replacements	-	-	-	-	10,000	10,000	-	10,000	-	10,000
470			Traffic monitoring	0	-	-	-	25,000	25,000	-	-	-	-
470			Van (3 vans 3 year replacement cycle)	20,000	20,000	18,885	1,115	18,885	20,000	20,000	20,000	20,000	20,000
470			800 MHz Radios	-	-	-	-	-	15,000	-	-	-	-
470			Pick-up Trucks (2)	23,000	23,000	-	23,000	-	23,000	-	-	-	-
470			Parks Maintenance (PW)	-	-	-	-	-	-	-	-	-	-
470			Utility Vehicle (TDC)	-	-	-	-	-	-	-	-	-	13,000
470			Climber @ Bowman's Beach	-	7,034	7,034	-	-	-	-	-	-	-
470			Pick-up Truck (TDC)	23,000	23,000	21,592	1,408	21,592	23,000	-	-	23,000	23,000
470			Mower Trailer (TDC)	-	-	-	-	4,000	4,000	-	-	-	-
470			Mower (TDC)	-	-	-	-	-	12,000	-	-	-	-
470			Skid Steer loader (TDC)	-	-	-	-	40,000	40,000	-	-	-	-
470			Small Dump Truck (TDC)	-	-	-	-	-	35,000	-	-	-	-
470			Dump Body for Pick-up (TDC)	4,000	4,000	4,000	-	4,000	4,000	-	-	4,000	-
			Tractor (TDC)						18,000				
			Trash/Recycling Bins (TDC)					9,000	9,000	4,500	4,500	4,500	4,500
			Water Fountain for Bowman's (TDC)					4,000	4,000				
470			Beach Accessable Wheelchairs (TDC)	-	-	-	-	10,000	10,000	-	-	-	-
			Sub-total Machinery & Equipment	<b>120,000</b>	<b>127,034</b>	<b>51,511</b>	<b>75,523</b>	<b>96,477</b>	<b>172,000</b>	<b>154,500</b>	<b>34,500</b>	<b>101,500</b>	<b>70,500</b>
			<u>Capital Projects-IOTB</u>										
470			Shared Use Path Repairs	-	-	-	-	-	-	100,000	100,000	100,000	100,000
470			Shared Use Path Widening	-	-	-	-	-	-	150,000	150,000	-	-
470			Bowman's Beach Shared-Use Path	-	-	-	-	200,000	200,000				
470			Security video access system beach parking lots	50,000	50,000	50,000	-	150,000	150,000	50,000	50,000	50,000	50,000
470			Security video access system Bowman's beach	-	-	-	-	100,000	100,000	-	-	-	-
470			Lighthouse rehabilitation	300,000	300,000	300,000	-	-	-	-	-	-	-
470			Dune Walkovers Replacement (TDC Grant) 401897	-	-	-	-	71,000	71,000	-	-	-	-
			Sub-total Improvements Other Than Bldgs	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>-</b>	<b>521,000</b>	<b>521,000</b>	<b>300,000</b>	<b>300,000</b>	<b>150,000</b>	<b>150,000</b>
470			Boat Ramp Restroom (TDC)	-	-	-	-	-	-	-	-	-	-
470			Bowman's Restroom (TDC grant 402063)	225,000	233,840	233,840	-	-	-	-	-	-	-
470			Lighthouse Restrooms (TDC Grant # 401816)	342,000	392,820	392,820	-	-	-	-	-	-	-
			Sub-total Buildings	<b>567,000</b>	<b>626,660</b>	<b>626,660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>TOTAL BEACH PARKING CAPITAL</b>	<b>1,037,000</b>	<b>1,103,694</b>	<b>1,028,171</b>	<b>75,523</b>	<b>617,477</b>	<b>693,000</b>	<b>454,500</b>	<b>334,500</b>	<b>251,500</b>	<b>220,500</b>
			<b>GRAND TOTAL</b>	<b>4,888,429</b>	<b>5,168,737</b>	<b>3,688,240</b>	<b>1,480,497</b>	<b>1,833,446</b>	<b>3,330,781</b>	<b>2,160,500</b>	<b>2,546,500</b>	<b>1,860,000</b>	<b>655,500</b>

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

Fund	Dept	Description	FY 2013	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
<b><u>Management Information Systems</u></b>						
300	1290	Upgrade networking with fiber optic services	\$ 10,000	This is to add additional city locations to Comcast high speed connectivity. Currently, this will be for Bowman's Beach.	Interfund transfer	None
300	1290	GIS Implementation and Integration	\$ 20,000	The City is currently using GIS software through Lee County. To be able to integrate Sanibel data sources to provide mapped data, we will need to purchase software for use at the City.	Interfund transfer	None
300	1290	Government-wide software upgrade	\$ 67,281	This is to replace the current software used by Finance, Building, Utilities, Code Enforcement and Planning. This project will improve the functionality of departments, provide some services over the Web to citizens and businesses and move the data off Sanibel through the use of Tyler Data Centers.	Interfund transfer	Annual maintenance costs of \$93,344 beginning in FY13, offset by \$50,000 in reduced costs to Sungard HTE
300	1290	Offsite always accessible redundant storage servers ("cloud computing")	\$ 50,000	Cost effective technology now exists that will allow the City to store and access documents and media from networked servers using the Internet. Now the City has a scalable connection to the Internet that allows the City to increase the connect speed as needed. A significant effort is needed during each disaster preparation phase that will significantly fall when the City's data is no longer physically stored on Sanibel. Also, this data will be secured but accessible to employees from anywhere there is an Internet connection.	Interfund transfer	None
300	1290	Backup high-speed Internet connectivity	\$ 60,000	The City is transitioning to Cloud technology. Access to Cloud technology requires reliable, redundant connectivity to the Internet. The City needs to implement secondary, automatic, high speed internet connectivity. This project is to identify, plan and implement this connectivity.	Interfund transfer	Annual maintenance costs of \$20,000 beginning in FY14
300	1290	Upgrade/replace core network components	\$ 8,000	Annual budgeting of \$8,000 for keeping the City's core network devices operational. Each year, the City increases the demand for network capabilities and speed.	Interfund transfer	Annual maintenance costs of one-third of purchase price beginning in FY13
300	1290	Upgrade City servers	\$ 10,000	Server replacement project which allows the City to effectively plan for the end of life of its servers. This project allows the replacement of 1 - 2 servers per year. Replacement servers are selected based on technology and environmental concerns.	Interfund transfer	Annual maintenance costs of one-third of purchase price beginning in FY13
300	1290	Departmental printer replacement	\$ 3,000	Annual replacement of workgroup printers that have failed. Replacement printers are selected based on technology and environmental concerns.	Interfund transfer	None
300	1290	Electronic document system	\$ 50,000	We have a back log of document archiving that includes 4,000 files in the building department that need to be either microfiche or digitized. The City has a problem with on-site storage of critical documents. Although the lower level storage areas have "water tight" panels, there is still a risk of document destruction. One belief for barrier islands says that if anything is left behind, you have to assume it will be destroyed. This will free current space being utilized for file storage, and facilitate document retrieval and compliance with retention guidelines.	Interfund transfer	Annual maintenance costs of \$9,473 beginning in FY13
300	1290	Replace city phone system	\$ 65,000	The phone system at City Hall is at the end of life. Additionally, there is current telephone technology that can be of benefit to the City through the installation of a new phone system.	Interfund transfer	Annual maintenance costs of \$15,000 beginning in FY14

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

Fund	Dept	Description	FY 2013	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
300	1290	Streaming council meetings and agenda integration	\$ 35,000	This project is to identify, plan and implement a system to allow streaming of Council audio directly linked to an online Council agenda, and provide access to mobile devices like the iPad and Android. The audio can be accessed real time and at any time after the meeting. Also, this will include a software work flow process for the creation of agendas.	Interfund transfer	Annual maintenance costs of \$2,000 beginning in FY13
300	1290	Software development	\$ 5,000	Develop custom City mobile and smartphone applications.	Interfund transfer	None
<b>TOTAL MIS</b>			<b>\$ 383,281</b>			

**Police**

300	2100	Supervisor car (3-yr replacement)	\$ 30,000	Replace obsolete supervisor car	Interfund transfer	None
300	2100	Car video (6-year replacement)	\$ 50,000	Replace obsolete car video	Interfund transfer	None
300	2100	PD laptops for in-car/field reporting	\$ 10,000	The new police department applications have remote capability. This allows officers to access law enforcement data from the road rather than returning to the station to create reports. In a mobile environment, regular, commercial laptops will not last long. The standard in law enforcement is the Panasonic Toughbook.	Interfund transfer	None
300	2100	Computer programs for records management and computer-aided dispatch	\$ 160,000	Upgrade computer aided dispatch and field reporting modules.	Interfund transfer	None
300	2100	Security video access system	\$ 150,000	The City currently has cameras located at Lighthouse Park, the Recreation Center and other City locations. The Police Department has found these cameras to be a significant factor for crime reduction and investigations. There are plans to add cameras to additional areas. This project is to integrate the system into a single system that will allow immediate access by law enforcement, and provide redundant, offsite storage.	Interfund transfer	None
<b>TOTAL POLICE</b>			<b>\$ 400,000</b>			

**Building**

169	2400	Government-wide software upgrade	\$ 30,000	This is to replace the current software used by Finance, Building, Utilities, Code Enforcement and Planning. This project will improve the functionality of departments, provide some services over the Web to citizens and businesses and move the data off Sanibel though the use of Tyler Data Centers.	Fees	None
169	2400	Ruggedized damage assessment computers	\$ 10,000	The city needs a technology to be able to quickly assess the damage from disasters. These computers need to be ruggedized and waterproof for us under extreme conditions. (\$3500 each). The computers currently used cannot be used in inclement weather. This project is to replace the current limited computers, with rugged, weatherproof computers.	Fees	None
<b>TOTAL BUILDING</b>			<b>\$ 40,000</b>			

**Recreation**

173	7250	Sanibel School playground	\$ 79,500	If the City partners with the School District in the development of a playground site between the recreation center and school, additional security systems (cameras, fencing) will need to be installed and incorporated into the existing recreation center security system.	Interfund transfer	None
173	7250	Recreation center and ball field security upgrades	\$ 50,000	In an effort to provide a safe & secure facility for the community, the recreation center and the ball field areas are in need of security and camera upgrades to meet current standards.	Interfund transfer	None
<b>TOTAL RECREATION</b>			<b>\$ 129,500</b>			

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

Fund	Dept	Description	FY 2013	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
<b>Public Works</b>						
<u>Public Facilities</u>						
City Hall and Center 4 Life						
300	7250	Replace A/C units	\$ 70,000	All HVAC systems at City Hall have been replaced over the past 10 years. Wit	Interfund transfer	None
300	7250	Replace seating and carpeting in Mackenzie Hall	\$ 32,000	MacKenzie Hall was constructed as a part of the City Hall construction in 1986. The auditorium seating in MacKenzie Hall is worn and needs to be replaced for aesthetics and for the comfort of the audience. New seating will serve the public interested in participating in the City government process. The carpeting should be replaced in conjunction with the new seating.	Interfund transfer	None
300	7250	Center 4 Life improvements	\$ 400,000	The Center 4 Life is an old building with a flat roof and air conditioning problems. It is proposed to add a sloped roof for better roof drainage and to allow for ductwork to be installed in the trusses. The building houses City and BMRH offices as well as the City's Seniors Program. The project will also include changing the building layout to better utilize space. The \$90,000 requested in 2012 funded the architectural and engineering services required in conjunction with the design phase of the project. Construction would be scheduled for 2013. Air quality and roof leaks must be addressed for a healthy environment.	Interfund transfer	None
300	7250	Pond Apple Shipley boardwalks	\$ 80,000	The Pond Apple Park/Shipleigh Trail Connector Project will provide visitors with an opportunity to hike and bike from the Pond Apple Park trailhead, located adjacent to the Sanibel-Captiva Chamber of Commerce, to Roadside Park. A connector boardwalk trail through the City-owned Schlosser Preserve will link the Pond Apple Park Loop Trail to the Shipley Trail located on SCCF's newly acquired Bailey Homestead Preserve. The project will result in a 2.4 mile loop trail (1.2 mile one-way) that takes visitors through various upland and wetland habitats, including a pond apple slough, native pine flatwoods and West Indian tropical hardwood hammock. The trail will be accessible to hikers and bikers using off-road or mountain bicycles and all boardwalks will be ADA compliant.	Interfund transfer	None
<u>Machinery and Equipment</u>						
300	7250	Pick-up trucks replacement vehicle	\$ 23,000	One of the pickup trucks assigned to Public Facilities is a 2006 F-150 extended cab scheduled for replacement in 2013. Another Public Facilities pickup truck is a 2006 F-250, scheduled for replacement in 2015. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
<u>Vehicles/Equipment</u>						
300	4100	Trucks	\$ 141,000	Two public works pickup trucks are scheduled for replacement in 2011. One is a 2003 model F-250 driven 96,000 miles, while the other is a 2002 model F-250 with 58,000 miles. The replacement cycle for pickups is seven years; for dump trucks it is 10 years. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Flail axe	\$ 60,000	The City utilizes a tractor-mounted flail axe for roadside and shared use path trimming. The Flail axe is on a 4-year replacement schedule. The timely replacement of equipment is necessary to prevent excessive downtime and thus improve operational efficiency. Proper roadside vegetation maintenance is aesthetically pleasing and helps wildlife from being hit by being more visible to drivers. The flail axe head needs to be replaced every 2 years.	Interfund transfer	None

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

Fund	Dept	Description	FY 2013	EXPLANATION OF PROJECT	Funding Source	Impact on
						Operating Costs
300	4100	Utility vehicle	\$ 13,000	Public Works has two utility vehicles (small John Deere gators), one is a 2003 model and the other is a 2008 model. These vehicles have proven invaluable in performing minor maintenance in the non-beach parks and for vegetation maintenance along the major roadways. These vehicles are on a 8-year replacement schedule and the 2003 model will be two years overdue for replacement in 2013. The timely replacement of vehicles is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
<b>Sub-total PUBLIC FACILITIES #300</b>			<b>\$ 819,000</b>			
307	4100	Kings Crown to Lighthouse Beach lot	\$ 600,000	This project involves shifting Periwinkle Way to the north in order to maintain roadway/shared use path separation when the path is widened. Wider shared use paths, separated from the roadway, are safer.	Interfund transfer	None
<b>TOTAL FUND #306-309</b>			<b>\$ 600,000</b>			
<b>TOTAL PUBLIC WORKS</b>			<b>\$ 1,419,000</b>			

## APPENDIX

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Statistics and Demographics

## City of Sanibel, Florida

### Financial Policies

#### General Budget Policy

- A. The City of Sanibel, as a local government within the state of Florida, adopts its budget pursuant to Chapter 200, Florida Statutes, which mandates adoption of a balanced budget; that is sources of funds must equal uses of funds
- B. The finance director, on behalf of the city manager, is responsible for the preparation of the City's budget. Each spring, department directors submit their proposed budgets for the coming fiscal year to the finance director. Proposed budgets identify increases and decreases in spending from the current year, along with the reason for the change. They also include a list of initiatives that are not included in the department's budget but are requested by individual departments. A proposed budget is ready for City Council to consider, for the first time, in July.
- C. The annual budget is adopted by City Council after an extensive review and evaluation of budget proposals from the various City departments to determine the funding level necessary to provide municipal services. After adoption, the budget is posted on the City's website.
- D. The operating budget is adopted annually at the fund level by the City Council. In accordance with state law, a proposed millage rate, which may be reduced but may not be increased, is set in July, followed by two public hearings in September. The budget and final millage rate are approved by separate resolutions at the second public hearing.
- E. The budget is adopted on a modified accrual basis for all fund types, governmental and enterprise. Under the modified accrual basis of accounting, revenues and other financial resources are recognized when they become both measurable and available to finance expenditures of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred with certain exceptions. The modified accrual basis is the same basis of accounting used for the City's audited financial statements of its governmental funds. Enterprise funds are accounted for and reported on the audited financial statements using the accrual basis. Under the accrual basis of accounting, most transactions are recorded when they occur, regardless of when cash is received or disbursed. Generally Accepted Accounting Principles (GAAP) require the use of accrual basis accounting for enterprise funds for audit purposes.
- F. By resolution, a reserve equal to 17% of projected expenditures is included in the budget, in order to ensure sufficient cash is available for operations until tax receipts are forwarded to the City by the Lee County Tax Collector.
- G. Budgetary control throughout the fiscal year is maintained through monitoring encumbrances of estimated purchase amounts. Encumbrances for goods or services not received by year-end lapse and must be re-budgeted in the following year.
- H. Any increase, decrease or transfer between funds within the annual budget must be approved by a budget amendment approved by resolution of the City Council.

## City of Sanibel, Florida

- I. The City Manager may approve intradepartmental transfers as is deemed necessary.
- J. The finance department prepares a quarterly budget variance report for the City Council, noting any deviations of 5% or greater against the budget and explains the reason for the variance.
- K. The Capital Improvement Budget (CIP) estimates costs for all capital projects for a five year period.
- L. The City has an indirect cost allocation plan prepared annually. The plan conforms to federal guidelines for grant reimbursement of administrative costs and is used to bill and collect indirect charges from funds.

### Fund Balance Policy

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

The City's Fund Balance Policy establishes:

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

#### General Fund

##### 1. Restricted Fund Balance

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

##### 2. Committed Fund Balance

Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing

## City of Sanibel, Florida

reserves for disasters; and/or e) for setting aside amounts for specific projects. Commitment of fund balance may be made from time-to time by resolution of the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally (resolution). The use (appropriation) of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by resolution of City Council during the fiscal year.

### 3. Assigned Fund Balance

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

Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

### 4. Non-Spendable Fund Balance

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

### 5. Minimum Level of Unassigned Fund Balance

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

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

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

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

##### 1. Committed Fund Balance

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

- a) Disaster Reserve – The disaster reserve fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure the maintenance of services to the public during disaster situations such as, but not limited to, hurricanes.
  - b) Environmental Initiatives Reserve – The environmental initiative fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure services are available to address environmental damage, litigation and other related costs from disasters such as, but not limited to, algae bloom, fish kills, or oil.
  - c) Insurance Deductible Reserve – The insurance deductible reserve fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure coverage of the City's insurance deductible on its insured properties and equipment.
2. Assigned Fund Balance

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

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

### Budgeting

#### 1. Appropriation of Unrestricted Fund Balance

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

#### 2. Estimated Beginning Fund Balance

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

## City of Sanibel, Florida

fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.

### 3. Estimated Ending Fund Balance

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

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

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

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

### Spending Order of Fund Balances

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

## Revenue Policy

- A. The City will maintain a revenue manual which describes revenue sources that are available to support City expenditures.
- B. Ad valorem tax revenue is budgeted at 100% of the approved millage rate levy. However, because taxpayers take advantage of the discount afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

## City of Sanibel, Florida

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

### Debt Policy

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

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

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

All debt service requirements are fully funded each year.

### Purchasing Policy

- A. All purchasing for the City of Sanibel will be conducted in a manner that promotes competition and secures the best value.
- B. All purchasing shall be conducted in a manner that prompts vendors to value City business and make every effort to furnish City requirements on the basis of quality, service and price.

## City of Sanibel, Florida

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

**CITY OF SANIBEL  
BUDGET CALENDAR  
FISCAL YEAR 2013**

Mon and Fri	April 16 and 20, 2012	Training on the Tyler budget module
Month of:	April 23-May 18, 2012	Departments prepare expenditure requests using the Tyler budget module
Friday, by Noon	May 18, 2012	Departments complete FY 2013 budgets reflecting department expenditure requests
Mon - Fri	June 4 - 8, 2012	Individual department meetings with city manager and finance director to discuss budget requests
Month of:	June 2012	Finance aligns departmental expenditure requests, after any city manager changes, with projected revenue
Monday	July 2, 2012(*)	Property appraiser certifies tax roll and finance calculates proposed millage rate based on actual taxable valuation
Friday	July 13, 2012	Finance department provides proposed FY 2013 budget document to city clerk for distribution to council for July 17th meeting
Tuesday	July 17, 2012(*)	<b>REGULAR COUNCIL MEETING</b> - Staff presents proposed FY 2013 budget and introduction of the resolution to set the proposed tax (calendar) year 2012 millage rate and date of first public hearing ( <b>Aug 3rd is the last day to do this</b> )
By Friday	August 3, 2012(*)	Finance advises property appraiser of proposed millage rate; rolled-back rate and date, time and place of first public hearing
By Friday	August 24, 2012(*)	Property appraiser mails notices of proposed property taxes and advertises the date, time and place of the first public hearing for all taxing authorities
Saturday	September 8, 2012(*)	<b>9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING</b> - Discussion and adoption of tentative millage rate and tentative FY 2013 budget
Saturday	September 15, 2012(*)	City advertises second and final public hearing in News-Press
Tuesday	September 18, 2012(*)	<b>5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING</b> - Discussion and adoption of final millage rate and fiscal year 2013 budget
Friday	September 21, 2012(*)	<b>Within 3 days of final adoption submit resolution to DOR, property appraiser and tax collector</b>
(*) Dates mandated by state Truth In Millage (T.R.I.M.) legislation		

## Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

## City of Sanibel, Florida

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

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

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

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

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

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

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

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

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

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

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

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

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

## City of Sanibel, Florida

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

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

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

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

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

**Revenues** – Funds that the government receives as income.

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

**Special Assessment** – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. This is another name for a non ad valorem assessment.

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

**TRIM Notice** - TRIM (Truth in Millage) establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements. The Notice of Proposed Property Taxes (TRIM notice) enables the taxpayer to compare the prior year assessed value and taxes with the present year assessed value and proposed taxes. It also lets taxpayers compare the amount of taxes if there is no budget change for the upcoming year. The notice lists the date, time, and location of the first budget hearing at which the taxing authorities will hear from the public. At the public hearings, the taxing authorities establish the millage to be levied against the parcel of land shown on the TRIM notice. The notice also shows the deadline for filing a petition to protest the assessment and any denial of exemption.

**User Fees** – Charges for specific services rendered only to those using such services, e.g. sewer service charge, building permits, dog licenses.