City of Sanibel

FY 2012-13

Final Budget

Presented September 18, 2012

City of Sanibel
Principal Officers

City Council

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

City Manager
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City Attorney
Kenneth B. Cuyler, Esq.

City Clerk
Pamela Smith, MMC

Department Directors

Administrative Services Director	James R. Isom
Building Official	R. Harold Law Jr.
Chief of Police	William Tomlinson
Finance Director	Sylvia Edwards, CPA
Information Services Director	Albert Smith, Jr.
Natural Resources Director	James T. Evans III, M.S.
Planning Director	James C. Jordan
Public Works Director	Keith Lee Williams II, PE
Recreation Director	Andrea L. Miller, CPRP

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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 6-25.*

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 26-37.*

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 38-81.*

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 82-90*.

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 91-223*.

Appendix—This section contains financial policies, the budget calendar, a glossary and statistics and demographics. *Pages 224-239.*

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The table of contents provides a comprehensive overview of the different sections of the book.

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City of Sanibel, Florida

Fiscal Year 2013 Budget

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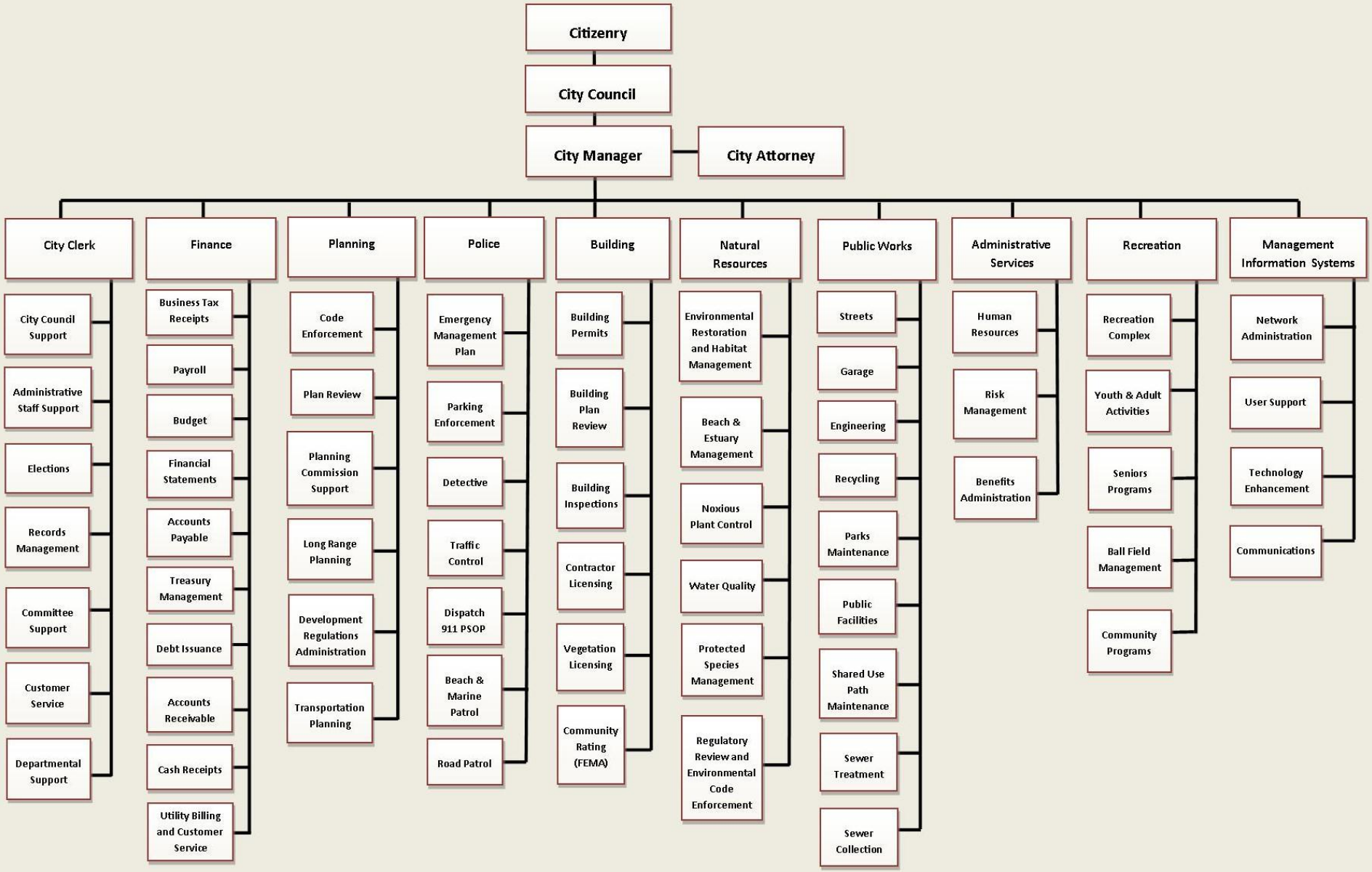
CITY OF SANIBEL FUNCTIONAL ORGANIZATIONAL CHART FY 2012—2013



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Sanibel

Florida

For the Fiscal Year Beginning

October 1, 2011

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.

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

Vision Statement Hierarchy of Values			
Sanctuary	Community	Attraction	**SUSTAIN AND STRENGTHEN THE CITY'S FINANCIAL STABILITY**
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
			CONTINUE THE CITY-WIDE REDEVELOPMENT WORK PLAN
		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
			IMPROVE WATER QUALITY
1	2	3	**Local** - Continue with implementation of residential and golf course fertilizer "Best Management Practices" to improve water quality
1	2	3	**Local** - 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	**Regional** - 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.

MEMORANDUM

DATE: September 18, 2012

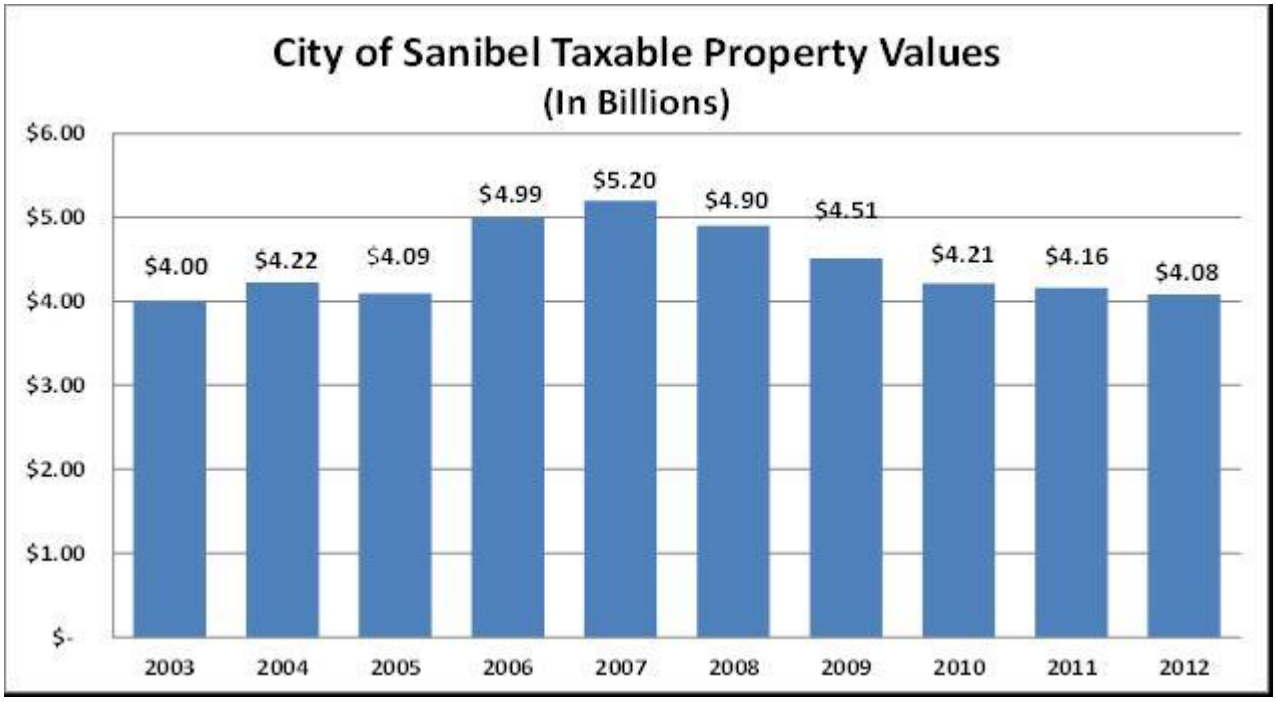
TO: City Council and Citizens of the City of Sanibel

FROM: Judie Zimomra, City Manager

SUBJECT: Fiscal Year 2012-13 Adopted Budget

The attached document presents the adopted budget for FY13 of $43,629,348. The budget is presented at a millage rate of 2.1000 which is 2.38% 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 $4,077,867,959. This is 1.97% 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 $1,772,074 (or -8.8%). FY08 governmental expenditures were $20,107,969 compared to FY13 $18,335,895.



The highlights of the adopted budget are:

- Proposed millage of 2.1000 is 2.38% 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;
- Assumes that $5.8 million of reserves for environmental initiatives and disasters will not be expended by September 30, 2012 and rolls the funds forward to FY13 beginning fund balance;
- 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 adopted budget increases sewer fees by 1% but does not include the scheduled 3% 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 funds 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 grant contributions to the Historical Village and Museum will decrease by $8,300 in FY13;
- City contributions to Community Housing Resources, Inc. are budgeted at $274,800, with a 3% escalator in FY14;
- The City will invest $118,834 in playground equipment, security video and drainage maintenance at the recreation center and ball fields;
- $1.6 million is allocated toward general government capital improvements in various capital projects funds, the building department fund and the ball-field maintenance fund. This includes $1.2 million of capital projects rolled over from the prior years and $418,596 for new projects.

INTRODUCTION

The fiscal year 2013 adopted budget totals $43,629,348 and is broken down as follows:

		FY 2012	
USES OF FUNDS	FY 2013	as Adopted	as Amended
Governmental Funds			
Operating	$31,095,520	$33,403,715	$40,268,637
Capital	1,926,884	3,312,320	3,315,894
Total Governmental	33,022,404	36,716,035	43,584,531
Enterprise Funds	10,606,944	10,958,112	12,792,675
Total Adopted Budget	$43,629,348	$47,674,147	$56,377,206

The FY13 adopted budget is $4 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. Capital expenditures were budgeted to be $2.5 million higher in FY12 than in FY13.

The FY13 adopted budget is $12.7 million lower than the FY12 amended budget. Amendments to the FY12 budget included: 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; 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.

The FY13 budget includes $5.8 million of reserves for environmental initiatives and disasters rolled forward from FY12.

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 adopted 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 **Set Proposed Tax (millage) Rate for 2012 and date, time and place of first public hearing.**
Saturday	September 8, 2012	9:00 a. m. **First Budget Public Hearing** – Discussion and adoption of tentative 2012 millage and tentative FY 2013 budget
Tuesday	September 18, 2012	5:01 p.m. **Second and Final Budget Public Hearing** 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 adopted operating millage rate of 2.1000 is 2.38% 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 $11,826,633.

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 $12,355,124.

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 $13,590,718.

The following table identifies the minimum vote of Council required to levy an adopted tax (millage) rate for tax year 2012:

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:

Debt Service Description	Millage Rate
Sewer Voted Debt Service	0.2407
Land Acquisition Voted Debt Service	0.0855
Recreation Center Voted Debt Service	0.1308

ADOPTED BUDGET OVERVIEW

The City's assessed property value for FY13 (2012 tax year) is $4,077,867,959. This is 1.97% lower than the FY12 (2011 tax year) of $4,159,859,288.

The City's governmental funds revenue is budgeted to be $16,739,921 in FY13, less $379,561 for undercollections, with $75,903 less 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 $82,486 increase in charges for services and $57,455 more in intergovernmental 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), including reserves for undercollections, is below:

Revenue Source	FY2013*	FY2012**	FY2011***	FY2010***	FY2009***	FY2008***
Taxes	$11,372,278	$11,489,934	$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	$ 945,997	$ 953,110	$1,143,026	$ 1,520,872	$2,831,634	$1,947,650
Charges for Service	$2,064,000	$2,077,134	$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	$ 456,235	$ 602,063	$ 730,766	$ 596,761	$ 415,098	$ 827,817
Total	$16,360,360	$16,749,526	$17,633,438	$18,499,913	$20,500,409	$21,208,021
	*Budgeted **Estimated ***Audited					

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

City-wide FY13 operating expenditures of $26,235,446 have been decreased by $7,308,450 (-21.8%) from the FY12 amended budget of $33,543,896.

It is important to note that the FY12 budget includes the $5 million payments to the pension plans; adjusting for this shows a $2,308,450 (-8.1%) decrease in total expenditures between the two years.

The FY13 budget reflects a $2.5 million reduction in capital project expenditures from FY12. Projects completed in FY12 include: $167,610 Dunlop-Wooster shared-use path, $190,000 Dixie Beach Blvd. shared-use path, $140,000 replacement of the Periwinkle Way box culvert, $233,340 replacement of the Lindgren Way box culvert; $230,000 Tarpon Bay Road project; and $626,000 Bowman's Beach and Lighthouse restrooms. 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 1.05 FTE in FY13. Part-time positions work less than a full work week and do not earn benefits.

Cafeteria benefits for employees are held flat and dependent coverage for all employees is budgeted at a 5.9% increase from 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 $299,550 from $2,455,135 (adjusted for the one-time payment of $5 million in FY12) to $2,754,685 (13%).

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 DBP plan was closed to new hires in FY12 new hires are 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 15% 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 adopted 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 adopted budget totals $25,557,549 and is broken down as follows:

SOURCES OF FUNDS

		FY 2012	
	FY 2013	as Adopted	as Amended
Beginning Fund Balance	$12,866,131	$15,314,577	$17,411,261
Operating Revenues	13,034,256	13,137,827	13,173,921
Other Financing Sources	(342,838)	(354,023)	57,330
Total Adopted Budget	$25,557,549	$28,098,381	$30,642,512

USES OF FUNDS

		FY 2012	
	FY 2013	as Adopted	as Amended
Operating Expenditures	$11,305,175	$13,487,210	$14,775,541
Non-operating Expenditures	8,850,387	10,104,175	9,311,528
Ending Fund Balance	5,401,987	4,506,996	6,555,443
Total Adopted Budget	$25,557,549	$28,098,381	$30,642,512

Sources of Funds:

FY13 beginning fund balance of $12,866,131 is lower than the FY12 amended beginning fund balance of $17,411,261, a difference of $4,545,130. Additionally,FY12 expenditures include $3.87 million of the $5 million in pay down of the city's pension plans.

Operating revenues are budgeted to be relatively flat between FY12 and FY13, from $13,173,921 to $13,034,256.

Uses of Funds:

Operating expenditures in FY13 of $11,305,175 are $3,470,366 (23.5%) lower than the FY12 amended budget of $14,775,541. 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 $3.87 million of the expense charged to the general fund.

Second, the FY13 personnel services budget ($7,951,055) increases by $292,400 from FY12 ($7,658,655), with higher wage and retirement costs in both plans. Retirement expense increases by $183,701 (11.1%) from $1,657,841 in FY12 to $1,841,542 in FY13. Wages, including FICA and overtime, increase by $114,350 from $5,000,973 in FY12 to $5,115,323 in FY13.

Third, department operating expenditures are budgeted to be $402,870 more in FY13 than in the FY12 amended budget including: 1) continued expansion into new technologies such as a laser fiche ($49,000) and other technology upgrades that are designed to provide better service to residents ($78,801); 2) $25,000 for Council election in March 2013; 3) $30,589 in increased property and liability insurance; 4) $20,000 of consulting engineering costs for the public works department; 5) $25,000 for employee computer training; 6) $20,000 for new employee moving expense; 7) $90,000 for Center 4 Life repairs.

General fund FTE's are increased by .8FTE in FY13 with the addition 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 is reducing staff by .75FTE and the planning department is reducing overall positions by .05FTE by .eliminating 1FTE administrative secretary position and adding .95FTE planning technician position. The department will also convert 1FTE part-time planner position to 1FTE full-time planner 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 $46,414 from the FY12 amended budget, from $4,302,621 to $4,349,035.

The City's general fund contribution for the Municipal Police Officers' Pension Trust is increased by $89,547. The City's general fund contribution for the General Employees' retirement plans is budgeted to increase by $95,006.

- **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 $5.6 million. This is $1.1 million less than the FY12 amended budget of $6.7 million. The decrease is attributable to an $858,089 reduction for repair and maintenance in the transportation fund, a $239,576 charge in FY12 to the building department fund for its proportional share of one-time pension costs and the completion of the shared-use path extension and Periwinkle rest area in FY12 ($78,857).

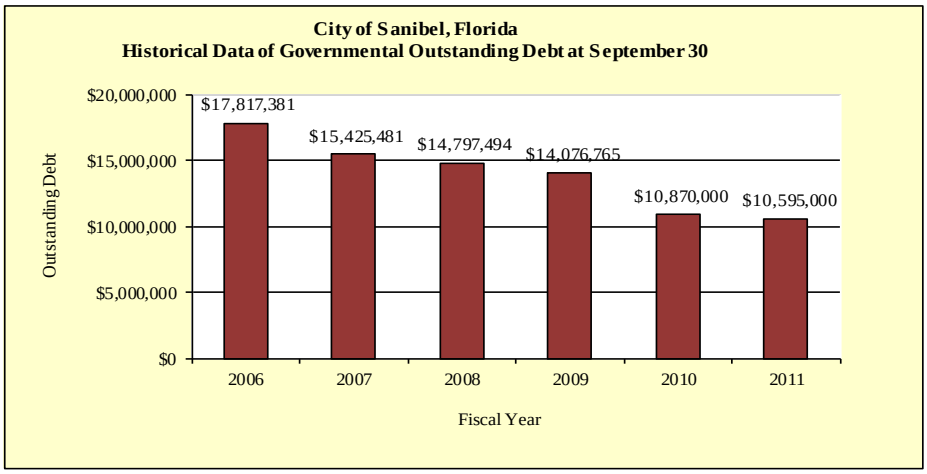
  Building Department expenditures decrease by a net of $226,914 (24.9%) from $912,631 to $685,717 with the majority of the change from the one-time pension payment mentioned above. The department is adding an additional .15 FTE inspector position, part-time, as needed, without benefits ($7,800). Retirement costs increase by $10,180 in FY13.

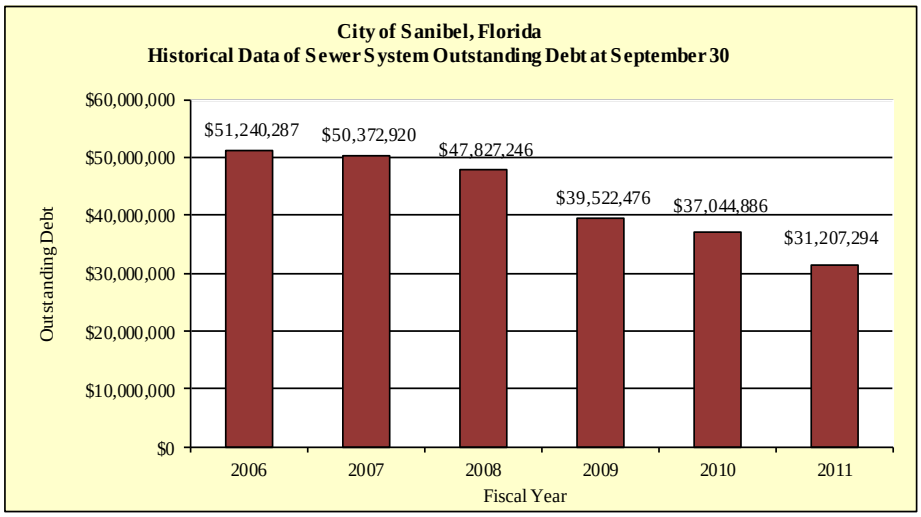
  Recreation Department expenditures decrease by $71,344 (3.6%) from $2,000,066 to $1,928,722 and the Center 4 Life program expenditures increase by $878 (.6%) from $158,797 to $159,675.

- **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.

  On September 18, 2012 City Council voted to transfer $300,000 from the recreation center fund balance to the recreation center debt service fund, to begin accumulating monies to refund the recreation bonds when the bonds become eligible for refinancing in 2016.

  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.





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 $1.5 million, a $1.8 million 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 begun 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.

On September 18, 2012 City Council voted to establish a sinking fund for future recreation center capital projects and to transfer $440,000 from the recreation center fund balance to the sinking fund.

The adopted 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 decreases by $509,828 between FY12 and FY13 to $8.3 million. Personnel services increases by $38,571 after accounting for a one-time pension charge of $514,284 in FY12, operating expenditures increase from $2,476,696 to $2,749,245 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 technician position.

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

  The adopted budget increases sewer fees by 1% and does not include the scheduled 3% reclaimed water rate indexing.

- **Beach Parking Fund** – Budgeted operating expense in the beach parking fund decreases from $3.5 million in FY12 to $3.2 million in FY13.

  Personnel services decrease by $270,653 between years, partially due to a one-time $372,904 charge for pension expense in FY12, operating expense increases by $280,455 from $1,022,596 to $1,303,051 and capital projects decrease by $375,694.

  A new 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 adopted, the budget does not include the $1,211,900. When the grant award is received in fiscal year 2013, the FY13 negative ending net assets amount of ($1,004,916) will become a positive $206,984. 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 $12,866,131 on October 1, 2012. This is a $2,448,446 decrease from the FY12 adopted beginning fund balance and a $4,545,130 decrease from the FY12 amended beginning fund balance.

A major contributing factor to the reduction in the fund balance was the dedication of $3.87 million toward reducing pension fund liabilities.

Reserves for FY12 and FY13 are below:

	FY2011-12			FY2012-13
RESERVES	**ADOPTED BUDGET**	**AMENDED BUDGET**	**ESTIMATED ACTUAL**	**PROPOSED**
Reserve for Contingencies	275,000	148,515	20,485	275,000
Reserve for Environmental Initiatives	1,300,000	1,300,000	-	1,300,000
Reserve for Insurance Deductibles	315,000	308,873	308,873	315,000
Reserve for Disasters	4,500,000	4,500,000	-	4,500,000
Total Reserves	**6,390,000**	**6,257,388**	**329,358**	**6,390,000**

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 adopted 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.

I certify that this is a true and accurate copy of the original.
CITY OF SANIBEL, FLORIDA
SANIBEL CITY CLERK
OFFICIAL CITY SEAL
Date: 09/19/12 Signature
Incorporated Nov. 5, 1974

CITY OF SANIBEL, FLORIDA

RESOLUTION 12-094

A RESOLUTION ADOPTING THE FINAL OPERATING AND VOTED DEBT SERVICE AD VALOREM MILLAGE RATES FOR TAX YEAR 2012 FOR THE CITY OF SANIBEL, FLORIDA.

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

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Sanibel, Florida has been certified by the Lee County Property Appraiser to the City of Sanibel as $4,081,410,372.

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

Section 1. Operating Millage

The Final Ad Valorem Operating Millage Rates for Tax (Calendar) Year 2012 is hereby adopted at 2.1000 mills and the levy of an annual tax for said year is made. The final operating millage rate does not exceed the rolled-back rate of 2.1511 mills.

Section 2. Voted Debt Service Millage Rates

A. The Final Sewer Voted Debt Service Millage Rate for Tax (Calendar) Year 2012 is hereby adopted at 0.2407 mills and the levy of an annual tax for said year is made.

B. The Final Land Acquisition Voted Debt Service Millage Rate for Tax (Calendar) Year 2012 is hereby adopted at 0.0855 mills and the levy of an annual tax for said year is made.

C. The Final Recreation Center Voted Debt Service Millage Rate for Tax (Calendar) Year 2012 is hereby adopted at 0.1308 mills and the levy of an annual tax for said year is made.

Section 3. Effective Date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this 18th day of September, 2012 at 6:21 P.M.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM: Kenneth B. Cuyler, City Attorney Date 9/11/12

Vote of Council Members:

Ruane	Yea
Denham	Yea
Congress	Yea
Harrity	Yea
Jennings	Yea

Date filed with City Clerk: September 18, 2012

CITY OF SANIBEL, FLORIDA

RESOLUTION NO. 12-095

A RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2012-2013 FOR THE CITY OF SANIBEL, FLORIDA; AND PROVIDING AN EFFECTIVE DATE

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

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

WHEREAS, after receiving public comments and questions, the City Council has adopted the Final Operating and Voted Debt Service Ad Valorem Millage Rates for Tax (Calendar) Year 2012; and

WHEREAS, the City of Sanibel, Florida, set forth the appropriations and revenue estimates in the amount of $ 43,629,348 for the Fiscal Year 2012-2013 Budget, as amended.

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

Section 1. Budget Adoption

The Final Fiscal Year 2012-2013 Budget is hereby adopted as amended.

Section 2. Effective Date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this 18th day of September, 2012 at 6:22 P.M.

Kevin Ruane, Mayor

AUTHENTICATION:

Pamela Smith, City Clerk

APPROVED AS TO FROM:

Kenneth B. Cuyler, City Attorney

Date

Vote of Council Members:

Ruane	Yea
Denham	Yea
Congress	Yea
Harrity	Yea
Jennings	Yea

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

CITY OF SANIBEL, FLORIDA

SANIBEL CITY CLERK

Date: 09/19/12 By:

OFFICIAL CITY SEAL

Incorporated Nov. 5, 1974

Date filed with City Clerk: September 18, 2012

Budget Summary

City of Sanibel
Major and Non-Major Funds
FY11-FY13
(in thousands)

	General Fund			Transportation Fund			Recreation Center			Nonmajor Funds			Total Governmental		
	FY11 Actual	FY12 Estimated	FY13 Adopted	FY11 Actual	FY12 Estimated	FY13 Adopted	FY11 Actual	FY12 Estimated	FY13 Adopted	FY11 Actual	FY12 Estimated	FY13 Adopted	FY11 Actual	FY12 Estimated	FY13 Adopted
Est Beginning Fund Balance	$ 16,392	$ 17,411	$ 12,866	$ 839	$ 1,358	$ 199	$ 1,197	$ 1,236	$ 1,275	$5,216	$ 4,265	$ 2,322	$23,645	$ 24,271	$ 16,662
Revenues															
Ad Valorem Taxes	8,742	8,437	8,571	-	-	-	-	-	-	755	744	883	10,916	9,181	9,454
Other Taxes	888	894	888	1,418	1,416	1,410	-	-	-	-	-	(0)	888	2,310	2,298
Licenses & Permits	1,004	969	967	-	-	-	-	-	-	705	599	500	1,709	1,568	1,467
Intergovernmental Revenue	777	756	748	48	47	43	25	31	31	293	121	124	1,143	955	946
Charges for Services	1,626	1,546	1,534	-	-	-	536	526	525	6	5	5	2,167	2,077	2,064
Fines & Forfeitures	45	40	40	-	-	-	-	0	-	35	20	15	80	60	55
Miscellaneous Revenue	368	402	286	44	19	7	67	41	32	252	152	131	731	615	456
Non-Revenue	128	408	(343)	886	656	730	1,249	1,527	1,225	1,064	4,696	1,263	3,328	7,286	2,876
Total Revenue	13,577	13,044	13,034	2,397	2,138	2,191	1,876	2,125	1,813	3,111	6,336	(298)	20,960	23,643	16,740
Total Sources of Funds	$ 29,969	$ 30,863	$ 25,558	$ 3,237	$ 3,496	$ 2,389	$ 3,073	$ 3,361	$ 3,088	$8,327	$ 10,601	$ 5,242	$44,605	$ 48,321	$ 36,278
Expenditures by Function															
Operating Expenditures															
General Government	$ 4,079	$ 8,491	$ 4,984	$ -	$ -	$ -	$-	$ -	$ -	$ 110	$ 372	$ (536)	$ 4,188	$ 8,863	$ 4,448
Public Safety	3,447	3,595	3,792	-	-	-	-	-	-	615	1,027	656	4,062	4,622	4,448
Physical Environment	459	720	711	-	-	-	-	-	-	233	-	-	692	720	711
Transportation	674	771	783	1,678	3,297	2,389	-	-	-	1,938	1,710	43	4,289	5,779	3,215
Economic Environment	261	270	280	-	-	-	-	-	-	-	-	-	261	270	280
Human Services	-	-	-	-	-	-	-	-	-	-	1	1	-	1	1
Culture/Recreation	716	676	756	-	-	-	1,837	2,086	2,088	216	213	226	2,770	2,975	3,070
Capital Outlay	72	-	-	31	78	3	-	37	26	1760		1,598			
Debt Service	-	-	-	-	-	-	-	-	-	744	3,784	839	744	3,784	839
Non-Expenditure Disbursements	2,922	3,474	8,850	200	-	-	-	-	-	206	1,171	795	3,328	4,646	9,645
Total Expenditures	12,558	14,522	11,305	1,878	3,297	2,389	1,837	2,086	2,828	4,062	8,279	12,297	20,334	28,185	28,820
Estimated Ending Fund Balance	17,411	12,866	5,402	1,358	199	-	1,236	1,275	260	4,265	2,322	1,796	24,271	16,662	7,458
Total Uses of Funds	$ 29,969	$ 30,863	$ 25,558	$3,237	$ 3,496	$ 2,389	$ 3,073	$ 3,361	$ 3,088	$8,327	$ 10,601	$ 5,242	$44,605	$ 48,321	$ 36,278

	Sewer Fund			Beach Parking Fund			Total Enterprise		
	FY11 Actual	FY12 Estimated	FY13 Adopted	FY11 Actual	FY12 Estimated	FY13 Adopted	FY11 Actual	FY12 Estimated	FY13 Adopted
Net assets, beginning of year	$ 29,655	$ 30,114	$ 29,704	$ 2,806	$ 3,105	$ 2,874	$ 32,462	$ 33,219	$ 32,578
Revenues									
Ad Valorem Taxes	1,008	982	983	-	-	-	1,008	982	983
Other Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	94	91	70	94	91	70
Intergovernmental Revenue	-	-	-	1,140	1,706	225	1,140	1,706	225
Charges for Services	5,858	6,093	6,151	1,298	1,376	1,200	7,156	7,469	7,351
Fines & Forfeitures	26	20	20	76	55	60	102	75	80
Miscellaneous Revenue	54	148	157	1	3	3	54	151	159
Non-Revenue	696	929	838	-16	-	(72)	680	929	766
Total Revenue	$ 7,642	$ 8,172	$ 8,149	$ 2,593	$ 3,230	$ 1,485	$ 10,234	$ 11,403	$ 9,634
Expenditures	$ 7,182	$ 8,582	$ 8,294	$ 2,295	$ 3,461	$ 3,179	$ 9,477	$ 12,044	$ 11,473
Net assets, end of year	$ 30,114	$ 29,704	$ 29,559	$ 3,105	$ 2,874	$ 1,180	$ 33,219	$ 32,578	$ 30,739

Budget Summary
City of Sanibel - Fiscal Years 2011-2013

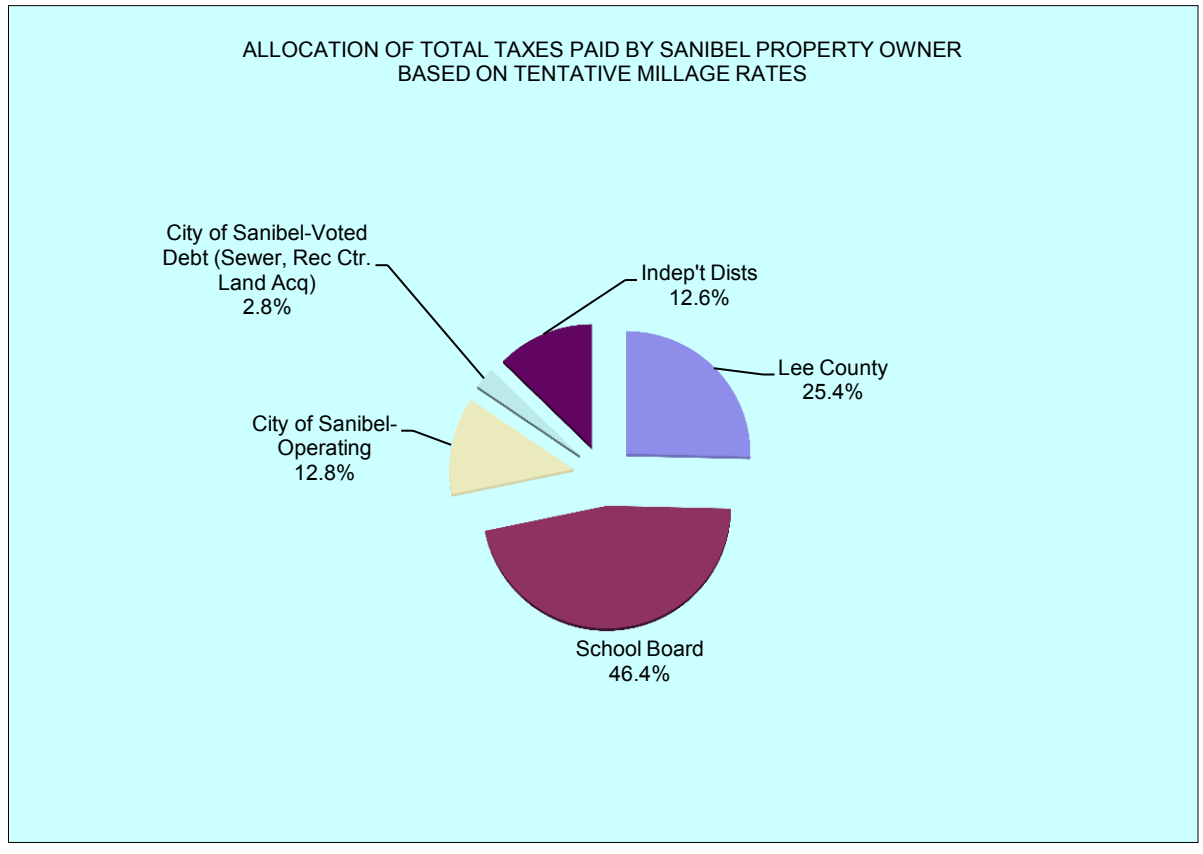
	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Proj Actual	FY 12-13 Adopted	FY13 Adopted to FY12 Adopted Amount of Increase (Decrease)	% Change Final To Adopted	FY13 Adopted to FY12 Projected Amount of Increase (Decrease)	% Change Draft To Projected
Est Beginning Fund Balance	26,436,630	21,662,987	25,963,652	17,674,445	(3,988,542)	-18.41%	(8,289,207)	-31.93%
Revenues								
Ad Valorem Taxes	10,504,738	10,626,702	10,162,880	10,436,306	(190,396)	-1.79%	273,426	2.69%
Other Taxes	2,306,114	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	1,170,584	(409,950)	-25.94%	(1,490,613)	-56.01%
Charges for Services	9,323,125	8,854,566	9,546,179	9,415,068	560,502	6.33%	(131,111)	-1.37%
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	1,453,900	16,616	1.16%	(240,593)	-14.20%
Non-Revenue	680,434	-	2,929,560	-	-	0.00%	(2,929,560)	-100.00%
Reserve for Undercollection	-	(486,435)	-	(490,862)	(4,427)	0.91%	(490,862)	
Total Revenue	27,868,060	26,011,160	31,097,331	25,954,903	(56,257)	-0.22%	(5,142,428)	-16.54%
Transfers In	3,327,756	4,250,359	4,316,249	3,255,387	(994,972)	-23.41%	(1,060,862)	-24.58%
Total Sources of Funds	57,632,446	51,924,506	61,377,232	46,884,735	(5,039,771)	-9.71%	(14,492,497)	-23.61%
Expenditures								
Operating Expenditures								
General Government	4,180,658	7,911,386	8,863,304	5,274,274	(2,637,112)	-33.33%	(3,589,030)	-40.49%
Public Safety	4,050,699	4,688,877	4,621,837	4,946,902	258,025	5.50%	325,065	7.03%
Physical Environment	7,874,132	5,154,145	5,724,439	5,431,546	277,401	5.38%	(292,893)	-5.12%
Transportation	4,785,630	8,724,908	9,240,019	7,231,466	(1,493,442)	-17.12%	(2,008,553)	-21.74%
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	2,975,454	3,070,458	143,570	4.91%	95,004	3.19%
Non-Expenditure Disbursements	4,462,804	10,711,404	7,690,790	10,801,975	90,571	0.85%	3,111,185	40.45%
Total Operating Expenditures	28,341,038	40,388,303	39,386,538	37,037,421	(3,350,882)	-8.30%	(2,349,117)	-5.96%
Transfers to Other Funds	3,327,756	4,250,359	4,316,249	3,255,387	(994,972)	-23.41%	(1,060,862)	-24.58%
Estimated Ending Fund Balance	25,963,652	7,285,844	17,674,445	6,591,927	(693,917)	-9.52%	(11,082,518)	-62.70%
Total Uses of Funds	57,632,446	51,924,506	61,377,232	46,884,735	(5,039,771)	-9.71%	(14,492,497)	-23.61%

Budget Summary
City of Sanibel - Fiscal Year 2012-2013

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Total
Est Beginning Fund Balance	12,866,131	2,390,936	262,894	1,142,083	1,012,401	17,674,445
Revenues						
Ad Valorem Taxes	8,570,962	-	882,820	-	982,524	10,436,306
Other Taxes	888,057	1,410,000	-	-	-	2,298,057
Licenses & Permits	967,000	500,000	-	-	70,000	1,537,000
Intergovernmental Revenue	748,232	197,765	-	-	224,587	1,170,584
Charges for Services	1,534,000	530,000	-	-	7,351,068	9,415,068
Fines & Forfeitures	40,000	14,850	-	-	80,000	134,850
Miscellaneous Revenue	286,005	159,480	4,750	6,000	997,665	1,453,900
Non-Revenue	-	-	-	-	-	-
Reserve for Undercollection	(342,838)	(1,410)	(35,313)	-	(111,301)	(490,862)
Total Revenue	12,691,418	2,810,685	852,257	6,000	9,594,543	25,954,903
Transfers In	-	2,176,586	300,000	778,801	-	3,255,387
Total Sources of Funds	25,557,549	7,378,207	1,415,151	1,926,884	10,606,944	46,884,735
Expenditures						
Operating Expenditures						
General Government	4,983,896	-	-	290,378	-	5,274,274
Public Safety	3,792,351	804,551	-	350,000	-	4,946,902
Physical Environment	710,748	-	-	-	4,720,798	5,431,546
Transportation	782,741	2,432,457	-	837,515	3,178,753	7,231,466
Economic Environment	279,800	-	-	-	-	279,800
Human Services	-	1,000	-	-	-	1,000
Culture/Recreation	755,639	2,314,819	-	-	-	3,070,458
Non-Expenditure Disbursements	6,390,000	-	838,679	-	3,573,296	10,801,975
Total Operating Expenditures	17,695,175	5,552,827	838,679	1,477,893	11,472,847	37,037,421
Transfers to Other Funds	2,460,387	795,000	-	-	-	3,255,387
Estimated Ending Fund Balance	5,401,987	1,030,380	576,472	448,991	(865,903)	6,591,927
Total Uses of Funds	25,557,549	7,378,207	1,415,151	1,926,884	10,606,944	46,884,735

City of Sanibel
Budget Summary

		FISCAL YEAR 2012-13 ADOPTED BUDGET				
		GOVERNMENTAL FUNDS			BUSINESS-TYPE FUNDS	TOTAL
SOURCES OF FUNDS		OPERATING BUDGET	CAPITAL BUDGET	TOTAL OPERATING & CAPITAL BUDGET	ENTERPRISE BUDGETS	
EST BEGINNING FUND BALANCE		15,519,961	1,142,083	16,662,044	1,012,401	17,674,445
REVENUES	2012					
Taxes	Millage					
Ad Valorem -Operating	2.1000	8,570,962	-	8,570,962	-	8,570,962
Ad Valorem -Voted Debt Land	0.0855	348,925	-	348,925	-	348,925
Ad Valorem -Voted Debt Rec Ctr	0.1308	533,895	-	533,895	-	533,895
Ad Valorem -Voted Debt Sewer	0.2407	-	-	-	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		945,997	-	945,997	224,587	1,170,584
Charges for Services		2,064,000	-	2,064,000	7,351,068	9,415,068
Fines & Forfeitures		54,850	-	54,850	80,000	134,850
Miscellaneous Revenue		450,235	6,000	456,235	997,665	1,453,900
TOTAL REVENUE		16,733,921	6,000	16,739,921	9,705,844	26,445,765
OTHER FINANCING SOURCES						
Capital Contributions		-	-	-	-	-
Debt Proceeds		-	-	-	-	-
Reserve for Undercollection		(379,561)	-	(379,561)	(111,301)	(490,862)
TOTAL SOURCES OF FUNDS		31,874,321	1,148,083	33,022,404	10,606,944	43,629,348
USES OF FUNDS						
EXPENDITURES						
General Government		4,983,896	290,378	5,274,274	-	5,274,274
Public Safety		4,478,068	350,000	4,828,068	-	4,828,068
Physical Environment		710,748	-	710,748	4,720,798	5,431,546
Transportation		3,215,198	837,515	4,052,713	3,178,753	7,231,466
Economic Environment		279,800	-	279,800	-	279,800
Human Servirces		1,000	-	1,000	-	1,000
Culture/Recreation		3,189,292	-	3,189,292	-	3,189,292
Total Expenditures		16,858,002	1,477,893	18,335,895	7,899,551	26,235,446
OTHER USES						
Reserve for Contingencies		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	-	315,000	-	315,000
Reserve for Disaster/Capital		4,500,000	-	4,500,000	100,000	4,600,000
Redemption of Long-term Debt		838,679	-	838,679	3,473,296	4,311,975
Ending Fund Balance/Ret Earnings		7,008,839	448,991	7,457,830	(865,903)	6,591,927
Total Other Uses		14,237,518	448,991	14,686,509	2,707,393	17,393,902
TOTAL USES OF FUNDS		31,095,520	1,926,884	33,022,404	10,606,944	43,629,348



FY13 Average Taxable Value of Residence
$ 527,003

Taxing Authority	Tax Year 2012 Adopted Millage Rate*	Percent of Total Millage	Average Residential Taxes Paid
Lee County			
General	3.6506	22.3%	$ 1,923.88
Preservation Lands	0.5000	3.1%	263.50
School Board			
State	5.3360	32.6%	2,812.09
Local	2.2480	13.7%	1,184.70
City of Sanibel			
Operating (*)	**2.1000**	**12.8%**	**1,106.71**
Voted Debt Sewer	**0.2407**	**1.5%**	**126.85**
Voted Debt-Land	**0.0855**	**0.5%**	**45.06**
Voted Debt-Rec Ctr	**0.1308**	**0.8%**	**68.93**
Independent Districts			
Sanibel Public Library	0.3750	2.3%	197.63
SFWMD-Everglades	0.0613	0.4%	32.31
WCIND	0.0394	0.2%	20.76
SFWMD	0.3676	2.2%	193.73
Fire District	0.9660	5.9%	509.08
Hyacinth Control	0.0298	0.2%	15.70
Mosquito Control	0.2300	1.4%	121.21
	16.3607	100.0%	$ 8,622.14

(*) per Resolution 12-094

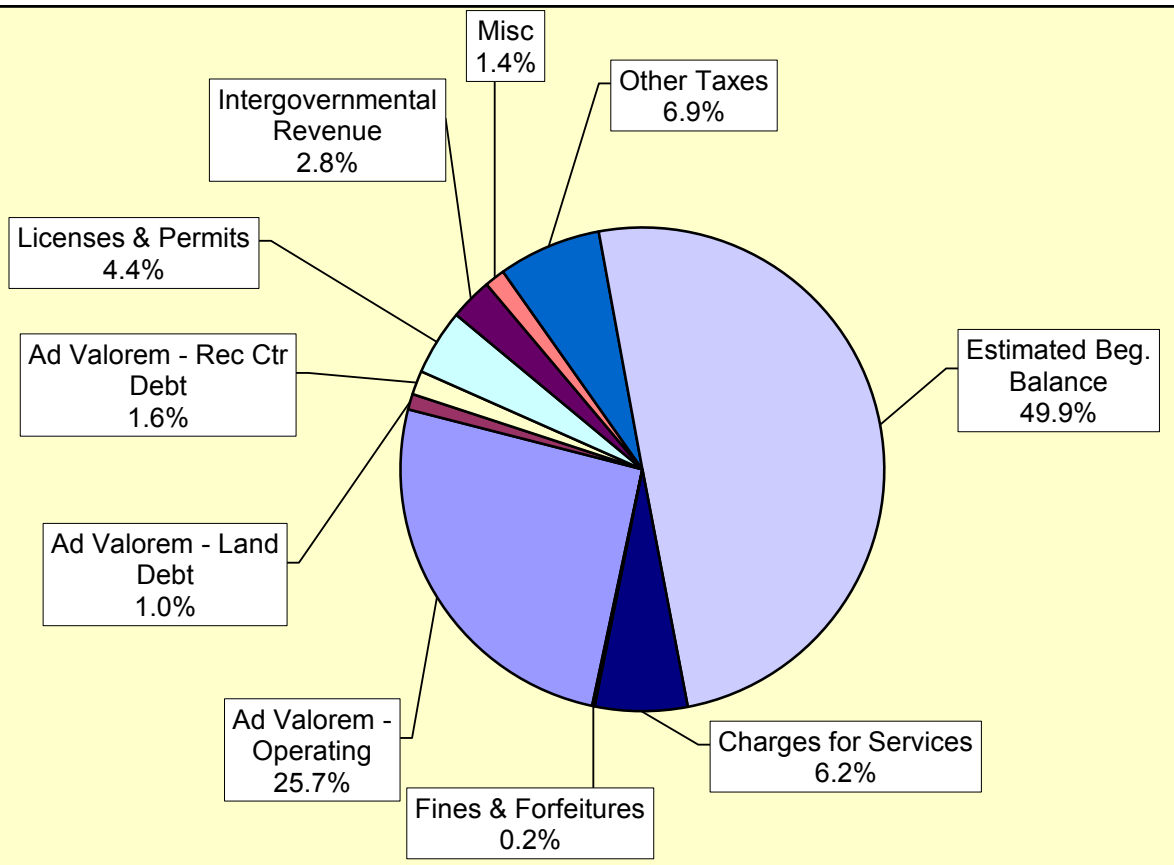
CITY OF SANIBEL
FISCAL YEAR 2012-13 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION

		FY 2012-13 GOVERNMENTAL FUNDS BUDGET						
		OPERATING BUDGET				**CAPITAL BUDGET**	FISCAL YEAR 2012-13 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2011-12
		GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
SOURCES OF FUNDS								
EST BEGINNING FUND BALANCE		12,866,131	2,390,936	262,894	15,519,961	1,142,083	16,662,044	24,270,632
	Tax Year							
REVENUES	2012							
Taxes	Millage							
Ad Valorem -Operating Millage	2.1000	8,570,962	-	-	8,570,962	-	8,570,962	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		748,232	197,765	-	945,997	-	945,997	888,542
Charges for Services		1,534,000	530,000	-	2,064,000	-	2,064,000	1,981,514
Fines & Forfeitures		40,000	14,850	-	54,850	-	54,850	51,850
Miscellaneous Revenue		286,005	159,480	4,750	450,235	6,000	456,235	493,421
TOTAL REVENUE		13,034,256	2,812,095	887,570	16,733,921	6,000	16,739,921	16,726,671
OTHER FINANCING SOURCES								
Transfers from Other Funds		-	2,176,586	300,000	2,476,586	778,801	3,255,387	4,248,749
Debt Proceeds		-	-	-	-	-	-	2,970,000
Reserve for Undercollection		(342,838)	(1,410)	(35,313)	(379,561)	-	(379,561)	(382,772)
TOTAL OTHER FINANCING SOURCES		(342,838)	2,175,176	264,687	2,097,025	778,801	2,875,826	6,835,977
TOTAL SOURCES OF FUNDS		25,557,549	7,378,207	1,415,151	34,350,907	1,926,884	36,277,791	47,833,280
LESS: TRANSFERS BETWEEN FUNDS							(3,255,387)	(4,248,749)
NET SOURCES							33,022,404	43,584,531

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

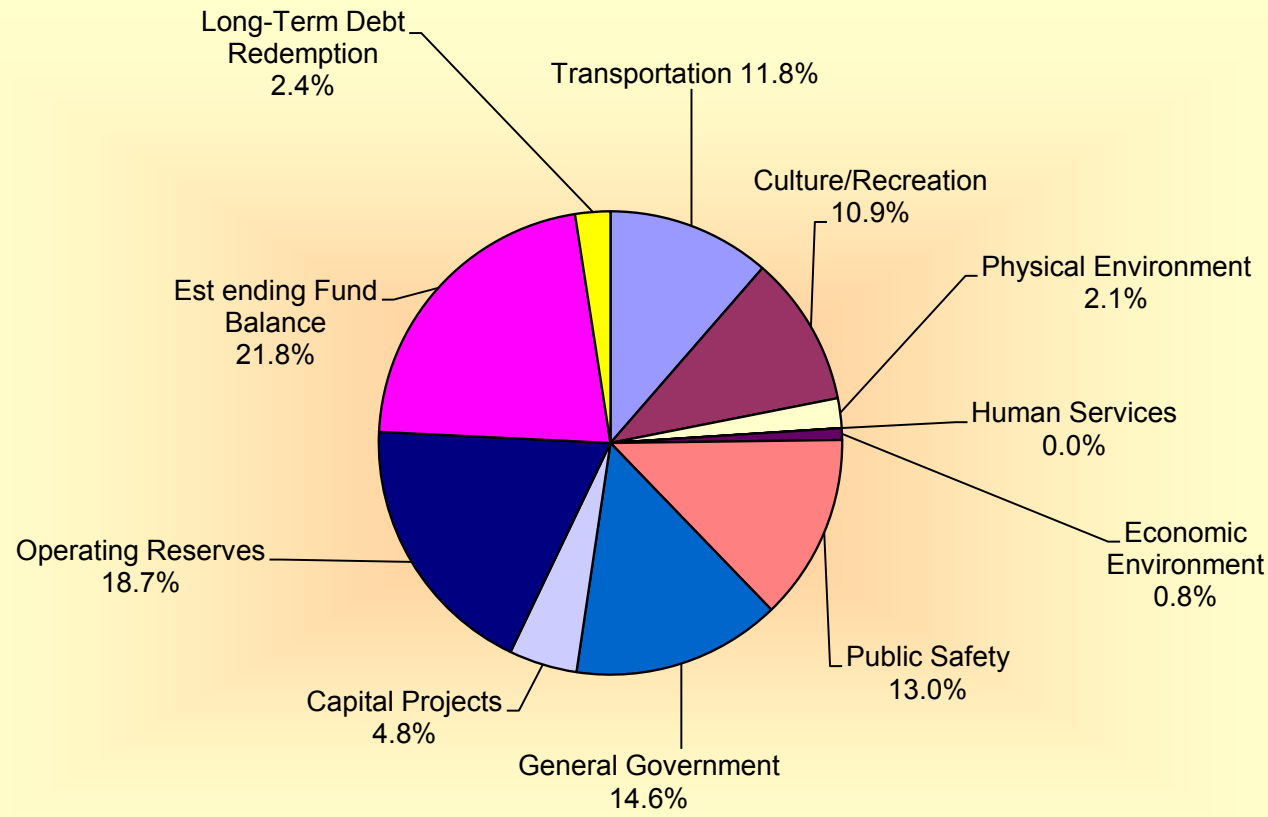
	FY 2012-13 GOVERNMENTAL FUNDS BUDGET						
	OPERATING BUDGET				**CAPITAL BUDGET**	FISCAL YEAR 2012-13 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2011-12
USES OF FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
EXPENDITURES							
Operating Expenditures							
General Government	4,983,896	-	-	4,983,896	-	4,983,896	8,569,856
Public Safety	3,792,351	655,717	-	4,448,068	-	4,448,068	4,751,622
Physical Environment	710,748	-	-	710,748	-	710,748	733,791
Transportation	782,741	2,432,457	-	3,215,198	-	3,215,198	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	755,639	2,314,819	-	3,070,458	-	3,070,458	3,051,725
Total Operating Expenditures	11,305,175	5,403,993	-	16,709,168	-	16,709,168	21,456,731
Capital Projects	-	148,834	-	148,834	1,477,893	1,626,727	3,315,894
TOTAL EXPENDITURES	11,305,175	5,552,827	-	16,858,002	1,477,893	18,335,895	24,772,625
NON-OPERATING EXPENDITURES							
Reserve for Contingencies	275,000	-	-	275,000	-	275,000	148,515
Reserve for Environmental Initiatives	1,300,000	-	-	1,300,000	-	1,300,000	1,300,000
Reserve for Insurance Deductibles	315,000	-	-	315,000	-	315,000	308,873
Reserve for Disasters	4,500,000	-	-	4,500,000	-	4,500,000	4,409,100
Transfer to Other Funds	2,460,387	795,000	-	3,255,387	-	3,255,387	4,248,749
Redemption of Long-Term Debt	-	-	838,679	838,679	-	838,679	3,769,108
TOTAL NON-OPERATING EXPENDITURES	8,850,387	795,000	838,679	10,484,066	-	10,484,066	14,184,345
TOTAL APPROPRIATIONS	20,155,562	6,347,827	838,679	27,342,068	1,477,893	28,819,961	38,956,970
ESTIMATED ENDING FUND BALANCE	5,401,987	1,030,380	576,472	7,008,839	448,991	7,457,830	8,876,310
TOTAL USES OF FUNDS	25,557,549	7,378,207	1,415,151	34,350,907	1,926,884	36,277,791	47,833,280
LESS: TRANSFERS BETWEEN FUNDS						(3,255,387)	(4,248,749)
NET USES						33,022,404	43,584,531

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



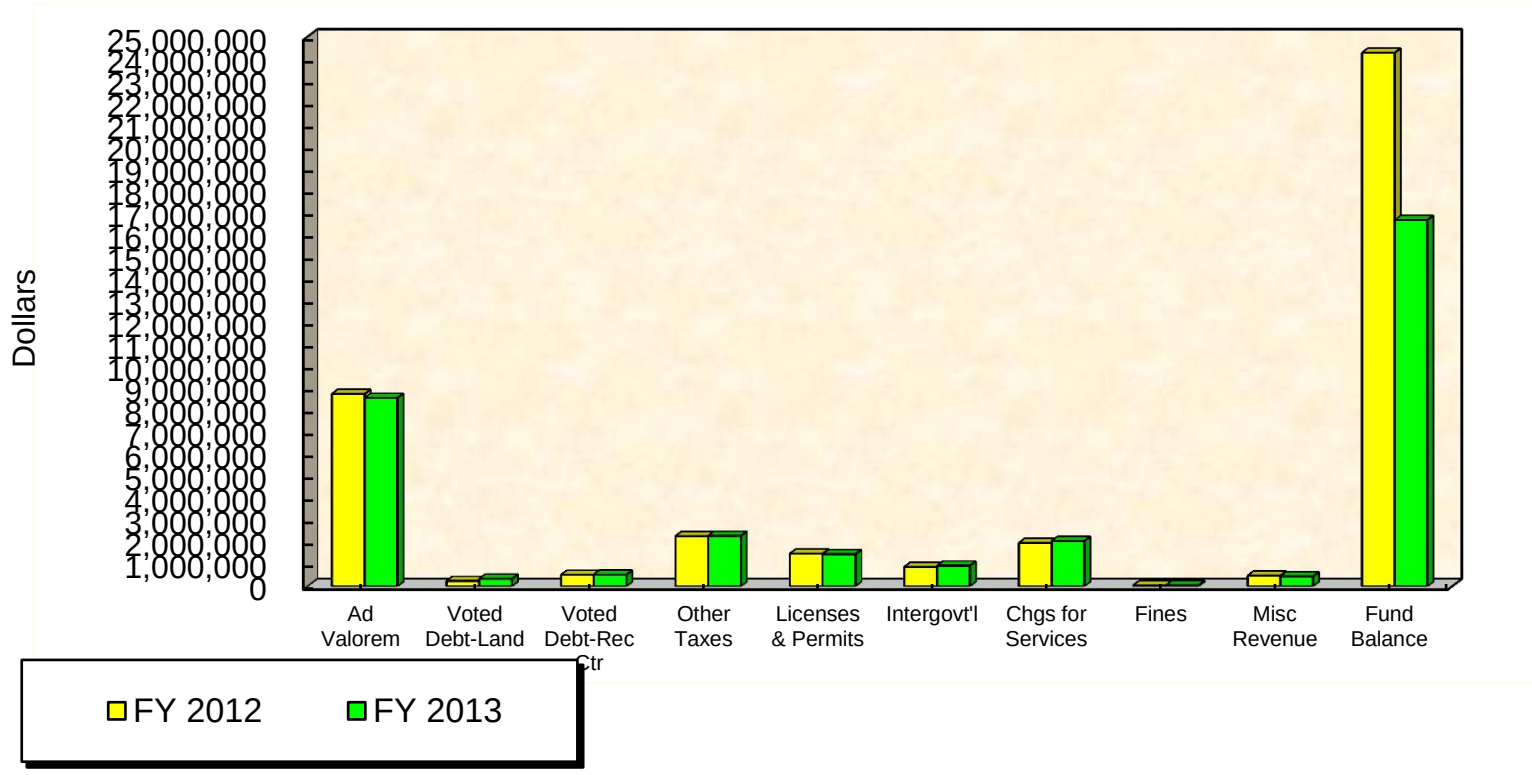
GOVERNMENTAL FUNDS			
SOURCES OF FUNDS		AMOUNT	PERCENT OF TOTAL
Est . Beginning Fund Balance	$	16,662,044	49.9%
REVENUES			
Ad Valorem Taxes - Operating Millage	$	8,570,962	25.7%
Ad Valorem Taxes - Land Voted Debt		348,925	1.0%
Ad Valorem Taxes - Rec Center Debt		533,895	1.6%
Other Taxes		2,298,057	6.9%
Licenses & Permits		1,467,000	4.4%
Intergovernmental Revenue		945,997	2.8%
Charges for Services		2,064,000	6.2%
Fines & Forfeitures		54,850	0.2%
Miscellaneous Revenue		456,235	1.4%
TOTAL REVENUE	$	16,739,921	100.0%
Reserve for Undercollection		(379,561)	
NET SOURCES OF FUNDS	$	33,022,404	

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



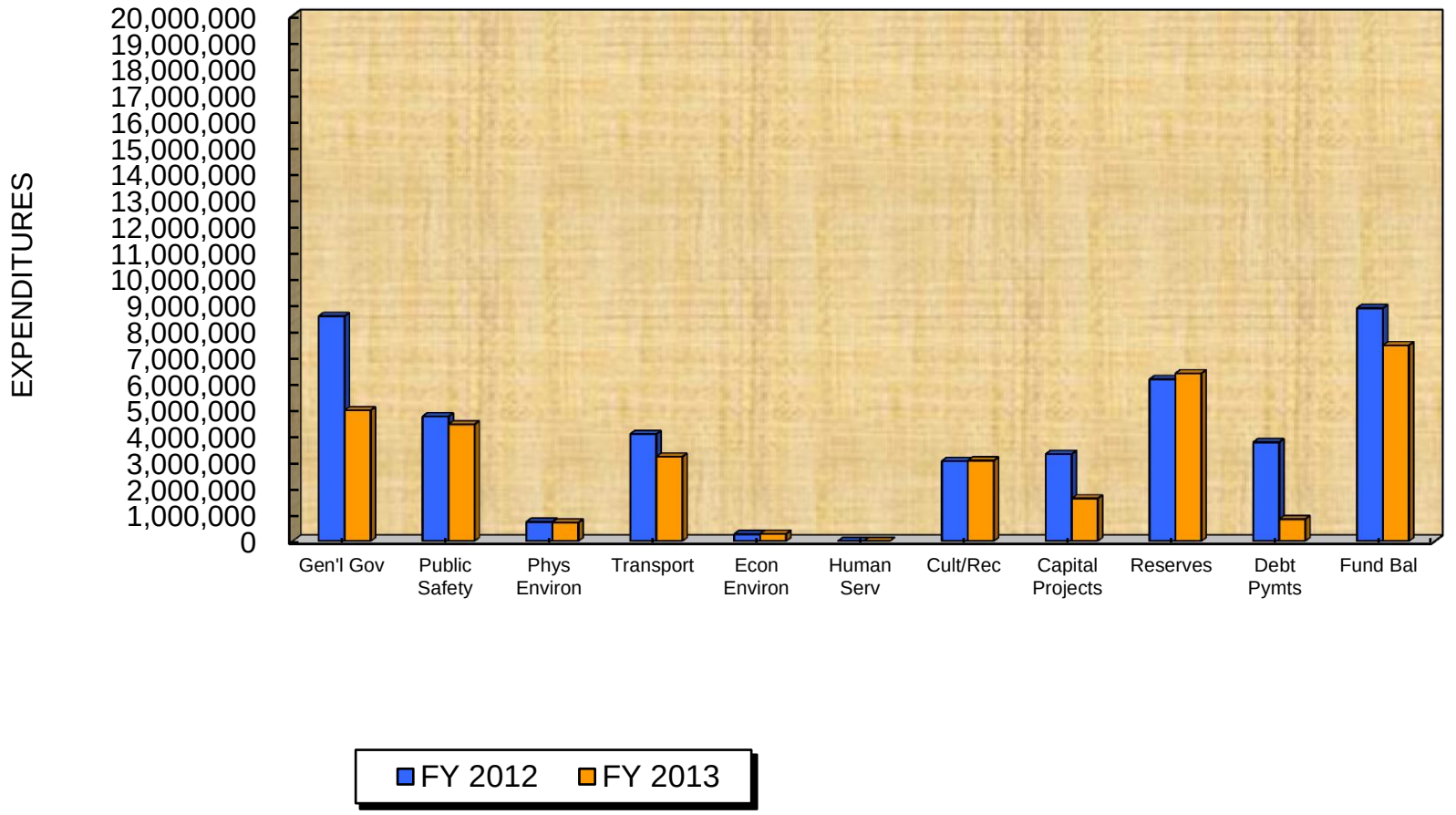
GOVERNMENTAL FUNDS		
USES OF FUNDS	AMOUNT	PERCENT OF TOTAL
OPERATING EXPENSES		
General Government	$ 4,983,896	15.1%
Public Safety	4,448,068	13.5%
Physical Environment	710,748	2.2%
Transportation	3,215,198	9.7%
Economic Environment	279,800	0.8%
Human Services	1,000	0.003%
Culture & Recreation	3,070,458	9.3%
TOTAL OPERATING EXPENDITURES	$ 16,709,168	
OPERATING RESERVES	6,390,000	19.4%
CAPITAL PROJECTS and RESERVES	1,626,727	4.9%
REDEMPTION OF LONG-TERM DEBT	838,679	2.5%
Estimated Ending Fund Balance	7,457,830	22.6%
TOTAL USES OF FUNDS	$ 33,022,404	100.0%

CITY OF SANIBEL
COMPARISON OF SOURCES OF FUNDS
GOVERNMENTAL FUNDS BUDGET



	FY 2012 BUDGET AS AMENDED	FY 2013 ADOPTED BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
OPERATING SOURCES OF FUNDS				
Reveue				
Ad Valorem Taxes-Operating	$ 8,754,881	$ 8,570,962	$ (183,919)	-2.1%
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	$ 945,997	57,455	6.5%
Charges for Services	$ 1,981,514	$ 2,064,000	82,486	4.2%
Fines & Forfeitures	$ 51,850	$ 54,850	3,000	5.8%
Miscellaneous Revenue	$ 493,421	$ 456,235	(37,186)	-7.5%
TOTAL REVENUE	$ 16,726,671	$ 16,739,921	$ 13,250	0.1%
OTHER FINANCING SOURCES				
Debt Proceeds	$ 2,970,000	$ -	$ (2,970,000)	-100.0%
Estimated Beginning Fund Balance	24,270,632	16,662,044	(7,608,588)	-31.3%
TOTAL SOURCES OF FUNDS	43,967,303	33,401,965	(10,565,338)	-24.0%
Reserve for Undercollection	(382,772)	(379,561)	3,211	-0.8%
NET BUDGET	$ 43,584,531	$ 33,022,404	$ (10,562,127)	-24.2%

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



	FY 2012 BUDGET AS AMENDED	FY 2013 ADOPTED BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
USES OF FUNDS by Function				
Expenditures				
General Government	$ 8,569,856	$ 4,983,896	$ (3,585,960)	-41.8%
Public Safety	4,751,622	$ 4,448,068	(303,554)	-6.4%
Physical Environment	733,791	$ 710,748	(23,043)	-3.1%
Transportation	4,079,043	$ 3,215,198	(863,845)	-21.2%
Economic Environment	269,695	$ 279,800	10,105	3.7%
Human Services	1,000	$ 1,000	-	0.0%
Culture/Recreation	3,051,725	$ 3,070,458	18,733	0.6%
Total Operating Expenditures	$ 21,456,731	$ 16,709,168	$ (4,747,563)	-22.1%
Capital Projects	$ 3,315,894	$ 1,626,727	$ (1,689,167)	-50.9%
Reserve for Contingency & Capital	6,166,488	6,390,000	223,512	3.6%
Redemption of Long-term Debt	3,769,108	838,679	(2,930,429)	-77.7%
Ending Fund Balance	8,876,310	7,457,830	(1,418,480)	-16.0%
NET BUDGET	$ 43,584,531	$ 33,022,404	$ (10,562,127)	-24.2%

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 pubic 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.

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 $12,866,131 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 $8,570,962 (33.54%) of general fund sources. This amount of tax revenue is calculated based on the levy of a 2.1000 operating millage rate on Sanibel's 2012 assessed taxable value of $4,077,867,959, which is 2.38% 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 2.1000 which is 2.38% 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.

Licenses and Permits:

Franchise fees will provide $955,000 or 3.74% 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 .05% 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 $748,232 or 2.93% 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 (6%) 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 FY12 the variance application fee was reduced by 30% and the remodel with no increase in living area fee was reduced by 50%.

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

Fines and Forfeitures:

Fines and forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute $40,000 (0.2%) of general fund sources. Projections are based on trend analysis of prior year's activity.

Miscellaneous Revenues:

Miscellaneous revenue includes interest earnings, rents and contributions. This revenue source is estimated at $286,005 (1.12%) 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 $342,838. This amount is equal to 4% of ad valorem tax revenue. Ad valorem tax revenue is budgeted at 100% of the 2.1000 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 $328,473 and $786,065 respectively for FY 2013. The MIS department is also included as a general government function and its FY 2013 budget is $908,078. The finance department is budgeted at $882,546 and the legal department at $578,885**.** Planning has a budget of $869,233 and city-wide insurance/other general government department (excluding workers compensation) is estimated to cost $630,616 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 $3,768,321 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 $651,808 for FY 2013.

Transportation

The public works department, excluding the streets division that is now found in special revenue Fund 101, is budgeted at $782,741.

Economic Environment

The below-market-rate housing program was moved from a special revenue fund to the general fund in FY10. The expiring five-year agreement was renewed for another five years on October 1, 2012. The agreement budgets $279,800 in FY13 with the nonprofit organization Community Housing and Resources, Inc. (CHR).

Culture/Recreation

Public facilities maintenance is budgeted at $600,206 and the performing arts facility, Barrier Island Group (BIG) Arts, at $14,329. The City's FY13 contribution to the Historical Museum and Village, through a new three-year agreement effective October 1, 2012 is budgeted at $141,105.

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 $2,460,387. 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, $315,000 for meeting insurance deductibles, $1,300,000 for environmental initiatives and $4,500,000 for disasters.

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 $1.9 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 $1,555,107 at the end of FY 2013.

CITY OF SANIBEL
GENERAL FUND
SUMMARY

		2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED BUDGET	2011-12 AMENDED BUDGET	2011-12 ESTIMATED ACTUAL	FY 13 ADOPTED	FY 14 PROPOSED	FY 15 PROPOSED	FY 16 PROPOSED	FY 17 PROPOSED
SOURCES OF FUNDS											
BEGINNING FUND BALANCE,		18,243,805	16,392,222	15,314,577	17,411,261	17,411,261	12,866,131	5,401,987	2,345,474	(1,132,412)	(4,101,657)
ESTIMATED REVENUE	Tax Year 2012										
TAXES	Millage										
Ad Valorem Taxes	2.1000	9,372,184	8,742,177	8,850,564	8,754,881	8,437,155	8,570,962	8,570,962	8,570,962	8,570,962	8,570,962
Local Option Gas Tax		To Fund 101									
$.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	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
TOTAL TAXES		9,989,275	9,629,958	9,738,621	9,642,938	9,330,903	9,459,019	9,459,019	9,459,019	9,459,019	9,459,019
LICENSES & PERMITS											
Franchise Fees		From F162	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
TOTAL LICENSES & PERMITS		14,354	1,003,660	986,000	986,000	968,521	967,000	967,000	967,000	967,000	967,000
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	50,000	-	-	-	-
State Shared Revenues:											
State Revenue Sharing Proceeds**		102,092	102,171	100,000	100,000	101,592	103,847	103,847	103,847	103,847	103,847
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		To F101									
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
TOTAL INTERGOVERN. REVENUES		632,754	776,579	645,585	695,215	756,347	748,232	633,232	633,232	633,232	633,232
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
SUB-TOTAL TO CARRY FORWARD		1,430,882	1,380,529	1,227,000	1,286,514	1,297,647	1,296,500	1,316,500	1,316,500	1,316,500	1,316,500

CITY OF SANIBEL
GENERAL FUND
SUMMARY

	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED BUDGET	2011-12 AMENDED BUDGET	2011-12 ESTIMATED ACTUAL	FY 13 ADOPTED	FY 14 PROPOSED	FY 15 PROPOSED	FY 16 PROPOSED	FY 17 PROPOSED
CHARGES FOR SERVICES (cont'd)										
SUB-TOTAL FORWARDED	1,430,882	1,380,529	1,227,000	1,286,514	1,297,647	1,296,500	1,316,500	1,316,500	1,316,500	1,316,500
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	-	-	To F 170							
TOTAL CHARGES FOR SERVICES	1,670,876	1,625,760	1,442,000	1,501,514	1,546,134	1,534,000	1,554,000	1,554,000	1,554,000	1,554,000
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	42,356	45,038	37,000	37,000	40,047	40,000	40,000	40,000	40,000	40,000
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	280,123	367,573	288,621	311,254	402,229	286,005	260,671	260,671	260,671	260,671
TOTAL ESTIMATED REVENUE	12,629,738	13,448,568	13,137,827	13,173,921	13,044,181	13,034,256	12,913,922	12,913,922	12,913,922	12,913,922
OTHER FINANCING SOURCES										
NON-REVENUES										
Transfers In	1,267,155	128,200	-	407,525	407,525	-	-	-	-	-
Debt Proceeds			-	-	-	-	-	-	-	-
Less: Reserve for Undercollection	-	-	(354,023)	(350,195)	-	(342,838)	(342,838)	(342,838)	(342,838)	(342,838)
TOTAL OTHER FINANCING SOURCES	1,267,155	128,200	(354,023)	57,330	407,525	(342,838)	(342,838)	(342,838)	(342,838)	(342,838)
TOTAL BEGINNING FUND BALANCE, ESTIMATED REVENUE & OTHER FINANCING SOURCES	32,140,698	29,968,990	28,098,381	30,642,512	30,862,967	25,557,549	17,973,071	14,916,558	11,438,672	8,469,427

CITY OF SANIBEL
GENERAL FUND
SUMMARY

	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED BUDGET	2011-12 AMENDED BUDGET	2011-12 ESTIMATED ACTUAL	FY 13 ADOPTED	FY 14 PROPOSED	FY 15 PROPOSED	FY 16 PROPOSED	FY 17 PROPOSED
USES OF FUNDS										
GENERAL GOVERNMENT										
Legislative	187,758	249,843	219,035	250,654	243,808	328,473	254,009	279,008	254,595	279,612
Administrative	719,161	741,221	782,969	791,469	786,309	786,065	783,211	783,201	786,820	786,921
Management Information Systems	693,463	650,075	757,832	818,902	779,059	908,078	907,179	928,176	929,316	929,348
Finance	828,409	790,302	850,801	895,800	868,765	882,546	881,862	883,654	889,308	892,596
Legal	599,480	523,910	582,981	582,981	579,801	578,885	577,146	577,140	579,345	579,407
Planning	525,320	579,678	762,953	795,453	775,415	869,233	866,258	866,248	870,039	870,144
Insurance/Other General Government*	488,774	543,673	3,538,152	4,434,597	4,457,984	630,616	617,816	617,816	617,816	617,816
TOTAL GENERAL GOVERNMENT	4,042,365	4,078,702	7,494,722	8,569,856	8,491,141	4,983,896	4,887,482	4,935,242	4,927,237	4,955,842
PUBLIC SAFETY										
Police	3,540,018	3,438,123	3,666,934	3,674,061	3,478,789	3,768,321	3,759,683	3,759,671	3,763,857	3,763,974
SEMP	9,790	8,831	24,030	114,930	115,779	24,030	24,030	24,030	24,030	24,030
TOTAL PUBLIC SAFETY	3,549,808	3,446,954	3,690,964	3,788,991	3,594,568	3,792,351	3,783,713	3,783,701	3,787,887	3,788,004
PHYSICAL ENVIRONMENT										
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	674,491	660,599	651,808	650,762	650,759	652,085	652,122
TOTAL PHYSICAL ENVIRONMENT	421,914	459,106	664,516	733,791	719,539	710,748	709,702	709,699	711,025	711,062
TRANSPORTATION										
Public Works**	798,050	673,502	717,954	739,777	771,159	782,741	779,828	779,818	783,511	783,615
ECONOMIC ENVIRONMENT										
Below Market Rate Housing	254,451	261,087	269,695	269,695	269,695	279,800	285,544	285,544	285,544	285,544
CULTURE/RECREATION										
Parks & Recreation										
Lighthouse Property	448	-	-	-	-	-				
Public Facilities	538,609	541,400	485,868	509,940	514,057	600,206	509,706	509,704	510,338	510,355
Center 4 Life Program	To Fund 170									
Museum	159,551	163,028	149,023	149,023	148,318	141,105	133,635	126,912	-	-
Performing Arts Facility	11,090	11,856	14,468	14,468	13,961	14,329	14,708	15,098	15,500	15,914
TOTAL CULTURE/RECREATION	709,698	716,284	649,359	673,431	676,336	755,639	658,048	651,714	525,838	526,269
TOTAL OPERATING EXPENDITURES	9,776,283	9,635,632	13,487,210	14,775,541	14,522,438	11,305,175	11,104,317	11,145,717	11,021,042	11,050,336
NON-OPERATING EXPENDITURES										
Reserve for Contingencies	-	-	275,000	148,515	20,485	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	308,873	308,873	315,000	315,000	315,000	315,000	315,000
Reserve for Disasters	-	-	4,500,000	4,409,100	-	4,500,000	-	-	-	-
Transfer to other funds	5,972,193	2,922,097	3,714,175	3,145,040	3,145,040	2,460,387	3,933,280	4,313,252	3,929,287	2,748,653
TOTAL NON-OPERATING EXPENDITURES	5,972,193	2,922,097	10,104,175	9,311,528	3,474,398	8,850,387	4,523,280	4,903,252	4,519,287	3,338,653
TOTAL APPROPRIATIONS	15,748,476	12,557,729	23,591,385	24,087,069	17,996,836	20,155,562	15,627,597	16,048,970	15,540,329	14,388,989
ENDING FUND BALANCE										
17% Cash Flow Reserve per Policy			2,292,826	2,292,826	-	1,921,880	1,887,734	1,894,772	1,873,577	1,878,557
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	1,934,234	10,666,131	1,555,107	(1,192,260)	(4,402,184)	(7,075,234)	(8,623,119)
TOTAL ENDING FUND BALANCE	16,392,222	17,411,261	4,506,996	6,555,443	12,866,131	5,401,987	2,345,474	(1,132,412)	(4,101,657)	(5,919,562)
TOTAL USES OF FUNDS	32,140,698	29,968,990	28,098,381	30,642,512	30,862,967	25,557,549	17,973,071	14,916,558	11,438,672	8,469,427

* 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

			Fiscal Year 2012			
	2009-10 Actual	2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 13 Adopted
SOURCES OF FUNDS						
BEGINNING FUND BALANCE	2,689,295	3,617,680	2,910,730	4,324,940	4,324,940	2,390,936
ESTIMATED REVENUES						
TAXES						
Local Option Gas Taxes	1,433,690	1,418,333	1,400,000	1,400,000	1,416,164	1,410,000
Business Taxes	291,395	To F001	-	-	-	-
TOTAL TAXES	1,725,085	1,418,333	1,400,000	1,400,000	1,416,164	1,410,000
LICENSES & PERMITS						
Building Department Permits	611,594	705,148	507,602	507,602	599,000	500,000
Franchise Fees	1,020,816	To F001	-	-	-	-
TOTAL LICENSES & PERMITS	1,632,410	705,148	507,602	507,602	599,000	500,000
INTERGOVERNMENTAL REVENUE						
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	43,173
Recreation Center Electric	28,558	24,913	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
TOTAL INTERGOVERNMENTAL REVENUI	871,671	281,116	191,060	191,061	196,763	197,765
CHARGES FOR SERVICES						
Building Department Fees	5,233	5,795	5,000	5,000	5,000	5,000
Recreation Center Program Fees	508,220	535,845	475,000	475,000	526,000	525,000
TOTAL CHARGES FOR SERVICES	513,453	541,640	480,000	480,000	531,000	530,000
FINES & FORFEITURES						
Other Fines & Forfeitures	41,186	35,089	14,850	14,850	19,717	14,850
MISCELLANEOUS REVENUE						
Investment Earnings	15,204	22,078	29,750	47,930	50,224	37,720
Rents	-	748	-	-	-	-
Contributions & Donations	43,599	18,303	15	15	750	500
Special Assessments	16,476	21,184	34,160	34,160	34,970	35,260
Impact Fees	118,371	122,382	54,000	84,412	89,836	79,000
Other Miscellaneous Revenue	26,482	110,748	-	11,000	19,000	7,000
TOTAL MISCELLANEOUS REVENUE	220,132	295,443	117,925	177,517	194,780	159,480
TOTAL REVENUE	5,003,937	3,276,769	2,711,437	2,771,030	2,957,424	2,812,095
OTHER FINANCING SOURCES						
Transfers In	3,335,996	2,322,824	2,175,101	2,181,451	2,248,951	2,176,586
Reserve for Undercollection	-	-	(1,366)	(1,366)	(726)	(1,410)
TOTAL OTHER FINANCING RESOURCES	3,335,996	2,322,824	2,173,735	2,180,085	2,248,225	2,175,176
TOTAL BEGINNING FUND BALANCE REVENUE & OTHER FINANCING	11,029,228	9,217,273	7,795,902	9,276,055	9,530,589	7,378,207

CITY OF SANIBEL
SUMMARY OF SPECIAL REVENUE FUNDS

USES OF FUNDS	2009-10 Actual	2010-11 Actual	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY 13 Adopted
GENERAL GOVERNMENT						
SW Florida Community Grant	680	1,452	-	-	-	-
TOTAL GENERAL GOVERNMENT	680	1,452	-	-	-	-
PUBLIC SAFETY						
Building Department	558,093	605,868	670,647	912,631	889,687	685,717
Federal Forfeiture Fund	-	-	50,000	50,000	50,316	-
TOTAL PUBLIC SAFETY	558,093	605,868	720,647	962,631	940,003	685,717
PHYSICAL ENVIRONMENT						
Algae Research Grants	270,000	65,301	-	-	-	-
Brazilian Pepper Control Program	162,701	167,230	-	-	-	-
TOTAL PHYSICAL ENVIRONMENT	432,701	232,531	-	-	-	-
TRANSPORTATION						
Sanibel Estates Canal Trimming Project	9,341	13,205	10,000	10,000	10,000	10,000
Dredging-Sanibel Isles/Water Shadows	14,549	244	15,000	15,000	15,000	-
Shell Harbor Canal Dredging	-	40,781	-	-	-	33,000
Transportation Fund	2,302,282	1,678,229	2,456,970	3,314,266	3,297,219	2,389,457
TOTAL TRANSPORTATION	2,326,172	1,732,459	2,481,970	3,339,266	3,322,219	2,432,457
HUMAN SERVICES						
Father Madden Estate Fund	1,000	1,000	1,000	1,000	1,000	1,000
CULTURE/RECREATION						
Hurricane Wilma 10/21/05	238,978	-	-	-	-	-
Recreation Center	1,839,736	1,837,069	2,057,368	2,158,863	2,086,001	2,088,398
Lee Co Elementary Ball Park Maint	211,157	213,808	220,160	219,431	213,117	345,255
TOTAL CULTURE RECREATION	2,289,871	2,050,877	2,277,528	2,378,294	2,299,118	2,433,653
TOTAL OPERATING EXPENDITURES	5,608,517	4,624,187	5,481,145	6,681,190	6,562,339	5,552,827
NON-OPERATING EXPENDITURES						
Transfer to Other Funds	1,803,031	268,146	417,314	577,314	577,314	795,000
TOTAL NON-OPERATING EXPENSE	1,803,031	268,146	417,314	577,314	577,314	795,000
TOTAL APPROPRIATIONS	7,411,548	4,892,333	5,898,459	7,258,504	7,139,653	6,347,827
ENDING FUND BALANCE	3,617,680	4,324,940	1,897,445	2,017,551	2,390,936	1,030,380
TOTAL USES OF FUNDS	11,029,228	9,217,273	7,795,903	9,276,055	9,530,589	7,378,207

City of Sanibel, Florida

Special Revenue Funds

Transportation Fund
Fund No. 101

Sources of Funds

This fund has a beginning fund balance of $198,821, $805,000 of local option gas taxes, $605,000 of $.05 local option gas taxes, $43,173 of state shared revenues, $7,000 of interest earnings and $730,463 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 $2,389,457.

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 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 Adopted
Beginning Fund Balance	-	839,477	425,894	1,358,304	1,358,304	198,821
Estimated Revenues						
Taxes	1,433,690	1,418,333	1,400,000	1,400,000	1,416,164	1,410,000
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	50,103	48,285	43,023	43,024	47,020	43,173
Charges for Services			-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Rents	-	-	-	-		
Miscellaneous	29,975	44,208	-	11,000	19,000	7,000
Other Financing Sources						
Transfers In	1,627,991	886,230	588,052	588,052	655,552	730,463
Total Estimated Revenue and Other Financing Sources	3,141,759	3,236,533	2,456,970	3,400,380	3,496,040	2,389,457
Approppriations						
Public Safety						
Personnel Services	740,482	754,158	730,250	730,250	712,289	735,467
Operating Expense	1,557,010	893,814	1,726,720	2,505,159	2,507,070	1,651,490
Capital Outlay	4,790	30,257	-	78,857	77,860	2,500
Total Operating Expenditures	2,302,282	1,678,229	2,456,970	3,314,266	3,297,219	2,389,457
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	2,389,457
Ending Fund Balance	839,477	1,358,304	0	86,114	198,821	-
Total	3,141,759	3,236,533	2,456,970	3,400,380	3,496,040	2,389,457

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:

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

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 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 Adopted
Beginning Fund Balance	135,029	136,126	137,514	138,369	138,369	139,119
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	1,097	1,743	-	-	-	-
Miscellaneous	-	500	15	15	750	500
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	136,126	138,369	137,529	138,384	139,119	139,619
Approppriations						
Culture/Recreation						
Personal Services	-	-	-	-	-	-
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants & Aids	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures				-		
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Designated from Harriott Spoth			-	-		-
Available for Appropriation	136,126	138,369	137,529	138,384	139,119	139,619
TOTAL	136,126	138,369	137,529	138,384	139,119	139,619

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 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 Adopted
Beginning Fund Balance	219,845	378,760	480,134	496,533	496,533	2,311
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	-	-	1,000	2,680	2,680	1,500
Miscellaneous	108,915	117,773	50,000	80,412	80,412	75,000
Other Financing Sources						
Transfers In	50,000	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	378,760	496,533	531,134	579,625	579,625	78,811
Approppriations						
TRANSPORTATION						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	417,314	577,314	577,314	-
Total Non-Operating Expenditures	-	-	417,314	577,314	577,314	-
Total Appropriations	-	-	417,314	577,314	577,314	-
Ending Fund Balance	378,760	496,533	113,820	2,311	2,311	78,811
Total	378,760	496,533	531,134	579,625	579,625	78,811

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.

$55,000 of funds are budgeted to purchase playground equipment at the ball fields in FY13.

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

	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 Adopted
Beginning Fund Balance	26,564	36,158	45,077	46,935	46,935	56,613
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	138	533	50	50	254	200
Miscellaneous	9,456	10,244	4,000	4,000	9,424	4,000
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	36,158	46,935	49,127	50,985	56,613	60,813
Approppriations						
CULTURE/RECREATION						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	55,000
TOTAL NON-OPERATING EXF	-	-	-	-	-	55,000
TOTAL APPROPRIATIONS	-	-	-	-	-	55,000
ENDING FUND BALANCE	36,158	46,935	49,127	50,985	56,613	5,813
TOTAL	36,158	46,935	49,127	50,985	56,613	60,813

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 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 Adopted
Beginning Fund Balance	28,292	27,470	26,690	26,881	26,881	26,067
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	178	411	100	100	186	200
			-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	28,470	27,881	26,790	26,981	27,067	26,267
Approppriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Human Services	1,000	1,000	1,000	1,000	1,000	1,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	1,000	1,000	1,000	1,000	1,000	1,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	1,000	1,000	1,000	1,000	1,000	1,000
Ending Fund Balance	27,470	26,881	25,790	25,981	26,067	25,267
Total	28,470	27,881	26,790	26,981	27,067	26,267

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

Uses of Funds

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 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 Adopted
Beginning Fund Balance	37,358	37,523	1,000	733	733	23,623
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	165	21,832	-	-	11	10
	-	-	-	-		-
Other Financing Sources						
Transfers In	-	-	5,445	5,445	5,445	5,445
Assessments	-	-	18,160	18,160	18,160	18,160
Reserve for Undercollection	-	-	(726)	(726)	(726)	(726)
Total Estimated Revenue and Other Financing Sources	37,523	59,355	23,879	23,612	23,623	46,512
Approppriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	40,781	-	-	-	33,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	40,781	-	-	-	33,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	17,841	-	-	-	-
Total Non-Operating Expenditures	-	17,841	-	-	-	-
Total Appropriations	-	58,622	-	-	-	33,000
Ending Fund Balance	37,523	733	23,879	23,612	23,623	13,512
Total	37,523	59,355	23,879	23,612	23,623	46,512

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 $6,720 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 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 Adopted
Beginning Fund Balance	18,688	19,275	15,875	16,209	16,209	16,056
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	6,928	7,139	6,000	6,000	6,847	7,000
Other Financing Sources						
Transfers In	3,000	3,000	3,000	3,000	3,000	3,000
Reserve for Undercollection	-	-	(240)	(240)	-	(280)
Total Estimated Revenue and Other Financing Sources	28,616	29,414	24,635	24,969	26,056	25,776
Approppriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	9,341	13,205	10,000	10,000	10,000	10,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	9,341	13,205	10,000	10,000	10,000	10,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	9,341	13,205	10,000	10,000	10,000	10,000
Ending Fund Balance	19,275	16,209	14,635	14,969	16,056	15,776
Total	28,616	29,414	24,635	24,969	26,056	25,776

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 $5,000 as its 1/3 share of the cost of the project, and a $100 special assessment for each of the property owners in the district. The assessment is estimated to generate $10,100 in FY 2013, less a $404 (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 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 Adopted
Beginning Fund Balance	18,009	18,383	32,988	33,318	33,318	33,281
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	9,923	10,179	10,000	10,000	9,963	10,100
Other Financing Sources						
Transfers In	5,000	5,000	5,000	5,000	5,000	5,000
Reserve for Undercollection	-	-	(400)	(400)	-	(404)
Total Estimated Revenue and Other Financing Sources	32,932	33,562	47,588	47,918	48,281	47,977
Approppriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	14,549	244	15,000	15,000	15,000	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	14,549	244	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	-
Ending Fund Balance	18,383	33,318	32,588	32,918	33,281	47,977
Total	32,932	33,562	47,588	47,918	48,281	47,977

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; budgeted permit revenues for FY13 are $500,000. Revenues by type of permit are below.

	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Estimated	FY13 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 $685,717 for direct and indirect costs. Of this amount $468,584 is for personal services, $187,133 is for operating expense and $30,000 is budgeted for capital improvements including $20,000 for the building department's share of a government-wide software conversion.

Special Revenue Funds
Building Department Fund
Fund No. 169

	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 Adopted
Beginning Fund Balance	616,856	716,037	632,847	866,784	866,784	605,972
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	611,594	705,148	507,602	507,602	599,000	500,000
Intergovernmental	-	-	-	-	-	-
Charges for Services	5,233	5,795	5,000	5,000	5,000	5,000
Fines & Forfeitures	37,526	34,969	14,850	14,850	19,697	14,850
Miscellaneous	2,921	10,703	3,500	3,500	5,178	3,500
Other Financing Sources						
Transfers In			-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	1,274,130	1,472,652	1,163,799	1,397,736	1,495,659	1,129,322
Approppriations						
Public Safety						
Personal Services	394,522	429,609	448,348	694,319	697,622	468,584
Operating Expenses	163,571	176,259	192,299	188,312	192,065	187,133
Capital Outlay	-	-	30,000	30,000	-	30,000
Total Operating Expenditures	558,093	605,868	670,647	912,631	889,687	685,717
Non- Operating Expenditures						
Reserve for Compensation Adjustment	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	558,093	605,868	670,647	912,631	889,687	685,717
Ending Fund Balance	716,037	866,784	493,152	485,105	605,972	443,605
Total	1,274,130	1,472,652	1,163,799	1,397,736	1,495,659	1,129,322

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 $1,275,287. Budgeted revenues for FY13 are $30,912 in intergovernmental revenue from the Lee County School Board, representing a 20% reimbursement for electric costs, $525,000 in charges for services (membership fees and program fees) and $32,135 in contributions. The City will transfer $1,225,064 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	$365,000	$381,000
Summer Recreation Program	$37,123	$46,430	$29,000	$30,000	$39,000
After School Program Fees	$36,953	$58,816	$52,000	$45,000	$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	$103,369	$67,672	$65,000	$61,000	$64,000
	$490,833	$508,220	$500,000	$526,000	$525,000

Uses of Funds

The cost to run the Recreation Fenter is budgeted at $2,088,398. Of this amount the recreation department is budgeted at $1,928,722; $1,200,325 for personal services, $702,092 for operating expense and $26,305 for grants and aids. The Center 4 Life program budget is $125,804 for personal services and $33,871 for operating expense.

Special Revenue Funds
Recreation Center Fund
Fund No. 170

	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 Adopted
Beginning Fund Balance	1,021,537	1,197,053	1,006,924	1,236,399	1,236,399	1,275,287
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	28,558	24,913	30,912	30,912	30,912	30,912
Charges for Services	508,220	535,845	475,000	475,000	526,000	525,000
Fines & Forfeitures	(132)	120	-	-	20	-
Miscellaneous	48,601	66,540	24,925	41,425	41,425	32,135
Other Financing Sources						
Transfers In	1,430,005	1,248,997	1,526,531	1,526,531	1,526,531	1,225,064
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	3,036,789	3,073,468	3,064,292	3,310,267	3,361,287	3,088,398
Approppriations						
Recreation						
Personal Services	1,209,940	1,246,304	1,335,199	1,340,499	1,282,152	1,326,130
Operating Expenses	571,118	568,807	697,244	780,939	766,424	735,963
Capital Outlay	30,744	-	-	-	-	-
Grants & Aids	27,934	21,958	24,925	37,425	37,425	26,305
Total Operating Expenditures	1,839,736	1,837,069	2,057,368	2,158,863	2,086,001	2,088,398
Non- Operating Expenditures						
Transfer to Other Funds			-	-	-	740,000
Reserve for Cafeteria Benefits						-
Reserve for Contingencies	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	740,000
Total Appropriations	1,839,736	1,837,069	2,057,368	2,158,863	2,086,001	2,828,398
Ending Fund Balance	1,197,053	1,236,399	1,006,925	1,151,404	1,275,287	260,000
Total	3,036,789	3,073,468	3,064,292	3,310,267	3,361,287	3,088,398

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

Special Revenue Funds

Ball Park Maintenance Fund
Fund No. 173

Sources of Funds

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

Intergovernmental revenue of $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 $207,614 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. 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.

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

	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 Adopted
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
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	512	359	175	175	190	175
Other Financing Sources						
Transfers In	-	94,977	47,073	53,423	53,423	207,614
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	315,754	268,267	220,160	225,182	226,903	345,255
Approppriations						
CULTURE/RECREATION						
Personnel Services	22,113	-	-	-	-	-
Operating Expense	189,044	213,808	220,160	213,431	208,335	226,421
Capital Outlay	-	-	-	6,000	4,782	118,834
Total Operating Expenditures	211,157	213,808	220,160	219,431	213,117	345,255
Non- Operating Expenditures						
Transfer to Other Funds	51,809	-	-	-	-	-
Total Non-Operating Expenditures	51,809	-	-	-	-	-
Total Appropriations	262,966	213,808	220,160	219,431	213,117	345,255
Ending Fund Balance	52,788	54,459	0	5,751	13,786	-
Total	315,754	268,267	220,160	225,182	226,903	345,255

Summary of Debt Service Funds

SOURCES OF FUNDS		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 Adopted
Beginning Fund Balance		534,083	294,179	287,829	328,383	328,383	262,894
Estimated Revenues	2012						
Taxes	Millage						
Ad Valorem - Pond Apple	0.0855	243,850	241,175	252,114	249,390	239,196	348,925
Ad Valorem - Recreation Ctr.	0.1308	509,435	513,846	531,158	525,414	504,397	533,895
Intergovernmental				-	-	-	-
Federal Grant - FEMA				-	-	-	-
State Grant - 5% Share				-	-	-	-
Charges for Services							
Rents from CHR		50,001	-	-	-	-	-
Miscellaneous				-	-	-	-
Interest Earnings		22,334	23,621	1,150	1,150	5,054	4,750
Other Financing Sources							
Transfers From Other Funds		2,766,487	-	600,000	-	-	300,000
Debt Proceeds				-	2,970,000	2,970,000	-
Reserve for Undercollection		-	-	(31,331)	(31,211)	-	(35,313)
Total Estimated Revenue and Other Financing Sources		4,126,190	1,072,821	1,640,920	4,043,126	4,047,030	1,415,151
USES OF FUNDS							
Debt Service							
Principal		3,206,752	275,000	285,000	3,255,000	3,255,000	465,000
Interest		625,259	469,438	458,308	458,308	473,336	373,279
Transfers To Other Funds		-	-	-	-	-	-
Other		-	-	800	55,800	55,800	400
Total Appropriations		3,832,011	744,438	744,108	3,769,108	3,784,136	838,679
Ending Fund Balance		294,179	328,383	896,812	274,018	262,894	576,472
Total		4,126,190	1,072,821	1,640,920	4,043,126	4,047,030	1,415,151

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:

Tax Year	Fiscal Year	Millage Rate	Taxes Budgeted
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:

Tax Year	Fiscal Year	Millage Rate	Taxes Budgeted
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 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY 13 Adopted
SOURCES OF FUNDS							
Beginning Fund Balance		238,147	262,004	262,404	286,079	286,079	225,043
Estimated Revenues	2012						
TAXES	Millage						
Ad Valorem-Voted Debt	0.0855	243,850	241,175	252,114	249,390	239,196	348,925
Intergovernmental							
State Grant-Fl Communities Tr				-	-	-	-
Miscellaneous				-	-	-	-
Interest Earnings		20,782	20,588	400	400	4,304	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)
Total Estimated Revenue and Other Financing Sources		502,779	523,767	504,833	3,495,675	3,499,579	564,011
USES OF FUNDS							
Debt Service							
Principal		95,000	95,000	100,000	3,070,000	3,070,000	270,000
Interest		145,775	142,688	139,108	139,108	154,136	61,479
Other		-	-	400	50,400	50,400	-
Total Appropriations		240,775	237,688	239,508	3,259,508	3,274,536	331,479
Ending Fund Balance		262,004	286,079	265,325	236,167	225,043	232,532
Total		502,779	523,767	504,833	3,495,675	3,499,579	564,011

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.

On September 18, 2012 Council voted to transfer $300,000 from the recreation center fund ending fund balance to this fund in FY13, to begin accumulating monies to refund bonds when they become eligible in 2016.

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 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 Adopted
SOURCES OF FUNDS							
Beginning Fund Balance		24,738	32,175	25,425	42,304	42,304	37,851
Estimated Revenues	2012						
Taxes	Millage						
Ad Valorem	0.1308	509,435	513,846	531,158	525,414	504,397	533,895
Miscellaneous							
Interest Earnings		1,552	3,033	750	750	750	750
Other Financing Sources							
Transfers From Other Funds				600,000	-	-	300,000
Debt Proceeds				-	-	-	-
Reserve for Undercollection		-	-	(21,246)	(21,017)	-	(21,356)
Total Estimated Revenue and Other Financing Sources		535,725	549,054	1,136,087	547,451	547,451	851,140
USES OF FUNDS							
Debt Service							
Principal		170,000	180,000	185,000	185,000	185,000	195,000
Interest		333,550	326,750	319,200	319,200	319,200	311,800
Other		-	-	400	5,400	5,400	400
Total Appropriations		503,550	506,750	504,600	509,600	509,600	507,200
Ending Fund Balance		32,175	42,304	631,487	37,851	37,851	343,940
Total		535,725	549,054	1,136,087	547,451	547,451	851,140

Summary of Capital Project Funds

	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 Adopted
Beginning Fund Balance[1]	3,437,253	3,340,515	1,953,166	2,206,048	2,206,048	1,142,083
Estimated Revenues						
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	3,500	12,492	6,000
Contributions	-	-	-	-	-	-
Special assessments	11,234	-	-	-	-	-
Total Revenue	40,618	129,459	2,766	5,766	14,758	6,000
Other Financing Sources						
Transfers In	792,575	876,732	1,475,258	1,659,773	1,659,773	778,801
Reserve for Undercollections	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Other Financing Sources	792,575	876,732	1,475,258	1,659,773	1,659,773	778,801
Total Estimated Revenue and Other Financing Sources	4,270,446	4,346,706	3,431,190	3,871,587	3,880,579	1,926,884
Appropriations						
General Government						
Management Information Systems	78,581	108,314	416,663	506,663	372,163	290,378
Public Safety						
Police Department	12,433	8,682	277,266	277,266	87,266	350,000
Physical Environment						
Natural Resources Department	-	-	-	-	-	-
Transportation						
Public Works & Facilities	448,479	1,883,515	2,491,500	2,531,965	1,685,172	837,515
Culture/Recreation						
Recreation	3,449	2,634	-	-	-	-
Total Operating Expenditures	542,942	2,003,145	3,185,429	3,315,894	2,144,601	1,477,893
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Center Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	386,989	137,513	118,870	526,395	593,895	-
Total Non-Operating Expenditures	386,989	137,513	118,870	526,395	593,895	-
Total Appropriations	929,931	2,140,658	3,304,299	3,842,289	2,738,496	1,477,893
Ending Fund Balance	3,340,515	2,206,048	126,891	29,298	1,142,083	448,991
Total	4,270,446	4,346,706	3,431,190	3,871,587	3,880,579	1,926,884

City of Sanibel, Florida

Capital Project Funds

Capital Planning and Asset Acquisition Fund
Fund N0. 300

Sources of Funds

These projects are funded in fiscal year 2013 by the carry-forward of $535,092 of available beginning fund balance and an inter-fund transfer of $338,801.

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 $877,893.

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

	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 Adopted
Beginning Fund Balance	992,370	1,302,943	780,939	839,049	839,049	535,092
Estimated Revenues						
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
Other Financing Sources				-		
Transfers In	536,746	337,091	489,474	513,989	513,989	338,801
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	1,552,251	1,741,102	1,272,929	1,355,554	1,359,743	877,893
Appropriations						
General Government						
Management Information Systems	6,036	108,314	416,663	506,663	372,163	290,378
Public Safety						
Police Department	-	8,682	277,266	277,266	87,266	350,000
Physical Environment						
Natural Resources Department	-	-	-	-	-	-
Transportation						
Public Works	5,320	-	221,000	221,000	198,222	83,000
Public Facilities	-	-	279,000	303,515	167,000	154,515
Culture/Recreation						
Recreation	3,449	2,634	-	-	-	-
Capital Outlay	209,503	778,923	-	-	-	-
Total Operating Expenditures	224,308	898,553	1,193,929	1,308,444	824,651	877,893
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Grant Matches	-	-	-	-	-	-
Transfer to Other Funds	25,000	3,500	-	-	-	-
Total Non-Operating Expenditures	25,000	3,500	-	-	-	-
Total Appropriations	249,308	902,053	1,193,929	1,308,444	824,651	877,893
Ending Fund Balance	1,302,943	839,049	79,000	47,110	535,092	-
Total	1,552,251	1,741,102	1,272,929	1,355,554	1,359,743	877,893

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 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 Adopted
Beginning Fund Balance	874,410	720,581	276,280	394,053	394,053	3,626
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	5,835	13,655	250	250	2,053	2,000
Other Financing Sources						
Transfers In	255,829	539,641	568,470	568,470	568,470	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	1,136,074	1,273,877	845,000	962,773	964,576	5,626
Appropriations						
Transportation						
Operating Expense	105,493	91,563	-	-	-	-
Capital Outlay	-	788,261	845,000	980,950	960,950	-
Total Operating Expenditures	105,493	879,824	845,000	980,950	960,950	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	310,000	-	-	-	-	-
Total Non-Operating Expenditures	310,000	-	-	-	-	-
Total Appropriations	415,493	879,824	845,000	980,950	960,950	-
Ending Fund Balance	720,581	394,053	-	(18,177)	3,626	5,626
Total	1,136,074	1,273,877	845,000	962,773	964,576	5,626

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 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 Adopted
Beginning Fund Balance	229,647	182,686	182,686	185,051	185,051	603,365
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	1,014	2,365	-	-	1,000	-
Other Financing Sources						
Transfers In	-	-	417,314	577,314	577,314	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	230,661	185,051	600,000	762,365	763,365	603,365
Appropriations						
Transportation						
Operating Expense	47,975	-	-	-	-	-
Capital Outlay	-	-	600,000	600,000	-	600,000
Total Operating Expenditures	47,975	-	600,000	600,000	-	600,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	160,000	160,000	-
Total Non-Operating Expenditures	-	-	-	160,000	160,000	-
Total Appropriations	47,975	-	600,000	760,000	160,000	600,000
Ending Fund Balance	182,686	185,051	-	2,365	603,365	3,365
Total	230,661	185,051	600,000	762,365	763,365	603,365

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 2012			
		Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY13 Adopted
Sources of Funds							
Beginning Unrestricted Net Assets		1,810,124	2,792,034	1,196,685	1,693,020	1,693,020	1,012,401
Estimated Revenue							
Taxes	Mills						
Ad Valorem Taxes - Voted De	0.2407	1,241,407	1,007,540	992,866	982,132	982,132	982,524
Licenses & Permits							
Beach Parking Permits		92,910	94,433	70,000	70,000	90,825	70,000
Intergovernmental							
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		-	-	-	-	-	-
Total Intergovernmental		1,172,047	1,140,136	741,622	1,930,408	1,705,821	224,587
Charges for Services							
Sewer - Residential and Commercial User Fees		5,761,971	5,574,196	5,686,365	5,832,741	5,832,741	5,891,068
Guaranteed Revenue Charge		-	-	-	-	-	-
Sale of Treated Effluent		233,355	283,479	246,201	260,000	260,000	260,000
Other Charges		-	54,093	-	-	-	-
Parking Fees		1,135,532	1,298,050	1,000,000	1,000,000	1,376,304	1,200,000
Total Charges for Services		7,130,858	7,209,818	6,932,566	7,092,741	7,469,045	7,351,068
Fines and Forfeitures							
Penalties[1]		92,910	102,261	95,000	95,000	75,000	80,000
Miscellaneous							
Disposition of Fixed Assets		-	(9,142)	-	-	-	-
Interest Earnings		487,361	267,105	99,909	99,909	150,759	159,499
Special Assessments		306,914	315,670	929,179	929,179	929,179	838,166
Total Miscellaneous		794,275	573,633	1,029,088	1,029,088	1,079,938	997,665
Total Revenue		10,524,407	10,127,821	9,861,142	11,199,369	11,402,761	9,705,844
Other Financing Sources							
Transfers In		-	-	-	-	-	-
Capital Contributions		61,500	106,802	-	-	-	-
Loan Proceeds		-	-	-	-	-	-
Reserve for Undercollections		-	-	(99,715)	(99,715)	(39,715)	(111,301)
Total Other Financing Sources		61,500	106,802	(99,715)	(99,715)	(39,715)	(111,301)
Total Sources of Funds		12,396,031	13,026,657	10,958,112	12,792,674	13,056,066	10,606,944

Summary of Enterprise Funds

			Non-GAAP Basis			
			Fiscal Year 2012			
	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY13 Adopted
Uses of Funds						
Physical Environment						
Personnel Costs	1,421,226	1,597,543	1,647,040	2,167,266	2,104,565	1,691,553
Operating Expense	2,203,770	1,950,928	2,247,589	2,476,696	2,473,367	2,749,245
Capital Outlay	-	-	595,000	582,664	426,968	280,000
Total Physical Environment	3,624,996	3,548,471	4,489,629	5,226,626	5,004,900	4,720,798
Transportation						
Personnel Services	1,019,273	996,109	969,888	1,443,355	1,415,719	1,172,702
Operating Expense	883,299	1,123,074	1,026,596	1,022,596	1,017,579	1,303,051
Capital Outlay	-	-	1,037,000	1,078,694	1,028,171	703,000
Total Transportation	1,902,572	2,119,183	3,033,484	3,544,645	3,461,469	3,178,753
Total Operating & Capital Expenses	5,527,568	5,667,654	7,523,113	8,771,271	8,466,369	7,899,551
Non-Operating Expenses						
Grants & Aid (Reclaimed Water)	-	-	-	-	-	-
Reserve for Disasters	-	-	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
Depreciation and Amortization	2,611,413	2,638,967	-	-	-	-
Total Non-Operating Expenses	3,883,167	3,809,463	3,577,296	3,577,296	3,577,296	3,573,296
Total Appropriations	9,410,735	9,477,117	11,100,408	12,348,566	12,043,664	11,472,847
Change in Net Assets	1,175,172	757,507				
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)	444,109	1,012,402	(865,903)
TOTAL USES OF FUNDS			10,958,112	12,792,674	13,056,066	10,606,944

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. The Bayous' collection system was connected to the City's system and the existing Bayous plant was decommissioned. 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. A 1% rate increase is included in the FY13 budget.

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 $5,891,068 include a 1% increase. 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 $2,749,245. 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 $1,691,553. 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 Adopted
Beginning Unrestricted Net Assets		1,248,641	2,169,251	559,826	773,250	773,250	323,650
Estimated Revenues	2012 Millage						
Ad Valorem Taxes-Voted Debt	0.2407	1,241,407	1,007,540	992,866	982,132	982,132	982,524
Commercial User Fees		5,528,616	5,574,196	5,686,365	5,832,741	5,832,741	5,891,068
Sale of Treated Effluent		233,355	283,479	246,201	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
Miscellaneous		471,081	327,875	99,909	99,909	148,259	156,999
Special Assessments		306,914	315,670	929,179	929,179	929,179	838,166
Other Financing Sources							
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)
Total Estimated Revenue and Other Financing Sources		9,115,571	9,810,148	8,494,631	8,857,496	8,905,846	8,433,107
Appropriations							
Physical Environment							
Personnel Services		1,421,226	1,597,543	1,647,040	2,167,266	2,104,565	1,691,553
Operating Expense		2,203,770	1,950,928	2,247,589	2,476,696	2,473,367	2,749,245
Capital Outlay		-	-	595,000	582,664	426,968	280,000
Total Operating Expenditures		3,624,996	3,548,471	4,489,629	5,226,626	5,004,900	4,720,798
Non-Operating Expenditures							
Reserve for Disasters*		-	-	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
Depreciation and Amortization		2,455,654	2,463,528	-	-	-	-
Total Non-Operating Expenditures		3,727,408	3,634,024	3,577,296	3,577,296	3,577,296	3,573,296
Total Appropriations		7,352,404	7,182,495	8,066,925	8,803,922	8,582,196	8,294,094
Change in Net Assets		514,526	458,402				
Beginning Net Assets		29,140,843	29,655,369				
Ending Net Assets		29,655,369	30,113,771				
Restricted Net Assets		27,486,118	29,340,521				
Unrestricted Net Assets		2,169,251	773,250	427,706	53,574	323,650	139,013
Total Uses of Funds				8,494,631	8,857,496	8,905,846	8,433,107

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

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.

Uses of Funds

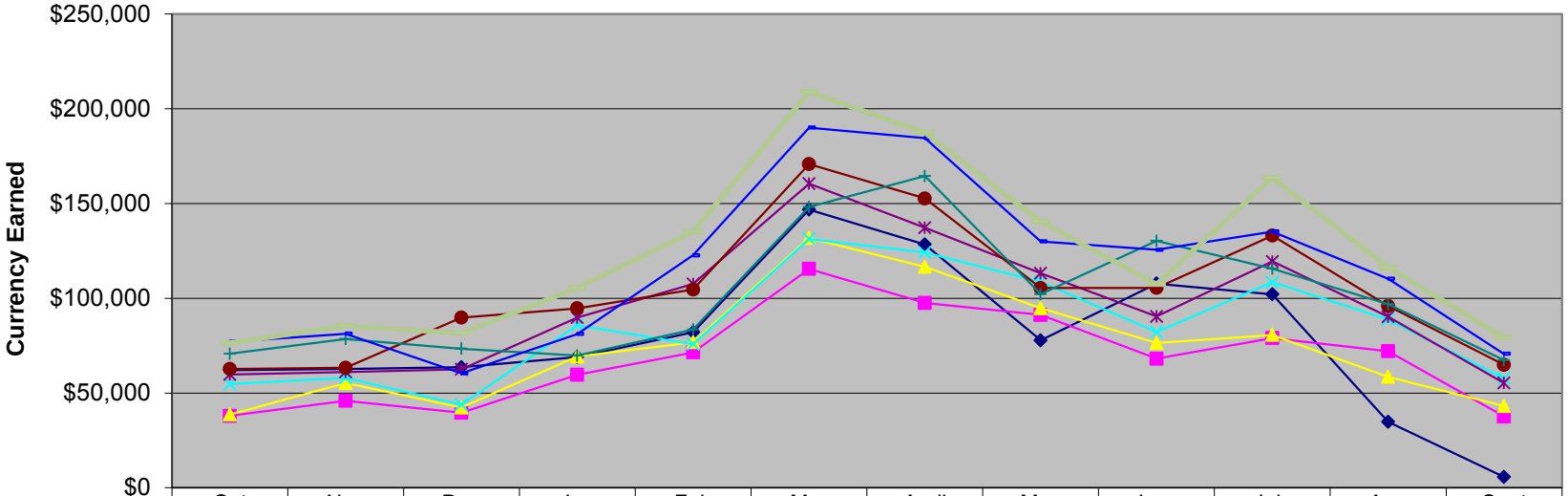
In addition to the enforcement of the ordinance, user fee revenues are used to maintain the beach facilities as well as provide shared-use path access to the beaches. An operating line-item budget is included in the transportation function in the supplemental schedules section of this document and the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

	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Actual	Non-GAAP Basis Fiscal Year 2012 Adopted Budget	Amended Budget	Estimated Actual	FY13 Adopted
Beginning Unrestricted Net As:	561,483	622,783	636,859	919,770	919,770	688,750
Estimated Revenue						
Licenses and Permits						
Beach Parking Permits	92,910	94,433	70,000	70,000	90,825	70,000
Intergovernmental Revenue	1,172,047	1,140,136	741,622	1,930,408	1,705,821	224,587
Charges for Services						
Parking Fees	1,135,532	1,298,050	1,000,000	1,000,000	1,376,304	1,200,000
Fines and Forfeitures	84,146	76,451	75,000	75,000	55,000	60,000
Miscellaneous		475				
Refund of Prior Year Expense			-			-
Interest Earnings	987	6,519	-	-	2,500	2,500
Other Financing Sources						
Transfers In				-	-	-
Disposition of Fixed Assets		(22,338)	-	-	-	-
Sales tax due to the state*	-	-	(60,000)	(60,000)	-	(72,000)
Total Estimated Revenue and Other Financing Sources	3,047,105	3,216,509	2,463,481	3,935,178	4,150,220	2,173,837
Appropriations						
Public Safety						
Personnel Services	507,883	490,830	450,632	675,051	678,247	578,858
Operating Expense	432,753	478,070	467,690	474,570	481,298	553,790
Capital Outlay	-	-	143,000	118,000	68,885	338,000
Total Public Safety	940,636	968,900	1,061,322	1,267,621	1,228,430	1,470,648
Natural Resources						
Operating Expense	81,408	87,826	120,000	120,000	120,000	120,000
Capital Outlay	-	-	-	-	-	-
Total Natural Resources	81,408	87,826	120,000	120,000	120,000	120,000
Transportation						
Personal Services	511,390	505,279	519,256	768,304	737,472	593,844
Operating Expense	369,138	557,178	438,906	428,026	416,281	629,261
Capital Outlay	-	-	894,000	960,694	959,286	365,000
Total Transportation	880,528	1,062,457	1,852,162	2,157,024	2,113,039	1,588,106
Total Operating Expenditure:	1,902,572	2,119,183	3,033,484	3,544,645	3,461,469	3,178,753
Non-Operating Expenditures						
Depreciation	155,759	175,439	-	-	-	-
Non-Operating Expenditures	155,759	175,439	-	-	-	-
Interfund Transfers	-	-	-	-	-	-
Total Appropriations	2,058,331	2,294,622	3,033,484	3,544,645	3,461,469	3,178,753
Change in Net Assets	427,291	299,104				
Beginning Net Assets	2,379,044	2,806,335				
Ending Net Assets	2,806,335	3,105,439				
Restricted Net Assets	2,183,552	2,185,669				
Unrestricted Net Assets	622,783	919,770	(570,002)	390,533	688,750	(1,004,916)
Total Uses of Funds			2,463,482	3,935,178	4,150,220	2,173,837

Parking Revenue Totals



	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
2004	$62,080	$62,693	$63,607	$69,008	$82,084	$146,723	$128,388	$77,837	$107,729	$102,032	$34,794	$5,646
2005	$37,948	$45,920	$39,549	$59,546	$71,427	$115,467	$97,493	$91,178	$68,139	$78,917	$72,044	$37,610
2006	$38,624	$55,247	$42,341	$69,270	$76,779	$131,733	$116,490	$94,771	$76,431	$80,627	$58,524	$43,093
2007	$54,696	$57,949	$43,833	$85,714	$75,781	$131,290	$124,090	$108,709	$82,224	$108,464	$88,799	$57,716
2008	$59,779	$61,086	$62,516	$89,697	$107,484	$160,368	$137,207	$113,234	$90,400	$119,394	$90,254	$55,241
2009	$62,731	$63,303	$89,803	$94,670	$104,531	$170,814	$152,651	$105,386	$105,492	$133,033	$95,944	$64,846
2010	$70,659	$78,514	$73,383	$69,715	$83,512	$148,094	$164,493	$102,132	$130,200	$115,626	$96,869	$67,362
2011	$77,009	$81,226	$60,441	$81,074	$122,631	$189,926	$184,521	$129,931	$125,555	$135,151	$110,235	$70,604
2012	$76,346	$85,459	$81,576	$105,452	$135,151	$208,865	$187,330	$140,430	$107,337	$163,499	$116,149	$79,298

Through September 30, 2012

SUPPLEMENTAL SCHEDULES

This section contains the following subsections:

Departmental Line-Item Budgets by Function

Schedule of Interfund Transfers

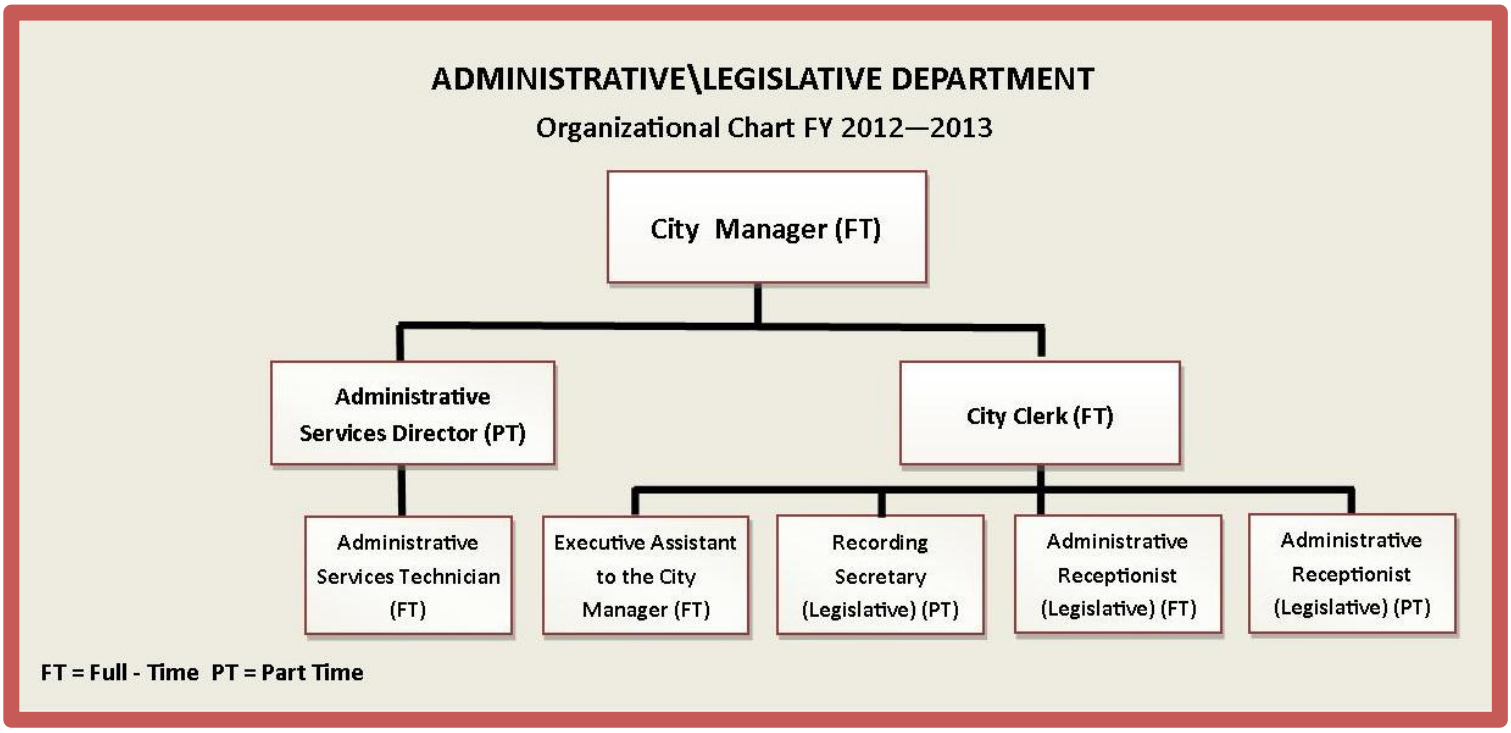
Schedule of Personal Services

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 Manager (FT)
Administrative Services Director (PT)
City Clerk (FT)
Administrative Services Technician (FT)
Executive Assistant to the City Manager (FT)
Recording Secretary (Legislative) (PT)
Administrative Receptionist (Legislative) (FT)
Administrative Receptionist (Legislative) (PT)
FT = Full - Time PT = Part Time

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 alumnus 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

Pamela Smith, MMC served as Deputy City Clerk for the City of Sanibel from December 01, 1999 until March 2005, at which time a charter amendment passed and she was sworn in March 15, 2005 as the City of Sanibel's first City Clerk. She also held the position of Emergency Management Coordinator from 1999 to 2001 where she worked closely with the Lee County Emergency Operations Center. In her capacity as Emergency Management Coordinator she belonged to the Florida Emergency Preparedness Association (FEPA) and Lee County Emergency Management Committee. She is currently the City of Sanibel's liaison to the Lee County Emergency Operations Center.
She has over 27 years of County and Municipal experience.

Currently, she is the Mentoring Committee Chair for IIMC and FACC. In October, 2008 she was chosen as the first United States Ambassador by the International Institute Municipal Clerk (IIMC) for participation in the first IIMC International Exchange program. She hosted a Netherlands City Clerk (Griffer) in February, 2009 and went to the Netherlands in April, 2009. Ms. Smith also gained her Master Municipal Clerk designation in April, 2009 and was inducted in June, 2009 as President of the Florida Association of City Clerks (FACC). She was elected as FACC's 2nd Vice President in April, 2007. Ms. Smith won the 2006 City Clerk of the Year Award through the Florida League of Cities Excellence Awards. She has served on numerous FACC AND IIMC committees, and was also elected as the Southwest Director for FACC in June 2005. She received the Certified Municipal Clerk (CMC) designation in November, 1999.

Ms. Smith came to Sanibel from Atlantic Beach, North Carolina where she advanced to the position of Town Clerk. Also as Town Clerk she worked with Emergency Management Systems and was a member of the Carteret County, North Carolina, Emergency Management Control Team, which made decisions regarding; Hurricane Preparedness, Evacuation, Hazard Control Planning, and Post Disaster Restoration. While serving as the Interim Town Manager she was responsible for the day-to-day operations and was involved directly with the 1999 hurricane season, most important Hurricane Floyd that struck the town twice. Mrs. Smith has also served as an instructor for FACC Annual Conferences, the Governor's Hurricane Conference and IIMC Conference. She continues to mentor City Clerks. She has taken a variety of college courses over the years.

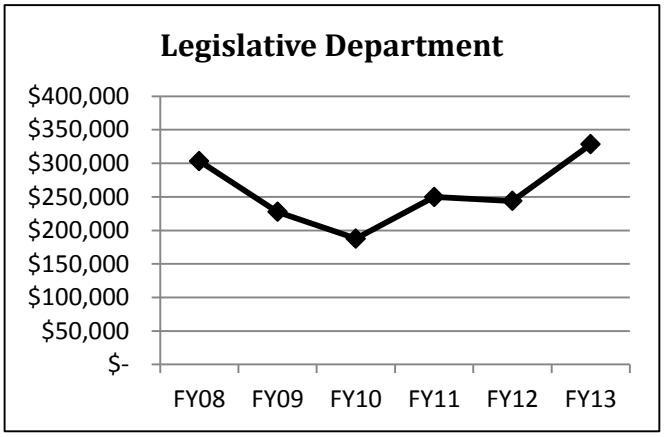
She is and has been also involved in raising money and awareness in her community for the following.

Toys for Tots Christmas Run in Lee County
March of Dimes motorcycle run
Relay for Life Walk Stiletto Sprint
Susan B. Komen Volunteer
Breast Cancer Awareness for the City of Sanibel
Chrissy Brown Oncology Hematology Children's Wing at Health Park, Fort Myers Department of Children and Family Services – Gulf Coast Center, Buckingham, Florida

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

- 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

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

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

Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
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 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	61,441	60,317	30,062	22,419	29,831	30,062
Part-time	-	7,345	26,653	43,649	43,649	51,251
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	73	155	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	4,913	5,384	4,340	5,606	5,621	6,220
Retirement	14,637	9,246	20,596	20,596	20,596	23,088
Cafeteria Benefits	20,979	18,824	10,304	10,304	10,304	10,304
Workers' Comp	147	133	180	180	116	147
Unemployment Comp	-	1,401	-	-	-	-
SUB-TOTAL	102,190	102,805	92,135	102,754	110,117	121,073
OPERATING EXPENSES						
Professional Serv	32,178	31,844	33,000	33,000	33,345	33,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual*	12,134	23,435	35,000	22,000	22,000	60,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	7,516	10,879	9,000	19,000	18,000	13,800
Communications	3,861	4,273	13,200	13,200	11,000	11,000
Transportation	1,038	782	4,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	564	609	500	500	500	700
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	500	500	500	-
Printing	138	472	3,000	1,800	1,000	1,000
Promotional Activities	15,750	17,810	11,000	21,000	18,946	11,000
Other Current Charges	6,590	33,145	8,000	23,000	14,500	64,000
Office Supplies	3,566	7,245	3,000	3,000	3,000	3,000
Operating Supplies	272	12,208	700	700	700	700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	1,961	4,337	6,000	8,200	8,200	7,200
SUB-TOTAL	85,568	147,039	126,900	147,900	133,691	207,400
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & AIDS						
Aid to Private Organizations	-	-	-	-	-	-
DEPARTMENTAL TOTAL	187,758	249,844	219,035	250,654	243,808	328,473
% CHANGE COMPARED TO PREVIOUS YEAR	-17.52%	33.07%		0.32%		31.05%

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

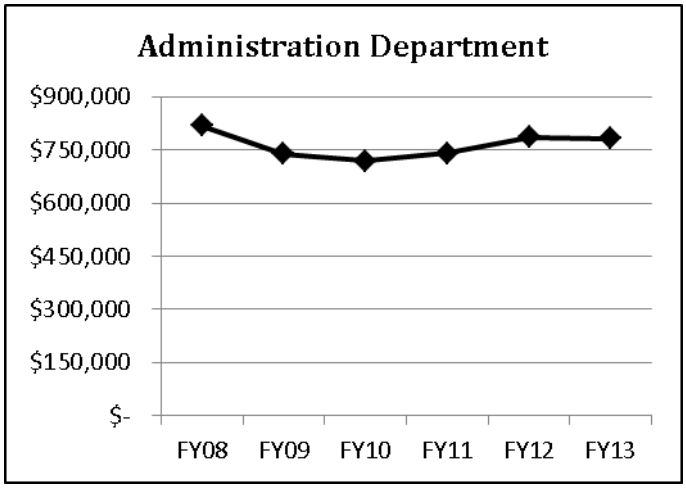
GENERAL GOVERNMENT FUNCTION

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

- 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

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

TREND ANALYSIS

Description	Estimated FY 2013	Projected FY 2012	Actual FY 2011	Actual FY 2010
Employee Issues				
Full-time Employees	112	114	120	121
20 Years Plus Service	23	22	23	
Age 50 and Over	62	58	59	61
Workers' Compensation (WC)				
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
Property and Liability Claims				
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
Special Event Permits				
Permits Issued	170	170	178	172
Revenue Generated	$13,000	$13,000	$13,094	$13,533

General Fund
Administrative Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	466,026	365,428	347,765	347,765	346,232	350,485
Part-time	-	106,849	98,280	106,180	106,408	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
FICA Match	31,016	31,079	29,535	30,135	29,974	29,948
Retirement	91,023	116,471	161,121	161,121	161,121	175,236
Cafeteria Benefits	44,830	30,331	39,269	39,269	40,442	40,637
Workers' Comp	931	845	1,146	1,146	736	934
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	656,570	673,640	700,277	708,777	707,617	718,223
OPERATING EXPENSES						
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
Investigations	-	-	-	-	-	-
Travel & Per Diem	40,281	45,557	48,042	48,042	48,042	43,542
Communications	2,618	3,518	10,500	10,500	10,500	10,500
Transportation	1,184	1,374	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	542	282	500	500	500	300
Insurance	-	-	-	-	-	-
Repair & Maintenance	60	120	500	500	-	-
Printing	-	-	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
Office Supplies	2,042	2,798	2,000	2,000	2,000	2,000
Operating Supplies	181	127	1,500	1,500	1,000	1,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	3,924	5,927	4,000	4,000	4,000	4,000
SUB-TOTAL	62,591	67,581	82,692	82,692	78,692	67,842
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	719,161	741,221	782,969	791,469	786,309	786,065
% CHANGE COMPARED TO PREVIOUS YEAR	-2.56%	3.07%		6.78%		-0.68%

GENERAL GOVERNMENT FUNCTION

MIS Department

MIS Director's Background**:**

Bert Smith

Director Smith was hired in November 1998. He has 13 years of service with the City and a total of 25 years in the IT field.

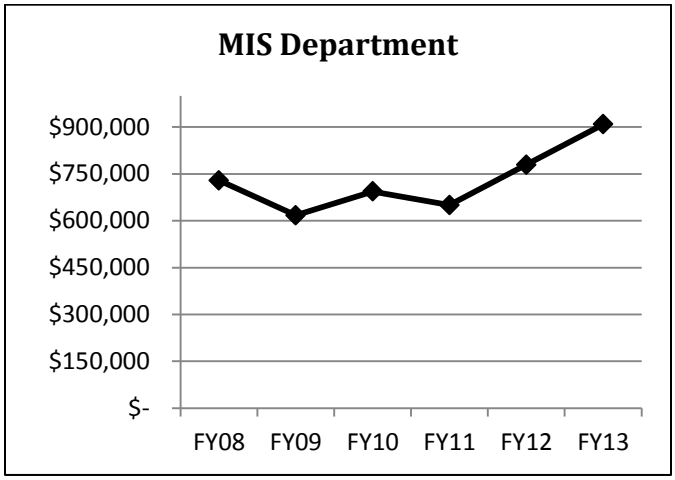
He has previously held IT positions as System Programmer in Computational Chemistry for Nova Pharmaceuticals, Team Leader and Associate Engineer for Systems Development for RWD Technologies, and Lead Technical Analyst/Manager for Sony Electronics.

The Director has a B.S. in Chemistry from Towson State University and is pursuing a Master's Degree in MIS from Florida Gulf Coast University.

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.

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.

TREND ANALYSIS

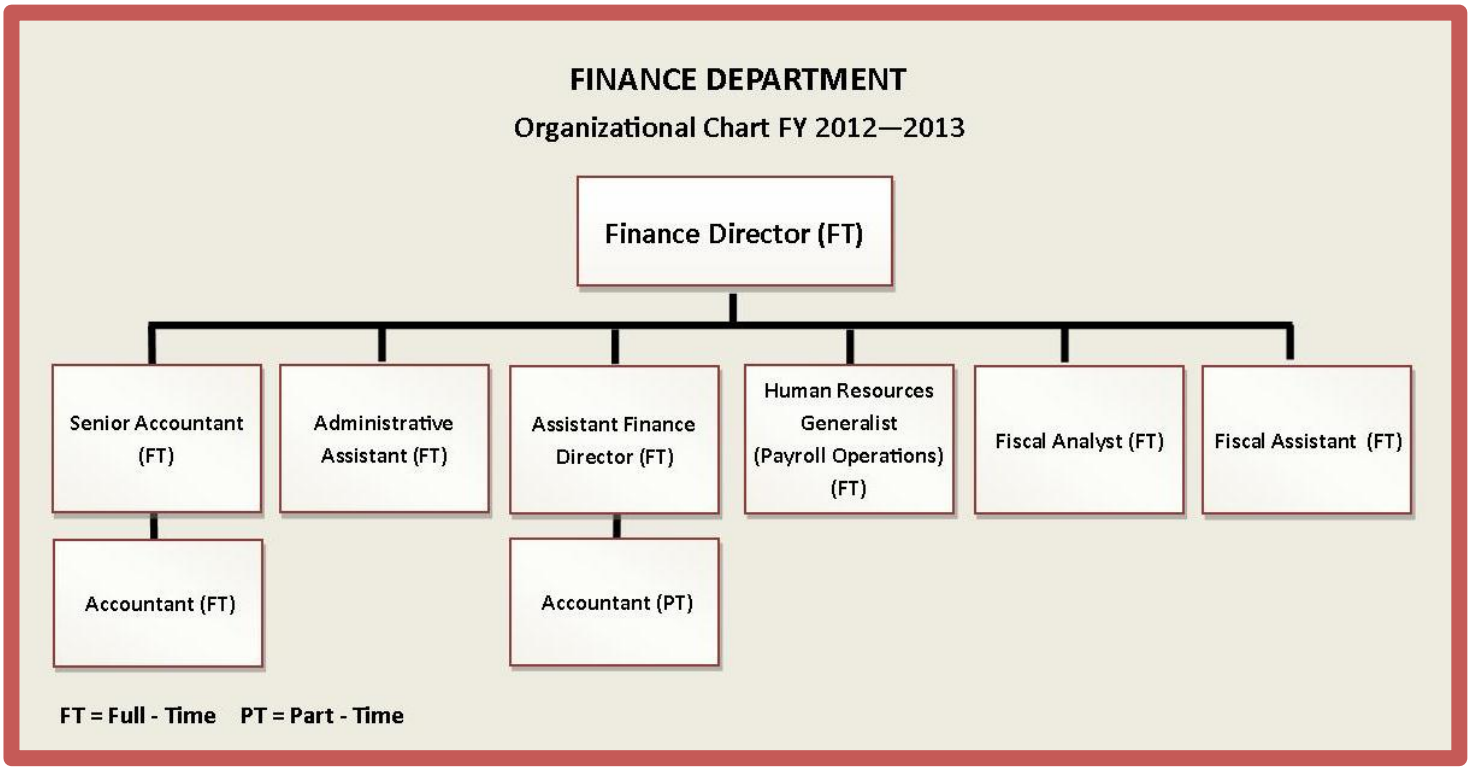
	2012 YTD	2011	2010	2009
Press releases	333	535	575	993
City website page views	109,618	183,460	190,335	183,968
City Website pages per visit	2.5	2.5	2.6	2.5
City Website unique visitors	59,970	89,281	83,764	69,557
City website percentage new visitors	51.2%	46.3%	41.2%	35.7%
FTE	4	4	4	4

General Fund
MIS Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	215,961	216,936	216,936	216,936	216,936	228,770
Part-time	-	-	-	5,154	5,104	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	9,600
Overtime	6,990	12,112	10,000	14,600	15,230	10,000
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	18,039	18,520	17,361	18,107	18,451	19,000
Retirement	49,863	69,675	56,658	56,658	56,658	61,113
Cafeteria Benefits	37,792	37,290	37,746	37,746	37,107	41,217
Workers' Comp	474	431	584	584	375	476
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	329,119	354,964	339,285	349,785	349,862	370,177
OPERATING EXPENSES						
Professional Serv	46,407	8,914	54,837	27,062	17,014	127,700
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	675	66	50,000	87,620	65,545	6,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	5,066	5,613	9,000	14,000	12,000	12,000
Communications	110,684	122,138	147,320	147,320	147,320	153,960
Transportation	1,763	236	750	1,450	1,008	1,000
Utilities	1,157	3,584	-	725	570	-
Rentals & Leases	10,886	19,595	7,300	16,000	13,385	13,300
Insurance	-	-	-	-	-	-
Repair & Maintenance	126,004	91,100	105,740	114,540	111,210	193,341
Printing	-	-	-	-	50	-
Promotional Activities	-	-	-	5,500	3,237	-
Other Current Charges	4,182	2,492	-	-	-	-
Office Supplies	896	32	1,000	1,000	1,000	1,000
Operating Supplies	35,591	33,318	20,000	46,000	35,358	28,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	695	214	1,600	1,600	500	1,600
SUB-TOTAL	344,006	287,302	397,547	462,817	408,197	537,901
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	
Improve Other Than Bldgs	-	-	-	-	-	
Machinery & Equipment	20,338	7,810	21,000	6,300	21,000	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	20,338	7,810	21,000	6,300	21,000	-
DEPARTMENTAL TOTAL	693,463	650,076	757,832	818,902	779,059	908,078
% CHANGE COMPARED TO PREVIOUS YEAR	12.30%	-6.26%		25.97%		10.89%

GENERAL GOVERNMENT FUNCTION

Finance Department


FINANCE DEPARTMENT
Organizational Chart FY 2012—2013
Finance Director (FT)
Senior Accountant (FT)
Administrative Assistant (FT)
Assistant Finance Director (FT)
Human Resources Generalist (Payroll Operations) (FT)
Fiscal Analyst (FT)
Fiscal Assistant (FT)
Accountant (FT)
Accountant (PT)
FT = Full - Time PT = Part - Time

FINANCE DEPARTMENT

Director's Background**:**

Sylvia A. Edwards

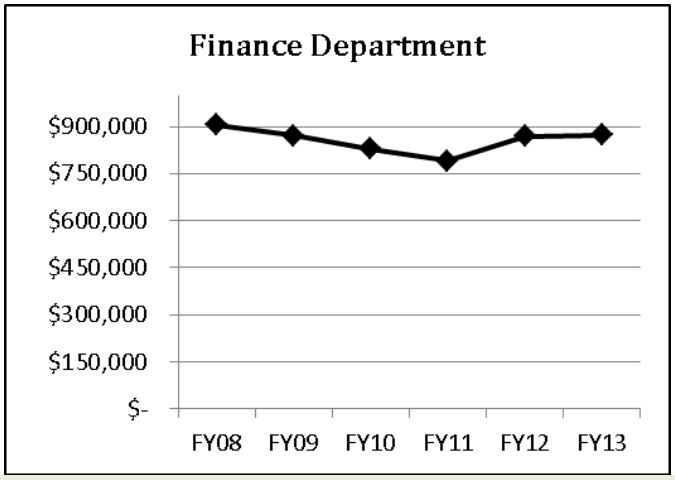
- Masters in Business Administration (MBA), Saint Leo University
- Bachelor of Science in Business Administration, Webber International University
- Certified Public Accountant (CPA)
- Certified Government Finance Officer (CGFO)
- Certified Public Finance Officer (CPFO)
- Eleven (11) years of progressively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

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%

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%

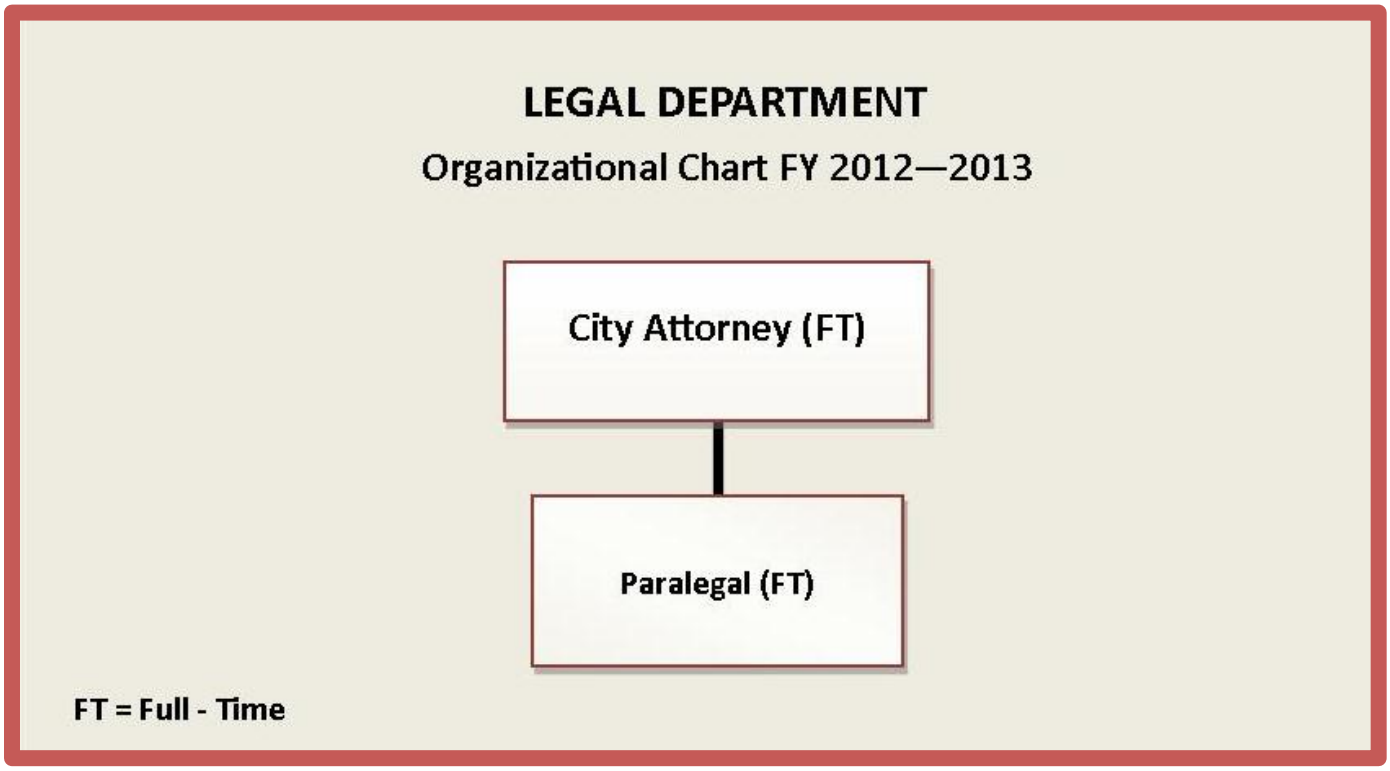
General Fund
Finance Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time*	480,616	446,650	446,511	488,313	479,830	488,309
Part-time	12,465	12,908	15,484	13,008	1,072	15,484
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	(23,536)
Overtime	316	1,818	2,000	3,000	2,190	2,000
RHS/Holiday/Shift Diff/Educ.Incentive	1,985	1,465	4,000	4,000	2,000	4,000
FICA Match	38,255	35,776	35,802	39,000	37,110	37,199
Retirement	94,345	115,471	141,372	141,372	141,372	153,239
Cafeteria Benefits	84,499	78,811	77,410	77,410	77,455	79,194
Workers' Comp	1,016	923	1,251	1,251	803	1,020
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	713,497	693,822	723,830	767,353	741,832	756,908
OPERATING EXPENSES						
Professional Serv	12,346	12,110	13,050	13,050	13,050	13,050
Accounting & Auditing	58,750	49,750	58,500	58,500	58,500	58,500
Court Reporting	-	-	-	-	-	-
Other Contractual	300	402	780	2,256	960	960
Investigations	-	-	-	-	-	-
Travel & Per Diem	5,824	5,964	8,665	8,665	8,665	10,395
Communications	4,334	4,674	7,800	7,800	7,800	8,400
Transportation	4,510	4,002	7,828	7,828	7,828	7,903
Utilities	-	-	-	-	-	-
Rentals & Leases	3,727	4,403	5,285	5,285	5,285	5,285
Insurance	-	-	-	-	-	-
Repair & Maintenance	120	240	338	338	120	120
Printing	2,235	2,311	6,600	6,600	6,600	6,100
Promotional Activities	-	716	-	-	-	-
Other Current Charges	15,050	6,613	8,675	8,675	8,675	5,225
Office Supplies	4,557	3,108	5,500	5,500	5,500	5,500
Operating Supplies	2,629	1,503	3,200	3,200	3,200	3,200
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	530	685	750	750	750	1,000
SUB-TOTAL	114,912	96,481	126,971	128,447	126,933	125,638
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	828,409	790,303	850,801	895,800	868,765	882,546
TO PREVIOUS YEAR	-4.82%	-4.60%		13.35%		-1.48%

* 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
City Attorney (FT)
Paralegal (FT)
FT = Full - Time

Legal Department

City Attorney's Background**:**

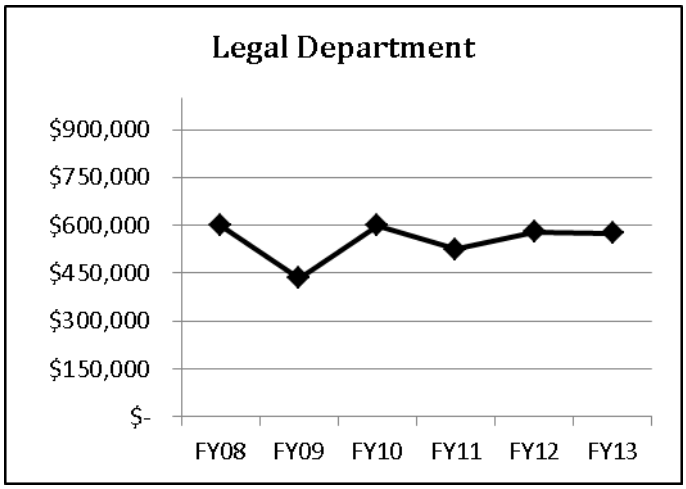
Kenneth B. Cuyler, Esq.

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;

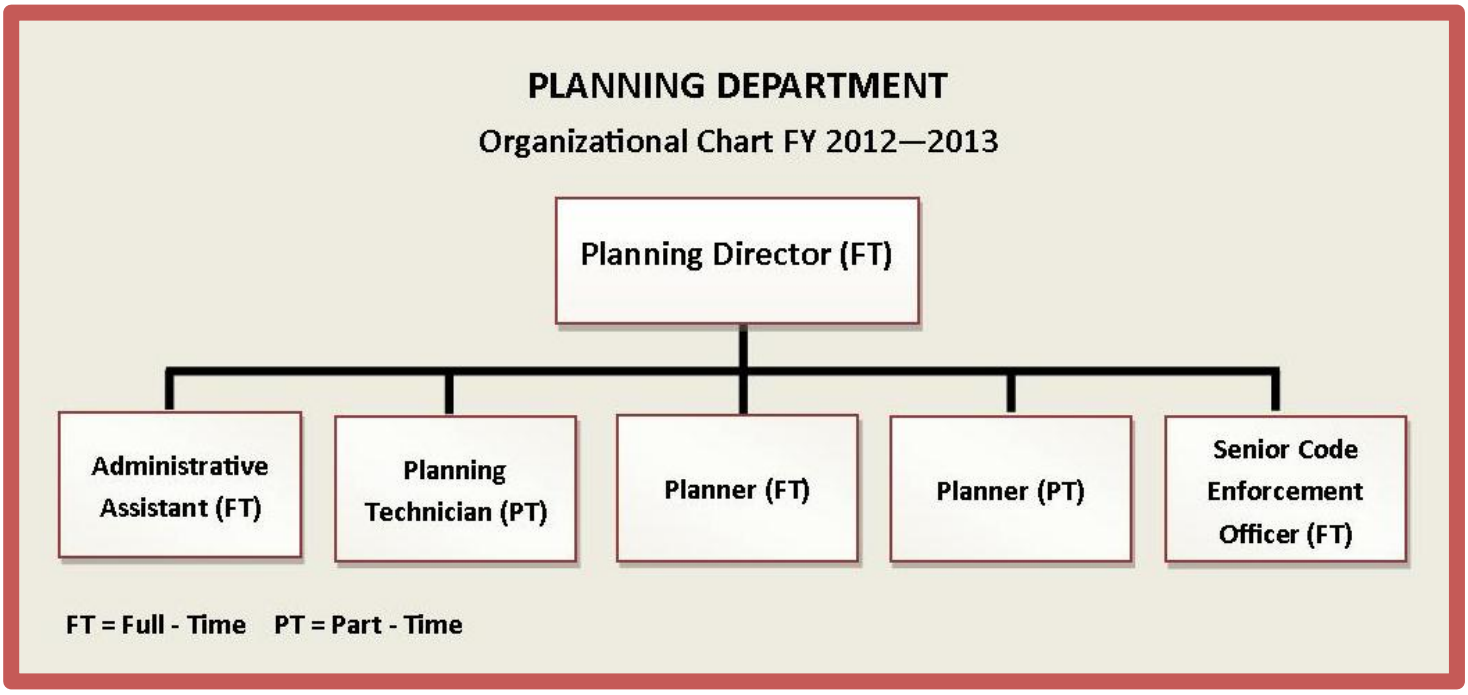
- There will be an increased emphasis on coordination and cooperation among Southwest Florida cities and counties on the issue of water quality in recognition of the fact that it is an issue of great regional significance.

General Fund
Legal Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	225,437	228,784	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
FICA Match	13,312	13,476	12,930	12,930	12,930	10,959
Retirement	61,978	90,117	100,090	100,090	100,090	109,442
Cafeteria Benefits	47,183	43,800	49,027	49,027	45,714	37,341
Workers' Comp	361	328	444	444	285	362
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	369,602	398,064	411,909	411,909	408,729	407,813
OPERATING EXPENSES						
Professional Serv	181,165	79,567	115,710	115,710	115,710	115,710
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	1,000	1,000	1,000	1,000
Other Contractual	3,060	-	5,500	5,500	5,500	5,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	36,619	36,405	39,622	39,622	39,622	39,622
Communications	1,926	1,740	1,820	1,820	1,820	1,964
Transportation	84	241	400	400	400	400
Utilities	-	-	-	-	-	-
Rentals & Leases	1,183	1,249	1,000	1,000	1,000	856
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	300	300	300	300
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,797	2,122	1,900	1,900	1,900	1,900
Office Supplies	549	781	500	500	500	500
Operating Supplies	53	185	100	100	100	100
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	3,442	3,557	3,220	3,220	3,220	3,220
SUB-TOTAL	229,878	125,847	171,072	171,072	171,072	171,072
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	599,480	523,911	582,981	582,981	579,801	578,885
TO PREVIOUS YEAR	37.80%	-12.61%		11.27%		-0.70%

GENERAL GOVERNMENT FUNCTION

Planning Department


PLANNING DEPARTMENT
Organizational Chart FY 2012—2013
Planning Director (FT)
Administrative Assistant (FT)
Planning Technician (PT)
Planner (FT)
Planner (PT)
Senior Code Enforcement Officer (FT)
FT = Full - Time PT = Part - Time

Planning Department

Director's Background:

James C. Jordan, Jr.

Director Jordan 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. Mr. Jordan became planning director in 2009.

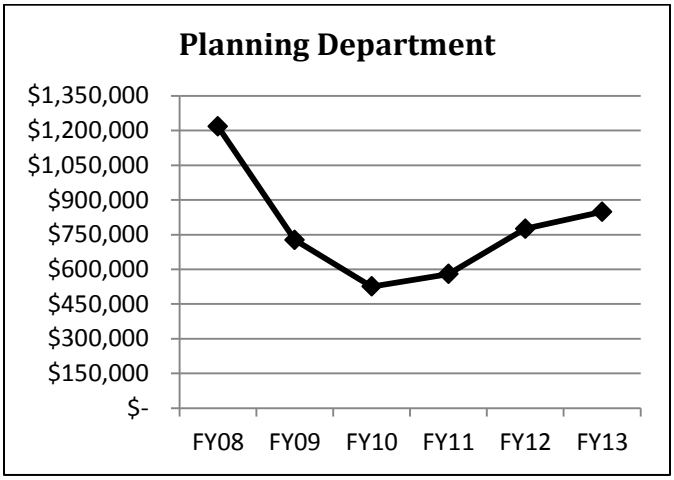
Director Jordan's professional accomplishments include working on the following projects:

- 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 programing 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.

- 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 programing software that has been purchased by the City;

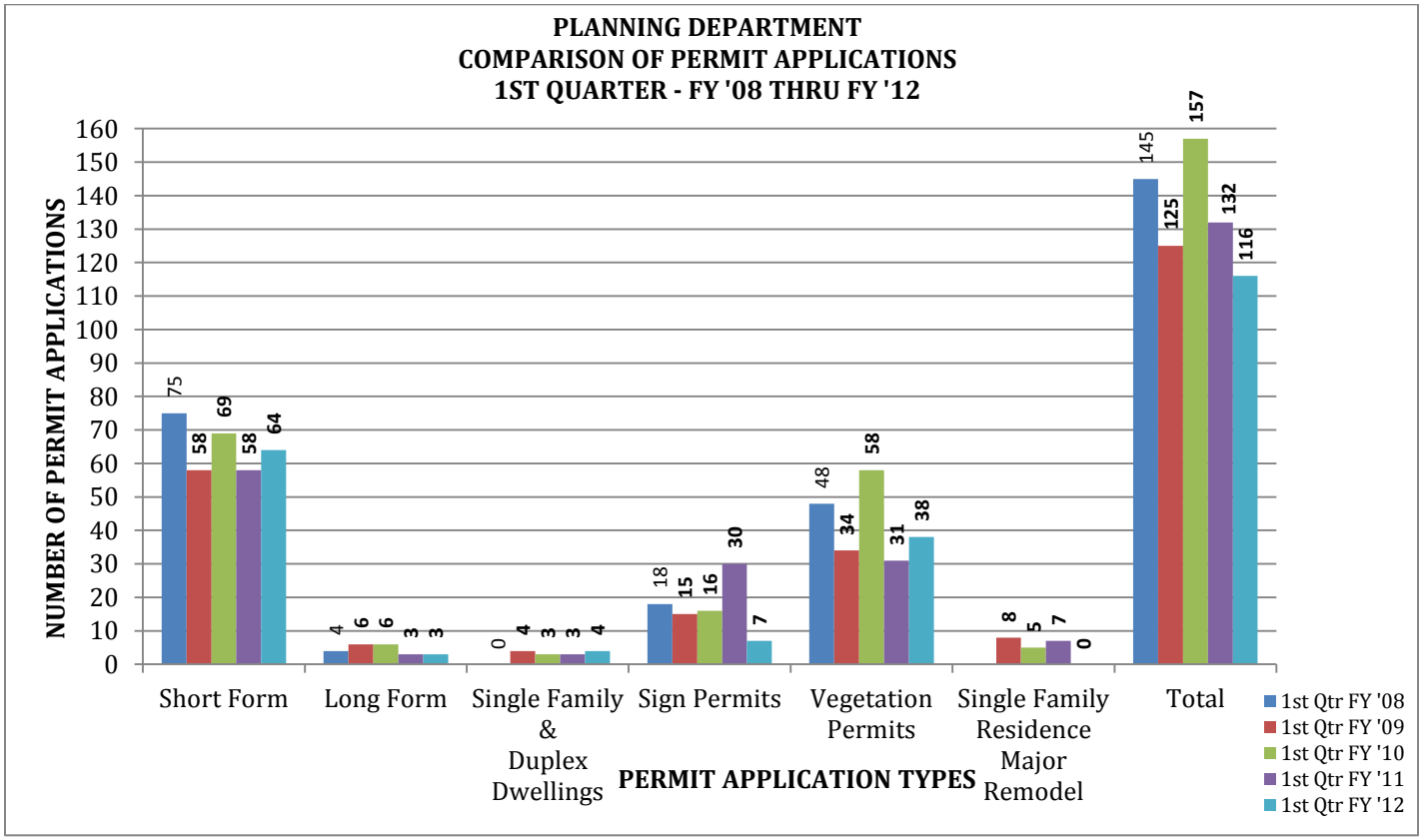
PERFORMANCE INDICATORS

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		

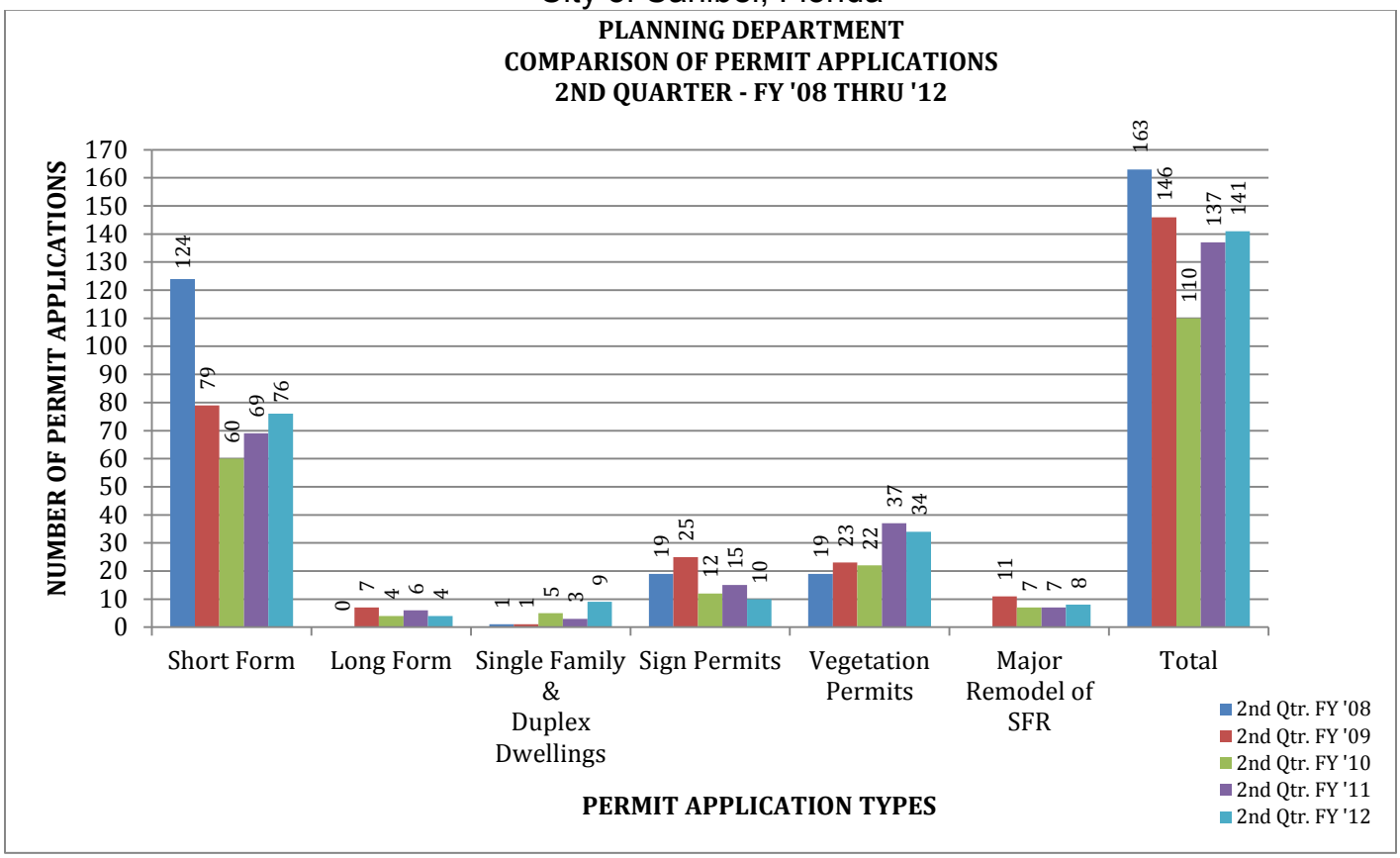
RESPONSIBILITIES

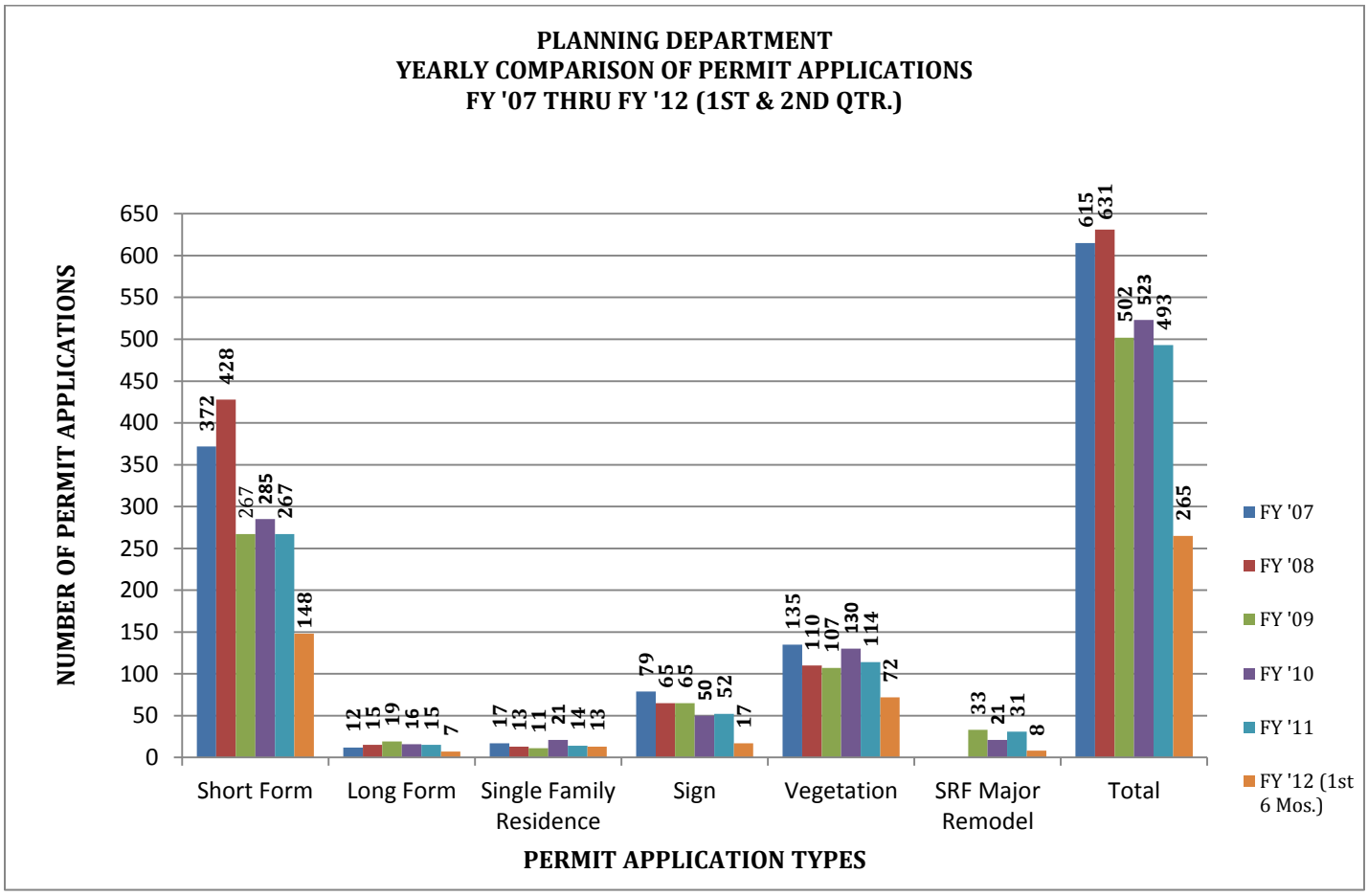
- Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Review and act on development and land use permit applications in an efficient, timely, uniform and thorough manner.
- Administer 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





General Fund
Planning Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	275,319	276,362	275,312	275,312	274,936	286,392
Part-time	21,916	79,678	108,548	127,594	117,023	157,513
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	249	-	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	34,020
Retirement	48,332	69,159	148,176	148,176	148,176	164,256
Cafeteria Benefits	49,311	49,077	49,587	49,587	48,940	67,014
Workers' Comp	17,283	15,694	21,274	21,274	13,663	17,338
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	436,408	518,481	633,553	654,053	634,015	727,533
OPERATING EXPENSES						
Professional Serv	51,022	27,726	73,700	73,700	73,700	73,500
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	5,033	3,484	6,500	18,500	18,500	6,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	10,127	10,508	15,000	15,000	15,000	15,000
Communications	4,135	4,007	6,000	6,000	6,000	6,000
Transportation	1,557	1,670	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	4,941	4,629	7,000	7,000	7,000	7,000
Insurance	-	-	-	-	-	-
Repair & Maintenance	384	-	1,000	1,000	1,000	1,000
Printing	727	103	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
Office Supplies	1,215	2,386	2,500	2,500	2,500	2,500
Operating Supplies	2,476	3,031	2,700	2,700	2,700	2,700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	147	155	1,000	1,000	1,000	1,500
SUB-TOTAL	88,912	61,196	129,400	141,400	141,400	141,700
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-		-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	525,320	579,677	762,953	795,453	775,415	869,233
% CHANGE COMPARED TO PREVIOUS YEAR	-27.70%	10.35%		37.22%		9.28%

GENERAL GOVERNMENT FUNCTION

Insurance/Other General Government Department

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:

Type	Adopted FY 2012 Budget	Proposed FY 2013 Budget
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	$ -
	$ 286,537	$ 317,126

General Fund
Insurance Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
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
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-		-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	266,170	274,442	286,537	286,537	307,889	317,126
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	266,170	274,442	286,537	286,537	307,889	317,126
% CHANGE COMPARED TO PREVIOUS YEAR	-35.72%	3.11%		4.41%		10.68%

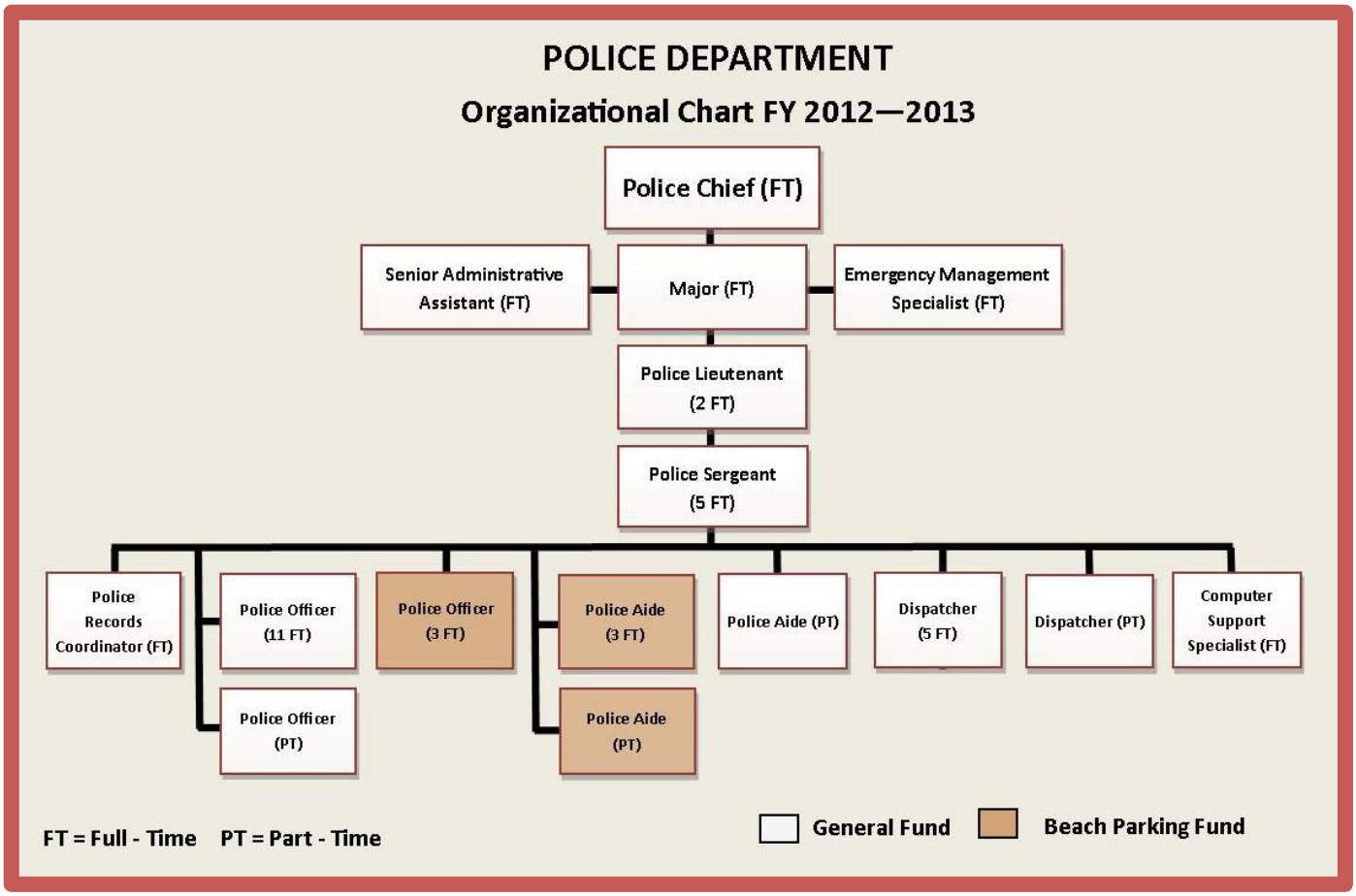
General Fund
Other General Government Services Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
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
FICA Match	-	611	-	-	-	-
Retirement	12,259	-	3,000,000	3,873,236	3,873,236	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	83,259	81,134	3,074,315	3,947,551	3,949,586	74,315
OPERATING EXPENSES						
Professional Serv	49,934	89,024	68,000	88,000	88,000	97,875
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	4,940	15,456	9,800	9,800	9,800	41,800
Investigations	-	-	-	-	-	-
Travel & Per Diem (Transponder Increase)	-	-	-	-	-	20,000
Communications	-	-	-	-	-	-
Transportation	1,936	4,048	2,500	2,500	2,500	2,500
Utilities	-	-	-	-	-	-
Rentals & Leases	29,770	17,818	23,400	23,400	23,400	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
Printing	1,343	-	-	-	-	-
Promotional Activities	-	-	1,000	1,000	1,000	1,000
Other Current Charges	3,965	5,836	13,500	13,500	13,500	47,000
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	2,786	-	-	-	500
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	500	650	600	600	600	600
SUB-TOTAL	139,345	188,098	177,300	200,509	200,509	239,175
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	222,604	269,232	3,251,615	4,148,060	4,150,095	313,490
% CHANGE COMPARED TO PREVIOUS YEAR	3405.57%	20.95%		1440.70%		-92.44%

PUBLIC SAFETY FUNCTION

Police Department

SEMP Department


POLICE DEPARTMENT
Organizational Chart FY 2012—2013
Police Chief (FT)
Senior Administrative Assistant (FT)
Major (FT)
Emergency Management Specialist (FT)
Police Lieutenant (2 FT)
Police Sergeant (5 FT)
Police Records Coordinator (FT)
Police Officer (11 FT)
Police Officer (PT)
Police Officer (3 FT)
Police Aide (3 FT)
Police Aide (PT)
Police Aide (PT)
Dispatcher (5 FT)
Dispatcher (PT)
Computer Support Specialist (FT)
FT = Full - Time
PT = Part - Time
General Fund
Beach Parking Fund

POLICE DEPARTMENT

Chief's Background:

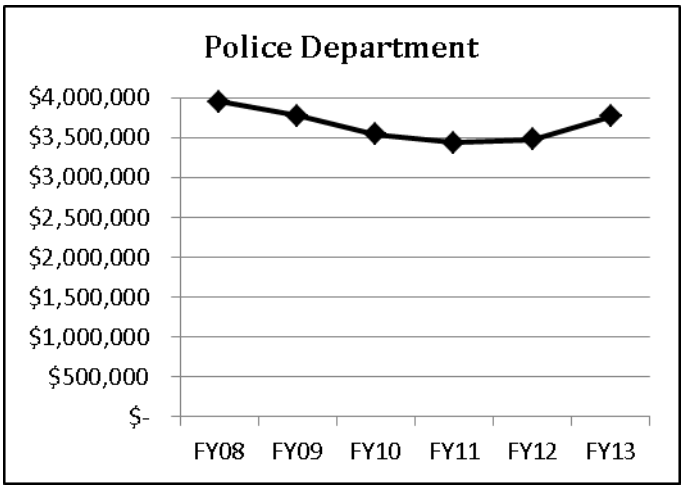
Bill Tomlinson

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 administrate 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.

PERFORMANCE INDICATORS

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

SPECIAL SERVICES - OPERATIONAL RESPONSIBILITIES

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

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

PARKING ENFORCEMENT- OPERATIONAL RESPONSIBILITIES

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

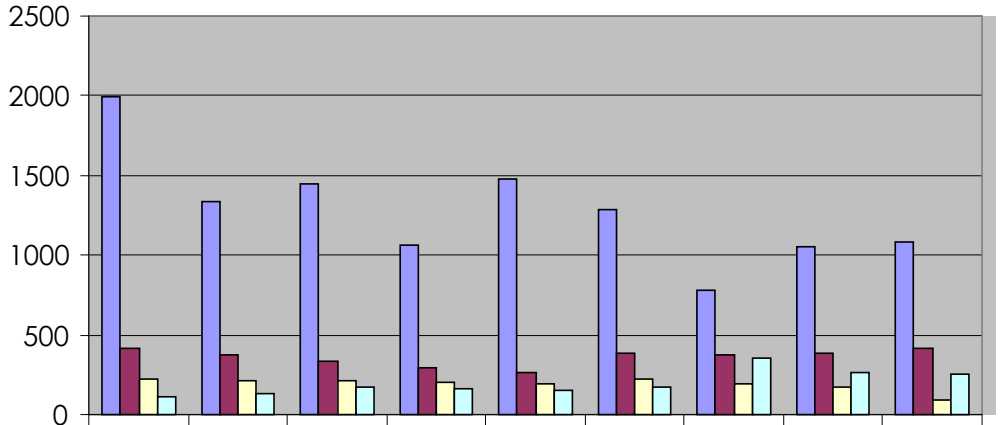
RECORDS DIVISION- OPERATIONAL RESPONSIBILITIES

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

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

CITY OF SANIBEL POLICE DEPARTMENT POLICE ACTIVITY 2003 - 2011

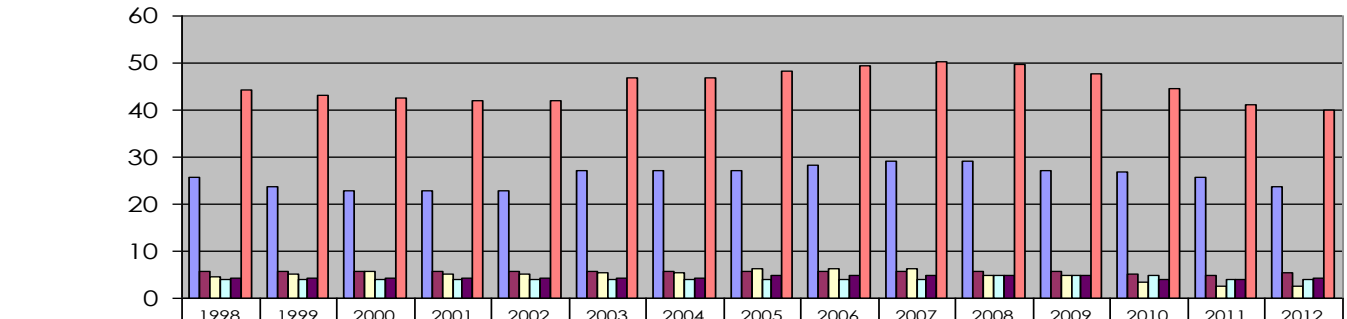


	2003	2004	2005	2006	2007	2008	2009	2010	2011
Tickets (Civil & Criminal)	1994	1334	1447	1066	1478	1283	782	1055	1081
Crimes	420	375	332	294	262	389	372	385	414
Accidents	221	217	212	201	191	219	189	169	88
Arrests (incl. Crim. Cits)	107	130	174	157	153	174	357	260	249

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



	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

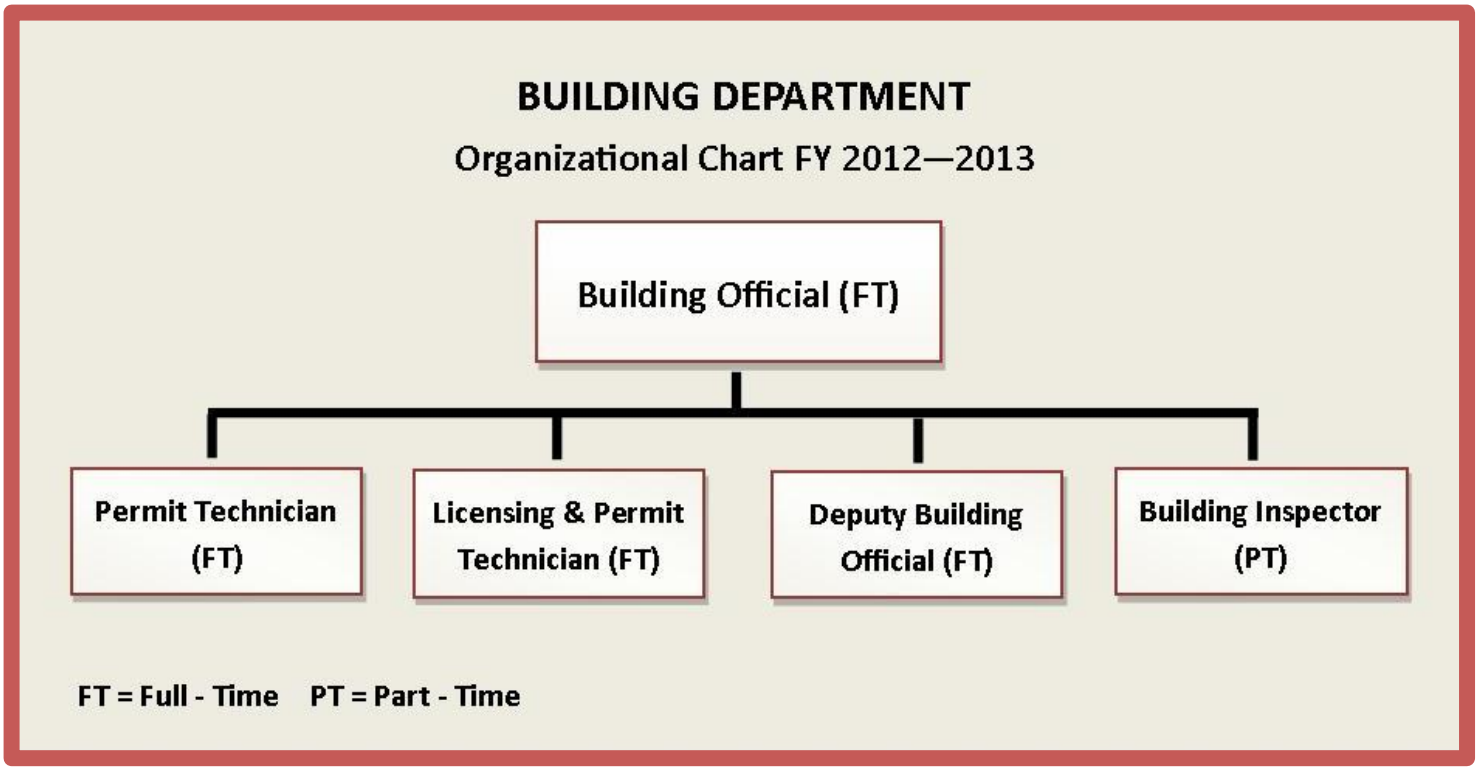
	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	1,744,930	1,617,046	1,525,887	1,525,887	1,524,999	1,469,681
Part-time	95,550	108,171	161,919	161,919	122,193	161,442
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	47,060
Overtime	35,117	30,257	60,000	60,000	31,068	60,000
Longevity/Medical Buyback/Shift/Education/Client billing premium	137,803	132,922	166,650	166,650	127,104	166,650
FICA Match	162,520	151,102	145,587	145,587	138,110	150,392
Retirement	574,410	610,819	773,526	773,526	773,526	875,758
Cafeteria Benefits	483,995	473,580	493,686	493,686	433,090	500,075
Workers' Comp	37,606	34,061	46,168	46,168	29,652	37,627
Unemployment Comp	-	374	1,162	1,162	1,162	-
SUB-TOTAL	3,271,931	3,158,332	3,374,585	3,374,585	3,180,904	3,468,684
OPERATING EXPENSES						
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
Communications	22,428	24,954	21,744	21,744	21,744	38,000
Transportation	1,274	1,742	1,260	1,260	1,260	1,260
Utilities	-	-	-	-	-	-
Rentals & Leases	5,890	7,718	15,460	15,460	15,460	15,460
Insurance	-	-	-	-	-	-
Repair & Maintenance	23,538	23,005	35,040	41,167	41,167	36,966
Printing	690	720	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
Office Supplies	4,754	4,303	6,243	6,243	4,303	5,000
Operating Supplies	80,691	98,697	116,971	117,971	105,000	105,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	760	924	5,074	5,074	5,074	5,074
SUB-TOTAL	256,272	268,980	292,349	299,476	297,885	299,637
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	11,815	10,805	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	11,815	10,805	-	-	-	-
DEPARTMENTAL TOTAL	3,540,018	3,438,117	3,666,934	3,674,061	3,478,789	3,768,321
% CHANGE COMPARED TO PREVIOUS YEAR	-6.26%	-2.88%		6.86%		2.57%

General Fund
Emergency Management (SEMP)

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	76,000	76,000	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	150	150	-
FICA Match	-	-	-	4,650	4,650	-
Retirement	-	-	-	850	850	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	81,650	81,650	-
OPERATING EXPENSES						
Professional Serv	-	-	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
Investigations	-	-		-	-	
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	1,000	500	500	500
Transportation	327	120	2,000	1,500	1,500	1,500
Utilities	-	-	-	-	-	-
Rentals & Leases	102	147	-	4,250	4,324	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	251	373	1,400	2,900	2,900	900
Printing	-	1,795	5,000	7,500	8,004	6,500
Promotional Activities	-	-	700	700	700	700
Other Current Charges	50	-	-	-	-	-
Office Supplies	-	-	230	230	230	230
Operating Supplies	3,060	396	4,000	6,000	6,271	4,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	200	200	200	200
SUB-TOTAL	9,790	8,831	23,530	32,780	33,629	23,530
CAPITAL OUTLAY/GRANTS						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Aid to Gov't Agencies	-	-	500	500	500	500
SUB-TOTAL	-	-	500	500	500	500
DEPARTMENTAL TOTAL	9,790	8,831	24,030	114,930	115,779	24,030
% CHANGE COMPARED TO PREVIOUS YEAR	-42.29%	-9.80%		1201.44%		-79.09%

PUBLIC SAFETY FUNCTION

Building Department


BUILDING DEPARTMENT
Organizational Chart FY 2012—2013
Building Official (FT)
Permit Technician (FT)
Licensing & Permit Technician (FT)
Deputy Building Official (FT)
Building Inspector (PT)
FT = Full - Time PT = Part - Time

BUILDING DEPARTMENT

Building Officials Background:

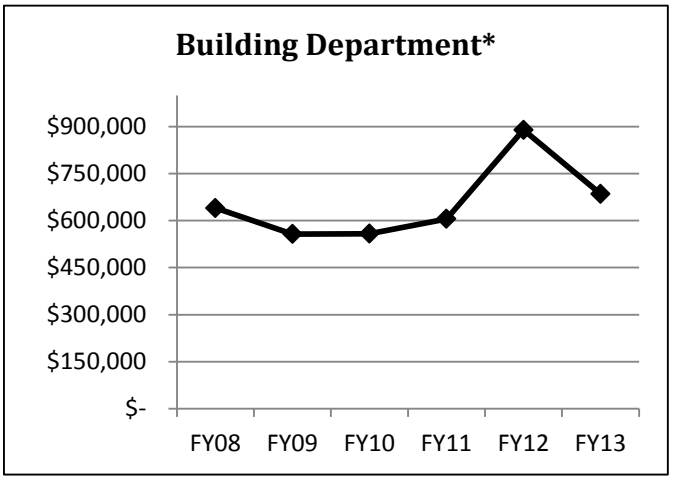
R. Harold Law, Jr.

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 accustom to from the Building Department.

- 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

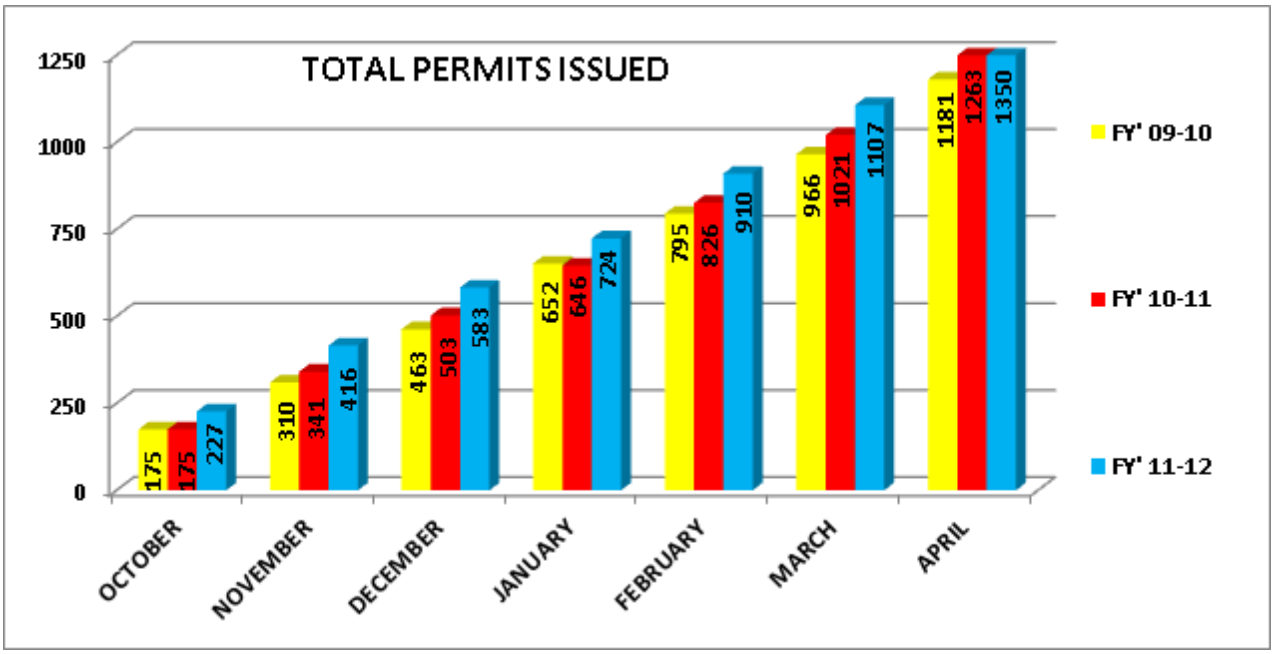
Description	Estimated 2013	Projected 2012	Actual 2011	Actual 2010
To maintain a class 5 rating with FEMA, through the NFIP.	May, 2013	September, 2012	May 16, 2011	October 2010
To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code.	August, 2013	August,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

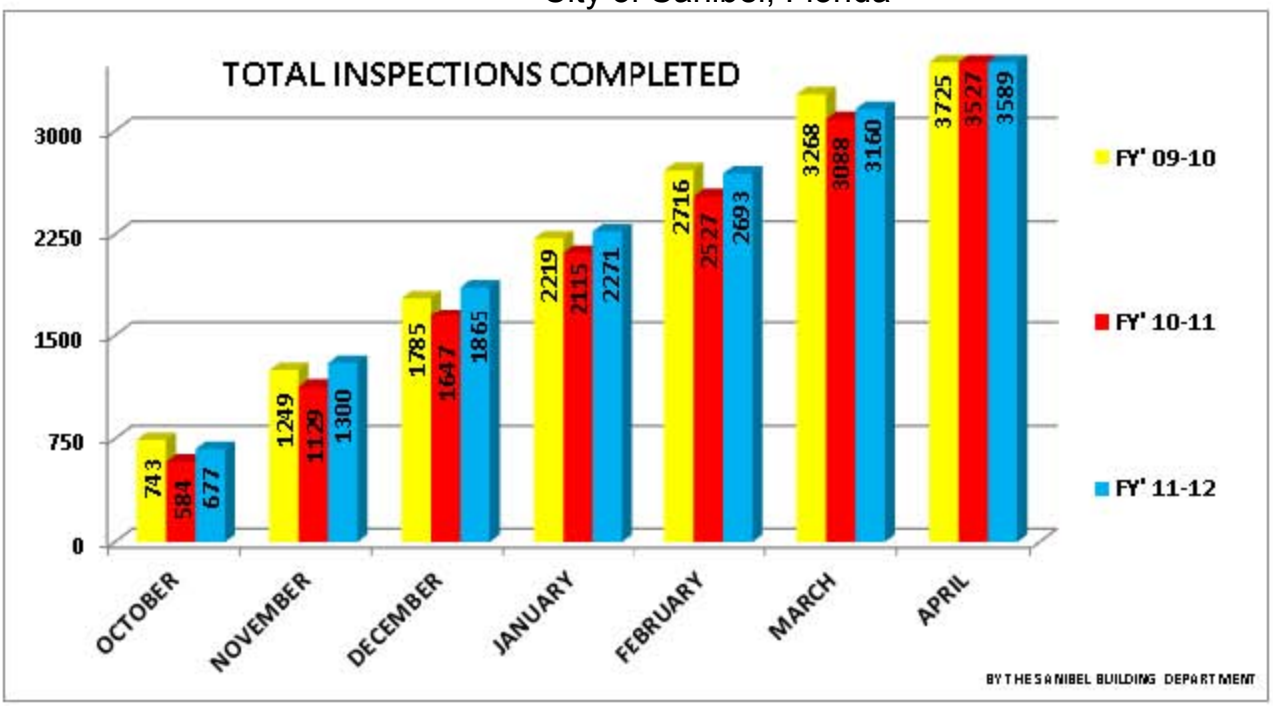
RESPONSIBILITIES

- 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




TOTAL INSPECTIONS COMPLETED
3000
2250
1500
750
0
743
584
677
1249
1129
1300
1785
1647
1865
2219
2115
2271
2716
2527
2693
3268
3088
3160
3725
3527
3589
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
MARCH
APRIL
FY' 09-10
FY' 10-11
FY' 11-12
BY THE SANIBEL BUILDING DEPARTMENT

Special Revenue Fund
Building Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	240,147	235,695	241,041	241,041	241,041	241,041
Part-time	13,137	27,025	18,200	18,200	23,963	18,200
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
Retirement	57,292	82,287	102,212	341,788	341,788	112,392
Cafeteria Benefits	59,213	59,990	59,731	59,731	59,808	62,746
Workers' Comp	5,956	5,409	7,332	7,332	4,708	5,976
Unemployment Comp	(224)	(400)	-	-	-	-
SUB-TOTAL	394,522	429,608	448,348	694,319	697,622	468,584
OPERATING EXPENSES						
Professional Serv	2,574	-	1,515	1,515	918	1,065
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	6,502	3,718	16,000	16,000	15,955	8,950
Investigations	-	-	-	-	-	-
Travel & Per Diem	9,417	10,428	12,000	12,000	12,000	13,591
Communications	3,557	3,621	3,950	3,950	3,940	3,950
Transportation	712	1,264	900	900	900	900
Utilities	-	-	-	-	-	-
Rentals & Leases	1,199	1,258	1,750	1,750	1,740	1,750
Insurance	-	-	259	259	259	259
Repair & Maintenance	-	-	150	150	140	150
Printing	235	185	1,500	1,500	975	1,500
Promotional Activities	973	-	500	500	500	500
Other Current Charges	136,260	152,994	149,275	145,288	150,288	149,518
Office Supplies	1,564	1,518	2,300	2,300	2,300	2,300
Operating Supplies	120	65	1,200	1,200	1,200	1,200
Books, Subscriptions, etc	458	809	1,000	1,000	950	1,000
Training and Education	-	399	-	-	-	500
SUB-TOTAL	163,571	176,259	192,299	188,312	192,065	187,133
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	30,000	30,000	-	30,000
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	30,000	30,000	-	30,000
DEPARTMENTAL TOTAL	558,093	605,867	670,647	912,631	889,687	685,717
% CHANGE COMPARED TO PREVIOUS YEAR	0.17%	8.56%		63.53%		-24.86%

PHYSICAL ENVIRONMENT FUNCTION

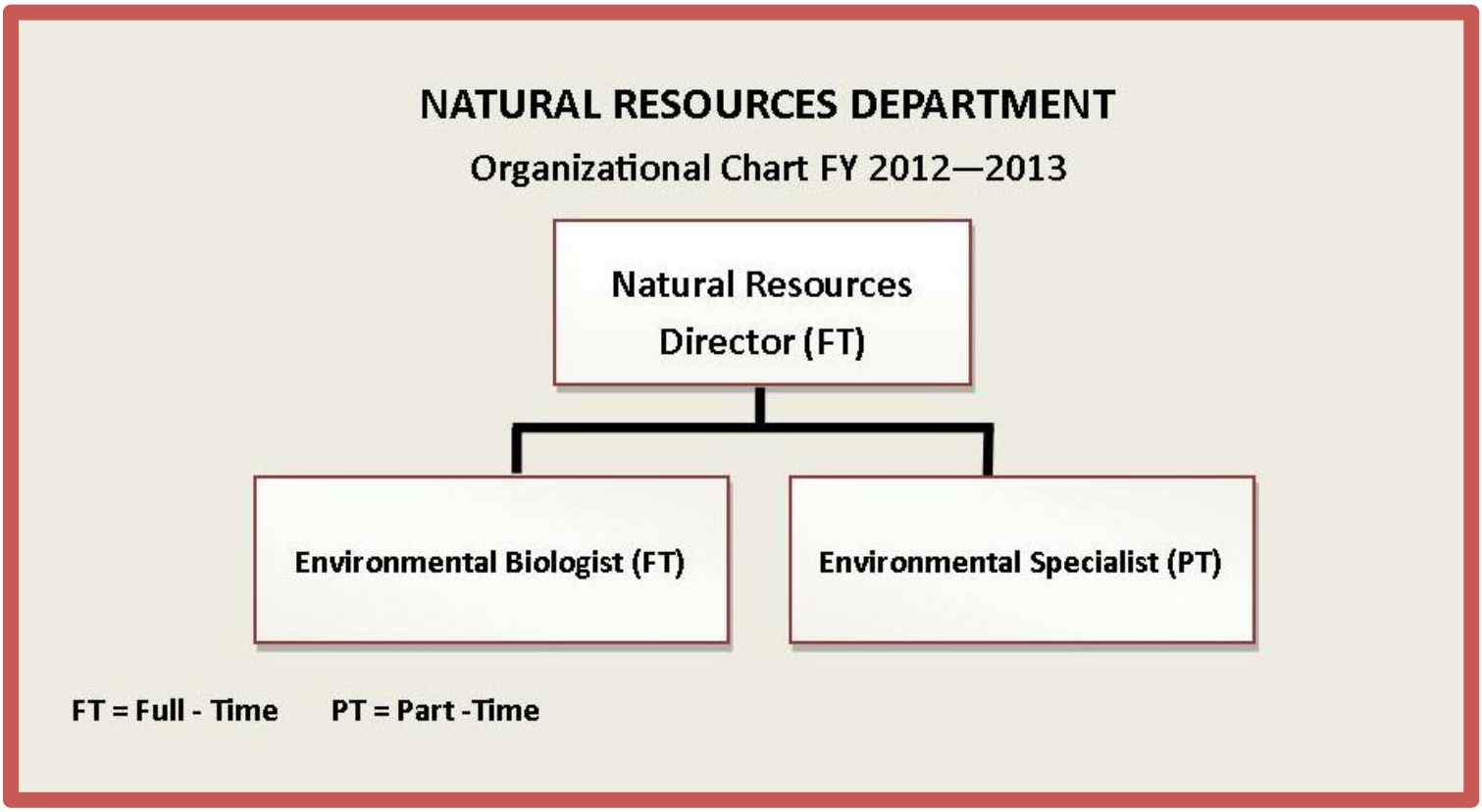
Garbage-Recycling Department

General Fund
Recycling Center

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Life & Health Ins	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	30,804	30,102	33,660	33,660	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
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	594	9,363	11,640	11,640	11,640	11,640
Office Supplies	-	-	-	-	-	-
Operating Supplies	3,391	3,065	4,000	4,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	35,247	43,204	59,300	59,300	58,940	58,940
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	35,247	43,204	59,300	59,300	58,940	58,940
% CHANGE COMPARED TO PREVIOUS YEAR	-7.83%	22.57%		37.26%		-0.61%

PHYSICAL ENVIRONMENT FUNCTION

Natural Resources Management Department


NATURAL RESOURCES DEPARTMENT
Organizational Chart FY 2012—2013
Natural Resources Director (FT)
Environmental Biologist (FT)
Environmental Specialist (PT)
FT = Full - Time
PT = Part -Time

NATURAL RESOURCES DEPARTMENT

Director's Background**:**

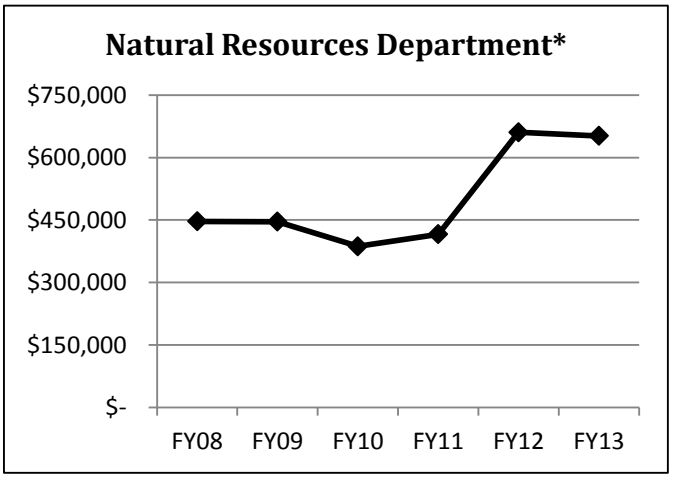
James T. Evans III, M.S.

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.



*THE 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.

- 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.

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

TREND ANALYSIS

Description	Projected 2012	Actual 2011	Actual 2010	Actual 2009
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

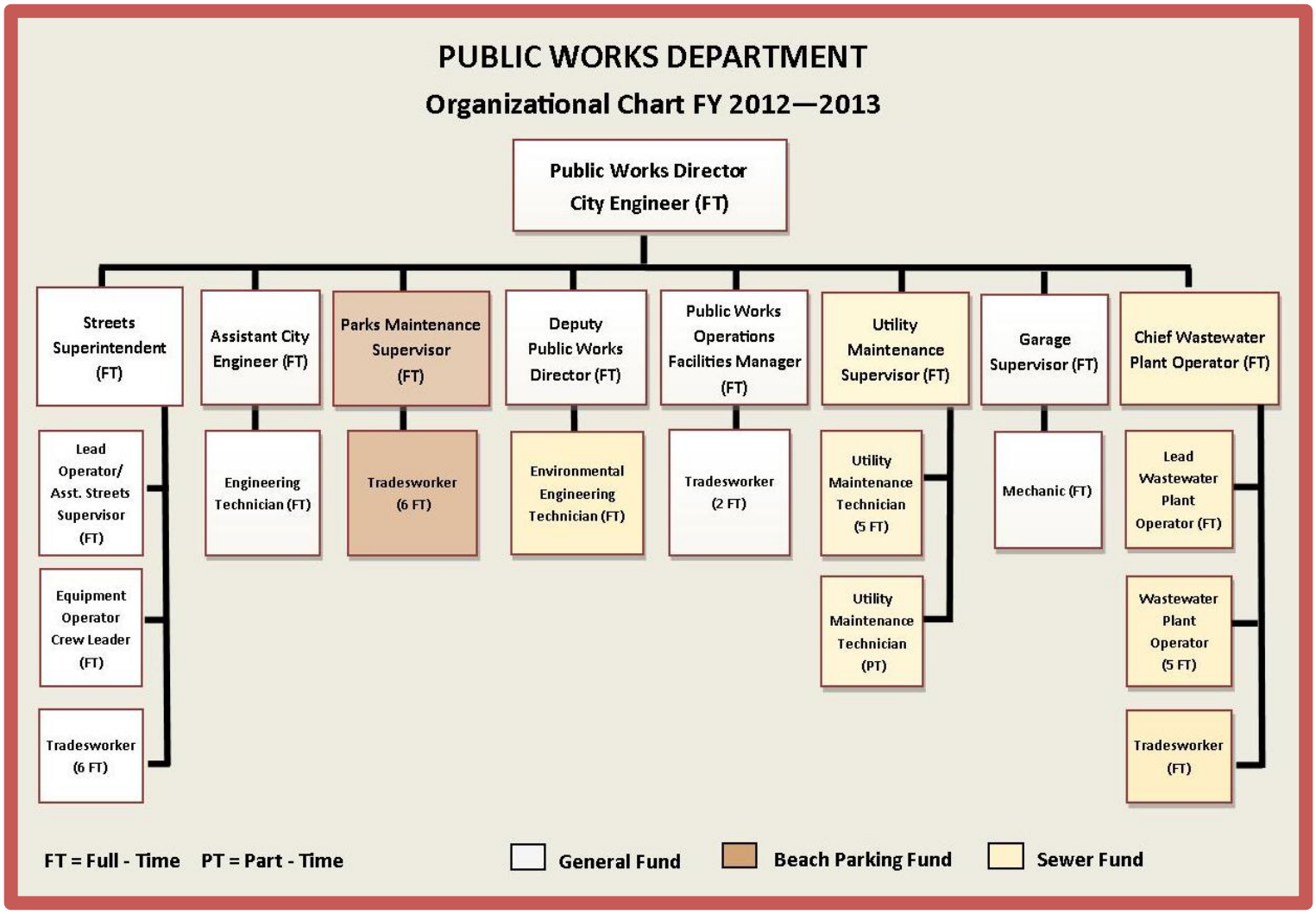
General Fund
Natural Resources Department

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	243,751	245,220	244,328	266,138	266,138	154,277
Part-time	-	-	-	15,000	15,000	59,998
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	18,097	18,249	17,704	20,211	20,521	16,392
Retirement	57,937	83,664	64,811	64,811	64,811	70,436
Cafeteria Benefits	31,468	31,042	30,913	30,913	27,937	20,609
Workers' Comp	7,593	6,895	9,346	9,346	6,004	7,617
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	358,846	385,070	367,102	406,419	400,411	329,328
OPERATING EXPENSES						
Professional Serv	-	-	800	800	300	800
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual*	13,182	14,636	207,000	232,000	232,000	290,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	9,253	8,640	11,500	11,500	11,000	13,200
Communications	3,068	3,675	4,180	4,180	4,180	4,180
Transportation	407	941	200	200	200	200
Utilities	-	-	-	-	-	-
Rentals & Leases	102	74	500	500	200	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	46	23	400	400	200	400
Promotional Activities	-	-	-	-	-	-
Other Current Charges	455	160	1,500	1,500	1,500	1,800
Office Supplies	246	439	1,200	1,200	500	1,200
Operating Supplies	975	2,142	10,334	15,292	9,958	10,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	87	102	500	500	150	200
SUB-TOTAL	27,821	30,832	238,114	268,072	260,188	322,480
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-		-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & AIDS						
Grants & Aid	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	386,667	415,902	605,216	674,491	660,599	651,808
% CHANGE COMPARED TO PREVIOUS YEAR	-13.29%	7.56%		62.18%		-3.36%

* 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
Public Works Director
City Engineer (FT)
Streets Superintendent (FT)
Assistant City Engineer (FT)
Parks Maintenance Supervisor (FT)
Deputy Public Works Director (FT)
Public Works Operations Facilities Manager (FT)
Utility Maintenance Supervisor (FT)
Garage Supervisor (FT)
Chief Wastewater Plant Operator (FT)
Lead Operator/ Asst. Streets Supervisor (FT)
Equipment Operator Crew Leader (FT)
Tradesworker (6 FT)
Engineering Technician (FT)
Tradesworker (6 FT)
Environmental Engineering Technician (FT)
Tradesworker (2 FT)
Utility Maintenance Technician (5 FT)
Utility Maintenance Technician (PT)
Mechanic (FT)
Lead Wastewater Plant Operator (FT)
Wastewater Plant Operator (5 FT)
Tradesworker (FT)
FT = Full - Time
PT = Part - Time
General Fund
Beach Parking Fund
Sewer Fund

PUBLIC WORKS DEPARTMENT

Director's Background

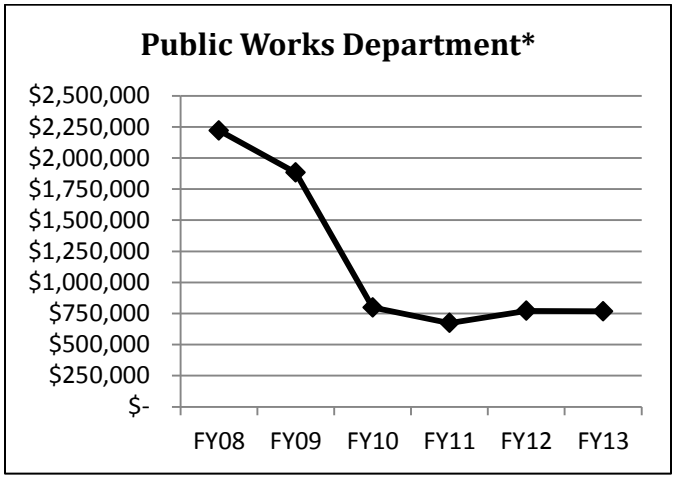
Keith Williams II

Director Williams joined the City of Sanibel in October 2012. Mr. Williams is a licensed professional engineer and prior to coming to Sanibel was the City Engineer for the City of Smyrna, Georgia. Mr. Williams has a bachelor's degree in Civil and Environmental Engineering with University Honors recognition from the University of Tennessee.

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.

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

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 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	468,047	365,875	345,937	343,210	365,661	345,906
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	25,014	12,408	25,000	25,000	18,411	25,000
RHS/Holiday/Shift Diff/Educ.Incentive	1,174	780	2,000	2,000	2,000	2,000
FICA Match	35,812	27,712	27,658	29,208	29,534	28,527
Retirement	110,005	117,322	158,485	158,485	158,485	174,496
Cafeteria Benefits	98,444	84,679	72,887	72,887	89,141	75,948
Workers' Comp	9,842	8,938	12,115	12,115	7,780	9,874
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	748,338	617,714	644,082	642,905	671,012	661,751
OPERATING EXPENSES						
Professional Serv	2,530	29	3,000	26,000	26,000	46,200
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	5,019	1,790	3,460	3,460	3,460	3,420
Investigations	-	-	-	-	-	-
Travel & Per Diem	8,560	8,267	10,600	10,600	10,600	10,600
Communications	7,111	7,291	7,902	7,902	9,700	12,060
Transportation	345	293	500	500	500	500
Utilities	-	-	-	-	-	-
Rentals & Leases	245	-	80	80	80	80
Insurance	-	-	-	-	-	-
Repair & Maintenance	13,092	9,873	19,250	19,250	19,250	19,250
Printing	619	5	1,200	1,200	1,200	1,200
Promotional Activities	-	-	-	-	-	-
Other Current Charges	25	155	600	600	600	600
Office Supplies	3,254	3,998	9,950	9,950	7,950	7,950
Operating Supplies	2,684	5,133	7,000	7,000	7,000	6,800
Road Materials & Supplies	-	3,960	-	-	-	-
Books, Subscriptions, etc	6,228	5,849	10,330	10,330	10,330	10,330
SUB-TOTAL	49,712	46,643	73,872	96,872	96,670	118,990
CAPITAL OUTLAY						
Software	-	-	-	-	-	2,000
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	3,477	-
Machinery & Equipment	-	8,145	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	8,145	-	-	3,477	2,000
GRANTS & AIDS		1,000	-	-	-	
DEPARTMENTAL TOTAL	798,050	673,502	717,954	739,777	771,159	782,741
% CHANGE COMPARED TO PREVIOUS YEAR	-57.62%	-15.61%		9.84%		5.81%

* 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 2009-10 Actual	Fiscal Year 2010-11 Actual	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Proposed
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	399,062	381,080	349,868	349,868	350,313	349,868
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	84,181	89,321	100,000	100,000	98,390	100,000
Special Pay	5,733	3,822	12,000	12,000	8,410	12,000
FICA Match	39,043	37,711	35,333	35,333	34,969	35,333
Retirement	83,937	121,565	109,411	109,411	109,411	119,799
Cafeteria Benefits	100,709	95,398	89,396	89,396	88,800	90,559
Workers' Comp	27,818	25,262	34,242	34,242	21,996	27,907
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	740,483	754,159	730,250	730,250	712,289	735,467
OPERATING EXPENSES						
Professional Serv	92,240	88,370	108,200	108,200	108,200	108,320
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	207,034	192,957	243,200	243,200	243,200	243,200
Investigations	-	-	-	-	-	-
Travel & Per Diem	4,697	4,673	4,110	4,110	4,110	4,360
Communications	968	968	960	960	960	960
Transportation	-	40	-	350	350	-
Utilities	-	-	-	-	-	-
Rentals & Leases	4,363	5,273	6,300	6,300	8,200	8,700
Insurance	-	-	-	-	-	-
Repair & Maintenance	1,077,418	422,857	1,199,500	1,977,589	1,977,600	1,119,500
Printing	-	-	-	-	-	-
Promotional Activities	2,515	-	500	500	500	500
Other Current Charges	-	2,628	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
Road Materials & Supplies	75,549	72,241	78,000	78,000	78,000	80,000
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	1,557,010	893,814	1,726,720	2,505,159	2,507,070	1,651,490
CAPITAL OUTLAY						
Land	-	500	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	29,757	-	78,857	77,860	-
Machinery & Equipment	4,790	-	-	-	-	2,500
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	4,790	30,257	-	78,857	77,860	2,500
DEPARTMENTAL TOTAL	2,302,283	1,678,230	2,456,970	3,314,266	3,297,219	2,389,457

* 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	-27.11%	-27.90%

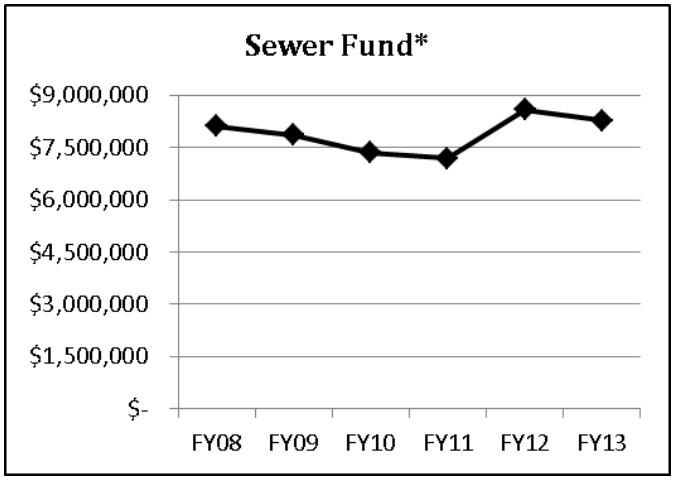
PHYSICAL ENVIRONMENT FUNCTION

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%;

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 ($)	180,000	130,000	220,000	180,000
Funds expended to identity I/I sources ($)	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

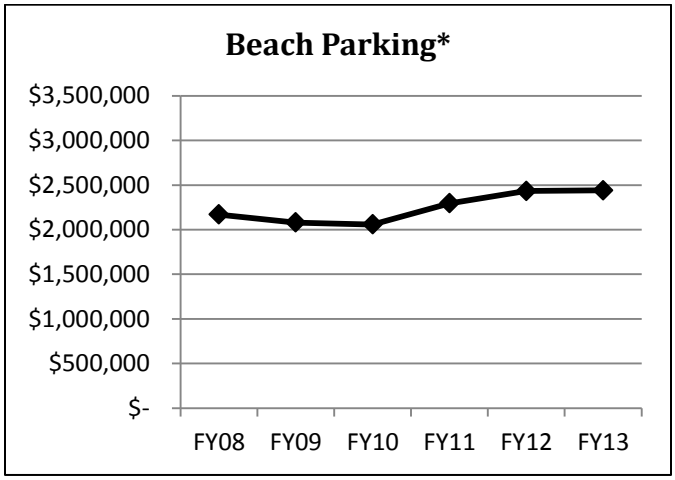
	GAAP Basis		Non-GAAP Basis			
	Fiscal Year	Fiscal Year	Fiscal Year 2012			
	2010 Actual Expenses	2011 Actual Expenses	Original Budget	Amended Budget	Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time*	805,640	896,973	925,380	930,246	877,526	914,592
Part-time	31,839	33,953	33,280	33,280	31,312	33,280
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	85,084	88,294	80,000	80,000	105,783	90,000
Special Pay	22,729	12,812	16,000	16,000	16,000	16,000
FICA Match	71,923	78,714	79,173	80,249	78,842	80,621
Retirement	172,686	253,631	250,566	764,850	764,850	276,507
Cafeteria Benefits	218,502	221,482	246,803	246,803	220,080	267,644
Workers' Comp	12,823	11,684	15,838	15,838	10,172	12,908
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,421,226	1,597,543	1,647,040	2,167,266	2,104,565	1,691,553
OPERATING EXPENSES						
Professional Serv	39,137	86,070	166,800	184,300	184,300	144,800
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	273,288	273,760	265,600	265,600	265,600	349,100
Investigations	-	-	-	-	-	-
Travel & Per Diem	10,377	11,334	13,150	13,150	13,150	13,150
Communications	15,220	14,655	15,280	15,280	15,280	16,980
Transportation	6,599	5,795	7,500	7,500	7,500	7,500
Utilities	378,328	329,801	355,320	355,320	355,320	355,320
Rentals & Leases	4,629	9,214	11,060	21,705	21,705	11,060
Insurance	16,362	16,076	22,940	22,940	20,663	22,474
Repair & Maintenance	722,682	605,090	717,100	812,802	810,350	1,050,000
Printing	783	1,019	3,500	3,500	3,500	3,500
Promotional Activities	588	1,162	2,000	2,000	2,000	2,000
Other Current Charges	524,254	355,377	367,089	472,349	472,349	468,311
Office Supplies	2,561	2,883	4,400	4,400	5,800	4,400
Operating Supplies	206,389	232,199	280,250	280,250	280,250	285,050
Road Materials & Supplies	-	-	4,000	4,000	4,000	4,000
Books, Subscriptions, etc	2,573	6,494	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	2,749,245
Capital Outlay						
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	155,000	155,000	162,000	195,000
Machinery & Equipment	-	-	440,000	427,664	264,968	85,000
SUB-TOTAL	-	-	595,000	582,664	426,968	280,000
Reserve for Disasters			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
SUB-TOTAL	3,727,408	3,634,024	3,577,296	3,577,296	3,577,296	3,573,296
DEPARTMENTAL TOTAL	7,352,404	7,182,496	8,066,925	8,803,922	8,582,196	8,294,094
% CHANGE COMPARED TO PREVIOUS YEAR	-6.51%	-2.31%		22.57%		-5.79%

* 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.

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

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	552,274	332,270	196,465	23,540	552,274
Requested positions	40,310	24,252	14,340	1,718	40,310
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 C(	0	0	0	0	0
FICA Match	50,096	30,140	17,821	2,135	50,096
RETIREMENT	236,660	142,384	84,189	10,087	236,660
CAFETERIA BENEFITS	212,691	127,963	75,662	9,066	212,691
W/C	18,402	11,071	6,546	784	18,402
Personnel Services	1,172,702	705,544	417,174	49,984	1,172,702
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 BLDG!	531,000	531,000	0	0	531,000
MACHINERY & EQUIP	172,000	172,000	0	0	172,000
Capital Outlay	703,000	703,000	0	0	703,000
INTEREST	0	0	0	0	0
Debt Service	0	0	0	0	0
TOTAL EXPENSES	**3,178,753**	**2,193,747**	**882,896**	**102,110**	**2,981,353**

Economic Environment Function

Below Market Rate Housing Program

General Fund
Below Market Rate Housing Program

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	3,019	1,654	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	-	-	-	-	-	-
SUB-TOTAL	6,835	6,043	7,000	7,000	7,000	5,000
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
Grants & Aids	247,616	255,044	262,695	262,695	262,695	274,800
DEPARTMENTAL TOTAL	254,451	261,087	269,695	269,695	269,695	279,800
% CHANGE COMPARED TO PREVIOUS YEAR		2.61%		3.30%		3.75%

CULTURE/RECREATION FUNCTION

Recreation Complex Department

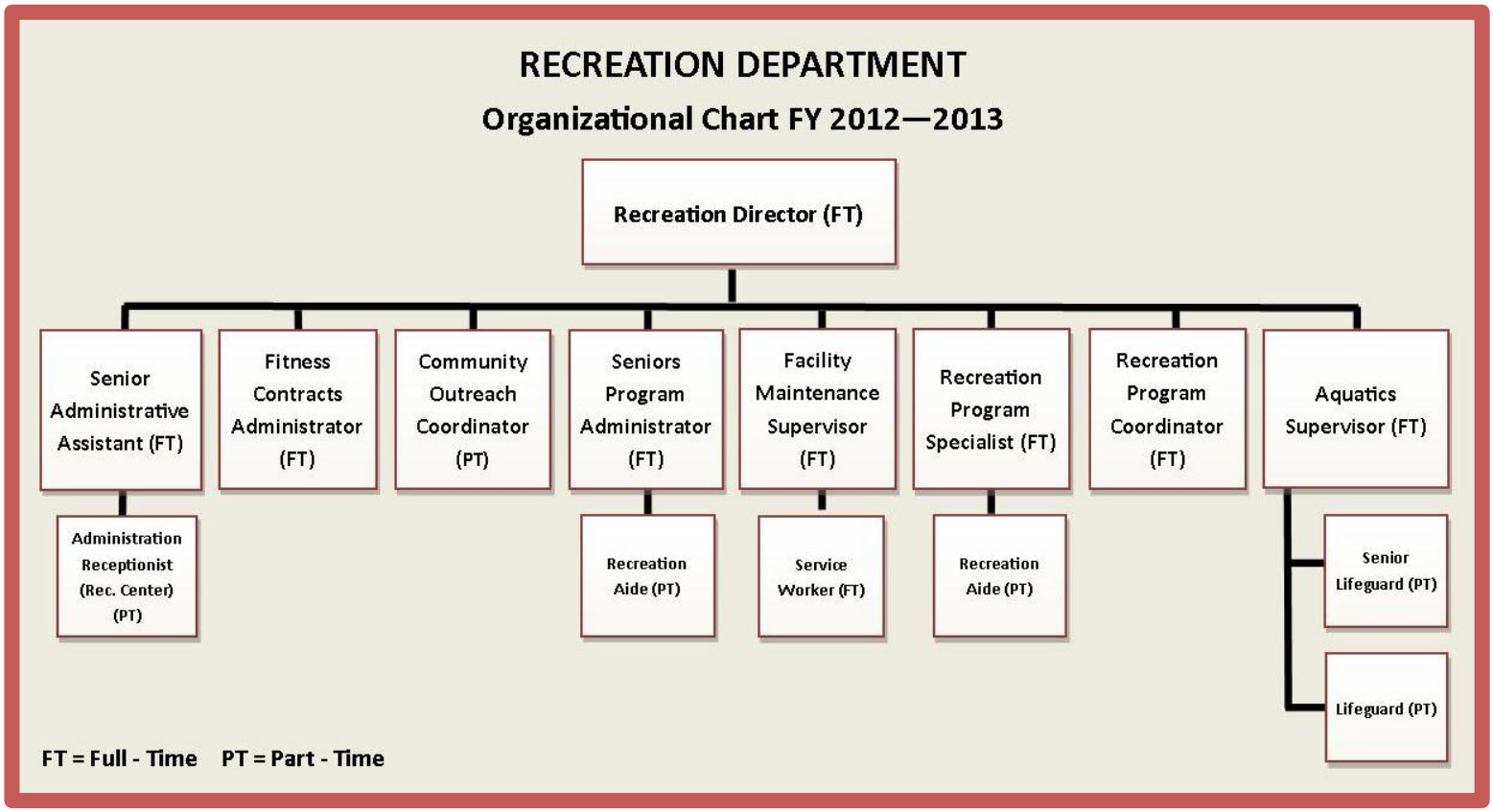
Center 4 Life Program Department

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
Recreation Director (FT)
Senior Administrative Assistant (FT)
Fitness Contracts Administrator (FT)
Community Outreach Coordinator (PT)
Seniors Program Administrator (FT)
Facility Maintenance Supervisor (FT)
Recreation Program Specialist (FT)
Recreation Program Coordinator (FT)
Aquatics Supervisor (FT)
Administration Receptionist (Rec. Center) (PT)
Recreation Aide (PT)
Service Worker (FT)
Recreation Aide (PT)
Senior Lifeguard (PT)
Lifeguard (PT)
FT = Full - Time PT = Part - Time

RECREATION DEPARTMENT

Acting Director's Background:

Andrea Miller

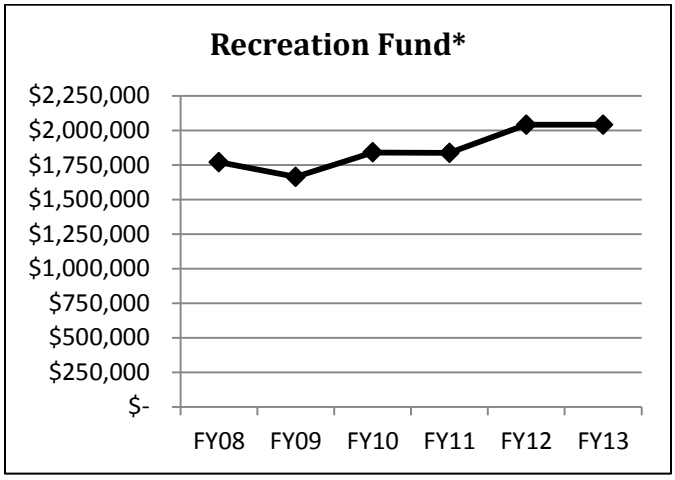
- Bachelor of Science in Health & Physical Education (K-12) from Indiana University of Pennsylvania
- Member of Florida Recreation & Parks Association and National Recreation & Parks Association
- Certified Parks & Recreation Professional (CPRP)
- NIMS Certified
- American Red Cross First Aid and CPR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

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	Actual FY 2012	Actual FY 2011	Actual FY 2010	Actual FY 2009
Recreation Center Fitness Class Participation * Beginning 2010 Fitness Classes expanded and included with membership	17,835	19,319	18,943	3,854
Center 4 Life Fitness Class Participation	8,858	8,092	8,464	6,447
Weight Room Usage	39,136	40,080	40,680	34,725
Aquatic Facility Usage	25,552	25,601	23,091	30,249
Youth Program Enrollment	486	494	470	409
Health Screenings	44	49	38	22
Community Events	27	13	0	0

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
- Mange 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

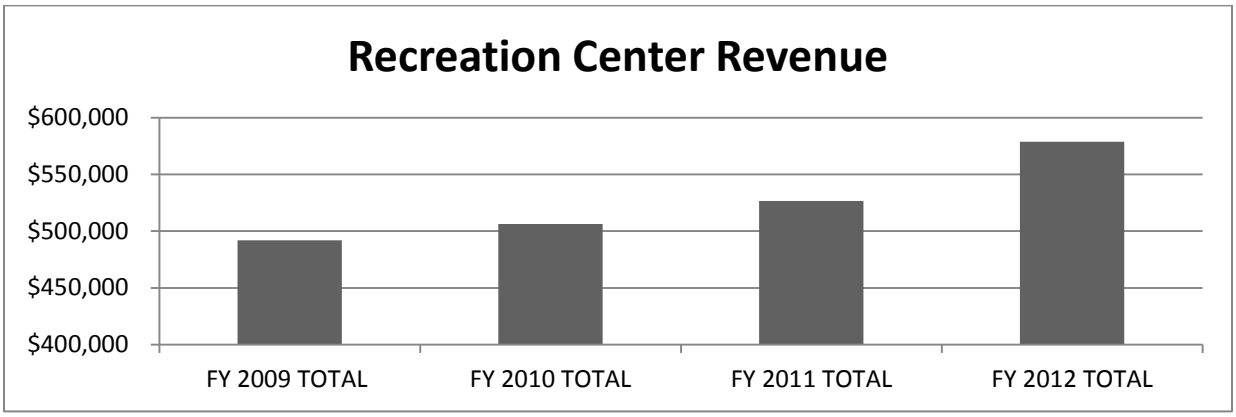
Community Outreach
- Health Screenings
- Community Special Events
- Marketing and Social Media

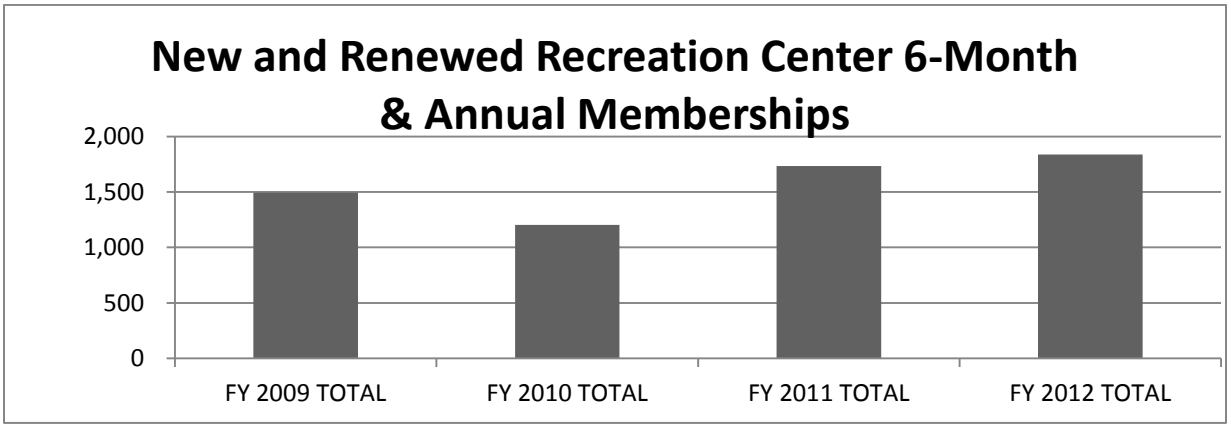
Center 4 Life (Seniors) Programs
- Fitness Classes
- Social Activities
- Educational Programs
- Group Trips

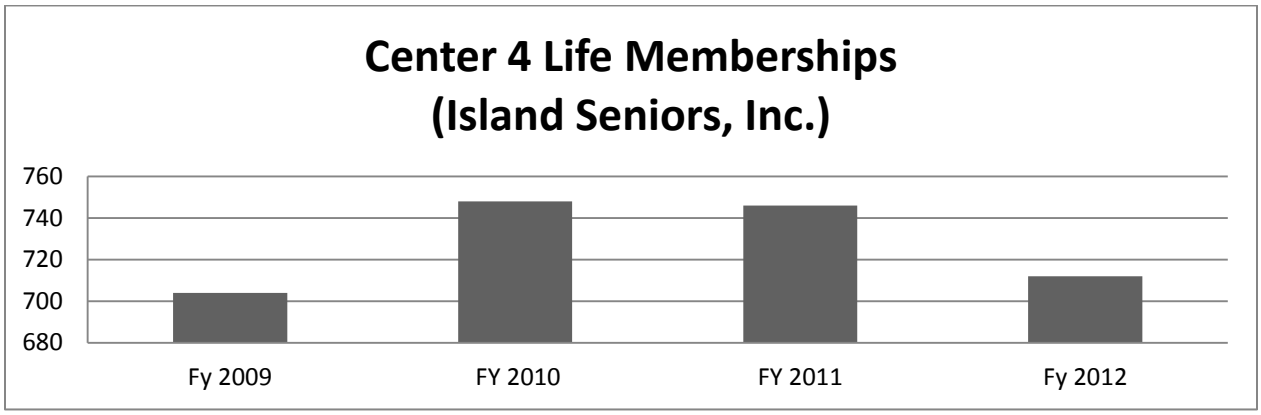
Youth Programs
- Summer Camp
- After School Program
- Holiday Camps
- Fun Days
- Teens

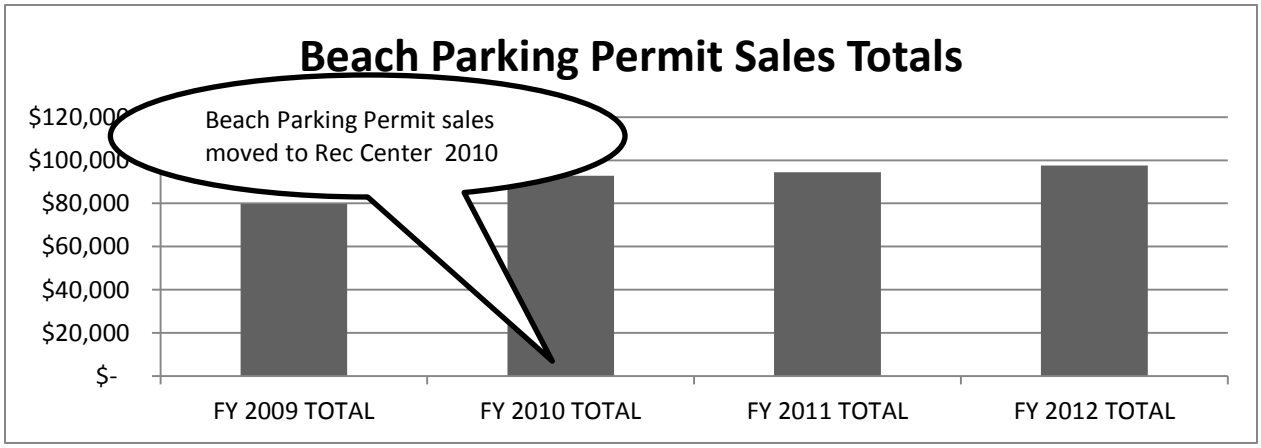
Athletics
- Youth Basketball Program
- Adult Softball League
- Ball Field League Use Coordination

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


Recreation Center Revenue
$600,000
$550,000
$500,000
$450,000
$400,000
FY 2009 TOTAL
FY 2010 TOTAL
FY 2011 TOTAL
FY 2012 TOTAL


New and Renewed Recreation Center 6-Month & Annual Memberships
2,000
1,500
1,000
500
0
FY 2009 TOTAL
FY 2010 TOTAL
FY 2011 TOTAL
FY 2012 TOTAL


Center 4 Life Memberships (Island Seniors, Inc.)
760
740
720
700
680
Fy 2009
FY 2010
FY 2011
Fy 2012


Beach Parking Permit Sales Totals
Beach Parking Permit sales moved to Rec Center 2010
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$-
FY 2009 TOTAL
FY 2010 TOTAL
FY 2011 TOTAL
FY 2012 TOTAL

Special Revenue Fund
Parks & Recreation - Recreation Complex

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time*	441,696	451,804	457,727	420,287	375,074	404,784
Part-time	326,783	315,839	377,106	419,469	446,550	429,640
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	20,230	24,601	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	65,363
Retirement	103,185	137,562	137,553	137,553	137,553	139,303
Cafeteria Benefits	125,269	124,390	137,350	137,350	103,560	124,581
Workers' Comp	14,387	13,105	17,764	17,764	11,408	14,478
Unemployment Comp	2,006	6	-	-	768	2,176
SUB-TOTAL	1,095,044	1,129,396	1,212,443	1,217,743	1,160,233	1,200,325
OPERATING EXPENSES						
Professional Serv	1,692	7,908	4,195	4,195	3,500	3,117
Other Contractual	157,543	153,394	204,210	202,210	206,210	214,654
Travel & Per Diem	13,594	16,557	16,990	16,990	16,950	16,990
Communications	8,776	9,379	8,540	8,540	8,540	11,540
Transportation	2,705	737	1,500	1,500	2,500	2,500
Utilities**	163,038	140,848	180,672	180,672	165,000	165,600
Rentals & Leases	10,857	19,670	27,117	29,332	29,050	19,672
Insurance	3,374	3,573	4,723	4,723	7,251	7,469
Repair & Maintenance	66,150	64,536	87,680	137,360	134,395	113,245
Printing	1,129	1,657	5,760	5,760	5,760	5,760
Promotional Activities	5,175	12,756	8,115	11,115	11,000	9,470
Other Current Charges	8,760	14,795	6,775	6,775	13,000	14,925
Office Supplies	10,333	11,108	15,000	12,000	14,700	15,000
Operating Supplies	82,615	77,324	83,466	113,266	106,150	93,990
Road Materials & Supplies	1,940	670	2,500	5,500	4,600	3,200
Books, Subscriptions, etc	3,673	3,239	4,960	4,960	4,960	4,960
SUB-TOTAL	541,354	538,151	662,203	744,898	733,566	702,092
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	30,744	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	30,744	-	-	-	-	-
GRANTS & AIDS	27,934	21,958	24,925	37,425	37,425	26,305
DEPARTMENTAL TOTAL	1,695,076	1,689,505	1,899,571	2,000,066	1,931,224	1,928,722

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

% CHANGE COMPARED TO PREVIOUS YEAR	2.17%	-0.33%	18.38%	-3.57%

Special Revenue Fund
Parks & Recreation - Center 4 Life Program

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	59,782	59,782	59,553	59,553	59,553	59,553
Part-time	17,277	13,779	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
Retirement	14,049	20,510	25,888	25,888	25,888	28,480
Cafeteria Benefits	16,029	15,588	15,520	15,520	15,528	16,412
Workers' Comp	1,918	1,742	2,361	2,361	1,516	1,924
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	114,896	116,908	122,756	122,756	121,919	125,804
OPERATING EXPENSES						
Professional Serv	60	-	60	60	60	60
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	10,251	10,506	10,500	11,500	11,500	11,500
Travel & Per Diem	906	935	1,431	1,431	1,431	1,431
Communications	3,203	2,663	3,000	3,000	3,110	3,600
Transportation	642	782	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	1,779	1,757	2,550	2,550	2,550	2,550
Insurance*	12,215	12,948	14,229	14,229	10,936	11,264
Repair & Maintenance	-	-	-	-	-	-
Printing	11	51	500	500	500	500
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	284	428	635	635	635	635
Operating Supplies	351	432	836	836	836	836
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	62	154	300	300	300	495
SUB-TOTAL	29,764	30,656	35,041	36,041	32,858	33,871
CAPITAL OUTLAY						
Land	-	-	-	-		-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-		-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	144,660	147,564	157,797	158,797	154,777	159,675
% CHANGE COMPARED TO PREVIOUS YEAR	14.47%	2.01%		7.61%		0.55%

* Prior to FY10 insurance was charged into the general fund

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	905	476	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
Repair & Maintenance	360	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	300	300	300	300
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	11,090	11,856	14,468	14,468	13,961	14,329
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	11,090	11,856	14,468	14,468	13,961	14,329
% CHANGE COMPARED TO PREVIOUS YEAR	431.13%	6.91%		22.03%		-0.96%

General Fund
Historical Village and Museum

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2011 Adopted Budget	Fiscal Year 2011 Amended Budget	Fiscal Year 2011 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments				-	-	
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL			-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	2,384	17,256	5,154	5,154	5,154	5,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	1,421	1,170	1,500	1,500	1,500	1,660
Transportation	-	-	-	-	-	-
Utilities	6,815	7,433	5,250	5,250	5,250	5,250
Rentals & Leases	-	-	-	-	-	-
Insurance	30,867	33,811	36,722	36,722	36,017	37,098
Repair & Maintenance	31,280	19,774	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
CAPITAL OUTLAY						
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	74,700
DEPARTMENTAL TOTAL	159,551	163,029	149,023	149,023	148,318	141,105
% CHANGE COMPARED TO PREVIOUS YEAR	-2.27%	2.18%		-8.59%		-5.31%

Special Revenue Fund
Sanibel School - Ball Park Maintenance

	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	FY13 Proposed
PERSONNEL SERVICES						
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	-	-	-	-	-	-
SUB-TOTAL	22,113	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	3,000	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	46,913	63,879	64,340	64,340	64,300	64,340
Investigations	-	-	-	-	-	-
Travel & Per Diem	800	-	-	-	-	-
Communications	246	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	11,333	13,757	17,104	17,104	15,000	15,000
Rentals & Leases	150	99	100	100	-	-
Insurance	7,977	9,141	10,121	10,121	9,869	10,165
Repair & Maintenance	22,424	28,194	26,700	26,700	26,700	43,200
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	92,541	91,145	91,145	84,066	84,066	84,066
Office Supplies	-	-	-	-	-	-
Operating Supplies	3,660	7,593	8,150	8,500	7,000	7,150
Road Materials & Supplies	-	-	2,500	2,500	1,400	2,500
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	189,044	213,808	220,160	213,431	208,335	226,421
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	6,000	4,782	118,834
Machinery & Equipment			-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	6,000	4,782	118,834
DEPARTMENTAL TOTAL	211,157	213,808	220,160	219,431	213,117	345,255
% CHANGE COMPARED TO PREVIOUS YEAR	-19.02%	1.26%		2.63%		57.34%

General Fund
Parks & Recreation-Public Facilities

	Fiscal Year 2010 Actual Expenditures	Fiscal Year 2011 Actual Expenditures	Fiscal Year 2012 Adopted Budget	Fiscal Year 2012 Amended Budget	Fiscal Year 2012 Estimated Actual	FY13 Adopted
PERSONNEL SERVICES						
Salaries & Wages						
Full-time	121,129	121,807	120,541	120,541	120,725	120,541
Part-time	-	-	-	-	-	-
Salary Adjustment	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	28,237	30,182	30,000	30,000	37,399	30,000
RHS/Holiday/Shift Diff/Educ.Incentive	1,739	1,159	2,500	2,500	2,500	2,500
FICA Match	11,548	11,869	11,708	11,708	12,288	11,708
Retirement	28,947	40,600	32,155	32,155	32,155	34,479
Cafeteria Benefits	40,232	39,372	39,204	39,204	39,240	40,508
Workers' Comp	5,931	5,386	7,300	7,300	4,688	5,950
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	237,763	250,375	243,408	243,408	248,995	245,686
OPERATING EXPENSES						
Professional Serv	60	-	300	5,700	5,700	300
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	34,550	27,591	27,520	27,520	27,400	30,640
Investigations	-	-	-	-	-	-
Travel & Per Diem	1,364	1,200	1,400	1,400	1,400	1,400
Communications	1,569	1,509	2,400	2,400	2,400	2,400
Transportation	14	-	100	100	100	100
Utilities	104,004	115,976	107,740	107,740	107,740	107,740
Rentals & Leases	32,926	4,971	400	400	400	16,400
Insurance	-	-	-	-	-	-
Repair & Maintenance	39,199	63,420	54,500	54,500	54,500	149,440
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	868	580	3,550	3,550	2,200	3,550
Office Supplies	-	-	-	-	-	-
Operating Supplies	22,332	26,963	37,550	37,550	37,550	37,550
Road Materials & Supplies	-	4,050	7,000	7,000	7,000	5,000
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	236,886	246,260	242,460	247,860	246,390	354,520
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	63,958	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	18,672	18,672	-
Machinery & Equipment	-	44,764	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	63,958	44,764	-	18,672	18,672	-
DEPARTMENTAL TOTAL	538,607	541,399	485,868	509,940	514,057	600,206
% CHANGE COMPARED TO PREVIOUS YEAR	9.52%	0.52%		-5.81%		17.70%

SCHEDULE OF INTERFUND TRANSFERS

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

FUND NUMBER	FUND DESCRIPTION	INTERFUND TRANSFERS TO OTHER FUNDS	INTERFUND TRANSFERS FROM OTHER FUNDS
001	General Fund	$ 2,460,387	$ -
101	Transportation Fund		730,463
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		5,000
170	Recreation Center Fund	740,000	1,225,064
173	Ballpark Maintenance Fund		207,614
270	Recreation Center Debt Service		300,000
300	Capital Asset Acquisition Fund		338,801
370	Recreation Center Capital Projects Fund		440,000
	TOTAL OPERATING TRANSFERS	$ 3,255,387	$ 3,255,387

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

FUND NUMBER		FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
001		***General Fund***		-
101	To:	Transportation Fund	730,463	
129	To:	Shell Harbor Canal Dredging	5,445	
141	To:	Sanibel Estates Canal Trimming Fund	3,000	
142	To:	Dredging-Sanibel Isles/Water Shadows	5,000	
170	To:	Recreation Center Fund	1,225,064	
173	To:	Ball Park Maintenance Fund	152,614	
300	To:	Capital Acqusisiton Fund	338,801	
101		***Transportation Fund***		
001	From:	General Fund		730,463
121		***Comm Park Impact Fee Fund***		
173	To:	Ballpark Maintenance Fund	55,000	
129		***Shell Harbor Canal Dredging***		
001	From:	General Fund		5,445
141		***Sanibel Estates Canal Trimming Fund***		
001	From:	General Fund		3,000
142		***Dredging-Sanibel Isles/Water Shadows***		
001	From:	General Fund		5,000
170		***Recreation Center Fund***		
001	From:	General Fund		1,225,064
270	To:	Debt service fund	300,000	
370	To:	Recreation capital project fund'	440,000	
173		***Ballfield Maintenance Fund***		
001	From:	General Fund		152,614
121	From:	Community Park Impact Fee Fund		55,000
270		***Recreation Debt Service Fund***		
170	From:	Recreation Center Fund		300,000
300		***Capital Asset Acquisition Fund***		
001	From:	General Fund		338,801
370		***Recreation Center Capital Fund***		
170	From:	Recreation Center Fund		440,000
		TOTAL OPERATING TRANSFERS	3,255,387	3,255,387

CLASSIFICATION AND PAY PLAN

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2011 AND 2012 AND AUTHORIZED FOR FISCAL YEAR 2013

OPERATING BUDGET			FULL-TIME			PART-TIME FTE		
Department	Grade	Job Title	2011	2012	2013	2011	2012	2013
Administration								
	26	Administrative Services Director				0.75	0.75	0.75
	24	City Clerk	1	1	1			
	20	Executive Assistant to City Manager	1	1	1			
	20	Administrative Services Technician			1			
	16	Administrative Secretary	1	1				
	Contract	City Manager	1	1	1			
		ADMINISTRATION TOTALS	**4.00**	**4.00**	**4.00**	**0.75**	**0.75**	**0.75**
Building								
	24	Building Official	1	1	1			
	23	Deputy Building Official	1	1	1			
	19	Building Inspector				0.25	0.35	0.50
	17	Licensing and Permit Technician	1	1	1			
	16	Permit Technician	1	1	1			
		BUILDING TOTALS	**4.00**	**4.00**	**4.00**	**0.25**	**0.35**	**0.50**
Finance								
	26	Finance Director	1	1	1			
	23	Assistant Finance Director	1	1	1			
	22	Fiscal Analyst	1	1	1			
	22	Senior Accountant	0.50	1	0.50			
	21	Human Resources Generalist	1	1	1			
	18	Fiscal Assistant	1	1	1			
	17	Administrative Assistant	1	1	1			
	21	Accountant					1.0	0.75
	10	Clerk Typist					0.5	
		FINANCE TOTALS	**7.00**	**7.00**	**6.50**		**1.5**	**0.75**
Legal								
	19	Paralegal	1	1	1			
	Contract	City Attorney	1	1	1			
		LEGAL TOTALS	**2.00**	**2.00**	**2.00**			

FTE equates to a full-time equivalent employee,40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2011 AND 2012 AND AUTHORIZED FOR FISCAL YEAR 2013

OPERATING BUDGET								
Department	**Grade**	**Job Title**	**FULL-TIME**			**PART-TIME FTE**		
Legislative			**2011**	**2012**	**2013**	**2011**	**2012**	**2013**
	16	Recording Secretary	1	0	0		0.88	1.76
	15	Administrative Receptionist	1	1	1			
		LEGISLATIVE TOTALS	**2.00**	**2.00**	**1.00**		**0.88**	**1.76**
MIS								
	23	MIS Director	1	1	1			
	21	Network Administrator	1	1	1			
	19	Computer Support Specialist	2	2	2			
	15	Administrative/Receptionist					0.20*	0.4
		MIS TOTALS	**4.00**	**4.00**	**4.00**		**0.20**	**0.4**
Nat Resources								
	26	Natural Resources Director	1	1	1			
	22	Environmental Biologist	1	1	1			
	20	Environmental Specialist	1	0				0.96
		NATURAL RESOURCES TOTALS	**3.00**	**2.00**	**2.00**			**0.96**
Planning								
	26	Planning Director	1	1	1			
	21	Planner	1	1	2	2.95	2.65	2.85
	19	Senior Code Enforcement Officer	1	1	1			
	19	Planning Technician						0.95
	17	Administrative Assistant	1	1	1			
	16	Administrative Secretary	1	1	0			
		PLANNING TOTALS	**5.00**	**5.00**	**5.00**	**2.95**	**2.65**	**3.80**

FTE equates to a full-time equivalent employee,40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2011 AND 2012 AND AUTHORIZED FOR FISCAL YEAR 2013

OPERATING BUDGET								
Department			**FULL-TIME**			**PART-TIME FTE**		
	Grade	**Job Title**	**2011**	**2012**	**2013**	**2011**	**2012**	**2013**
Police								
	26	Police Chief	1	1	1			
	24	Police Major	1		1			
	23	Police Lieutenant	3	3	2			
	22	Sergeant	4	4	4.50			
	19	Police Officer	13.50	12	11.50	1.75	1.75	1.75
	19	Computer Support Specialist	1	1	1			
	19	Emergency Management Specialist	1	1	1			
	18	Senior Administrative Assistant	1	1	1			
	17	Dispatcher	4	5	5	1	0.50	0.50
	16	Police Records Coordinator	1	1	1			
	15	Police Aide	0	0	0	2.47*	2.47	2.87
		POLICE TOTALS	**30.50**	**29**	**29**	**5.22**	**4.72**	**5.12**
*Position eliminated mid-year								
Public Works								
	27	Public Works Director/City Engineer	1	0.50	0.54			
	25	Deputy Public Works Director	1	0.70	0.75			
	24	Assistant City Engineer	1	0.37	0.40			
	21	Streets Superintendent	1	1	1			
	20	Public Works Operations Manager	1	0.85	0.95			
	19	Garage Supervisor	1	0.92	0.96			
	19	Engineering Technician	1	0.98	1			
	19	Lead Operator/Assistant Streets Super	1	1	1			
	18	Equipment Operator-Crew Leader	2	1*	1			
	17	Tradesworker	8	8	8			
	17	Mechanic	1	1	1			
		PUBLIC WORKS TOTALS	**19.00**	**16.32**	**16.60**			
* 1 Full-time (with benefits) eliminated mid-year								

FTE equates to a full-time equivalent employee,40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2011 AND 2012 AND AUTHORIZED FOR FISCAL YEAR 2013

OPERATING BUDGET								
Department	**Grade**	**Job Title**	**FULL-TIME**			**PART-TIME FTE**		
Recreation			**2011**	**2012**	**2013**	**2011**	**2012**	**2013**
	24	Recreation Director	1	1	1			
	22	Senior Accountant	0.25	0.25	0.25			
	19	Facility Maintenance Supervisor	1	1	1			
	19	Seniors Program Administrator	1	1	1			
	19	Recreation Programs Specialist	1	1	1			
	18	Aquatics Supervisor	1	1	1			
	18	Recreation Program Coordinator	1		1		0.98	
	18	Senior Administrative Assistant	1	1	1			
	18	Fitness Contracts Coordinator		1	1			
	17	Community Outreach Coordinator					0.75	0.98
	15	Service Worker	1	1	1			
	15	Senior Lifeguard/Instructor	1	1				0.98
	15	Administrative Receptionist	1			4.2	4.2	4.2
	13	Lifeguard				4.05	4.05	4.25
	13	Recreation Aide				7.13	7.13	6.15
		RECREATION TOTALS	**10.25**	**9.25**	**9.25**	**15.38**	**17.11**	**16.56**

FTE equates to a full-time equivalent employee,40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2011 AND 2012 AND AUTHORIZED FOR FISCAL YEAR 2013

ENTERPRISE FUNDS								
	Grade	Job Title	FULL-TIME			PART-TIME FTE		
Utility			2011	2012	2013	2011	2012	2013
	27	Public Works Director/City Engineer	0.33	0.34	0.30			
	25	Deputy Public Works Director	0.05	0.05	0.10			
	24	Assistant City Engineer	0.63	0.63	0.60			
	22	Senior Accountant	0.25	0.25	0.25			
	22	Utility Maintenance Supervisor/Elec	1	1	1			
	22	Chief, Wastewater Plant Operator	1	1	1			
	21	Public Works Operations Manager	0.05	0.05	0.03			
	21	Lead Wastewater Plant Operator	1	1	1			
	21	Accountant	1	1	0.95			
	19	Environmental Engineering Technician	1	1	1			
	19	Engineering Technician	0.02	0.02				
	19	Garage Supervisor	0.06	0.03	0.02			
	18,19, 20	Utility Maintenance Technician	2	4	5		1	1
	18, 19, 20	Wastewater Plant Operator	5	5	5			
	17	Mechanic	0.04	0.02				
	17	Tradesworker	1	1	1			
	16	Utility Service Worker	2	1	0			
		UTILITY TOTALS	**16.43**	**17.39**	**17.25**		**1**	**1**
Beach Parking			**2011**	**2012**	**2013**	**2011**	**2012**	**2013**
	27	Public Works Director/City Engineer	0.17	0.17	0.16			
	25	Deputy Public Works Director	0.25	0.25	0.15			
	22	Sergeant			0.50			
	21	Public Works Operations Manager	0.1	0.1	0.02			
	21	Accountant		0.1	0.05			
	19	Police Officer	2.5	2.5	2.5			
	19	Parks Maintenance Supervisor	1	1	1			
	19	Garage Supervisor	0.02	0.02	0.02			
	17	Tradesworker	4*	6**	6	1	0**	
	17	Mechanic	0.04	0.04				
	15	Police Aide	4	4	3			1.30
		BEACH PARKING TOTALS	**12.08**	**14.13**	**13.40**	**1.00**	**0.00**	**1.30**

* 1 FT position (with benefits) converted to 1 PT FTE (without benefits)

** 1 FTE converted to full-time (with benefits) and 1 additional full-time included (with benefits)

FTE equates to a full-time equivalent employee,40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits

CLASSIFICATION PLAN FOR FISCAL YEAR 2012-2013

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

CLASSIFICATION PLAN FOR FISCAL YEAR 2012-2013

GRADE	POSITION	MINIMUM	MAXIMUM
19	SENIORS PROGRAM ADMINISTRATOR	$34,108	$61,653
19	UTILITY MAINTENANCE TECHNICIAN II	$34,108	$61,653
19	WASTEWATER II PLANT OPERATOR	$34,108	$61,653
20	ENVIRONMENTAL SPECIALIST	$37,204	$63,024
20	EXECUTIVE ASSISTANT TO CITY MANAGER	$37,204	$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	$37,204	$63,024
20	WASTEWATER III PLANT OPERATOR	$37,204	$63,024
21	ACCOUNTANT	$40,574	$69,009
21	HUMAN RESOURCES GENERALIST	$40,574	$69,009
21	LEAD WASTEWATER PLANT OPERATOR	$40,574	$69,009
21	NETWORK ADMINISTRATOR	$40,574	$69,009
21	PLANNER	$40,574	$69,009
21	PUBLIC WORKS OPERATIONS MANAGER	$40,574	$69,009
21	STREETS SUPERINTENDENT	$40,574	$69,009
22	CHIEF WASTERWATER PLANT OPERATOR	$44,997	$76,150
22	ENVIRONMENTAL BIOLOGIST	$44,997	$76,150
~~22~~	~~ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIS~~	$44,997	$76,150
22	FISCAL ANALYST	$44,997	$76,150
22	SENIOR ACCOUNTANT	$44,997	$76,150
22	SERGEANT	$44,997	$76,150
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	$44,997	$76,150
23	ASSISTANT FINANCE DIRECTOR	$49,369	$86,250
23	DEPUTY BUILDING OFFICIAL	$49,369	$86,250
23	MIS DIRECTOR	$49,369	$86,250
23	POLICE LIEUTENANT	$49,369	$86,250
24	ASSISTANT CITY ENGINEER	$52,639	$98,669
24	BUILDING OFFICIAL	$52,639	$98,669
24	CITY CLERK	$52,639	$98,669
24	POLICE MAJOR	$52,639	$98,669
24	RECREATION DIRECTOR	$52,639	$98,669
25	DEPUTY PUBLIC WORKS DIRECTOR	$59,926	$109,557
26	ADMINISTRATIVE SERVICES DIRECTOR	$74,484	$131,348
26	FINANCE DIRECTOR	$74,484	$131,348
26	NATURAL RESOURCES DIRECTOR	$74,484	$131,348
26	PLANNING DIRECTOR	$74,484	$131,348
26	POLICE CHIEF	$74,484	$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	$84,886	$154,120

SCHEDULE OF PERSONAL SERVICES

FISCAL YEAR 2012-13 PERSONNEL BUDGET
DEPARTMENTAL SALARY SUMMARY

10,304.37

	FY12 Budgeted Positions					FY13 Budgeted Positions			COMPENSATION				FRINGE BENEFITS					
									SALARIES			RHS/Shift				DEPENDENT		
	Adopted FT FTE's (*) (Benefits)	Amended FT FTE's (*) (Benefits)	Adopted PT FTE's (*) (No Benefits)	Amended PT FTE's (*) (No Benefits)	TOTAL FTE's (*)	Full-time FTE's (*) (Benefits)	Part-time FTE's (*) (No Benefits)	TOTAL FTE's (*)	CURRENT POSITIONS	REQUESTED POSITIONS	OVER-TIME	Edu/Car Educ/Med/etc	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	COVERAGE SUPPLEMENT	WORKERS COMP	TOTAL
OPERATING BUDGET																		
GENERAL FUND																		
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	$ 10,304	-	$ 147	$ 121,073
Administrative	4.00	4.00	0.75	0.75	4.75	4.00	0.75	4.75	448,765	-	-	22,704	29,948	175,236	40,637	-	934	718,223
Management Info Sys	4.00	4.00	-	-	4.00	4.00	0.40	4.40	228,770	9,600	10,000	-	19,000	61,113	41,217	-	476	370,177
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	153,239	66,978	12,216	1,020	756,908
Legal	2.00	2.00	-	-	2.00	2.00	-	2.00	227,957	-	-	21,753	10,959	109,442	31,515	5,826	362	407,813
Planning	5.00	5.00	2.65	3.85	8.85	5.00	3.80	8.80	443,708	-	1,000	-	34,020	164,256	50,499	16,515	17,338	727,336
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	1,700,884	47,060	60,000	166,650	150,392	875,758	280,339	219,735	37,627	3,538,445
Physical Environment																		
Natural Resources	3.00	2.00	-	0.96	2.96	2.00	0.96	2.96	214,275	-	-	-	16,392	70,436	20,609	-	7,617	329,328
Transporation																		
PW-Garage	5.28	5.28	-		5.28	5.58	-	5.58	345,906	-	25,000	2,000	28,527	174,496	54,510	21,438	9,874	661,751
Culture/Recreation																		
P&R Public Facilities	3.00	3.00	-	-	3.00	3.00	-	3.00	120,541	-	30,000	2,500	11,708	34,479	30,913	9,595	5,950	245,686
TOTAL GENERAL FUND:	62.28	61.28	9.50	13.54	74.82	62.08	13.54	75.62	4,315,912	33,123	128,000	293,922	344,366	1,841,542	627,522	285,324	81,344	7,951,055
TRANSPORTATION FUND																		
Transportation																		
PW-Streets	8.00	8.00	-	-	8.00	8.00	-	8.00	349,868	-	100,000	12,000	35,333	119,799	78,343	12,216	27,907	735,467
BUILDING DEPARTMENT FUND																		
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	41,217	21,529	5,976	468,584
RECREATION CENTER FUND																		
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	10,304	6,108	1,924	125,804
Recreation Department	9.25	8.25	14.81	15.99	24.24	8.25	15.99	24.24	834,424	-	20,000	-	65,363	139,303	85,011	39,570	14,478	1,198,149
TOTAL OPERATING BUDGET	**84.53**	**82.53**	**25.23**	**30.45**	**112.98**	**83.33**	**30.60**	**113.93**	**$ 5,832,819**	**$ 40,923**	**$ 248,000**	**$ 305,922**	**$ 471,104**	**$ 2,241,517**	**$ 842,398**	**$ 364,746**	**$ 131,629**	**$ 10,479,059**
Net Change		**-2.00**		**5.22**	**3.22**	**0.80**	**0.15**	**0.95**										

FISCAL YEAR 2012-13 PERSONNEL BUDGET
DEPARTMENTAL SALARY SUMMARY

10,304.37

	FY12 Budgeted Positions					FY13 Budgeted Positions			COMPENSATION				FRINGE BENEFITS					
									SALARIES			RHS/Shift				DEPENDENT		
	Adopted FT FTE's (*)	Amended FT FTE's (*)	Adopted PT FTE's (*)	Amended PT FTE's (*)	TOTAL FTE's (*)	Full-time FTE's (*)	Part-time FTE's (*)	TOTAL FTE's (*)	CURRENT POSITIONS	REQUESTED POSITIONS	OVER-TIME	Edu/Car Educ/Med/etc	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	COVERAGE SUPPLEMENT	WORKERS COMP	TOTAL
ENTERPRISE FUNDS																		
SANIBEL SEWER SYSTEM																		
Physical Environment																		
Operations & Projects	**17.29**	**17.29**	**1.00**	**1.00**	**18.29**	**17.22**	**1.00**	**18.22**	$ 947,872	$ -	$ 90,000	$ 16,000	$ 80,621	$ 276,507	178,678	88,966	12,908	$ 1,691,553
Net Change	-	**-**	-	**-**	**-**	**-0.07**	**0.00**	**-0.07**										
BEACH PARKING FUND																		
Transportation																		
Beach Parking	**12.18**	**14.18**	**1.00**	**0.40**	**14.58**	**13.45**	**1.30**	**14.75**	$ 552,274	$ 40,310	$ 52,000	10,268	$ 50,096	$ 236,660	136,254	70,224	18,402	$ 1,166,489
Net Change		**2.00**		**(0.60)**	**1.40**	**-0.73**	**0.90**	**0.17**										
CITY-WIDE GRAND TOTAL	**114.00**	**114.00**	**27.23**	**31.85**	**145.85**	**114.00**	**32.90**	**146.90**	**$ 7,332,966**	**$ 81,233**	**$ 390,000**	**$ 332,190**	**$ 601,822**	**$ 2,754,685**	**$ 1,157,330**	**$ 523,937**	**$ 162,939**	**$ 13,337,101**
Net Change from 2011 to 2012		**-**		**4.62**	**4.62**	**-**	**1.05**	**1.05**										

(*) 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.

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				
OPERATING BUDGET							Full-time	Part-time	Fringe		
	Fund #	Dept #	Dept Name	Full-time	Part-time	TOTAL	Positions	Positions	Benefits	Total	Description of Request
	001	1200	Administration								Eliminate 1FTE administrative secretary position and add 1 FTE administrative technician position.
	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		19,264	51,376	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.
	001	1500	Planning		(0.05)	(0.05)	11,081	(11,278)	(15)	(212)	Eliminate 1FTE administrative secretary position, add .95FTE part-time planning technician position and convert 1FTE part-time planner position to 1FTE planner position.
	TOTAL OPERATING			**(0.50)**	**1.00**	**0.50**	**6,740**	**26,187**	**19,326**	**52,252**	***TOTAL OPERATING BUDGET***
SPECIAL REVENUE FUNDS											
	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.
	170	7200	Recreation			-		-	-	-	Eliminate 1FTE senior lifeguard position, with benefits, and add 1FTE recreation coordinator position, with benefits
	TOTAL SPECIAL REVENUE			**-**	**0.15**	**0.15**	**-**	**7,800**	**597**	**8,397**	***TOTAL SPECIAL REVENUE BUDGET***
BEACH PARKING ENTERPRISE FUNDS											
	470	2101	Beach Parking	(1.00)	0.90	(0.10)	(31,004)	39,201	(14,893)	(6,696)	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	-	37,568	69,680	Add .5 FTE technology/security sergeant. Position includes benefits
	TOTAL BEACH PARKING ENTERPRISE			**(0.50)**	**0.90**	**0.40**	**1,109**	**39,201**	**22,675**	**62,984**	
	GRAND TOTAL CITY-WIDE			**(1.00)**	**2.05**	**1.05**	**7,848**	**73,188**	**42,597**	**123,633**	***GRAND TOTAL***

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

5-Year Capital Improvement Plan

Fiscal Years 2013 through 2017

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

Fund	Project #	Dept	Description	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
			Management Information Systems										
001		1290	End-User Equipment Upgrades	21,000	21,000	21,000	-	-	-	-	21,000	21,000	21,000
			GENERAL FUND MIS	**21,000**	**21,000**	**21,000**	**-**	**-**	**-**	**-**	**21,000**	**21,000**	**21,000**
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	-	-	-	-	-	-	-
300		1290	GIS Implementation and integration	20,000	20,000	10,000	10,000	(10,000)	-	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	Offsite always accessible redundant storage servers ("cloud computing")	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	Replace 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	Digitization of city records-Phase 2 (capital expense)	10,000	10,000	10,000	-	27,097	27,097	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	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	-
			CAPITAL ACQUISITION MIS	**416,663**	**506,663**	**372,163**	**134,500**	**155,878**	**290,378**	**106,000**	**106,000**	**56,000**	**51,000**
			TOTAL MIS	**437,663**	**527,663**	**393,163**	**134,500**	**155,878**	**290,378**	**106,000**	**127,000**	**77,000**	**72,000**

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

Fund	Project #	Dept	Description	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
		Police											
124		2100	Crime Scene (8-year replacement)	50,000	50,000	50,000	-	-	-	-	-	-	-
			FEDERAL FOREFEITURE FUND POLICE	**50,000**	**50,000**	**50,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
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	-	-	-	-	-	-	-
			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	-	-
			CAPITAL ACQUISITION POLICE	**277,266**	**277,266**	**87,266**	**190,000**	**160,000**	**350,000**	**135,000**	**91,000**	**100,000**	**-**
			TOTAL POLICE	**327,266**	**327,266**	**137,266**	**190,000**	**160,000**	**350,000**	**135,000**	**91,000**	**100,000**	**-**
		Building Department											
169		2400	Government-wide software upgrade	30,000	30,000	-	30,000	(10,000)	20,000	-	-	-	-
169		2400	Ruggedized Damage Assessment Computers	-	-	-	-	10,000	10,000	10,000	10,000	-	-
			TOTAL BUILDING DEPARTMENT	**30,000**	**30,000**	**-**	**30,000**	**-**	**30,000**	**10,000**	**10,000**	**-**	**-**
		Recreation											
173		7250	Ballfield improvements, playground security and equipment	-	-	-	-	68,834	68,834	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	-	-
			Sub-total Recreation #300	**-**	**-**	**-**	**-**	**118,834**	**118,834**	**40,000**	**200,000**	**-**	**-**
			TOTAL RECREATION	**-**	**-**	**-**	**-**	**118,834**	**118,834**	**40,000**	**200,000**	**-**	**-**

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					
		Public Works												
				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		Remodel finance department	-	24,515	-	24,515	-	24,515				
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	-	-	-				
				Public Works Department		-	-		-					
300		4100		Storage Garage	-	-	-	-	-	-	-	-	200,000	-
300		4100		Replace Bock Park seawall		-	-	-	-		51,000			
300		4100		Stabilize Bock Park shoreline	-	-	-	-	-	-	40,000	-	-	-
				Machinery/Equipment	-	-	-	-	-	-	-	-	-	-
300		7250		Mowers and mower trailers - replacements	12,000	12,000	12,000	-	-	-	12,000	-	1,500	-
300		7250		Pick-up Trucks-replacement vehicle	-	-	-	-	-	-	23,000	23,000	-	-
				Sub-total PUBLIC FACILITIES 300	**279,000**	**303,515**	**167,000**	**136,515**	**18,000**	**154,515**	**246,000**	**323,000**	**406,500**	**-**
				Vehicles/Equipment										
300		4100		Litter Vaccuum	-	-	-	-	-	-	-	-	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	18,384	23,000	206,000	46,000	-	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	-	60,000
300		4100		Utility vehicle	-	-	-	-	-	-	-	-	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	-	-
				Sub-total VEHICLES / EQUIPMENT	**221,000**	**221,000**	**198,222**	**22,778**	**43,384**	**83,000**	**317,000**	**381,000**	**148,000**	**176,000**
				TOTAL FUND #300	**500,000**	**524,515**	**365,222**	**159,293**	**61,384**	**237,515**	**563,000**	**704,000**	**554,500**	**176,000**

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

Fund	Project #	Dept	Description	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
			Drainage										
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	-	-	-	-	-	-	-
			Roads/Bridges/Shared-Use Paths										
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	-
			TOTAL FUND #301	**845,000**	**980,950**	**960,950**	**20,000**	**(20,000)**	**-**	**580,000**	**700,000**	**700,000**	**-**
			Road Projects										
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	-	-	-	-
			TOTAL FUND #307	**600,000**	**600,000**	**-**	**600,000**	**-**	**600,000**	**-**	**-**	**-**	**-**
			Other Road Projects										
309		4100	Tarpon Bay Road	250,000	230,000	193,500	36,500	(36,500)	-	-	-	-	-
306		4100	Rabbit Road	296,500	196,500	165,500	31,000	(31,000)	-	-	-	-	-
311		4100	Dixie Beach Boulevard	-	-	-	-	-	-	-	-	-	-
			Sub-total OTHER ROAD PROJECTS	**546,500**	**426,500**	**359,000**	**67,500**	**(67,500)**	**-**	**-**	**-**	**-**	**-**
			Total Road Projects	**1,146,500**	**1,026,500**	**359,000**	**667,500**	**(67,500)**	**600,000**	**-**	**-**	**-**	**-**
			TOTAL PUBLIC WORKS	**2,491,500**	**2,531,965**	**1,685,172**	**846,793**	**(26,116)**	**837,515**	**1,143,000**	**1,404,000**	**1,254,500**	**176,000**
			TOTAL OPERATING BUDGET	**3,256,429**	**3,386,894**	**2,215,601**	**1,171,293**	**418,596**	**1,606,727**	**1,434,000**	**1,832,000**	**1,431,500**	**248,000**

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

Fund	Project #	Dept	Description	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
		Utilities											
		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	5,000
450		Donax	New service laterals	5,000	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	25,000
450		Donax	Replacement CL_2 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	-	-	-	-	-	-	-
			Sub-Total Existing System Improvements	155,000	155,000	162,000	(7,000)	202,000	195,000	35,000	35,000	55,000	35,000
		Vehicles/Equipment					-						
			DONAX OPERATIONS										
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	-	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_2 Pumps	-	-	-	-	15,000	15,000	-	15,000	-	15,000
450		Donax	Replacement Cl_2 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	2,000
			Sub-Total Vehicles/ Equipment	440,000	427,664	264,968	162,696	(77,696)	85,000	252,000	385,000	122,000	152,000
			TOTAL SEWER SYSTEM	**595,000**	**582,664**	**426,968**	**155,696**	**124,304**	**280,000**	**287,000**	**420,000**	**177,000**	**187,000**

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

Fund	Project #	Dept	Description	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Est through 9/30/12	Carry-forward to FY 2013	New funding required for FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
			Beach Parking										
			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	-	-	-	-	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	**120,000**	**127,034**	**51,511**	**75,523**	**96,477**	**172,000**	**154,500**	**34,500**	**101,500**	**70,500**
			Capital Projects-IOTB										
470			Shared Use Path Repairs	-	-	-	-	-	-	100,000	100,000	100,000	100,000
470			Shared Use Path Widenings	-	-	-	-	-	-	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	-	160,000	160,000	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	**350,000**	**350,000**	**350,000**	**-**	**531,000**	**531,000**	**300,000**	**300,000**	**150,000**	**150,000**
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	**567,000**	**626,660**	**626,660**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
			TOTAL BEACH PARKING CAPITAL	**1,037,000**	**1,103,694**	**1,028,171**	**75,523**	**627,477**	**703,000**	**454,500**	**334,500**	**251,500**	**220,500**
			GRAND TOTAL	4,888,429	5,073,252	3,670,740	1,402,512	1,170,377	2,589,727	2,175,500	2,586,500	1,860,000	655,500

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
Management Information Systems							
300	1290		Government-wide software upgrade	$ 67,281	Year 2 of software conversion project: Implemented components include general ledger, accounts payable, requisitions and purchase orders, budgeting and payroll. Remaining components include building permitting and planning, utilities, business tax receipts, code enforcement, central cashiering, accounts receivable and general billing, fixed assets and work orders for fleet maintenance and facilities. 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.	Transfer from the general fund	In FY 13 $43,563 for implemented components; in FY 14 $93,344 for all components. Once legacy system is abandoned recurring operating costs will be reduced by $70,000 ($50,000 for annual software maintenance to Sungard HTE; $10,000 for server maintenance and $10,000 for emergency disaster server recovery)
300	1290		Offsite always accessible redundant storage servers ("cloud computing")	$ 50,000	A consultant has developed a plan for transitioning most current City servers to Cloud technology. This cost is for Phases 1 and 2 of that project that will be presented to Council for approval. This will reduce annual hardware costs, staff time to monitor server backups and annual electrical power costs. This technology will provide enhanced disaster recovery capabilities because anywhere there is internet connectivity, staff will be able to connect to the servers. MIS staff now needs to allocate significant resources to evacuation preparation during an impending disaster. The utilization of Cloud technology significantly reduces the amount of staff time needed and makes available city data and services much faster after the disaster.	Transfer from the general fund	Annual subscription costs for services as servers are transitioned to Cloud.
300	1290		Backup high-speed Internet connectivity	$ 60,000	Current internet connectivity is through Comcast fiber over the Causeway. The City is transitioning to Cloud technology. This project is to implement a secondary, backup connection to the internet If Comcast has an issue, or the fiber is damaged, the City will not be able to access Munis or any other Cloud systems until the interruption is addressed.	Transfer from the general fund	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, equipment needs to be replaced due to either having failed or going off warranty.	Transfer from the general fund	Annual maintenance costs of one-third of purchase price beginning in FY13

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	Replace 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.	Transfer from the general fund	Annual maintenance costs of one-third of purchase price beginning in FY13
300	1290	Departmental printer replacement	$ 3,000	Each year, main departmental printers need to be replaced as they fail. These funds are only spent when a printer fails.	Transfer from the general fund	None
300	1290	Digitization of City records-Phase 2 (capital expense)	$ 27,097	Operating costs of $49,000 for this project are found in the legislative department budget on the other current charges line. Those costs have been reduced by $27,097 from a prior estimate of $76,000.	Transfer from the general fund	Annual maintenance costs of $9,474 beginning in FY13; current cost is $7,800 so new costs will be $1,674 beginning in FY13
300	1290	Replace city phone system	$ 65,000	The current phone system can no longer be covered by warranty contract due to its age. There are increasing service issues, some of which have resulted in the Administration main number being unable to receive in-bound calls. Additionally, there is a real risk of a phone mail crash resulting in the loss of stored voice messages, resulting in the requirement to rebuild the voice mail system. Through consolidation of existing lines and the use of internet phone, $12,000 of annual savings are expected.	Transfer from the general fund	Annual maintenance costs of $15,000 beginning in FY14 are offset by $12,000 in savings, resulting in a net increase of $3,000.
		TOTAL MIS	**$ 290,378**			

Police

300	2100	Supervisor car (3-yr replacement)	$ 30,000	Replace Road Patrol Supervisor Vehicle which is a 2007 Chevrolet Tahoe with 139,000 miles. The vehicle has been experiencing major motor and transmission break downs. The continuing cost of repairs and time out of service makes it operationally and cost prohibitive to continue repairs.	Transfer from the general fund	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	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.	Transfer from the general fund	None
300	2100	Computer programs for records management and computer-aided dispatch	$ 160,000	The current records management and computer aided dispatch programs are outdated and need to be either updated or replaced. The cost to update is approximately the same as the cost to take advantage of the new system the Lee County Sheriff is installing. The new system will have greater statistical analysis capabilities and enhanced patrol functions, such as in-car traffic citation and accident reporting.	Transfer from the general fund	None
300	2100	Security video access system	$ 150,000	The City of Sanibel currently has security camera systems at the Lighthouse, Trost and the Boat Ramp parking lots. Additionally, there are security camera systems at the City Hall and Recreation Center. The objective of this project is to both increase camera monitored sites at the Ball Fields and Bowmans Beach parking lot and to consolidate the recording and networking systems into one operating system.	Transfer from the general fund	None
		TOTAL POLICE	**$ 350,000**			

Building

169	2400	Government-wide software upgrade	$ 20,000	For data conversion to prepare building department records for conversion to Tyler Munis	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. ($5,000 each). The computers currently used cannot be used in inclement weather. This project is to replace the current limited computers, with rugged, weatherproof computers.	Fees	None
		TOTAL BUILDING	**$ 30,000**			

Recreation

173	7250	Ball Field Improvements	$ 4,834	City will pay for 1/3 of $14,550 for drainage improvement on field #3, grading of ball field road for better drainage and maintenance of basketball hoops and repainting of the lines at the pavilion courts.	Transfer from the general fund	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
173	7250	Playground	$ 64,000	City partners with the Lee County School District in the development of a playground site located between the Sanibel Recreation Center and the Sanibel School. Cost to include equipment ($39,000) and additional security cameras ($25,000) to be installed and integrated into the existing recreation center security system.	Transfer from the general fund	$350 annually for an inspection
173	7250	Recreation center and ball field secuirty upgrades	$ 50,000	In an effort to provide a safe & secure facility for the community, the recreation center and ball field areas are in need of security and camera upgrades.	Transfer from the general fund	Annual maintenance costs equal to 30% of the initial purchase cost
		TOTAL RECREATION	**$ 118,834**			

Public Works

Public Facilities

City Hall and Center 4 Life

300	7250	Repaint City Hall	$ 60,000	Proper maintenance of a building is necessary to extend the building's life and avoid significant repair costs. Painting of City Hall is a maintenance item on a 5-year cycle.	Transfer from the general fund	None
300	7250	Replace A/C units	$ 70,000	All HVAC systems at City Hall have been replaced over the past 10 years. With a life expectancy of 10 years on Sanibel, the HVAC compressors (and air handlers) will need to be replaced starting in 2013.	Transfer from the general fund	None
300	7250	Remodel finance department	$ 24,515	Remodel the finance department visitor area interior to address handicapped accessibility, security and storage issues.	Transfer from the general fund	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
		Vehicles/Equipment				
300	4100	Trucks	$ 23,000	Three public works pickup trucks and one dump truck are scheduled for replacement in 2013. The replacement cycle for pickups is 7 years and dump trucks is 10 years. Based upon current mileages and condition, and given the current budgetary situation, it is recommended that only Unit 288, an F-250 pickup with over 64,000 miles and transmission problems be replaced in 2013. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Transfer from the general fund	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.	Transfer from the general fund	None
		Sub-total PUBLIC FACILITIES #300	**$ 237,515**			
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.	Transfer from the Road Impact Fee Fund	None
		TOTAL FUND #306-309	**$ 600,000**			
		TOTAL PUBLIC WORKS	**$ 837,515**			

APPENDIX

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Statistics and Demographics

Financial Policies

General Budget Policy

A. The City of Sanibel, as a local government within the state of Florida, adopts its budget pursuant to Chapter 200, Florida Statutes, which mandates adoption of a balanced budget; that is sources of funds must equal uses of funds

B. The finance director, on behalf of the city manager, is responsible for the preparation of the City's budget. Each spring, department directors submit their proposed budgets for the coming fiscal year to the finance director. Proposed budgets identify increases and decreases in spending from the current year, along with the reason for the change. They also include a list of initiatives that are not included in the department's budget but are requested by individual departments. A proposed budget is ready for City Council to consider, for the first time, in July.

C. The annual budget is adopted by City Council after an extensive review and evaluation of budget proposals from the various City departments to determine the funding level necessary to provide municipal services. After adoption, the budget is posted on the City's website.

D. The operating budget is adopted annually at the fund level by the City Council. In accordance with state law, a proposed millage rate, which may be reduced but may not be increased, is set in July, followed by two public hearings in September. The budget and final millage rate are approved by separate resolutions at the second public hearing.

E. The budget is adopted on a modified accrual basis for all fund types, governmental and enterprise. Under the modified accrual basis of accounting, revenues and other financial resources are recognized when they become both measurable and available to finance expenditures of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred with certain exceptions. The modified accrual basis is the same basis of accounting used for the City's audited financial statements of its governmental funds. Enterprise funds are accounted for and reported on the audited financial statements using the accrual basis. Under the accrual basis of accounting, most transactions are recorded when they occur, regardless of when cash is received or disbursed. Generally Accepted Accounting Principles (GAAP) require the use of accrual basis accounting for enterprise funds for audit purposes.

F. By resolution, a reserve equal to 17% of projected expenditures is included in the budget, in order to ensure sufficient cash is available for operations until tax receipts are forwarded to the City by the Lee County Tax Collector.

G. Budgetary control throughout the fiscal year is maintained through monitoring encumbrances of estimated purchase amounts. Encumbrances for goods or services not received by year-end lapse and must be re-budgeted in the following year.

H. Any increase, decrease or transfer between funds within the annual budget must be approved by a budget amendment approved by resolution of the City Council.

I. The City Manager may approve intradepartmental transfers as is deemed necessary.

J. The finance department prepares a quarterly budget variance report for the City Council, noting any deviations of 5% or greater against the budget and explains the reason for the variance.

K. The Capital Improvement Budget (CIP) estimates costs for all capital projects for a five year period.

L. The City has an indirect cost allocation plan prepared annually. The plan conforms to federal guidelines for grant reimbursement of administrative costs and is used to bill and collect indirect charges from funds.

Fund Balance Policy

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

The City's Fund Balance Policy establishes:

a) Fund balance policy for the general fund;
b) Reservations of fund balance for the general fund;
c) The method of budgeting the amount of estimated unrestricted fund balance (also 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

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

3. Assigned Fund Balance

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

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

4. Non-Spendable Fund Balance

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

5. Minimum Level of Unassigned Fund Balance

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

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

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

Reservations of Fund Balance (General Fund)

1. Committed Fund Balance

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

a) Disaster Reserve – The disaster reserve fund balance is committed by the City Council as set forth in the annual budget (and any amendments thereto) to ensure the maintenance of services to the public during disaster situations such as, but not limited to, hurricanes.

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

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

2. Assigned Fund Balance

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

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

Budgeting

1. Appropriation of Unrestricted Fund Balance

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

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 30th of the then current fiscal year. These projections will be shown in a separate column entitled "Estimated Actual" for each fund in the proposed, tentative and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent

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

3. Estimated Ending Fund Balance

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

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

If, after the annual audit, the actual general fund unassigned fund balance is greater than 20 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.

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.

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(*)	**REGULAR COUNCIL MEETING** - 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 (**Aug 3rd is the last day to do this**)
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(*)	**9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING** - 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(*)	**5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING** - Discussion and adoption of final millage rate and fiscal year 2013 budget
Friday	September 21, 2012(*)	**Within 3 days of final adoption submit resolution to DOR, property appraiser and tax collector**

(*) Dates mandated by state Truth In Millage (T.R.I.M.) legislation

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenues –Funds that the government receives as income.

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

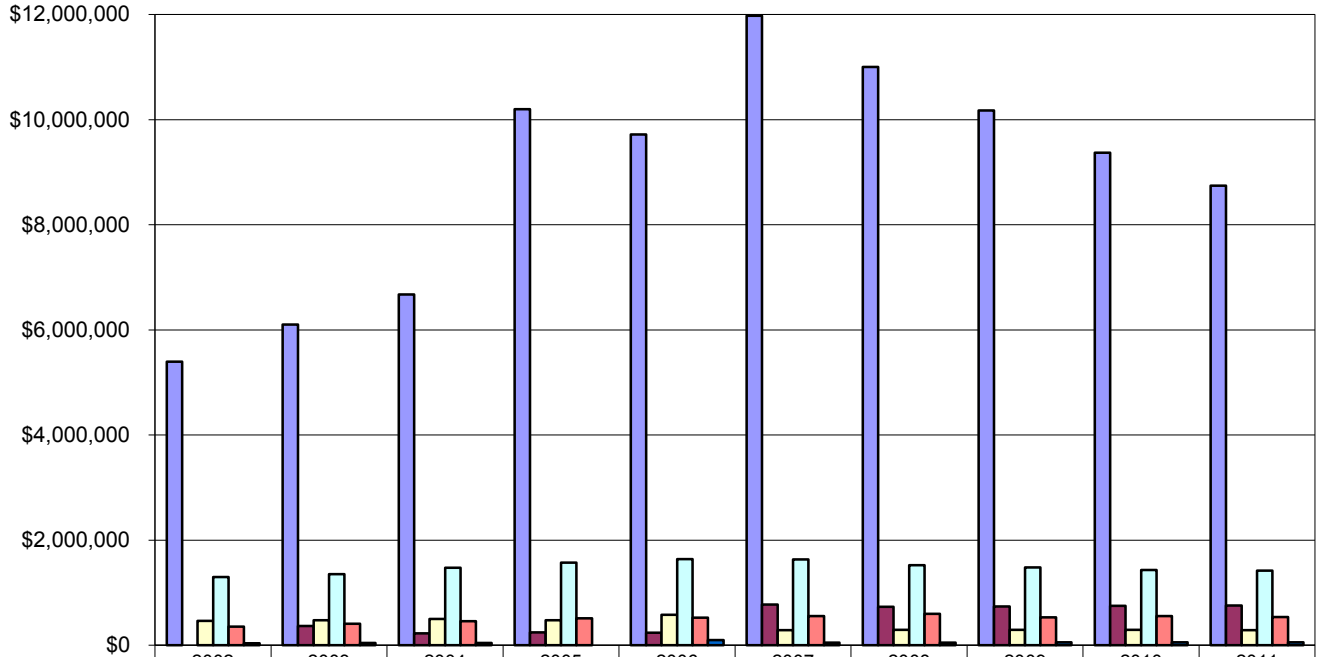
Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. This is another name for a non ad valorem assessment.

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

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

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

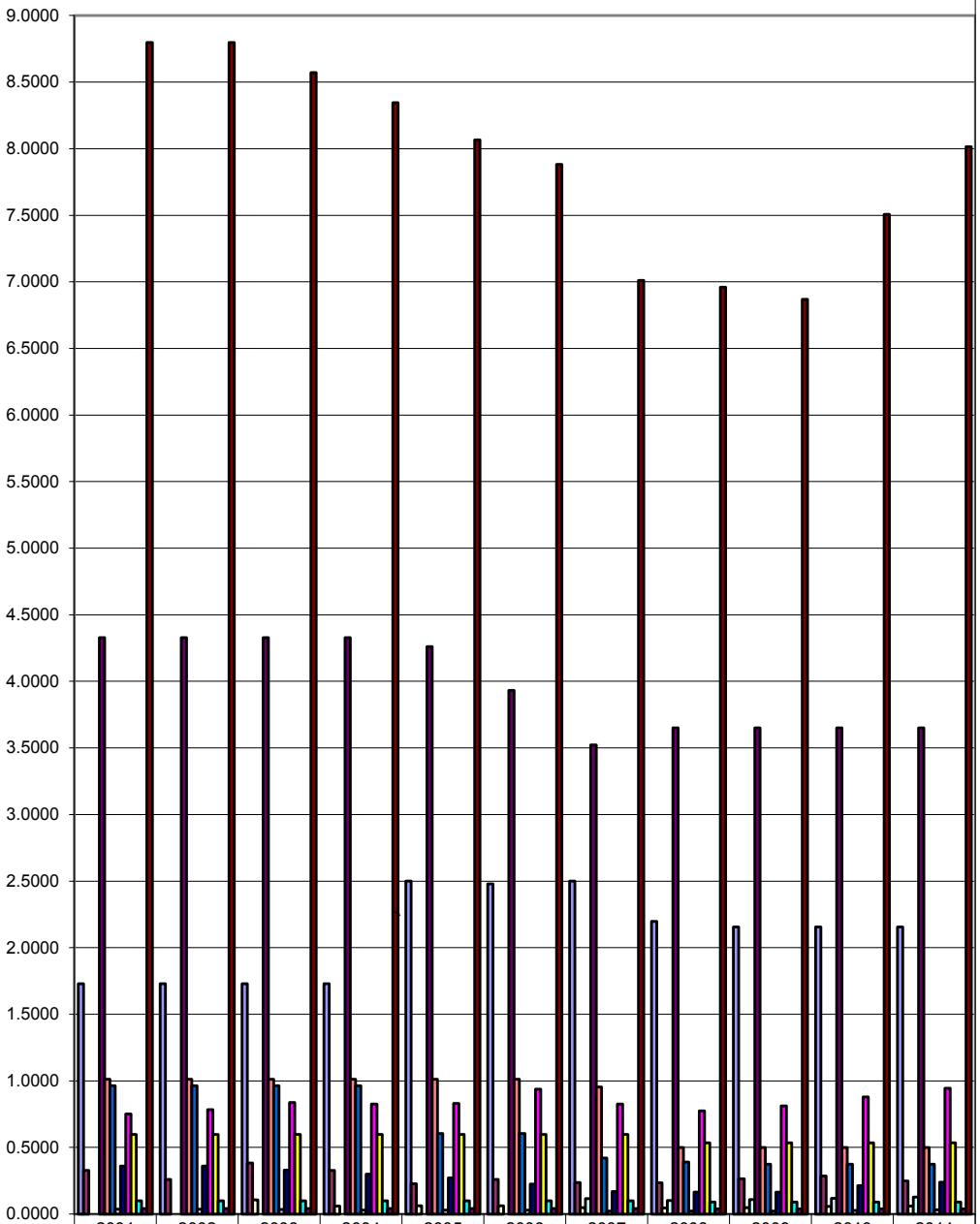
Tax Revenue of Governmental Funds by Source (*In FY2008 State reclassed franchise tax as fees and occupational license fees as business taxes)



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Ad Valorem - Operating	$5,393,434	$6,101,279	$6,671,663	$10,198,46	$9,716,569	$11,973,52	$11,004,19	$10,175,61	$9,372,184	$8,742,177
Ad Valorem - Voted Debt	$0	$367,188	$229,587	$248,668	$239,383	$775,976	$735,097	$737,735	$753,285	$755,021
*Franchise/Business Tax	$466,812	$478,854	$500,304	$478,475	$583,452	$290,066	$293,393	$293,393	$291,395	$290,214
Local Option Gas Tax	$1,298,916	$1,355,397	$1,476,980	$1,574,183	$1,639,149	$1,632,569	$1,524,191	$1,480,460	$1,433,690	$1,418,333
Communications Services Tax	$354,039	$412,137	$461,392	$511,747	$523,691	$556,781	$599,970	$529,114	$558,375	$540,080
Casualty Insurance Premium Tax	$38,571	$43,516	$46,642	$0	$98,026	$50,726	$53,654	$57,459	$58,716	$57,487

Includes General, Special Revenue, Debt Service and Capital Projects Funds

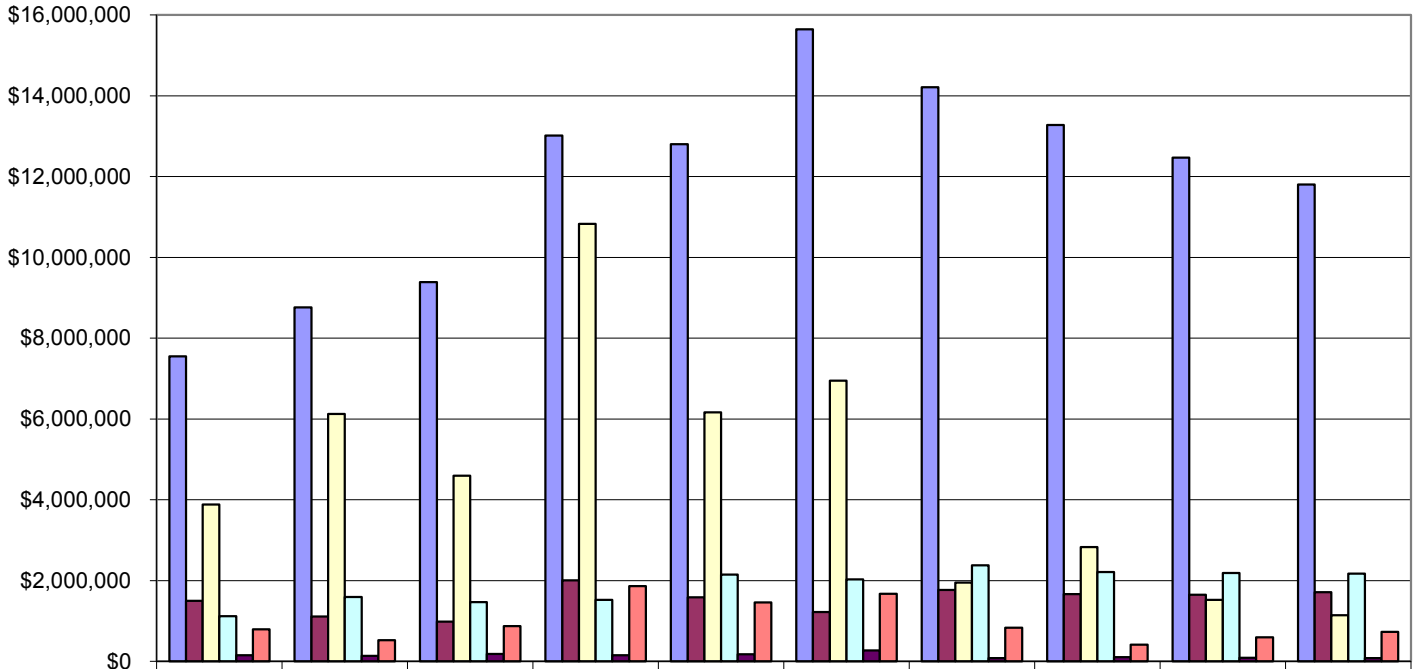
Property Tax Rates - Direct and Overlapping Governments
Fiscal Year in Which Taxes Are Payable*



	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Sanibel General Operating	1.7291	1.7291	1.7291	1.7291	2.5000	2.4801	2.5000	2.1966	2.1561	2.1561	2.1561
Sanibel Voted Debt Service - Sewer	0.3279	0.2607	0.3838	0.3275	0.2268	0.2607	0.2363	0.2346	0.2636	0.2856	0.2484
Sanibel Voted Debt Service - Land	-	-	0.1063	0.0595	0.0625	0.0611	0.0475	0.0456	0.0483	0.0561	0.0595
Sanibel Voted Debt Service - Rec Facility	-	-	-	-	-	-	0.1145	0.1011	0.1080	0.1172	0.1268
Lee County General Revenue	4.3277	4.3277	4.3277	4.3277	4.2612	3.9332	3.5216	3.6506	3.6506	3.6506	3.6506
Lee County Capital Improvements	1.0124	1.0124	1.0124	1.0124	1.0124	1.0124	0.9536	0.5000	0.5000	0.5000	0.5000
Library	0.9630	0.9630	0.9630	0.9630	0.6055	0.6055	0.4200	0.3900	0.3750	0.3750	0.3750
Hyacinth Control	0.0358	0.0358	0.0327	0.0295	0.0295	0.0295	0.0223	0.0214	0.0214	0.0277	0.0310
Mosquito Control	0.3595	0.3595	0.3294	0.2984	0.2718	0.2247	0.1695	0.1636	0.1636	0.2132	0.2388
Fire Control	0.7518	0.7841	0.8381	0.8258	0.8300	0.9370	0.8258	0.7736	0.8114	0.8794	0.9446
S. FL Water Management	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5346	0.5346	0.5346	0.5346
S. FL Water Management Everglades	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.0894	0.0894	0.0894	0.0894
West Coast Inland Waterway	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0394	0.0394	0.0394	0.0394
School Board General Operating	8.7980	8.7980	8.5720	8.3460	8.0650	7.8820	7.0120	6.9600	6.8680	7.5080	8.0150

* Source: Lee County Tax Collector

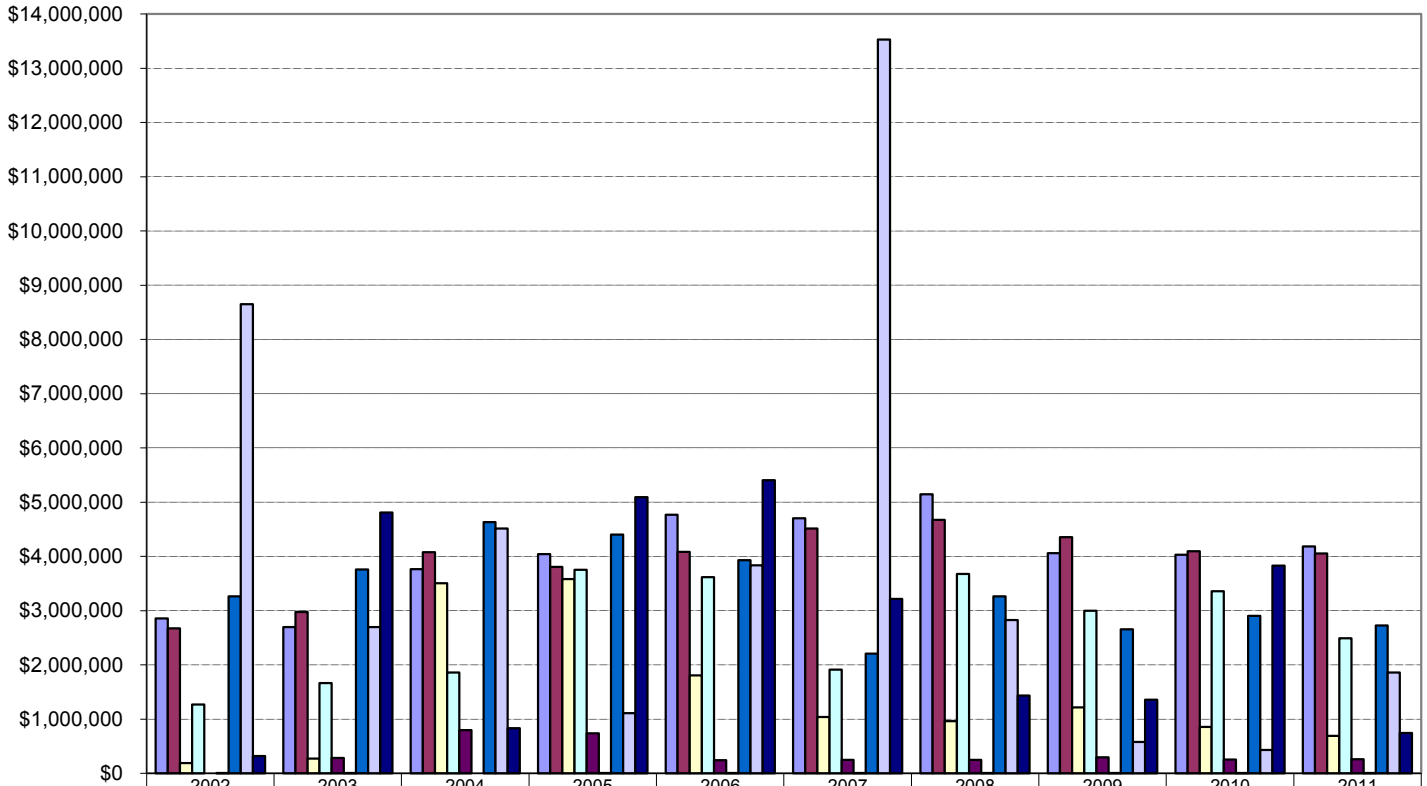
Revenues of Governmental Fund Types by Category*



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Taxes	$7,551,772	$8,758,371	$9,386,568	$13,011,534	$12,800,270	$15,646,513	$14,207,175	$13,273,773	$12,467,645	$11,803,312
Licenses & Permits	$1,497,361	$1,111,087	$984,398	$2,001,221	$1,586,168	$1,223,080	$1,766,263	$1,663,887	$1,646,764	$1,708,807
Intergovernmental	$3,882,911	$6,121,007	$4,590,263	$10,827,692	$6,165,314	$6,949,347	$1,947,650	$2,831,634	$1,520,872	$1,143,026
Charges for Services	$1,116,725	$1,595,561	$1,465,388	$1,523,794	$2,148,659	$2,024,869	$2,378,285	$2,213,391	$2,184,329	$2,167,400
Fines & Forfeitures	$153,923	$132,084	$181,987	$149,853	$176,406	$265,828	$80,831	$102,626	$83,542	$80,127
Miscellaneous	$791,404	$522,803	$869,470	$1,861,138	$1,456,089	$1,668,933	$827,817	$415,098	$596,761	$730,766

*Includes General, Special Revenue, Debt Service and Capital Project Funds

Expenditures of Governmental Fund Types by Function



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
General Government	$2,855,591	$2,698,274	$3,762,180	$4,039,229	$4,769,110	$4,702,270	$5,147,088	$4,057,299	$4,028,742	$4,180,658
Public Safety	$2,672,628	$2,974,639	$4,074,250	$3,802,872	$4,084,478	$4,515,664	$4,672,683	$4,353,428	$4,096,086	$4,050,699
Physical Environment	$191,800	$271,995	$3,507,094	$3,581,602	$1,806,296	$1,038,602	$960,151	$1,214,970	$854,615	$691,637
Transportation	$1,270,784	$1,664,664	$1,856,432	$3,751,208	$3,616,655	$1,911,468	$3,674,417	$2,995,026	$3,354,809	$2,491,009
Economic Environment	-	$285,701	$794,495	$739,460	$241,477	$246,319	$246,383	$296,234	$254,451	$261,087
Human Services	$229	$1,083	-	580	976	974	1,000	1,000	1,000	1,000
Culture/Recreation	$3,264,360	$3,755,872	$4,632,737	$4,403,550	$3,927,874	$2,205,471	$3,264,112	$2,654,431	$2,905,317	$2,725,028
Capital Outlay	$8,647,551	$2,696,909	$4,512,984	$1,108,388	$3,833,700	$13,529,139	$2,824,732	$581,497	$432,722	$1,861,846
Debt Service	$319,562	$4,806,011	$832,958	$5,092,417	$5,403,425	$3,217,673	$1,432,325	$1,356,240	$3,832,011	$744,438