CITY OF SANIBEL

FISCAL YEAR 2016

DRAFT BUDGET VERSION 2
AUGUST 4, 2015

SANIBEL FLORIDA

INCORPORATED
1974

HOW TO USE THIS DOCUMENT

The City of Sanibel's annual budget is divided into various sections. To better understand the information that is provided, please refer to the descriptions of each section below. To navigate to that section, simply tap or click on the box.

INTRODUCTORY SECTION

This section contains the City Manager's budget message, which provides an overview and analysis of the annual budget. Also included in this section is information about the City structure and management and the City Council's annual goals.

FINANCIAL SECTION

This section presents a summary of the City-wide financial activity for the prior, current and subsequent years, along with graphs showing where the City's money comes from and where it goes. Included in the section are the individual fund budgets for the City's governmental and proprietary funds.

DEPARTMENT INFORMATION

This section of the budget document contains detailed information about the operating budgets of each City department. The detailed department section includes staffing authorizations, goals and accomplishments and performance metrics.

SUPPLEMENTAL SCHEDULES

This section presents personnel information that includes the classification and pay plan, authorized manpower allocations by department, the detailed staffing budget. Also included in this section is the detailed 5-year capital improvement plan, with detailed justifications for current year requests.

APPENDIX

This section contains the financial policies of the City and a glossary of terms to help in understanding the terminology in the budget

Additionally, all sections of this document are bookmarked for ease of navigation. When viewing this document electronically, activate the bookmark view to utilize a detailed point-and-click menu.

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CITY OF SANIBEL

OPERATING AND CAPITAL BUDGET
AUGUST 4, 2015 UPDATE
FISCAL YEAR 2015-2016

Staff submitted the draft budget document to the City Council at its July 21, 2015 regular meeting. At that meeting, Council directed staff to prepare an update to the document setting the General Fund millage rate at 1.9139, which is the rolled back for FY2015. This document proposes a budget of $55,403,575, a $298,823 decrease from the document published for the July 21, 2015 City Council meeting.

Additionally, the Council directed staff to the make the following adjustments to the draft budget:

- Reduce the reserve for contingencies in the General Fund to $175,000;
- Reduce the reserve for insurance deductibles in the General Fund to $215,000;
- Remove the Police Department capital outlays for office body cameras and non-lethal weapons from FY2016 and place in FY2017, thereby reducing the General Fund transfer to the Capital Projects Fund;
- Reduce the General Fund transfer to the Recreation Center to a maximum of $1.4 million and make appropriate increases to revenue and reductions in expenditures to accommodate;
- Remove the Ball Park Maintenance Fund capital outlays for ballfield lighting and a storage building from FY2016 and place in FY2017, thereby reducing the General Fund transfer for FY2016;
- Add a transfer from the Transportation Special Revenue fund to the General Fund in the amount of $400,000 for reimbursement of prior year subsidies for transportation expenditures;
- Increase the Transportation Fund budget for surplus tolls received from Lee County for the Sanibel causeway to $1.5 million from $1.425 million.

Since the original draft budget was prepared, the City has received an updated quote from its health insurance provider. This document reflects updated health insurance amounts at the quoted 2.9% increase for FY2016 at all coverage levels.

As noted in the draft document published for the July 21, 2015 City Council meeting, Staff has identified several initiatives that are not included in the budget to discuss during budget deliberations.

- Certain departments have analyzed authorized staffing levels and are requesting consideration of additional personnel to meet current work demands. A detail of these requests and justifications from each department is provided on the following pages;
- Three additional initiatives submitted by departments but not included in this document are:
    - The Dark Skies Education Campaign: The responses to the Request for Quotations for the Dark Skies Education Campaign are expected to be received in September 2015. A decision can be made at that time to fund the initiative.
    - The remaining two projects, funding a traffic counting study and a shared-use path intersection project, are dependent upon the results of the traffic workshops.

The results of Council's decisions on the above items will impact the final approved budget. As always, Staff stands prepared to assist the City Council as we collectively address these discussion items.

NEW POSITIONS REQUESTED

These positions are NOT included in this updated draft budget and are presented here for Council consideration. Justifications for each of these positions are included on the following pages of this document.

Position	Fund	Salary	Benefits Costs	Retirement	Vehicle Allowance	Payroll Taxes	Total Costs
New Positions							
Police Officer FT [1]	General	$ 20,063.00	$ 28,000.00	$ -	$ 4,800.00	$ 1,902.02	$ 54,765.02
Police Aide FT [2]	General	24,719.00	20,000.00	1,853.93	-	1,891.00	48,463.93
Police Aide FT [2]	General	24,719.00	20,000.00	1,853.93	-	1,891.00	48,463.93
Conservation Officer FT	25% General	8,783.00	5,000.00	658.73	-	671.90	15,113.62
	75% Beach Pkg	26,348.00	15,000.00	1,976.10	-	2,015.62	45,339.72
Engineering Technician FT	50% Transportatior	17,565.50	10,000.00	1,317.41	-	1,343.76	30,226.67
	50% Beach Pkg	17,565.50	10,000.00	1,317.41	-	1,343.76	30,226.67
Tradesworker FT	Transportation	28,621.00	20,000.00	2,146.58	-	2,189.51	52,957.08
Tradesworker FT	Transportation	28,621.00	20,000.00	2,146.58	-	2,189.51	52,957.08
Administrative Secretary PT	Building	24,366.00	-	-	-	1,864.00	26,230.00
Planner FT [3]	General	2,303.08	20,000.00	3,454.62	-	3,523.71	29,281.41
		$ 223,674.08	$ 168,000.00	$ 16,725.27	$ 4,800.00	$ 20,825.79	$ 434,025.14

GENERAL FUND	**$ 196,087.91**
BEACH PARKING FUND	**$ 75,566.40**
TRANSPORTATION FUND	**$ 136,140.84**
BUILDING FUND	**$ 26,230.00**

Notes to Schedule

[1] 0.50 FTE budgeted in 2015 - request to convert to full-time

[2] Traffic control General Fund

[3] 0.95 FTE budgeted in 2015 - request to convert to full-time

M E M O R A N D U M

July 3, 2015

TO: City Manager Judie Zimomra

FROM: Police Chief William Tomlinson

RE: FY 2016 Budget Request / Justification for Personnel

Staff is requesting to increase and re-classify the traffic control personnel allocation from 2.87 part-time FTE's to 2 full-time and 3 part-time (5 total) FTE's.

This request is being made in response to increased vehicular, pedestrian and bicycle traffic volumes; and to meet resident, business and visitor service expectations as well as provide a service level that enhances safety for all users.

The increase of FTE's for traffic personnel is to increase hours worked at identified traffic points throughout the year as identified in the spreadsheet below:

	Lindgren	Casa Ybel	Tarpon & West Gulf Dr.	Tarpon & Periwinkle	Casa Ybel & Middle Gulf
October	248	186			
November	240	180			
December	310	310	40		
January	360	360	248	124	124
February	336	336	224	112	112
March	372	372	248	124	124
April	360	360	240	120	120
May	310	248			
June	240	180			
July	248	186			
August	248	186			
September	240	180			
Total Hours	3,512	3,084	1000	480	480

The total hours worked to cover the intersections during the identified period totals 8,556 hours. Based upon the requested 5 FTE's requested, there will be 1,844 hours remaining to provide for relief for each traffic point.

The request to convert 2 of the FTE's to full-time is to ensure continuity of service throughout the year and maintain knowledgeable experienced staff members.

Staff has also requested to increase the full-time police officer position by 0.5 FTE. This increase is to make whole a position that had previously been split with the beach parking budget. Increasing this allocation will permit the road patrol to dedicate one full-time officer to traffic enforcement. This position will be dedicated to address specific concerns throughout the year, such as speeding in residential areas and shared use path education and enforcement initiatives.

City of Sanibel
Natural Resources
Department

Memorandum

To: Judie Zimomra, City Manager

From: James Evans, Director of Natural Resources

Subject: Natural Resources Department Position Request

Date: 7/2/15

In response to increasing visitor pressure on the natural resources of Sanibel's beach parks, I am proposing to add a new position to the Natural Resources Department. The new position would be an entry-level biologist position that would be titled "Conservation Officer" and the focus of the new position would be on protecting and improving the quality of our beach parks and mitigating the impacts of increasing visitor pressure on wildlife and wildlife resources. I am recommending that 75% of the new position be funded through the Beach Parking Fund and 25% from the General Fund. Some of the duties of the new position would include managing beach park planting projects and conducting environmental maintenance of the beach dune and coastal scrub habitats; developing mitigation strategies to offset impacts of visitor pressure on wildlife and wildlife resources; conducting wildlife surveys at beach parks and other City conservation lands; beach erosion monitoring; assisting with sea turtle lighting education and code enforcement; and water quality monitoring and assisting with implementation of the City's Comprehensive Nutrient Management Plan to improve water quality on the island. Additional responsibilities of the new position would include assisting with the City's Brazilian Pepper Eradication Program and other invasive exotic species removal efforts; environmental code enforcement; Development Permit inspections and processing of Vegetation Permits; and expanding the use and integration of Geographic Information System (GIS) for natural resources monitoring and reporting.

Over the past two years we have experienced an increased demand on Natural Resources staff associated with higher tourist visitation, the growing volume of permit reviews and site inspections associated with new development and redevelopment, on-going regional and local water quality issues, and design and implementation of on-island water quality projects (see chart below). From October 1, 2014 through April 30, 2015 the Natural Resources Department averaged 144 calls per month, with more than 1,009 phone calls received at the front desk, not including transfers from other departments and requests via email, the City's website or social media. The new position would help meet the increased staff demands for inspections and permit reviews, and would allow us to continue to meet our inspection turnaround performance goal of five days or less. During the past two years, Natural Resources Department inspections have increased by almost 45% from October through April (see chart below). The new position would also help the Department meet the increasing public demand for information on subjects such as water quality, beach conditions, sea life and vegetation that arrive through email, social media, and other sources.

Memorandum

DATE: July 21, 2015

TO: City Council

THROUGH: City Manager Judie Zimomra

FROM: Public Works Director Keith Williams

RE: Public Works FY16 Proposed Personnel

For the upcoming FY16 fiscal year, the Public Works Department has proposed to add three new positions to the Department – two Streets Division Tradesworkers (to be paid from the Transportation Fund) and one Engineering Technician (paid 50% from Beach Parking and 50% from the Transportation Fund).

As Council is aware, the Public Works Streets Division is responsible for the care and maintenance of the City's public rights-of-way, stormwater infrastructure and other public spaces. Included (but not limited) within this umbrella of responsibilities are streets maintenance, shared use path maintenance, vegetation/horticultural maintenance, non-TDC beach access maintenance and upkeep, public park maintenance, litter control and pick-up, and special events preparation and breakdown. Through FY2009 the Streets Division had 11 full time employees. By FY2011 that number had been reduced to 8 full time employees.

While, in accordance with The Sanibel Plan, the City's public roadway network has not undergone significant growth, many other facets of the Streets Division's responsibilities are experiencing increasing pressure. The City's shared use path system has continued to expand. With rising visitation and popularity, the Department's role in special events (Farmer's Market, Fairs, etc.) preparation and breakdown has significantly increased. Additionally, much of the vegetation planted by the City following the storms of 2004 and 2005 has now reached maturity and has resulted in trimming and maintenance demands of unprecedented levels. Finally, many of the current demands experienced through the Streets Division relate to user volumes of various facilities. Increase in island visitation has resulted in increased demands through the week and weekends for roadside litter picking and servicing the City's public spaces. The

Public Works Streets Division is responsible for maintaining the following public spaces, all of which have experienced increases in usage over recent years:

- Community Park and Trail
- Pond Apple Park and Trail
- Roadside Park and Shipley Trail
- Sanibel Gardens and Trails
- Bailey Road Park and Bock Peace Park (Dixie Beach Road)
- Beach and Bay accesses on Buttonwood and Seagrape Lane
- Beach Accesses on Fulger Street, Donax Rd, Nerita Street, Beach Road and East Gulf Drive
- West Gulf Drive Beach Accesses 1 through 7
- Sanibel-Captiva Road gazebo rest areas

The Department's high standard for safety, cleanliness and aesthetics requires that the Streets Division's responsibilities be addressed through both the regular work week as well as weekends. At the current personnel level, providing the needed 7 day a week coverage for all of the Streets Division's responsibilities, the staff must average 55 hours per week. The Department proposes to schedule the two requested tradesworkers for a work schedule of Friday through Monday in direct response to the demands that have developed on weekends.

The other requested position, an Engineering Technician, would provide needed support for the number of capital projects and technical responsibilities that the Department faces. Through FY2008 the Public Works Department had two Engineering Technicians on staff. From FY2009 through present, the Department has been staffed with only one. The Department currently has a number of capital projects budgeted, scheduled or projected for both the Streets Division and Beach Parks Division. These include:

- Tarpon Bay Beach Restroom (Beach Parks, funded through TDC)
- Bowman's Beach Overlook (Beach Parks, funded through TDC)
- Lighthouse Beach Fishing Pier Reconstruction (Beach Parks, funded through TDC)
- Dune Walkover/Boardwalk Replacement (Beach Parks, funded through TDC)
- Tarpon Bay Beach Access Improvements (Beach Parks, funded through TDC)
- Sanibel Boat Ramp Reconstruction (Beach Parks)
- Periwinkle Way Bridge and Box Culvert repairs and future replacement (Streets Division)

- NPDES annual stormwater inspections and reporting
- Wulfert/Wildlife Drive Shared Use Path and Road Improvements (Streets Division)
- Palm Ridge Road and Shared Use Path Improvements (Streets Division)
- Donax Street Roadway and Shared Use Path Improvement (Streets Division)
- East Gulf Drive Roadway and Shared Use Path Improvements (Streets Division)

Permitting, design, management and construction of the above list will generate a significant demand on the Department's engineering resources, thus warranting the requested personnel addition.

Additionally, the Engineering Technician requested would be instrumental as the City navigates through upcoming evaluations for the Nation Flood Insurance Program Community Rating Service (CRS) that are critical to our community's insurance premiums, The FEMA remapping of our region's flood maps and the continued refinement and development of our NPDES annual report.

City of Sanibel
Planning Department

MEMORANDUM

DATE: July 10, 2015

TO: Judie Zimomra, City Manager
City Council

FROM: James C. Jordan, Planning Director

SUBJECT: Request to Convert One of Two Existing Part-time Planner Positions to Full Time

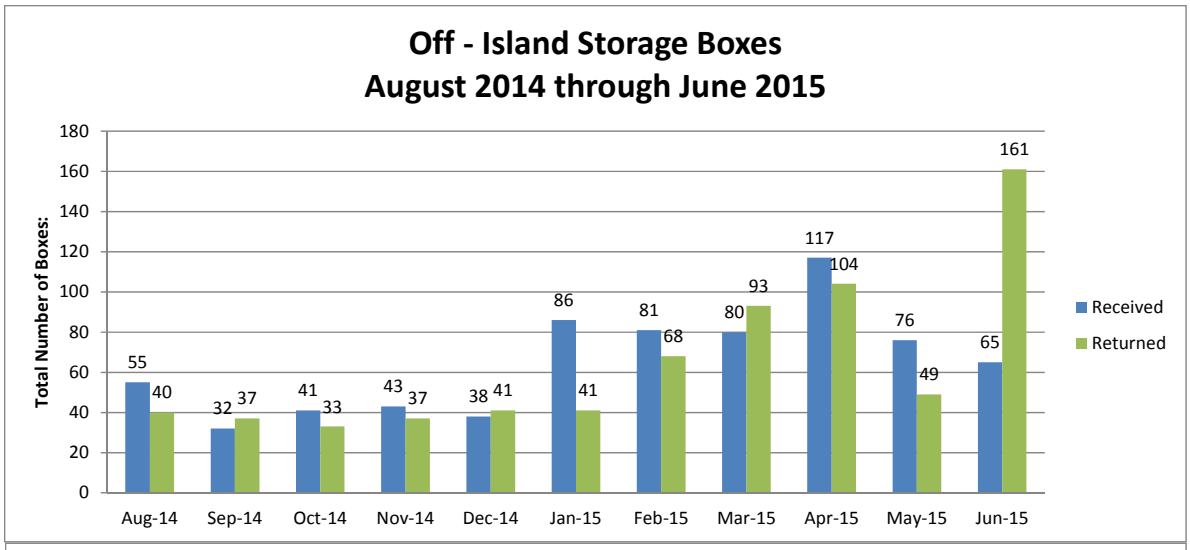
The purpose of this memorandum is to seek City Council's favorable consideration to have one of the Planning Department's two part-time Planner positions converted to full time beginning the fiscal year 2015-2016. The conversion of this position will assist the Department in continuing to meet the demands for providing responsive and quality customer service; and will ensure that the City will be able to retain and hire quality Planners particularly in a growing and increasingly competitive job market.

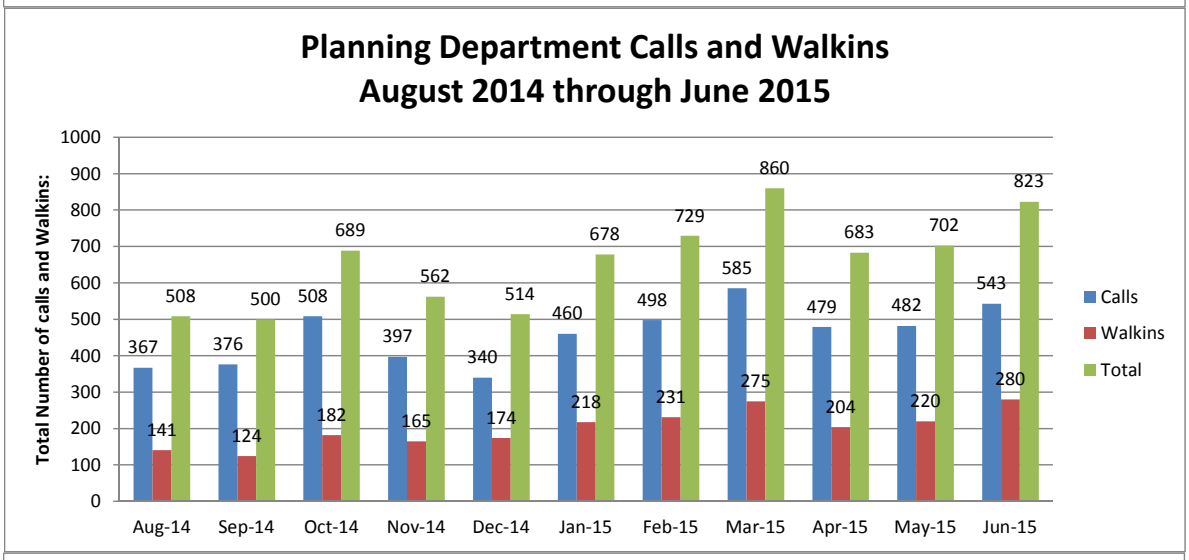
During the course of the current fiscal year the Department has experienced a significant increase in the number of emails, phone calls, walk-ins, scheduled appointments and applications. Having this part-time Planner position converted to full time will help to increase the Department's ability and capacity to:

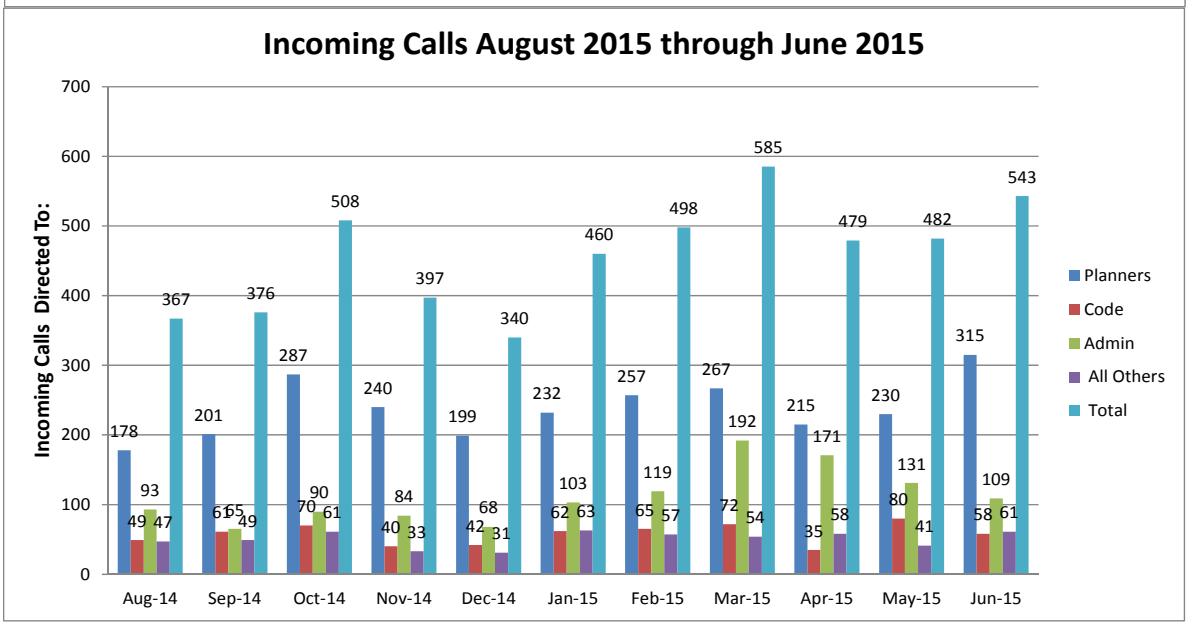
- deliver services effectively, handle zoning and land use inquiries, assist with increasing public records requests; and

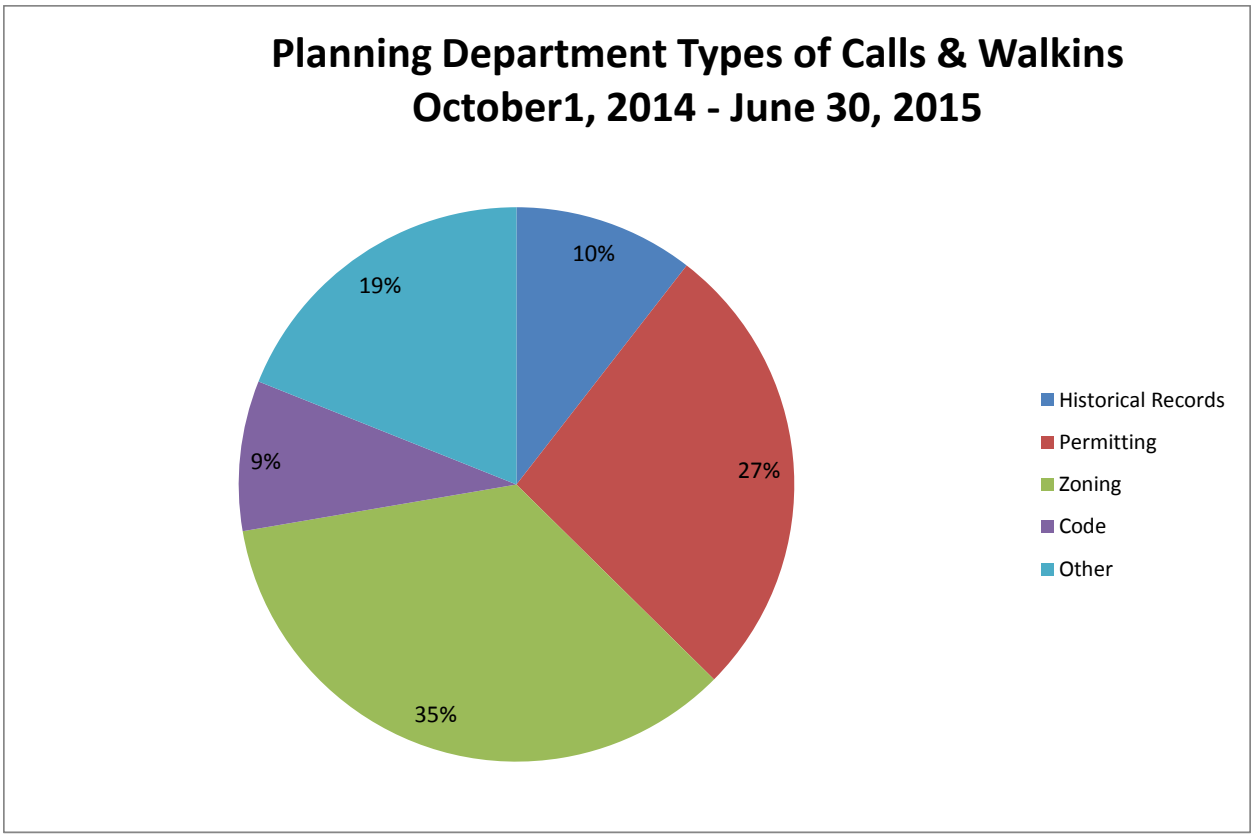
- work on special assignments and projects, such as, the Civic Core, the conversion of paper historical records to a digital format, the roll-out and implementation of the new and highly anticipated permitting and code enforcement software.

In closing, the approval of this request will be of great benefit to the Planning Department's overall goals and objectives to provide effective and efficient Planning and Code Enforcement services and deliver the highest possible level of responsive public service.


Off - Island Storage Boxes
August 2014 through June 2015
Total Number of Boxes:
180
160
140
120
100
80
60
40
20
0
Aug-14 Sep-14 Oct-14 Nov-14 Dec-14 Jan-15 Feb-15 Mar-15 Apr-15 May-15 Jun-15
55 40
32 37
41 33
43 37
38 41
86 41
81 68
80 93
117 104
76 49
65 161
Received
Returned


Planning Department Calls and Walkins
August 2014 through June 2015
Total Number of calls and Walkins:
1000
900
800
700
600
500
400
300
200
100
0
Aug-14 Sep-14 Oct-14 Nov-14 Dec-14 Jan-15 Feb-15 Mar-15 Apr-15 May-15 Jun-15
367 141 508
376 124 500
508 182 689
397 165 562
340 174 514
460 218 678
498 231 729
585 275 860
479 204 683
482 220 702
543 280 823
Calls
Walkins
Total


Incoming Calls August 2015 through June 2015
Incoming Calls Directed To:
700
600
500
400
300
200
100
0
Aug-14 Sep-14 Oct-14 Nov-14 Dec-14 Jan-15 Feb-15 Mar-15 Apr-15 May-15 Jun-15
178 49 93 47 367
201 61 65 49 376
287 70 90 61 508
240 40 84 33 397
199 42 68 31 340
232 62 103 63 460
257 65 119 57 498
267 72 192 54 585
215 35 171 58 479
230 80 131 41 482
315 58 109 61 543
Planners
Code
Admin
All Others
Total


Planning Department Types of Calls & Walkins
October1, 2014 - June 30, 2015
10%
27%
35%
9%
19%
Historical Records
Permitting
Zoning
Code
Other

MEMORANDUM

DATE: July 9, 2015

TO: City Council

FROM: R. Harold Law, Building Official

SUBJECT: Building Department Additional Part-Time Position

In October, 2014 the Building Department contracted with Kelley Services for a full-time employee to assist with Public Records requests, the ongoing digitization project, and to assist the office as needed in other areas.

For the last 9 months, analysis has shown that the temporary employee has spent 54 %of their time with public records requests, 15% dedicated to digitizing City records, and the balance with general assistance to the department. The percentages related to the public record requests and digitization is increasing monthly with the equipment currently in use. Additional copying and scanning equipment is planned for later this year. This will increase time required in this area for this position. As of the end of July, 2015 we have spent $28,113 with Kelly Services for this position and the total year project cost will be approximately $32,963.

Replacing the temporary service with City staff has several benefits for the department. A dedicated staff member will allow more specialized and specific training for the document digitization process. Most importantly, there will be increased quality and efficacy in document retrieval and customer service. This will also allow more security clearance, office training and responsibility as an employee.

The proposed position will cost the Building Department $26,230 in salary and related taxes for the full year, and would be budgeted at an 0.75 full time equivalent, working 30 hours per week.

Approving this position will not only benefit the overall department budget, but will also increase accuracy and responsibility. Thank you for your consideration.

RHL/djr

CITY COUNCIL MEMBERS

Mayor Kevin Ruane

Mr. Ruane serves as the Council liaison to the General Employees' Pension Board of Trustees, the City Council's Redevelopment Project, and the Audit Committee (currently sunset). He also serves as the liaison to the Sanibel Captiva Chamber Governmental Affairs Committee, the Tourist Development Council and the Lee County Mayors' Council. Mayor Ruane serves as the Treasurer of the Metropolitan Planning Organization and is a member of the Metropolitan Planning Organization Executive Committee.

Vice-Mayor Mick Denham

Mr. Denham serves as the Council liaison to the Sanibel Police Officers' Pension Plan Board of Trustees, the City's Redevelopment Needs Assessment and the liaison to the Southwest Florida Regional Planning Council. He serves as the alternate liaison to the Metropolitan Planning Organization and is a member of the J.N. "Ding" Darling Wildlife Society Advocacy Committee.

Councilmember Chauncey Goss

Mr. Goss serves as the Council liaison of the Sanibel Planning Commission. He also serves as liaison to the Lee County Horizon Council and as the liaison on Causeway matters.

Councilmember Marty Harrity

Mr. Harrity serves as the Council liaison of the Historical Preservation Committee, the Historical Museum and Village, Inc. and the Recreation Financial Assistance Committee. He also serves as the liaison to the Sanibel School.

Councilmember Jim Jennings

Mr. Jennings serves as the Council liaison to the Community Housing Resources Board of Directors, the Community Housing Resources Coast and Island Community Land Trust, the Employee Dependent Scholarship Committee, the Vegetation Committee and the Contractor Review Board.

CITY INFORMATION

COUNCIL-MANAGER FORM OF GOVERNMENT

APPOINTED OFFICIALS

Judith A. Zimomra, MPA, JD. ..... City Manager
Kenneth B. Cuyler, Esq. ..... City Attorney

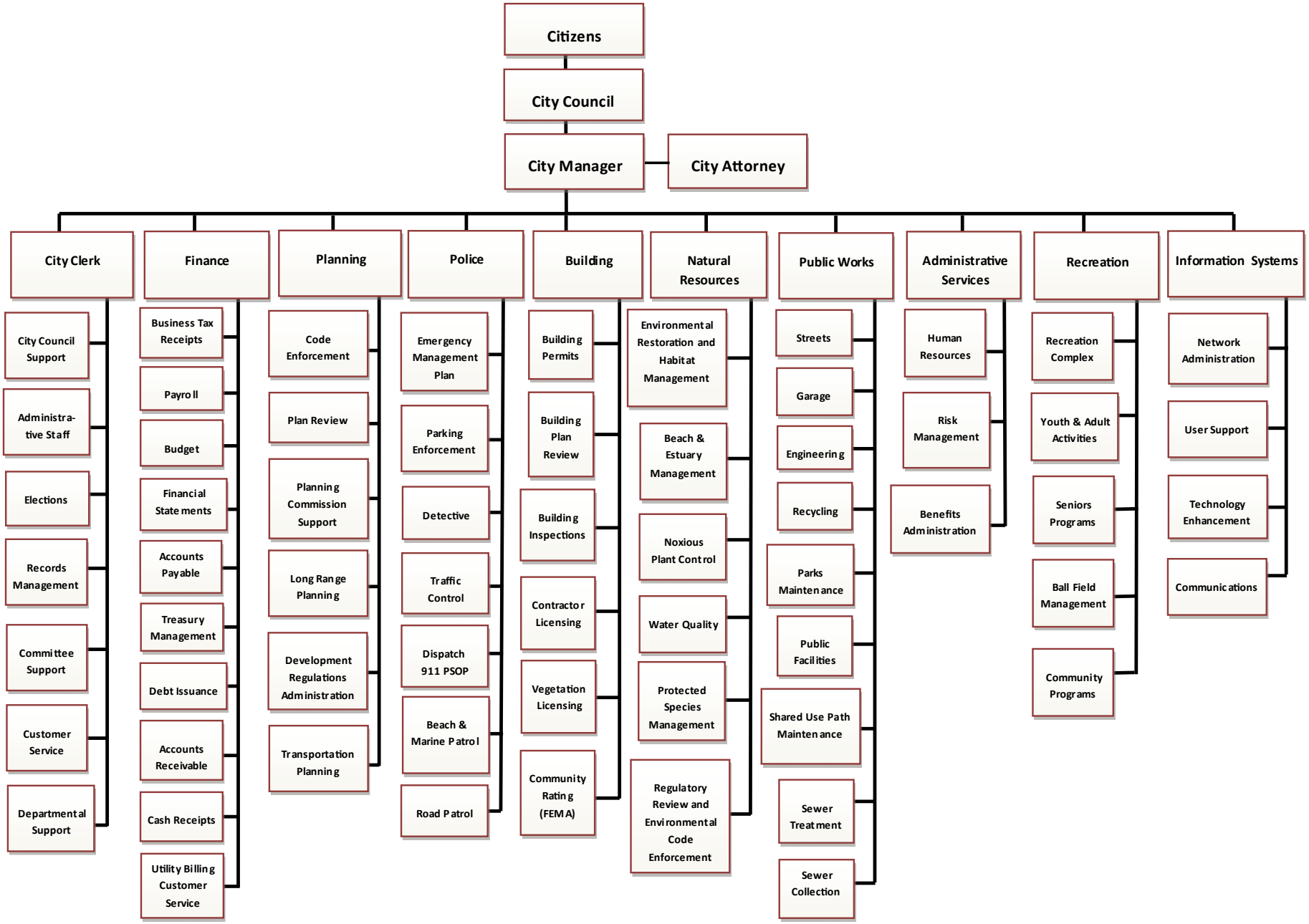
EXECUTIVE STAFF

James R. Isom ..... Administrative Services Director
R. Harold Law, CBO ..... Chief Building Official
William Tomlinson ..... Chief of Police
Pamela Smith, MMC ..... City Clerk
Sylvia A. Edwards, MBA, CPA, CGFO, CPFO ..... Finance Director
Albert Smith, Jr. ..... Information Systems Director
James T. Evans III, MS ..... Natural Resources Director
James C. Jordan ..... Planning Director
Keith L. Williams II, PE ..... Public Works Director/City Engineer
Andrea L. Miller, CPRP ..... Recreation Director

Contact:
City of Sanibel
800 Dunlop Road
Sanibel, Florida 33957
(239) 472-3700

www.mysanibel.com

FUNCTIONAL ORGANIZATIONAL CHART



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Sanibel

Florida

For the Fiscal Year Beginning

October 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Sanibel, Florida for its annual budget for the fiscal year beginning October 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

CITY OF 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.

CITY OF SANIBEL VISION STATEMENT

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 COUNCIL GOALS

[THIS SECTION IS STILL BEING DEVELOPED AND
WILL BE INSERTED IN THE FINAL BUDGET DOCUMENT]

BUDGET CALENDAR

Weeks of:	April 20 and 27, 2015	Training and new updates on the City's budget module.
Month of:	May 2015	Departments prepare expenditure requests and enter into budget system.
Friday	May 29, 2015	Departments complete FY 2016 budgets reflecting department expenditure requests.
Friday	May 29, 2015	Departmental budget narratives due to the City Manager.
Weeks of:	June 1 and 8, 2015	Individual department meetings with City Manager and Finance Director to discuss budget requests.
Month of:	June 2015	Finance aligns departmental expenditure requests with projected revenue.
Wednesday	July 1, 2015*	Property appraiser certifies tax roll and finance calculates proposed millage rates based on actual taxable valuation.
Friday	July 10, 2015	Finance department provides FY 2016 draft budget document to city clerk for distribution to council for July 2015 meeting.
Tuesday	July 21, 2015	**9:00 a.m. - REGULAR CITY COUNCIL MEETING - Staff presents draft FY 2016 budget and introduction of the resolution to set the proposed tax (calendar) year 2015 millage rates and date of first public hearing.**
By Tuesday	August 4, 2015*	Finance advises property appraiser of proposed millage rates; rolled-back rate and date, time and place of first public hearing.
By Friday	August 21, 2015*	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 12, 2015*	**9:00 a.m. - CITY COUNCIL FIRST PUBLIC HEARING** - Discussion and adoption of tentative millage rate and tentative FY 2016 budget.
Saturday	September 19, 2015*	City advertises second and final public hearing in News-Press.
Tuesday	September 22, 2015*	**5:01 p.m. - CITY COUNCIL SECOND AND FINAL PUBLIC HEARING** - Discussion and adoption of final millage rate and final fiscal year 2016 budget.
By Friday	September 25, 2015*	**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		

BUDGET RESOLUTIONS

[THIS SECTION WILL BE INSERTED IN THE FINAL BUDGET DOCUMENT]

TAXES PAID BY TAXING AUTHORITY

[THIS SECTION WILL BE INSERTED ONCE MILLAGE RATES ARE AVAILABLE]

BUDGET SUMMARY COMPARISON
GOVERNMENTAL AND ENTERPRISE FUNDS

	Fiscal Year 2014 Actual	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	Fiscal Year 2016 Budget	Fiscal Year 2016 to Fiscal Year 2015 Amended Budget		Fiscal Year 2016 to Fiscal Year 2015 Estimated Actual	
Beginning Fund Balance	$ 21,651,895	$ 22,329,217	$ 22,936,999	$ 21,536,527	$ (792,690)	(3.55%)	$ (1,400,472)	(6.11%)
Revenues								
Ad Valorem Taxes	10,011,580	10,384,599	9,886,876	10,424,703	40,104	0.39%	537,827	5.44%
Other Taxes	2,452,946	2,386,015	2,499,735	2,386,015	-	0.00%	(113,720)	(4.55%)
Licenses & Permits	1,677,024	1,565,000	1,604,155	1,568,779	3,779	0.24%	(35,376)	(2.21%)
Intergovernmental Revenue	3,559,625	5,249,733	4,547,237	3,739,922	(1,509,811)	(28.76%)	(807,315)	(17.75%)
Charges for Services	10,237,712	11,268,706	11,407,272	12,160,689	891,983	7.92%	753,417	6.60%
Fines & Forfeitures	186,628	161,500	160,003	175,738	14,238	8.82%	15,735	9.83%
Miscellaneous Revenue	1,159,540	1,475,845	1,648,386	1,181,092	(294,753)	(19.97%)	(467,294)	(28.35%)
Non-Operating Revenue	174,830	178,442	-	125,000	(53,442)	(29.95%)	125,000	100.00%
Undercollection/Sales Tax	-	(525,320)	1,096,054	(562,631)	(37,311)	7.10%	(1,658,685)	100.00%
Total Revenue	29,459,885	32,144,520	32,849,718	31,199,307	(945,213)	(2.94%)	(1,650,411)	(5.02%)
Transfers In	2,767,647	2,868,536	3,585,001	2,667,741	(200,795)	(7.00%)	(917,260)	(25.59%)
Total Sources of Funds	$ 53,879,427	$ 57,342,273	$ 59,371,718	$ 55,403,575	$ (1,938,698)	(3.38%)	$ (3,968,143)	(6.68%)
Expenditures								
General Government	$ 4,957,000	$ 5,637,462	$ 5,458,815	$ 5,516,787	$ (120,675)	(2.14%)	$ 57,972	1.06%
Public Safety	5,878,264	6,267,975	6,007,575	6,407,351	139,376	2.22%	399,776	6.65%
Physical Environment	7,070,631	5,557,781	4,967,981	5,585,101	27,320	0.49%	617,120	12.42%
Public Works	2,466,653	3,314,476	3,041,696	3,224,452	(90,024)	(2.72%)	182,756	6.01%
Transportation	2,145,439	3,207,885	2,899,129	3,006,427	(201,458)	(6.28%)	107,298	100%
Economic Environment	284,346	294,035	293,535	302,781	8,746	2.97%	9,246	3.15%
Human Services	1,000	1,000	1,000	1,000	-	0.00%	-	0.00%
Culture/Recreation	2,577,616	2,861,339	2,703,961	2,841,476	(19,863)	(0.69%)	137,515	5.09%
Capital Outlay	1,151,130	6,898,752	4,270,594	7,173,831	275,079	3.99%	2,903,237	67.98%
Debt Service	1,573,382	4,192,432	4,192,432	4,192,706	274	0.01%	274	0.01%
NonExpenditure Uses	-	5,993,472	413,472	5,990,000	(3,472)	(0.06%)	5,576,528	1348.71%
Total Expenditures	28,105,461	44,226,609	34,250,190	44,241,912	15,303	0.03%	9,991,722	29.17%
Transfers to Other Funds	2,767,647	2,868,536	3,585,001	2,667,741	(200,795)	(7.00%)	(917,260)	(25.59%)
Ending Fund Balance	23,006,319	10,247,128	21,536,527	8,493,922	(1,753,206)	(17.11%)	(13,042,605)	(60.56%)
Total Uses of Funds	$ 53,879,427	$ 57,342,273	$ 59,371,718	$ 55,403,575	$ (1,938,698)	(3.38%)	$ (3,968,143)	(6.68%)

BUDGET SUMMARY BY FUND TYPE
GOVERNMENTAL AND ENTERPRISE FUNDS

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Interfund Transfers	Total Budget Less Transfers
Beginning Fund Balance	$ 10,133,001	$ 2,338,639	$ 355,025	$ 1,753,526	$ 6,956,336	$ -	$ 21,536,527
Revenues							
Ad Valorem Taxes	8,635,291	-	875,305	-	914,107	-	10,424,703
Other Taxes	911,015	1,475,000	-	-	-	-	2,386,015
Licenses & Permits	915,000	533,779	-	-	120,000	-	1,568,779
Intergovernmental Revenue	749,000	1,720,000	-	-	1,270,922	-	3,739,922
Charges for Services	2,372,699	755,000	-	-	9,032,990	-	12,160,689
Fines & Forfeitures	36,500	20,000	-	-	119,238	-	175,738
Miscellaneous Revenue	112,000	244,710	10,000	30,000	784,382	-	1,181,092
Total Revenue	13,731,505	4,748,489	885,305	30,000	12,241,639	-	31,636,938
Other Financing Sources							
Transfers From Other Funds	400,000	1,548,643	-	719,098	-	(2,667,741)	-
Capital Contributions	-	-	-	-	125,000	-	125,000
Debt Proceeds	-	-	-	-	-	-	-
Reserve (Undercollect/Sales Tax)	(345,412)	(1,406)	(35,012)	-	(180,801)	-	(562,631)
Total Other Financing Sources	54,588	1,547,237	(35,012)	719,098	(55,801)	(2,667,741)	(437,631)
Total Sources of Funds	$ 23,919,094	$ 8,634,365	$ 1,205,318	$ 2,502,624	$ 19,142,174	$ (2,667,741)	$ 52,735,834
Expenditures							
Operating Expenditures							
General Government	$ 5,516,787	$ -	$ -	$ -	$ -	$ -	$ 5,516,787
Public Safety	4,248,092	759,831	-	-	1,399,428	-	6,407,351
Physical Environment	522,589	-	-	-	5,062,512	-	5,585,101
Public Works	1,492,968	-	-	-	1,731,484	-	3,224,452
Transportation	-	3,006,427	-	-	-	-	3,006,427
Economic Environment	302,781	-	-	-	-	-	302,781
Human Services	-	1,000	-	-	-	-	1,000
Culture/Recreation	146,801	2,694,675	-	-	-	-	2,841,476
Total Operating	12,230,018	6,461,933	-	-	8,193,424	-	26,885,375
Capital Outlay	-	7,500	-	2,133,480	5,032,851	-	7,173,831
Non-Operating Expenditures							-
Non-expended Reserves	5,890,000	-	-	-	100,000	-	5,990,000
Transfers to Other Funds	2,267,741	400,000	-	-	-	(2,667,741)	-
Debt Service	-	-	835,886	-	3,356,820	-	4,192,706
Total Non-Operating	8,157,741	400,000	835,886	-	3,456,820	(2,667,741)	10,182,706
Ending Fund Balance	3,531,335	1,764,932	369,432	369,144	2,459,079	-	8,493,922
Total Uses of Funds	$ 23,919,094	$ 8,634,365	$ 1,205,318	$ 2,502,624	$ 19,142,174	$ (2,667,741)	$ 52,735,834

BUDGET SUMMARY CHANGES IN FUND BALANCE GOVERNMENTAL AND ENTERPRISE FUNDS

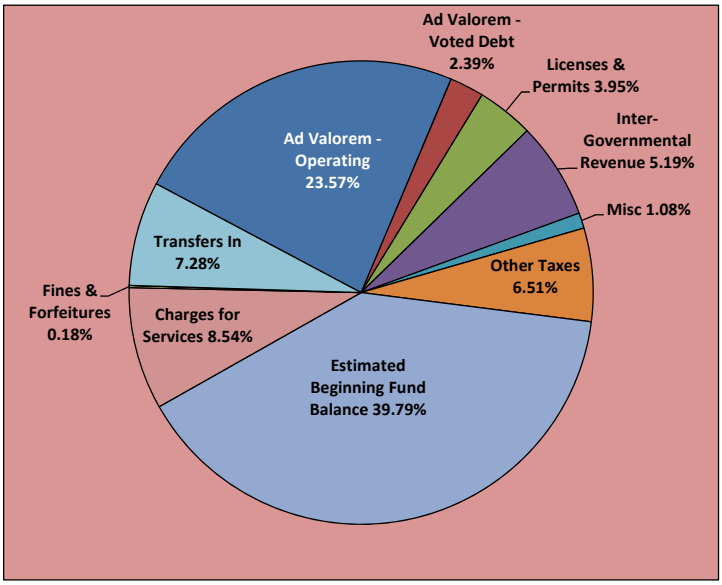
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Total Budget
Revenues						
Ad Valorem Taxes	$ 8,635,291	$ -	$ 875,305	$ -	$ 914,107	$ 10,424,703
Other Taxes	911,015	1,475,000	-	-	-	2,386,015
Licenses & Permits	915,000	533,779	-	-	120,000	1,568,779
Intergovernmental Revenue	749,000	1,720,000	-	-	1,270,922	3,739,922
Charges for Services	2,372,699	755,000	-	-	9,032,990	12,160,689
Fines & Forfeitures	36,500	20,000	-	-	119,238	175,738
Miscellaneous Revenue	112,000	244,710	10,000	30,000	784,382	1,181,092
Total Revenue	13,731,505	4,748,489	885,305	30,000	12,241,639	31,636,938
Other Financing Sources						
Transfers From Other Funds	400,000	1,548,643	-	719,098	-	2,667,741
Capital Contributions	-	-	-	-	125,000	125,000
Debt Proceeds	-	-	-	-	-	-
Reserve (Undercollect/Sales Tax)	(345,412)	(1,406)	(35,012)	-	(180,801)	(562,631)
Total Other Financing Sources	54,588	1,547,237	(35,012)	719,098	(55,801)	2,230,110
Total Revenue/Other Sources	13,786,093	6,295,726	850,293	749,098	12,185,838	33,867,048
Expenditures						
Operating Expenditures						
General Government	5,516,787	-	-	-	-	5,516,787
Public Safety	4,248,092	759,831	-	-	1,399,428	6,407,351
Physical Environment	522,589	-	-	-	5,062,512	5,585,101
Public Works	1,492,968	-	-	-	1,731,484	3,224,452
Transportation	-	3,006,427	-	-	-	3,006,427
Economic Environment	302,781	-	-	-	-	302,781
Human Services	-	1,000	-	-	-	1,000
Culture/Recreation	146,801	2,694,675	-	-	-	2,841,476
Total Operating	12,230,018	6,461,933	-	-	8,193,424	26,885,375
Capital Outlay	-	7,500	-	2,133,480	5,032,851	7,173,831
Non-Operating Expenditures						
Transfers to Other Funds	2,267,741	400,000	-	-	-	2,667,741
Debt Service	-	-	835,886	-	3,356,820	4,192,706
Total Non-Operating	2,267,741	400,000	835,886	-	3,356,820	6,860,447
Total Expenditures	14,497,759	6,869,433	835,886	2,133,480	16,583,095	40,919,653
Change Before Reserves	(711,666)	(573,707)	14,407	(1,384,382)	(4,397,257)	(7,052,605)
Reserves	5,890,000	-	-	-	100,000	5,990,000
Change in Fund Balance	(6,601,666)	(573,707)	14,407	(1,384,382)	(4,497,257)	(13,042,605)
Beginning Fund Balance	10,133,001	2,338,639	355,025	1,753,526	6,956,336	21,536,527
Ending Fund Balance	$ 3,531,335	$ 1,764,932	$ 369,432	$ 369,144	$ 2,459,079	$ 8,493,922

BUDGET SUMMARY BY FUND TYPE
GOVERNMENTAL FUNDS

	Fiscal Year 2016					
	General Fund	Special Revenue Funds	Debt Service Funds	Total Operating Budget	Capital Project Funds	Total Budget
SOURCES OF FUNDS						
Beginning Fund Balance	$ 10,133,001	$ 2,338,639	$ 355,025	$ 12,826,665	$ 1,753,526	$ 14,580,191
Revenue						
Taxes						
Ad Valorem	8,635,291	-	-	8,635,291	-	8,635,291
Ad Valorem - Voted Debt	-	-	875,305	875,305	-	875,305
Other Taxes	911,015	1,475,000	-	2,386,015	-	2,386,015
Licenses & Permits	915,000	533,779	-	1,448,779	-	1,448,779
Intergovernmental Revenue	749,000	1,720,000	-	2,469,000	-	2,469,000
Charges for Services	2,372,699	755,000	-	3,127,699	-	3,127,699
Fines & Forfeitures	36,500	20,000	-	56,500	-	56,500
Miscellaneous Revenue	112,000	244,710	10,000	366,710	30,000	396,710
Total Revenue	13,731,505	4,748,489	885,305	19,365,299	30,000	19,395,299
Other Financing Sources						
Transfers from Other Funds	400,000	1,548,643	-	1,948,643	719,098	2,667,741
Debt Proceeds	-	-	-	-	-	-
Capital Contributions	-	-	-	-	-	-
Reserve for Undercollection	(345,412)	(1,406)	(35,012)	(381,830)	-	(381,830)
Total Other Financing Sources	54,588	1,547,237	(35,012)	1,566,813	719,098	2,285,911
Total Sources of Funds	$ 23,919,094	$ 8,634,365	$ 1,205,318	$ 33,758,777	$ 2,502,624	36,261,401
Less: Transfers from Gov Funds						(2,667,741)
Net Sources of Funds						$ 33,593,660
USES OF FUNDS						
Operating Expenditures						
General Government	$ 5,516,787	$ -	$ -	$ 5,516,787	$ -	$ 5,516,787
Public Safety	4,248,092	759,831	-	5,007,923	-	5,007,923
Physical Environment	522,589	-	-	522,589	-	522,589
Public Works	1,492,968	-	-	1,492,968	-	1,492,968
Transportation	-	3,006,427	-	3,006,427	-	3,006,427
Economic Environment	302,781	-	-	302,781	-	302,781
Human Services	-	1,000	-	1,000	-	1,000
Culture/Recreation	146,801	2,694,675	-	2,841,476	-	2,841,476
Total Operating Expenditures	12,230,018	6,461,933	-	18,691,951	-	18,691,951
Capital Outlay	-	7,500	-	7,500	2,133,480	2,140,980
Total Expenditures	12,230,018	6,469,433	-	18,699,451	2,133,480	20,832,931
Non-Operating Expenditures						
Reserves	5,890,000	-	-	5,890,000	-	5,890,000
Transfer to Other Funds	2,267,741	400,000	-	2,667,741	-	2,667,741
Debt Service	-	-	835,886	835,886	-	835,886
Total NonOperating Expenditures	8,157,741	400,000	835,886	9,393,627	-	9,393,627
Total Appropriations	20,387,759	6,869,433	835,886	28,093,078	2,133,480	30,226,558
Estimated Ending Fund Balance	3,531,335	1,764,932	369,432	5,665,699	369,144	6,034,843
Total Uses of Funds	$ 23,919,094	$ 8,634,365	$ 1,205,318	$ 33,758,777	$ 2,502,624	36,261,401
Less: Transfers To Gov Funds						(2,667,741)
Net Uses of Funds						$ 33,593,660

SOURCES AND USES OF GOVERNMENTAL FUNDS

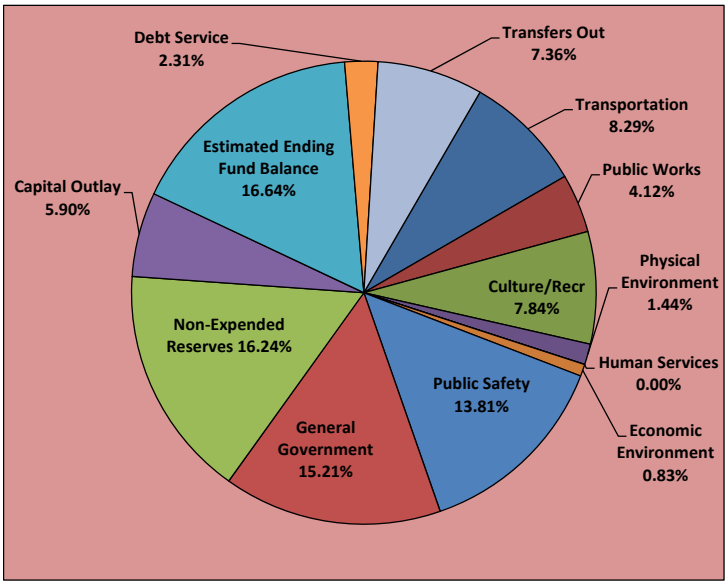
The following table presents information on the City's governmental revenue sources and the percentage of each to the total governmental funds budget:



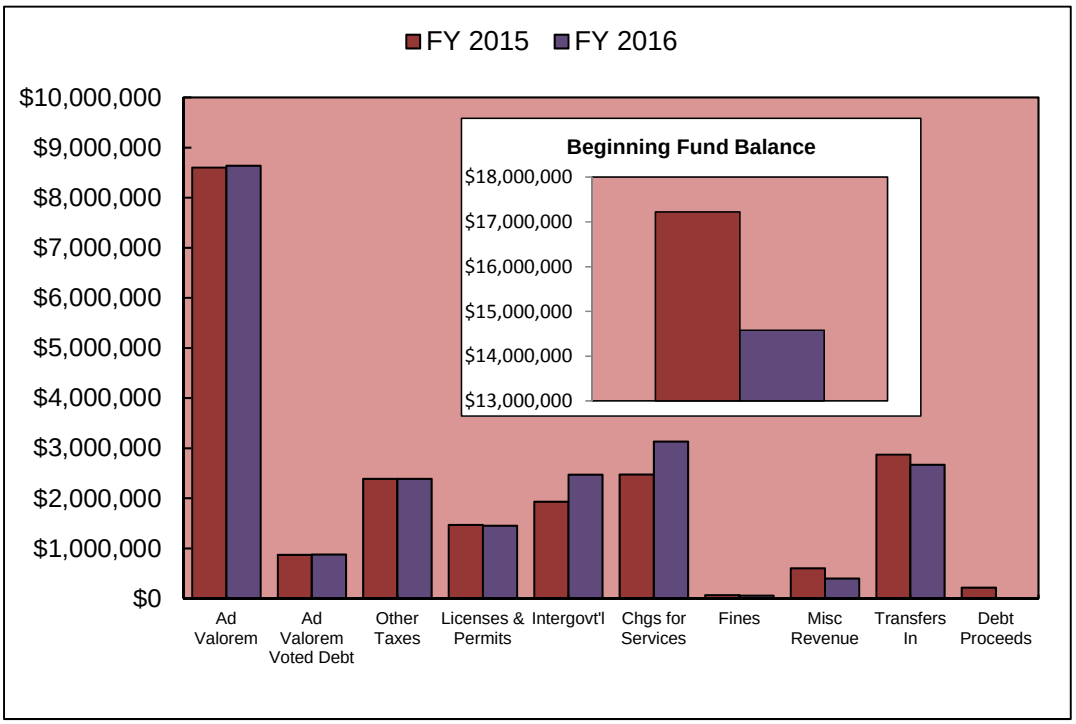
GOVERNMENTAL FUNDS		
Sources of Funds	**Amount**	**% Total**
Est . Beginning Fund Balance	$ 14,580,191	39.79%
Revenue		
Ad Valorem Taxes		
Operating	8,635,291	23.57%
Voted Debt Service	875,305	2.39%
Other Taxes	2,386,015	6.51%
Licenses & Permits	1,448,779	3.95%
Intergovernmental Revenue	2,469,000	6.74%
Charges for Services	3,127,699	8.54%
Fines & Forfeitures	56,500	0.15%
Miscellaneous Revenue	396,710	1.08%
Transfers from Other Funds	2,667,741	7.28%
Total Revenue	22,063,040	100.00%
Reserve for Undercollection	(381,830)	
Total Sources of Fund	$ 36,261,401	

The following table presents information on the City's governmental funds uses of budgeted funds and the percentage of each to the total governmental funds budget:

GOVERNMENTAL FUNDS		
Uses of Funds	**Amount**	**% Total**
Operating Expenses		
General Government	$ 5,516,787	15.21%
Public Safety	5,007,923	13.81%
Physical Environment	522,589	1.44%
Public Works	1,492,968	4.12%
Transportation	3,006,427	8.29%
Economic Environment	302,781	0.83%
Human Services	1,000	0.00%
Culture & Recreation	2,841,476	7.84%
Total	18,691,951	51.55%
Capital Outlay	2,140,980	5.90%
Non-expended Reserves	5,890,000	16.24%
Debt Service	835,886	2.31%
Transfers to Other Funds	2,667,741	7.36%
Estimated Ending Fund Balance	6,034,843	16.64%
Total Uses of Funds	$ 36,261,401	100.00%



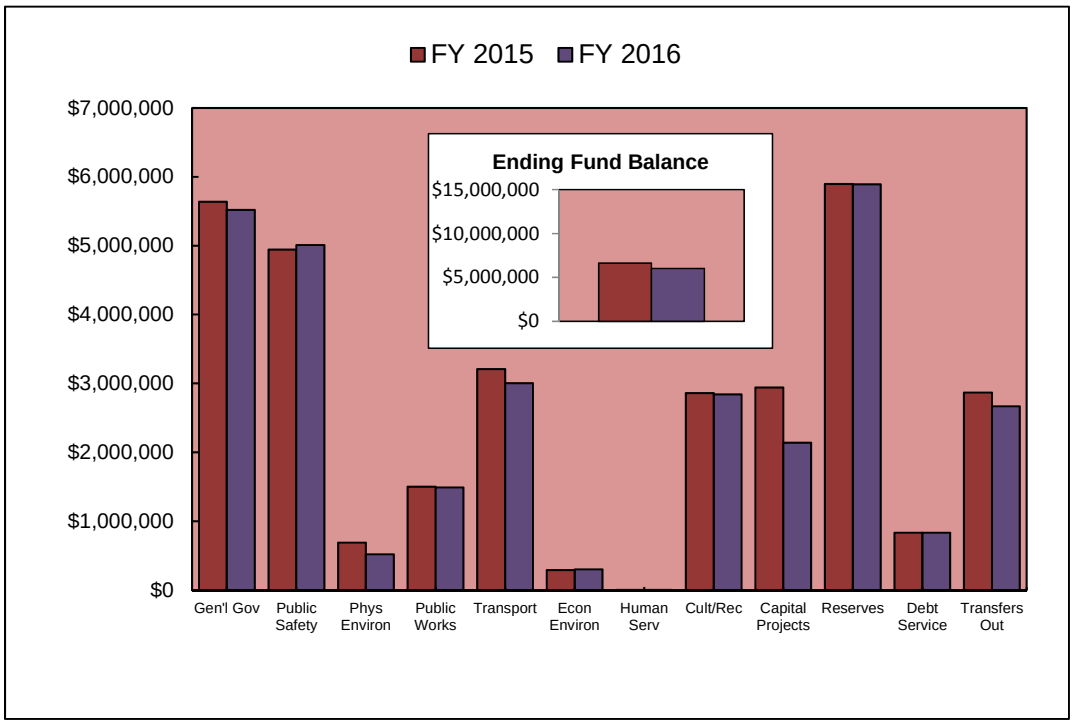
COMPARISON OF SOURCES OF FUNDS



GOVERNMENTAL FUNDS

	FY 2015 Budget As Amended	FY 2016 Budget	Increase (Decrease)	% Change
Est. Beginning Fund Balance	$ 17,220,712	$ 14,580,191	$ (2,640,521)	(15.3%)
Operating Sources of Funds				
Revenue				
Ad Valorem Taxes-Operating	8,599,712	8,635,291	35,579	0.4%
Ad Valorem Taxes-Voted Debt	870,939	875,305	4,366	0.5%
Other Taxes	2,386,015	2,386,015	-	0.0%
Licenses & Permits	1,465,000	1,448,779	(16,221)	(1.1%)
Intergovernmental Revenue	1,927,573	2,469,000	541,427	28.1%
Charges for Services	2,471,431	3,127,699	656,268	26.6%
Fines & Forfeitures	66,500	56,500	(10,000)	(15.0%)
Miscellaneous Revenue	602,260	396,710	(205,550)	(34.1%)
Total Revenue	18,389,430	19,395,299	1,005,869	5.5%
Other Financing Sources				
Debt Proceeds	215,000	-	(215,000)	100.0%
Transfers From Other Funds	2,868,536	2,667,741	(200,795)	(7.0%)
Total Other Financing Sources	3,083,536	2,667,741	(415,795)	(13.5%)
Total Sources of Funds	38,693,678	36,643,231	(2,050,447)	(5.3%)
Reserve for Undercollection	(380,232)	(381,830)	(1,598)	0.4%
Total Sources of Funds	$ 38,313,446	$ 36,261,401	$ (2,052,045)	(5.4%)

COMPARISON OF USES OF FUNDS BY FUNCTION



GOVERNMENTAL FUNDS

	FY 2015 Budget As Amended	FY 2016 Budget	Increase (Decrease)	% Change
Uses of Funds				
Expenditures				
General Government	$ 5,637,462	$ 5,516,787	$ (120,675)	(2.1%)
Public Safety	4,941,793	5,007,923	66,130	1.3%
Physical Environment	690,776	522,589	(168,187)	(24.3%)
Public Works	1,503,425	1,492,968	(10,457)	(0.7%)
Transportation	3,207,885	3,006,427	(201,458)	(6.3%)
Economic Environment	294,035	302,781	8,746	3.0%
Human Services	1,000	1,000	-	0.0%
Culture/Recreation	2,861,339	2,841,476	(19,863)	(0.7%)
Total Operating Expenditures	19,137,715	18,691,951	(445,764)	(2.3%)
Capital Projects	2,940,742	2,140,980	(799,762)	(27.2%)
Reserves	5,893,472	5,890,000	(3,472)	(0.1%)
Debt Service	835,608	835,886	278	0.0%
Transfers to Other Funds	2,868,536	2,667,741	(200,795)	(7.0%)
Ending Fund Balance	6,637,373	6,034,843	(602,530)	(9.1%)
Total Other Uses	19,175,731	17,569,450	(1,606,281)	(8.4%)
Total Uses of Funds	$ 38,313,446	$ 36,261,401	$ (2,052,045)	(5.4%)

SCHEDULE OF INTERFUND TRANSFERS

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. The following schedules detail the interfund transfers that are budgeted in the current year.

	Transfers In			
Transfers Out	**General Fund**	**Special Revenue**	**Capital Projects**	**Total Governmental**
General Fund	$ -	$ 1,548,643	$ 719,098	$ 2,267,741
Transportation Special Revenue Fund	400,000	-	-	400,000
	$ 400,000	$ 1,548,643	$ 719,098	$ 2,667,741

Source	Transfer to	Amount	Purpose
General Fund	Shell Harbor Canal Dredging	$ 5,445	City match for dredging
General Fund	Sanibel Estates Canal Trimming	3,000	City match for canal trimming
General Fund	Sanibel Isles/Water Shadows Dredging	5,000	City match for dredging
General Fund	Recreation Center	1,400,000	Recreation center operations
General Fund	Ballpark Maintenance	135,198	Operations and capital projects
General Fund	Capital Planning and Acquisition	494,098	Capital acquisition/construction
General Fund	Recreation Facility Capital Projects	225,000	Sinking fund capital projects
Transportation Fund	General Fund	400,000	Reimburse prior years transfers
		$ 2,667,741	

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:

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.

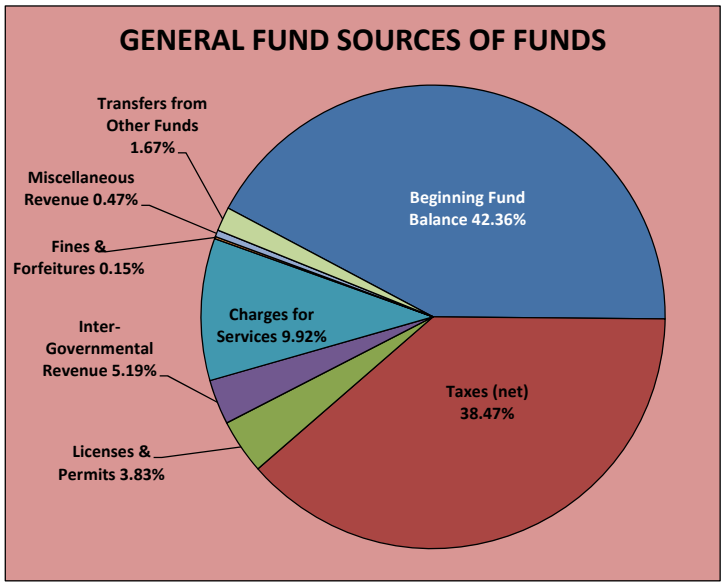
GENERAL FUND

The General Fund is the main operating fund of the City and supports public safety, general government operations, parks & recreation, economic development programs and other non-enterprise related operations. Revenues such as property taxes, sales tax, electric franchise fees, utilities services taxes, communication services taxes, charges for services rendered and other revenues are used to pay for these programs.

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 approximately $10.1 million of fund balance will be available at the end of FY2015 to carry-forward to FY2016.



Taxes – Property (ad valorem) tax, determined by the levy of an operating millage rate, is the City's primary revenue source providing an estimated $8.6 million (before allowable discounts as discussed below), which is 37.8% of general fund revenue sources. This amount of tax revenue is calculated based on the levy of a 1.9139 operating millage rate on the City's 2015 assessed taxable value, which is the rolled back millage rate.

Other taxes in the general fund include the communications services tax, business tax and casualty insurance premium tax, estimated to generate approximately $911,000.

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 estimates concerning expected economic conditions in the current and future years.

Licenses and Permits – Franchise fees are collected from contractors that serve the City for electric and solid waste collection and are expected to provide $900,000 or 3.76% of general fund total sources of funds. Special permits and City issued licenses are expected to provide approximately $15,000.

Intergovernmental Revenue – Revenues that the City received from any other governmental agency are considered intergovernmental revenues. These revenue types include state-shared revenues such as state revenue sharing, alcoholic beverage licenses, half-cent sales tax, etc. and are collected by federal, state, and local authorities and re-distributed to the cities and counties based on state-mandated formulas. Intergovernmental revenue is estimated to generate approximately $749,000 or 3.13% of the general fund's source of funds.

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 known circumstances (i.e. approved grants) and staff's estimates concerning expected economic conditions in current and future years.

Charges for Services – These sources include planning-type (development) permits, solid waste tipping fees, police services, and indirect costs charged to certain other funds for central services provided by the General Fund to those self-supporting funds. Charges for services are estimated to provide approximately $2.4 million of the general fund total funding sources.

Planning and development fees are established by ordinance at rates sufficient to recover the direct and indirect costs of the planning department's permit-issuance activities. 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.

Other Revenues – Fines and forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute $36,500 of general fund sources. Projections are based on trend analysis of prior year's activity. Miscellaneous revenue includes interest earnings, rents and contributions. This revenue source is estimated at $112,000 of general fund total sources. Projections for interest earnings are based on the City's fixed income investment program and market rates of return.

Other Non-revenues – Non-revenues include a reserve for under-collection of other revenues in the amount of $345,412. This amount is equal to 4% of ad valorem tax revenue. 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 does not collect 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

Additionally, the General Fund is budgeted to receive a $400,000 transfer from the Transportation Special Revenue Fund for reimbursement of prior year subsidies for transportation related expenditures.

Uses of Funds

Uses of funds are broken down by functional classification, as 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. Under the direction of a Department Director, each department has also included an organization chart and department narrative describing its mission, activities and goals for the budget year.

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

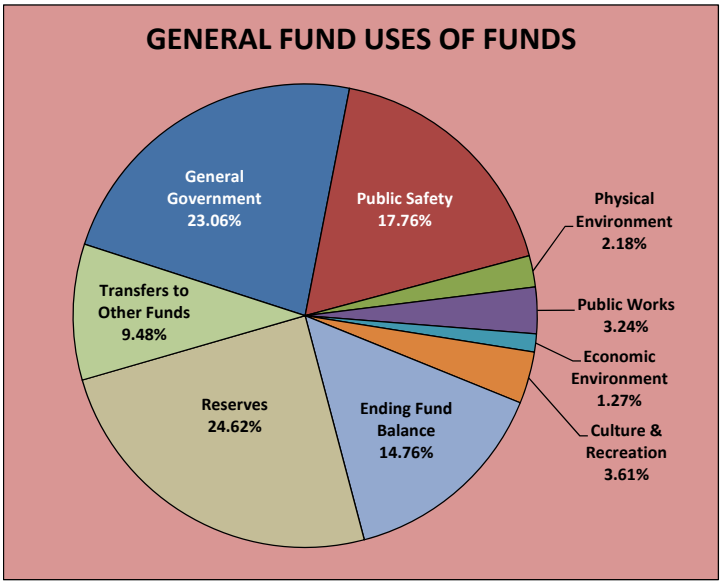
General Government

This classification represents expenditures required to operate the administrative, legal, planning, technology operations and financial obligations of the City are classified as general government expenses. General Government expenditures are budgeted at approximately $5.5 million, 45.1%, of total operating expenditures and represent the largest category of expenditures.

The supplemental section of this document includes of detail budget for each department, with comparisons to prior year information.

Public Safety

The City's police department is included in the general fund and budgeted at approximately $4.0 million, or 32.7% of the total general fund operating expenses. Also included in public safety is the Sanibel Emergency Management Program (S.E.M.P.). This department is budgeted at approximately $244,930. The primary reason for the increase from the previous year relate to program updates in personnel, technology, and programs to conform to state and local emergency operation programs.



Physical Environment

The main focus in the physical environment function is the City's natural resources department, which is tasked with the protection and maintenance of the City's natural environment. The budget for natural resources is expected to be approximately $470,000. This function also includes the recycling department, budgeted at $52,840

Public Works

The public works department is responsible for maintenance of the City's infrastructure, public facilities, and parks. Transportation expenses related to roads and bridges are accounted for in a special revenue fund. The public works budget for the budget year is expected to be approximately $776,000 of the general fund operating expenses.

Economic Environment

The City has an agreement with a nonprofit organization, Community Housing and Resources, Inc. (CHR), to aid in the provision of below income and affordable housing. Current year assistance is budgeted at approximately $303,000.

Culture/Recreation

The City is committed to supporting local art and culture events and facilities. Through various operating agreements, the City assists local cultural and artistic entities in their operations by providing funds to assist with expenses. The City's contribution to the Barrier Island Group Arts Center (BIG Arts) is expected to be $14,300. The City's contribution to the Historical Museum and Village is budgeted at $132,501.

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 but is used in another fund. 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 the Center 4 Life. Transfers to other funds are budgeted to be approximately $2.3 million. A detailed schedule of interfund transfers is included in this document.

Reserves are maintained for specific circumstances and are budgeted in each year. The City has established a budget of $5.89 million in reserves for specific circumstances.

Ending Fund Balance

The ending fund balance has three components. The first is a cash flow reserve dictated by the City's fund balance policy and based on a percentage of operating expenses, currently 17%. This $2.08 million cash flow reserve will provide operational cash for October and November until the City receives its first distribution of ad valorem tax revenue from the Lee County tax collector in early December.

The second component is a restricted balance of $550,000, which represents an interfund long term loan balance owed by the sewer fund to the general fund. The sewer fund makes a $275,000 annual payment to the general fund pursuant to Resolution #11-064 adopted August 2, 2011.

The remainder of ending fund balance is the amount budgeted to be available for appropriation in the subsequent fiscal year as beginning fund balance and is projected to be approximately $902,000 at the end of fiscal year 2016**.**

GENERAL FUND – SOURCES OF FUNDS

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Millage Rate	2.1000	2.0861	1.9995	N/A	N/A	1.9139
SOURCES OF FUNDS						
Beginning Fund Balance	$ 13,936,555	$ 12,370,773	$ 11,165,018	$ 11,541,379	$ 11,541,379	$ 10,133,001
Revenue						
Taxes						
Ad Valorem Taxes	8,283,542	8,253,344	8,599,712	8,599,712	8,180,958	8,635,291
Communications Services Tax	576,179	568,157	557,441	557,441	562,134	557,441
Business Tax Receipts	284,903	284,521	290,000	290,000	282,787	290,000
Casualty Insurance Premium Tax	62,542	65,862	63,574	63,574	63,574	63,574
Total Taxes	9,207,166	9,171,884	9,510,727	9,510,727	9,089,453	9,546,306
Licenses and Permits						
Franchise Fees	931,904	924,269	900,000	900,000	906,098	900,000
Special Events Permits/Licenses	18,742	19,092	15,000	15,000	15,000	15,000
Total Licenses and Permits	950,646	943,361	915,000	915,000	921,098	915,000
Intergovernmental Revenue						
Federal Grants	70,290	29,974	-	25,000	25,000	-
State Grants	-	-	-	-	-	-
State Revenue Sharing Proceeds	116,863	120,480	114,441	114,441	119,509	120,000
License Rebates	4,680	6,272	6,000	6,000	6,000	6,000
Alcoholic Beverage License	15,475	16,921	16,500	16,500	16,500	16,500
Half-cent Sales Tax	468,925	503,338	475,000	475,000	521,039	500,000
Municipal Solid Waste	46,735	45,263	50,000	50,000	50,000	50,000
Grants from Other Local Units	45,489	40,000	40,000	44,000	45,200	40,000
Payment in Lieu of Taxes	16,519	10,794	16,500	16,500	16,500	16,500
Total Intergovernmental Revenues	784,976	773,042	718,441	747,441	799,748	749,000
Charges for Services						
General Government						
Development Permit Fees	281,930	257,811	215,000	215,000	285,000	285,000
Wastewater Disposal Permits	3,465	1,013	3,000	3,000	3,000	3,000
Sign Permits	5,951	6,580	5,500	5,500	5,750	5,750
Other LDC Actions	59,967	51,357	40,000	40,000	50,000	50,000
Indirect Cost Services	1,062,718	1,155,665	1,155,665	1,224,431	1,224,431	1,712,949
Other Miscellaneous Fees/Charges	45,624	44,320	45,000	45,000	45,000	46,000
Total General Government	1,459,655	1,516,746	1,464,165	1,532,931	1,613,181	2,102,699
Public Safety						
Police Services	43,604	53,079	50,000	50,000	50,000	50,000
Solid Waste Tipping Fees	210,505	213,825	210,000	210,000	217,000	220,000
Total Public Safety	254,109	266,904	260,000	260,000	267,000	270,000
Total Charges for Services	1,713,764	1,783,650	1,724,165	1,792,931	1,880,181	2,372,699
Fines and Forfeitures	33,834	41,047	36,500	36,500	36,500	36,500
Miscellaneous Revenues						
Interest Earnings	(51,609)	32,683	165,000	165,000	50,000	50,000
Rents & Royalties	69,228	67,310	65,500	65,500	60,000	10,000
Contributions	1,600	1,100	1,000	18,300	18,300	2,000
Ins Proceeds/Sale of Fixed Assets	23,295	16,183	20,000	20,000	10,000	15,000
Other Miscellaneous Revenues	52,090	81,576	35,000	40,100	47,750	35,000
Total Miscellaneous Revenue	94,604	198,852	286,500	308,900	186,050	112,000
Total Revenue	12,784,990	12,911,836	13,191,333	13,311,499	12,913,030	13,731,505
Other Financing Sources						
Transfers In	300,000	85,815	-	4,000	742,760	400,000
Less: Reserve for Undercollection	-	-	(343,988)	(343,988)	-	(345,412)
Total Other Financing Sources	300,000	85,815	(343,988)	(339,988)	742,760	54,588
Total Sources of Funds	$ 27,021,545	$ 25,368,424	$ 24,012,363	$ 24,512,890	$ 25,197,169	$ 23,919,094

GENERAL FUND – USES OF FUNDS

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
USES OF FUNDS						
General Government						
Legislative	$ 245,594	$ 330,931	$ 441,453	$ 477,423	$ 486,059	$ 477,102
Administrative	852,604	808,260	744,446	760,581	754,570	753,260
Information Technology	825,606	843,521	1,088,714	1,123,344	1,017,746	1,084,436
Finance	964,779	905,985	940,425	970,461	973,413	943,390
Legal	516,501	569,306	573,682	619,434	596,669	574,689
Planning	781,024	827,323	950,835	971,544	917,072	953,610
Other General Government [1]	1,666,397	675,543	691,175	714,675	711,286	730,300
Total General Government	5,852,505	4,960,869	5,430,730	5,637,462	5,456,815	5,516,787
Public Safety						
Police	3,690,603	4,210,633	3,893,170	3,965,323	3,983,118	4,003,162
S.E.M.P.	13,794	12,141	193,653	199,314	164,330	244,930
Total Public Safety	3,704,397	4,222,774	4,086,823	4,164,637	4,147,448	4,248,092
Physical Environment						
Recycling Center	52,199	63,554	62,840	69,940	66,300	52,840
Natural Resources	540,716	498,020	545,623	620,836	606,623	469,749
Total Physical Environment	592,915	561,574	608,463	690,776	672,923	522,589
Public Works	818,303	837,606	802,378	826,238	869,639	775,605
Economic Environment						
Below Market Rate Housing	279,380	284,346	294,035	294,035	293,535	302,781
Culture/Recreation						
Public Facilities	511,642	512,726	652,246	677,187	555,673	717,363
Museum	144,946	174,243	138,551	176,551	176,332	132,501
Performing Arts Facility	13,209	12,181	12,080	12,080	13,770	14,300
Total Culture/Recreation	669,797	699,150	802,877	865,818	745,775	864,164
Total Operating Expenditures	11,917,297	11,566,319	12,025,306	12,478,966	12,186,135	12,230,018
Non-Operating Expenditures						
Reserve for Contingencies	-	-	275,000	98,472	98,472	175,000
Reserve for Environmental Initiatives	-	-	1,000,000	980,000	-	1,000,000
Reserve for Insurance Deductibles	-	-	315,000	315,000	315,000	215,000
Reserve for Disasters	-	-	4,500,000	4,500,000	-	4,500,000
Reserve for Compensation Adjustments	-	-	150,000	-	-	-
Transfer to other funds	2,733,475	2,260,726	2,419,240	2,464,561	2,464,561	2,267,741
Total Non-Operating Expenditures	2,733,475	2,260,726	8,659,240	8,358,033	2,878,033	8,157,741
Total Appropriations	14,650,772	13,827,045	20,684,546	20,836,999	15,064,168	20,387,759
Ending Fund Balance						
17% Cash Flow Reserve per Policy	-	-	2,044,302	2,044,302	2,071,643	2,079,103
Restricted Fund Balance	1,375,000	1,100,000	825,000	880,463	825,000	550,000
Available for Appropriation in subsequent fiscal year	10,995,773	10,441,379	458,515	751,126	7,236,358	902,232
Total Ending Fund Balance	12,370,773	11,541,379	3,327,817	3,675,891	10,133,001	3,531,335
Total Uses of Funds	$ 27,021,545	$ 25,368,424	$ 24,012,363	$ 24,512,890	$ 25,197,169	$ 23,919,094

[1] In FY13, additional contributions to the City's pension plans are included in this department.

SPECIAL REVENUE FUNDS SUMMARY

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
SOURCES OF FUNDS						
Beginning Fund Balance	$ 3,347,592	$ 2,647,813	$ 1,667,537	$ 3,111,190	$ 3,111,190	$ 2,338,639
Revenue						
Taxes	1,478,765	1,534,406	1,475,000	1,475,000	1,591,240	1,475,000
Licenses & Permits	724,138	626,961	550,000	550,000	561,863	533,779
Intergovernmental	172,749	632,583	1,154,878	1,165,732	1,632,406	1,720,000
Charges for Services	584,945	653,457	670,000	678,500	687,180	755,000
Fines & Forfeitures	32,742	22,834	30,000	30,000	14,265	20,000
Investment Earnings	57,433	61,988	39,600	39,600	39,244	39,450
Assessments	34,455	33,961	35,260	35,260	35,240	35,260
Impact Fees	97,261	121,972	110,000	110,000	117,501	110,000
Miscellaneous	65,949	55,315	61,000	62,500	60,500	60,000
Total Revenue	3,248,437	3,743,477	4,125,738	4,146,592	4,739,439	4,748,489
Other Financing Sources						
Transfers In	2,198,344	1,996,390	1,615,584	1,660,905	1,660,905	1,548,643
Reserve for Undercollection	-	-	(1,406)	(1,406)	-	(1,406)
Total Other Financing Sources	2,198,344	1,996,390	1,614,178	1,659,499	1,660,905	1,547,237
Total Sources of Funds	$ 8,794,373	$ 8,387,680	$ 7,407,453	$ 8,917,281	$ 9,511,534	$ 8,634,365
USES OF FUNDS						
Public Safety						
Building Department Fund	$ 675,672	$ 684,848	$ 756,924	$ 787,156	$ 760,974	$ 763,331
Transportation						
Transportation Fund	2,118,625	2,094,163	2,456,840	3,199,965	2,891,709	2,994,677
Road Impact Fee Fund	-	-	-	-	-	-
Shell Harbor Dredging Fund	33,732	43,749	1,000	1,000	1,000	1,000
Sanibel Estates Canal Trimming	10,150	7,288	10,500	10,500	10,000	10,500
Dredging-Sanibel Isles/Water Shado	344	239	250	250	250	250
Total Transportation	2,162,851	2,145,439	2,468,590	3,211,715	2,902,959	3,006,427
Human Services						
Father Madden Estate Fund	1,000	1,000	1,000	1,000	1,000	1,000
Culture/Recreation						
Historical Village & Museum Fund	-	-	-	-	-	-
Community Park Impact Fee Fund	-	-	-	-	-	-
Recreation Fund	2,129,299	2,140,918	2,369,496	2,424,656	2,260,076	2,398,599
School - Ball Park Maintenance	277,738	291,204	251,310	279,362	262,842	300,076
Total Culture/Recreation	2,407,037	2,432,122	2,620,806	2,704,018	2,522,918	2,698,675
Total Operating Expenditures	5,246,560	5,263,409	5,847,320	6,703,889	6,187,851	6,469,433
Non-Operating Expenditures						
Transfer to Other Funds	900,000	13,081	262,600	266,600	985,044	400,000
Total Appropriations	6,146,560	5,276,490	6,109,920	6,970,489	7,172,895	6,869,433
Ending Fund Balance	2,647,813	3,111,190	1,297,533	1,946,792	2,338,639	1,764,932
Total Uses of Funds	$ 8,794,373	$ 8,387,680	$ 7,407,453	$ 8,917,281	$ 9,511,534	$ 8,634,365

TRANSPORTATION FUND – SPECIAL REVENUE FUND

Sources of Funds

The transportation fund has an expected beginning fund balance of approximately $690,000. The transportation fund revenue sources are comprised of the collection of gas taxes (which are expected to be $1.475 million in FY2016) and the receipt of surplus toll revenue from Lee County from the Sanibel Causeway, which are expected to be approximately $1.5 million in fiscal year 2016. Both of these revenue sources are restricted for transportation related expenditures.

In addition, the City expects to collect $45,000 in state shared revenues and $12,000 in interest earnings.

Uses of Funds

This fund is used to clearly align transportation expenditures with gas tax revenue, as required by Florida statute, and toll revenue, as required by an interlocal agreement with Lee County. Additionally this fund records repair and maintenance, operating supplies and road materials supplies related to transportation.

Operating expenditures (which include employee expenses) in fiscal year 2016 are budgeted to be approximately $2.99 million.

BUDGET BRIEFS

- Fund was subsidized heavily by the General Fund through FY2014;
- Beginning in FY2014, the City began receiving surplus toll revenues from Lee County for the Sanibel Causeway;
- FY2015 and FY2016 do not include any subsidies from the General Fund;
- In FY2015, the fund is returning approximately $718,000 of previously unused General Fund funds back to the General Fund in the form of a transfer;
- In FY2016, the fund is returning $400,000 of previously unused General Fund funds back to the General Fund in the form of a transfer;
- The FY2015 budget for operating expenses was amended to include the remainder of the 2014 Streets Resurfacing Program that was not completed. The FY2016 budget includes finishing up some of the FY2015 and completing the FY2016 Streets Resurfacing plan.
- The fund balance at the end of FY2016 is expected to be $326,847.

Special Revenue Funds
Transportation Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 723,778	$ 797,362	$ (127,094)	$ 1,123,451	$ 1,123,451	$ 689,524
Revenue						
Taxes	1,478,765	1,534,406	1,475,000	1,475,000	1,591,240	1,475,000
Intergovernmental[1]	45,700	460,405	989,878	989,878	1,462,406	1,545,000
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	19,254	16,121	12,000	12,000	11,000	12,000
Miscellaneous	69	1,295	-	500	500	-
Total Revenue	1,543,788	2,012,227	2,476,878	2,477,378	3,065,146	3,032,000
Other Financing Sources						
Transfers In	798,421	408,025	115,080	115,080	115,080	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	798,421	408,025	115,080	115,080	115,080	-
Total Sources of Funds	$ 3,065,987	$ 3,217,614	$ 2,464,864	$ 3,715,909	$ 4,303,677	$ 3,721,524
Appropriations						
Transportation						
Personnel Services	$ 752,352	$ 763,817	$ 777,229	$ 780,104	$ 728,410	$ 755,398
Operating Expense	1,366,273	1,330,346	1,679,611	2,399,831	2,159,469	2,239,279
Capital Outlay	-	-	-	3,830	3,830	-
Grants and Aids	-	-	-	16,200	-	-
Total Operating Expenditures	2,118,625	2,094,163	2,456,840	3,199,965	2,891,709	2,994,677
Non-Operating Expenditures						
Transfer to Other Funds	150,000	-	-	4,000	722,444	400,000
Total Appropriations	2,268,625	2,094,163	2,456,840	3,203,965	3,614,153	3,394,677
Ending Fund Balance	797,362	1,123,451	8,024	511,944	689,524	326,847
Total Uses of Funds	$ 3,065,987	$ 3,217,614	$ 2,464,864	$ 3,715,909	$ 4,303,677	$ 3,721,524

HISTORICAL MUSEUM AND VILLAGE – SPECIAL REVENUE FUND

Sources of Funds

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

On October 1, 2007 a 501(c)3, nonprofit organization, the Sanibel Historical Museum and Village, Inc. began operations and took responsibility for maintaining the village. Also in fiscal year 2008, the City of Sanibel began providing funds to the nonprofit under a mutual contract. That contract is scheduled to renew this year as part of an option to extend two additional years with a 3% escalation in support provided by the City.

Uses of Funds

There is no expense budgeted in fiscal year 2016, as all revenue and expenses, separate from the Harriet C. Spoth funds, are now accounted for in the general fund.

Special Revenue Funds
Historical Village and Museum Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 140,608	$ 142,907	$ 145,007	$ 145,330	$ 145,330	$ 146,830
Revenue						
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	2,299	2,423	2,200	2,200	1,500	1,500
Miscellaneous	-	-	-	-	-	-
Total Revenue	2,299	2,423	2,200	2,200	1,500	1,500
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Sources of Funds	$ 142,907	$ 145,330	$ 147,207	$ 147,530	$ 146,830	$ 148,330
Appropriations						
Culture/Recreation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Ending Fund Balance	142,907	145,330	147,207	147,530	146,830	148,330
Total Uses of Funds	$ 142,907	$ 145,330	$ 147,207	$ 147,530	$ 146,830	$ 148,330

ROAD IMPACT FEE FUND – SPECIAL REVENUE FUND

Sources of Funds

This fund was established in fiscal year 1990 to account for the collection of funds generated by road impact fees pursuant to an interlocal agreement between the City and Lee County.

It is budgeted to have a beginning fund balance of $122,896 for fiscal year 2016.

The City only appropriates funds from this source after they have been collected. It is anticipated that $102,500 is to be collected and available for appropriation in fiscal year 2016.

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.

There are no expenditures planned from this fund for fiscal year 2016.

Special Revenue Funds
Road Impact Fee Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 52,442	$ 140,953	$ 244,218	$ 264,895	$ 264,895	$ 122,896
Revenue						
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	1,398	3,324	2,500	2,500	2,000	2,000
Impact Fees	87,113	120,618	100,000	100,000	106,001	100,000
Total Revenue	88,511	123,942	102,500	102,500	108,001	102,000
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Sources of Funds	$ 140,953	$ 264,895	$ 346,718	$ 367,395	$ 372,896	$ 224,896
Appropriations						
Transportation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Transfer to Other Funds	-	-	250,000	250,000	250,000	-
Total Appropriations	-	-	250,000	250,000	250,000	-
Ending Fund Balance	140,953	264,895	96,718	117,395	122,896	224,896
Total Uses of Funds	$ 140,953	$ 264,895	$ 346,718	$ 367,395	$ 372,896	$ 224,896

COMMUNITY PARK IMPACT FEE – SPECIAL REVENUE FUND

Sources of Funds

This fund was established in fiscal year 1990 to account for the collection of funds generated by community park impact fees pursuant to an interlocal agreement between the City and Lee County.

The fund is budgeted to have a beginning fund balance of $88,513 available in fiscal year 2016.

The City expects to receive $10,000 in impact fees from the County in fiscal year 2016. In addition, $750 in interest earnings is budgeted.

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.

There are no expenditures planned from this fund for fiscal year 2016.

Special Revenue Funds
Community Park Impact Fee Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 62,700	$ 73,469	$ 85,579	$ 88,863	$ 88,863	$ 88,513
Revenue						
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Investment Earnings	621	14,040	750	750	750	750
Impact Fees	10,148	1,354	10,000	10,000	11,500	10,000
Total Revenue	10,769	15,394	10,750	10,750	12,250	10,750
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Sources of Funds	$ 73,469	$ 88,863	$ 96,329	$ 99,613	$ 101,113	$ 99,263
Appropriations						
Culture/Recreation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Transfer to Other Funds	-	-	12,600	12,600	12,600	-
Total Appropriations	-	-	12,600	12,600	12,600	-
Ending Fund Balance	73,469	88,863	83,729	87,013	88,513	99,263
Total Uses of Funds	$ 73,469	$ 88,863	$ 96,329	$ 99,613	$ 101,113	$ 99,263

FATHER MADDEN ESTATE FUND – SPECIAL REVENUE FUND

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 $24,636 are budgeted at $400 for the fiscal year.

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 for the year is budgeted at $1,000.

Special Revenue Funds
Father Madden Estate Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 26,369	$ 25,810	$ 25,210	$ 25,236	$ 25,236	$ 24,636
Revenue						
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Investment Earnings	441	426	400	400	400	400
Miscellaneous	-	-	-	-	-	-
Total Revenue	441	426	400	400	400	400
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Sources of Funds	$ 26,810	$ 26,236	$ 25,610	$ 25,636	$ 25,636	$ 25,036
Appropriations						
Human Services						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants and Aids	1,000	1,000	1,000	1,000	1,000	1,000
Total Operating Expenditures	1,000	1,000	1,000	1,000	1,000	1,000
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	1,000	1,000	1,000	1,000	1,000	1,000
Ending Fund Balance	25,810	25,236	24,610	24,636	24,636	24,036
Total Uses of Funds	$ 26,810	$ 26,236	$ 25,610	$ 25,636	$ 25,636	$ 25,036

SHELL HARBOR CANAL DREDGING – SPECIAL REVENUE FUND

Sources of Funds

This fund was established at the request of the Shell Harbor homeowners for the purpose of tracking revenues and expenditures related to the Shell Harbor canal dredging project.

The project is funded with a budgeted $18,160 in special assessments, reduced by an allowance for early payment of $726 and a $5,445 contribution from the City.

Uses of Funds

Miscellaneous operating expenses of $1,000 are budgeted in the fiscal year.

Special Revenue Funds
Shell Harbor Canal Dredging

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 23,202	$ 13,042	$ 36,647	$ 40,470	$ 40,470	$ 63,555
Revenue						
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	3,000	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	162	252	200	200	500	200
Assessments	17,965	17,480	18,160	18,160	18,140	18,160
Total Revenue	18,127	20,732	18,360	18,360	18,640	18,360
Other Financing Sources						
Transfers In	5,445	50,445	5,445	5,445	5,445	5,445
Reserve for Undercollection	-	-	(726)	(726)	-	(726)
Total Other Financing Sources	5,445	50,445	4,719	4,719	5,445	4,719
Total Sources of Funds	$ 46,774	$ 84,219	$ 59,726	$ 63,549	$ 64,555	$ 86,634
Appropriations						
Transportation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	33,732	43,749	1,000	1,000	1,000	1,000
Capital Outlay	-	-	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	33,732	43,749	1,000	1,000	1,000	1,000
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	33,732	43,749	1,000	1,000	1,000	1,000
Ending Fund Balance	13,042	40,470	58,726	62,549	63,555	85,634
Total Uses of Funds	$ 46,774	$ 84,219	$ 59,726	$ 63,549	$ 64,555	$ 86,634

SANIBEL ESTATES CANAL TRIMMING – SPECIAL REVENUE FUND

Sources of Funds

This fund was established in response to the request of the Sanibel Estates property owners for the purpose of tracking revenues and expenditures related to the Sanibel Estates Canal Trimming project.

This project is funded by a beginning fund balance of $18,980, the collection of $7,000 of special assessments, net of undercollections, and a contribution of $3,000 from the City.

Uses of Funds

The purpose of this project, totaling $10,500 in the fiscal year, 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

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 15,733	$ 15,740	$ 15,820	$ 18,630	$ 18,630	$ 18,980
Revenue						
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	408	427	400	400	350	400
Assessments	6,749	6,751	7,000	7,000	7,000	7,000
Total Revenue	7,157	7,178	7,400	7,400	7,350	7,400
Other Financing Sources						
Transfers In	3,000	3,000	3,000	3,000	3,000	3,000
Reserve for Undercollection	-	-	(280)	(280)	-	(280)
Total Other Financing Sources	3,000	3,000	2,720	2,720	3,000	2,720
Total Sources of Funds	$ 25,890	$ 25,918	$ 25,940	$ 28,750	$ 28,980	$ 29,100
Appropriations						
Transportation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	10,150	7,288	10,500	10,500	10,000	10,500
Capital Outlay	-	-	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	10,150	7,288	10,500	10,500	10,000	10,500
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	10,150	7,288	10,500	10,500	10,000	10,500
Ending Fund Balance	15,740	18,630	15,440	18,250	18,980	18,600
Total Uses of Funds	$ 25,890	$ 25,918	$ 25,940	$ 28,750	$ 28,980	$ 29,100

SANIBEL ISLES/WATER SHADOWS DREDGING – SPECIAL REVENUE FUND

Sources of Funds

This fund was established at the request of the Sanibel Isles/Water Shadows homeowners for the purpose of tracking revenues and expenditures related to the dredging project.

The project is funded by a beginning fund balance of $95,346, 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, less a $400 (4%) reserve for undercollection.

Uses of Funds

The fund is budgeted to have $250 in miscellaneous administrative costs. Dredging is done as required, approximately every third year. 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

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 48,576	$ 63,966	$ 79,566	$ 79,751	$ 79,751	$ 95,346
Revenue						
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Investment Earnings	993	1,294	650	650	745	700
Assessments	9,741	9,730	10,100	10,100	10,100	10,100
Total Revenue	10,734	11,024	10,750	10,750	10,845	10,800
Other Financing Sources						
Transfers In	5,000	5,000	5,000	5,000	5,000	5,000
Reserve for Undercollection	-	-	(400)	(400)	-	(400)
Total Other Financing Sources	5,000	5,000	4,600	4,600	5,000	4,600
Total Sources of Funds	$ 64,310	$ 79,990	$ 94,916	$ 95,101	$ 95,596	$ 110,746
Appropriations						
Transportation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	344	239	250	250	250	250
Capital Outlay	-	-	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	344	239	250	250	250	250
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	344	239	250	250	250	250
Ending Fund Balance	63,966	79,751	94,666	94,851	95,346	110,496
Total Uses of Funds	$ 64,310	$ 79,990	$ 94,916	$ 95,101	$ 95,596	$ 110,746

BUILDING DEPARTMENT FUND – SPECIAL REVENUE FUND

Sources of Funds

This fund was established 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 the fiscal year is expected to approximate $728,000. Permit fees are budgeted at approximately $535,000. A comparison of actual, estimated and budgeted fees is presented below:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Budget
Building Permits	$ 402,852	$ 381,073	$ 294,065	$ 263,532	$ 250,360
Temporary Certification of Occupancy	500	1,000	1,500	1,344	1,277
Shutters/Windows/Doors	31,344	32,770	31,978	28,658	27,225
Electrical Permits	34,471	31,343	26,634	23,869	22,676
Plumbing & Sprinkler Permits	41,638	29,647	23,313	20,892	19,848
HVAC Permits	79,173	78,990	82,942	74,330	70,615
Roofing Permits	24,008	22,872	19,971	17,897	17,003
Plan Review-Residential	50,102	51,575	50,544	45,296	43,032
Plan Review-Nonresidential	37,177	42,984	35,462	31,780	30,191
LP Gas	1,928	1,875	1,163	1,042	990
Contractor Competency	2,654	3,330	3,085	2,765	2,626
Contractor Licensing	25,396	46,679	56,304	50,458	47,936
Total	$ 731,243	$ 724,138	$ 626,961	$ 561,863	$ 533,779

Uses of Funds

The cost to operate the Building Department is budgeted at $758,000 for direct and indirect costs. Of this amount $497,000 is for personnel services, $257,000 is for operating expense and $3,500 is budgeted for capital improvements.

BUDGET BRIEFS

- In fiscal year 2012, the City Council reduced building fees by 25% in order to align permit fees to an amount generally equivalent to the cost of providing permit services;
- At that time, it was determined that the minimal fund balance of the Building Fund be set at no less than $500,000, which was projected to occur during FY2016;
- From FY2013 through the estimated results for FY2015, revenue from licenses and permits has decreased $162,275, or 22.4%;
- Year to date between FY2013 and FY2015 (through May of each year for comparison purposes), the total number of permits issued has increased 0.36%;
- From FY2013 through the estimated results for FY2015, the Building Department fund balance has decreased by approximately $147,000, or 16.9% and the estimated ending fund balance for FY2016 shows a decrease of approximately $184,000, or 25.3%, from the estimated FY2015 ending balance.
- The fund balance is on track to reach the $500,000 established amount at the end of FY2016.

Special Revenue Funds
Building Department Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 768,319	$ 874,688	$ 771,738	$ 863,291	$ 863,291	$ 727,224
Revenue						
Licenses & Permits	724,138	626,961	550,000	550,000	561,863	533,779
Intergovernmental	-	-	-	-	-	-
Charges for Services	12,362	9,808	10,000	10,000	12,180	10,000
Fines & Forfeitures	32,627	22,779	30,000	30,000	14,265	20,000
Investment Earnings	12,914	13,903	10,000	10,000	13,499	13,000
Miscellaneous	-	-	-	-	-	-
Total Revenue	782,041	673,451	600,000	600,000	601,807	576,779
Other Financing Sources						
Transfers In	-	-	-	23,100	23,100	-
Total Sources of Funds	$ 1,550,360	$ 1,548,139	$ 1,371,738	$ 1,486,391	$ 1,488,198	$ 1,304,003
Appropriations						
Public Safety						
Personnel Services	$ 484,198	$ 489,701	$ 494,191	$ 497,033	$ 488,548	$ 500,537
Operating Expense	191,474	194,098	252,733	280,123	265,926	257,023
Capital Outlay	-	1,049	10,000	10,000	6,500	3,500
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	675,672	684,848	756,924	787,156	760,974	761,060
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	675,672	684,848	756,924	787,156	760,974	761,060
Ending Fund Balance	874,688	863,291	614,814	699,235	727,224	542,943
Total Uses of Funds	$ 1,550,360	$ 1,548,139	$ 1,371,738	$ 1,486,391	$ 1,488,198	$ 1,304,003

RECREATION FUND – SPECIAL REVENUE FUND

Sources of Funds

This fund was established to separately collect revenue and expense associated with the City's recreation facility. This fund includes the Recreation Center facility and the Center4Life seniors program.

Beginning available fund balance is budgeted to be $346,757. Budgeted revenues include $25,000 in intergovernmental revenue from the Lee County School Board, representing a 20% reimbursement for electric costs and $68,000 in contributions and investment earnings.

Charges for services provided by the recreation center and its programs are budgeted at $745,000 for the fiscal year. Charges for services by type of charge are detailed in the chart below.

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Budget
Membership Fees	$ 339,389	$ 356,404	$ 396,534	$ 417,796	$ 461,123
Summer Recreation Fees	62,830	67,780	101,563	107,009	118,106
After School Program Fees	41,006	39,885	46,710	49,215	54,319
Holiday Programs	8,151	9,758	8,717	9,184	10,136
Other Charges for Services	114,310	98,756	87,125	91,796	101,316
Total	$ 565,686	$ 572,583	$ 640,649	$ 675,000	$ 745,000

Between FY2012 and the budgeted amount in FY2016, revenues from charges for services have increased approximately 31.7%, or $179,000. The City is expecting to transfer approximately $1.4 million from the general fund to this fund in the fiscal year to assist with operating expenses, an amount consistent from the estimated ending transfer amount in FY2015.

Uses of Funds

The cost to operate the Recreation Fund is budgeted at approximately $2.40 million, an increase of 6.1% compared to FY2015 estimated ending expenditures.

BUDGET BRIEFS

- The Recreation Center is budgeting an increase of 10% in revenues based on FY2015 increased member participation and expected fee increases;
- Personnel service costs are expected to increase approximately 2.3% from the FY2015 adopted budget;
- Operating costs are budgeted to increase 2.1% from the FY2015 adopted budget.

Special Revenue Funds
Recreation Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY15 Budget
Beginning Fund Balance	$ 1,475,815	$ 496,258	$ 377,199	$ 442,319	$ 442,319	$ 346,757
Revenue						
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	18,739	30,797	25,000	25,000	25,000	25,000
Charges for Services	572,583	640,649	660,000	668,500	675,000	745,000
Fines & Forfeitures	115	55	-	-	-	-
Investment Earnings	18,561	9,778	10,000	10,000	8,000	8,000
Miscellaneous	65,880	54,020	61,000	62,000	60,000	60,000
Total Revenue	675,878	735,299	756,000	765,500	768,000	838,000
Other Financing Sources						
Transfers In	1,223,864	1,364,761	1,389,896	1,396,514	1,396,514	1,400,000
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	1,223,864	1,364,761	1,389,896	1,396,514	1,396,514	1,400,000
Total Sources of Funds	$ 3,375,557	$ 2,596,318	$ 2,523,095	$ 2,604,333	$ 2,606,833	$ 2,584,757
Appropriations						
Culture/Recreation						
Personnel Services	$ 1,344,232	$ 1,371,575	$ 1,525,912	$ 1,539,569	$ 1,497,479	$ 1,561,473
Operating Expense	717,774	738,970	790,274	827,777	753,538	807,126
Capital Outlay	48,466	4,930	28,310	31,310	9,059	4,000
Grants and Aids	18,827	25,443	25,000	26,000	-	26,000
Total Operating Expenditures	2,129,299	2,140,918	2,369,496	2,424,656	2,260,076	2,398,599
Non-Operating Expenditures						
Transfer to Other Funds	750,000	13,081	-	-	-	-
Total Appropriations	2,879,299	2,153,999	2,369,496	2,424,656	2,260,076	2,398,599
Ending Fund Balance	496,258	442,319	153,599	179,677	346,757	186,158
Total Uses of Funds	$ 3,375,557	$ 2,596,318	$ 2,523,095	$ 2,604,333	$ 2,606,833	$ 2,584,757

SCHOOL BALL PARK MAINTENANCE – SPECIAL REVENUE FUND

Sources of Funds

The funding for maintenance for the shared use ball field located at the Sanibel School is received from three sources: Lee County, the Lee County School Board and the City, pursuant to existing interlocal agreements for operating expenses, exclusive of capital outlays.

Intergovernmental revenue is budgeted approximately $150,000 for the fiscal year, which includes shared operating revenues received from Lee County and the Lee County School Board.

A transfer of approximately $135,000 is expected to be made from the general fund to fund the City's portion of operating expenditures.

Uses of Funds

Operating costs of maintaining the ball fields adjacent to the Sanibel School expected to be approximately $300,000.

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 10,050	$ 3,618	$ 13,647	$ 18,954	$ 18,954	$ 14,378
Revenue						
Licenses & Permits	-		-	-	-	-
Intergovernmental	108,310	141,381	140,000	150,854	145,000	150,000
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	382	-	500	500	500	500
Miscellaneous	-	-	-	-	-	-
Total Revenue	108,692	141,381	140,500	151,354	145,500	150,500
Other Financing Sources						
Transfers In	162,614	165,159	97,163	112,766	112,766	135,198
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	162,614	165,159	97,163	112,766	112,766	135,198
Total Sources of Funds	$ 281,356	$ 310,158	$ 251,310	$ 283,074	$ 277,220	$ 300,076
Appropriations						
Culture/Recreation						
Personnel Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expense	216,403	255,204	251,310	279,362	262,842	300,076
Capital Outlay	61,335	36,000	-	-	-	-
Grants and Aids	-	-	-	-	-	-
Total Operating Expenditures	277,738	291,204	251,310	279,362	262,842	300,076
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	277,738	291,204	251,310	279,362	262,842	300,076
Ending Fund Balance	3,618	18,954	-	3,712	14,378	-
Total Uses of Funds	$ 281,356	$ 310,158	$ 251,310	$ 283,074	$ 277,220	$ 300,076

DEBT SERVICE FUNDS SUMMARY

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance	$ 312,843	$ 325,086	$ 354,651	$ 352,105	$ 352,105	$ 355,025
Revenue						
Ad Valorem Tax - Voted Debt	853,159	850,501	870,939	870,939	828,528	875,305
Miscellaneous	(2,286)	16,854	16,000	16,000	10,000	10,000
Total Revenue	850,873	867,355	886,939	886,939	838,528	885,305
Other Financing Sources						
Transfers In	300,000	-	-	-	-	-
Reserve for Undercollection	-	-	(34,838)	(34,838)	-	(35,012)
Total Other Financing Sources	300,000	-	(34,838)	(34,838)	-	(35,012)
Total Sources of Funds	$ 1,463,716	$ 1,192,441	$ 1,206,752	$ 1,204,206	$ 1,190,633	$ 1,205,318
USES OF FUNDS						
Debt Service						
Principal	$ 465,000	$ 480,000	$ 490,000	$ 490,000	$ 490,000	$ 505,000
Interest	373,280	359,403	345,108	345,108	345,108	330,386
Other	350	933	500	500	500	500
Total Operating Expenditures	838,630	840,336	835,608	835,608	835,608	835,886
Non-Operating Expenditures						
Transfer to Other Funds	300,000	-	-	-	-	-
Total Appropriations	1,138,630	840,336	835,608	835,608	835,608	835,886
Ending Fund Balance	325,086	352,105	371,144	368,598	355,025	369,432
Total Uses of Funds	$ 1,463,716	$ 1,192,441	$ 1,206,752	$ 1,204,206	$ 1,190,633	$ 1,205,318

2012 $2.97M GENERAL OBLIGATION REFUND BONDS – DEBT SERVICE FUND

Sources of Funds

A referendum held in November 2001 approved the purchase of land at Pond Apple Park authorized a debt issuance of $3.825 million in General Obligation Bonds. In 2012, $2.97 million in General Obligation bonds were issued to refund the 2002 bonds. Ad valorem taxes are levied on an annual basis to repay the principal and interest on this debt obligation.

In the current fiscal year, $343,354 in taxes will be levied, based on a millage rate of 0.0761. An allowance for undercollection of $13,734 in tax is budgeted to recognize the discount taken by those taxpayers who pay their taxes between November and February. Interest earnings of $5,000 are also included in the revenues of this fund.

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 new maturity date is 2022.

The repayment schedule for the bonds is as follows:

Fiscal Year	Principal	Interest	Total Payment
FY 2016	$ 285,000	$ 44,298	$ 329,298
FY 2017	290,000	38,399	328,399
FY 2018	300,000	32,396	332,396
FY 2019	305,000	26,186	331,186
FY 2020	315,000	19,872	334,872
FY 2021	320,000	13,352	333,352
FY 2022	325,000	6,728	331,728
	$ 2,140,000	$ 181,231	$ 2,321,231

Debt Service Funds
2012 $2.97M General Obligation Refunding Bonds

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Approved Millage Rate - Voted Debt	0.0855	0.0860	0.0800	N/A	N/A	0.0761
Beginning Fund Balance	$ 263,353	$ 260,145	$ 275,226	$ 275,871	$ 275,871	$ 278,096
Revenue						
Taxes	337,221	339,984	344,075	344,075	327,319	343,354
Miscellaneous	(8,949)	11,632	10,000	10,000	5,000	5,000
Total Revenue	328,272	351,616	354,075	354,075	332,319	348,354
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	(13,763)	(13,763)	-	(13,734)
Total Other Financing Sources	-	-	(13,763)	(13,763)	-	(13,734)
Total Sources of Funds	$ 591,625	$ 611,761	$ 615,538	$ 616,183	$ 608,190	$ 612,716
Appropriations						
Debt Service						
Principal	$ 270,000	$ 280,000	$ 280,000	$ 280,000	$ 280,000	$ 285,000
Interest	61,480	55,890	50,094	50,094	50,094	44,298
Other	-	-	-	-	-	-
Total Operating Expenditures	331,480	335,890	330,094	330,094	330,094	329,298
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	331,480	335,890	330,094	330,094	330,094	329,298
Ending Fund Balance	260,145	275,871	285,444	286,089	278,096	283,418
Total Uses of Funds	$ 591,625	$ 611,761	$ 615,538	$ 616,183	$ 608,190	$ 612,716

2006 $8.35M G.O. BONDS-RECREATION CENTER FACILITY – DEBT SERVICE FUND

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 current fiscal year $531,951 in taxes will be levied on a millage rate of 0.1179. An allowance for undercollection of $21,278 in tax is budgeted to recognize the discount taken by those paying their taxes between November and February. Interest earnings are budgeted at $5,000.

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 repayment schedule for the bonds is as follows:

Fiscal Year	Principal	Interest	Total Payment
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
	$ 6,735,000	$ 3,440,536	$ 10,175,536

Debt Service Funds
2006 $8.35M General Obligation Bonds - Recreation Center

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Approved Millage Rate - Voted Debt	0.1308	0.1291	0.1225	N/A	N/A	0.1179
Beginning Fund Balance	$ 49,490	$ 64,941	$ 79,425	$ 76,234	$ 76,234	$ 76,929
Revenue						
Taxes	515,938	510,517	526,864	526,864	501,209	531,951
Miscellaneous	6,663	5,222	6,000	6,000	5,000	5,000
Total Revenue	522,601	515,739	532,864	532,864	506,209	536,951
Other Financing Sources						
Transfers In	300,000	-	-	-	-	-
Reserve for Undercollection	-	-	(21,075)	(21,075)	-	(21,278)
Total Other Financing Sources	300,000	-	(21,075)	(21,075)	-	(21,278)
Total Sources of Funds	$ 872,091	$ 580,680	$ 591,214	$ 588,023	$ 582,443	$ 592,602
Appropriations						
Debt Service						
Principal	$ 195,000	$ 200,000	$ 210,000	$ 210,000	$ 210,000	$ 220,000
Interest	311,800	303,513	295,014	295,014	295,014	286,088
Other	350	933	500	500	500	500
Total Operating Expenditures	507,150	504,446	505,514	505,514	505,514	506,588
Non-Operating Expenditures						
Transfer to Other Funds	300,000	-	-	-	-	-
Total Appropriations	807,150	504,446	505,514	505,514	505,514	506,588
Ending Fund Balance	64,941	76,234	85,700	82,509	76,929	86,014
Total Uses of Funds	$ 872,091	$ 580,680	$ 591,214	$ 588,023	$ 582,443	$ 592,602

CAPITAL PROJECT FUNDS SUMMARY

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
SOURCES OF FUNDS						
Beginning Fund Balance	$ 1,934,285	$ 1,954,330	$ 1,421,394	$ 2,216,038	$ 2,216,038	$ 1,753,526
Revenue						
Intergovernmental	3,351	1,070,675	14,400	14,400	14,400	-
Miscellaneous	50,290	227,400	30,000	30,000	30,200	30,000
Total Revenue	53,641	1,298,075	44,400	44,400	44,600	30,000
Other Financing Sources						
Transfers In	1,142,429	550,442	1,203,631	1,203,631	1,181,336	719,098
Debt Proceeds	-	-	215,000	215,000	-	-
Total Other Financing Sources	1,142,429	550,442	1,418,631	1,418,631	1,181,336	719,098
Total Sources of Funds	$ 3,130,355	$ 3,802,847	$ 2,884,425	$ 3,679,069	$ 3,441,974	$ 2,502,624
USES OF FUNDS						
General Government						
Information Technology	$ 170,984	$ 112,546	$ 300,000	$ 400,000	$ 204,000	$ 257,000
Public Safety						
Police Department	144,866	37,010	205,000	456,157	430,502	180,000
S.E.M.P.	-	26,028	36,000	36,000	-	36,000
Total Public Safety	144,866	63,038	241,000	492,157	430,502	216,000
Public Works						
Transportation	611,084	791,291	762,100	924,100	238,969	708,000
Public Works	77,962	-	215,000	215,000	116,309	123,000
Total Public Works	689,046	791,291	977,100	1,139,100	355,278	831,000
Culture/Recreation						
Public Facilities	171,129	112,038	618,000	618,000	391,672	451,920
Recreation Center	-	22,081	200,345	246,345	171,600	377,560
Total Culture/Recreation	171,129	134,119	818,345	864,345	563,272	829,480
Total Operating Expenditures	1,176,025	1,100,994	2,336,445	2,895,602	1,553,052	2,133,480
Non-Operating Expenditures						
Transfer to Other Funds	-	485,815	137,375	137,375	135,396	-
Total Non-Operating Expenditures	-	485,815	137,375	137,375	135,396	-
Total Appropriations	1,176,025	1,586,809	2,473,820	3,032,977	1,688,448	2,133,480
Ending Fund Balance	1,954,330	2,216,038	410,605	646,092	1,753,526	369,144
Total Uses of Funds	$ 3,130,355	$ 3,802,847	$ 2,884,425	$ 3,679,069	$ 3,441,974	$ 2,502,624

CAPITAL PLANNING AND ASSET ACQUISITION FUND – CAPITAL PROJECT FUND

Sources of Funds

The City uses a capital project fund to account for its acquisitions of capital assets. Capital assets are those assets that have a cost of more than $1,000 and are expected to provide a useful service life of greater than one year.

These projects are funded in current fiscal year by a beginning fund balance of $540,322, miscellaneous revenues of $13,500, and a transfer from the General fund of approximately $495,000.

Uses of Funds

The detail of each project accounted for in this fund is included in the 5-Year capital improvement plan (the CIP), which is located in the Supplemental section 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 the fiscal year are budgeted to be approximately $1.05 million.

Capital Project Funds
Capital Planning and Asset Acquisition Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 769,468	$ 759,646	$ 424,764	$ 948,369	$ 948,369	$ 540,322
Revenue						
Intergovernmental	-	2,799	14,400	14,400	14,400	-
Miscellaneous	16,630	15,277	13,500	13,500	13,700	13,500
Total Revenue	16,630	18,076	27,900	27,900	28,100	13,500
Other Financing Sources						
Transfers In	538,489	528,269	706,336	706,336	706,336	494,098
Debt Proceeds	-	-	215,000	215,000	-	-
Total Sources of Funds	$ 1,324,587	$ 1,305,991	$ 1,374,000	$ 1,897,605	$ 1,682,805	$ 1,047,920
Appropriations						
General Government						
Information Technology	$ 170,984	$ 112,546	$ 300,000	$ 400,000	$ 204,000	$ 257,000
Public Safety						
Police Department	144,866	37,010	205,000	456,157	430,502	180,000
S.E.M.P.	-	26,028	36,000	36,000	-	36,000
Total Public Safety	144,866	63,038	241,000	492,157	430,502	216,000
Public Works						
Public Works	77,962	-	215,000	215,000	116,309	123,000
Culture/Recreation						
Public Facilities	171,129	112,038	618,000	618,000	391,672	451,920
Total Capital Expenditures	564,941	287,622	1,374,000	1,725,157	1,142,483	1,047,920
Non-Operating Expenditures						
Transfer to Other Funds	-	70,000	-	-	-	-
Total Appropriations	564,941	357,622	1,374,000	1,725,157	1,142,483	1,047,920
Ending Fund Balance	759,646	948,369	-	172,448	540,322	-
Total Uses of Funds	$ 1,324,587	$ 1,305,991	$ 1,374,000	$ 1,897,605	$ 1,682,805	$ 1,047,920

TRANSPORTATION CAPITAL PROJECTS FUND – CAPITAL PROJECT FUND

Sources of Funds

The transportation capital project fund is expected to have a beginning budgeted fund balance of approximately $711,000.

In fiscal year 2014, the City received approximately $950,000 in surplus tolls from the Sanibel Causeway, pursuant to an interlocal agreement with Lee County. This agreement provides the City with 21% of the surplus tolls, as calculated on a semi-annual basis. The funds received from this agreement are restricted to transportation expenses, including repair and maintenance and capital projects. In fiscal year 2014, the City transferred $400,000 of these funds to the Transportation Fund for use on authorized expenses.

Beginning in fiscal year 2015, the receipt of causeway tolls was accounted for in the Transportation Fund, a special revenue fund. See page 41 for more information.

Uses of Funds

The detail of each project accounted for in this fund is included in the 5-Year capital improvement plan (the CIP), which is located in the Supplemental section of this document. In the CIP, each of the projects is listed by department and then identified in the left hand column as Fund # 301. Total capital outlays for the fiscal year are budgeted to be $708,000.

BUDGET BRIEFS

- The Transportation Capital Projects fund pays for all of its expenditures in the current year from beginning fund balance – there is no General Fund Subsidy

Capital Project Funds
Transportation Capital Projects

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 556,502	$ 262,424	$ 562,475	$ 775,073	$ 775,073	$ 711,024
Revenue						
Intergovernmental	3,351	1,067,876	-	-	-	-
Miscellaneous	20,155	200,799	10,000	10,000	10,000	10,000
Total Revenue	23,506	1,268,675	10,000	10,000	10,000	10,000
Other Financing Sources						
Transfers In	13,940	9,092	250,000	250,000	250,000	-
Total Sources of Funds	$ 593,948	$ 1,540,191	$ 822,475	$ 1,035,073	$ 1,035,073	$ 721,024
Appropriations						
Transportation						
Operating Expense	$ 71,603	$ 168,128	$ -	$ -	$ -	$ -
Capital Outlay	259,921	196,990	685,100	847,100	208,969	708,000
Total Expenditures	331,524	365,118	685,100	847,100	208,969	708,000
Non-Operating Expenditures						
Transfer to Other Funds	-	400,000	137,375	137,375	115,080	-
Total Appropriations	331,524	765,118	822,475	984,475	324,049	708,000
Ending Fund Balance	262,424	775,073	-	50,598	711,024	13,024
Total Uses of Funds	$ 593,948	$ 1,540,191	$ 822,475	$ 1,035,073	$ 1,035,073	$ 721,024

PERIWINKLE WAY ROAD AND SHARED USE PATH FUND – CAPITAL PROJECT FUND

Sources of Funds

The project that related to this fund was completed in fiscal year 2015 and the fund was closed. No revenues are budgeted.

Uses of Fund

The project that related to this fund was completed in fiscal year 2015 and the fund was closed. No expenditures are budgeted.

Capital Project Funds
Periwinkle Way Road & Shared Use Path

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ 608,315	$ 488,520	$ 54,705	$ 50,316	$ 50,316	$ -
Revenue						
Miscellaneous	9,765	3,784	-	-	-	-
Total Revenue	9,765	3,784	-	-	-	-
Other Financing Sources						
Transfers In	150,000	-	22,295	22,295	-	-
Total Sources of Funds	$ 768,080	$ 492,304	$ 77,000	$ 72,611	$ 50,316	$ -
Appropriations						
Transportation						
Operating Expense	$ 20,884	$ 4,055	$ -	$ -	$ -	$ -
Capital Outlay	258,676	422,118	77,000	77,000	30,000	-
Total Expenditures	279,560	426,173	77,000	77,000	30,000	-
Non-Operating Expenditures						
Transfer to Other Funds	-	15,815	-	-	20,316	-
Total Appropriations	279,560	441,988	77,000	77,000	50,316	-
Ending Fund Balance	488,520	50,316	-	(4,389)	-	-
Total Uses of Funds	$ 768,080	$ 492,304	$ 77,000	$ 72,611	$ 50,316	$ -

RECREATION FACILITY SINKING FUND – CAPITAL PROJECT FUND

Sources of Funds

The City Council approved the establishment of a sinking fund on September 18, 2012 for the rehabilitation and replacement of components and equipment at the Recreation Center Complex. This fund is funded in the current fiscal year by the carry-forward of $502,180 in available beginning fund balance, interest earnings of $6,500, and a transfer from the General Fund of $225,000.

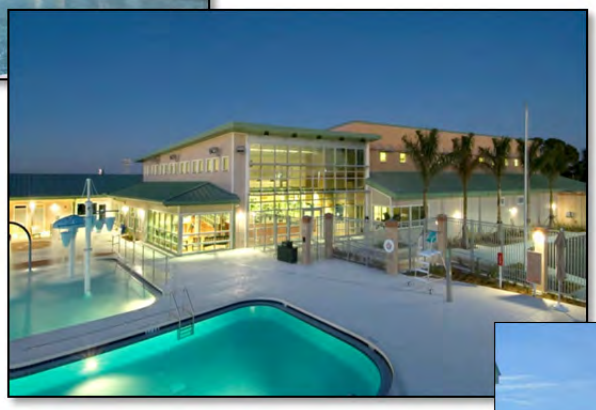
Uses of Funds

The detail of each project accounted for in this fund is included in the 5-Year capital improvement plan (the CIP), which is located in the Supplemental section of this document.

In the CIP, each of the projects is listed by department and then identified in the left hand column as Fund # 370.

Total outlays for the fiscal year are budgeted to be $377,560 in accordance with the rehabilitation and replacement schedule. The schedule is updated annually.

Estimated ending fund balance that is scheduled to be utilized in subsequent years is $356,120.



Capital Project Funds
Recreation Facility Sinking Fund

	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Beginning Fund Balance	$ -	$ 443,740	$ 379,450	$ 442,280	$ 442,280	$ 502,180
Revenue						
Miscellaneous	3,740	7,540	6,500	6,500	6,500	6,500
Total Revenue	3,740	7,540	6,500	6,500	6,500	6,500
Other Financing Sources						
Transfers In	440,000	13,081	225,000	225,000	225,000	225,000
Total Sources of Funds	$ 443,740	$ 464,361	$ 610,950	$ 673,780	$ 673,780	$ 733,680
Appropriations						
Culture/Recreation						
Operating Expense	$ -	$ 13,561	$ -	$ -	$ -	$ -
Capital Outlay	-	8,520	200,345	246,345	171,600	377,560
Total Expenditures	-	22,081	200,345	246,345	171,600	377,560
Non-Operating Expenditures						
Transfer to Other Funds	-	-	-	-	-	-
Total Appropriations	-	22,081	200,345	246,345	171,600	377,560
Ending Fund Balance	443,740	442,280	410,605	427,435	502,180	356,120
Total Uses of Funds	$ 443,740	$ 464,361	$ 610,950	$ 673,780	$ 673,780	$ 733,680

PROPRIETARY FUNDS BUDGET

Proprietary funds are used to account for the business-type (enterprise) activities of the government. The City's two enterprise funds are the Sanibel Sewer System Fund 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 sewer system enterprise fund also receives tax revenue from a voter-approved tax levy to pay debt service related to the capital expansion projects to construct the system.

ENTERPRISE FUNDS SUMMARY – SOURCES OF FUNDS

	GAAP Basis		Non-GAAP Basis			
			Fiscal Year 2015			
	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY16 Budget
SOURCES OF FUNDS						
Beginning Unrestricted Funds	$ -	$ -	$ 4,251,134	$ 5,108,505	$ 5,716,287	$ 6,956,336
Beginning Unrestricted Net Position	3,897,845	4,353,893	-	-	-	-
Revenues						
Taxes						
Ad Valorem Taxes - Voted Debt	949,124	907,735	913,948	913,948	877,390	914,107
Licenses & Permits						
Beach Parking Permits	98,967	106,702	100,000	100,000	121,194	120,000
Intergovernmental						
Grants From Other Governments	1,036,029	1,083,325	1,074,695	3,322,160	2,100,683	1,270,922
Charges for Services						
User Fees	5,753,484	5,916,726	6,116,392	6,116,392	6,136,071	6,320,153
Sale of Treated Effluent	251,927	271,451	262,750	262,750	299,897	308,894
Parking Fees	1,470,649	1,612,428	2,418,133	2,418,133	2,403,943	2,403,943
Total Charges for Services	7,476,060	7,800,605	8,797,275	8,797,275	8,839,911	9,032,990
Fines and Forfeitures						
Fines, Forfeitures, and Penalties	116,482	122,747	95,000	95,000	109,238	119,238
Miscellaneous						
Disposition of Capital Assets	(3,098)	(4,290)	-	-	-	-
Interest Earnings/Gains & Losses	(98,529)	(12,726)	7,500	7,500	12,000	15,000
Special Assessment	281,042	246,013	658,065	658,065	1,000,000	640,562
Other Miscellaneous Revenue	208,478	214,201	208,020	208,020	157,651	128,820
Total Miscellaneous	387,893	443,198	873,585	873,585	1,169,651	784,382
Total Revenue	10,064,555	10,464,312	11,854,503	14,101,968	13,218,067	12,241,639
Other Financing Sources						
Transfers From Other Funds	-	135,000	-	-	-	-
Capital Contributions	483,358	174,830	-	-	-	125,000
Reserve for Undercollection	-	-	(36,558)	(36,558)	-	(36,564)
Release of Restricted Funds	-	-	-	-	1,231,705	-
Sales Tax Due to the State	-	-	(145,088)	(145,088)	(135,651)	(144,237)
Total Other Financing Sources	483,358	309,830	(181,646)	(181,646)	1,096,054	(55,801)
Total Revenue/Sources of Funds	$ 14,445,758	$ 15,128,035	$ 15,923,991	$ 19,028,827	$ 20,030,408	$ 19,142,174

ENTERPRISE FUNDS SUMMARY – USES OF FUNDS

	GAAP Basis		Non-GAAP Basis			
			Fiscal Year 2015			
	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY16 Budget
USES OF FUNDS						
Public Safety						
Personnel Services	662,972	483,587	578,439	763,152	586,133	792,478
Operating Expense	446,861	488,104	499,747	563,030	519,520	606,950
Capital Outlay	-	-	230,000	714,554	634,554	310,000
Total Public Safety	1,109,833	971,691	1,308,186	2,040,736	1,740,207	1,709,428
Physical Environment						
Personnel Services	1,550,054	1,386,779	1,722,914	1,731,802	1,570,744	1,822,937
Operating Expense	2,389,472	2,450,255	3,053,554	3,135,203	2,724,314	3,239,575
Capital Outlay	-	-	1,000,000	1,100,000	770,380	2,894,000
Total Physical Environment	3,939,526	3,837,034	5,776,468	5,967,005	5,065,438	7,956,512
Public Works						
Personnel Services	562,075	530,302	685,605	688,953	708,101	695,227
Operating Expense	586,609	588,629	979,226	1,122,098	910,283	1,036,257
Capital Outlay	-	-	1,351,000	2,143,456	1,293,219	1,828,851
Total Public Works	1,148,684	1,118,931	3,015,831	3,954,507	2,911,603	3,560,335
Total Operating & Capital Expenses	6,198,043	5,927,656	10,100,485	11,962,248	9,717,248	13,226,275
Non-Operating Expenses						
Reserve for Disasters	-	-	100,000	100,000	-	100,000
Transfer to Other Funds	-	8,025	-	-	-	-
Depreciation and Amortization	2,646,901	2,673,701	-	-	-	-
Debt Service	943,237	733,046	3,356,824	3,356,824	3,356,824	3,356,820
Total Non-Operating Expenses	3,590,138	3,414,772	3,456,824	3,456,824	3,356,824	3,456,820
Total Appropriations	9,788,181	9,342,428	13,557,309	15,419,072	13,074,072	16,683,095
Change in Net Position	759,732	1,431,714	N/A	N/A	N/A	N/A
Beginning Net Position	33,863,731	32,774,538	N/A	N/A	N/A	N/A
Ending Net Position	$ 34,623,463	$ 34,206,252	N/A	N/A	N/A	N/A
Restricted Net Position	$ 30,269,570	$ 29,651,130	N/A	N/A	N/A	N/A
Unrestricted Net Position	$ 4,353,893	$ 4,555,122	-	-	-	-
Ending Unrestricted Funds	$ -	$ -	2,366,682	3,609,755	6,956,336	2,459,079
Total Uses of Funds	N/A	N/A	$ 15,923,991	$ 19,028,827	$ 20,030,408	$ 19,142,174

SANIBEL SEWER SYSTEM – ENTERPRISE FUND

The sewer system's main treatment plant is on Donax Street and a secondary plant is 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. The Wulfert Plant has been offline since 2007 and is currently only used for reclaimed water storage.

Beginning in 1995, a wastewater master plan was developed in conformance with 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 and Phase 5 for the Sanibel Bayous. The engineering for Phase 4 is in progress and the project is waiting for the securing of easements and decisions on funding.

The City also provides reclaimed water to certain customers. Reclaimed water is a nutrient rich by-product of a biological treatment process. Due to its origin and composition, federal, state, and local ordinances regulate the use of reclaimed water. Reclaimed water is produced at the City's Donax Water Reclamation Facility. It flows from an advanced treatment process that cleans wastewater to a very high quality. The quality is monitored continuously by the City and the State. Reclaimed water has been used to irrigate the golf courses on the island for many years. In order to conserve drinking water and assist in reducing customer bills, it is now available to homes and condominiums located adjacent to the reclaimed water transmission line.

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.

In fiscal year 2014, the City refunded the system's Series 2003 Refunding Bonds and one SRF loan with Series 2014 Sewer System Refunding Revenue Bonds to take advantage of lower interest rates and debt service savings. The new bonds provided a net present value savings of approximately $960,000, shortened the debt maturity from 2022 to 2021, and carry an interest rate of 1.43%.

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 the current fiscal year, this sewer voted debt service tax rate has been levied at 0.2026 mills which will cost a taxpayer $20.26 per $100,000 of taxable property valuation.

Sources of Funds

In addition to the roll-forward of prior year balances, ad valorem tax revenue of $914,107 (less a reserve of $36,564) is budgeted from the levy of the 0.2026 millage rate. Residential and commercial user fees are budgeted at approximately $6.32 million and reflect a 3% increase in rates charged to customers. Budgeted user fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves, including the design of future capital projects.

Other sources of revenue include charging for the sale of treated effluent to general customers other than the Sanctuary and Beachview Golf Courses. This amount is budgeted at $309,000.

Fines from late payment of sewer bills are included in other sources of revenue and are budgeted at approximately $20,000. Miscellaneous revenue includes interest earnings and Wulfert and Donax tower rental receipts and is budgeted at $128,820.

Special assessments collections from benefitted customers are budgeted to be $640,562. Additionally, the City expects to collect $125,000 in capital contribution fees related to new customers entering the system.

Uses of Funds

Operating expenses including sludge removal, laboratory services, utilities, repair and maintenance, insurance, indirect (central services) costs and other contractual services are budgeted to be approximately $3.0 million.

Sixteen (16) 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 approximately $1.7 million.

Expected capital projects are budgeted at approximately $2.9 million. The detail of each project accounted for in this fund is included in the 5-Year capital improvement plan (the CIP), which is located in the Supplemental section of this document.

The principal and interest budgeted for debt service is $3.36 million, including the 2014 Series Bonds, the SRF loans and a repayment to the general fund for a long-term interfund loan.

The system also is budgeted for $100,000 in disaster reserves.

Enterprise Funds
Sewer System

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Budget
Millage Rate - Voted Debt	0.2407	0.2407	0.2125	N/A	N/A	0.2026
Beginning Unrestricted Funds	$ -	$ -	$ 3,433,033	$ 3,593,033	$ 4,200,815	$ 5,817,023
Beginning Unrestricted Net Position	2,713,401	3,167,304	-	-	-	-
Revenues						
Ad Valorem Taxes - Voted Debt	949,124	907,735	913,948	913,948	877,390	914,107
User Fees	5,753,484	5,916,726	6,116,392	6,116,392	6,136,071	6,320,153
Sale of Treated Effluent	251,927	271,451	262,750	262,750	299,897	308,894
Fines and Forfeitures	20,883	19,238	20,000	20,000	19,238	19,238
Miscellaneous	208,478	214,201	208,020	208,020	157,651	128,820
Special Assessments[1]	281,042	246,013	658,065	658,065	1,000,000	640,562
Other Financing Sources						
Capital Contributions	151,521	130,751	-	-	-	125,000
Reserve for Undercollection	-	-	(36,558)	(36,558)	-	(36,564)
Gains/Losses	(113,624)	(28,000)	-	-	-	-
Release of Restricted Funds[3]	-	-	-	-	1,231,705	-
Total Revenue/Sources of Funds	10,216,236	10,845,419	$ 11,575,650	$ 11,735,650	$ 13,922,767	$ 14,237,233
Appropriations						
Physical Environment						
Personnel Services	1,537,027	1,262,949	$ 1,625,921	$ 1,633,711	$ 1,475,319	$ 1,680,917
Operating Expense	2,253,454	2,176,197	2,812,711	2,867,610	2,503,221	3,010,515
Capital Outlay	-	-	1,000,000	1,100,000	770,380	2,894,000
Total Operating Expenditures	3,790,481	3,439,146	5,438,632	5,601,321	4,748,920	7,585,432
Non-Operating Expenditures						
Reserve for Disasters	-	-	100,000	100,000	-	100,000
Depreciation and Amortization	2,463,893	2,479,349	-	-	-	-
Debt Service	943,237	733,046	3,356,824	3,356,824	3,356,824	3,356,820
Total Non-Operating Expenditures	3,407,130	3,212,395	3,456,824	3,456,824	3,356,824	3,456,820
Total Appropriations	7,197,611	6,651,541	8,895,456	9,058,145	8,105,744	11,042,252
Change in Net Position	305,224	1,026,574	N/A	N/A	N/A	N/A
Beginning Net Position[2]	30,368,742	29,691,079	N/A	N/A	N/A	N/A
Ending Net Position	$ 30,673,966	$ 30,717,653	N/A	N/A	N/A	N/A
Restricted Net Position	$ 27,506,662	$ 26,976,858	N/A	-	-	-
Unrestricted Net Position	$ 3,167,304	$ 3,740,795	-	-	-	-
Ending Unrestricted Funds	$ -	$ -	2,680,194	2,677,505	5,817,023	3,194,981
Total Uses of Funds	N/A	N/A	$ 11,575,650	$ 11,735,650	$ 13,922,767	$ 14,237,233

[1] The budget for special assessments includes principal and interest; however, the actuals from previous years only include interest as principal amounts are recorded to the balance sheet.

[2] Beginning net position was restated at the beginning of FY2014 due to the adoption of GASB statements 67 and 68.

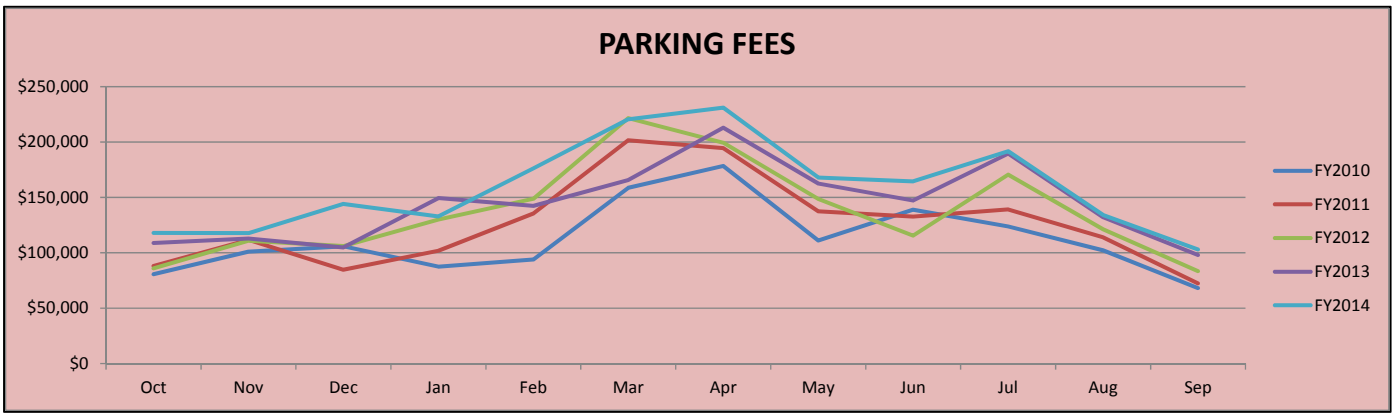
[3] Fund released from restricted reserves for debt service based on 2014 refunding of revenue bonds.

BEACH PARKING FUND – ENTERPRISE FUND

Sources of Funds

Pursuant to ordinance, parking fees are charged at $3.00 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 $2.26 million for fiscal year 2016, net of the 6% sales tax remitted to the state department of revenue.

Prior to FY2015, fees were charged at $2.00 per hour. A comparison of parking fees revenue generated by the City's beach parking areas by fiscal year is presented in the chart below:



Revenue from parking permits is budgeted at $120,000 and parking violation revenue is estimated to be $100,000.The majority of intergovernmental revenues are received from the Lee County Tourist Development Council and more fully explained below.

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.

An operating grant in the amount of approximately $1.5 million from the Lee County Tourist Development Council (TDC) has been applied for and tentatively approved to augment beach maintenance. In addition to the operating grant, $450,000 in capital grants was tentatively approved. As 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 final approval and receipt of the grant award.

Enterprise Funds
Beach Parking

	GAAP Basis		Non-GAAP Basis			
			Fiscal Year 2015			
	Fiscal Year 2013 Actual	Fiscal Year 2014 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY16 Budget
Beginning Unrestricted Funds	$ -	$ -	$ 818,101	$ 1,515,472	$ 1,515,472	$ 1,139,313
Beginning Unrestricted Net Position	1,184,444	1,186,589	-	-	-	-
Revenues						
Licenses and Permits	98,967	106,702	100,000	100,000	121,194	120,000
Intergovernmental Revenue	1,036,029	1,083,325	1,074,695	3,322,160	2,100,683	1,270,922
Charges for Services	1,470,649	1,612,428	2,418,133	2,418,133	2,403,943	2,403,943
Fines and Forfeitures	95,599	103,509	75,000	75,000	90,000	100,000
Interest Earnings	15,095	15,274	7,500	7,500	12,000	15,000
Other Revenues						
Transfers In	-	135,000	-	-	-	-
Capital Contributions	331,837	44,079	-	-	-	-
Disposition of Capital Assets	(3,098)	(4,290)	-	-	-	-
Sales Tax Due to the State[1]	-	-	(145,088)	(145,088)	(135,651)	(144,237)
Total Revenues	$ 4,229,522	$ 4,282,616	$ 4,348,341	$ 7,293,177	$ 6,107,641	$ 4,904,941
Expenses/Appropriations						
Public Safety						
Personnel Services	662,972	483,587	578,439	763,152	586,133	792,478
Operating Expense	446,861	488,104	499,747	563,030	519,520	606,950
Capital Outlay	-	-	230,000	714,554	634,554	310,000
Total Public Safety	1,109,833	971,691	1,308,186	2,040,736	1,740,207	1,709,428
Physical Environment						
Personnel Services	13,027	123,830	96,993	98,091	95,425	142,020
Operating Expense	136,018	274,058	240,843	267,593	221,093	229,060
Capital Outlay	-	-	-	-	-	-
Total Physical Environment	149,045	397,888	337,836	365,684	316,518	371,080
Public Works						
Personnel Services	562,075	530,302	685,605	688,953	708,101	695,227
Operating Expense	586,609	588,629	979,226	1,122,098	910,283	1,036,257
Capital Outlay	-	-	1,351,000	2,143,456	1,293,219	1,828,851
Total Public Works	1,148,684	1,118,931	3,015,831	3,954,507	2,911,603	3,560,335
Total Operating Expenses	2,407,562	2,488,510	4,661,853	6,360,927	4,968,328	5,640,843
Non-Operating Expenses						
Depreciation	183,008	194,352	-	-	-	-
Interfund Transfers	-	8,025	-	-	-	-
Non-Operating Expenses	183,008	202,377	-	-	-	-
Total Expenses/Appropriations	2,590,570	2,690,887	4,661,853	6,360,927	4,968,328	5,640,843
Change in Net Position	454,508	405,140	N/A	N/A	N/A	N/A
Beginning Net Position[2]	3,494,989	3,083,459	N/A	N/A	N/A	N/A
Ending Net Position	$ 3,949,497	$ 3,488,599	N/A	N/A	N/A	N/A
Restricted Net Position	$ 2,762,908	$ 2,674,272	N/A	N/A	N/A	N/A
Unrestricted Net Position	$ 1,186,589	$ 814,327	-	-	-	-
Ending Unrestricted Funds	$ -	$ -	(313,512)	932,250	1,139,313	(735,902)
Total Uses of Funds	N/A	N/A	$ 4,348,341	$ 7,293,177	$ 6,107,641	$ 4,904,941

[1] 6% sales tax reduces budgeted and adopted fees

[2] Beginning net position was restated at the beginning of FY2014 due to the adoption of GASB statements 67 and 68.

SUPPLEMENTAL SCHEDULES

This section contains the following subsections:

- City Manager
- Departmental Line-item Budgets by Function
  - General Government
  - Public Safety
  - Physical Environment
  - Public Works, Transportation and Utility
  - Economic Environment
  - Culture/Recreation
- Classification and Pay Plan
- Manpower Allocations by Department
- Schedule of Personnel Services
- Summary of Changes to Authorized Positions
- 5 year Capital Improvement Plan

JUDITH ANN ZIMOMRA – CITY MANAGER

Judith Ann Zimomra has served as City Manager of Sanibel since September 2001. 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.

In 2012, Judie was honored with the 30-year Service to Local Government Award from the International City Manager's Association (ICMA). Among the challenges Zimomra has dealt with during her tenure as Sanibel City Manager includes the recovery from Hurricanes Charley and Wilma. The City of Sanibel Management Team was recognized by the Governor and nationally for their performance before and after the 2004 and 2005 hurricane seasons. While serving as Manager the City of Sanibel has reduced the tax burden on local property owners by obtaining more than $35 million dollars in grants over the past 13 years, as well as developing a user fee system to recover costs for municipal services.

Since 2001 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. Zimomra has been a speaker at the national conference of the Government Finance Officers Association.

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*. Zimomra has been 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.

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*.

LEGISLATIVE DEPARTMENT – GENERAL FUND
GENERAL GOVERNMENT FUNCTION

CITY CLERK

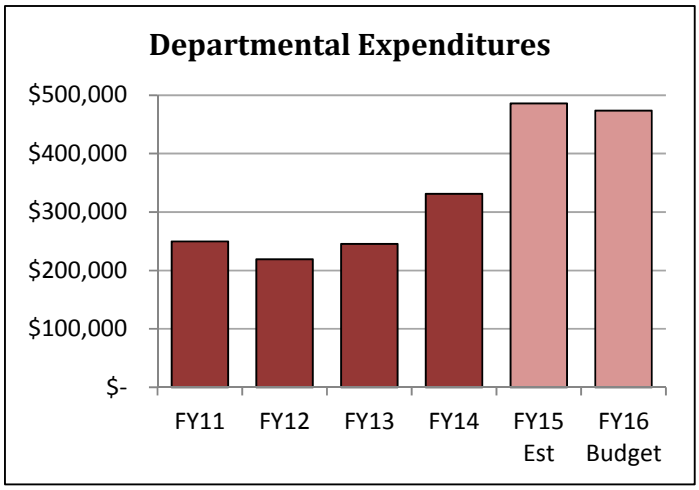
Pamela Smith, MMC served as Deputy City Clerk for the City of Sanibel from December 01, 1999 until March 2005, at which time a charter amendment passed and she was sworn in March 15, 2005 as the City of Sanibel's first City Clerk. She also held the position of Emergency Management Coordinator from 1999 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 represented the City as the Lee County Emergency Operation Center liaison until 2012. She was the President of the Florida Association of City Clerks (FACC) in 2009/2010. She graduated in 2014 with an AS in Criminal Justice from Southwest Florida College and expects to graduate with her BS in Public Service Administration in June, 2016 from Southwest Florida College. She has over 30 years of County and Municipal experience.

[DEPARTMENTAL ORGANIZATIONAL CHARTS
WILL BE INSERTED IN FINAL BUDGET DOCUMENT]

LEGISLATIVE DEPARTMENT – GENERAL FUND

DEPARTMENT FUNCTION

To provide accountability and stewardship for all forms of City public records, their storage, either digitally or paper documents. Exceptional clerical and administrative support to City Council members; accurate and responsive recording and transcription services of City Council meetings, as well as specific services to City Committees and Boards. Manage the use of Council Chambers (MacKenzie Hall). Prompt and accurate distribution of City Council and Departmental mail; prompt and accurate responses to the needs of the general public, which include either walk-in visitors, phone calls and/or e-mails to City Hall.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Quality of work product for digitizing records and the expense of retrieval of off island City paper records
- The expense of disintegrating microfilmed record conversion of paper files to digitized records
- Continue to work with and provide support to City staff to digitize City records in accordance with the State Retention Schedule while converting paper records to ensure a paperless operation
- The cost of records storage for documents required to be stored in perpetuity during transition to a paperless system

ACCOMPLISHMENTS

- Accommodated approximately 21,000 incoming calls and 2,400 walk-ins in FY 2014
- Processed approximately 120,000 emails in FY2015, an increase of 30% over FY2014
- 100% of City Council legislation prepared for authentication and digitized within same day of adoption
- Responded to 622 public records requests, an increase of 29.05%
- 3 employees cross-trained to provide improved service to the public and City Departments

LEGISLATIVE DEPARTMENT – GENERAL FUND

DEPARTMENT OBJECTIVES

To Support Council Goals:

- Provide information to the public for City Council and Planning Commission meetings relative to the City's Redevelopment Work Plan and Civic Cultural Core
- Provide water quality information to citizens to increase public awareness
- Update H2O matters website as requested by Natural Resources necessary
- Maintain website information within 1 day of changed information
- Continue to control overtime expenditures
- Continue to reduce promotional activity expenses

To Support Departmental Objectives:

- Continue to control overtime
- Continue to revise work process book to reflect software integration and work duties
- Utilize Automated Agenda process for an accurate accounting and transparency for City Council, Planning Commission, Committees and Boards meeting record keeping
- Produce meeting audio to the website within 2 days to ensure transparency to residents and visitors
- Utilize training opportunities for employees
- Continue to cross-train employees

RESPONSIBILITIES

- Provide administrative services to City Council
- Post all City public meeting notices via bulletin board and website
- Coordinate City Council support material for committees and boards for which councilmembers participate
- Process City Council and Departmental incoming and outgoing mail
- Coordinate and utilize new automated agenda process and meeting audio streaming for City Council, Planning Commission, City Committees and Boards
- Take and transcribe summary minutes for City Council, Planning Commission, City Committees and Boards
- Provide assistance for Planning Commission meetings as necessary
- Coordinate City Council calendars for meeting registrations and appointments
- Coordinate City Council travel schedule and reimbursement for expenditures
- Complete City Council and City Clerk P-card statements each month
- Provide telephonic and person-to-person information relative to City services
- Post and E-mail press releases and other special information releases to the public and community leaders

LEGISLATIVE DEPARTMENT – GENERAL FUND

RESPONSIBILITIES (CONTINUED)

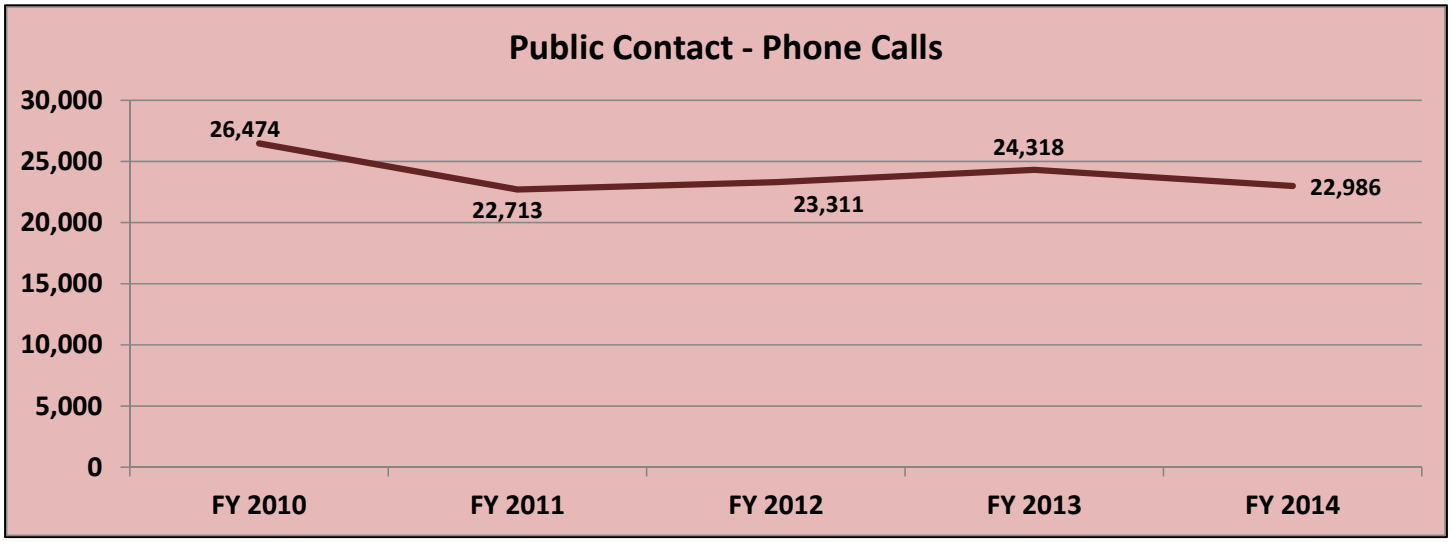
- Coordinate message for after-hours pertinent to City business relating to City Hall closures, road work, traffic advisories
- Digitize and maintain records and documents for City Council, Planning Commission, City Committees and Board meetings
- Digitize and maintain all legislation and meeting minutes off-island in perpetuity
- Maintain the City-wide telephone listing
- Maintain inventory of committee, J. N. "Ding" Darling National Wildlife Refuge, and Sanibel Captiva Conservation Foundation brochures
- Prepare invoices for payment
- Maintain a listing of Home Owner Associations as made available
- Post Press Releases to the City's website
- Provide accurate and timely responses to the public and other governmental agencies
- Update monthly City meetings and newly adopted legislation to website
- Coordinate Special Events such as Student Government Day and the City's 40th Anniversary of Incorporation, as well as City co-sponsored events

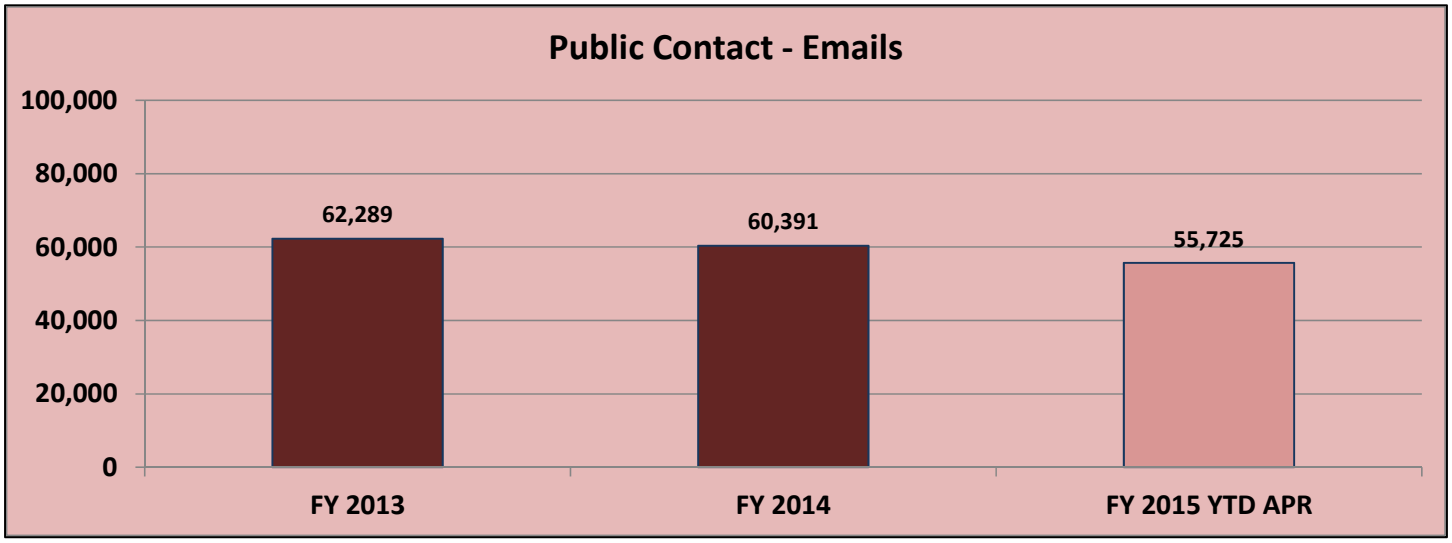
TREND ANALYSIS/PERFORMANCE INDICATORS

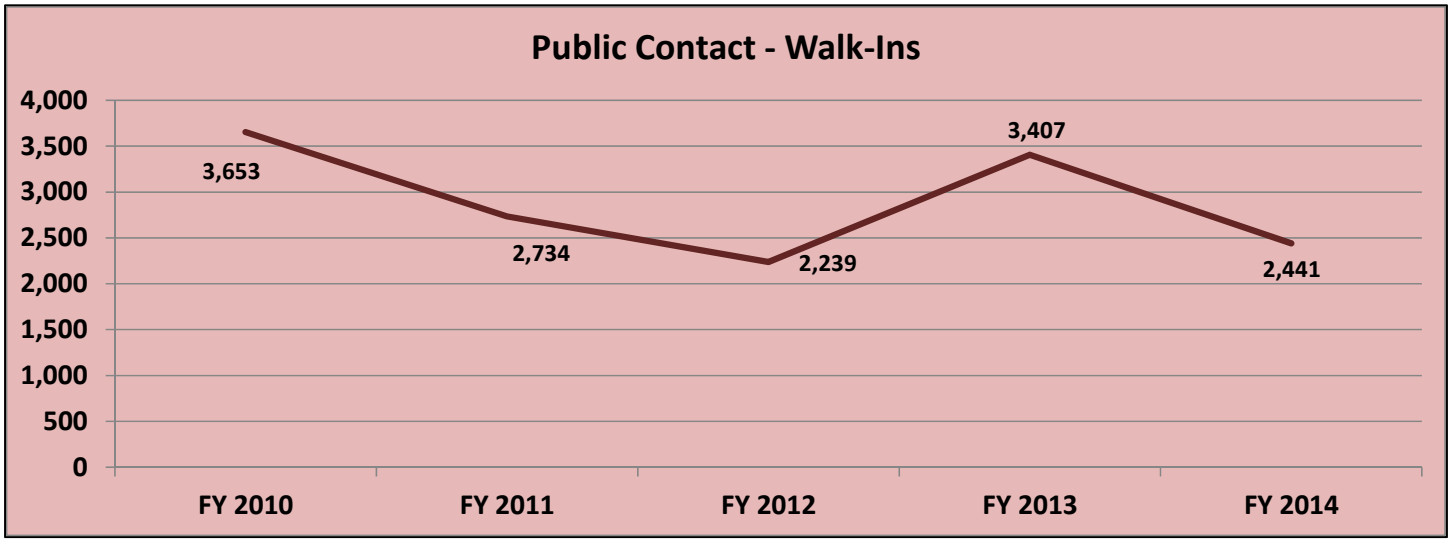
Description	Estimated FY 2015	Estimated FY 2014	Actual FY 2013	Actual FY 2012
Total Phone Calls	21,000	20,800	20,855	25,101
Total Walk-Ins	2,400	2,600	2,813	2,880
Total E-Mails	119,265	91,742	70,571	37,445
Public Records Requests	622	482	373	250

LEGISLATIVE DEPARTMENT – GENERAL FUND

TREND ANALYSIS/PERFORMANCE INDICATORS







General Fund
Legislative Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 30,378	$ 89,384	$ 217,630	$ 226,859	$ 220,381	$ 218,114
Part-time	31,323	5,000	-	-	-	-
Wage Adjustments	-	-	-	-	-	5,453
Requested Positions	-	-	-	-	-	-
Overtime	594	1,302	1,000	1,000	6,000	6,000
Special Pay	809	125	500	500	-	250
Payroll Taxes	4,742	7,223	16,729	17,970	17,583	17,581
Retirement	23,088	34,645	40,658	40,658	48,641	38,027
Cafeteria Benefits	10,309	27,487	65,136	65,136	67,701	77,814
Unemployment/Work Comp	4,436	117	110	110	110	113
SUB-TOTAL	105,679	165,283	341,763	352,233	360,416	363,352
OPERATING EXPENSES						
Professional Services	30,457	7,619	32,000	32,000	32,000	33,000
Other Contractual Services	45,896	85,808	10,000	10,000	7,000	7,000
Travel & Per Diem	15,304	22,128	18,051	18,051	17,982	22,170
Communications	8,523	8,225	10,000	10,000	10,175	13,260
Postage/Transportation	1,463	569	-	-	106	-
Utilities	-	-	-	-	-	-
Rentals & Leases	465	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	60	120	-	-	130	-
Printing	677	1,010	1,000	1,000	1,000	1,000
Promotional Activities	10,557	15,232	9,139	9,139	11,000	9,500
Other Current Charges	11,802	10,573	7,000	25,000	25,000	7,000
Office Supplies	3,589	1,885	2,500	2,500	3,000	3,000
Operating Supplies	558	594	600	600	2,000	300
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	9,564	9,470	7,000	7,000	7,500	7,500
Training and Education	-	-	2,400	2,400	1,250	2,520
SUB-TOTAL	138,915	163,233	99,690	117,690	118,143	106,250
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	2,415	-	-	-	-
SUB-TOTAL	-	2,415	-	-	-	-
GRANTS & ASSISTANCE	1,000	-	-	7,500	7,500	7,500
DEPARTMENTAL TOTAL	$ 245,594	$ 330,931	$ 441,453	$ 477,423	$ 486,059	$ 477,102
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(12.26%)	34.75%	33.40%	44.27%	46.88%	(1.84%)

ADMINISTRATIVE DEPARTMENT – GENERAL FUND
GENERAL GOVERNMENT FUNCTION

DIRECTOR

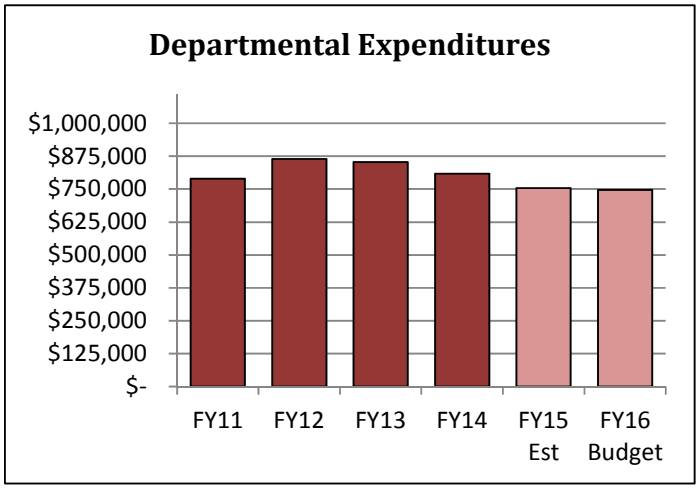
James R. Isom

[DEPARTMENTAL ORGANIZATIONAL CHARTS
WILL BE INSERTED IN FINAL BUDGET DOCUMENT]

ADMINISTRATIVE 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; 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.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Containing overall City-wide healthcare costs through competitive bids and plan modifications.
- Remaining competitive in the local labor market to attract and retain personnel in an improving economy.
- Managing the part-time workforce post implementation of the Affordable Care Act.
- Ensuring adequate and timely training for new employees relating to automated programs and processes.
- Providing quality employee training City-wide while minimizing impact on productivity.

ACCOMPLISHMENTS

- Implemented an applicant tracking software application to include an on-line application process
- Scheduled on-site supervisor/employee training programs to improve performance and reduce costs
- Negotiated a three-year agreement with the Fraternal Order of Police
- Continued the use of webinars to improve efficiency and effectiveness and reduce training costs
- Negotiated a three-year agreement with the American Federation of State, County and Municipal Employees
- Continued action to implement the Health Care Reform Act and its impact on full-time equivalents
- Conducted drug-free workplace training and unlawful harassment training for employees
- Provided on-site influenza and pneumonia vaccine for employees
- Negotiated new copier lease agreements resulting in substantial annual savings
- Initiated a 30 and 35-year service awards program for employees
- Acquired on-site drug screening capability for employees in safety-sensitive positions

ADMINISTRATIVE DEPARTMENT – GENERAL FUND

ACCOMPLISHMENTS (CONTINUED)

- Implemented an employee evaluation process that includes training and development objectives
- Implemented a physical security policy and building entry swipe card policy City-wide
- Converted numerous City forms from manual to automated processing
- Updated City property certified replacement values for all properties covered by flood and wind insurance
- Conducted drug-free workplace training and unlawful harassment training for all employees
- Provided on-site influenza vaccine for employees

DEPARTMENT OBJECTIVES

To Support Council Goals:

- Obtain a current replacement cost appraisal for all City facilities
- Implement the Affordable Care Act considering impacts on both employees and budgetary constraints

To Support Departmental Objectives:

- Assist Finance in implementing an automated time and attendance process
- Conduct a complete job analysis for all current City positions and update job descriptions
- Continue to develop a master training and certification plan for all City jobs
- Implement the Tyler MUNIS citizen self-service module
- Continue to improve employee professional and administrative skills through on-site training, webinars and other low-cost training opportunities

RESPONSIBILITIES

City Manager

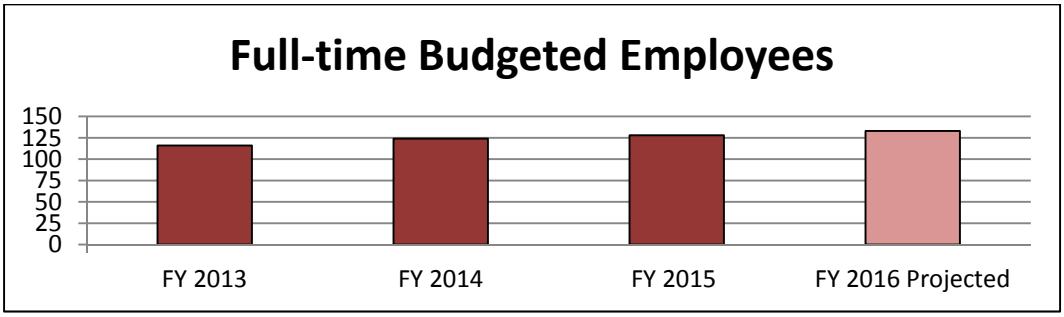
- City Administrator
- Advisor to City Council
- Monitors development of City Council agendas
- Carries out City Council policies
- Implements administrative policies and procedures
- Directs day-to-day City operations
- Proposes annual budget
- Executes approved City budget
- Responds to resident requests,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

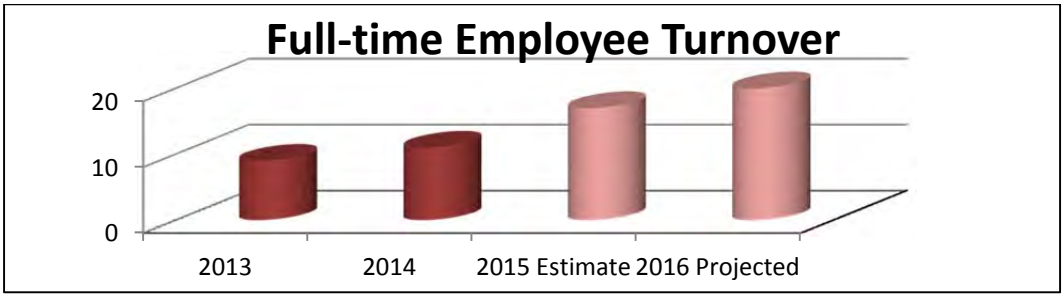
Admin Services Director

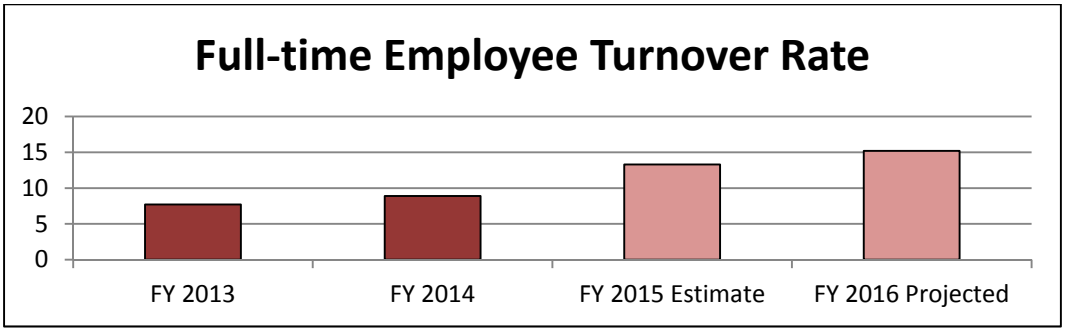
- Human Resources
- Benefit Administration
- Employee Relations
- Labor Relations
- Position Classification
- Employee Training
- Risk Management
- Liaison with CHR

ADMINISTRATIVE DEPARTMENT – GENERAL FUND

PERFORMANCE INDICATORS







TREND ANALYSIS

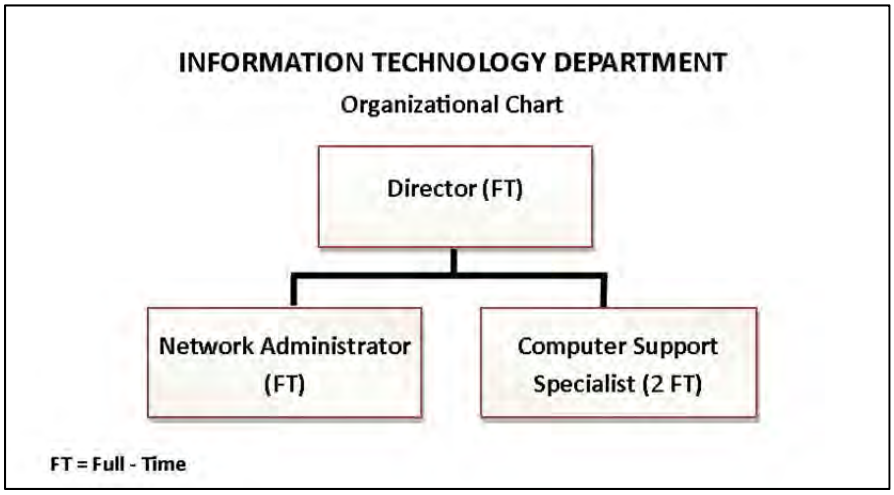
Description	Actual FY 2013	Actual 2014	Projected Actual 2015	Estimated 2016
Employees				
20+ Years of Service	18	24	29	27
Age 50 and Over	59	63	68	70
Workers' Compensation (WC)				
Reportable Injuries	2	3	4	4
Loss Ratio	0.006	0.012	0.108	0.05
Loss Cost	$812	$700	$6,000	$1,000
Annual WC Premium	$128,793	$131,371	$135,000	$136,000
Active City Retirees	65	68	71	75

General Fund
Administrative Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 350,772	$ 341,454	$ 288,208	$ 299,766	$ 290,866	$ 292,279
Part-time	116,354	101,770	101,125	104,555	104,555	104,557
Wage Adjustments	-	-	-	-	-	9,921
Requested Positions	-	-	-	-	-	-
Overtime	806	1,718	500	500	750	500
Special Pay	22,775	22,093	22,734	22,734	22,734	23,283
Payroll Taxes	31,402	29,603	25,723	26,870	30,307	26,716
Retirement	171,060	159,527	159,180	159,180	155,474	145,921
Cafeteria Benefits	38,753	30,922	26,683	26,683	27,476	27,149
Unemployment/Work Comp	818	745	681	681	681	622
SUB-TOTAL	732,740	687,832	624,834	640,969	632,843	630,948
OPERATING EXPENSES						
Professional Services	36,033	45,710	50,000	50,000	50,000	50,000
Other Contractual Services	9,204	11,199	-	-	-	-
Travel & Per Diem	46,217	44,656	49,612	49,612	48,612	48,612
Communications	10,622	10,370	9,500	9,500	11,500	11,500
Postage/Transportation	619	135	-	-	100	100
Utilities	-	-	-	-	-	-
Rentals & Leases	116	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	186	120	500	500	500	100
Printing	308	1	500	500	500	500
Promotional Activities	-	-	-	-	-	-
Other Current Charges	9,312	860	1,000	1,000	1,000	1,000
Office Supplies	2,776	3,493	3,000	3,000	3,000	3,000
Operating Supplies	93	1,023	1,500	1,500	300	1,500
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	4,378	2,861	4,000	4,000	4,000	4,000
Training and Education	-	-	-	-	2,215	2,000
SUB-TOTAL	119,864	120,428	119,612	119,612	121,727	122,312
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 852,604	$ 808,260	$ 744,446	$ 760,581	$ 754,570	$ 753,260
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	7.76%	(5.20%)	(7.90%)	(5.90%)	(6.64%)	(0.17%)

INFORMATION TECHNOLOGY DEPARTMENT – GENERAL FUND GENERAL GOVERNMENT FUNCTION

DIRECTOR



Director Albert Smith, Jr. was hired in November 1998. He has 16 years of service with the City and over 25 years in the IT field.

The Director earned a Bachelor of Science degree from Towson State University and is pursuing a Master's Degree in information technology from Florida Gulf Coast University. He is also working to earn Certified Government Chief information Officer Florida through a partnership with the John Scott Dailey Florida Institute of Government and the Florida Local Government Information Systems Association. Director Smith earned SANS Institute certifications in Security and Firewall.

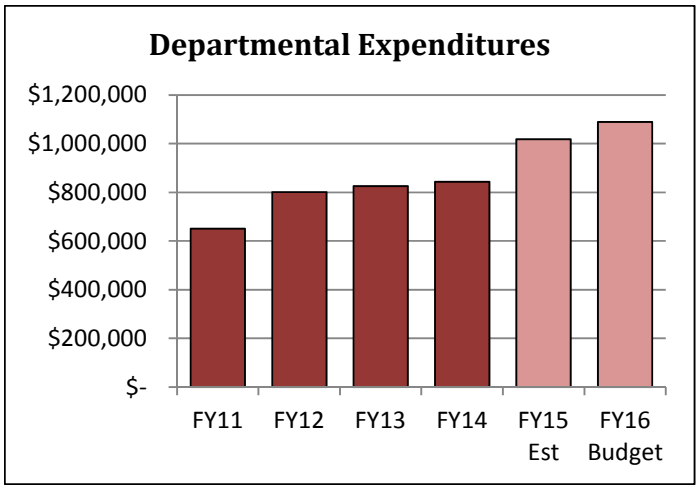
Major accomplishments completed during Director Smith's tenure include:

- Designed, migrated and managed all technology implementations that took the City from 25 stand alone computers with dial up Internet to today's capabilities.
- Transitioned the City's web site from a static system that was updated solely by IT to the current content managed system updated by all City departments.
- Migrated the City's email system from individual accounts to a full Microsoft Exchange based system
- Implementation of the City's Community Notification Emergency Alert system
- Upgrade of Mackenzie Hall audio system and recent implementation of integrated council agendas with audio streaming
- Implementation of County damage assessment program for Police Department and Building Department damage assessment team
- Implementation of integrated Police Department dispatching and reporting system that also includes on the road access by patrol units.
- The conceptual design and construction of the Police Department server room.
- Designed the Sanibel Emergency Response vehicle and managed the vehicle technology build.
- The migration and upgrade of the City's financial, building and planning software from HTE to Munis.
- The adoption of paperless agendas through iPads
- The City's video system that monitors City Hall, Lighthouse Park, the boat ramp, the Recreation Center and patrol cars
- The City's Laserfiche document management system

INFORMATION TECHNOLOGY DEPARTMENT – GENERAL FUND

DEPARTMENT FUNCTION

Provide after hours and routine support of City's mission critical, network security and other systems. This includes Public Safety, Utilities, enhanced web and internet capabilities, 109 computers, 15 laptops, iPads and significant system security areas. Identify and implement new technology to increase City services and transparency. Maintain appropriate levels of Staff training for. Develop and implement and maintain disaster technology capabilities.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

The City has implemented significant new technology over the past several years that is expected to continue over the next several years. As the City increases its reliance on technology throughout its business functions, there are issues and challenges specifically related to information technology that should be addressed:

- Maintaining the IT staff knowledge and training with new technology and software;
- Redesigning the City's web site and new online services to improve navigation and searching. The City already has a significant volume of data on the web and significant additional data will be added each year;
- Adopting new industry standard technologies quickly enough to still be viable. The issue is balancing the emergence of technology with the time it takes to validate and implement the new technology;
- Maintaining access to technology knowing that Sanibel is highly susceptible to natural disaster. 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 demand increases;
- Maintaining secure and reliable systems in an era of increasing security threats. The IT department participates in annual audits from the City's financial auditor and the Florida Department of Law Enforcement. The resources and costs for security are increasing each year;
- Most new technology projects provide efficient, transparent, and public access to the City's operations, but typically increase the demand for IT resources. This increase in resource demand leads to longer times to complete new projects. To address this issue, the IT department is looking to external expert resources.

INFORMATION TECHNOLOGY DEPARTMENT – GENERAL FUND

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

Other General Issues and Challenges:

- During the period that the City transitions between its legacy and new platform for its core application suite, it will incur costs for both systems;
- The migration of the City's video systems from several different separate systems to a single integrated enterprise quality solution comes with initial investment expenses;
- Managing digitized City documents and the process to digitize documents. It is very important to appropriately index digital data so that it can be easily located without having to have specific information about the data being retrieved. The City continues to evolve its understanding of how complicated indexing of its digital data is. Locating the best outside resource to assist the City to digitize data is also an issue.

ACCOMPLISHMENTS

- Completed several year processes to remediate Finance Systems audit security issues.
- Nearing completion of City's video and security systems into an integrated system.
- Integrated Agenda management and streaming systems
- Implemented advanced technology for Main Conference Room
- Increased use of Amazon Web Services for long term storage of City critical data.
- Completed Phase 2 of the government wide software implementation to replace Utility Billing, Accounts Receivables, and Cashiering. 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
- Performed a damage assessment field exercise utilizing the Assessment software and remote connectivity.
- Completed installation of additional automated software patching system to update non-Microsoft software.

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
- Maintain a secure and reliable network infrastructure including essential system and security patches
- Identify and develop plan to match current IT 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

INFORMATION TECHNOLOGY DEPARTMENT – GENERAL FUND

PERFORMANCE INDICATORS

Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	YTD FY 2015
Systems – Internal and External					
Internal	Not Tracked	Not Tracked	Not Tracked	66%	38%
External/Cloud	Not Tracked	Not Tracked	Not Tracked	34%	62%
After Hours Support Calls	Not tracked	Not tracked	Not tracked	100	37
All Emails Through City	475,230	574,666	689,042	720,449	478,819
Email Requests for Service	1,507	2,159	2,788	2187	1038

RESPONSIBILITIES

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

INFORMATION TECHNOLOGY DEPARTMENT – GENERAL FUND

TREND ANALYSIS

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	YTD FY 2015
Press releases	535	432	218	434	312
City website page views	183,460	536,128	230,623	566,994	406,420
City Website pages per visit	2.5	2.48	2.62	2.41	2.31
City Website unique visitors	89,281	108,012	48,415	141,518	107,540
City website percentage new visitors	46.3%	47.91%	50.34%	57.9%	59.3
FTE	4	4	4	4	4

IT Hours Statistics

Category	**Actual FY 2014**	**YTD FY 2015**
Support	71%	TBD
Projects	16%	TBD
Administrative	7%	TBD
Training	4%	TBD
Security	2%	TBD

General Fund
Information Technology Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 247,852	$ 242,474	$ 241,364	$ 251,581	$ 248,371	$ 249,558
Part-time	256	-	13,251	13,651	-	-
Wage Adjustments	-	-	-	-	-	6,239
Requested Positions	-	-	-	-	-	-
Overtime	16,415	20,577	15,000	15,000	19,847	20,000
Special Pay	3,375	1,418	4,000	4,813	5,625	5,700
Payroll Taxes	20,312	20,139	20,932	20,932	21,025	21,535
Retirement	59,857	58,305	59,064	59,064	59,776	55,050
Cafeteria Benefits	53,499	45,453	46,932	46,932	46,932	48,353
Unemployment/Work Comp	418	380	347	347	355	364
SUB-TOTAL	401,984	388,746	400,890	412,320	401,931	406,799
OPERATING EXPENSES						
Professional Services	60,545	18,769	220,776	243,976	201,925	221,896
Other Contractual Services	5,305	65,142	-	-	10,000	6,000
Travel & Per Diem	11,942	20,116	14,000	14,000	9,300	14,500
Communications	136,241	140,804	170,912	170,912	100,000	148,952
Postage/Transportation	1,264	1,327	-	-	1,000	1,000
Utilities	760	777	550	550	550	550
Rentals & Leases	16,706	21,932	18,540	18,540	18,540	18,540
Insurance	-	-	-	-	-	-
Repair & Maintenance	137,030	122,255	215,271	215,271	199,000	218,424
Printing	98	23	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	845	1,058	-	-	-	-
Office Supplies	1,648	325	2,000	2,000	2,000	2,000
Operating Supplies	46,323	52,956	43,000	43,000	67,400	43,000
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	226	334	1,775	1,775	1,600	1,775
Training and Education	-	7,503	1,000	1,000	1,500	1,000
SUB-TOTAL	418,933	453,321	687,824	711,024	612,815	677,637
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	4,689	1,454	-	-	3,000	-
SUB-TOTAL	4,689	1,454	-	-	3,000	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 825,606	$ 843,521	$ 1,088,714	$ 1,123,344	$ 1,017,746	$ 1,084,436
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	3.14%	2.17%	29.07%	33.17%	20.65%	6.55%

FINANCE DEPARTMENT – GENERAL FUND
GENERAL GOVERNMENT FUNCTION

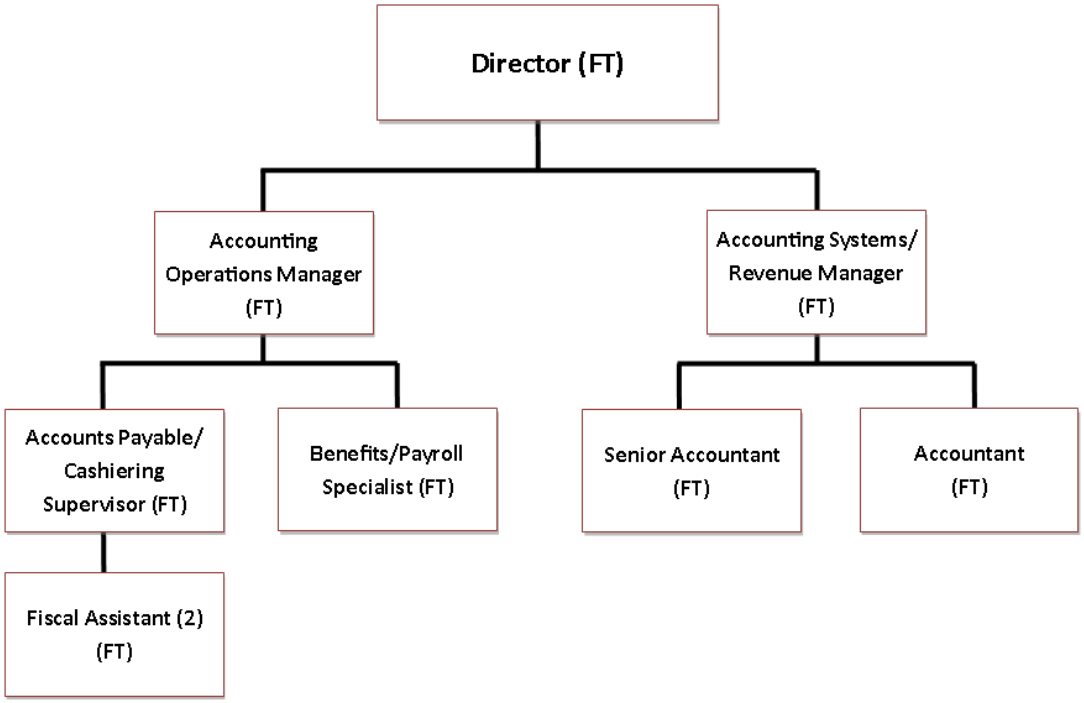
DIRECTOR

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)
- Fifteen years of progressively responsible accounting positions with governmental entities and over thirty years of progressively responsible accounting positions in the private sector.

FINANCE DEPARTMENT

Organizational Chart

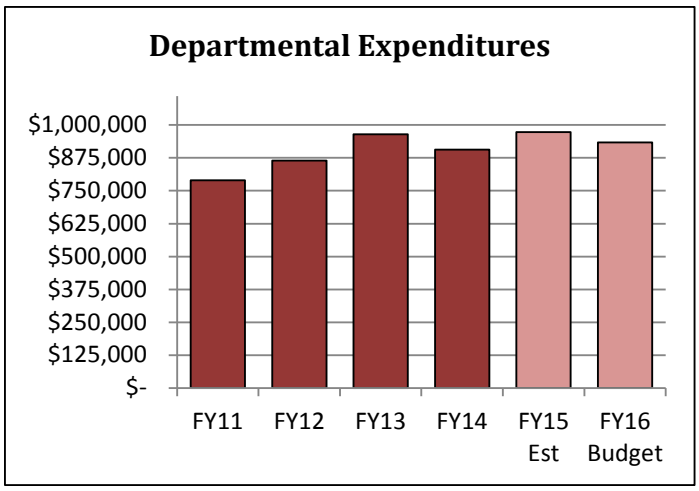


FT = Full - Time

FINANCE DEPARTMENT – GENERAL FUND

DEPARTMENT FUNCTION

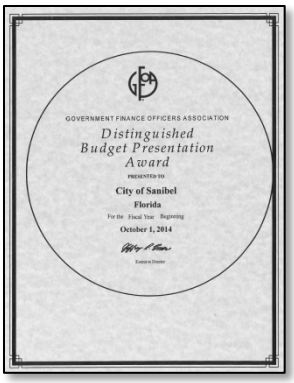
To safeguard and accurately account for City assets, bill and collect funds due to the City, process payment of payroll and other expenses owed by the City, collect business receipt taxes, prepare the annual City budget and Comprehensive Annual Financial Report, complete special financial projects, such 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.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- To complete the implementation of new software for permitting, business tax receipts, code enforcement, work orders, fleet and facilities maintenance, capital asset tracking, land and parcel management, and the City's comprehensive annual financial report. The new software will improve financial interaction with the City for citizens and other customers as well as provide increased departmental efficiency through better reporting and analysis of data.
- 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.
- Continued project management implementation and oversight of the new City-wide financial and business process software system.

ACCOMPLISHMENTS



- Early implemented Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* in the City's fiscal year 2014 Comprehensive Annual Financial Report (CAFR). The objective of this statement is to establish standards for governmental employer recognition, measurement, and presentation of information about their liability for governmental defined benefit pension plans.
- In addition to GASB Statement No. 68, two other GASB statements requiring adoption were implemented in the City's fiscal year 2014 CAFR. The City adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities* and the City's pension plans adopted GASB Statement No. 67, *Financial Reporting by Pension Plans*. GASB Statement No. 65 introduced two new financial statement elements: deferred inflows of resources and deferred outflows of resources. Under GASB Statement No. 67 the pension plans note disclosures and required supplemental information reflects new measures of pension liability and expense.
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for fiscal year 2015 and expect to receive the Excellence in Financial Reporting award for fiscal year 2014.

FINANCE DEPARTMENT – GENERAL FUND

DEPARTMENT OBJECTIVES

To Support Council Goals:

- To establish a proposed facility replacement schedule in 2016, in conjunction with the building and public works departments
- To incorporate more trend analysis in future budgets
- To continue to provide five-year budget forecasts to Council
- To implement web-hosted government transparency software which allows citizens to browse interactive graphs and charts, to view spending trends year-over-year and to drill down to transactional details.

To Support Departmental Objectives:

- To process payroll checks with 100% accuracy
- To keep 90-day past-due utility accounts at <1%
- To have at least 95% of GFOA budget criteria deemed Proficient by reviewers
- To file quarterly reports on time 100% of the time

PERFORMANCE INDICATORS

Description	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
To process payroll checks with 100% accuracy	99%	99.8%	99.8%	100%
To keep 90-day past-due utility accounts at <1%	0.30%	0.33%	0.37%	0.35%
To have at least 95% of GFOA budget criteria deemed Proficient by reviewers	95%	97%	99%	100%
To file quarterly reports on time	100%	100%	100%	100%

FINANCE DEPARTMENT – GENERAL FUND

RESPONSIBILITIES

Accounting
- Budget
- Cash Receipts
- Capital 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

Accounting System
- Coordinate implementation of accounting system and other software
- Conduct system design operations
- Test system functionality
- Resolve operational issues and problems
- Conduct employee training on system and system upgrade
- Responsible for accounting system's upgrade and updates
- Maintain security access to financial and associated systems

Business Tax Receipts
- Applications
- Renewals
- Collections

Grants
- Billing
- Collections
- Audit reporting

Special Assessments
- Annual tax rolls

TREND ANALYSIS

Description	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Utility customers	4,237	4,260	4,282	4,300
Grant revenue managed-new	$1,763,299	$2,077,216	$1,959,291	$2,000,000
Budget amendments prepared	50	47	50	50
Business tax receipts issued	2,928	2,898	2,900	2,900
Business registrations issued	768	772	775	775
Vendor checks issued	3,397	3,505	3,525	3,525
Purchase orders issued	797	989	1,000	1,000
City employees on direct deposit	92%	95%	87%	90%
Utility customers % on auto debit	31.6%	33.9%	35.8%	37.5%
Utility customers % on e-bill	N/A	4.4%	7.0%	9.5%

General Fund
Finance Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 515,560	$ 501,513	$ 502,429	$ 522,489	$ 510,969	$ 498,690
Part-time	23,235	182	-	-	8,954	-
Wage Adjustments	-	-	-	-	-	12,467
Requested Positions	-	-	-	-	-	-
Overtime	2,083	2,443	2,500	2,500	8,674	2,500
Special Pay	974	605	2,000	2,000	900	2,000
Payroll Taxes	41,106	38,132	38,780	41,506	40,507	39,448
Retirement	154,130	161,735	160,219	160,219	160,415	145,443
Cafeteria Benefits	85,628	97,935	104,181	104,181	102,823	109,440
Unemployment/Work Comp	894	813	745	745	700	780
SUB-TOTAL	823,610	803,358	810,854	833,640	833,942	810,768
OPERATING EXPENSES						
Professional Services	70,330	58,833	69,675	76,925	76,925	71,300
Other Contractual Services	19,058	850	960	960	4,000	960
Travel & Per Diem	11,055	11,857	19,560	19,560	19,560	19,890
Communications	9,172	9,092	10,560	10,560	10,320	11,760
Postage/Transportation	5,957	1,601	660	660	660	660
Utilities	-	-	-	-	-	-
Rentals & Leases	4,822	4,543	5,431	5,431	5,431	5,527
Insurance	-	-	-	-	-	-
Repair & Maintenance	246	163	250	250	250	250
Printing	4,164	2,737	5,250	5,250	5,250	5,250
Promotional Activities	-	-	-	-	-	-
Other Current Charges	5,048	4,423	2,825	2,825	2,825	2,825
Office Supplies	5,608	4,690	5,100	5,100	5,100	5,100
Operating Supplies	4,080	2,100	3,200	3,200	3,200	3,200
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	1,628	1,738	1,550	1,550	1,400	1,550
Training and Education	-	-	4,550	4,550	4,550	4,350
SUB-TOTAL	141,168	102,627	129,571	136,821	139,471	132,622
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 964,778	$ 905,985	$ 940,425	$ 970,461	$ 973,413	$ 943,390
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	11.55%	(6.09%)	3.80%	7.12%	7.44%	(3.08%)

LEGAL DEPARTMENT – GENERAL FUND
GENERAL GOVERNMENT FUNCTION

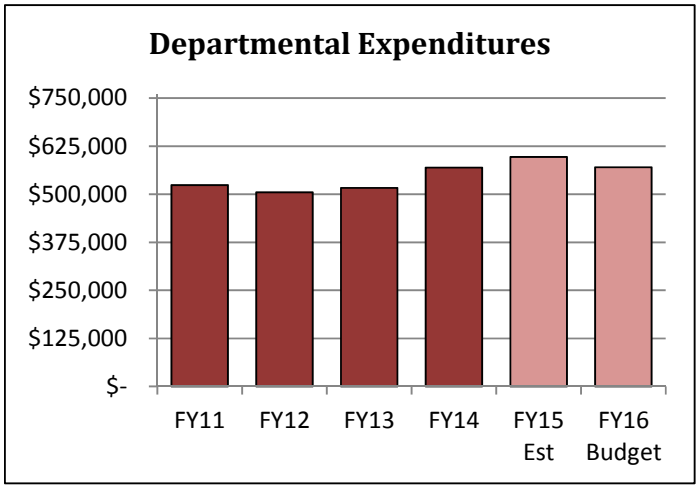
CITY ATTORNEY

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.

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Emerging Issues during Fiscal Year 2015-2016 will include mechanisms by which the City can provide and address core municipal services, review options for redevelopment regulations, address water quality issues affecting the City, and address those enhanced services desired by City residents and approved by City Council, within the constraints of the budget determined appropriate by City Council.
- 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.

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.

LEGAL DEPARTMENT – GENERAL FUND

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 for the past several years, 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

LEGAL DEPARTMENT – GENERAL FUND

RESPONSIBILITIES (CONTINUED)

- 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 Council continues to develop and implement its redevelopment work plan, which will incorporate the review of current and any proposed zoning and land use regulations.
- 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 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 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 241,125	$ 233,385	$ 235,069	$ 244,464	$ 234,581	$ 236,041
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	5,901
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	21,461	20,927	21,530	21,530	21,530	22,051
Payroll Taxes	13,837	13,849	14,476	15,733	17,945	14,679
Retirement	106,370	104,669	104,184	104,184	101,075	96,114
Cafeteria Benefits	18,651	35,671	32,628	32,628	32,901	34,072
Unemployment/Work Comp	317	289	265	265	271	277
SUB-TOTAL	401,761	408,790	408,152	418,804	408,303	409,135
OPERATING EXPENSES						
Professional Services	69,059	117,639	110,000	145,100	140,000	110,000
Other Contractual Services	-	-	5,500	5,500	-	5,500
Travel & Per Diem	36,357	34,386	39,622	39,622	39,622	39,622
Communications	2,574	2,655	2,808	2,808	2,336	2,808
Postage/Transportation	94	1	400	400	-	400
Utilities	-	-	-	-	-	-
Rentals & Leases	896	626	856	856	856	856
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	300	300	-	300
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,169	1,904	1,900	1,900	1,500	1,900
Office Supplies	545	353	500	500	500	500
Operating Supplies	-	74	100	100	100	100
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	4,046	2,878	3,544	3,544	3,452	3,568
Training and Education	-	-	-	-	-	-
SUB-TOTAL	114,740	160,516	165,530	200,630	188,366	165,554
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 516,501	$ 569,306	$ 573,682	$ 619,434	$ 596,669	$ 574,689
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	2.34%	10.22%	0.77%	8.81%	4.81%	(3.68%)

PLANNING DEPARTMENT – GENERAL FUND
GENERAL GOVERNMENT FUNCTION

DIRECTOR

James C. Jordan joined the City of Sanibel in 1985 as a planning technician with the Department pf Planning and Code Enforcement and was later appointed to the position of planner. He received his Bachelor of Science degree from the University of Florida with emphasis in political science, public administration and urban planning. Mr. Jordan became the City's planning director in May of 2009.

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

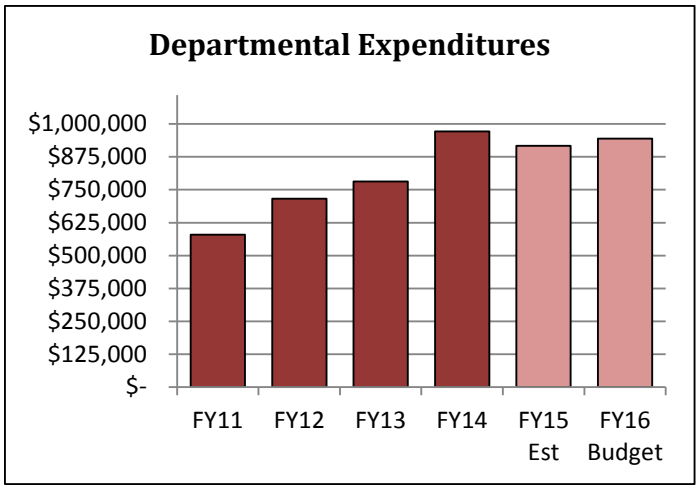
- Draft new legislation, as part of City Council's redevelopment goals, that created a new public hearing process whereby the Planning Commission can now consider request for site specific zoning waivers to allow existing nonconforming commercial properties to make limited buildings and site improvements provided that such improvements do not further any existing nonconformity;
- Facilitate and participate in the on-going discussions and effort by City Council and various stakeholders to develop a Civic Core Master Plan for the community;
- Prepared Ordinances amending the Land Development Codes that revised:
  - The outdoor lighting standards and establishing a new effective compliance date;
  - The off-street parking design standards by reducing the size of parking spaces and the aisle width for two-way traffic;
  - The telecommunications devices standards by requiring reflective taping to be installed on all telecommunication support structures over 75 feet in height;
  - The accessory marine structures to add new permitting standards for floating dock platform as mandated by the State.

[DEPARTMENTAL ORGANIZATIONAL CHARTS
WILL BE INSERTED IN FINAL BUDGET DOCUMENT]

PLANNING DEPARTMENT – GENERAL FUND

DEPARTMENT FUNCTION

Provide effective and efficient Planning and Code Enforcement services to implement the best land use management practices required to address the City's future growth and redevelopment needs in a manner that is consistent with the Sanibel Plan and the community's unique character; continue to offer appropriate educational and sound compliance measures necessary to administer the Land Development Code and Sanibel Plan; conserve and protect all environmental and historical resources; and deliver the highest possible level of responsive public service and transparency.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- To ensure that Sanibel continues to remain a vibrant and unique community for both residents and visitors alike, continued department resources must be committed in support of City Council's goals and plans for the:
  - Redevelopment and rehabilitation work plan for the Commercial District;
  - Development and implementation of the Civic and Cultural Core's Master Plan;
  - Development of reasonable sound solutions to help manage and reduce the high seasonal traffic volumes;
  - Implementation of new permitting and zoning software and the digitization of all historical public records.
- Continue to preserve the Island's rural character and sense of community by providing for a centralized place where island residents and visitors can gather within a unique setting designed for civic, cultural, educational and social events.
- Conversion, from paper to a digital format, 40 years of historical public records and permit files that are currently stored off-island. Once these records and files are converted, this will eliminate all associated storage cost and improved the retrieval time of these records and files, which are routinely requested by the public and the department and other City staff.
- Implementation of the public education program pertaining to the City's Outdoor Lighting standards and requirements.
- Provide effective and responsive zoning and code enforcement action that will continue to encourage property owners to improve, maintain, and reinvest in their properties so as to protect the values of properties throughout the City.

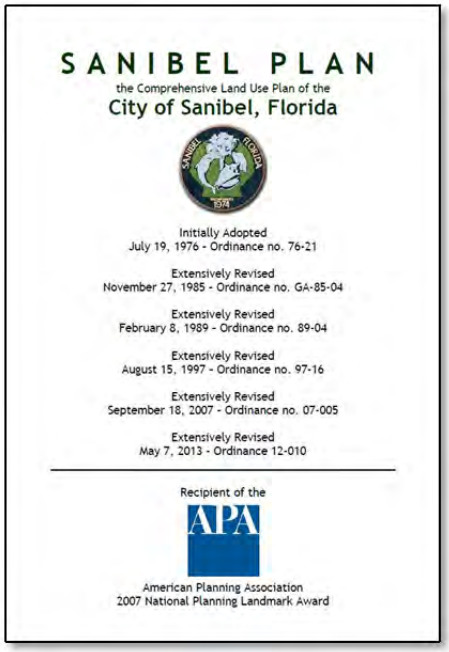
PLANNING DEPARTMENT – GENERAL FUND

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Implementation of new planning and code enforcement software designed to enhance the Department's operation and improve timely responsiveness to citizen requests for assistance and information; Whereby citizens and contractors will be able to apply for permits online, follow a permit's progress, request inspections and access historical records, zoning and land use information.
- Increase training demands for the current and future implementation of new software purchased by the City for purposes of improving the management and retrieval of public records, including, but not limited to, meeting agendas, permits, ordinances, resolution, correspondence, and staff reports, while delivering the same level of responsive customer service without reducing staffing levels.

ACCOMPLISHMENTS

- Based on City Council direction, provided the necessary research, background materials and reports for the public workshops and hearings conducted by both City Council and Planning Commission for the Commercial Redevelopment Work Plan
- Drafted Land Development Code amendments and conducted public hearings associated with the adoption of new legislation designed to:
  - ❖ Establish a public hearing process that gives the Planning Commission the authority to grant specific waivers to nonconforming commercial properties that do not further their nonconformities
  - ❖ Allow permeable brick pavers in residential driveways and parking areas to be treated as 100% pervious
  - ❖ Promote and encourage safe inter-connectivity and intra-connectivity to the Shared Use Paths and between adjoining property
  - ❖ Established new standards to regulate floating docks and platforms pre-empted from prohibition by the State
  - ❖ Require reflective tape on new telecommunications towers to visually assist low-flying aircrafts identify these obstructions at night and during power outages


SANIBEL PLAN
the Comprehensive Land Use Plan of the
City of Sanibel, Florida

Initially Adopted
July 19, 1976 - Ordinance no. 76-21

Extensively Revised
November 27, 1985 - Ordinance no. GA-85-04

Extensively Revised
February 8, 1989 - Ordinance no. 89-04

Extensively Revised
August 15, 1997 - Ordinance no. 97-16

Extensively Revised
September 18, 2007 - Ordinance no. 07-005

Extensively Revised
May 7, 2013 - Ordinance 12-010

Recipient of the
APA
American Planning Association
2007 National Planning Landmark Award

- Code Enforcement conducted 15 outdoor lighting compliance inspections that were requested and received from residence and condominium property owners, and was successful in correcting three residential properties that were cited under the recently adopted Distressed Property ordinance.

PLANNING DEPARTMENT – GENERAL FUND

DEPARTMENT OBJECTIVES

To Support Council Goals:

- Continue the city-wide redevelopment work program and develop strategies for:
  - The Commercial District Redevelopment Plan
  - The Civic and Cultural Core Master Plan
- Continue to provide educational support and develop enforcement measures to improve and enhance water quality
- Continue to implement internal cost saving strategies to ensure the City's continued economic stability including the ongoing evaluation of the permitting fee structure

To Support Departmental Objectives:

- Complete, for consideration and adoption by City Council, appropriate zoning regulations that will assist with the implementation of the Redevelopment Plan for the Commercial District.
- Evaluate and assist with the appropriate updates for implementation of the City's Civic Core Master Plan in a manner consistent with the Sanibel Plan.
- Restructure the Department's organizational chart to achieve greater internal efficiencies in the daily operations of the Department and carryout City Councils goals.
- Design and layout the format required to print the recently updated and adopted version of the Sanibel Plan and to have this document placed on the City's website.
- Complete the digital conversion of the hand-drawn development intensity and ecological zone maps into a GIS base format for implementation.
- Complete the implementation of a newly integrated zoning, permitting and code enforcement software program that will enhance and maximize the operational efficiency of the Department and allow contractors and citizen to apply for and track the status of any active permit or Code violations.

PLANNING DEPARTMENT – GENERAL FUND

PERFORMANCE INDICATORS

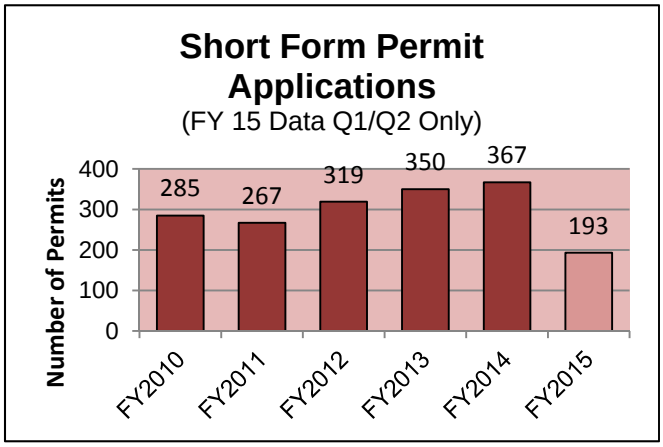
Description	Actual FY 2014	Actual FY 2015	Estimated FY2016
Commercial Redevelopment Plan	September 2013-	September– 2014	September 2015 –
Civic Core Master Plan	N/A	September 2014-	September 2015-
Permits Processed	566	622	600
Planning Commission Hearings	20	20	24
Code Enforcement Cases and Hearings	490	540	500
Retrieval Requests for Off-island Records	721	840	800

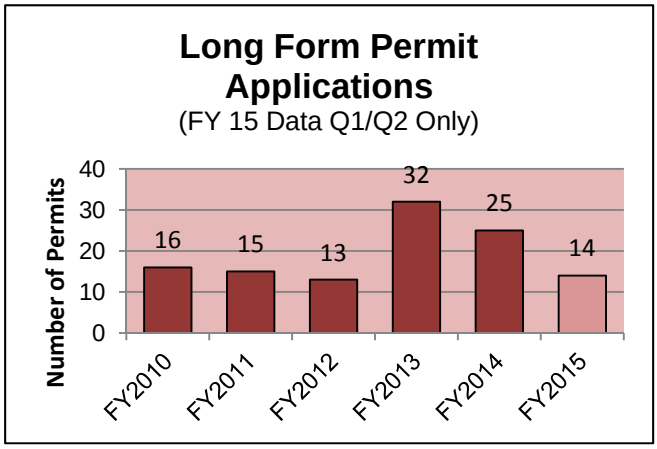
RESPONSIBLITIES

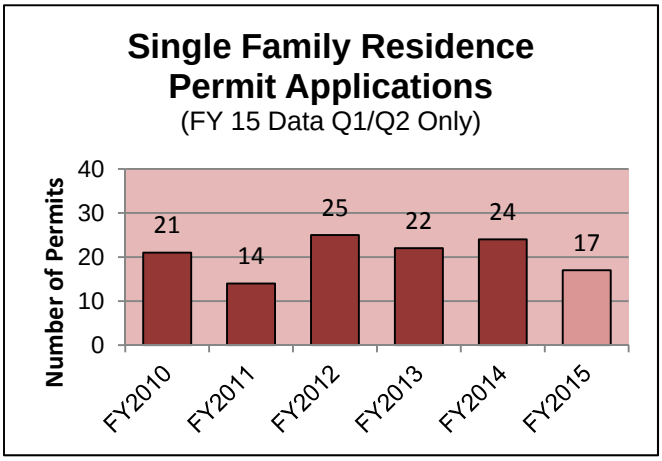
- Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Review and act on development and land use permit applications in an efficient, timely, uniform and thorough manner.
- Administer 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 sensitive 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 ability to access and obtain online planning, zoning and other related land management information

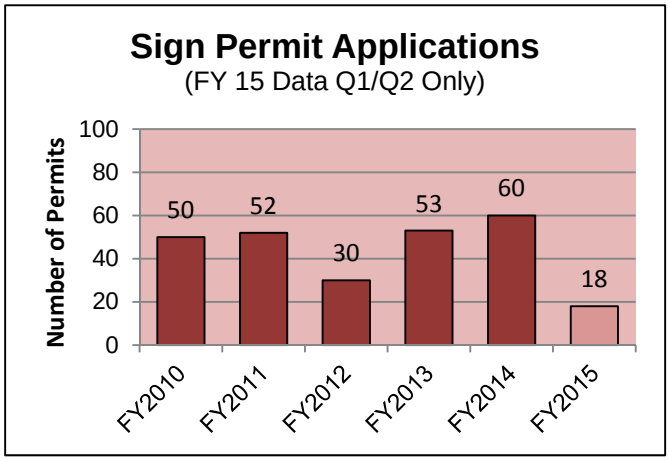
PLANNING DEPARTMENT – GENERAL FUND

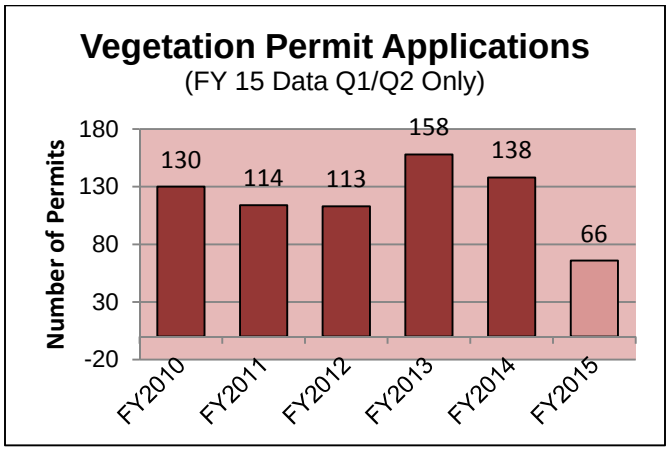
TREND ANALYSIS

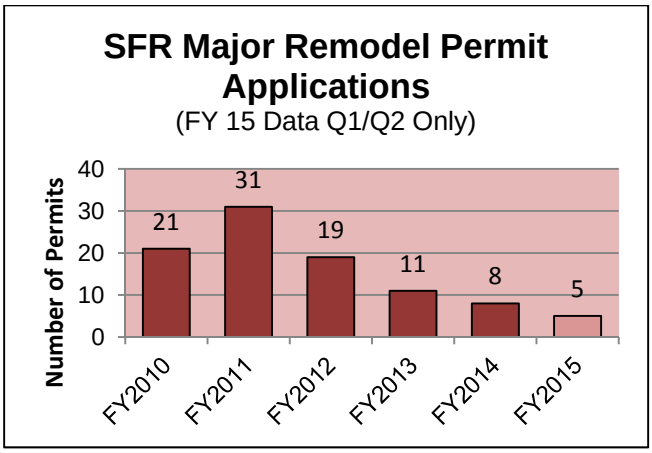












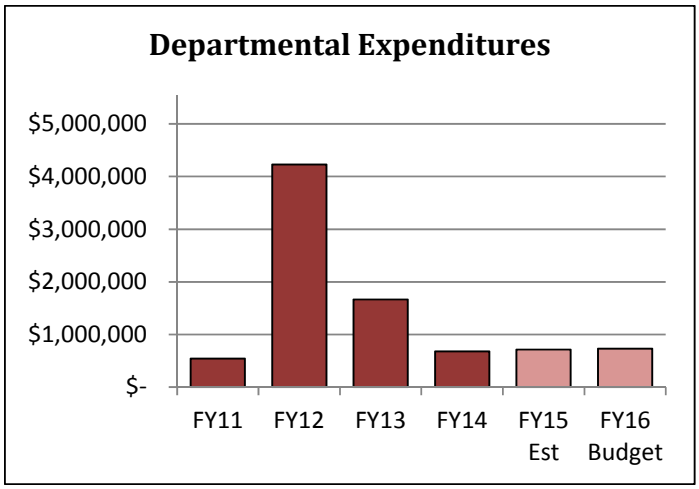
General Fund
Planning Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 296,658	$ 359,864	$ 389,252	$ 425,919	$ 406,488	$ 402,325
Part-time	93,752	56,188	75,478	78,548	70,436	79,833
Wage Adjustments	-	-	-	-	-	12,054
Requested Positions	-	-	20,500	-	-	-
Overtime	86	828	1,000	1,000	10,000	5,000
Special Pay	2,872	374	750	750	1,200	750
Payroll Taxes	30,038	31,818	37,254	38,726	37,342	38,247
Retirement	169,304	170,010	165,959	165,959	168,135	153,992
Cafeteria Benefits	63,212	75,528	95,143	95,143	93,606	92,549
Unemployment/Work Comp	15,197	13,821	12,629	12,629	12,935	13,258
SUB-TOTAL[1]	671,119	708,431	797,965	818,674	800,142	798,008
OPERATING EXPENSES						
Professional Services	20,341	30,904	81,270	81,270	40,000	81,270
Other Contractual Services	37,484	44,405	20,000	20,000	35,000	20,000
Travel & Per Diem	12,106	16,094	16,000	16,000	16,800	16,000
Communications	6,779	8,375	6,000	6,000	9,080	10,160
Postage/Transportation	7,664	1,603	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	960	-	5,100	5,100	1,550	3,672
Insurance	-	-	-	-	-	-
Repair & Maintenance	305	182	1,000	1,000	500	1,000
Printing	286	48	2,500	2,500	500	2,500
Promotional Activities	541	-	-	-	-	-
Other Current Charges	12,088	10,256	12,000	12,000	8,000	12,000
Office Supplies	4,868	4,798	4,000	4,000	3,500	4,000
Operating Supplies	5,000	812	3,000	3,000	1,000	3,000
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	1,483	1,415	2,000	2,000	1,000	2,000
Training and Education	-	-	-	-	-	-
SUB-TOTAL	109,905	118,892	152,870	152,870	116,930	155,602
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 781,024	$ 827,323	$ 950,835	$ 971,544	$ 917,072	$ 953,610
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	9.16%	5.93%	14.93%	17.43%	10.85%	3.98%

GENERAL GOVERNMENT DEPARTMENT – GENERAL FUND GENERAL GOVERNMENT FUNCTION

The General Government department is jointly managed between the Legislative, Administrative Services, and Finance Departments. The expenditures in this department generally relate to City-wide projects, services, goods, etc. and are difficult to assign to one department. The major expenditures in this department are payments to employees under the Retirement Health Savings Plan, professional consulting services, City insurance, and employee education reimbursements.

In fiscal year 2012, excess lump contributions to the City's pension plans were charged to this department.



General/Liability Insurance Coverage Information

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 in Florida. Deductibles by type are listed below:

Coverage Type	FY 2014	FY 2015	FY 2016
General/Professional Liability	$50,000	$50,000	$50,000
Automobile Liability	$50,000	$50,000	$50,000
Automobile Comp/Damage	$1,000 / $2,000	$1,000 / $2,000	$1,000 / $2,000
Property	$100,000	$100,000	$100,000

Detailed insurance information is presented below:

Type	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Flood	$ 14,334	$ 15,000	$ 15,000
Windstorm	27,574	30,000	35,000
Pollution Liability	2,547	2,300	2,300
Position Fidelity	3,225	3,000	3,000
Property/Liability/Auto	276,327	290,000	290,000
Law Enforcement Death Benefit	2,636	1,175	1,500
	$ 326,642	$ 341,475	$ 346,800

General Fund
General Government Services

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ -	$ -	$ -	$ -	$ -	$ -
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	-
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Retirement Health Savings	50,750	50,960	65,000	65,000	73,875	75,000
Payroll Taxes	-	86	-	-	-	-
Retirement	1,161,330	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	1,212,080	51,046	65,000	65,000	73,875	75,000
OPERATING EXPENSES						
Professional Services	83,832	106,067	82,000	88,500	88,500	103,500
Other Contractual Services	14,411	26,782	23,500	23,500	23,500	26,600
Travel & Per Diem	1,705	11,711	21,500	21,500	16,500	25,000
Communications	-	-	-	-	-	-
Postage/Transportation	3,099	16,978	18,600	18,600	18,600	18,600
Utilities	-	-	-	-	-	-
Rentals & Leases	19,409	22,920	29,400	29,400	29,400	22,800
Insurance	281,220	299,373	341,475	341,475	338,311	346,800
Repair & Maintenance	-	764	8,200	8,200	8,200	8,200
Printing	-	-	-	-	-	-
Promotional Activities	957	-	1,000	1,000	4,000	4,000
Other Current Charges	43,089	124,523	46,500	46,500	44,100	42,000
Office Supplies	-	-	-	-	-	-
Operating Supplies	1,129	13,362	1,200	1,200	3,000	3,000
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	466	-	300	300	300	300
Training and Education	-	-	51,000	51,000	45,000	52,000
SUB-TOTAL	449,317	622,480	624,675	631,175	619,411	652,800
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	5,000	2,017	1,500	18,500	18,000	2,500
DEPARTMENTAL TOTAL	$ 1,666,397	$ 675,543	$ 691,175	$ 714,675	$ 711,286	$ 730,300
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(60.59%)	(59.46%)	2.31%	5.79%	5.29%	2.67%

POLICE DEPARTMENT – GENERAL FUND
PUBLIC SAFETY FUNCTION

CHIEF OF POLICE

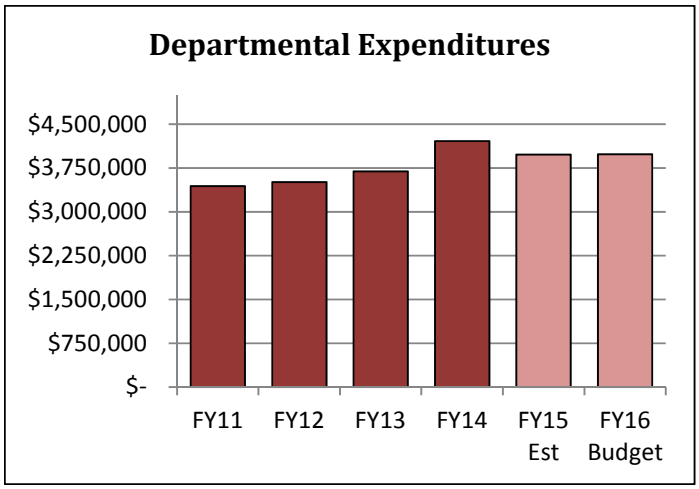
Chief William Tomlinson was hired in November 1985. He has a total of 29 years of service with the department. He has served in the following positions: chief of police, acting chief of police, commander, sergeant, officer and police aide. The Chief has earned a Bachelor's Degree in Public Administration and an Associate Degree in Criminal Justice.

[DEPARTMENTAL ORGANIZATIONAL CHARTS
WILL BE INSERTED IN FINAL BUDGET DOCUMENT]

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.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- 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 in the past five years are the increased incidents of burglary and theft with the total crime at 10 year high. This trend has recently reversed with a 40% reduction in total crime.
- Traffic increases, impact of congestion and beach parking capacity limitations causing increased need for traffic control personnel.
- Managing bus visits at public parking lots continues to require attention and ongoing education.
- Upgrading and updating the functionality of communications. This would include redesign of the Communications Room to be more ergonomically correct.
- Documenting interaction between the human population and coyotes
- Maintain service levels and determine methods to reduce motorized vehicles from accessing remote trails.
- Transitional planning for Department Command Staff
- Use of new technologies and video systems in crime prevention
- Maintaining staff training and proficiency in developing technologies regarding officer safety and call documentation.

POLICE DEPARTMENT – GENERAL FUND

ACCOMPLISHMENTS

- Maintain Staff Training Certifications through in house training (CPR, AED, Mandatory continuing L.E. education)
- Received a West Coast Inland Navigation District (WCIND) grant that funds one marine patrol officer
- Completed Active Shooter Awareness training at identified public and private businesses and institutions
- Upgraded the video monitoring technologies

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	Actual FY 2012	Actual FY 2013	Actual FY 2014	Estimated FY 2015
Document Code Enforcement violations. Take corrective action against violators through citation or education. **Measurement is ordinance violations documented**.	436	436	423	400
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**	162	210	125	150
Maintain response time at the previous year's rates. **Measurement is the average police response time to a call**.	4.10	4.55	4.32	4.40

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

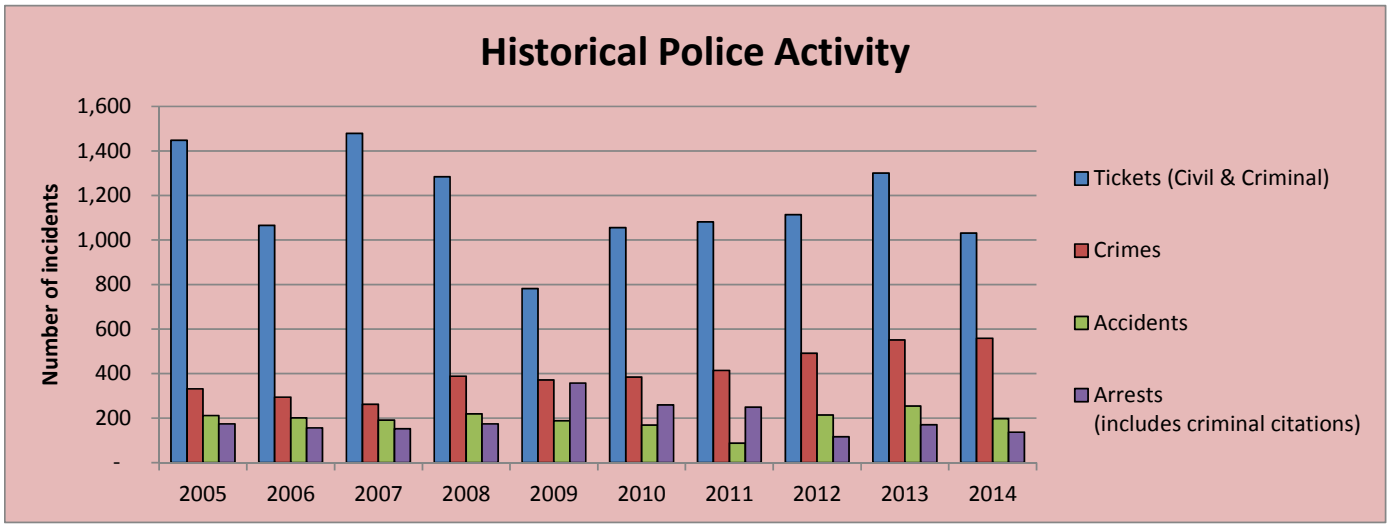
- Maintain Official Records
- Dissemination of Public Records
- Public Records Disposal
- Processing Criminal and Civil Actions
- Maintain Department Subpoena Data-base
- Prepare Court Affidavit
- Florida Department of Law Enforcement Reporting
- Track State Issued Citations
- City Employee Identification 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 Pension
- 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

TREND ANALYSIS

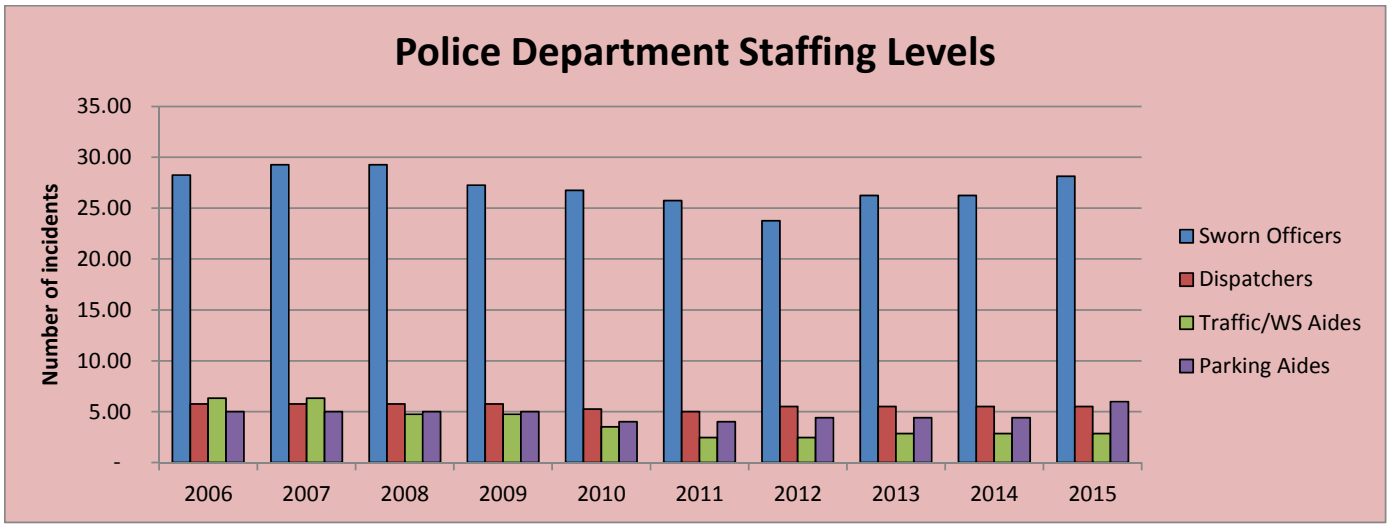


POLICE DEPARTMENT – GENERAL FUND

TREND ANALYSIS

Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014
Call for Service	23,542	23,161	24,790	21,606
Federally Reportable Crimes UCR:	120	162	210	125
Burglary	24	45	53	32
Theft	88	94	148	74
Assault	5	19	3	17
Vehicle Theft	3	4	4	1
Robbery	0	0	1	0
Rape	0	0	1	1
Murder	0	0	0	0
Tickets (Civil & Criminal)	1,081	1,113	1,300	1,031
Crimes	414	492	551	559
Accidents	88	215	255	197
Arrests (incl. Criminal Citations)	249	116	171	137
City ordinance Violations	263	436	436	423
Residency Demographics for Arrestees:				
Out of State	19%	24%	10%	12%
Florida	15%	15%	12%	15%
Lee County	42%	55%	56%	54%
Sanibel	24%	22%	21%	19%
DUI'S	10	5	9	16
Drugs (Narcotics)	14	3	18	16

STAFFING LEVELS



General Fund
Police Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 1,507,425	$ 1,625,192	$ 1,490,045	$ 1,549,406	$ 1,468,404	$ 1,468,666
Part-time	140,630	197,896	148,927	156,592	216,441	170,444
Wage Adjustments	-	-	-	-	-	40,978
Requested Positions	-	-	-	-	-	-
Overtime	65,207	80,838	60,000	60,000	100,810	80,000
Special Pay	113,930	154,733	147,000	147,000	151,000	148,875
Payroll Taxes	144,339	163,493	140,667	145,794	148,154	145,025
Retirement	935,315	1,133,726	1,065,058	1,065,058	1,065,664	1,031,222
Cafeteria Benefits	450,972	523,656	520,476	520,476	492,570	556,961
Unemployment/Work Comp	32,668	29,994	27,400	27,400	28,075	28,774
SUB-TOTAL	3,390,486	3,909,528	3,599,573	3,671,726	3,671,118	3,670,945
OPERATING EXPENSES						
Professional Services	1,106	-	-	-	-	1,600
Other Contractual Services	-	-	-	-	-	-
Travel & Per Diem	92,380	94,487	89,100	89,100	92,000	98,000
Communications	53,235	51,580	38,360	38,360	48,000	46,360
Postage/Transportation	1,033	263	1,260	1,260	500	1,260
Utilities	-	-	-	-	-	-
Rentals & Leases	2,791	1,815	15,460	15,460	2,000	15,460
Insurance	-	-	-	-	-	-
Repair & Maintenance	25,025	30,014	36,966	36,966	35,000	36,966
Printing	1,252	443	1,575	1,575	1,500	1,575
Promotional Activities	679	-	-	-	-	-
Other Current Charges	11,064	698	3,302	3,302	5,000	3,302
Office Supplies	5,179	5,460	5,000	5,000	5,000	5,000
Operating Supplies	104,683	114,110	26,880	26,880	45,000	42,000
Fuels, Oils, Lubricants	-	44	68,120	68,120	68,000	68,120
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	1,690	1,093	5,074	5,074	2,500	5,074
Training and Education	-	1,098	2,500	2,500	7,500	7,500
SUB-TOTAL	300,117	301,105	293,597	293,597	312,000	332,217
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 3,690,603	$ 4,210,633	$ 3,893,170	$ 3,965,323	$ 3,983,118	$ 4,003,162
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	5.11%	14.09%	(7.54%)	(5.83%)	(5.40%)	0.50%

General Fund
Sanibel Emergency Management Program (S.E.M.P.)

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ -	$ -	$ 123,992	$ 128,987	$ 118,305	$ 128,202
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	3,205
Requested Positions	-	-	-	-	-	-
Overtime	311	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	23	9	9,485	10,151	9,050	10,053
Retirement	-	-	5,118	5,118	4,153	48,263
Cafeteria Benefits	-	-	29,358	29,358	21,172	29,507
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	334	9	167,953	173,614	152,680	219,230
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services	6,000	6,000	6,000	6,000	6,000	6,000
Travel & Per Diem	1,930	1,348	2,800	2,800	1,000	2,800
Communications	95	3,397	2,000	2,000	1,750	2,000
Postage/Transportation	1	3	500	500	50	500
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	1,130	163	900	900	500	900
Printing	3,499	-	6,500	6,500	1,500	6,500
Promotional Activities	-	-	700	700	-	700
Other Current Charges	-	-	-	-	-	-
Office Supplies	158	512	600	600	250	600
Operating Supplies	647	610	4,000	4,000	500	4,000
Fuels, Oils, Lubricants	-	-	1,000	1,000	-	1,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	-	99	200	200	100	200
Training and Education	-	-	-	-	-	-
SUB-TOTAL	13,460	12,132	25,200	25,200	11,650	25,200
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	500	500	-	500
DEPARTMENTAL TOTAL	$ 13,794	$ 12,141	$ 193,653	$ 199,314	$ 164,330	$ 244,930
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(87.30%)	(11.98%)	1495.03%	1541.66%	1253.51%	49.05%

BUILDING DEPARTMENT – SPECIAL REVENUE FUND PUBLIC SAFETY FUNCTION

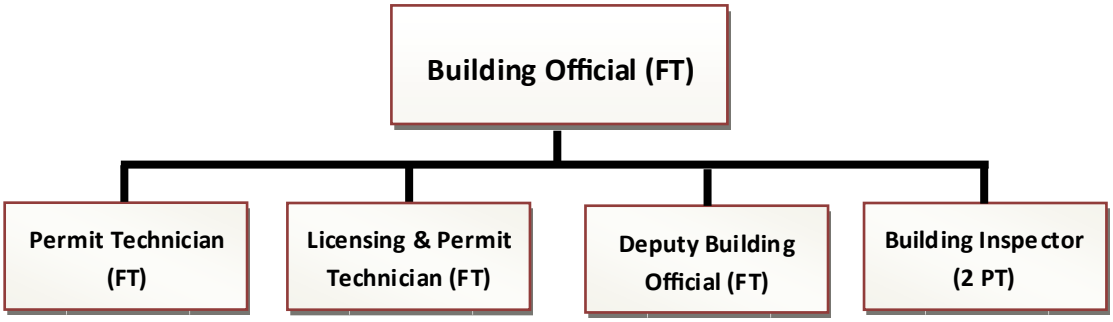
BUILDING OFFICIAL

R. Harold Law, Jr. has 36 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.

Mr. Law is also a past president of the Building Officials Association of Florida.

BUILDING DEPARTMENT

Organizational Chart

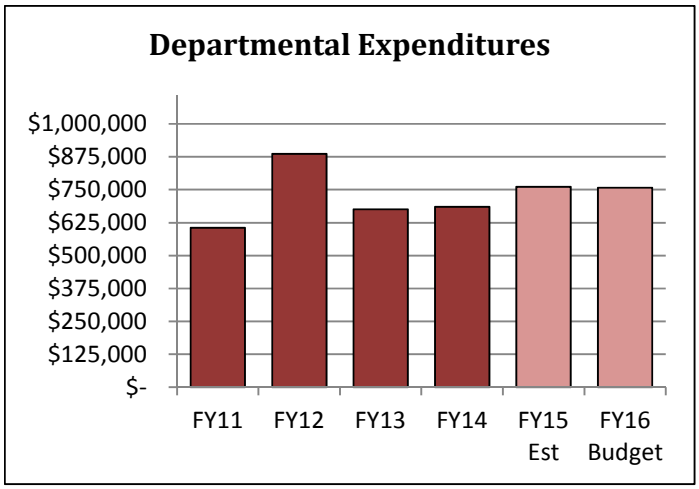


FT = Full - Time PT = Part - Time

BUILDING DEPARTMENT – SPECIAL REVENUE FUND

DEPARTMENT FUNCTION

To build a safe, sustainable and resilient community, consistent with the Sanibel Plan through the enforcement of all Building Codes to ensure that all city requirements have been met and plans reviewed to ensure they comply with State and Federal Standards.



The Department works in conjunction with the Contractor Review Board which issues contractor licenses, reviews cases and hears complaints against contractors. The Board makes recommendations to the Department of Business and Professional Regulations for penalties on State-Certified Contractors. The Board also imposes fines/penalties or suspends permitting privileges for locally licensed individuals. The Contractor Review Board issued 23 contractor licenses in 2014.

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- A concerted effort is needed to inform the citizens of dangers by 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 available to the City.

ACCOMPLISHMENTS

- Completed review with the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program Community Rating System (NFIP-CRS).
- Coordinated all paper work and applications for the Contractor Review Board
- Continued to improve service to the contractors and the community in the remodeling of the structures.
- 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.
- Work to gain Code Compliance through meeting with concerned parties to understand their discrepancies in the department before taking complaints to the Contractor Review Board.

BUILDING DEPARTMENT – SPECIAL REVENUE FUND

DEPARTMENT OBJECTIVES

To Support Council Goals:

- Strengthen the Economic Health and Vitality of the City
- Promote water quality

To Support Departmental Objectives:

- To maintain active job site erosion control monitoring
- To reduce paper in the work place transitioning to the cloud which takes a greater skill level

PERFORMANCE INDICATORS

Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015
To maintain a reduced balance of permit fees received and the associated costs of enforcing the Florida Building Code.	Completed	Completed	Completed	Completed

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.

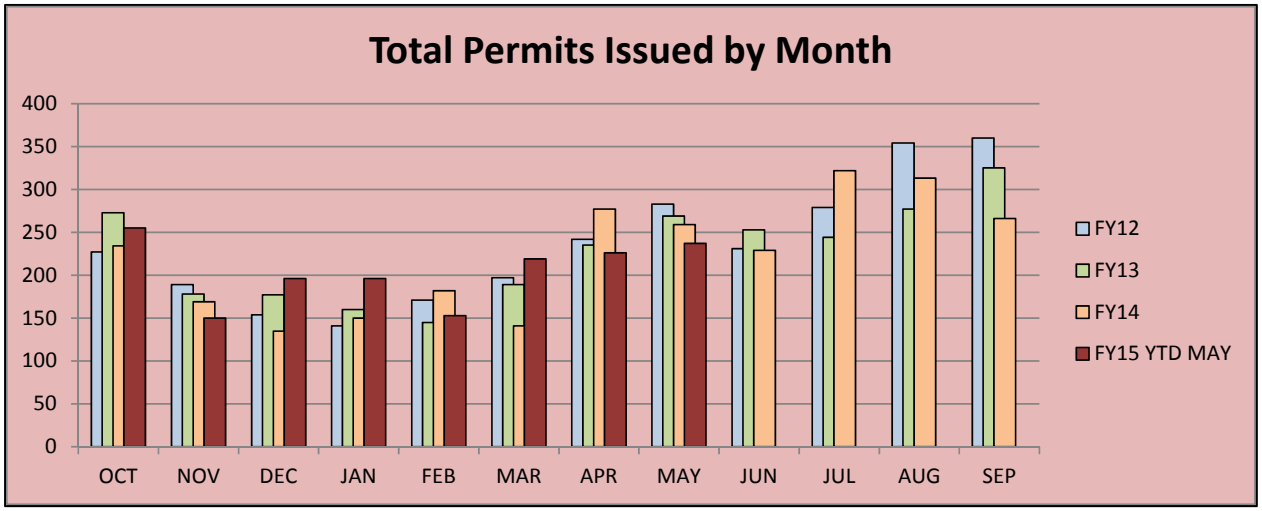
- Construction – During the active construction phase the Building Department is responsible for receiving requests for inspections, distributing printed requests to proper departments for all departmental inspections within the city involved in construction; as well as the building inspectors in the 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 a Certificate of Occupancy or Completion is issued.

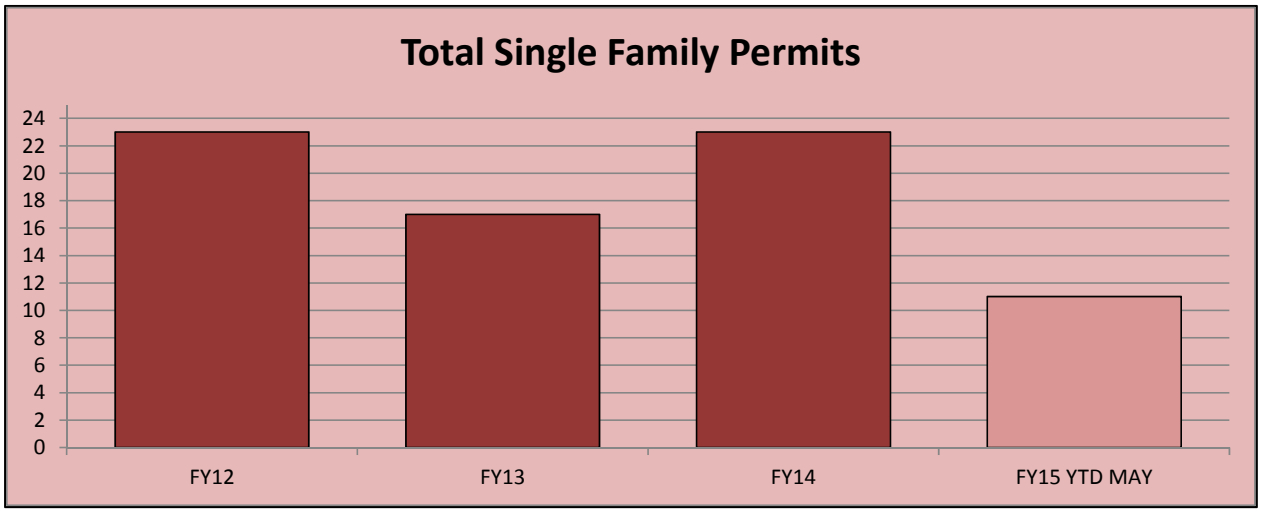
- Contractor Licensing –The Contractor Review Board was established in 2005. The Board reviews cases, along with hearing complaints. The Board may then make recommendations to the Department of Business and Professional Regulations for penalties on State Certified Contractors or impose fines or penalties for locally licensed individuals, as well as suspension of permitting privileges.

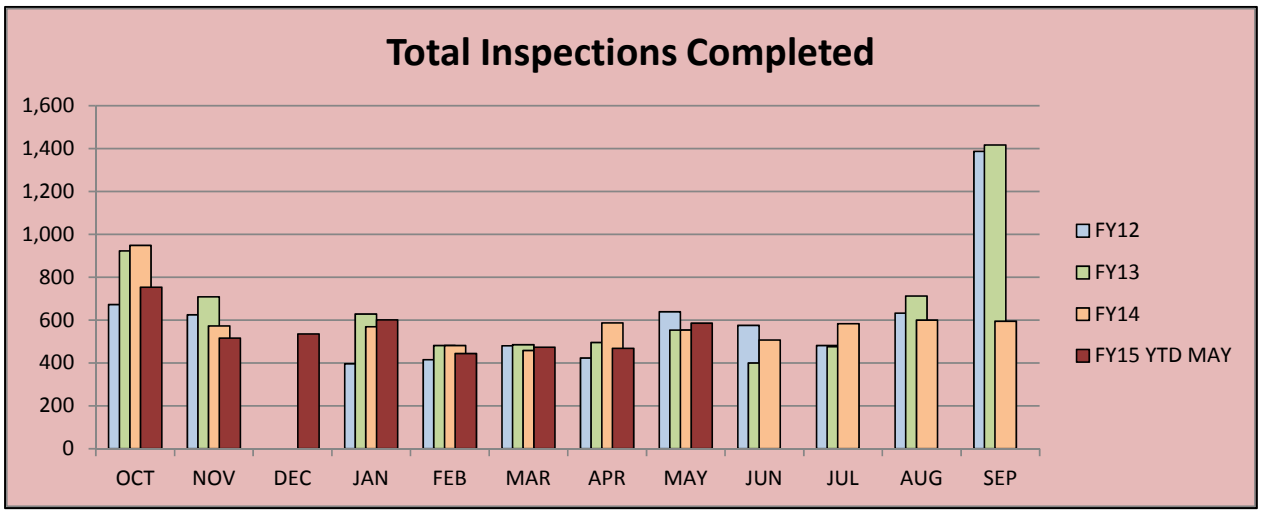
BUILDING DEPARTMENT – SPECIAL REVENUE FUND
TREND ANALYSIS

Key Observations:

- 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







Special Revenue Fund
Building Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 242,443	$ 248,626	$ 256,231	$ 258,776	$ 254,346	$ 256,436
Part-time	42,045	38,161	42,804	42,899	28,960	43,613
Wage Adjustments	-	-	-	-	-	7,501
Requested Positions	-	-	-	-	-	-
Overtime	4,887	11,520	5,000	5,000	15,525	10,000
Special Pay	-	-	-	-	-	-
Payroll Taxes	21,519	22,295	23,259	23,461	22,861	24,293
Retirement	111,470	109,957	106,299	106,299	106,152	98,046
Cafeteria Benefits	56,657	54,378	56,245	56,245	56,245	58,349
Unemployment/Work Comp	5,177	4,764	4,353	4,353	4,459	4,570
SUB-TOTAL[1]	484,198	489,701	494,191	497,033	488,548	502,808
OPERATING EXPENSES						
Professional Services	-	-	51,065	51,065	50,000	51,065
Other Contractual Services	4,074	6,792	4,189	27,289	26,500	4,189
Travel & Per Diem	13,789	12,527	15,307	15,307	13,807	15,307
Communications	5,126	4,683	5,904	5,904	5,544	5,904
Postage/Transportation	658	900	900	900	752	900
Utilities	-	-	-	-	-	-
Rentals & Leases	1,072	952	1,104	1,104	1,105	1,104
Insurance	-	-	259	259	-	259
Repair & Maintenance	-	-	150	150	-	150
Printing	958	578	1,500	1,500	785	1,500
Promotional Activities	-	495	400	400	-	400
Other Current Charges	162,778	162,107	164,205	168,495	161,779	168,495
Office Supplies	1,808	2,604	2,300	2,300	2,300	2,300
Operating Supplies	34	1,252	1,200	1,200	1,150	1,200
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	359	325	1,000	1,000	1,204	1,000
Training and Education	820	883	3,250	3,250	1,000	3,250
SUB-TOTAL	191,476	194,098	252,733	280,123	265,926	257,023
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	1,049	10,000	10,000	6,500	3,500
SUB-TOTAL	-	1,049	10,000	10,000	6,500	3,500
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 675,674	$ 684,848	$ 756,924	$ 787,156	$ 760,974	$ 763,331
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	46.22%	1.36%	10.52%	14.94%	11.12%	0.31%

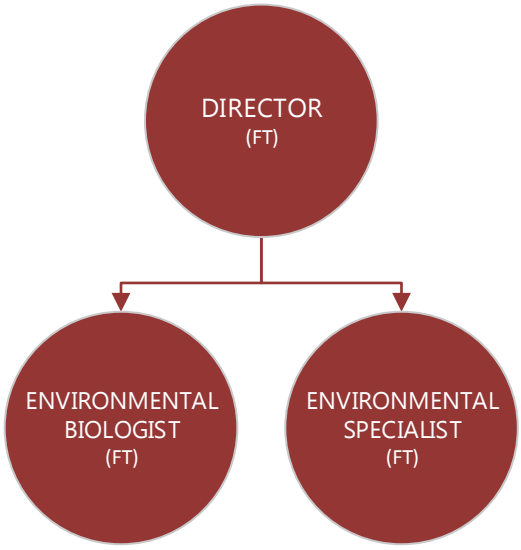
NATURAL RESOURCES DEPARTMENT – GENERAL FUND PHYSICAL ENVIRONMENT FUNCTION

DIRECTOR

James T. Evans has been employed with the City of Sanibel for more than 15 years and has over 18 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 in 2012. He has a Bachelor of Arts in Environmental Studies and a Master of Science in Environmental Science from Florida Gulf Coast University.

In August 2013, the Sanibel City Council voted to temporarily assign Director Evans to work full-time on water quality issues related to Lake Okeechobee and the Caloosahatchee River. Environmental Biologist, Holly Milbrandt, was established as Acting Natural Resources Director for the duration of Director Evan's special assignment.

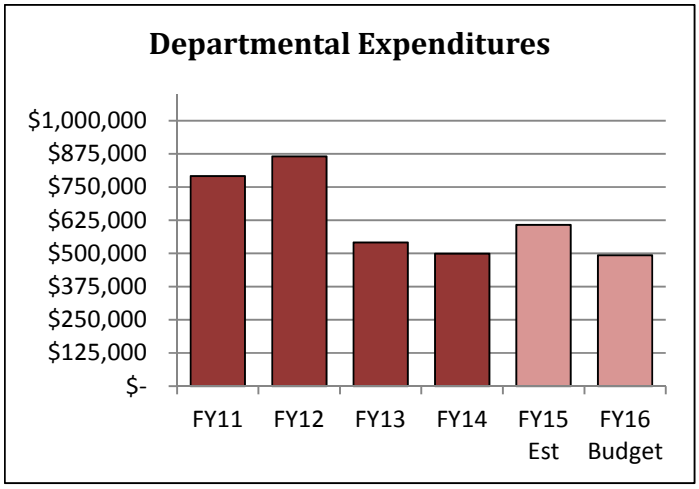
DEPARTMENT STRUCTURE



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, Caloosahatchee flows and Lake Okeechobee releases.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Continued impacts from the Caloosahatchee watershed and Lake Okeechobee regulatory discharges on coastal water quality resulting in increased frequency and duration of algal blooms that threaten Sanibel's natural systems, economy, and resident's quality of life.
- Building regional partnerships to obtain additional water storage within the Caloosahatchee basin to address high and low-flow impacts affecting Sanibel's water quality.
- 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.
- Continued management and compliance with the island-wide Brazilian Pepper Eradication Program.
- Management and treatment of existing and newly introduced invasive exotic species (e.g., vines, insects, reptiles).
- Management of native and non-native wildlife, including expanding range of coyotes on Sanibel and their impact on protected species.
- Beachfront lighting violations still occur each year causing sea turtle hatchling disorientations and deaths. A continuing focus on this issue, including both interior and exterior lighting, is essential as we work with our partners to protect both sea turtles and nesting shorebirds on Sanibel's thirteen miles of beaches.
- Educating the public about the revised Dark Skies Ordinance and the more stringent requirements of the Beachfront Lighting standards for marine turtle protection.
- 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

NATURAL RESOURCES DEPARTMENT – GENERAL FUND

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT (CON'T)

- 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. Prescribed fire becoming more difficult during "season" with increasing number of visitors and relatively narrow burn window.
- 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.
- Increasing pressure to bring human recreation into natural areas and wildlife habitats, resulting in increased interactions between humans and wildlife. Intense promotion of Sanibel as a top destination continues to draw visitors to Sanibel, further increasing this pressure and the need for accommodating infrastructure and habitat mitigation.
- Public education of emerging issues through various media sources, including social, print, and web-based media. Challenges include seasonal fluctuations in population, diverse population, resident turnover, large number of visitors, changing media outlets.

ACCOMPLISHMENTS

- Worked with the Mayor and City Council to raise awareness of regional water quality issues through local, state and federal leaders and pursued effective short and long-term solutions; drafted the Caloosahatchee Watershed Regional Water Management Issues white paper
- Since 1992, received 150 grants totaling over $13.42 million to fund needed environmental restoration and hurricane recovery projects, securing $223,958 in grants in 2014 and 2015. Grant applications have been submitted for 4 additional projects, totaling $186,540;
- Completed groundwater monitoring and initiated flow monitoring as part of Phase III of the City's Comprehensive Nutrient Management Plan;
- Completed restoration of the former Sanibel Bayous utility site using City and federal grant funds;
- Completed Golf Course Fertilizer and Lake Management Annual Report Cards, with two of three golf courses in "Full Compliance" with the City's BMP recommendations;
- Continued reinspections and code enforcement in all zones of the Brazilian Pepper Eradication Program;
- Assisted with the City's environmental education efforts related to coyotes, iguanas, alligator safety, and other topics, including preparation of new materials included with utility bill mailings and collaboration with the Vegetation Committee on the "Vegetation Matters" article series;
- Participated in weekly calls and put together a weekly Caloosahatchee Conditions Report with our regional partnership including SCCF, Lee County and USFWS to help guide US Army Corps and SFWMD water management decisions;
- Worked with former Vice Mayor Congress and other City departments to evaluate and revise the City's Dark Skies Ordinance and initiate a multi-year public education campaign;

NATURAL RESOURCES DEPARTMENT – GENERAL FUND

ACCOMPLISHMENTS (CONTINUED)

- Received grant funding from the Sea Turtle License Plate Program to develop educational materials related to artificial lighting and sea turtle disorientations for the 2015 nesting season, due to record nesting and disorientations in 2014;
- Continued to participate in the Sanibel Biologists Coyote Working Group to develop and implement a cooperative Coyote Action Plan for Sanibel and presented status report to City Council;
- Created the Sanibel Prescribed Fire Task Force with other agency partners to coordinate implementation of prescribed fires on Sanibel;
- Resumed the Exotic Lizard Management Program in response to the first documented sighting of a black spiny-tailed iguana and increasing numbers of green iguanas;
- Acquired permits and helped secure funding to place sand on the beach adjacent to San-Cap Road to address a critical erosion area. Worked with Lee County and the CEPD to develop a Scope of Work for the Blind Pass Inlet Management Study. Worked with CEPD to allow the City to piggyback on State and Federal beach renourishment permits.
- Will complete the design, engineering and permitting for the Dunes weir one-way flow gate to prevent water quality impacts to Tarpon Bay and the J.N. "Ding" Darling NWR by end of FY15.

DEPARTMENT OBJECTIVES

To Support Council Goals:

- To assess environmental issues associated with commercial redevelopment and the Civic Core Master Plan and provide recommendations and alternatives to protect the island's natural resources and meet the goals of the Sanibel Plan.
- To continue to work with island golf courses to implement the City's Fertilizer and Lake Management Guidelines, evaluate progress annually, and work to improve scores on annual report cards.
- To continue fertilizer education campaign on fertilizer Best Management Practices, implement Citizen's Fertilizer Education and Outreach Program, and develop stormwater information package for island homeowners to address water quality in community lakes.
- To work closely with City Council and our legislative delegation to prevent preemption of local government's ability to implement measures to protect water quality.
- To complete phase III of the Comprehensive Nutrient Management 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 work closely with the South Florida Water Management District and the U.S. Army Corps of Engineers, as well as other local, state, and federal leaders, to implement water storage and treatment projects within the Caloosahatchee basin to improve water quality and reduce ecological impacts associated with high and low-flow issues.

NATURAL RESOURCES DEPARTMENT – GENERAL FUND

DEPARTMENT OBJECTIVES (CONTINUED)

To Support Departmental Goals:

- To improve stormwater treatment from developed lands and roadways prior to discharge into Sanibel River through completion of the Comprehensive Nutrient Management Plan, implementation of priority projects and 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 build regional consensus on a short- and long-term restoration strategy to reduce the harmful impacts of the freshwater releases from Lake Okeechobee and the Caloosahatchee watershed
- To educate the public on natural resources issues through various media sources, including social, print, and web-based media, recognizing the seasonality, diversity, and high turn-over of Sanibel's population.

PERFORMANCE INDICATORS

Description	Actual FY 2013	Actual FY 2014	Actual FY 2015	Estimated FY 2016
To achieve "compliance" on Golf Course Fertilizer and Lake Management Guidelines at all island golf courses annually	66%	66%	66%	100%
To apply for grants annually to fund necessary environmental restoration projects	Yes	Yes	Yes	Yes
Conduct annual Brazilian pepper surveys for continued compliance with Brazilian Pepper Eradication Program	NA	NA	Yes	Yes
To treat all City managed properties for invasive exotic plants annually	100%	100%	100%	100%
To prevent all sea turtle hatchling disorientations via lighting compliance efforts annually	100%	99%	97%	100%
To design, engineer, permit, fund, and construct the Jordan Marsh Water Quality Treatment Park project	NA	NA	NA	25%
To mow or burn all high quality coastal scrub habitat on City managed lands every 3 years	90%	90%	90%	90%
To develop a Comprehensive Nutrient Reduction Plan for Sanibel (Phase 1&2 completed FY13-14; Phase III FY14-16)	80%	85%	90%	100%
To design, engineer, permit, fund, and construct the Dunes weir one-way flow gate	NA	NA	25%	100%
Implement the Community Lake Management BMP Program	NA	NA	25%	50%
To respond to requests for property inspections within 5 work days	95%	90%	90%	95%

NATURAL RESOURCES DEPARTMENT – GENERAL FUND

RESPONSIBILITIES

Environmental Restoration

- Wetland restoration
- Initial exotic removal
- Hydrologic restoration
- Coastal scrub enhancement
- Dune establishment
- Tree and shrub planting

Habitat Management

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

Water Quality

- Agency coordination
- Project advocacy
- Management advocacy
- Stormwater management
- BMP implementation
- Water quality monitoring

Protected Species Management

- Sea turtles
- Nesting shorebirds
- Bald eagles
- Wading bird rookeries
- Gopher tortoises
- Rare species plantings
- New threat assessments (coyotes, iguanas, other)

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
- Mangrove trimming/removal
- Wetland filling
- Native tree trimming/removal
- Water pollution
- Dune trimming (CCCL)

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
- Dark Skies Ordinance/Outdoor Lighting Standards
- Alligator Safety
- Emerging Issues

NATURAL RESOURCES DEPARTMENT – GENERAL FUND

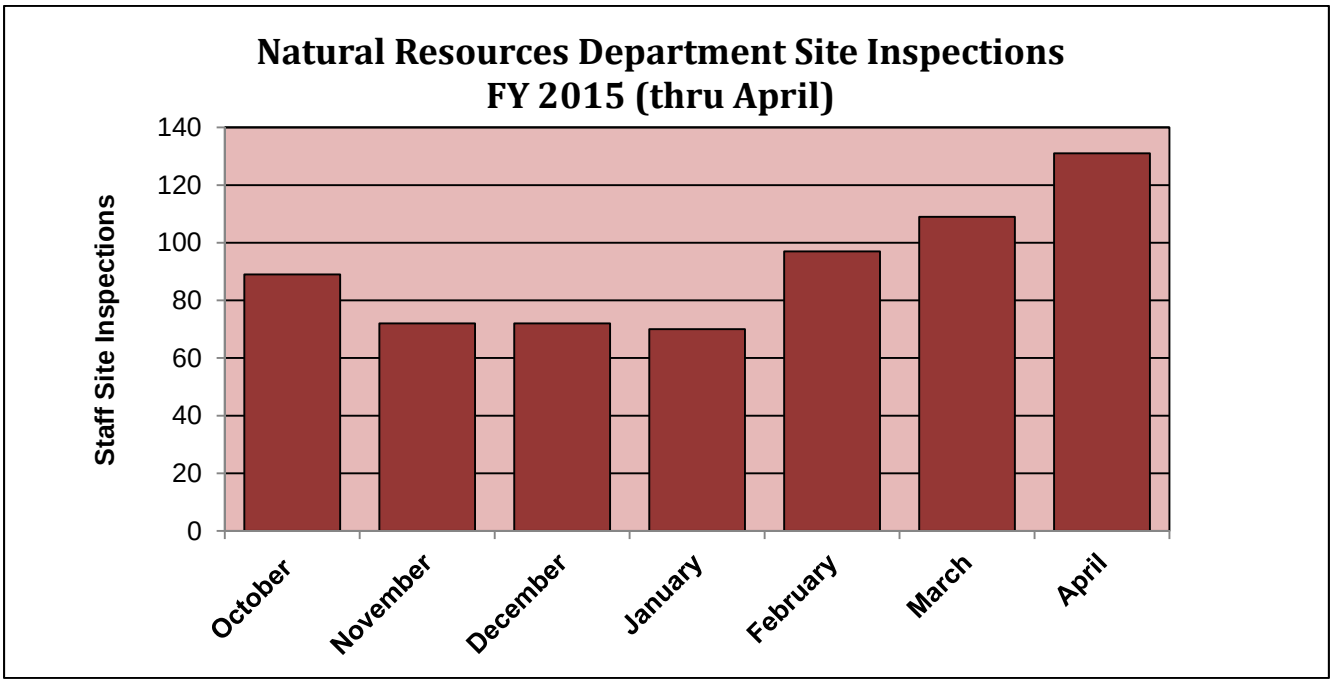
TREND ANALYSIS

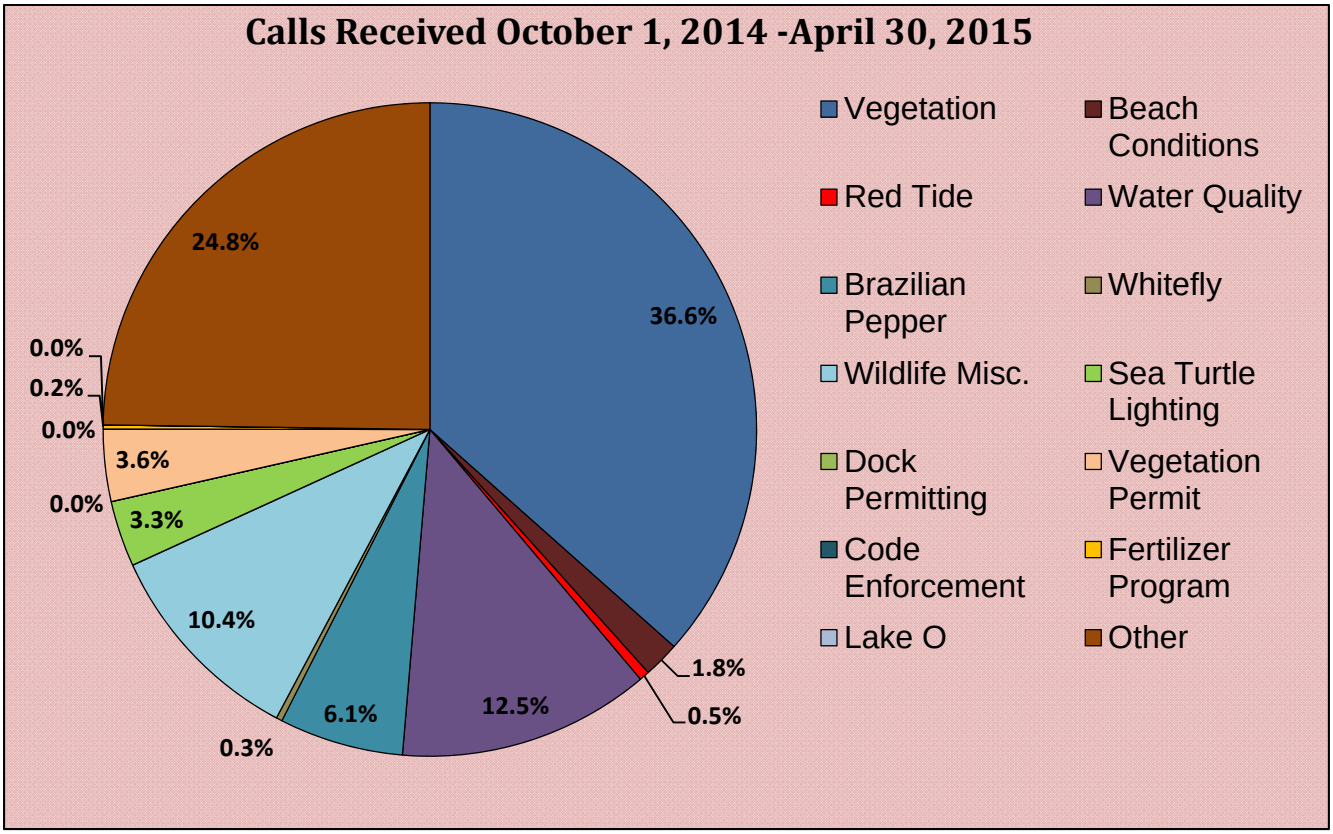
Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015 YTD
Acres Managed	660	660	660	660
Acres of Exotics Treated (all lands)	922	1,063	1,363[e]	1,094[e] (thru May)
Gallons of Herbicide Used	160[a]	168	165[e]	100[e] (thru May)
Site Inspections	N/A	1,066[a]	946	640 (thru April)
Inquiries Handled[c]	N/A	1,756[b]	1,680	1,009 (thru April)
Public Education Staff Presentations	13	14	17	18 (thru May)[d]
Sea Turtle Lighting Violations	75 (5 surveys)	72 (5 surveys)	181 (6 surveys)	113 (2 surveys)
Vegetation Contractors Trained	56	37	51	61 (3 classes)
Fertilizer Contractors Trained	37	49	53	32 (3 classes)
Vegetation Permits Issued by DNR staff[f]	114	110	117	92 (thru May)

[a] Began tracking October 2012 (data included October 2012 through May 2013).
[b] FY 2013 data included January 2013 through September 2013.
[c] Total does not include walk-ins, emails, or direct calls received after business hours.
[d] Water Quality—Panelist, Watershed Council/FGCU; Native Plants/Habitat Restoration—Audubon Lecture Series, Shell Museum Lecture Series, Weeds and Seeds Walk; Fertilizer--City contractor classes (4), Kiwanis; General--CASI, Realtors, Homeowner's Associations (4), Master Gardeners; Prescribed Fire—Joint Public Meeting with Sanibel Prescribed Fire Task Force
[e] Includes treatment of exotics on State Botanical Site and other partner lands
[f] Does not include Vegetation Permits issued as part of a Development Permit

NATURAL RESOURCES DEPARTMENT – GENERAL FUND

TREND ANALYSIS (CONTINUED)





1009 total calls received in time period - average of 144 calls per month

General Fund
Natural Resources Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 144,888	$ 108,640	$ 146,485	$ 152,130	$ 150,774	$ 120,016
Part-time	39,302	11,311	-	-	-	-
Wage Adjustments	-	-	-	-	-	3,000
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	3,513	-	-	-	-	-
Payroll Taxes	14,450	9,490	11,206	11,974	11,534	9,411
Retirement	62,638	58,375	56,590	56,590	58,939	51,779
Cafeteria Benefits	20,187	16,783	29,072	29,072	22,963	18,268
Unemployment/Work Comp	6,676	6,072	5,550	5,550	5,683	5,825
SUB-TOTAL	291,654	210,671	248,903	255,316	249,893	208,299
OPERATING EXPENSES						
Professional Services	65	550	800	800	50	-
Other Contractual Services	215,597	215,113	250,000	312,800	312,000	215,000
Travel & Per Diem	10,581	9,494	14,050	14,050	13,500	13,550
Communications	5,204	4,556	5,880	5,880	5,880	5,880
Postage/Transportation	304	105	200	200	100	200
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	4	-	-	-	-	-
Printing	1,084	23	2,000	2,000	2,000	3,200
Promotional Activities	-	-	-	-	-	-
Other Current Charges	589	1,340	2,390	2,390	2,000	2,220
Office Supplies	761	603	1,200	1,200	1,000	1,200
Operating Supplies	14,804	16,732	20,000	26,000	20,000	20,000
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	69	155	200	200	200	200
Training and Education	-	-	-	-	-	-
SUB-TOTAL	249,062	248,671	296,720	365,520	356,730	261,450
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	1,678	-	-	-	-
SUB-TOTAL	-	1,678	-	-	-	-
GRANTS & ASSISTANCE	-	37,000	-	-	-	-
DEPARTMENTAL TOTAL	$ 540,716	$ 498,020	$ 545,623	$ 620,836	$ 606,623	$ 469,749
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(16.79%)	(7.90%)	9.56%	24.66%	21.81%	(22.56%)

General Fund
Recycling Center

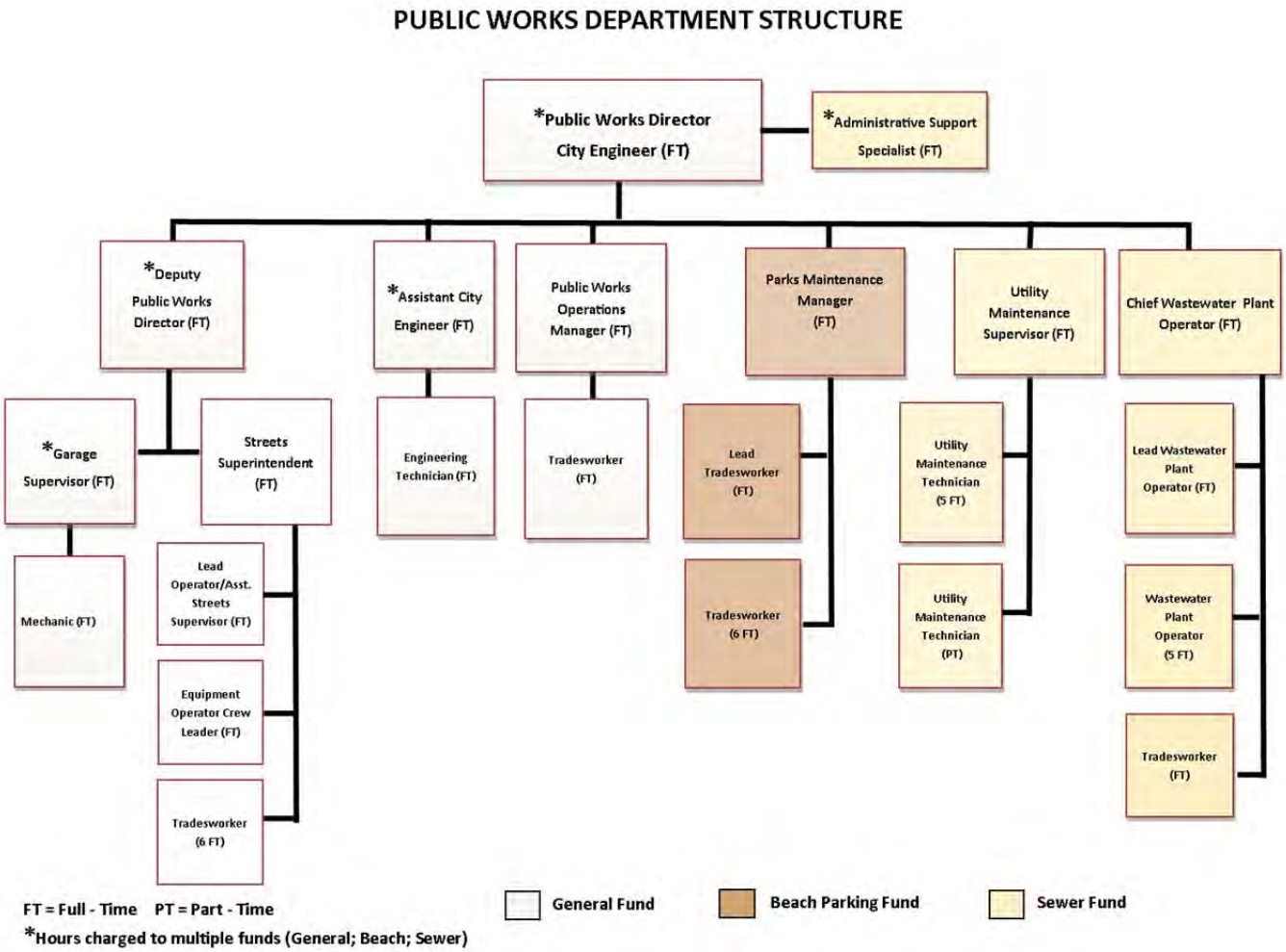
	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ -	$ -	$ -	$ -	$ -	$ -
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	-
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services	32,076	40,899	37,200	54,300	54,300	37,200
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Postage/Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	7,608	8,155	10,000	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	9,405	10,800	11,640	11,640	11,000	11,640
Office Supplies	-	-	-	-	-	-
Operating Supplies	3,110	3,700	4,000	4,000	1,000	4,000
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	52,199	63,554	62,840	69,940	66,300	52,840
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 52,199	$ 63,554	$ 62,840	$ 69,940	$ 66,300	$ 52,840
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	24.31%	21.75%	(1.12%)	10.05%	4.32%	(20.30%)

PUBLIC WORKS DEPARTMENT
PUBLIC WORKS, TRANSPORTATION, UTILITY FUNCTIONS

- PUBLIC WORKS ADMINISTRATION AND FLEET
- TRANSPORTATION DIVISION
- PUBLIC FACILITIES
- SEWER SYSTEM DIVISION
- BEACH PARKING DIVISION

DIRECTOR

Keith L. 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

DEPARTMENT FUNCTION

To economically provide safe, well-maintained and clean transportation facilities including roads, shared-use paths and public canals; to provide and maintain top quality parks, public buildings and public spaces; to operate and maintain a fleet of equipment and vehicles necessary for day-to-day City functions as well as emergency response; to operate and monitor a stormwater management system that is in compliance with regulatory requirements; and to administer, design, and maintain island-wide City infrastructure for the safety and enjoyment of island residents and visitors.

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- As regulatory requirements continue to evolve and present greater demands, the department is faced with the challenge to continue to provide an excellent track record of compliance with NPDES rules and report preparation.
- 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, succession planning for division supervisor levels presents a challenge.
- The increased demands upon Public Works through the expansion of facilities including the addition of the Pond Apple Park Trail and Boardwalk, the Shipley Trail and Boardwalk, the Community Park Trail; the increased year round usage of facilities including shared use paths and public parks; as well as the increased labor needs resulting from the Department's role in community special events

ACCOMPLISHMENTS

- Resurfaced 3.80 miles of streets.
- Assumed maintenance responsibility of expanding infrastructure including additional trails at Pond Apple Park and Community Park as well as additional boardwalks within Pond Apple Park.
- Installed a new crosswalk at Sanibel-Captiva Road and the Shell Museum in accordance with City Policy.
- Continued implementation of a department staff reorganization that provides additional staffed coverage for weekends and special events.
- Completed shared use path repair project totaling 3.60 miles of repairs.
- Dredged the Pine Tree Drive – Dinkins Bayou canal system in the area of the Sanibel-Captiva Road box culvert. This was a public/private venture to improve water quality and navigation.
- Renovated highly utilized Sanibel-Captiva Road gazebos and rest areas including installation of new ADA compliant drinking fountains.

PUBLIC WORKS DEPARTMENT

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	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Streets resurfaced/reconstructed (miles)	4.20	5.96	3.80	4.00
Shared use paths constructed (linear feet)	5,914	1,977	0	4,045
Road and shared use path miles swept	176	176	139	150
Off right-of-way walking/biking trails maintained (linear feet)	5,610	12,382	12,382	12,382

RESPONSIBILITIES

Administration

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

Streets

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

Engineering

- Surveys
- Designs
- Construction contracts
- Project coordination
- Capital Improvement Program
- Inspections
- Permits
- Maintain maps
- Drainage infrastructure permitting and design

Public Facilities

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

Fleet Maintenance

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

General Fund
Public Works Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 378,297	$ 383,814	$ 329,378	$ 330,379	$ 378,762	$ 344,074
Part-time	-	25,140	-	24,100	27,749	-
Wage Adjustments	-	-	-	-	-	8,602
Requested Positions	-	-	-	-	-	-
Overtime	21,617	16,452	25,000	25,000	25,000	25,000
Special Pay	4,501	1,121	2,000	2,000	2,000	2,000
Payroll Taxes	31,832	33,993	27,827	29,586	33,164	28,583
Retirement	169,320	166,454	163,471	163,471	166,149	149,513
Cafeteria Benefits	104,516	94,881	84,678	84,678	115,638	87,452
Unemployment/Work Comp	8,653	7,871	7,194	7,194	7,367	7,551
SUB-TOTAL	718,736	729,726	639,548	666,408	755,829	652,775
OPERATING EXPENSES						
Professional Services	34,100	33,756	46,000	55,000	45,000	46,000
Other Contractual Services	2,081	1,508	1,900	1,900	1,500	1,900
Travel & Per Diem	10,468	16,384	35,560	23,560	21,000	23,560
Communications	13,761	11,179	15,210	15,210	15,210	15,210
Postage/Transportation	754	127	500	500	250	500
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	30,080	30,080	-	80
Insurance	-	-	-	-	-	-
Repair & Maintenance	15,913	22,209	8,700	8,700	5,700	8,700
Printing	128	237	1,200	1,200	800	1,200
Promotional Activities	-	-	-	-	-	-
Other Current Charges	400	84	600	600	400	600
Office Supplies	7,138	6,537	7,950	7,950	7,950	7,950
Operating Supplies	9,075	6,919	4,800	4,800	6,000	6,800
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	5,749	6,330	10,330	10,330	8,000	10,330
Training and Education	-	-	-	-	-	-
SUB-TOTAL	99,567	105,270	162,830	159,830	111,810	122,830
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	2,610	-	-	2,000	-
SUB-TOTAL	-	2,610	-	-	2,000	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 818,303	$ 837,606	$ 802,378	$ 826,238	$ 869,639	$ 775,605
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	5.95%	2.36%	(4.21%)	(1.36%)	3.82%	(10.81%)

Special Revenue Fund
Public Works Department - Transportation Division

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 355,145	$ 360,886	$ 359,994	$ 373,422	$ 356,752	$ 369,757
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	10,758	-	-	9,244
Requested Positions	-	-	-	-	-	-
Overtime	107,415	126,158	125,000	125,000	100,000	100,000
Special Pay	3,323	5,740	12,000	12,000	5,000	12,000
Payroll Taxes	36,044	37,268	38,843	39,048	35,324	37,562
Retirement	116,263	114,760	110,338	110,338	111,054	102,188
Cafeteria Benefits	109,702	96,758	99,971	99,971	99,459	103,305
Unemployment/Work Comp	24,460	22,246	20,325	20,325	20,821	21,342
SUB-TOTAL	752,352	763,816	777,229	780,104	728,410	755,398
OPERATING EXPENSES						
Professional Services	132,725	146,005	169,000	209,745	135,000	188,370
Other Contractual Services	188,877	214,244	234,200	302,200	279,000	317,100
Travel & Per Diem	3,994	3,882	4,408	4,408	4,786	4,408
Communications	960	880	3,840	3,840	2,700	3,840
Postage/Transportation	36	22	-	-	50	-
Utilities	-	-	-	-	-	-
Rentals & Leases	9,122	11,055	12,013	12,013	14,010	13,693
Insurance	-	-	-	-	-	-
Repair & Maintenance	867,697	801,949	1,083,500	1,694,975	1,561,173	1,064,500
Printing	-	-	-	-	-	-
Promotional Activities	-	102	500	500	500	500
Other Current Charges	2,206	2,660	1,950	1,950	1,950	490,468
Office Supplies	-	-	-	-	-	-
Operating Supplies	88,290	96,581	19,300	19,300	19,300	19,300
Fuels, Oils, Lubricants	-	-	65,900	65,900	60,000	52,100
Road Materials & Supplies	72,366	52,967	85,000	85,000	81,000	85,000
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	1,366,273	1,330,347	1,679,611	2,399,831	2,159,469	2,239,279
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	3,830	3,830	-
SUB-TOTAL	-	-	-	3,830	3,830	-
GRANTS & ASSISTANCE	-	-	-	16,200	-	-
DEPARTMENTAL TOTAL	$ 2,118,625	$ 2,094,163	$ 2,456,840	$ 3,199,965	$ 2,891,709	$ 2,994,677
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(21.96%)	(1.15%)	17.32%	52.80%	38.08%	3.56%

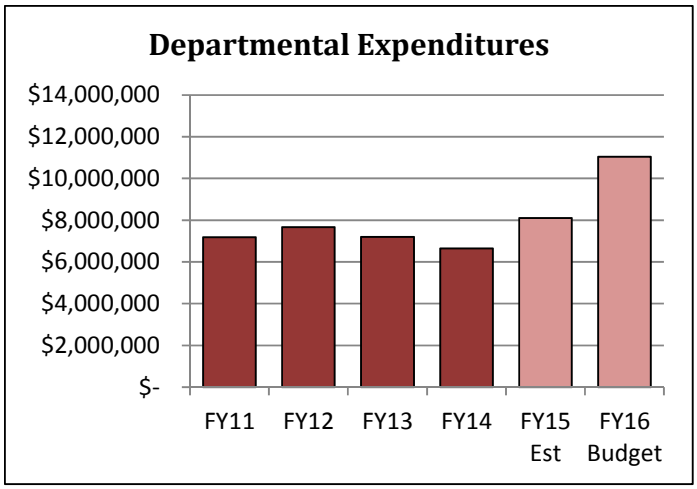
General Fund
Public Works Department - Public Facilities Division

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 122,723	$ 107,350	$ 117,288	$ 121,628	$ 108,508	$ 120,214
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	2,404
Requested Positions	-	-	-	-	-	-
Overtime	28,980	44,400	30,000	30,000	36,537	30,000
Special Pay	194	1,455	2,000	2,000	1,100	2,000
Payroll Taxes	11,627	11,803	11,421	12,022	11,180	11,828
Retirement	34,409	33,175	33,875	33,875	32,471	30,665
Cafeteria Benefits	37,035	30,081	40,213	40,213	26,669	30,618
Unemployment/Work Comp	5,215	4,743	4,335	4,335	4,439	4,550
SUB-TOTAL	240,183	233,007	239,132	244,073	220,904	232,279
OPERATING EXPENSES						
Professional Services	75	30	-	-	-	100
Other Contractual Services	26,892	37,143	47,266	47,266	47,266	47,266
Travel & Per Diem	1,200	1,206	1,418	1,418	1,418	1,418
Communications	1,440	1,160	2,400	2,400	2,400	2,400
Postage/Transportation	59	-	100	100	100	100
Utilities	123,011	114,481	107,740	107,740	117,000	118,240
Rentals & Leases	145	-	400	400	-	400
Insurance	-	-	-	-	-	-
Repair & Maintenance	65,628	98,562	203,190	223,190	117,630	263,190
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	422	125	3,550	3,550	2,505	3,550
Office Supplies	-	-	-	-	-	-
Operating Supplies	33,915	27,012	41,050	41,050	40,450	41,050
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	6,000	6,000	6,000	6,000
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	252,787	279,719	413,114	433,114	334,769	483,714
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	18,672	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	18,672	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 511,642	$ 512,726	$ 652,246	$ 677,187	$ 555,673	$ 715,993
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(14.37%)	0.21%	27.21%	32.08%	8.38%	28.85%

SEWER SYSTEM DIVISION – ENTERPRISE FUND

DIVISION 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; to provide maintenance on the City's network of gravity sewer lines, sewer force main lines, 129 City-owned lift stations as well as the City network of reclaimed water distribution lines; to operate and maintain the Donax Wastewater Reclamation Facility in compliance with state and federal regulations.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- The utility division's functions require technical proficiency. Even in the current economic market, there is difficulty hiring skilled employees such as wastewater plant operators.
- Efforts to ensure protection of the island and surface water quality go beyond the monitoring of only City infrastructure. The proliferation of poorly maintained privately owned lift stations and the challenge to be aware of those in addition to City infrastructure adds demand.
- Water quality issues impact the department, including finding environmentally friendly ways to:
    - ❖ Conversion of sludge treatment to high efficiency process that produces a quality end product.
    - ❖ Reduction of Nutrients in effluent prior to its use for irrigation.

ACCOMPLISHMENTS

- Carried out rebuild of the continuous self-cleaning bar/filter screen and rotopress at the Donax WRF to improve maintenance and operation efficiency of the grit removal system.
- Improved lift station pump efficiency through the installation of variable frequency drives.
- Continued program to identify and eliminate infiltration/inflow including projects in The Sanctuary, East Periwinkle Way corridor, and Sanibel Bayous areas.
- Continued with the plant tank inspection/repair program.
- Completed installation of a stationary emergency generator at Lift Station No. 5 (Beach Road and East Gulf Drive) to improve operationally efficiency during emergencies and power outages.
- Completed isolation valves at Donax WRF to allow for major tank components to be isolated for repairs and completed recoating of the headworks.

SEWER SYSTEM DIVISION – ENTERPRISE FUND

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 achieve 100% effluent compliance.
- To achieve effluent nitrogen and phosphorus levels below 3.0 and 0.5 ppm respectively.

PERFORMANCE INDICATORS

Description	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Annual Average Daily Flow (MGD)	1.06	1.28	1.28	1.30
Funds expended on I/I corrections ($)	180,000	148,747	180,000	180,000
Funds expended to identity I/I sources ($)	30,000	22,957	30,000	30,000
Number of effluent violations	0	0	0	0
Number of system overflows	5	2	0	0
Grease trap inspections performed	204	208	108	208
Grease trap violations	23	38	40	25

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	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Sewer equivalent residential units (ERU)	9,360	9,375	9,382	9,392
Average Daily Wastewater Flow (MGD)	1.06	1.28	1.28	1.30

Enterprise Fund
Sanibel Sewer System

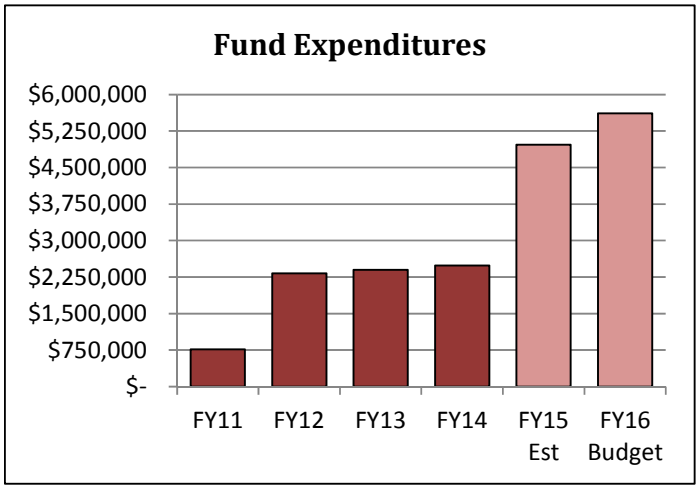
	GAAP Basis		Non-GAAP Basis			
			Fiscal Year 2015			
	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 830,992	$ 784,802	$ 886,714	$ 916,649	$ 791,670	$ 880,413
Part-time	27,063	33,413	21,402	21,593	31,158	55,321
Wage Adjustments	-	-	22,890	-	-	23,393
Requested Positions	-	-	-	-	-	-
Overtime	84,359	69,098	90,000	90,000	93,354	90,000
Special Pay	23,197	28,869	22,800	22,800	23,326	25,000
Payroll Taxes	70,355	66,759	79,710	80,264	72,872	81,986
Retirement	267,311	81,957	264,116	264,116	263,150	242,836
Cafeteria Benefits	216,111	179,947	228,889	228,889	182,334	264,077
Unemployment/Work Comp	17,639	18,104	9,400	9,400	17,455	17,891
SUB-TOTAL	1,537,027	1,262,949	1,625,921	1,633,711	1,475,319	1,680,917
OPERATING EXPENSES						
Professional Services	56,790	87,165	183,577	183,577	119,000	234,000
Other Contractual Services	282,693	290,303	390,687	390,687	370,000	390,687
Travel & Per Diem	10,689	10,111	13,216	13,216	14,800	13,216
Communications	14,750	15,333	17,880	17,880	17,000	25,200
Postage/Transportation	7,464	10,221	7,500	7,500	7,738	7,500
Utilities	340,004	315,083	355,320	355,320	325,000	355,320
Rentals & Leases	10,329	9,197	11,060	11,060	14,590	11,060
Insurance	17,916	19,121	23,148	23,148	23,505	23,148
Repair & Maintenance	881,479	729,661	1,045,000	1,054,238	900,000	1,152,500
Printing	-	815	3,500	3,500	1,000	3,500
Promotional Activities	-	492	2,000	2,000	1,000	2,000
Other Current Charges	414,529	458,994	434,773	480,434	426,188	480,434
Office Supplies	2,939	4,397	4,400	4,400	4,400	4,400
Operating Supplies	209,132	224,572	240,600	240,600	230,000	240,600
Fuels, Oils, Lubricants	-	-	64,450	64,450	40,000	51,350
Road Materials & Supplies	978	-	4,000	4,000	1,000	4,000
Books, Subscriptions, etc.	3,762	732	11,600	11,600	8,000	11,600
Training and Education	-	-	-	-	-	-
SUB-TOTAL	2,253,454	2,176,197	2,812,711	2,867,610	2,503,221	3,010,515
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	50,000
Improve Other Than Bldgs	-	-	742,500	742,500	600,090	2,579,500
Machinery & Equipment	-	-	257,500	357,500	170,290	264,500
SUB-TOTAL	-	-	1,000,000	1,100,000	770,380	2,894,000
NON-OPERATING EXPENSES						
Reserve for Disasters	-	-	100,000	100,000	-	100,000
Depreciation & Amortization	2,463,893	2,479,349	-	-	-	-
Debt Service	943,237	733,046	3,356,824	3,356,824	3,356,824	3,356,820
SUB-TOTAL	3,407,130	3,212,395	3,456,824	3,456,824	3,356,824	3,456,820
DEPARTMENTAL TOTAL	$ 7,197,611	$ 6,651,541	$ 8,895,456	$ 9,058,145	$ 8,105,744	$ 11,042,252
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(6.03%)	(7.59%)	33.74%	36.18%	21.86%	36.23%

BEACH PARKING FUND – ENTERPRISE FUND

DEPARTMENT FUNCTION

Public Works

Staff works to economically provide safe, well-maintained and clean beach parks, including restrooms, fishing pier, paths, trails and signage.



Natural Resources

Staff works to protect and improve our coastal water quality in order to preserve the quality of our world-class beaches and wildlife habitat to provide a beach visitation experience that is sensitive to the environment, encourages non-motorized methods of travel and is in keeping with The Sanibel Plan.

Public Safety

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 analyzes criminal activity and identifies trends derived from crime statistics and 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.

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Continued impacts from the Caloosahatchee watershed and Lake Okeechobee regulatory discharges on coastal water quality resulting in increased frequency and duration of algal blooms that threaten Sanibel's beaches, natural systems, economy, and resident's quality of life.
- 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.
- Improving water quality on Sanibel to meet state mandated Total Maximum Daily Load (TMDL) for the Sanibel River and to further protect coastal waters and beaches.
- Working with our Federal representatives in Washington D.C. to appropriate federal funds needed to construct the C-43 West Basin Reservoir.
- Increasing demand from the public for information about current beach conditions and water quality.
- Increased pressures on the beach ecosystem and facilities as word of Sanibel's high ranking as a beach destination spreads.

BEACH PARKING FUND – ENTERPRISE FUND

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Increasing pressure to bring human recreation into natural areas and wildlife habitats. Increasing interaction between humans and wildlife in natural areas resulting in disruptions to wildlife.
- Increased demands on facilities and maintenance based heavy visitation of beach park facilities while maintaining recreational opportunities for beachgoers and protecting critical wildlife habitat.
- Providing ADA accessibility and improvements to all beach parks so that everyone can have an enjoyable beach experience.
- Traffic increases, impact of congestion and beach parking capacity limitations, causing increased need for traffic control personnel and increased hours of staffing to monitor parking lots.
- Managing bus and tour visits at public parking lots continues to require attention and ongoing education.

ACCOMPLISHMENTS

- Raised awareness of regional and local water quality/quantity issues impacting Sanibel. Completed the Caloosahatchee Regional Water Management Issues white paper, which outlines short- and long-term strategies for addressing the water resource issues impacting the Caloosahatchee and Coastal waters. Executed several letters to various State and Federal agencies and elected officials to raise awareness of Sanibel's water resource issues.
- Continue to protect beach and beach dune habitat by installing beach dune plantings at all City beach parks and public accesses to beautify the parks and protect shoreline from erosion. Installed more than 4,100 linear feet of dune vegetation at Sanibel Beach Parks and public beach accesses in 2015.
- Improved overall presentation of beach park picnic areas as well as increased focus on maintenance of "pocket parks" within the beach park system to provide habitat friendly gathering places for greater dispersion of visitor volumes.
- Maintained existing gopher tortoise habitat at Lighthouse Beach, Gulfside and Bowman's Beach parks through mowing of 20+ acres of coastal scrub to prevent encroachment of woody plant species. Completed gopher tortoise population survey at Gulfside City Park.
- Surveyed and treated invasive exotic vegetation on approximately 234 acres of land at the City's beach parks.
- Continue to protect beach and beach dune habitat by replacing more than 3,000 linear feet of rope and bollard system at beach parks and beach accesses to protect the critical wildlife habitat (1,900 LF Bowmans, 500 LF Gulfside, 100 LF Lighthouse, other beach parks and public beach access 500 LF).
- Received grant funding from the Sea Turtle License Plate Program to develop educational materials related to artificial lighting and sea turtle disorientations for the 2015 nesting season, due to record nesting and disorientations in 2014.
- Acquired permits and helped secure funding to place sand on the beach adjacent to San-Cap Road to address a critical erosion area. Worked with Lee County and the CEPD to develop a Scope of Work for the Blind Pass Inlet Management Study. Worked with CEPD to allow the City to piggyback on State and Federal beach renourishment permits.

BEACH PARKING FUND – ENTERPRISE FUND

ACCOMPLISHMENTS (CONTINUED)

- Designed and reconstructed the existing shower areas at Tarpon Bay Road Beach Park, Turner Beach Park, Bowman's Beach Park, Lighthouse Beach Park and Gulfside City Park to improve ADA accessibility and drainage.
- Completed design and initiated construction of a new restroom facility at Lighthouse Beach Park. New restroom opened in April 2015.
- Designed, permitted and constructed a shade structure at Lighthouse Beach Park to provide shade and shelter from the sun and elements as well as improve the park facility for ADA accessibility.
- Designed the Bowman's Beach Shared Use Path to provide safe access to this popular beach park for pedestrian and bicycle traffic. Applied for grant funding to expand the path beyond the original scope of the project and provide safer access for path users to the beach park.
- Improved all restroom facilities with new lighting, hand dryers and floors.
- Replaced boardwalk at Lighthouse Beach Park from fishing pier to main roadway.
- Increased parking fee revenues.
- Upgraded the security monitoring system at Lighthouse Park, the Trost parking lot, and the Bowman's Beach parking lot.

DEPARTMENT OBJECTIVES

To Support Council Goals:

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

To Support Departmental Objectives:

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

BEACH PARKING FUND – ENTERPRISE FUND

PERFORMANCE INDICATORS

Description	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Projected FY 2016
Annual beach park dune plantings	100%	100%	100%	100%
Annual exotic plant control at all beach parks	100%	100%	100%	100%
Annual maintenance of beach park rope and bollard system	100%	100%	100%	100%
Document parking enforcement violations. Take corrective action against violators through citation or education. Measurement is citations issued.	2,969	3,401	3,400	3,500
Maintain revenue at the previous year's rates. Measurement is total revenue from fees and enforcement activity.	$1,665,215	$1,822,639	$2,615,137	$2,623,943

TREND ANALYSIS

Description	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Projected FY 2016
Parks - Number of restrooms	8	8	8	9
Linear feet of shoreline newly vegetated or re-vegetated with dune species	2,300	2,800	4,100	3,000
Number of acres of exotic plants treated at beach parks	128	234	234	234
Linear feet of rope and bollards newly installed or reinstalled due to storm events	1,600	1,800	3,000	2,000
Parking permit revenue	$98,967	$106,702	$121,194	$120,000
Parking violation revenue	$95,599	$103,509	$90,000	$100,000

Beach Parking Fund
Total Beach Parking Departments

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 623,173	$ 663,955	$ 705,690	$ 792,324	$ 742,863	$ 786,001
Part-time	9,080	57,483	59,628	110,013	60,681	176,160
Wage Adjustments	-	-	16,270	-	-	24,054
Requested Positions	-	-	1,344	-	-	-
Overtime	56,258	67,734	70,000	70,000	92,907	85,000
Special Pay	19,399	18,964	25,700	25,700	21,276	21,500
Payroll Taxes	48,287	63,412	66,792	76,477	70,206	83,039
Retirement	345,173	98,506	215,801	232,038	215,286	217,998
Cafeteria Benefits	107,868	150,228	185,050	227,141	171,687	220,851
Unemployment/Work Comp	16,440	17,439	14,762	16,503	14,753	15,122
SUB-TOTAL	1,225,678	1,137,721	1,361,037	1,550,196	1,389,659	1,629,725
OPERATING EXPENSES						
Professional Services	154,050	80,305	117,200	117,200	124,400	118,200
Other Contractual Services	208,850	367,008	334,283	385,033	328,295	334,500
Travel & Per Diem	12,251	39,793	43,363	50,563	29,243	40,243
Communications	6,438	12,949	17,448	17,448	17,448	61,440
Postage/Transportation	745	1,143	6,200	6,200	4,925	6,800
Utilities	78,508	68,083	80,514	80,514	77,750	80,514
Rentals & Leases	348	-	900	900	1,400	900
Insurance	20,687	26,730	28,072	28,072	24,976	28,072
Repair & Maintenance	134,205	144,114	438,480	547,873	354,795	415,480
Printing	2,398	221	500	500	2,100	5,500
Promotional Activities	-	-	500	500	250	500
Other Current Charges	440,245	476,705	472,556	527,118	527,118	517,118
Office Supplies	422	662	500	500	1,500	500
Operating Supplies	110,341	132,745	135,800	156,800	120,196	200,000
Fuels, Oils, Lubricants	-	-	39,500	29,500	28,500	29,500
Road Materials & Supplies	-	-	4,000	4,000	4,000	20,000
Books, Subscriptions, etc.	-	334	-	-	2,500	3,000
Training and Education	-	-	-	-	1,500	-
SUB-TOTAL	1,169,488	1,350,792	1,719,816	1,952,721	1,650,896	1,862,267
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	530,000	1,323,456	701,950	621,506
Improve Other Than Bldgs	-	-	785,000	784,000	562,677	1,000,700
Machinery & Equipment	-	-	266,000	750,554	663,146	516,645
SUB-TOTAL	-	-	1,581,000	2,858,010	1,927,773	2,138,851
GRANTS & ASSISTANCE	-	-	-	-	-	10,000
FUND TOTAL	$ 2,395,166	$ 2,488,513	$ 4,661,853	$ 6,360,927	$ 4,968,328	$ 5,640,843
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	3.06%	3.90%	87.33%	155.61%	99.65%	13.54%

Beach Parking Fund
Public Safety

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 295,267	$ 247,193	$ 260,708	$ 331,251	$ 269,444	$ 299,042
Part-time	7,492	54,653	59,628	110,013	57,865	176,160
Wage Adjustments	-	-	4,309	-	-	11,880
Requested Positions	-	-	1,344	-	-	-
Overtime	4,198	10,709	4,000	4,000	20,472	15,000
Special Pay	12,763	13,021	12,000	12,000	14,776	15,000
Payroll Taxes	21,890	26,326	26,162	35,531	27,736	39,557
Retirement	258,381	62,744	120,365	136,602	119,896	124,880
Cafeteria Benefits	55,896	61,596	83,209	125,300	69,108	103,952
Unemployment/Work Comp	7,085	7,346	6,714	8,455	6,836	7,007
SUB-TOTAL	662,972	483,588	578,439	763,152	586,133	792,478
OPERATING EXPENSES						
Professional Services	-	55	-	-	-	-
Other Contractual Services	37,598	37,752	38,500	38,500	38,500	38,500
Travel & Per Diem	7,006	20,303	19,620	26,820	24,000	26,820
Communications	4,474	9,015	8,740	8,740	8,740	52,660
Postage/Transportation	500	443	-	-	600	-
Utilities	661	589	750	750	750	750
Rentals & Leases	348	-	500	500	1,000	500
Insurance	(5,251)	-	-	-	-	-
Repair & Maintenance	24,162	22,445	53,540	53,540	23,000	53,540
Printing	1,060	198	500	500	1,100	500
Promotional Activities	-	-	250	250	-	250
Other Current Charges	330,849	343,184	339,247	375,330	375,330	375,330
Office Supplies	412	662	500	500	1,500	500
Operating Supplies	45,042	53,459	37,600	57,600	20,000	57,600
Fuels, Oils, Lubricants	-	-	-	-	23,500	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	1,500	-
SUB-TOTAL	446,861	488,105	499,747	563,030	519,520	606,950
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	230,000	714,554	634,554	310,000
SUB-TOTAL	-	-	230,000	714,554	634,554	310,000
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 1,109,833	$ 971,693	$ 1,308,186	$ 2,040,736	$ 1,740,207	$ 1,709,428
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	(3.34%)	(12.45%)	34.63%	110.02%	79.09%	(1.77%)

Beach Parking Fund
Natural Resources

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 11,042	$ 98,477	$ 76,752	$ 77,772	$ 75,453	$ 108,508
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	2,713
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	781	7,396	5,660	5,738	5,772	8,231
Retirement	773	6,574	5,569	5,569	5,522	8,470
Cafeteria Benefits	431	9,899	7,655	7,655	7,655	13,049
Unemployment/Work Comp	-	1,485	1,357	1,357	1,023	1,049
SUB-TOTAL	13,027	123,831	96,993	98,091	95,425	142,020
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services[1]	129,827	257,596	217,283	243,033	213,033	197,000
Travel & Per Diem[1]	4,753	15,472	20,000	20,000	1,500	10,000
Communications	90	990	1,560	1,560	1,560	1,560
Postage/Transportation	-	-	2,000	2,000	-	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	1,338	-	-	-	1,000	5,000
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	10	-	-	-	-	-
Operating Supplies	-	-	-	1,000	1,500	1,000
Fuels, Oils, Lubricants	-	-	-	-	-	
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	-	-	-	-	2,500	2,500
Training and Education	-	-	-	-	-	-
SUB-TOTAL	136,018	274,058	240,843	267,593	221,093	219,060
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	10,000
DEPARTMENTAL TOTAL	$ 149,045	$ 397,889	$ 337,836	$ 365,684	$ 316,518	$ 371,080
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	65.64%	166.96%	(15.09%)	(8.09%)	(20.45%)	17.24%

Beach Parking Fund
Public Works Department

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 316,864	$ 318,285	$ 368,230	$ 383,301	$ 397,966	$ 378,451
Part-time	1,588	2,830	-	-	2,816	-
Wage Adjustments	-	-	11,961	-	-	9,461
Requested Positions	-	-	-	-	-	-
Overtime	52,060	57,025	66,000	66,000	72,435	70,000
Special Pay	6,636	5,943	13,700	13,700	6,500	6,500
Payroll Taxes	25,616	29,690	34,970	35,208	36,698	35,251
Retirement	86,019	29,188	89,867	89,867	89,868	84,648
Cafeteria Benefits	51,541	78,733	94,186	94,186	94,924	103,850
Unemployment/Work Comp	9,355	8,608	6,691	6,691	6,894	7,066
SUB-TOTAL	549,679	530,302	685,605	688,953	708,101	695,227
OPERATING EXPENSES						
Professional Services	154,050	80,250	117,200	117,200	124,400	118,200
Other Contractual Services	41,425	71,660	78,500	103,500	76,762	99,000
Travel & Per Diem	492	4,018	3,743	3,743	3,743	3,423
Communications	1,874	2,944	7,148	7,148	7,148	7,220
Postage/Transportation	245	700	4,200	4,200	4,325	4,800
Utilities	77,847	67,494	79,764	79,764	77,000	79,764
Rentals & Leases	-	-	400	400	400	400
Insurance	25,938	26,730	28,072	28,072	24,976	28,072
Repair & Maintenance	110,043	121,669	384,940	494,333	331,795	361,940
Printing	-	23	-	-	-	-
Promotional Activities	-	-	250	250	250	250
Other Current Charges	109,396	133,521	133,309	151,788	151,788	141,788
Office Supplies	-	-	-	-	-	-
Operating Supplies	65,299	79,286	98,200	98,200	98,696	141,400
Fuels, Oils, Lubricants	-	-	39,500	29,500	5,000	29,500
Road Materials & Supplies	-	-	4,000	4,000	4,000	20,000
Books, Subscriptions, etc.	-	334	-	-	-	500
Training and Education	-	-	-	-	-	-
SUB-TOTAL	586,609	588,629	979,226	1,122,098	910,283	1,036,257
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	530,000	1,323,456	701,950	621,506
Improve Other Than Bldgs	-	-	785,000	784,000	562,677	1,000,700
Machinery & Equipment	-	-	36,000	36,000	28,592	206,645
SUB-TOTAL	-	-	1,351,000	2,143,456	1,293,219	1,828,851
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 1,136,288	$ 1,118,931	$ 3,015,831	$ 3,954,507	$ 2,911,603	$ 3,560,335
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	4.63%	-1.53%	169.53%	253.42%	160.21%	22.28%

BELOW MARKET RATE HOUSING PROGRAM – GENERAL FUND ECONOMIC ENVIRONMENT FUNCTION

The City has an agreement with a nonprofit organization, Community Housing and Resources, Inc. (CHR) to aid in the provision of below market rate housing and housing assistance in the City of Sanibel. Current year contractual assistance is budgeted at approximately $302,000.

General Fund
Below Market Rate Housing Program

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ -	$ -	$ -	$ -	$ -	$ -
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	-
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	2,080	1,302	2,500	2,500	2,000	2,500
Postage/Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	2,500	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	4,580	1,302	2,500	2,500	2,000	2,500
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	274,800	283,044	291,535	291,535	291,535	300,281
DEPARTMENTAL TOTAL	$ 279,380	$ 284,346	$ 294,035	$ 294,035	$ 293,535	$ 302,781
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	3.73%	1.78%	3.41%	3.41%	3.23%	3.15%

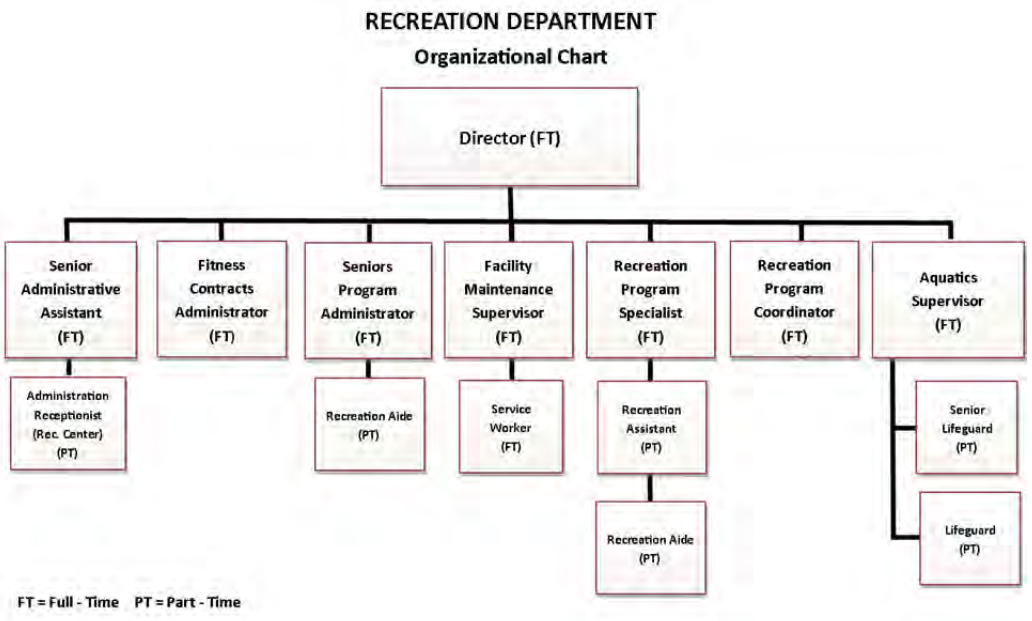
RECREATION DEPARTMENT
CULTURE/RECREATION FUNCTION

- RECREATION COMPLEX
- CENTER4LIFE
- PERFORMING ARTS FACILITY
- HISTORICAL VILLAGE AND MUSEUM PROGRAM
- SCHOOL BALLPARK MAINTENANCE

DIRECTOR

Andrea Miller

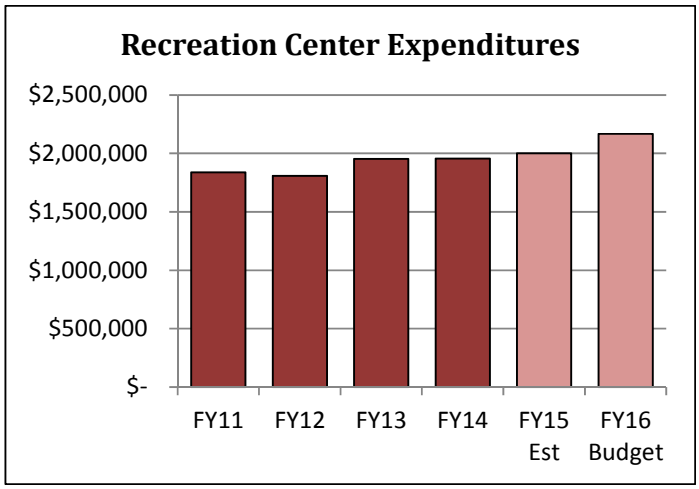
- Bachelor of Science in Health & Physical Education (K-12) from Indiana University of Pennsylvania
- Member of Florida Recreation & Parks Association and National Recreation & Parks Association
- Certified Parks & Recreation Professional (CPRP)
- NIMS Certified
- American Red Cross First Aid and CPR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



RECREATION DEPARTMENT – SPECIAL REVENUE 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 at the Sanibel Recreation Center, Center 4 Life and Ball Field Complex. Facilities and program offerings strive to meet the physical, social and emotional health needs of users.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Increased demand for highly active programming by City's senior population
- Recreation Center available space is dwarfed by demands during peak season
- The Shared Use Agreement between the Sanibel School and the Sanibel Recreation Center, regarding the gymnasium and tennis courts, at times limits the Recreation Center available class/programming space, creating crowding or cancellation of programs/classes.
- Increased demand for youth programming such as summer day camp
- Aging facilities requiring increased maintenance which results in interruptions in service to users
- Identifying proper balance in fees between visitors and taxpayers who support the facility and operations

ACCOMPLISHMENTS

- Membership renewal continued to be above national average for over-all retention
- Continued to provide assistance to local families in need through the Financial Assistance Program
- Increased marketing/social media through local publications, RecTrac and WebTrac
- New Resident Welcome Letters expanded to include the Center 4 Life
- Island Seniors kayaking program at the Center4Life expanded from one to two days a week with participation doubling
- Exceeded revenue expectations while maintaining expense guidelines
- Maximized use of recreation facilities through creative scheduling of class offerings and careful monitoring of attendance
- Adult Pickleball program participation tripled

RECREATION DEPARTMENT – SPECIAL REVENUE FUND

ACCOMPLISHMENTS (CONTINUED)

- Summer Camp experienced record numbers in 2014
- SWAT (youth swim team) saw record high participation numbers since the opening of the new Recreation Center
- Expanded ProCare software youth programs enhancing functionality, tracking, security and accountability
- Expansion of youth archery team participation
- High standard of facility maintenance with numerous projects completed in house resulting in cost savings
- Implemented scanning of all applications/programs and membership documentation in an effort to move towards a paperless front desk
- A team of Sanibel Recreation Department Volunteers continue to compile a visual history of the Sanibel Recreation Department which will encompass over 35 years of programming and events

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

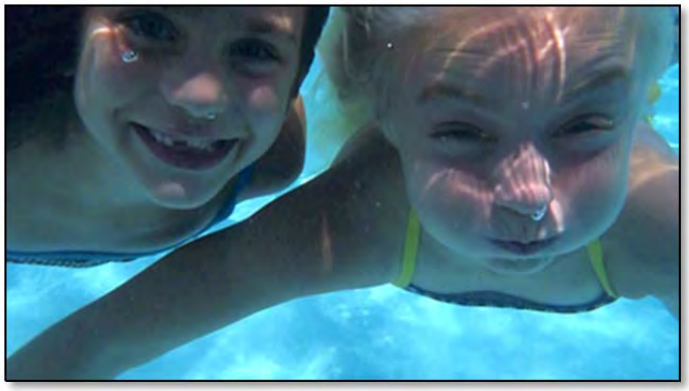
To Support Departmental Objectives:

- 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
- Continue to develop new and creative programming at the Sanibel Recreation Center, Center 4 Life and throughout the park system
- Continue to expand partnerships with island organizations to enhance educational opportunities

RECREATION DEPARTMENT – SPECIAL REVENUE FUND

PERFORMANCE INDICATORS

Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	YTD FY 2015 4/30
Recreation Center Fitness Class Participation (Beginning 2010 fitness classes were expanded and included with membership)	19,319	17,835	18,880	18,560	13,418
Center 4 Life Fitness Class Participation	8,092	8,858	9,845	9,845	7,933
Weight Room Usage	40,080	39,136	42,319	39,513	23,754
Aquatic Facility Usage	25,601	25,552	27,070	25,062	15,501
Youth Program Enrollment	494	486	583	814	618
Health Screening Events	20	20	19	16	19
Community Events	13	23	28	26	19



RECREATION DEPARTMENT – SPECIAL REVENUE FUND

RESPONSIBILITIES

Administrative

- Capital projects
- Research trends
- Analyze statistics
- Prepare and manage annual budget
- Serve as liaison to Financial Assistance Committee and Island Seniors Inc.
- Prepare reports
- Emergency preparedness
- Manage staff
- Program and facility development

Customer Service

- Memberships and activity sales
- Beach Parking Permits
- 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
- Marketing and social media
- Community special events
- Member Discounts

Youth Programs

- Summer Day Camp
- After School Program
- Holiday Camps
- Fun Days
- Teen Scene

Athletics

- Youth and Tot Basketball Program
- Adult Softball League
- Adult Pickleball Program
- Ball Field Coordination and Field Marshal
- Tot Soccer
- Adult Pick Up Basketball, Soccer, Softball

Aquatics

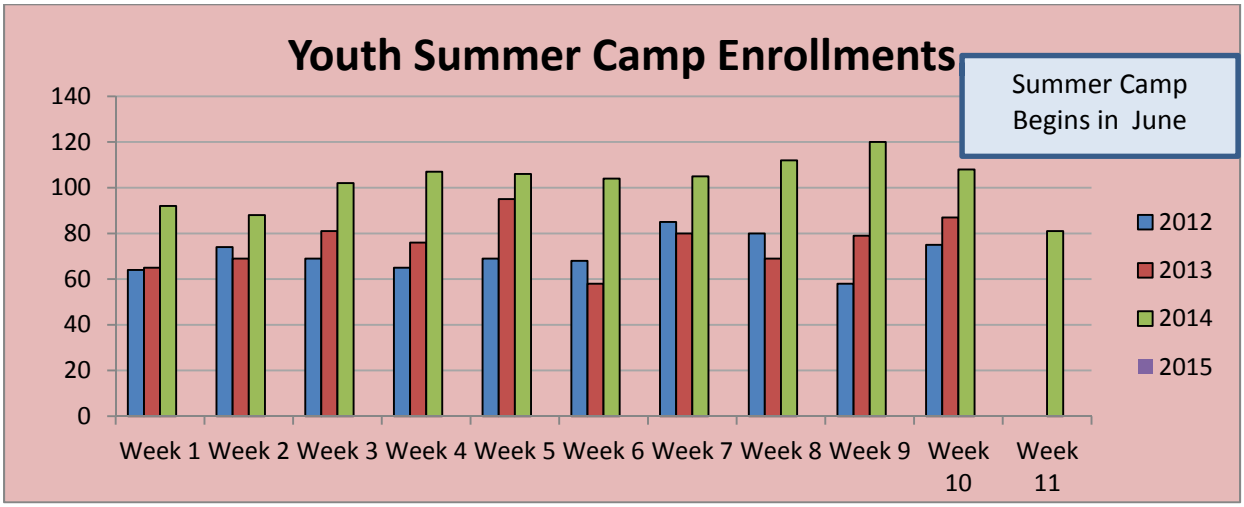
- Fitness classes
- Swim instruction
- Certification courses
- Patron safety
- Aquatic facility maintenance
- Youth Swim Team (SWAT)

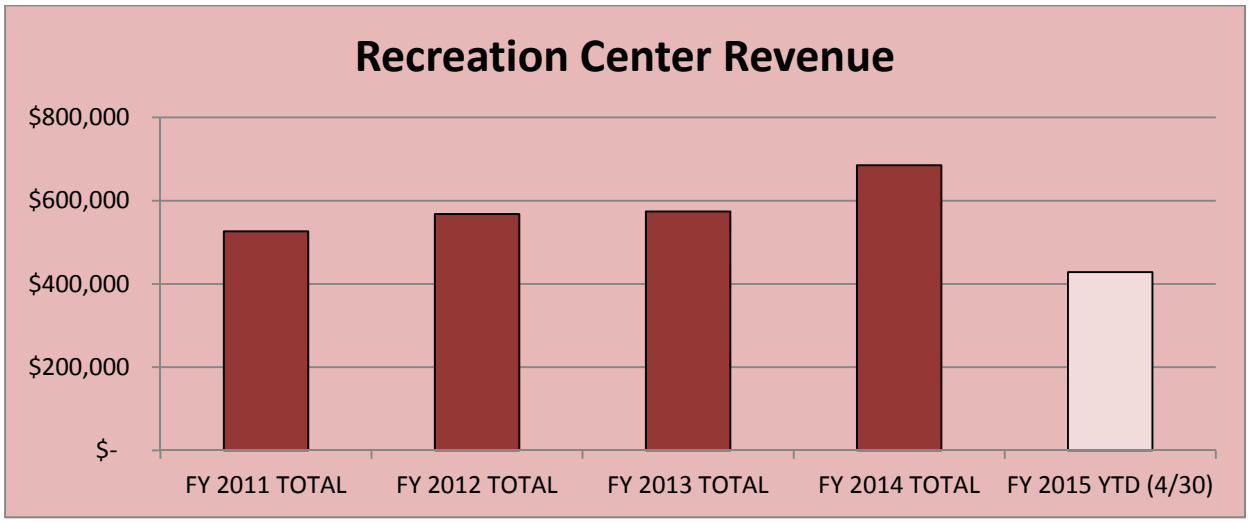
Center 4 Life (Seniors) Programs

- Fitness classes
- Social activities
- Educational programs
- Group trips
- Civic Core – Center 4 Life Development

RECREATION DEPARTMENT – SPECIAL REVENUE FUND

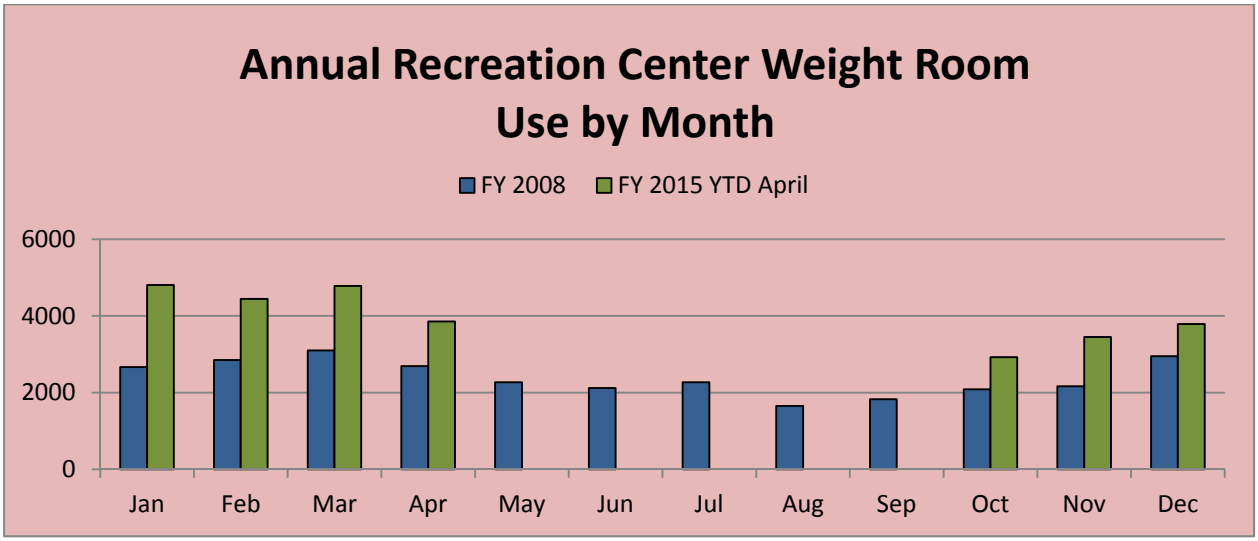
TREND ANALYSIS

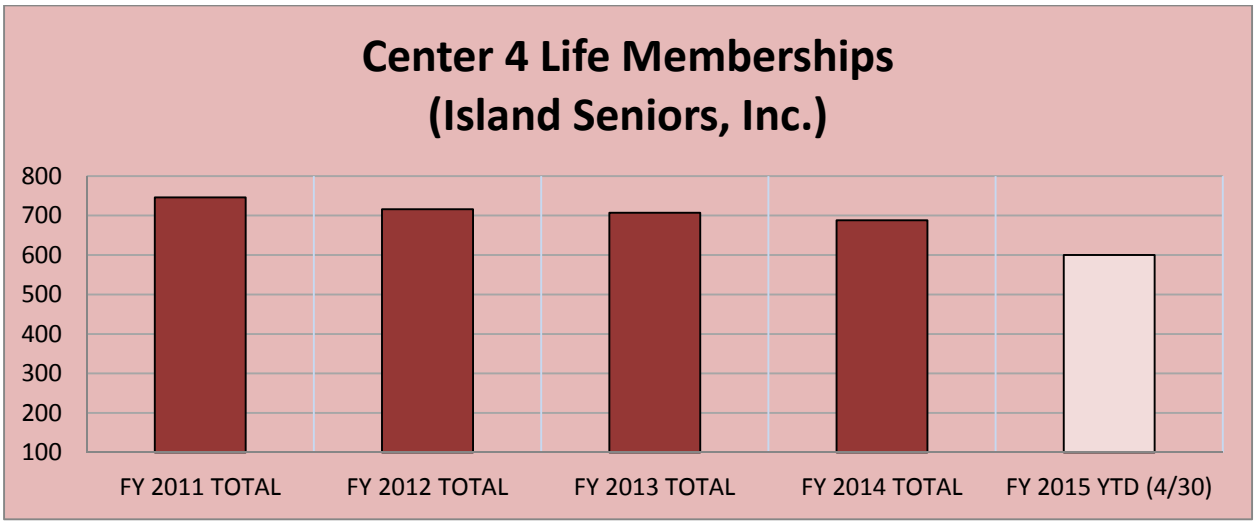


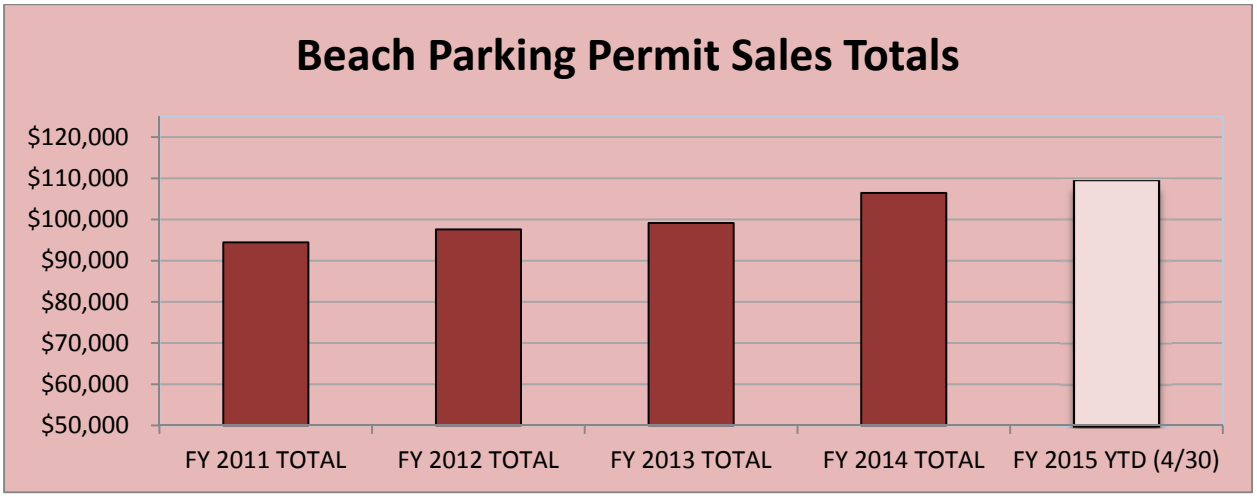


RECREATION DEPARTMENT – SPECIAL REVENUE FUND

TREND ANALYSIS (CONTINUED)







Special Revenue Fund
Parks & Recreation - Recreation Center Operations

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 422,873	$ 426,838	$ 471,962	$ 535,272	$ 533,335	$ 532,501
Part-time	425,539	465,969	378,198	384,225	365,446	395,175
Wage Adjustments	-	-	26,454	-	-	23,192
Requested Positions	-	-	31,636	-	-	-
Overtime	20,118	15,044	20,000	20,200	20,200	20,000
Special Pay	8,436	16,442	15,000	15,000	15,000	6,400
Payroll Taxes	67,040	71,015	72,159	73,034	71,450	74,761
Retirement	140,574	139,081	144,305	144,305	146,353	134,722
Cafeteria Benefits	109,073	108,674	144,642	144,642	143,596	150,601
Unemployment/Work Comp	13,111	11,541	10,546	10,546	10,802	11,072
SUB-TOTAL	1,206,764	1,254,604	1,314,902	1,327,224	1,306,182	1,348,424
OPERATING EXPENSES						
Professional Services	2,798	2,007	3,017	3,017	1,750	4,856
Other Contractual Services	195,845	153,768	227,131	227,631	197,116	197,256
Travel & Per Diem	19,058	17,220	18,451	18,451	18,250	19,416
Communications	12,353	11,482	7,834	7,834	13,220	18,334
Postage/Transportation	1,351	1,168	1,500	1,500	650	1,000
Utilities	139,532	137,400	165,600	165,600	158,000	159,360
Rentals & Leases	23,515	39,972	31,100	33,200	28,816	30,284
Insurance	4,803	5,431	7,469	7,469	7,469	7,469
Repair & Maintenance	128,130	136,021	87,459	108,270	86,307	116,714
Printing	2,349	2,687	5,760	5,760	2,290	5,760
Promotional Activities	9,845	8,008	11,150	11,150	8,650	12,250
Other Current Charges	15,286	12,148	9,295	9,295	21,020	10,375
Office Supplies	11,091	11,612	15,000	15,000	6,825	15,000
Operating Supplies	103,397	136,461	116,960	131,052	123,644	119,060
Fuels, Oils, Lubricants	-	-	1,400	1,400	-	1,400
Road Materials & Supplies	5,096	2,363	6,200	6,200	5,487	8,200
Books, Subscriptions, etc.	3,734	5,069	1,778	1,778	1,570	1,928
Training and Education	-	(169)	4,255	4,255	4,255	7,305
SUB-TOTAL	678,183	682,648	721,359	758,862	685,319	735,967
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	19,581	-	-	-	-	-
Improve Other Than Bldgs	-	-	28,310	28,310	5,719	-
Machinery & Equipment	28,884	-	-	3,000	3,340	4,000
SUB-TOTAL	48,465	-	28,310	31,310	9,059	4,000
GRANTS & ASSISTANCE	18,827	18,827	25,000	26,000	-	26,000
DEPARTMENTAL TOTAL	$ 1,952,239	$ 1,956,079	$ 2,089,571	$ 2,143,396	$ 2,000,560	$ 2,114,391
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	7.92%	0.20%	6.82%	9.58%	2.27%	5.69%

Special Revenue Fund
Parks & Recreation - Center 4 Life Program

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 75,391	$ 62,480	$ 111,040	$ 118,132	$ 111,669	$ 114,015
Part-time	12,900	12,450	12,475	12,575	10,118	12,836
Wage Adjustments	-	-	3,771	-	-	3,171
Requested Positions	-	-	2,181	-	-	-
Overtime	-	255	5,000	5,000	5,000	5,000
Special Pay	-	-	-	-	-	-
Payroll Taxes	6,500	6,026	10,287	10,382	9,699	10,329
Retirement	28,422	27,281	28,576	28,576	28,257	28,766
Cafeteria Benefits	12,993	7,243	36,278	36,278	25,119	37,461
Unemployment/Work Comp	1,265	1,534	1,402	1,402	1,435	1,471
SUB-TOTAL	137,471	117,269	211,010	212,345	191,297	213,049
OPERATING EXPENSES						
Professional Services	-	-	600	600	1,000	1,100
Other Contractual Services	16,445	30,855	38,170	38,170	38,170	38,170
Travel & Per Diem	800	498	2,841	2,841	1,300	2,161
Communications	3,196	3,084	4,236	4,236	5,316	5,316
Postage/Transportation	794	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	2,063	1,157	2,022	2,022	1,878	1,676
Insurance	15,279	18,674	17,995	17,995	17,995	17,995
Repair & Maintenance	-	-	-	-	-	-
Printing	-	260	500	500	500	500
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	551	349	635	635	400	635
Operating Supplies	245	1,383	1,056	1,056	800	2,746
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	218	58	360	360	360	360
Training and Education	-	-	500	500	500	500
SUB-TOTAL	39,591	56,318	68,915	68,915	68,219	71,159
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 177,062	$ 173,587	$ 279,925	$ 281,260	$ 259,516	$ 284,208
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	19.28%	(1.96%)	61.26%	62.03%	49.50%	9.51%

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ -	$ -	$ -	$ -	$ -	$ -
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	-
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Postage/Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	13,209	12,181	11,780	11,780	13,770	14,000
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	300	300	-	300
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	13,209	12,181	12,080	12,080	13,770	14,300
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 13,209	$ 12,181	$ 12,080	$ 12,080	$ 13,770	$ 14,300
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	7.45%	(7.78%)	(0.83%)	(0.83%)	13.04%	3.85%

General Fund
Historical Village and Museum

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ -	$ -	$ -	$ -	$ -	$ -
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	-
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services	4,436	2,852	5,000	5,000	5,000	5,000
Travel & Per Diem	-	-	-	-	-	-
Communications	1,720	2,935	1,660	1,660	2,000	1,660
Postage/Transportation	-	-	-	-	-	-
Utilities	10,475	8,427	5,250	5,250	8,000	5,250
Rentals & Leases	-	-	-	-	-	-
Insurance	41,667	51,658	48,737	48,737	47,825	48,737
Repair & Maintenance	11,856	41,141	17,397	17,397	15,000	17,397
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	92	-	-	-	-	-
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	70,246	107,013	78,044	78,044	77,825	78,044
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & ASSISTANCE	74,700	67,230	60,507	98,507	98,507	54,457
DEPARTMENTAL TOTAL	$ 144,946	$ 174,243	$ 138,551	$ 176,551	$ 176,332	$ 132,501
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	0.88%	20.21%	(20.48%)	1.32%	1.20%	(24.86%)

Special Revenue Fund
Parks & Recreation - Sanibel School Ballpark Maintenance

	Fiscal Year 2013 Actual Expenditures	Fiscal Year 2014 Actual Expenditures	Fiscal Year 2015 Adopted Budget	Fiscal Year 2015 Amended Budget	Fiscal Year 2015 Estimated Actual	FY16 Proposed
PERSONNEL SERVICES						
Wages						
Full-time	$ 541	$ -	$ -	$ -	$ -	$ -
Part-time	-	-	-	-	-	-
Wage Adjustments	-	-	-	-	-	-
Requested Positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Special Pay	-	-	-	-	-	-
Payroll Taxes	33	-	-	-	-	-
Retirement	41	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Unemployment/Work Comp	-	-	-	-	-	-
SUB-TOTAL	615	-	-	-	-	-
OPERATING EXPENSES						
Professional Services	-	-	-	-	-	-
Other Contractual Services	65,578	63,739	64,440	65,315	65,310	79,571
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Postage/Transportation	-	-	-	-	-	-
Utilities	10,544	12,228	12,000	12,000	11,800	12,000
Rentals & Leases	775	-	800	800	1,267	1,300
Insurance	5,765	8,305	9,000	9,000	10,985	10,000
Repair & Maintenance	22,726	46,784	45,100	47,262	29,295	44,900
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	103,225	113,920	113,920	138,935	138,935	138,935
Office Supplies	-	-	-	-	-	-
Operating Supplies	7,178	9,032	5,300	5,300	5,250	12,620
Fuels, Oils, Lubricants	-	-	-	-	-	-
Road Materials & Supplies	-	1,195	750	750	-	750
Books, Subscriptions, etc.	-	-	-	-	-	-
Training and Education	-	-	-	-	-	-
SUB-TOTAL	215,791	255,203	251,310	279,362	262,842	300,076
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	7,800	-	-	-	-	-
Machinery & Equipment	53,534	36,000	-	-	-	-
SUB-TOTAL	61,334	36,000	-	-	-	-
GRANTS & ASSISTANCE	-	-	-	-	-	-
DEPARTMENTAL TOTAL	$ 277,740	$ 291,203	$ 251,310	$ 279,362	$ 262,842	$ 300,076
% CHANGE COMPARED TO PREVIOUS YEAR ACTUAL	26.90%	4.85%	(13.70%)	(4.07%)	(9.74%)	14.17%

PERSONNEL SERVICES INFORMATION

CLASSIFICATION AND PAY PLAN

GRADE	POSITION	MINIMUM	MAXIMUM
13	LIFEGUARD*	$27,040	$36,149
13	RECREATION AIDE	$23,674	$36,149
	* *Entry Rate $15 Per Hour Previously Approved by City Council*		
15	ADMINISTRATIVE RECEPTIONIST*	$27,040	$40,202
15	POLICE AIDE	$24,719	$40,202
15	SENIOR LIFEGUARD/INSTRUCTOR	$24,719	$40,202
15	SERVICE WORKER	$24,719	$40,202
	* *Entry Rate $13 Per Hour Previously Approved by City Council*		
16	ADMINISTRATIVE SECRETARY	$25,722	$44,805
16	PERMIT TECHNICIAN	$25,722	$44,805
16	POLICE RECORDS COORDINATOR	$25,722	$44,805
16	RECORDING SECRETARY	$25,722	$44,805
16	UTILITY SERVICE WORKER	$25,722	$44,805
16	WASTEWATER PLANT OPERATOR TRAINEE	$25,722	$44,805
17	ADMINISTRATIVE ASSISTANT	$28,621	$48,827
17	DISPATCHER	$28,621	$48,827
17	LICENSING AND PERMIT TECHNICIAN	$28,621	$48,827
17	MECHANIC	$28,621	$48,827
17	RECREATION ASSISTANT	$28,621	$48,827
17	SENIORS PROGRAM RECREATION ASSISTANT	$28,621	$48,827
17	SUPPORT SERVICES ASSISTANT	$28,621	$48,827
17	TRADESWORKER	$28,621	$48,827
18	AQUATICS SUPERVISOR	$31,136	$53,559
18	EQUIPMENT OPERATOR/CREW LEADER	$31,136	$53,559
18	FISCAL ASSISTANT	$31,136	$53,559
18	FITNESS CONTRACTS COORDINATOR	$31,136	$53,559
18	RECREATION PROGRAM COORDINATOR	$31,136	$53,559
18	SENIOR ADMINISTRATIVE ASSISTANT	$31,136	$53,559
18	LEAD TRADESWORKER	$31,136	$53,559
18	UTILITY MAINTENANCE TECHNICIAN I	$31,136	$53,559
18	WASTEWATER I PLANT OPERATOR	$31,136	$53,559
19	BUILDING INSPECTOR	$35,131	$64,787
19	COMPUTER SUPPORT SPECIALIST	$35,131	$64,787
19	DEPUTY CITY CLERK	$35,131	$64,787
19	EMERGENCY MANAGEMENT SPECIALIST	$35,131	$64,787
19	ENGINEERING TECHNICIAN	$35,131	$64,787
19	FACILITY MAINTENANCE SUPERVISOR	$35,131	$64,787
19	GARAGE SUPERVISOR	$35,131	$64,787
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	$35,131	$64,787
19	PARALEGAL	$35,131	$64,787
19	PLANNING TECHNICIAN	$35,131	$64,787
19	POLICE OFFICER*	$40,127	$64,787
19	ADMINISTRATIVE SUPPORT SPECIALIST	$35,131	$64,787
19	RECREATION PROGRAM SPECIALIST	$35,131	$64,787

CLASSIFICATION AND PAY PLAN

GRADE	POSITION	MINIMUM	MAXIMUM
19	SENIOR CODE ENFORCEMENT OFFICER	$35,131	$64,787
19	SENIORS PROGRAM MANAGER	$35,131	$64,787
19	UTILITY MAINTENANCE TECHNICIAN II	$35,131	$64,787
19	WASTEWATER II PLANT OPERATOR	$35,131	$64,787
20	ADMINISTRATIVE SERVICES TECHNICIAN	$38,320	$64,915
20	BENEFITS AND PAYROLL SPECIALIST	$38,320	$64,915
20	ENVIRONMENTAL SPECIALIST	$38,320	$64,915
20	EXECUTIVE ASSISTANT TO CITY MANAGER	$38,320	$64,915
20	UTILITY MAINTENANCE TECHNICIAN III	$38,320	$64,915
20	WASTEWATER III PLANT OPERATOR	$38,320	$64,915
21	ACCOUNTANT	$41,791	$72,049
21	LEAD WASTEWATER PLANT OPERATOR	$41,791	$72,049
21	NETWORK ADMINISTRATOR	$41,791	$72,049
21	PARKS MAINTENANCE MANAGER	$41,791	$72,049
21	PLANNER	$41,791	$72,049
21	PUBLIC WORKS OPERATIONS MANAGER	$41,791	$72,049
21	STREETS SUPERINTENDENT	$41,791	$72,049
22	ACCOUNTS PAYABLE/CASHIERING SUPERVISOR	$46,347	$78,435
22	CHIEF WASTERWATER PLANT OPERATOR	$46,347	$78,435
22	ENVIRONMENTAL BIOLOGIST	$46,347	$78,435
22	SENIOR ACCOUNTANT	$46,347	$78,435
22	SENIOR PLANNER	$46,347	$78,435
22	SERGEANT	$46,347	$78,435
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	$46,347	$78,435
23	ACCOUNTING SYSTEMS/REVENUE MANAGER	$50,850	$88,838
23	DEPUTY BUILDING OFFICIAL	$50,850	$88,838
23	IT DIRECTOR	$50,850	$88,838
23	POLICE LIEUTENANT	$50,850	$88,838
24	ACCOUNTING OPERATIONS MANAGER	$54,218	$102,588
24	ASSISTANT CITY ENGINEER	$54,218	$102,588
24	BUILDING OFFICIAL	$54,218	$102,588
24	CITY CLERK	$54,218	$102,588
24	POLICE MAJOR	$54,218	$102,588
24	RECREATION DIRECTOR	$54,218	$102,588
25	DEPUTY PUBLIC WORKS DIRECTOR	$61,724	$112,844
26	ADMINISTRATIVE SERVICES DIRECTOR	$76,719	$138,669
26	FINANCE DIRECTOR	$76,719	$138,669
26	NATURAL RESOURCES DIRECTOR	$76,719	$138,669
26	PLANNING DIRECTOR	$76,719	$138,669
26	POLICE CHIEF	$76,719	$138,669
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	$87,432	$158,743

[REVISED JUNE 2, 2015]

PERSONNEL ALLOCATIONS BY DEPARTMENT

			FULL-TIME			PART-TIME FTE		
			Approved		Budgeted	Approved		Budgeted
Department	**Grade**	**Job Title**	**2014**	**2015**	**2016**	**2014**	**2015**	**2016**
Legislative	24	City Clerk	1.00 *	1.00	1.00	-	-	-
	19	Deputy City Clerk	1.00 **	1.00	1.00	-	-	-
	17	Support Services Assistant	1.00 **	1.00	2.00	-	-	-
	16	Recording Secretary	1.00 ***	1.00	-	-	-	-
	15	Administrative Receptionist	1.00	1.00	1.00	-	-	-
		LEGISLATIVE TOTALS	**5.00**	**5.00**	**5.00**	**-**	**-**	**-**
		** Position reallocated from Administration Department*						
		*** Full-time positions with benefits authorized mid-year FY14*						
		**** One part-time converted to full-time with benefits approved mid-year FY14 and .76 FTE eliminated*						
Administration	26	Administrative Services Director	-	-	-	0.75	0.75	0.75
	20	Executive Assistant to City Manager	1.00	1.00	1.00	-	-	-
	20	Administrative Services Technician	1.00	1.00	1.00	-	-	-
	Contract	City Manager	1.00	1.00	1.00	-	-	-
		ADMINISTRATION TOTALS	**3.00**	**3.00**	**3.00**	**0.75**	**0.75**	**0.75**
Information Technology	23	IT Director	1.00	1.00	1.00	-	-	-
	21	Network Administrator	1.00	1.00	1.00	-	-	-
	19	Computer Support Specialist	2.00	2.00	2.00	-	-	-
	15	Administrative/Receptionist	-	-	-	0.40	0.40	0.40
		IT TOTALS	**4.00**	**4.00**	**4.00**	**0.40**	**0.40**	**0.40**
Finance	26	Finance Director	1.00	1.00	1.00	-	-	-
	24	Accounting Operations Manager	1.00	1.00	1.00	-	-	-
	23	Accounting Systems-Revenue Manager	0.875 *	0.875	0.875	-	-	-
	22	Accounts Payable-Cashiering Supervisor	1.00	1.00	1.00	-	-	-
	22	Senior Accountant	0.625	0.625	0.625	-	-	-
	20	Benefits and Payroll Specialist	1.00	1.00	1.00	-	-	-
	18	Fiscal Assistant	2.00	2.00	2.00	-	-	-
		FINANCE TOTALS	**7.50**	**7.50**	**7.50**	**-**	**-**	**-**
		** Positions shared with other funds*						
Legal	19	Paralegal	1.00	1.00	1.00	-	-	-
	Contract	City Attorney	1.00	1.00	1.00	-	-	-
		LEGAL TOTALS	**2.00**	**2.00**	**2.00**	**-**	**-**	**-**
Planning	26	Planning Director	1.00	1.00	1.00	-	-	-
	22	Senior Planner	1.00	1.00	1.00	-	-	-
	21	Planner	3.00 *	3.00	3.00	0.95	0.95	0.95
	19	Senior Code Enforcement Officer	1.00	1.00	1.00	-	-	-
	19	Planning Technician	-	-	-	0.95	0.95	0.95
	18	Senior Administrative Assistant	-	-	1.00	-	-	-
	17	Administrative Assistant	1.00	1.00	-	-	-	-
		PLANNING TOTALS	**7.00**	**7.00**	**7.00**	**1.90**	**1.90**	**1.90**
		** Two full-time positions with benefits approved mid-year FY14 and 1.90 FTE eliminated*						
Police	26	Police Chief	1.00	1.00	1.00	-	-	-
	24	Police Major	1.00	1.00	1.00	-	-	-
	23	Police Lieutenant	3.00	3.00	3.00	-	-	-
	22	Sergeant	4.50	4.50	4.50	-	-	-
	19	Police Officer	11.50	11.50	11.50	1.75	1.75	1.75
	19	Computer Support Specialist	1.00	1.00	1.00	-	-	-
	19	Emergency Management Specialist	1.00	1.00	1.00	-	-	-
	18	Senior Administrative Assistant	1.00	1.00	1.00	-	-	-
	18	Senior Dispatcher	-	-	5.00	0.50	0.50	0.50
	18	Police Records Specialist	-	-	1.00	-	-	-
	17	Dispatcher Trainee	5.00	5.00	-	-	-	-
	16	Police Records Coordinator	1.00	1.00	-	-	-	-
	15	Police Aide	-	-	-	2.87	2.87	2.87
		POLICE TOTALS	**30.00**	**30.00**	**30.00**	**5.12**	**5.12**	**5.12**
Natural Resources	26	Natural Resources Director	1.00	1.00	0.25	-	-	-
	22	Environmental Biologist	1.00	1.00	0.75	-	-	-
	20	Environmental Specialist	1.00 *	1.00	0.75	-	-	-
		NATURAL RESOURCES TOTALS	**3.00**	**3.00**	**1.75**	**-**	**-**	**-**
		** One full-time with benefits approved mid-year FY14 and elimination of .96 FTE*						
Public Works	27	Public Works Director/City Engineer	0.54	0.54	0.54	-	-	-
	25	Deputy Public Works Director	0.75	0.75	0.75	-	-	-
	24	Assistant City Engineer	0.40	0.40	0.40	-	-	-
	21	Public Works Operations Manager	0.95	0.95	0.95	-	-	-
	19	Garage Supervisor	0.96	0.96	0.96	-	-	-
	19	Engineering Technician	1.00	1.00	1.00	-	-	-
	17	Mechanic	1.00	0.98	0.98	-	-	-
	17	Tradesworker	3.00	3.00	3.00	-	-	-
		PUBLIC WORKS TOTALS	**8.60**	**8.58**	**8.58**	**-**	**-**	**-**
		GENERAL FUND TOTALS	**70.10**	**70.08**	**68.83**	**8.17**	**8.17**	**8.17**

PERSONNEL ALLOCATIONS BY DEPARTMENT

			FULL-TIME			PART-TIME FTE		
			Approved		Budgeted	Approved		Budgeted
Department	Grade	Job Title	2014	2015	2016	2014	2015	2016
Transportation/Streets	21	Streets Superintendent	1.00	1.00	1.00	-	-	-
	19	Lead Operator/Assistant Streets Super	1.00	1.00	1.00	-	-	-
	18	Equipment Operator-Crew Leader	1.00	1.00	1.00	-	-	-
	17	Tradesworker	5.00	5.00	5.00	-	-	-
		TRANSPORTATION TOTALS	**8.00**	**8.00**	**8.00**	**-**	**-**	**-**
Building	24	Building Official	1.00	1.00	1.00	-	-	-
	23	Deputy Building Official	1.00	1.00	1.00	-	-	-
	19	Building Inspector	-	-	-	0.50	0.80	0.80
	17	Licensing and Permit Technician	1.00	1.00	1.00	-	-	-
	16	Permit Technician	1.00	1.00	1.00	-	-	-
		BUILDING TOTALS	**4.00**	**4.00**	**4.00**	**0.50**	**0.80**	**0.80**
Recreation	24	Recreation Director	1.00	1.00	1.00	-	-	-
	23	Accounting Systems-Revenue Manager	0.125	0.125	0.125	-	-	-
	22	Senior Accountant	0.125	0.125	0.125	-	-	-
	19	Facility Maintenance Supervisor	1.00	1.00	1.00	-	-	-
	19	Seniors Program Manager	-	1.00	1.00	-	-	-
	19	Seniors Program Administrator	1.00	1.00	-	-	-	-
	19	Recreation Programs Specialist	1.00	1.00	1.00	-	-	-
	19	Recreation Services Supervisor*	-	-	1.00	-	-	-
	19	Aquatics Manager*	-	-	1.00	-	-	-
	18	Aquatics Supervisor	1.00	1.00	-	-	-	-
	18	Recreation Program Coordinator	1.00	1.00	1.00	-	-	-
	18	Senior Administrative Assistant	1.00	1.00	-	-	-	-
	18	Fitness Contracts Coordinator	1.00	1.00	1.00	-	-	-
	17	Recreation Assistant	-	1.00	1.00	0.98	-	-
	17	Seniors Program Recreation Assistant	-	- **	1.00	-	-	-
	17	Lead Recreation Services Assistant*	-	-	1.00	-	-	-
	15	Service Worker	1.00	2.00	2.00	-	-	-
	15	Senior Lifeguard/Instructor	-	1.00	1.00	0.98	-	-
	15	Recreation Services Assistant*	-	-	-	4.20	5.20	5.20
	15	Administrative Receptionist	1.00	1.00	-	-	-	-
	15	Lead Recreation Aide*	-	-	-	-	-	-
	13	Lifeguard	-	-	-	4.25	4.25	4.25
	13	Recreation Aide	-	-	-	6.15	5.15	5.15
		RECREATION TOTALS	**10.25**	**14.25**	**14.25**	**16.56**	**14.60**	**14.60**
		** Position description updated*						
		*** Position description approved mid-year FY 15*						
		TOTAL GOVERNMENTAL FUNDS	**92.35**	**96.33**	**95.08**	**25.23**	**23.57**	**23.57**
Utility	27	Public Works Director/City Engineer	0.30	0.30	0.30	-	-	-
	25	Deputy Public Works Director	0.10	0.10	0.10	-	-	-
	24	Assistant City Engineer	0.60	0.60	0.60	-	-	-
	22	Senior Accountant	0.25	0.25	0.25	-	-	-
	22	Utility Maintenance Supervisor/Elec	1.00	1.00	1.00	-	-	-
	22	Chief, Wastewater Plant Operator	1.00	1.00	1.00	-	-	-
	21	Public Works Operations Manager	0.03	0.03	0.03	-	-	-
	21	Lead Wastewater Plant Operator	1.00	1.00	1.00	-	-	-
	21	Accountant	1.00	1.00	1.00	-	-	-
	19	Administrative Support Speciallist	1.00 *	1.00	1.00	-	-	-
	19	Garage Supervisor	0.02	0.02	0.02	-	-	-
	18,19, 20	Utility Maintenance Technician	5.00	5.00	5.00	1.00	1.00	1.00
	18, 19, 20	Wastewater Plant Operator	5.00	5.00	5.00	-	-	-
	17	Tradesworker	1.00	1.00	1.00	-	-	-
		UTILITY TOTALS	**17.30**	**17.30**	**17.30**	**1.00**	**1.00**	**1.00**
		** Position eliminated and new position established mid -year FY14*						
Beach Parking	27	Public Works Director/City Engineer	0.16	0.16	0.16	-	-	-
	26	Natural Resources Director	-	-	0.75	-	-	-
	25	Deputy Public Works Director	0.15	0.15	0.15	-	-	-
	20	Environmental Biologist	-	-	0.25	-	-	-
	22	Sergeant	0.50	0.50	0.50	-	-	-
	21	Public Works Operations Manager	0.02	0.02	0.02	-	-	-
	21	Parks Maintenance Manager	1.00	1.00	1.00	-	-	-
	20	Environment Specialist	-	-	0.25	-	-	-
	19	Police Officer	2.50	4.00	4.00	0.88	0.88	0.88
	19	Parks Maintenance Supervisor	-	-	-	-	-	-
	19	Garage Supervisor	0.02	0.02	0.02	-	-	-
	19	Engineering Technician	-	-	-	-	-	-
	18	Lead Tradesworker	1.00	1.00	1.00	-	-	-
	18	Fiscal Assistant	-	-	-	0.49	0.49	0.49
	17	Tradesworker	6.00	6.00	6.00	-	-	-
	17	Mechanic	-	0.02	0.02	-	-	-
	15	Police Aide	3.00	4.00	4.00	1.30	2.00	2.00
		BEACH PARKING TOTALS	**14.35**	**16.87**	**18.12**	**2.67**	**3.37**	**3.37**
		TOTAL ENTERPRISE FUNDS	**31.65**	**34.17**	**35.42**	**3.67**	**4.37**	**4.37**
		CITY WIDE TOTALS	**124.00**	**130.50**	**130.50**	**28.90**	**27.94**	**27.94**

FTE equates to a full-time equivalent employee, 40 hours per week, 2,088 (2,096 in FY2016) hours per year. A fractional FTE works less than full-time and does not accrue benefits.

DEPARTMENTAL PERSONNEL BUDGET

	Compensation				Fringe Benefits					
Fund/Function/Department	Current Positions	Compensation Adjustments	Overtime	Special Pay	Payroll Taxes	Retirement	Cafeteria Benefits	Dependent Coverage Supplement	Worker's Compensation	Total
GOVERNMENTAL FUNDS										
General Fund										
General Government Function										
Legislative	$ 218,114	$ 5,453	$ 6,000	$ 250	$ 17,581	$ 38,027	$ 41,756	$ 36,058	$ 113	$ 363,352
Administrative	396,836	9,921	500	23,283	26,716	145,921	20,878	6,271	622	630,948
Information Technology	249,558	6,239	20,000	5,700	21,535	55,050	41,756	6,597	364	406,799
Finance	498,690	12,467	2,500	2,000	39,448	145,443	78,293	31,147	780	810,768
Legal	236,041	5,901	-	22,051	14,679	96,114	20,878	13,194	277	409,135
Planning	482,159	12,054	5,000	750	38,247	153,992	73,074	19,475	13,258	798,009
Gen'l Government Services	-	-	-	75,000	-	-	-	-	-	75,000
Public Safety Function										
Police	1,639,110	40,978	80,000	148,875	145,025	1,031,222	268,807	288,154	28,774	3,670,945
S.E.M.P.	128,202	3,205	-	-	10,053	48,263	9,917	19,590	-	219,230
Physical Environment Function										
Natural Resources	120,016	3,000	-	-	9,411	51,779	18,268	-	5,825	208,299
Public Works Function										
Public Works Department	344,074	8,602	25,000	2,000	28,583	149,513	57,624	29,828	7,551	652,775
Public Facilities	120,214	3,005	30,000	2,000	11,874	30,689	31,317	-	4,550	233,649
Total General Fund	4,433,014	110,825	169,000	281,909	363,152	1,946,013	662,568	450,314	62,114	8,478,909
Transportation Fund										
Transportation Function										
Streets Division	369,757	9,244	100,000	12,000	37,562	102,188	83,513	19,792	21,342	755,398
Building Department Fund										
Public Safety Function										
Building Department	300,049	7,501	10,000	-	24,293	98,046	41,756	16,593	4,570	502,808
Recreation Fund										
Center 4 Life Seniors Program	126,851	3,171	5,000	-	10,329	28,766	20,878	16,583	1,471	213,049
Recreation Department	927,675	23,192	20,000	6,400	74,761	134,722	104,913	45,688	11,072	1,348,423
Total Recreation Fund	1,054,526	26,363	25,000	6,400	85,090	163,488	125,791	62,271	12,543	1,561,472
TOTAL GOVERNMENTAL FUNDS	**$ 6,157,346**	**153,933**	**$ 304,000**	**$ 300,309**	**$ 510,097**	**$ 2,309,735**	**$ 913,628**	**$ 548,970**	**$ 100,569**	**11,298,587**
ENTERPRISE FUNDS										
Sanibel Sewer System										
Operations & Projects	$ 935,735	23,393	$ 90,000	$ 25,000	81,986	$ 242,836	169,322	94,755	17,891	$ 1,680,918
Beach Parking Fund										
Public Safety	475,202	11,880	15,000	15,000	39,557	124,880	67,854	36,098	7,007	792,478
Physical Environment	108,508	2,713	-	-	8,231	8,470	13,049	-	1,049	142,020
Public Works	378,451	9,461	70,000	6,500	35,251	84,648	67,959	35,891	7,066	695,227
Total Beach Parking Fund	962,161	24,054	85,000	21,500	83,039	217,998	148,862	71,989	15,122	1,629,725
TOTAL ENTERPRISE FUNDS	**$ 1,897,896**	**$ 47,447**	**$ 175,000**	**$ 46,500**	**$ 165,025**	**$ 460,834**	**$ 318,184**	**$ 166,744**	**$ 33,013**	**$ 3,310,643**
CITY-WIDE GRAND TOTAL	**$ 8,055,242**	**$ 201,380**	**$ 479,000**	**$ 346,809**	**$ 675,122**	**$ 2,770,569**	**$ 1,231,812**	**$ 715,714**	**$ 133,582**	**$ 14,609,230**

5 YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEAR JUSTIFICATIONS

5-YEAR CAPITAL IMPROVEMENT PLAN - FISCAL YEARS 2016 THRU 2020

				FY 2015			FY 2016							
	Fund	Dept		Adopted Budget	Amended Budget	Estimated Actual	Carry Forward From Prior	New Funding Required	Total Budget FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total 5 Year CIP Plan
INFORMATION TECHNOLOGY	300	1290	End-User equipment upgrades	$ 15,000	$ 15,000	$ 15,000	$ -	$ 25,000	$ 25,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 85,000
	300	1290	Phase 4 of government-wide software upgrade	25,000	25,000	-	25,000	10,000	35,000	-	-	-	-	35,000
	300	1290	Offsite redundant storage servers ("cloud computing")	40,000	40,000	25,000	15,000	25,000	40,000	40,000	-	-	-	80,000
	300	1290	Backup high-speed internet connectivity	20,000	50,000	20,000	30,000	10,000	40,000	-	-	-	-	40,000
	300	1290	Upgrade/replace core network components	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	50,000
	300	1290	Replace City servers	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	8,000	40,000
	300	1290	Departmental printer replacement	3,000	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000	3,000	15,000
	300	1290	Replace City phone system	23,000	23,000	23,000	-	50,000	50,000	-	-	-	-	50,000
	300	1290	Software development (mobile "smart" applications)	5,000	5,000	-	-	-	-	-	-	-	-	-
	300	1290	Integrated council agenda and audio internet streaming	10,000	10,000	-	-	-	-	-	-	-	-	-
	300	1290	Multimedia/conferencing upgrades for MacKenzie Hall	10,000	20,000	-	-	-	-	-	-	-	-	-
	300	1290	City network wireless upgrade for users (802.11)	10,000	30,000	30,000	-	-	-	-	-	-	-	-
	300	1290	Server Room A/C design and installation	25,000	45,000	-	-	-	-	-	-	-	-	-
	300	1290	Police Department server room A/C upgrade	-	12,000	12,000	-	-	-	-	-	-	-	-
	300	1290	Virtual server backup and recovery software	16,000	16,000	10,000	6,000	-	6,000	-	-	-	-	6,000
	300	1290	Upgrades to City internet website location	70,000	70,000	30,000	40,000	-	40,000	-	-	-	-	40,000
	300	1290	UPS for main server room and Recreation Center A/V room	10,000	10,000	10,000	-	-	-	-	-	-	-	-
	300	1290	Large format printer	-	8,000	8,000	-	-	-	-	-	-	-	-
			TOTAL INFORMATION TECHNOLOGY	$ 300,000	$ 400,000	$ 204,000	$ 116,000	$ 141,000	$ 257,000	$ 76,000	$ 36,000	$ 36,000	$ 36,000	$ 441,000
POLICE	300	2100	Patrol Cars (3-yr replacement)	$ 120,000	$ 120,000	$ 120,000	$ -	$ -	$ -	$ -	$ 120,000	$ -	$ -	$ 120,000
	300	2100	Traffic Program (8-yr replacement)	-	-	-	-	20,000	20,000	-	-	-	-	20,000
	300	2100	Supervisor (5-yr replacement)	-	-	-	-	30,000	30,000	-	-	-	-	30,000
	300	2100	Patrol SUV (4-yr replacement)	-	-	-	-	-	-	30,000	-	-	-	30,000
	300	2100	Vehicle (5-year replacement)	30,000	30,000	20,000	10,000	15,000	25,000	-	-	-	30,000	55,000
	300	2100	Motorcycles (4-yr replacement)	-	-	-	-	-	-	28,000	-	-	-	28,000
	300	2100	PD laptops for in-car & field reporting	-	-	-	-	40,000	40,000	-	-	-	-	40,000
	300	2100	Records management & dispatch software	25,000	75,000	75,000	-	20,000	20,000	-	-	-	-	20,000
	300	2100	Security video access system	-	201,157	198,689	2,468	42,532	45,000	-	-	-	-	45,000
	300	2100	Radar trailers	30,000	30,000	16,813	-	-	-	15,000	-	-	15,000	30,000
	300	2100	Officer body cameras and storage array interface	-	-	-	-	-	-	65,000	-	50,000	-	115,000
	300	2100	Non-lethal weapons ("Taser")	-	-	-	-	-	-	50,000	-	50,000	-	100,000
			TOTAL POLICE	$ 205,000	$ 456,157	$ 430,502	$ 12,468	$ 167,532	$ 180,000	$ 188,000	$ 120,000	$ 100,000	$ 45,000	$ 633,000
S.E.M.P.	300	2500	Windows tablets for field teams performing door to door notifications to electronically track status. (20 x 800)	$ 16,000	$ 16,000	$ -	$ 16,000	$ -	$ 16,000	$ -	$ -	$ -	$ -	$ 16,000
	300	2500	VHF radio system upgrades for emergencies	20,000	20,000	-	20,000	-	20,000	10,000	10,000	-	-	40,000
			TOTAL S.E.M.P.	$ 36,000	$ 36,000	$ -	$ 36,000	$ -	$ 36,000	$ 10,000	$ 10,000	$ -	$ -	$ 56,000

5-YEAR CAPITAL IMPROVEMENT PLAN - FISCAL YEARS 2016 THRU 2020

				FY 2015			FY 2016							
	Fund	Dept		Adopted Budget	Amended Budget	Estimated Actual	Carry Forward From Prior	New Funding Required	Total Budget FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total 5 Year CIP Plan
PUBLIC WORKS	*Public Facilities*													
	300	7250	Replace A/C units	$ 270,000	$ 270,000	$ 250,000	$ 20,000	$ 150,000	$ 170,000	$ 150,000	$ -	$ -	$ -	$ 320,000
	300	7250	Server/Ethernet/Network Upgrades	-	-	-	-	9,500	9,500	-	-	-	33,000	42,500
	300	7250	Additional City Hall generator	-	-	-	-	-	-	-	-	25,000	175,000	200,000
	300	7250	Energy Improvements for City Hall	-	-	-	-	-	-	-		300,000	-	300,000
	300	7250	City Hall shutters	-	-	-	-	65,000	65,000	-	-	-	-	65,000
	300	7250	Mackenzie Hall improvements	-	-	-	-	-	-	50,000	-	-	-	50,000
	300	7250	City Hall water line	-	-	-	-	-	-	-	50,000	-	-	50,000
	300	7250	Senior Center redevelopment	250,000	250,000	50,000	200,000	-	200,000	-	-	-	-	200,000
	300	7250	Community Park playground improvements	27,000	27,000	19,580	7,420	-	7,420	-	-	-	-	7,420
	300	7250	Mowers and mower trailers - replacements	-	-	-	-	-	-	-	-	-	20,000	20,000
	300	7250	Pick-up trucks - replacements	25,000	25,000	26,092	-	-	-	-	-	-	-	-
	300	7250	Public Works Facility maintenance project	46,000	46,000	46,000	-	-	-	40,000	-	-	-	40,000
			Subtotal Public Facilities	618,000	618,000	391,672	227,420	224,500	451,920	240,000	50,000	325,000	228,000	1,294,920
	Public Works													-
	300	4100	Storage garage	-	-	-	-	-	-	300,000	-	-	-	300,000
	300	4100	Traffic counters	-	-	-	-	-	-	50,000	-	-	-	50,000
	300	4100	Trucks	95,000	95,000	-	95,000	28,000	123,000	125,000	64,000	34,000	36,000	382,000
	300	4100	Flail Axe	-	-	-	-	-	-	-	-	45,000	-	45,000
	300	4100	Tractor	-	-	-	-	-	-	-	-	140,000	-	140,000
	300	4100	Backhoe	120,000	120,000	116,309	-	-	-	-	120,000	-	-	120,000
	300	4100	Grader	-	-	-	-	-	-	-	-	-	175,000	175,000
			Subtotal Public Works	215,000	215,000	116,309	95,000	28,000	123,000	475,000	184,000	219,000	211,000	1,212,000
			TOTAL PUBLIC WORKS	$ 833,000	$ 833,000	$ 507,981	$ 322,420	$ 252,500	$ 574,920	$ 715,000	$ 234,000	$ 544,000	$ 439,000	$ 2,506,920
			TOTAL GENERAL FUND	$1,374,000	$1,725,157	$1,142,483	$ 486,888	$ 561,032	$ 1,047,920	$ 989,000	$ 400,000	$ 680,000	$ 520,000	$ 3,636,920

5-YEAR CAPITAL IMPROVEMENT PLAN - FISCAL YEARS 2016 THRU 2020

	Fund	Dept		FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 Estimated Actual	FY 2016 Carry Forward From Prior	FY 2016 New Funding Required	FY 2016 Total Budget FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total 5 Year CIP Plan
BUILDING	169	2400	Ruggedized Damage Assessment Computers	$ 10,000	$ 10,000	$ 6,500	$ 3,500	$ -	$ 3,500	$ -	$ -	$ -	$ -	$ 3,500
				-	-	-	-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-	-	-	-
			TOTAL BUILDING FUND	$ 10,000	$ 10,000	$ 6,500	$ 3,500	$ -	$ 3,500	$ -	$ -	$ -	$ -	$ 3,500
RECREATION CENTER SINKING FUND	370	7200	Replace HVAC Chiller Coils	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,000	$ 25,000	$ -	$ -	$ 50,000
	370	7200	Facility Water Heater	-	-	-	-	-	-	-	-	5,000	-	5,000
	370	7200	Resurfacing Gym Floor	-	-	-	-	-	-	30,000	-	-	-	30,000
	370	7200	Resurfacing Egret Room Floor	-	-	-	-	-	-	5,000	-	-	-	5,000
	370	7200	Gymnasium /Aerobics Sound System	-	-	-	-	3,600	3,600	-	-	-	-	3,600
	370	7200	Gymnasium Wall Pads	-	-	-	-	83,200	83,200	-	-	-	-	83,200
	370	7200	Tennis Court Resurfacing	-	-	-	-	20,000	20,000	-	-	-	-	20,000
	370	7200	Turtle Top (15 Passenger Van)	-	-	-	-	46,200	46,200	-	-	-	-	46,200
	370	7200	Camera & Video Security System Upgrades	50,000	96,000	96,000	-	-	-	-	-	50,000	-	50,000
	370	7200	Server/Ethernet/Network Upgrades	-	-	-	-	33,000	33,000	-	-	-	33,000	66,000
	370	7200	Lobby Entrance/Exit Gates	-	-	28,700	-	-	-	-	-	-	-	-
	370	7200	Replace Cybex Weight Equipment	-	-	-	-	-	-	-	22,300	-	22,300	44,600
	370	7200	Replace Cardio Equipment	7,000	7,000	4,795	2,205	4,795	7,000	7,000	7,000	7,000	10,000	38,000
	370	7200	Replace Spin Bikes	10,400	10,400	-	10,400	-	10,400	10,400	10,400	-	-	31,200
	370	7200	Replace Televisions	2,000	2,000	2,000	-	-	-	-	-	-	-	-
	370	7200	Replace Pool Safety Fence	-	-	-	-	33,000	33,000	-	-	-	-	33,000
	370	7200	Thorguard System (LG, Tennis, BF)	-	-	-	-	-	-	28,000	-	-	-	28,000
	370	7200	Pool Heaters/Chillers	80,000	80,000	-	80,000	40,000	120,000	-	-	-	-	120,000
	370	7200	Sand Filters (4 -2 Lap, 1 Features, 1 Splash Pad)	-	-	-	-	-	-	-	-	-	70,000	70,000
	370	7200	Pool Motors/Pumps	23,945	23,945	23,945	-	-	-	-	-	-	25,000	25,000
	370	7200	Chemical Controllers	5,000	5,000	5,000	-	-	-	-	-	-	-	-
	370	7200	Disabled Person Chair Lift	-	-	-	-	-	-	-	-	-	7,500	7,500
	370	7200	Pool Stainless Steel	-	-	-	-	-	-	8,000	-	-	-	8,000
	370	7200	Starting Blocks	-	-	-	-	-	-	-	20,000	-	-	20,000
	370	7200	Lap Pool Cover	15,000	15,000	-	15,000	-	15,000	-	-	-	-	15,000
	370	7200	Lap Pool Cover Reel	7,000	7,000	7,000	-	-	-	-	-	-	-	-
	370	7200	Pool Lane Lines	-	-	-	-	-	-	5,000	-	-	5,000	10,000
	370	7200	Pool Lane Line Reel	-	-	-	-	2,000	2,000	-	-	-	-	2,000
	370	7200	Pool Recycled Material Lounge Chairs	-	-	4,160	-	4,160	4,160	-	-	-	-	4,160
			TOTAL RECREATION SINKING FUND	$ 200,345	$ 246,345	$ 171,600	$ 107,605	$ 269,955	$ 377,560	$ 118,400	$ 84,700	$ 62,000	$ 172,800	$ 815,460
RECREATION	170	7200	Pelican room flooring	$ 19,310	$ 19,310	$ 5,719	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	170	7200	Recessed door mats (breezeway and front entrance)	9,000	9,000	-	-	-	-	-	-	-	-	-
	170	7200	Osprey Room Replacement Games	-	3,000	3,340	-	-	-	-	-	-	-	-
	170	7200	Pelican Room Ceiling Mount Projector and Laptop	-	-	-	-	4,000	4,000	-	-	-	-	4,000
			Subtotal Recreation Center	28,310	31,310	9,059	-	4,000	4,000	-	-	-	-	4,000
	173	7250	Ballfield lighting (1/3 cost share)	-	-	-	-	-	-	302,500	-	-	-	302,500
	173	7250	Storage/Electrical building (1/3 cost share)	-	-	-	-	-	-	47,000	-	-	-	47,000
			Subtotal Ballfield Maintenance	-	-	-	-	-	-	349,500	-	-	-	349,500
			TOTAL RECREATION FUND	$ 28,310	$ 31,310	$ 9,059	$ -	$ 4,000	$ 4,000	$ 349,500	$ -	$ -	$ -	$ 353,500

5-YEAR CAPITAL IMPROVEMENT PLAN - FISCAL YEARS 2016 THRU 2020

				FY 2015			FY 2016							
	Fund	Dept		Adopted Budget	Amended Budget	Estimated Actual	Carry Forward From Prior	New Funding Required	Total Budget FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total 5 Year CIP Plan
TRANSPORTATION	301	4100	Litter Vacuum - replacement	-	-	-	-	-	-	-	-	38,000	-	38,000
	301	4100	Litter Vacuum - new purchase	-	-	-	-	38,000	38,000	-	-	-	-	38,000
	301	4100	Utility vehicle	-	-	-	-	15,000	15,000	-	15,000	-	-	30,000
	301	4100	Small Tractor with Boom Mower	-	-	-	-	-	-	90,000	-	-	-	90,000
	301	4100	Dinkins Bayou Dredging	-	162,000	158,969	-	-	-	-	-	-	-	-
	301	4100	Clam Bayou Box Culvert Repair	5,100	5,100	-	-	-	-	-	-	-	-	-
	301	4100	Palm Ridge Road Improvements	-	-	-	-	50,000	50,000	300,000	-	-	-	350,000
	301	4100	Middle Gulf Path and Roadway relocation	-	-	-	-	50,000	50,000	450,000	-	-	-	500,000
	301	4100	Periwinkle Way box culvert repairs	250,000	250,000	50,000	200,000	-	200,000	-	-	-	-	200,000
	301	4100	Wulfert/Wildlife Shared Use Path	180,000	180,000	-	180,000	-	180,000	-	-	-	-	180,000
	301	4100	Donax Street resurfacing	-	-	-	-	-	-	-	450,000	-	-	450,000
	301	4100	Casa Ybel/Periwinkle Way & Island Inn/Tarpon Bay intersections	250,000	250,000	-	250,000	(75,000)	175,000	-	-	-	-	175,000
	301	4100	Periwinkle north side shared use path construction	-	-	-	-	-	-	-	-	250,000	-	250,000
	301	4100	East Gulf Drive Shared Use Path Widening	-	-	-	-	-	-				500,000	500,000
			Subtotal Fund	685,100	847,100	208,969	630,000	78,000	708,000	840,000	465,000	288,000	500,000	2,801,000
	307	4100	Kings Crown to Lighthouse Beach Road	77,000	77,000	30,000	-	-	-	-	-	-	-	-
			Subtotal Fund	77,000	77,000	30,000	-	-	-	-	-	-	-	-
			TOTAL TRANSPORTATION	$ 762,100	$ 924,100	$ 238,969	$ 630,000	$ 78,000	$ 708,000	$ 840,000	$ 465,000	$ 288,000	$ 500,000	$ 2,801,000
			TOTAL GOVERNMENTAL FUNDS	$ 2,374,755	$ 2,936,912	$ 1,568,611	$ 1,227,993	$ 912,987	$ 2,140,980	$ 2,296,900	$ 949,700	$ 1,030,000	$ 1,192,800	$ 7,610,380

5-YEAR CAPITAL IMPROVEMENT PLAN - FISCAL YEARS 2016 THRU 2020

	Fund	Dept		FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 Estimated Actual	FY 2016 Carry Forward From Prior	FY 2016 New Funding Required	FY 2016 Total Budget FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total 5 Year CIP Plan
SEWER SYSTEM	*System Improvements*													
	450	3500	Paint Donax facility	$ -	$ -	$ -	$ -	$ 20,000	$ 20,000	$ -	$ -	$ -	$ -	$ 20,000
	450	3500	Pipeline relocations	5,000	5,000	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	25,000
	450	3500	New service laterals	5,000	5,000	-	5,000	-	5,000	5,000	5,000	5,000	5,000	25,000
	450	3500	Lift station improvements (including odor control)	25,000	25,000	25,000	-	36,000	36,000	25,000	25,000	25,000	25,000	136,000
	450	3500	Generator storage building	50,000	50,000	-	50,000	-	50,000	-	-	-	-	50,000
	450	3500	Donax plant improvements (grit removal)	70,000	70,000	70,090	-	25,000	25,000	-	-	-	-	25,000
	450	3500	Insertion valves for forcemains	30,000	30,000	-	30,000	-	30,000	-	-	-	-	30,000
	450	3500	Nitrate reduction	-	200,000	200,000	-	-	-	1,800,000	-	-	-	1,800,000
	450	3500	Phosphorous reduction	-	-	-	-	-	-	-	125,000	-	-	125,000
	450	3500	Sludge process	65,000	65,000	-	-	-	-	-	-	65,000	850,000	915,000
	450	3500	Plant One upgrade MLE (ZENON)	-	200,000	200,000	-	1,800,000	1,800,000	-	-	-	-	1,800,000
	450	3500	Sewer Capital Projects	368,000	-	-	-	-	-	-	-	-	-	-
	450	3500	Phase Four Sewer	124,500	124,500	100,000	24,500	664,000	688,500	-	886,000	-	-	1,574,500
	450	3500	Metal Tank Replacements	-	-	-	-	-	-	-	500,000	-	500,000	1,000,000
			Subtotal Existing System Improvements	742,500	774,500	600,090	109,500	2,550,000	2,659,500	1,835,000	1,546,000	100,000	1,385,000	7,525,500
	Machinery/Vehicles/Equipment													
	450	3500	Ethernet Routing Switch/Server	-	-	-	-	30,000	30,000	-	-	-	-	30,000
	450	3500	Stationery emergency generators at lift stations	-	78,290	78,290	-	-	-	-	-	-	-	-
	450	3500	Master Station Replacement Pump	30,000	30,000	-	30,000	-	30,000	30,000	30,000	30,000	30,000	150,000
	450	3500	Replacement vacuum trucks - 748 & 757	-	-	-	-	-	-	-	-	-	120,000	120,000
	450	3500	Replacement crane truck - 746		-	-	-	-	-		-	90,000	-	90,000
	450	3500	Replacement maintenance pick-up (1/2 ton) - 758	23,000	23,000	-	-	-	-	-	28,000	-	-	28,000
	450	3500	Replacement operations pick-up truck (1/2 ton) - 900	23,000	23,000	-		-	-	28,000	-	-	-	28,000
	450	3500	Replacement portable generators	-	-	-	-	-	-	45,000	45,000	-	-	90,000
	450	3500	Vacuum Excavator	-	-	-	-	35,000	35,000	-	-	-	-	35,000
	450	3500	Replacement force main (L/S#6)	80,000	69,710	-	69,710	10,290	80,000	80,000	80,000	80,000	80,000	400,000
	450	3500	Replacement Cl_2 Pumps	7,500	7,500	-	7,500	-	7,500	7,500	7,500	7,500	7,500	37,500
	450	3500	Emergency chart recorder replacement	2,000	2,000	-	2,000	-	2,000	2,000	2,000	2,000	2,000	10,000
	450	3500	Replace US Filter, Wulfert and DIW Controls	45,000	45,000	45,000	-	50,000	50,000	-	-	-	-	50,000
	450	3500	Update Wonderware and Online Monitoring Equipment (D.O. / OR	47,000	47,000	47,000	-	-	-	-	-	-	-	-
			Subtotal Machinery/Vehicles/Equipment	257,500	325,500	170,290	109,210	125,290	234,500	192,500	192,500	209,500	239,500	1,068,500
			TOTAL SEWER SYSTEM	$ 1,000,000	$ 1,100,000	$ 770,380	$ 218,710	$ 2,675,290	$ 2,894,000	$ 2,027,500	$ 1,738,500	$ 309,500	$ 1,624,500	$ 8,594,000

5-YEAR CAPITAL IMPROVEMENT PLAN - FISCAL YEARS 2016 THRU 2020

				FY 2015			FY 2016							
	Fund	Dept		Adopted Budget	Amended Budget	Estimated Actual	Carry Forward From Prior	New Funding Required	Total Budget FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total 5 Year CIP Plan
BEACH PARKING FUND	*Public Safety*													
	470	2100	Watercraft	$ -	$ 60,000	$ -	$ 60,000	$ -	$ 60,000	$ -	$ 60,000	$ -	$ -	$ 120,000
	470	2100	ATV Replacements	10,000	10,000	10,000	-	25,000	25,000	25,000	25,000	25,000	25,000	125,000
	470	2100	Van (3 vans 3 year replacement cycle)	20,000	20,000	-	20,000	-	20,000	20,000	20,000	20,000	20,000	100,000
	470	2100	Pick-up Truck	-	-	-	-	30,000	30,000	-	-	-	30,000	60,000
	470	2100	Security video access system - beach parking lots	200,000	624,554	624,554	-	140,000	140,000	75,000	75,000	50,000	50,000	390,000
	470	2100	Ethernet routing switches for network access	-	-	-	-	35,000	35,000	-	-	-	-	35,000
			Subtotal Public Safety	230,000	714,554	634,554	80,000	230,000	310,000	120,000	180,000	95,000	125,000	830,000
	Public Works (Maintenance)													
	470	4100	Utility vehicle/Gator (TDC funded)	-	-	-	-	13,750	13,750	13,750	-	-	-	27,500
	470	4100	Pick-up truck(s) (TDC funded)	-	-	-	-	27,500	27,500	27,500	82,500	27,500	27,500	192,500
	470	4100	Mower (TDC funded)	-	-	-	-	13,750	13,750	13,750	-	-	-	27,500
	470	4100	Small dump truck (TDC funded)	-	-	-	-	35,000	35,000	-	-	-	-	35,000
	470	4100	Dump body for pick-up (TDC funded)	4,000	4,000	-	4,000	4,000	8,000	4,000	4,000	4,000	4,000	24,000
	470	4100	Tractor (TDC funded)	-	-	-	-	-	-	-	-	60,000	25,000	85,000
	470	4100	Kubota (TDC funded)	-	-	-	-	40,000	40,000	-	-	-	-	40,000
	470	4100	Trash/recycling bins (TDC funded)	12,000	12,000	12,260	-	15,500	15,500	6,500	6,500	6,500	6,500	41,500
	470	4100	Water fountain for beaches (TDC funded)	10,000	10,000	6,855	3,145	-	3,145	3,000	3,000	3,000	3,000	15,145
	470	4100	ADA accessibility equipment	10,000	10,000	9,477	523	49,477	50,000	10,000	-	10,000	-	70,000
			Subtotal Public Works	36,000	36,000	28,592	7,668	198,977	206,645	78,500	96,000	111,000	66,000	558,145
	Improvements													
	470	4100	Shared use path repairs	100,000	100,000	100,000	-	-	-	100,000	100,000	100,000	100,000	400,000
	470	4100	Shared use path widenings	150,000	150,000	150,000	-	-	-	150,000	150,000	150,000	150,000	600,000
	470	4100	Bowman's Beach shared use path	200,000	169,000	169,000	-	-	-	-	-	-	-	-
	470	4100	Lighthouse restrooms (TDC grant # 401816)	-	793,456	701,950	91,506	-	91,506	-	-	-	-	91,506
	470	4100	Tarpon Bay restroom (TDC grant #41918)	530,000	530,000	-	530,000	-	530,000	-	-	-	-	530,000
	470	4100	Dune walkovers replacement (TDC grant #401897)	85,000	85,000	85,000	-	-	-	-	20,000	20,000	20,000	60,000
	470	4100	Beach park shade structures (TDC grant #41920)	-	30,000	28,677	-	-	-	-	-	-	-	-
	470	4100	Gulfside City park beach shade structure (TDC grant #41919)	30,000	30,000	30,000	-	-	-	-	-	-	-	-
	470	4100	Bowman's Beach ADA gulf lookout shade structure (TDC grant)	20,000	20,000	-	20,000	-	20,000	-	-	-	-	20,000
	470	4100	Bowman's Beach wildlife boardwalk lookout (TDC grant)	200,000	200,000	-	200,000	-	200,000	-	-	-	-	200,000
	470	4100	Lighthouse Cottages Interior Rehabilitation	-	-	-	-	285,000	285,000	-	-	-	-	285,000
	470	4100	Lighthouse Fishing Pier Repairs (TDC)	-	-	-	-	245,700	245,700	-	-	-	-	245,700
	470	4100	Lighthouse Beach Park Access Boardwalk Replacement (TDC)	-	-	-	-	250,000	250,000	225,000	-	-	-	475,000
			Subtotal Improvements	1,315,000	2,107,456	1,264,627	841,506	780,700	1,622,206	475,000	270,000	270,000	270,000	2,907,206
			TOTAL BEACH PARKING FUND	$1,581,000	$2,858,010	$1,927,773	$ 929,174	$ 1,209,677	$ 2,138,851	$ 673,500	$ 546,000	$ 476,000	$ 461,000	$ 4,295,351
			TOTAL ENTERPRISE FUNDS	$2,581,000	$3,958,010	$2,698,153	$ 1,147,884	$ 3,884,967	$ 5,032,851	$2,701,000	$2,284,500	$ 785,500	$2,085,500	$ 12,889,351
			CITY WIDE TOTAL CAPITAL IMPROVEMENTS	$4,955,755	$6,894,922	$4,266,764	$ 2,375,877	$ 4,797,954	$ 7,173,831	$4,997,900	$3,234,200	$ 1,815,500	$3,278,300	$ 20,499,731

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 DETAIL

	Fund	Dept	Project	FY 2015	Description of Project	Funding Source	Impact on Operating Costs
INFORMATION TECHNOLOGY	300	1290	End user equipment upgrades	$ 25,000	The computers will be three years old, and some will be replaced for needed upgrades. Increase due to spending more in the last FY than expected.	Transfer from the General fund	None recurring.
	300	1290	Phase 4 of government software upgrade	$ 35,000	Modules for transparancy project, timekeeping, inventory system, and employee expense reimbursement automation.	Transfer from the General fund	Inventory $4,300 annual; timekeeping system approximately $3.50 PEPM
	300	1290	Offsite always accessible redundant storage servers ("cloud computing")	$ 40,000	This is continued work on City plan to transition most city servers to the Cloud. 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 as there will be constant connectivity to City servers where there is an internet connection. The utilization of cloud technology significantly reduces the amount of staff time needed and makes available city data.	Transfer from the General fund	Annual subscription costs for services as servers are transitioned to the Cloud of approximately $10,000.
	300	1290	Backup high-speed Internet connectivity	$ 40,000	As the City becomes more dependent on access to the Cloud, there is an increased need to provide more reliable and redundant network connectivity.	Transfer from the General fund	This will be an annual expense of $40,000
	300	1290	Upgrade/replace core network components	$ 10,000	Annual budgeting of $10,000 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	None recurring.
	300	1290	Replace City servers	$ 8,000	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	None recurring.
	300	1290	Departmental printer replacement	$ 3,000	Each year, main departmental printers need to be replaced as they fail. These funds are only utilized when a printer fails.	Transfer from the General fund	None recurring.
	300	1290	Replace city phone system	$ 50,000	Upgrading City phone technology to Cloud IP Telephony. This technology does not required more expensive on site equipment, and the telephones can be relocated to anywhere there is Internet connectivity during a disaster.	Transfer from the General fund	Net reduction to City's communication expenses.
	300	1290	Virtual server backup/recovery software	$ 6,000	The majority of the City's servers are virtual and there is now improved software for backup and restore capabilities.	Transfer from the General fund	None recurring.
	300	1290	Upgrades to City internet website location	$ 40,000	The City's website needs to be upgraded form the current system that is near end of life. Additionally, the design of the site needs to be modernized.	Transfer from the General fund	None recurring.
	TOTAL INFORMATION TECHNOLOGY			**$ 257,000**			
POLICE	300	2100	Traffic Program (8-yr replacement)	$ 20,000	Annual cost for replacement of traffic vehicles. These vehicles are on a 8 year replacement cycle.	Transfer from the General fund	None recurring.
	300	2100	Supervisor vehicle (5-yr replacement cycle)	$ 30,000	Annual cost for replacement of vehicles. These vehicles are on a 5 year replacement cycle.	Transfer from the General fund	None recurring.
	300	2100	Vehicles (5-yr replacement cycle)	$ 25,000	Annual cost for replacement of vehicles. These vehicles are on a 5 year replacement cycle.	Transfer from the General fund	None recurring.
	300	2100	PD laptops for in-car & field reporting	$ 40,000	Annual cost for replacement technology equipment in vehicles.	Transfer from the General fund	None recurring.
	300	2100	Computer programs for records management and computer-aided dispatch	$ 20,000	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 recurring.
	300	2100	Security video access system	$ 45,000	Continued installation of security hardware and software at various public locations for public safety.	Transfer from the General fund	None recurring.
	TOTAL POLICE DEPARTMENT			**$ 180,000**			

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 DETAIL

	Fund	Dept	Project	FY 2015	Description of Project	Funding Source	Impact on Operating Costs
S.E.M.P.	300	2500	Windows tablet to assist with EOC operations during emergencies	$ 16,000	The City uses the County's damage assessment program (ARM360) during emergencies. ARM360 has added the capability to track the door to door notification process the City uses during the evacuation preparation phase. iPads are not compatible with ARM360, so Windows tables are needed.	Transfer from the General fund	None recurring.
	300	2500	VHF radio system upgrades for emergencies	$ 20,000	In the event that a significant hurricane destroy cell and public safety radios, the City's backup VHR system will also lose it's City antenna. This is to obtain backup, quick deploy antenna systems for the VHF system.	Transfer from the General fund	None recurring.
			TOTAL S.E.M.P.	**$ 36,000**			
BUILDING	169	2400	Ruggedized damage assessment computers	$ 3,500	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. ($5,000 each). The computers currently used cannot be used in inclement weather. This project is to replace the current limited computers, with rugged, weatherproof computers.	Permit fees	None
			TOTAL BUILDING DEPARTMENT	**$ 3,500**			
RECREATION CENTER SINKING FUND	370	7200	Gymnasium /Aerobics Sound System	$ 3,600	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Gymnasium Wall Pads	$ 83,200	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Tennis Court Resurfacing	$ 20,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Turtle Top (15 Passenger Van)	$ 46,200	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Server/Ethernet/Network Upgrades	$ 33,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Replace Cardio Equipment	$ 7,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Replace Spin Bikes	$ 10,400	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Replace Pool Safety Fence	$ 33,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Pool heaters/chillers	$ 120,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Lap pool cover	$ 15,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Pool Lane Line Reel	$ 2,000	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
	370	7200	Pool Recycled Material Lounge Chairs	$ 4,160	Sinking Fund Asset Replacement Schedule	Fund balance	None recurring.
			TOTAL RECREATION SINKING FUND	**$ 377,560**			
REC	170	7200	Pelican Room Ceiling Mount Projector and Laptop	$ 4,000	Projection capabilities to use the room for large meetings, classes and presentations.	Operating Revenues/General Fund transfer	None recurring.
			TOTAL RECREATION DEPARTMENT	**$ 4,000**			

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 DETAIL

	Fund	Dept	Project	FY 2015	Description of Project	Funding Source	Impact on Operating Costs
PUBLIC WORKS	300	7250	Replace A/C units	$ 170,000	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 on a rotating schedule.	Transfer from the General fund	None recurring.
	300	7250	Server/Ethernet/Network Upgrades	$ 9,500	Project for installation of equipment for network access	Transfer from the General fund	None recurring.
	300	7250	City Hall shutters	$ 65,000	Install upgraded hurricane shutters at City Hall to better withstand winds. After Hurricane Charley, City applied to FEMA for a hazardous mitigation grant to reinforce the Administration/Finance wing of City Hall, including new shutters and roof reinforcement. The $65,000 requested in 2016 is for new shutters in the Legal, Police, and Mackenzie wings of City Hall. This project will complete the necessary replacement/upgrades of shutters within the entire City Hall complex.	Transfer from the General fund	None recurring.
	300	7250	Senior Center redevelopment	$ 200,000	Planning and design work for the Senior Center redevelopment project	Transfer from the General fund	None recurring.
	300	7250	Community park improvements	$ 7,420	Continuation of project that includes playground equipment expansion and improvements to existing shade structures.	Intergovernmental revenues; transfer from Community Park Impact Fee fund.	None recurring.
	300	4100	Trucks	$ 123,000	Replacement 1996 model year dump truck (unit 211) with cracking in the dump bed and frame corrosion. FY-16 includes the replacement of one 1/2 ton 4x4 pickup truck.	Transfer from the General fund	None recurring.
			TOTAL PUBLIC WORKS	**$ 574,920**			
TRANSPORTATION	300	4100	Litter vacuum	$ 38,000	Proposed purchase of a second litter collection vehicle in order to keep up with increased demand for roadside litter removal. The community benefits from having aesthetically pleasing roadsides without excessive litter. Less roadway wildlife fatalities occur where there is no litter to attract the wildlife who would feed on the litter on the roadside.	Transfer from the General fund	None recurring.
	300	4100	Utility vehicle	$ 15,000	Public Works has two utility vehicles (small John Deere gators), one is a 2003 model and the other is a 2008 model. These vehicles have proven invaluable in performing minor maintenance in the non-beach parks and for vegetation maintenance along the major roadways. These vehicles are on a 8-year replacement schedule and the 2003 model will be five years overdue for replacement in 2016. The timely replacement of vehicles is necessary to prevent excessive downtime and thus improve operational efficiency.	Transfer from the General fund	None recurring.
	301	4100	Palm Ridge Road improvements	$ 50,000	This project involves roadway, shared use path, access and landscaping improvements in accordance with recommendations of the Periwinkle Corridor Study. The purpose of the project are to improve roadway aesthetics and shared use path safety. Survey and design phase in FY-16 with construction phase in FY-17.	Beginning fund balance (rollforward of prior year budgeted and unexpended funds)	None recurring.
	301	4100	Middle Gulf Path and Roadway relocation	$ 50,000	The purpose of this project is to improve shared use path safety and drainage, by shifting Middle Gulf Drive between Fulgur Street and Beach Road south to increase separation between the roadway and the shared use path and allow for widening of this section of heavily used path to 8'. Phase 1 to include survey, design and relocation of SUP section at Nerita St. Phase 2 would complete the construction.	Beginning fund balance (rollforward of prior year budgeted and unexpended funds)	None recurring.
	301	4100	Periwinkle Way box culvert repairs	$ 200,000	Replacement due to current condition and estimated life. A larger opening is proposed to allow more flushing for the Shell Harbor and Sanibel Harbor canals, resulting in improved water quality in the canals. The replacement box culvert will be deeper to accommodate the homeowners along the canals with boats.The Periwinkle Bridge is scheduled for repalcement in 2019, based upon current condition and estimated life.The project proposed for 2016 is design and permitting for both the bridge and box culvert replacement. The proposed construction for both structures is tentatively planned for 2016.	Beginning fund balance (rollforward of prior year budgeted and unexpended funds)	None recurring.
	301	4100	Wulfert/Wildlife Shared Use Path	$ 180,000	Bicyclists exiting the Refuge must share the roadway with motor vehicles from the exit to the San-Cap Road. This project involves the construction of an 8-foot wide shared use path along Wulfert Road and Wildlife Drive from San-Cap Road to the Refuge exit (Caloosa Shores). This path is recommended in the 2009 Shared Use Path Master Plan. The safety of bicyclists/pedestrians, not only from the Refuge, but also form the surrounding neighbors will be enhanced by the project.	Intergovernmental revenues/transfer from Transportation Fund	None recurring.
	301	4100	Casa Ybel/Periwinkle Way & Island Inn/Tarpon Bay intersections	$ 175,000	Intersection improvements resulting in improved vehicular and pedestrian safety.	Beginning fund balance (rollforward of prior year budgeted and unexpended funds)	None recurring.
			TOTAL TRANSPORTATION	**$ 708,000**			

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 DETAIL

	Fund	Dept	Project	FY 2015	Description of Project	Funding Source	Impact on Operating Costs
SEWER SYSTEM	450	3500	Paint Donax Facility	$ 20,000	The plant structures are painted on a 7-year schedule, with the new painting schedule for 2016. Keeping the plant clean and painted regularly is necessary to remain aesthetically pleasing to the neighbors.	Operating revenues	None recurring.
	450	3500	Pipeline Relocations	$ 5,000	If a sewage force main is in conflict with a proposed roadway or drainage project, this project provides funding for the relocation.	Operating revenues	None recurring.
	450	3500	New Service Laterals	$ 5,000	This project is to install sewer laterals for locations where sewer laterals were not installed during mainline construction or couldn't be found.	Operating revenues	None recurring.
	450	3500	Lift Station Improvements	$ 36,000	This project involves enhancements to lift stations such as larger pumps, monitoring equipment, new control panels, odor control, etc.	Operating revenues	None recurring.
	450	3500	Generator storage building	$ 50,000	The City has 9 Portable Generators that are Utilized to enable lift stations to be operated during power outages to prevent wastewater from backing up into houses or on the ground. This project will provide covered storage for these generators at the Donax Plant to prolong generator lifespan.	Operating revenues	None recurring.
	450	3500	Donax plant improvements (grit removal)	$ 25,000	Retrofit new grit removal system at Donax Plant.	Operating revenues	None recurring.
	450	3500	Insertion Valves for Forcemains	$ 30,000	When a force main breaks, it is critical to be able to shut off the wastewater flow to protect public health and the environment. This project involves the installation of valves into the force mains under pressure. The valves can then be used to isolate sections of force mains.	Operating revenues	None recurring.
	450	3500	Ethernet Routing Switch/Server	$ 30,000	Equipment for network access at Donax	Operating revenues	None recurring.
	450	3500	Master Station Replacement Pump	$ 30,000	The master pump station at the Donax plant receives all flow from the entire island and pumps it to the headworks to begin the treatment process. If this station's pumps failed, wastewater will quickly spill onto the ground, potentially contaminating ground water and the Sanibel River.	Operating revenues	None recurring.
	450	3500	Vacuum Excavator	$ 35,000	The master pump station at the Donax plant receives all flow from the entire island and pumps it to the headworks to begin the treatment process. If this station's pumps failed, wastewater will quickly spill onto the ground, potentially contaminating ground water and the Sanibel River.	Operating revenues	None recurring.
	450	3500	Replacement forcemain (L/S #6)	$ 80,000	The project involves construction of a 6" force main from L/S # 6 located at the Sand Castle / Sand Castle Intersection along Sand Castle Road and Bailey Road to L/S # 17, located on Bailey Road north of Periwinkle Way. The proposed force main will replace an old existing force main located in an easement in the backyards of the Greenwood Court residents making access difficult. The existing force main has broken several times, causing damage to the landscaping and raw sewage in peoples yards.	Operating revenues	None recurring.
	450	3500	Replacement Cl_2 Pumps	$ 7,500	The Donax Water Reclamation Facility utilizes liquid chlorine to disinfect the wastewater effluent. The chlorine feed pumps have a relatively short life due to the corrosive nature of the chlorine. Frequent pump replacement is necessary to keep the plant effluent in compliance with DEP regulations.	Operating revenues	None recurring.
	450	3500	Emergency chart recorder replacement	$ 2,000	Chart recorders are utilized at the Donax facility to monitor several critical parameters including flow, ph, chlorine residual, and NTU's. These parameters need to be monitored for the proper plant operation and permit compliance. Keeping these parameters within DEP permit limits is necessary to keep the plant in compliance. The purchase of these recorders in advance guarantees the immediate replacement of failed recorders.	Operating revenues	None recurring.
	450	3500	Replace US Filter, Wulfert and DIW Controls	$ 50,000	Update to existing controls and software to ensure reliability and improve efficiency	Operating revenues	None recurring.
	450	3500	Plant One upgrade MLE (ZENON)	$ 1,800,000	Plant one is the oldest of the 3 plants at Donax and is the least effeciant in reducing nutrients. Although this plant is not utilized year round, upgrading this plant would improve the overal reuse quality.	Operating revenues	None recurring.
	450	3500	Phase Four Sewer Expansion	$ 688,500	This project involves the construction of sewer in remaining unsewered areas. Central sewer and advanced on-site sewer systems will be considered. Water quality improvement through the elimination of old septic systems is the goal of this project.	Operating revenues	None recurring.
			TOTAL SEWER SYSTEM	**$ 2,894,000**			

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 DETAIL

	Fund	Dept	Project	FY 2015	Description of Project	Funding Source	Impact on Operating Costs
BEACH PARKING	470	2100	Watercraft	$ 60,000	Watercraft vehicles for beach patrol purposes are on a regular replacement recycle due to wear and tear.	Operating revenues	None recurring.
	470	2100	ATV Replacements	$ 25,000	ATV vehicles for beach patrol purposes are on a regular replacement recycle due to wear and tear.	Operating revenues	None recurring.
	470	2100	Van (3 Vans/3 yr replacement cycle)	$ 20,000	The parking enforcement vans are used to patrol the beach parking lots and transport the parking money. The 3 vans are on a 3-year replacement schedule since they are high usage vehicles. These vans are an essential part of the beach parking program.	Operating revenues	None recurring.
	470	2100	Pickup truck	$ 30,000	Vehicles for beach patrol purposes are on a regular replacement recycle due to wear and tear.	Operating revenues	None recurring.
	470	2100	Security Video Access System for Beach Parking Lots	$ 140,000	The purpose of installing video cameras in the various beach parking lots is to deter theft of personal property from vehicles. These cameras have been effective in the Trost parking lot and at Lighthouse Park and are recommended for Bowman's and Algiers. Crime reduction on Sanibel benefits residents and visitors alike.	Operating revenues	None recurring.
	470	2100	Ethernet routing switches for network access	$ 35,000	Project for installation of equipment for network access at Lighthouse, Trost, and Boat Ramp	Operating revenues	None recurring.
	470	4100	Utility vehicle/Gator	$ 13,750	Public Works has two utility vehicles (small John Deere gators on a 5 year replacement schedule), one is a 2009 model and the other is a 2010 model. These vehicles have proven invaluable in performing minor maintenance in the parks and for vegetation maintenance along the the paths, as well as, litter pickup on the beaches. The 2010 model at Bowman's Beach is utilized more on a day to day basis due to the size of the park and is in need of replacement. The timely replacement of vehicles is necessary to prevent excessive downtime and thus improve operational efficiency.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Pickup truck(s)	$ 27,500	There are currently eight pickup trucks (on a 7-year replacement cycle) assigned to beach maintenance. These pickups are necessary to transport personnel to the beach parks to perform necessary maintenance. The timely replacement of trucks is necessary to prevent excessive downtime and thus improve efficiency.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Mower	$ 13,750	Public Works has two Mowers, one is a 2009 model and the other is a 2011 Model. The mowers used for beach park maintenance are on a 5-year replacement schedule. The timely replacement of equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Small dump truck	$ 35,000	A 2006 small dump truck is utilized to perform tasks requiring a larger hauling capacity than a pickup truck. This truck is on a 10-year replacement schedule. This timely replacement of trucks is necessary to prevent excessive downtime and thus improve operational efficiency.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Dump Body for Pickup Truck	$ 8,000	Parks maintenance personnel trim vegetation at the various parks. The vegetation in loaded into the back of pickup trucks for disposal. Dump bodies fit into the bed of the pickup truck to allow the load to be mechanically dumped rather than removed manually. This equipment makes the workers more productive.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Kubota	$ 40,000	Kubota would be an addition to our existing maintenance fleet. With the increased maintenance and uniqueness of some of the projects, this piece of equipment will help out in our dau to day operations and excavating hard to reach areas with the backhoe.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Trash/Recycling Bins	$ 15,500	Annual replacement for wear and tear of trash receptacles	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Water Fountain for Beaches	$ 3,145	Installation of facilities for beaches	Lee County Tourist Development Commission funding	None recurring.
	470	4100	ADA accessible equipment	$ 50,000	Improve ADA accessibility at all beach parks and repair existing ADA equipment.	Operating revenues	None recurring.
	470	4100	Lighthouse Restrooms	$ 91,506	Construction of family style restroom at Lighthouse Gulfside Beach Park.	Lee County Tourist Development Commission funding	None recurring.

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 DETAIL

	Fund	Dept	Project	FY 2015	Description of Project	Funding Source	Impact on Operating Costs
BEACH PARKING	470	4100	Tarpon Bay restroom	$ 530,000	Construction of family style restroom at Tarpon Bay Beach Park (Trost Parking area).	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Bowman's Beach ADA gulf lookout shade structure	$ 20,000	Construct a shade structure at Bowman's Beach Park over the ADA Lookout.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Bowman's Beach wildlife boardwalk lookout	$ 200,000	Construct a Boardwalk Lookout over Clam Bayou.	Lee County Tourist Development Commission funding	None recurring.
	470	4100	Lighthouse Cottages Interior Rehabilitation	$ 285,000	Rehabilitation of Lighthouse Caretaker Cottages	Operating revenues	None recurring.
	470	4100	Lighthouse Fishing Pier Repairs	$ 245,700	Remove existing wood decking and handrails and replace with a Tandeck composite material and aluminum railings for longevity. Install ADA accessibilty areas and new fish cleaning stations. This structure needs to be repaired because it is deteriorating and fasteners are all corroded.	Operating revenues	None recurring.
	470	4100	Lighhouse Beach Park Main Access Boardwalk Replacement	$ 250,000	The existing structure has outlived its life and needs to be repaired for safety. Replace the existing structure for ADA accessibility and install Tandeck composite material for longevity.	Operating revenues	None recurring.
			TOTAL BEACH PARKING	**$ 2,138,851**			

CITY WIDE TOTAL CAPITAL OUTLAY	**$ 7,173,831**

SUPPLEMENTAL SCHEDULES

This section contains the following subsections:

- Financial Policies
- Glossary

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) requires 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.

FINANCIAL POLICIES

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.

FINANCIAL POLICIES

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.

FINANCIAL POLICIES

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.

FINANCIAL POLICIES

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.

FINANCIAL POLICIES

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.

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.

GLOSSARY

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.

GLOSSARY

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.

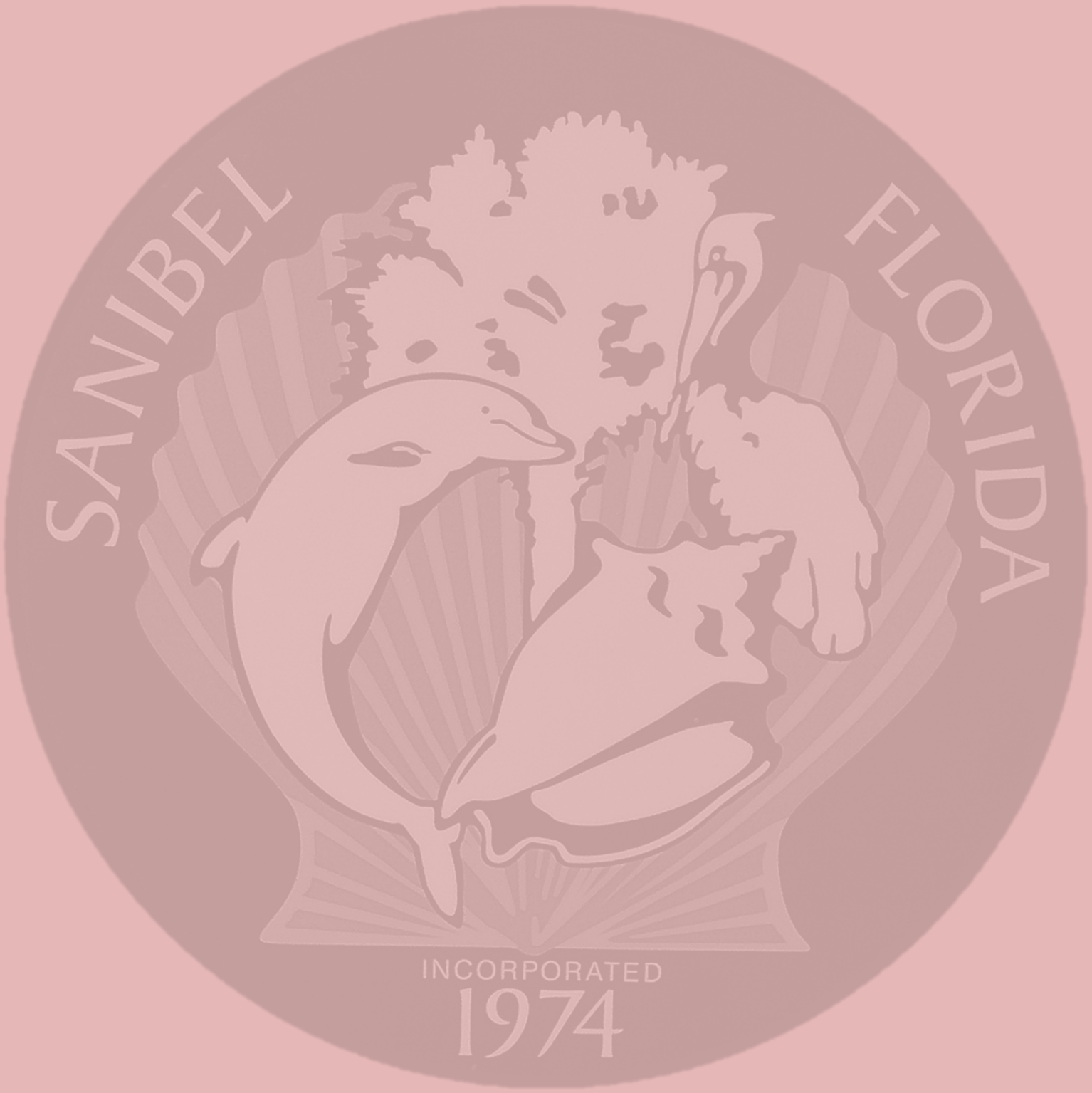
Rolled-back millage rate – The millage rate necessary to produce the same amount of property tax dollars as received during the previous budget year. New construction is excluded from the roll-back calculation.

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.



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