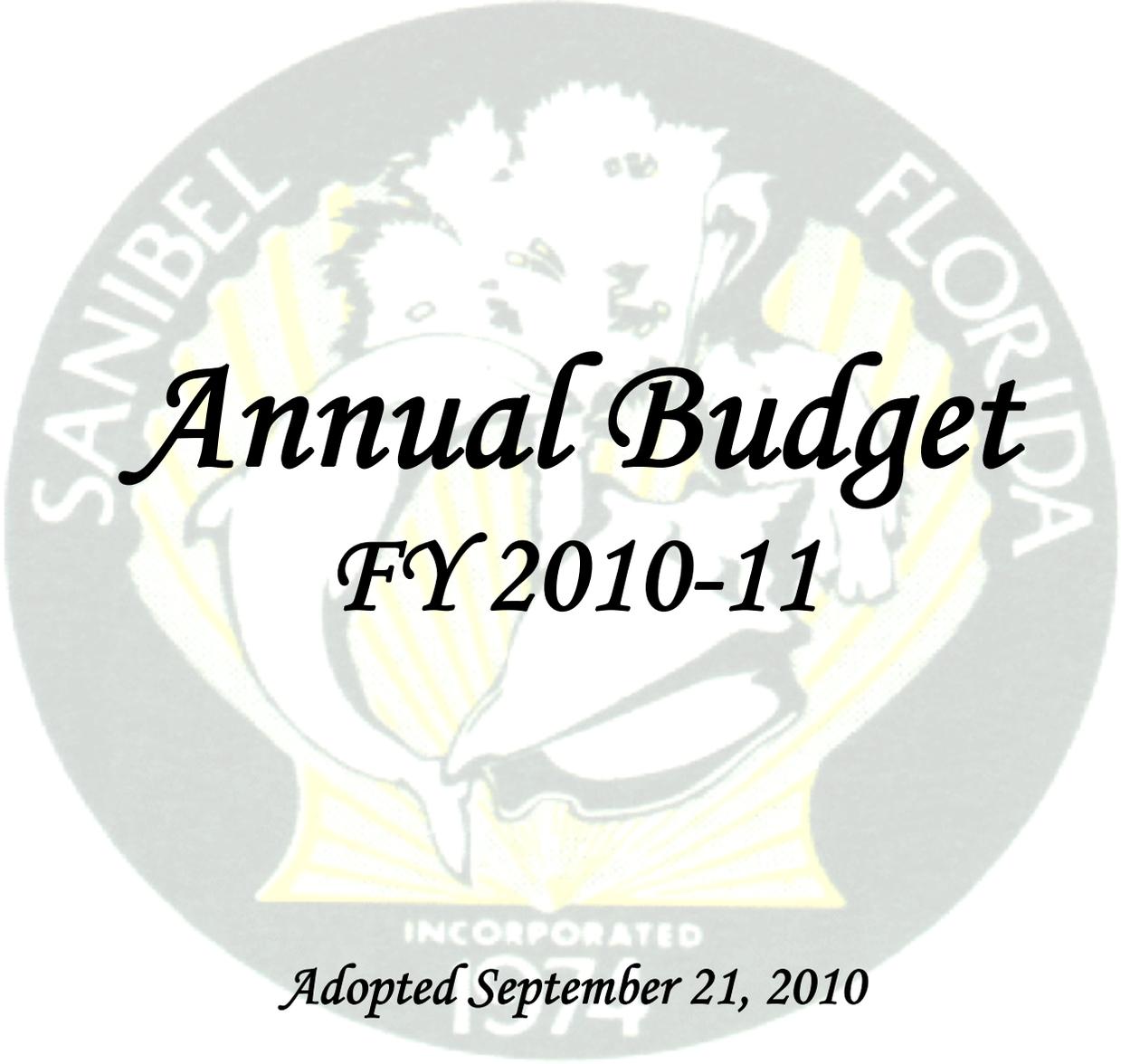


City of Sanibel



Annual Budget

FY 2010-11

Adopted September 21, 2010



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City of Sanibel, Florida



City of Sanibel
Principal Officers

City Council

Kevin Ruane, Mayor
Mick Denham, Vice-Mayor
Marty Harrity
Jim Jennings
Peter Pappas

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

City Attorney
Kenneth B. Cuyler, Esq.

City Clerk
Pamela Smith, MMC

Department Directors

Administrative Services Director
Building Official
Chief of Police
Finance Director
Information Services Director
Natural Resources Director
Planning Director
Public Works Director/City Engineer
Recreation Director

James R. Isom
R. Harold Law Jr.
William Tomlinson
Sylvia Edwards, CPA
Albert Smith, Jr.
Robert K. Loflin, Ph.d.
James C. Jordan
Gates D. Castle, PE
Christopher Deal, MS

Contact
800 Dunlop Road
Sanibel, Florida 33957
(239) 472-3700
www.mysanibel.com

How to Use This Book

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

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

Introduction—this section contains the Citywide organization chart, the Governmental Finance Officer's Association Distinguished Budget Presentation Award, the City of Sanibel's vision statement, City Council goals for FY11, department performance measures to support these goals, the City Manager's budget message and resolutions adopting millage rates and the budget. *Pages 1-32.*

Budget Summary—a summary of City-wide financial activity for the prior, current and next year, along with graphs showing where the City's money comes from and where it goes. *Pages 33-44.*

Governmental Funds Budget—governmental funds account for most of the City's tax-supported activities. Sanibel has four governmental fund types: the general fund, special revenue funds, debt service funds and the capital project funds. *Pages 45-132.*

Proprietary Funds Budget—proprietary funds account for the business-type activities of government. Sanibel has two proprietary funds: the sewer fund

and the beach parking fund. *Pages 133-144.*

Supplemental Schedules—departmental narratives and line-item budgets, schedule of interfund transfers, classification and pay plan, detailed staffing information and the 5 year capital improvement plan. *Pages 145-382.*

Appendix—this section contains financial policies, the budget calendar, a glossary and statistics and demographics. *Pages 383-414.*

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The main Table of Contents in this section provides a comprehensive overview of the different sections of the book. Each subsequent section has a detailed Table of Contents that provides specific information about that section.

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City of Sanibel, Florida

Fiscal Year 2011 Budget

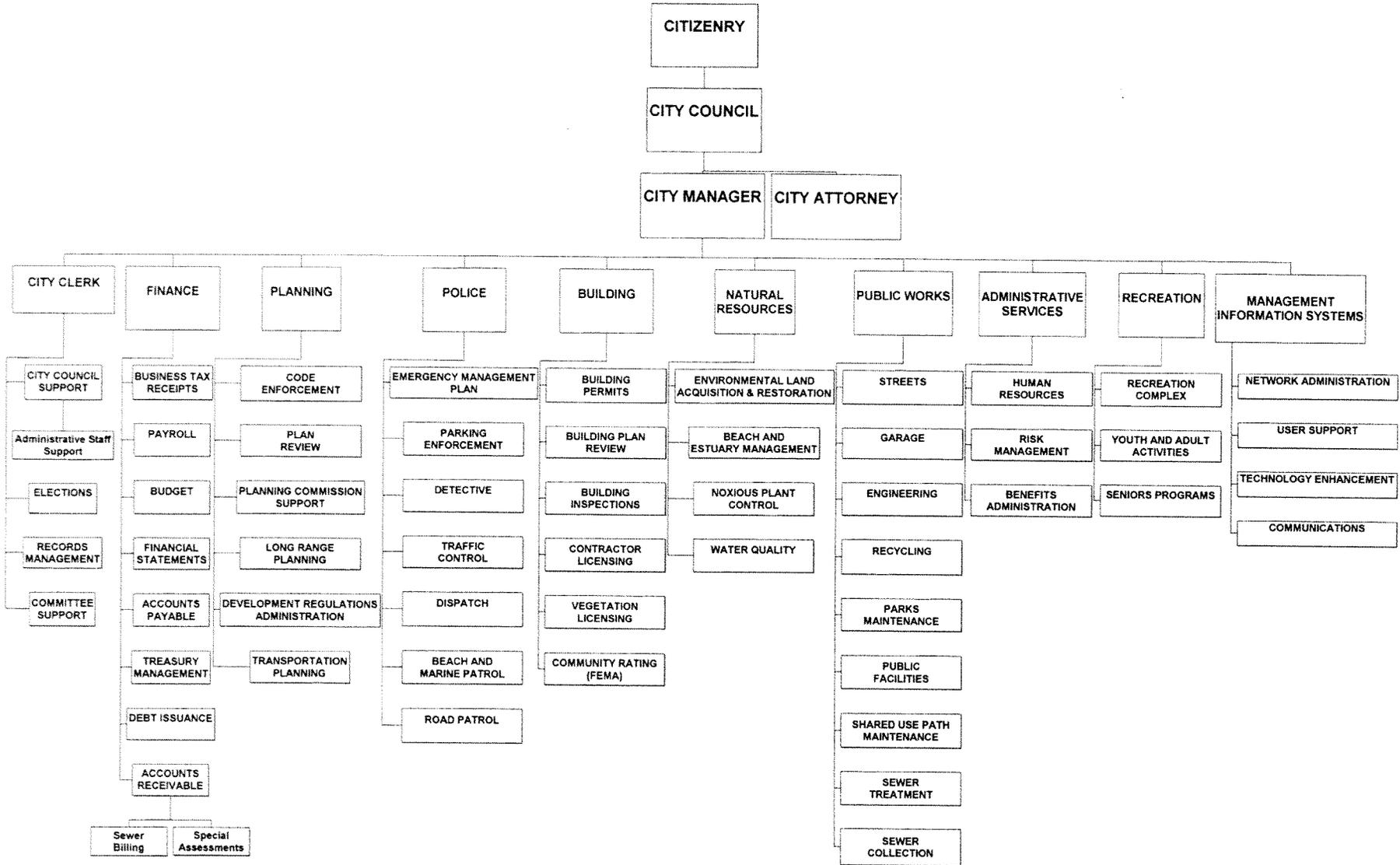
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CITY OF SANIBEL ORGANIZATIONAL CHART - FY 2010-2011





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sanibel
Florida**

For the Fiscal Year Beginning

October 1, 2009

President

Executive Director



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Vision Statement

Background

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

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

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

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

Sanctuary

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

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

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

Community

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

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

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

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

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

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

Attraction

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

Hierarchy of Values

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

**FY 2010-2011
CITY COUNCIL GOALS**

I. SUSTAIN AND STRENGTHEN THE CITY'S FINANCIAL STABILITY

- **To enhance the budgeting process by including more historical trend analysis and by extending operational budgetary forecasting to five years**

In addition to forecasting the effect current decisions will have on future revenue sources and operating cost's extending the operational budget forecast to five years will provide the framework to analyze the City's capability to cover its five-year capital improvement plan. In efforts to balance budgets, often capital improvements are deferred to future years. This produces a compounding effect on future services, infrastructure deterioration, increased maintenance costs and funding requirements.

- **Protect the City's reserve**

Diligently the City has practiced fiscal discipline to create and protect reserves to be used in true emergencies such as hurricanes and to address environmental issues such as red algae. In the current economy, many agencies are utilizing their reserves to meet normal operating costs. When true disasters strikes these practices will produce additional demands on the financially strained credit markets.

- **Complete a thorough analysis of the City's pension plans**

Due to substantial setbacks in the market, pension plans across the country experienced substantial loss in value. Additional funding is required by the City to cover the losses experienced by the City's two pension plans. A thorough analysis of the City's current plans and future impact on the City will be performed. In addition, alternative plans, variations, or options will be compared and analyzed for implementation feasibility, implementation costs and future impact on the City if implemented.

II. STRENGTHEN THE CITY'S PARTNERSHIP'S TO SUSTAIN ESTUARY AND COASTAL WATER QUALITY

- **Improve Water Management in South Florida**

The economic realities have considerably changed the scope of the River of Grass Project Plan. The major water quality benefits to Sanibel are still to redirect excess lake water south via a flowway and to provide adequate freshwater within the basin to meet the Caloosahatchee Minimum Flows and Levels rule. This goal

will be achieved through continued participation in the River of Grass planning process.

- **Increase treatment of stormwater before discharge into coastal waters**

This effort will have regulatory, outreach and on-island project components to address excessive nutrient loading from stormwater inputs. The proposed statewide stormwater rule and its accompanying handbook will be reviewed closely following release of the latest version by DEP anticipated in October 2010.

Recommendations for improvement will be forwarded to DEP and the process tracked to completion. Local governments will be urged to improve stormwater treatment as part of the Total Maximum Daily Load (TMDL) program and implementation of the Basin Management Action Plan (BMAP), now underway for the Caloosahatchee basin. Funding for on-island stormwater treatment improvement projects including filter marshes and retrofitting of stormwater systems discharging to the Sanibel River basin will be applied for from State and Federal sources.

The Caloosahatchee Estuary continues to experience a number of inequities when compared to other regions of the SFWMD. These inequities include high regulatory releases to the Caloosahatchee from Lake Okeechobee, annual violations of the Caloosahatchee Minimum Flow and Level (MFL) and, uneven economic investment in water storage projects and infrastructure. To overcome these inequities the City Council and staff will focus on:

- ◆ Removing the operational bias used by the District in managing high and low water flows that favor permitted water users at the expense of natural systems and the well being of the estuary. The City plan would include evaluating all legal options, developing a public action plan and increase lobbying the SFWMD board for policy change.
- ◆ Aggressively pursue and implement distributed storage and infrastructure development within the Caloosahatchee watershed, to ease high flows to the estuary. This would be accomplished by city staff in collaboration with the SFWMD by completing an actionable plan which meets the SFWMD water storage commitment.
- ◆ Increase water storage to protect our Coastal Waters.
- ◆ Increase water storage to provide alternatives to direct discharge to estuaries.

- ◆ Hold the South Florida Water Management District accountable to its promise of providing 450,000 acre feet of additional storage in the Lake Okeechobee watershed. This effort would divert the maximum possible volume of polluted water to other areas where it is needed, rather than discharging it to the Caloosahatchee Estuary.

III. SUSTAIN A DIVERSE HOUSING STOCK THROUGH REDEVELOPMENT REGULATIONS FOR RESORT HOUSING WHILE ENSURING PROTECTION OF THE ISLAND'S UNIQUE NATURAL SYSTEM

- **Decisional Framework**
Develop a decisional framework that is based upon best land use practices, carrying capacity, zoning and performance standards related to density, flood elevation, building height, coverage, developed area, and setbacks.
- **Resort Properties**
Develop special site and design criterion applicable to resort properties that will ensure the protection of the community's character and the Island's ecosystems and provide for the retention and restoration of resort hotel, motel, and related accommodation properties.
- **Gulf Beach Zone**
Provide for the relocation and restoration of nonconforming resort structures that are currently located within the Gulf Beach Zone.

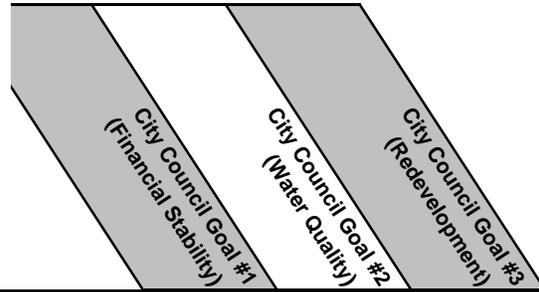
**FISCAL YEAR 2010-2011
CITY COUNCIL GOALS**

City and Departmental Goals Matrix

	Administration	Legislative	MIS	Finance	Planning	Police	Building	Natural Resources	Public Works	Recreation	Legal
1. Sustain and strengthen the City's financial stability.											
To enhance the budgeting process by including more historical trend analysis and by extending the operational budgetary forecasting to five years		X		X							
Protect the City's reserve	X	X		X	X	X	X	X	X	X	X
Complete a thorough analysis of the City's pension plans				X							
2. Strengthen the City's partnerships to sustain estuary and coastal water quality.											
Improve water management in South Florida	X	X	X	X	X				X	X	X
Increase treatment of stormwater before discharge into coastal waters					X	X	X	X	X		
3. Sustain a diverse housing stock through redevelopment regulations for resort housing while ensuring protection of the island's unique natural system											
Decisional framework	X	X		X	X	X	X	X			X
Resort Properties	X	X			X		X	X			X
Gulf Beach Zone	X	X			X		X	X			X

**FISCAL YEAR 2010-2011
CITY COUNCIL GOALS**

Department's Supporting Actions for FY 2011 City Council Goals



	City Council Goal #1 (Financial Stability)	City Council Goal #2 (Water Quality)	City Council Goal #3 (Redevelopment)
1. Administration			
Update the H2O Sanibel Matters website as necessary		X	
Work with planning department to draft legislation			X
Manage overtime hours to minimum necessary to complete high priority projects	X		
Manage travel and per diem costs	X		
Reduce promotional activity costs	X		
2. Legislative			
Maintain copies of the brochure Sanibel's Waters on hand to distribute to residents		X	
Maintain copies of the CD Sanibel's Waters on hand to distribute to residents		X	
Maintain copies of the brochure Fat-Free Sewers on hand to distribute as needed		X	
Maintain copies of the Reclaimed Water for Irrigation flyer on hand to distribute as needed		X	
Process proposed and final legislation for Sanibel re-development			X
Ensure codification for final legislation for Sanibel re-development			X
Process budget amendment legislation	X		
Distribute final legislation to appropriate departments	X		
Manage overtime to a minimum necessary to complete high priority projects	X		
Manage printing costs	X		
Reduce promotional activity costs	X		
3. MIS			
Maintain website access for City's water quality website		X	
Maintain City's email list service used for new and press releases	X	X	X
GIS Phase 1	X	X	X
4. Finance			
Have public information fliers on water quality at the front desk		X	
Provide support to the Planning Department by preparing special reports and analysis of taxable valuations, trend analysis and other information as requested			X
Continue enhancement of modeling tools for the budget process	X		
Timely prepare and distribute quarterly budgetary to actual financial reports to City Council	X		
Timely prepare and issue quarterly financial reports for Council comparing actual to budget	X		
Maintain sewer accounts collection levels	X		
Timely and accurately file grant reimbursement requests and reports	X		
5. Planning			
Coordinate plan reviews and site inspections for development projects requiring storm water and dewatering erosion control measures in compliance with the National Pollution Discharge Elimination System Program (NPDES)		X	
Provide educational support and enforcement assistance with the implementation of the City's Fertilizer Regulations		X	

**FISCAL YEAR 2010-2011
CITY COUNCIL GOALS**

Department's Supporting Actions for FY 2011 City Council Goals

	City Council Goal #1 (Financial Stability)	City Council Goal #2 (Water Quality)	City Council Goal #3 (Redevelopment)
Monitor the collection and disposal methods of wash and rinse water produced by restaurants to ensure that related kitchen dirt, food, grease, bacteria and other pollutants are properly delivered into the sanitary sewer system for treatment		X	
Identify and inventory all nonconforming resort housing developments within the Gulf Beach Zone			X
Evaluate the physical and environmental conditions associated with the carrying capacity of the Gulf Beach and Gulf Beach Ridge Ecological Zones			X
Define and evaluate a range of feasible regulatory and other sustainable strategies to protect and enhance the Gulf Beach Zone			X
Draft appropriate legislation to carryout the resort housing redevelopment goals set by City Council and the public			X
Renegotiate associated fees charged by professional service vendors	X		
Consolidate Code Enforcement and Planning Department staff's site inspections to decrease costs associated with mileage reimbursement	X		
Consolidate routine office supplies with other City Departments to decrease costs	X		
6. Police			
Enforce Fertilizer Ordinance		X	
Enforce Dog Sanitation Ordinance		X	
Educate Public through personal contact and community policing	X	X	X
Provide security at Public Hearings	X		
Maintain services within authorized budget	X		
Maintain equipment for longevity	X		
7. Building			
Number of unconnected sewer cases		X	
Number of non-compliant sewer connection cases closed		X	
National Flood Insurance Program 5 rating			X
Maintain expenditures within revenues received	X		
8. Natural Resources			
Ensure that SFWMD's Planning process for the "river of grass" U.S. Sugar Acquisition Lands results in a design that significantly minimizes extreme water releases from Lake Okeechobee to the Caloosahatchee River		X	
Provide input and support for the SFWMD to adopt and implement the Southwest Florida Basin Rule to improve basin water quality		X	
Review and make recommendations regarding proposed re-development policies and regulations to ensure consistency with City environmental protection elements and ecological carrying capacity			X
Seek efficiencies, grants and economies of scale to minimize budget expenditures	X		
9. Public Works			
Secure easements for Phase IV Sewer Expansion		X	
Secure funding for Casa Ybel Road storm water treatment		X	
Continue compliance with NPDES Permit		X	

**FISCAL YEAR 2010-2011
CITY COUNCIL GOALS**

Department's Supporting Actions for FY 2011 City Council Goals

	City Council Goal #1 (Financial Stability)	City Council Goal #2 (Water Quality)	City Council Goal #3 (Redevelopment)
Analyze department functions for possible privatization	X		
Reduce infiltration/inflow into wastewater system		X	
Have no effluent violations or system overflows		X	
10. Recreation			
Display information on the Power Point screen at the Recreation Ctr.	X	X	X
After School Education/ Part of special speakers, projects, art work	X		
Public information flyers available at the front desk		X	X
Increase Membership and Recreation Center revenue	X		
Create new fee based programs/ 70/30, special events, other	X		
Increase new facility rental promotion / public awareness of availability	X		
Monitor weekly revenue and expenses	X		
11. Legal			
Continue Assistance and advice to council, City Manager and Natural Resources Department regarding water quality issues and actions		X	
Provide advice, research and related assistance to the Planning Department, Planning Commission and Council related to re-development issues and consideration			X
Provide advice, research, opinions and related assistance to Council, the City Manager and Finance Department relating to all financial matters including grants, TDC, Budget, contracts, investments, etc.	X		

Budget Message



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MEMORANDUM

TO: City Council and Citizens of the City of Sanibel
FROM: Judie Zimomra, City Manager
SUBJECT: Fiscal Year 2010-11 Adopted Budget

Presented herein is the final, adopted annual budget for fiscal year 2010-2011. As adopted, the annual budget totals \$44,059,108.

The annual budget was prepared based on the following assumptions:

- The current economic climate has not reached bottom; that no recovery or turnaround is imminent and thus none is included in our budget calculations;
- That we will continue to re-configure our operations to work within reduced resources; including evaluating opportunities for additional contract services, downsizing the work-force through attrition, reducing benefit expenses by shifting our work force from full-time to part-time employees;
- We will continue to adhere to strict fiscal discipline throughout the organization;
- Our long-term economic viability and property values are tied to our core quality of life services.

The highlights of the adopted budget are:

- Property tax revenues for operating expenditures have been reduced by 6.94%;
- Adopted millage rate of 2.1561 is 7.1% less than the rolled-back rate
- Full-time employees have been reduced from 142 in FY07 to 120 in FY11 through attrition;
- City salaries remain flat for the third consecutive year;
- Total debt has been reduced by approximately \$15 million dollars in the past two years, reducing annual debt service payments by \$1.1 million from \$5.9 million to \$4.8 million;
- Hourly rates of pay are reduced 15% for recreation aides and lifeguards;
- All City fees are held flat with the exception of an increase in the recreation center's member guest rates;
- \$100,000 is allocated in the beach parking fund that could be applied toward a challenge grant or as a match toward a grant application for restoration of the historical Sanibel lighthouse;
- \$3.39 million is allocated towards general government capital improvements. This includes \$1.7 million in capital projects rolled over from the prior years and \$1.6 million for new projects;

- The adopted budget assumes the City will spend FY10's allocation for disaster, insurance deductible, environmental and contingency reserves. Only \$247,864 of the \$6,290,000 in reserves has been utilized. \$6.0 million of reserves will be carried forward to FY11 by budget amendment.

INTRODUCTION

The fiscal year 2011 adopted budget totals \$44,059,108 and is broken down as follows:

<u>USES OF FUNDS</u>	<u>FY 2011</u>	<u>FY 2010</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Governmental Funds			
Operating	\$28,336,528	\$35,433,203	\$38,379,687
Capital	3,748,660	3,476,884	3,967,394
Total Governmental	32,085,188	38,910,087	42,347,081
Enterprise Funds	11,973,920	10,926,270	12,758,983
Total Adopted Budget	<u>\$44,059,108</u>	<u>\$49,836,357</u>	<u>\$55,041,064</u>

The FY11 adopted budget is lower than the FY10 budget because: 1) \$6,290,000 of reserves for disasters, insurance deductibles, environmental initiatives and contingencies contained in the FY10 budget are estimated to be expended in FY10; and 2) operating expenditures in governmental funds are reduced by \$1,267,999 in FY11 (from \$16,769,321 to \$15,501,322).

The FY10 amended budget is higher than the FY10 budget due to: 1) after completion of the FY09 audit \$1.2 million of FY09 ending fund balance was rolled-forward to FY10, 2) \$1.2 million for various capital projects spanning fiscal years was also rolled-forward, 3) grants are not included in the budget until they are received, instead they are added to the budget through a budget amendment; in FY10 to date the City has received \$1.2 million in grant awards, 4) the \$2.2 million prepayment of debt increased the FY10 amended budget and 5) a \$245,000 reduction in workers' compensation expense from the FY09 final audit reduced the budget.

Examples of grants received in FY10 include the approximately \$1 million dollars received from the Lee County Tourist Development Council (TDC) for beach maintenance.

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

The adopted budget is prepared by City staff and presented to City Council for deliberation at two public hearings held in accordance with the state-defined Truth In Millage (T.R.I.M.) calendar, which each Florida local government follows. Following is the FY11 budget calendar:

BUDGET CALENDAR
 FISCAL YEAR 2011 BUDGET ADOPTION
 CITY OF SANIBEL, FLORIDA

Tuesday	July 20, 2010	Regular Council Meeting – Draft budget is distributed to Council. Adoption of Resolution to Set Proposed Tax (millage) Rate for 2010 and date, time and place of first public hearing.
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Saturday September 11, 2010 10:00 a. m. **First Budget Public Hearing** – Discussion and adoption of tentative millage rate and tentative FY 2011 budget

Tuesday September 21, 2010 5:01 p.m. **Second and Final Budget Public Hearing** Discussion and adoption of final 2010 millage rate and FY 2011 budget

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

The FY11 adopted operating millage rate of 2.1561 is 7.1% less than the rolled-back rate of 2.3204. The rolled-back rate is defined as the millage rate that will bring in the same amount of dollars as the current year millage after adjusting for new construction. The dollar value of tax collections does not increase or decrease, except that taxes are collected on new construction. The rolled-back rate is below the adjusted rolled-back rate of 2.8661 and the majority vote maximum millage rate of 2.8120.

The adjusted rolled-back rate is calculated by using the prior year’s majority vote maximum millage rate and dollars the Council could have levied, not the rate it did levy. In FY11 this rate is 2.8661. Taxes levied at a 2.8661 millage rate would generate \$12,062,820.

The majority vote maximum millage rate allowed is the adjusted rolled-back rate plus the adjustment for growth in Florida’s per capita personal income. For FY11 Florida’s per capita personal income decreased 1.89% and the majority vote millage rate is 2.8120. Taxes levied at a 2.8120 millage rate would generate \$11,835,124.

The two-thirds vote maximum millage rate allowed is the majority vote rate increased by ten (10%) percent. In FY11 this rate is 3.0932. Taxes levied at a 3.0932 millage rate would generate \$13,018,637. The following table identifies the minimum vote of Council required to levy an adopted tax (millage) rate for tax year 2010:

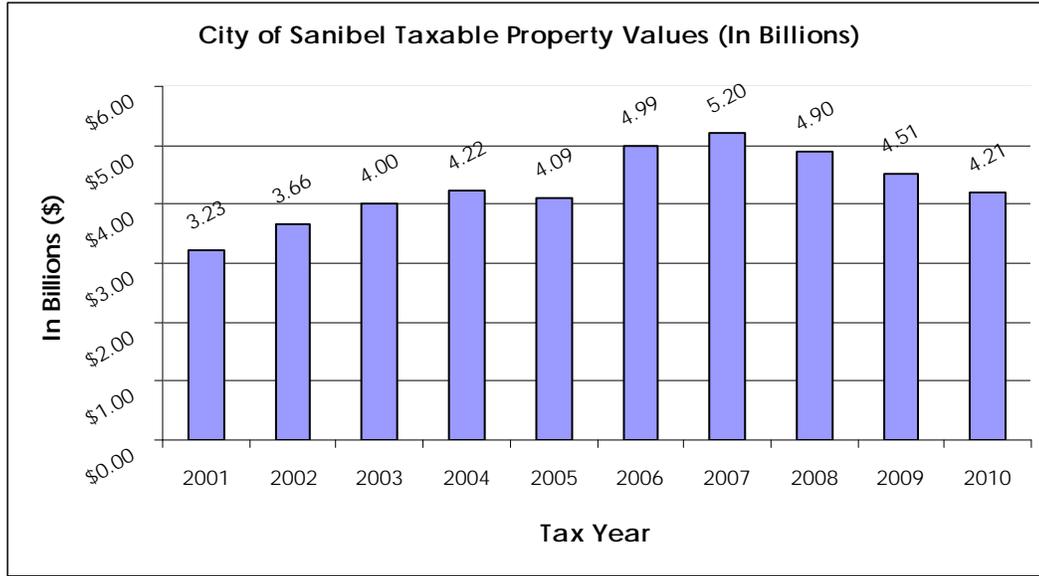
<u>Minimum Vote Required to Levy Proposed Millage</u>	<u>Maximum Millage Rate</u>
Majority vote of Council (3/5)	2.8120
Two-thirds vote of Council (4/5)	3.0932
Unanimous vote of Council (5/5)	10.0000
Referendum of Voters	> 10.0000

In addition to the operating millage rate discussed above, the three (3) previously voter approved debt service millage rates required to meet FY11 debt service obligations are:

<u>Debt Service Description</u>	<u>Millage Rate</u>
Sewer Voted Debt Service	0.2484
Land Acquisition Voted Debt Service	0.0595
Recreation Center Voted Debt Service	0.1268

ADOPTED BUDGET OVERVIEW

The City’s assessed property value for FY11 (2010 tax year) is \$4,208,792,409. This is 6.77% lower than the FY10 (2009 tax year) of \$4,514,499,010. Sanibel’s property values peaked in 2007 and have declined 19% since.



The City’s governmental funds revenue is budgeted to be \$16,573,636 in FY11 with \$1 million less in grant receipts than received in FY10 and ad valorem tax collections reduced by \$676,778 from FY10. Revenue figures include receipts from taxes, licenses and permits, intergovernmental revenue, charges for services, fines and forfeitures and miscellaneous revenues.

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

Revenue Source	FY2011*	FY2010**	FY2009***	FY2008***	FY2007***
Taxes	\$12,013,713	\$12,419,950	\$13,273,773	\$14,207,175	\$15,646,513
Licenses & Permits	\$ 1,490,402	\$ 1,494,826	\$1,663,887	\$1,766,263	\$1,223,080
Intergovernmental	\$ 950,641	\$1,711,920	\$2,831,634	\$1,947,650	\$6,949,347
Charges for Service	\$1,757,255	\$2,077,731	\$2,213,391	\$ 2,378,285	\$2,024,869
Fines & Forfeitures	\$ 47,850	\$ 52,867	\$ 102,626	\$ 80,831	\$ 265,828
Miscellaneous	\$ 313,775	\$ 456,870	\$ 415,098	\$ 827,817	\$1,668,933
Total	\$16,573,636	\$18,214,164	\$20,500,409	\$21,208,021	\$27,778,570
*Budgeted **Estimated ***Audited					

Intergovernmental revenues (primarily grants) will be added to the budget if and when they are received.

City-wide FY11 operating expenditures of \$26,762,712 have been decreased by \$358,728 (1.3%) from the FY10 amended budget of \$27,121,440. The FY11 figure includes the new \$1.1 million Phase IV sewer expansion project; adjusting for this shows a \$1,458,728 (-5.7%) decline in operating expenditures between the two years. The decline is due to: 1) the completion of the remaining \$418,000 in the algae research grant in FY10; 2) \$543,750 less in transportation fund expenditures of which \$407,000 is a reduction in repair and maintenance expense and 3) \$251,896 from a grant for the fishing pier.

The FY11 budget includes 120 full-time employees, a decline of five positions from FY10 and 22 full-time positions since 2007. City-wide, part-time positions increased by 2.97 FTE in FY11. Vacant positions filled in FY10 in the planning department and utility fund were hired at lower rates than their predecessors, work less than a full work week and do not earn benefits.

As adopted, the budget holds wages flat for a third year. With new hires accepting a lower hourly rate than departing employees and the reductions in lifeguard and recreation aides hourly rates approved by Council in FY10, total wages paid in FY11 are budgeted to be \$156,272 less than the amended FY10 budget (from \$7,561,742 to \$7,405,470).

Health insurance expense is budgeted to decrease by \$91,640 city-wide from the FY10 adopted budget, dental and long-term disability insurance, are budgeted to be flat and workers' compensation expense is reduced by \$171,176, based on the FY09 final audit.

The total contribution required for the City's two employee pension plans for FY11 has increased from \$1,844,576 to \$1,991,759 (7.99%). The city-wide contribution to the General Employees' Pension Plan has increased 18.6% to \$1,442,506 in FY11 from \$1,216,180 in FY10. The increase in the General Employees' Pension Plan since FY09 is 47.8% from \$975,816. At this time, the City and the American Federation of State, County and Municipal Employees, Local 3228, are engaged in the statutorily governed negotiation process to address modifications to the Plan. A hearing before a special magistrate was held on September 22, 2010.

The City's contribution to the Municipal Police Officers' Retirement Trust Fund has decreased by \$79,143 (-12.6%) from \$628,396 in FY10 to \$549,253 in FY11. Since FY09 the City contribution to the police pension has increased 9.1% from \$503,432. The police pension contribution decrease was a result of a negotiated retroactive agreement to October 1, 2008 between the Fraternal Order of Police and the City clarifying the definition of pensionable compensation. The Finance Director identified the opportunity to address this issue.

BUDGET FUNDS

The FY2011 adopted budget includes projections for each of the two (2) fund groups,

governmental and enterprise. Within the governmental group, there are four (4) types of funds. These four fund types are the general fund, special revenue funds, debt service funds and capital project funds.

Governmental Funds

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

The fiscal year 2011 adopted budget totals \$22,913,357 and is broken down as follows:

SOURCES OF FUNDS

	<u>FY 2011</u>	<u>FY 2010</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Beginning Fund Balance	\$10,058,580	\$16,632,606	\$18,243,805
Operating Revenues	13,308,506	12,828,484	12,906,636
Other Financing Sources	(453,729)	347,432	347,432
Total Adopted Budget	<u>\$22,913,357</u>	<u>\$29,808,522</u>	<u>\$31,497,873</u>

USES OF FUNDS

	<u>FY 2011</u>	<u>FY 2010</u>	
		<u>as Adopted</u>	<u>as Amended</u>
Operating Expenditures	\$10,058,030	\$10,445,138	\$10,535,485
Non-operating Expenditures	9,308,097	10,255,681	12,201,254
Ending Fund Balance	3,547,231	9,107,703	8,762,134
Total Adopted Budget	<u>\$22,913,357</u>	<u>\$29,808,522</u>	<u>\$31,497,873</u>

Sources of Funds:

FY11 beginning fund balance of \$10,058,580 is lower than the FY10 amended beginning fund balance of \$18,243,805, a difference of \$8,185,225. The difference reflects the \$2.2 million in debt prepayment in FY10 and the assumption in the FY10 budget that the City will expend \$6,290,000 on disasters, insurance deductibles, environmental initiatives and contingencies by September 30, 2010. To date the City has utilized \$247,864 of the \$6,290,000 budgeted reserves.

Operating revenues are budgeted to increase by \$401,871 in FY11 (\$13,308,506 from the FY10 amended budget of 12,906,636 with the following six changes:

First, business tax receipts (\$288,738), franchise fees (\$975,000) and rents from Community Housing Resources (CHR) (\$50,001) that were previously collected in a special revenue fund and dedicated to debt service will move to the general fund in FY11 as the debt they were pledged to pay was retired in FY10.

Second, with the implementation of the City's revised investment program interest earnings are budgeted to be \$175,000 in FY11, \$100,000 higher than the FY10 amended budget of \$75,000.

Third, the City received \$76,501 in grants in the general fund in FY10 while one grant of \$39,850 has been received for FY11.

Fourth, communications services tax receipts are budgeted to be \$43,842 higher in FY11 and in line with actual FY10 receipts.

Fifth, \$45,023 of state shared revenues are being transferred to the transportation special revenue fund, Fund 101, to align dedicated sources of funds with their use, transportation maintenance. This transfer reduces general fund revenue in FY11.

Sixth, indirect services revenue is decreased by \$238,345 as more staff time is directly charged to departments and funds, thereby reducing the amount of indirect costs and associated revenue.

Finally ad valorem tax receipts will decline by \$676,778 with the adoption of the 2.1561 millage rate, a 7.1% decline from the rolled-back rate of 2.3204.

Funds available for appropriation in a subsequent fiscal year are budgeted to be \$430,955. These are funds in excess of requirements for operating and non-operating expenditures, the 17% reserve policy and reserved fund balance.

Uses of Funds:

Operating expenditures in FY11 of \$10,058,030 are \$477,455 lower than the FY10 amended budget of \$10,535,485. There are two reasons for the reductions.

First, the FY11 personal services budget (\$7,424,838) decreases by \$282,450 from FY10 (\$7,707,288), with 3.05 fewer FTE's charged to the general fund and the reduction in health insurance costs discussed above. The staff reduction is described in more detail below. Second, department operating expenditures are budgeted to be \$195,005 less in FY11 than in the FY10 amended budget, reflecting staff initiatives to reduce expense.

Historically, the City used an indirect cost rate to allocate central services expenses to departments and funds, with an equal amount reported as revenue in the general fund. In FY10 staff undertook an hours-worked analysis to more precisely identify where costs should be directly charged. Based on this analysis, some staff time that was previously captured with the indirect rate will be charged directly. The result will be to increase personal services expense in some departments and funds, to reduce indirect charges by an equal amount in those departments and funds and to reduce revenue to the general fund by the same amount. In FY11 indirect services revenue is budgeted to decrease by \$238,345 in the general fund.

General fund FTE's are reduced by 3.05 in FY11. The police department is eliminating two full-time police aide positions, with benefits, and replacing them with a .97 FTE part-time police aide position, without benefits. It is also eliminating a .25 FTE dispatcher position. This reduces the police department FTE's by 1.28 FTE (from 37.50 to 36.22).

1.27 FTE full-time positions previously budgeted in the public works department are budgeted in the sewer fund and beach parking fund in FY11, based on the FY10 hours-worked analysis of employees' time. Positions include portions of the director, deputy director, assistant city engineer, operations manager, engineering technician, garage supervisor and mechanic.

A .5 FTE senior accountant position previously budgeted in the finance department is budgeted in the recreation center (.25 FTE) and the sewer fund (.25 FTE) based on the FY10 analysis.

These salary changes reduce FY11 salary expense to the general fund by \$265,584 from the FY10 amended budget, from \$4,629,100 to \$4,363,516. Workers' compensation expense increases by \$16,190 based on the final FY09 audit. The City contribution for the Municipal Police Officers' Pension Trust is reduced by \$75,534. The City contribution for the General Employees' Retirement Plan is budgeted to increase by \$91,562.

In FY11 governmental reserves of \$6,390,000 are budgeted to be expended on disasters, insurance deductibles, environmental initiatives and contingencies. An amount of \$6,290,000 is budgeted to be spent in FY10, for a total of \$12,680,000 over two years. To date, \$247,864 of the FY10 \$6,290,000 has been utilized.

Transfers to other funds are decreasing by \$3,241,021, from the FY10 amended budget of \$6,159,118 to \$2,918,097. \$2.2 million of the decrease is due to the debt prepayment made in FY10, \$466,000 is a decrease to the Transportation Fund, \$203,629 is a decrease to the Recreation Center Fund and \$192,145 is a decrease to Capital Project Funds.

- **Special Revenue Funds** - Special revenue funds are legally restricted to the use for which the revenue is granted or contributed to the City. Total special revenue funds are budgeted at \$7.3 million. This is \$3.0 million less than the FY10 amended budget of \$10.3 million. The decrease is attributable to: 1) completion of the remaining \$418,000 in the algae research grant in FY10; 2) \$543,750 less in transportation fund expenditures of which \$407,000 is a reduction in repair and maintenance expense; 3) completion of the fishing pier grant for \$251,896; 4) \$1.37 million less in transfers to other funds with the debt repayment in FY10 and 5) \$259,741 in reduced ending fund balance.

Building Department expenditures increase by \$38,444 (6.6%) from \$581,327 to

\$619,771. The reduction in health insurance costs is offset by the department's request of a new .25 FTE inspector position, part-time, as needed, without benefits. It is also budgeted to incur its \$30,000 share of the software conversion.

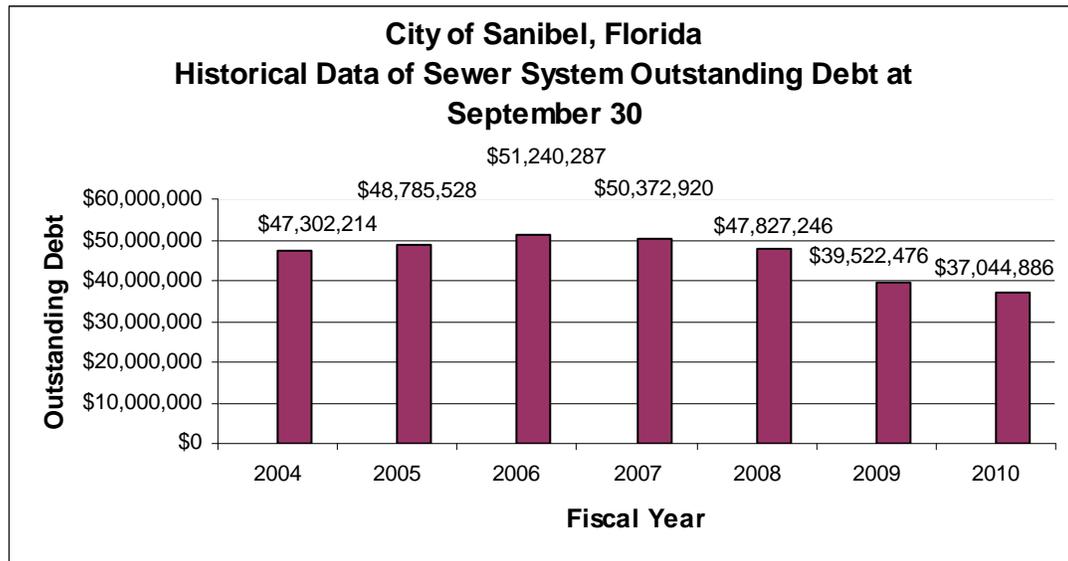
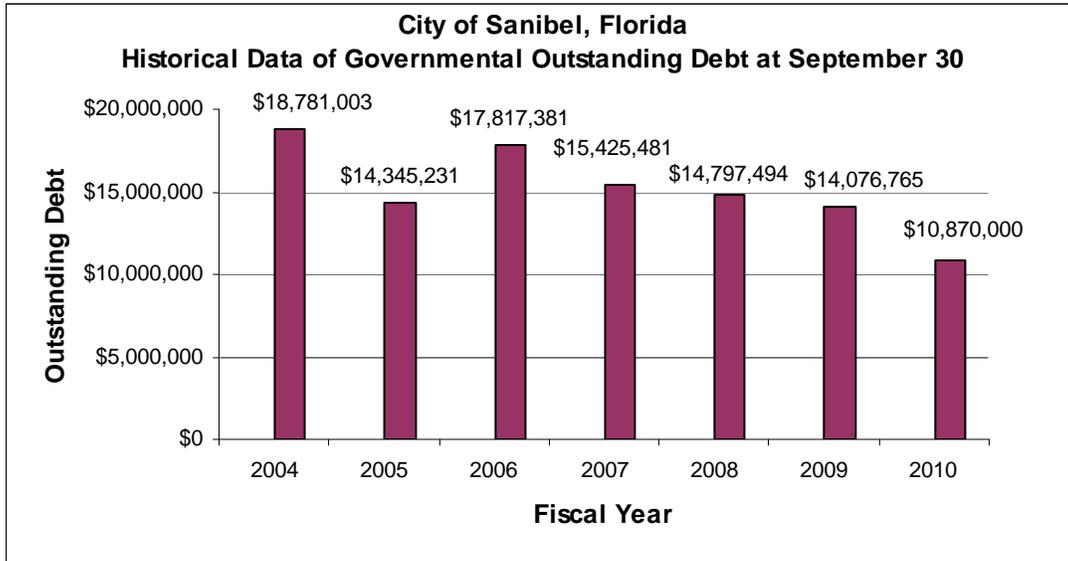
Recreation Department expenditures decrease by \$88,524 (-4.6%) from \$1,906,781 to \$1,818,257 and the Center 4 Life program expenditures increase by \$2,711 (1.9%) from \$145,022 to \$147,734.

- **Debt Service Funds** - Debt service funds are used to account for the accumulation of resources for and the payment of principal and interest on long-term debt. In FY10 the City prepaid \$2.2 million of debt. As of September 30, 2010, the City's governmental funds' outstanding debt will be \$10,870,000; enterprise fund (sewer system) debt will be \$37,044,886.

CITY OF SANIBEL, FLORIDA
SCHEDULE OF PROJECTED OUTSTANDING DEBT at September 30, 2010

Original Amount	Purpose	Interest Rate	Year of Final Maturity	Estimated Principal Balance at 9/30/10	Average Annual P & I Debt Service	Pledged Revenue Source
Operating Budget						
\$ 3,825,000	Land Acquisition (Pond Apple Park) Voted Debt	2.0% to 4.75%	2031	3,165,000	237,945	GO-Voted Debt Service Ad Valorem Taxes
\$ 8,350,000	Recreation Facility Voted Debt	4.0% to 4.35%	2036	7,705,000	542,311	GO-Voted Debt Service Ad Valorem Taxes
Operating Total:				\$ 10,870,000	\$ 780,256	
Sewer System Enterprise Fund						
\$ 5,620,000	Series 2003B Sewer Refunding Bonds	2.0% to 3.9%	2021	\$ 3,745,000	\$ 415,839	User Fees
\$ 5,722,696	State Revolving Loan-Phase I SRF # 504P	3.18%	2020	3,258,846	400,292	Special Assessments, Ad valorem taxes and User Fees
\$ 5,136,352	State Revolving Loan-Phase 3A WWG # 511	2.68%	2023	4,442,273	358,134	Special Assessments, Ad valorem taxes and User Fees
\$ 7,040,440	State Revolving Loan-Phase 3B WWG # 512	3.40%	2026	6,042,013	492,730	Special Assessments, Ad valorem taxes and User Fees
\$ 16,593,392	State Revolving Loan-Plant SRF # 5080	3.08%	2022	10,129,173	1,040,098	User Fees & Connection Fees
\$ 6,180,728	State Revolving Loan-Phase 2B SRF # 5090	3.08%	2022	3,538,482	354,955	Special Assessments, Ad valorem taxes and User Fees
\$ 8,501,591	State Revolving Loan-Phase 2C WWG # 510	3.12%	2023	5,889,099	594,367	Special Assessments, Ad valorem taxes and User Fees
Sewer Total:				\$ 37,044,886	\$ 3,656,415	
GRAND TOTAL:				\$ 47,914,886	\$ 4,436,671	

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- Capital Project Funds** – Capital project funds account for all resources used for the acquisition and/or construction of major capital facilities. Capital project expenditures are budgeted at \$3.3 million, an \$867,902 increase from the amended FY 2010 budget.

Investments in technology are being made to maximize productivity, including: 1) store and access documents and media from networked servers using the Internet, with data secured but accessible to employees from anywhere there is an Internet connection; 2) an audio upgrade to Mackenzie Hall; 3) integrate the City’s existing system of 60 cameras located at Lighthouse Park, the Recreation Center and other City locations into a single system that will allow immediate access by law enforcement; 4) upgrade computer aided dispatch and field reporting modules to

enhance police officers' remote capabilities and 5) replace the fifteen year old government-wide accounting, utility billing and community development software.

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

City of Sanibel						
Schedule of Capital Outlays						
(Does Not Include Enterprise Funds)						
	Audited FY06	Audited FY07	Audited FY08	Audited FY09	Estimated FY10	Adopted FY11
Total Capital Outlays	\$ 3,833,700	\$ 13,529,139	\$ 2,824,732	\$ 581,497	\$ 2,410,681	\$ 1,579,500
One-time Projects:						
Recreation Center	\$ 1,135,855	\$ 10,720,543	\$ 1,738,638			
Periwinkle Road & Bikepath		\$ 557,463	\$ 279,010			
Dixie Beach Road Project				\$ 194,855	\$ 160,000	
Replace Lindgren Blvd. box culvert					\$ 120,000	
Kings Crown to Ferry Road					\$ 50,000	
Total One-time Projects	\$ 1,135,855	\$ 11,278,006	\$ 2,017,648	\$ 194,855	\$ 330,000	\$ -
Roll forwards from FY10 to FY11					\$ (1,706,609)	\$ 1,706,609
Capital Outlays w/out One-time Projects and Reclassed Projects	\$ 2,697,845	\$ 2,251,133	\$ 807,084	\$ 386,642	\$ 374,072	\$ 3,286,109

Enterprise Funds

- **Sanibel Sewer System Fund** – The Sanibel Sewer System's budget increases from \$9 million to \$9.6 million. The \$612,537 increase includes the \$193,840 increase in personal service expense discussed in the general fund section above, a \$197,148 decrease in operating expense and a \$1.1 million increase in capital outlays for Phase IV sewer expansion.

The disaster reserve increases from \$250,000 to \$300,000;

The annual 3% indexing of user fees will be waived for FY11 with a concomitant reduction in revenue of \$165,994.

- **Beach Parking Fund** – Budgeted operating expense in the beach parking fund is decreasing by \$602,651 from \$3.1 million to \$2.5 million in FY11.

Personal services decrease by \$9,887 between years, operating expense increases by \$54,852 and capital projects decrease by \$647,618 from \$981,218 to \$333,600. Budgeted capital projects include \$88,600 for lighthouse restrooms and \$100,000 is allocated that could be applied toward a challenge grant or as a match toward a grant application for restoration of the historical Sanibel lighthouse. The beach parking fund's detailed 5-year capital improvement plan (CIP) is included in the budget document.

A \$884,500 grant from the Lee County Tourist Development Council (TDC) has been applied for and tentatively approved. As adopted, the budget does not include

the \$884,500. When the grant award is received in fiscal year 2011, the FY11 negative ending net assets amount of \$736,159 will become positive. At the time the grant award is received in early FY11, a budget amendment will be presented to City Council.

FUND BALANCES

The general fund beginning fund balance is projected to be \$10,058,580 on October 1, 2010. This is a \$6,574,026 decrease from the FY10 beginning fund balance and an \$8,185,225 decrease from the FY10 amended beginning fund balance. The decrease reflects the prepayment of \$2.2 million of debt in FY10 and the assumption that the City will incur \$6,290,000 in expense for disaster, insurance deductibles, environmental initiatives and contingencies before September 30, 2010. To date, \$247,864 of the FY10 \$6,290,000 has been utilized.

Fund balances fluctuate when reserves estimated to be expended in a given year are not. If a disaster(s) does not occur prior to year end, the \$6,059,351 remaining in reserves will become available as beginning fund balance in FY11, thus increasing the \$10,058,580 to \$16,117,931. Reserves for FY10 and FY11 are below:

RESERVES	FY2009-10			FY2010-11
	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL	PROPOSED
Reserve for Contingencies	275,000	189,335	206,550	275,000
Reserve for Environmental Initiatives	1,200,000	1,200,000	1,200,000	1,300,000
Reserve for Insurance Deductibles	315,000	315,000	315,000	315,000
Reserve for Disasters	4,500,000	4,337,801	4,337,801	4,500,000
Total Reserves	6,290,000	6,042,136	6,059,351	6,390,000

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

CONCLUSION

This budget is a framework to guide us as we operate in a challenging economic climate. We recognize that we must remain disciplined and continue to quickly pivot as required to operate within existing resources. We anticipate additional joint sacrifice may be required before the sun sets on fiscal year 2011. We, City Council, the citizenry and city staff, will best meet the challenge of the current economy by working together towards our common goal of maintaining Sanibel as a quality community to live, work and visit.



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CITY OF SANIBEL

RESOLUTION 10-096

A RESOLUTION ADOPTING THE FINAL OPERATING AND VOTED DEBT SERVICE AD VALOREM MILLAGE RATES FOR TAX YEAR 2010 FOR THE CITY OF SANIBEL, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Sanibel, Florida has been certified by the Lee County Property Appraiser to the City of Sanibel as \$4,208,792,409.

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

SECTION 1. Operating Millage

The Final Ad Valorem Operating Millage Rate for Tax (Calendar) Year 2010 is hereby adopted at 2.1561 mills and the levy of an annual tax for said year is made. The final operating millage rate does not exceed the rolled-back rate of 2.3204 mills.

SECTION 2. Voted Debt Service Millage Rates

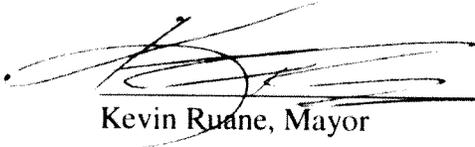
- A. The Final Sewer Voted Debt Service Millage Rate for Tax (Calendar) Year 2010 is hereby adopted at 0.2484 mills and the levy of an annual tax for said year is made.
- B. The Final Land Acquisition Voted Debt Service Millage Rate for Tax (Calendar) Year 2010 is hereby adopted at 0.0595 mills and the levy of an annual tax for said year is made.
- C. The Final Recreation Center Voted Debt Service Millage Rate for Tax (Calendar) Year 2010 is hereby adopted at 0.1268 mills and the levy of an annual tax for said year is made.

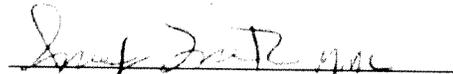
SECTION 3. Effective Date.

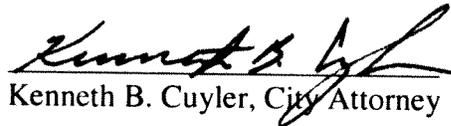
This Resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel,
Florida, this 21st day of September, 2010 at 6.06 P.M.

AUTHENTICATION:


Kevin Ruane, Mayor


Pamela Smith, City Clerk

APPROVED AS TO FORM: 
Kenneth B. Cuyler, City Attorney

9/14/10
Date

Vote of Council Members:

Ruane	<u>yea</u>
Denham	<u>yea</u>
Harrity	<u>yea</u>
Jennings	<u>yea</u>
Pappas	<u>yea</u>

Date filed with City Clerk: September 21, 2010

CITY OF SANIBEL

RESOLUTION NO. 10-097

A RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2010-2011 FOR THE CITY OF SANIBEL FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, after receiving public comments and questions, the City Council has adopted the Final Operating and Voted Debt Service Ad Valorem Millage Rates for Tax (Calendar) Year 2010; and

WHEREAS, the City of Sanibel, Florida, set forth the appropriations and revenue estimates in the amount of \$ 44,059,108 for the Fiscal Year 2010-2011 Budget, as amended.

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

SECTION 1. Budget Adoption

The Final Fiscal Year 2010-2011 Budget is hereby adopted as amended.

SECTION 2. Effective Date.

This resolution shall take effect immediately upon adoption.

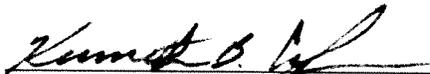
DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this

21st day of September, 2010 at 6:08 P.M.

AUTHENTICATION:


Kevin Ruane, Mayor


Pamela Smith, City Clerk

APPROVED AS TO FORM: 
Kenneth B. Cuyler, City Attorney

9-14-10
Date

Vote of Council Members:

Ruane	<u>yea</u>
Denham	<u>yea</u>
Harrity	<u>yea</u>
Jennings	<u>yea</u>
Pappas	<u>yea</u>

Date filed with City Clerk: September 21, 2010



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Budget Summary

Budget Summary
City of Sanibel - Fiscal Years 2009-2011

	FY 08-09 <u>Actual</u>	FY 09-10 <u>Adopted</u>	FY 09-10 <u>Proj Actual</u>	FY 10-11 <u>Adopted</u>	FY11 Adopted to FY10 Adopted Amount of Increase <u>(Decrease)</u>	% Change Tentative <u>To Adopted</u>	FY11 Adopted to FY10 Projected Amount of Increase <u>(Decrease)</u>	% Change Tentative <u>To Projected</u>
Est Beginning Fund Balance	24,711,127	23,378,472	26,713,728	17,737,602	(5,640,870)	-24.13%	(8,976,126)	-33.60%
Revenues								
Ad Valorem Taxes	10,913,347	11,826,501	11,446,332	10,903,747	(922,754)	-7.80%	(542,585)	-4.74%
Other Taxes	2,360,426	2,102,760	2,265,158	2,155,411	52,651	2.50%	(109,747)	-4.85%
Licenses & Permits	1,756,650	1,439,385	1,583,674	1,560,402	121,017	8.41%	(23,272)	-1.47%
Intergovernmental Revenue	2,831,634	1,619,022	3,058,938	1,079,241	(539,781)	-33.34%	(1,979,697)	-64.72%
Charges for Services	9,009,984	8,563,799	9,004,067	8,504,690	(59,109)	-0.69%	(499,377)	-5.55%
Fines & Forfeitures	241,622	189,100	147,867	167,850	(21,250)	-11.24%	19,983	13.51%
Miscellaneous Revenue	465,739	1,351,542	1,593,819	1,445,513	93,971	6.95%	(148,306)	-9.31%
Non-Revenue	4,807,282	-	(122,770)	1,100,000	1,100,000	0.00%	1,222,770	-995.98%
Reserve for Undercollection	-	(634,223)	-	(595,347)	38,876	-6.13%	(595,347)	-9.16%
Total Revenue	32,386,684	26,457,885	28,977,084	26,321,508	(136,378)	-0.52%	(2,655,577)	-9.16%
Transfers In	4,399,068	5,215,681	8,488,799	2,995,556	(2,220,125)	-42.57%	(5,493,243)	-64.71%
Total Sources of Funds	61,496,879	55,052,038	64,179,612	47,054,666	(7,997,373)	-14.53%	(17,124,946)	-26.68%
Expenditures								
Operating Expenditures								
General Government	4,057,299	4,846,631	4,187,278	4,676,013	(170,618)	-3.52%	488,735	11.67%
Public Safety	4,353,428	4,901,007	4,254,081	4,809,218	(91,789)	-1.87%	555,137	13.05%
Physical Environment	1,214,970	5,675,520	5,104,313	6,196,020	520,500	9.17%	1,091,707	21.39%
Transportation	2,995,026	6,943,078	6,900,750	7,962,334	1,019,256	14.68%	1,061,584	15.38%
Economic Environment	296,234	504,012	506,512	262,044	(241,968)	-48.01%	(244,468)	-48.26%
Human Services	1,000	1,000	1,000	1,000	-	0.00%	-	0.00%
Culture/Recreation	2,654,431	2,859,367	2,973,223	2,856,084	(3,283)	-0.11%	(117,138)	-3.94%
Non-Expenditure Disbursements	3,430,612	11,645,000	14,026,420	11,274,585	(370,415)	-3.18%	(2,751,835)	-19.62%
Total Operating Expenditures	19,003,000	37,375,615	37,953,577	38,037,300	661,685	1.77%	83,723	0.22%
Transfers to Other Funds	-	5,215,681	8,488,433	2,995,555	(2,220,126)	-42.57%	(5,492,878)	-64.71%
Estimated Ending Fund Balance	42,493,879	12,460,742	17,737,602	6,021,811	(6,438,931)	-51.67%	(11,715,791)	-66.05%
Total Uses of Funds	61,496,879	55,052,038	64,179,612	47,054,666	(7,997,373)	-14.53%	(17,124,946)	-26.68%

Budget Summary
City of Sanibel - Fiscal Year 2010-2011

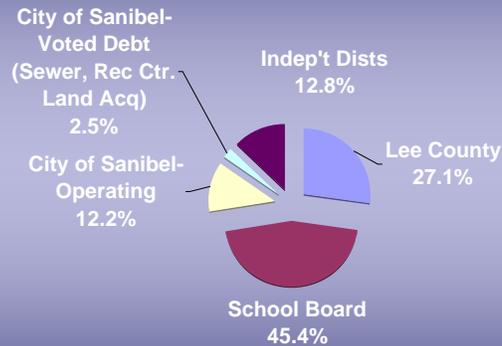
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Total
Est Beginning Fund Balance	10,058,580	2,494,399	303,215	3,148,887	1,732,521	17,737,602
Revenues						
Ad Valorem Taxes	9,074,577	-	783,725	-	1,045,444	10,903,747
Other Taxes	905,411	1,250,000	-	-	-	2,155,411
Licenses & Permits	982,800	507,602	-	-	70,000	1,560,402
Intergovernmental Revenue	686,793	263,848	-	-	128,600	1,079,241
Charges for Services	1,376,160	381,095	-	-	6,747,435	8,504,690
Fines & Forfeitures	33,000	14,850	-	-	120,000	167,850
Miscellaneous Revenue	249,765	62,360	1,150	500	1,131,738	1,445,513
Non-Revenue	-	-	-	-	1,100,000	1,100,000
Reserve for Undercollection	(453,729)	(614)	(39,186)	-	(101,818)	(595,347)
Total Revenue	<u>12,854,777</u>	<u>2,479,141</u>	<u>745,689</u>	<u>500</u>	<u>10,241,399</u>	<u>26,321,508</u>
Transfers In	-	2,318,824	-	676,732	-	2,995,556
Total Sources of Funds	<u>22,913,357</u>	<u>7,292,364</u>	<u>1,048,904</u>	<u>3,826,119</u>	<u>11,973,920</u>	<u>47,054,666</u>
Expenditures						
Operating Expenditures						
General Government	4,201,404	1,000	-	473,609	-	4,676,013
Public Safety	3,786,447	619,771	-	403,000	-	4,809,218
Physical Environment	466,630	230,000	-	-	5,499,390	6,196,020
Transportation	672,502	2,404,440	-	2,409,500	2,475,892	7,962,334
Economic Environment	262,044	-	-	-	-	262,044
Human Services	-	1,000	-	-	-	1,000
Culture/Recreation	669,003	2,187,081	-	-	-	2,856,084
Non-Expenditure Disbursements	6,390,000	-	752,038	-	4,132,547	11,274,585
Total Operating Expenditures	<u>16,448,030</u>	<u>5,443,292</u>	<u>752,038</u>	<u>3,286,109</u>	<u>12,107,829</u>	<u>38,037,300</u>
Transfers to Other Funds	2,918,096	-	-	77,459	-	2,995,555
Estimated Ending Fund Balance	<u>3,547,231</u>	<u>1,849,072</u>	<u>296,866</u>	<u>462,551</u>	<u>(133,909)</u>	<u>6,021,811</u>
Total Uses of Funds	<u>22,913,357</u>	<u>7,292,364</u>	<u>1,048,904</u>	<u>3,826,119</u>	<u>11,973,920</u>	<u>47,054,666</u>

City of Sanibel Budget Summary

FISCAL YEAR 2010-11 ADOPTED BUDGET						
		GOVERNMENTAL FUNDS			BUSINESS-TYPE FUNDS	TOTAL
		OPERATING BUDGET	CAPITAL BUDGET	TOTAL OPERATING & CAPITAL BUDGET	ENTERPRISE BUDGETS	
SOURCES OF FUNDS		BUDGET	BUDGET	BUDGET	BUDGETS	
EST BEGINNING FUND BALANCE		12,856,194	3,148,887	16,005,081	1,732,521	17,737,602
REVENUES	2010 Millage					
Taxes						
Ad Valorem -Operating	2.1561	9,074,577	-	9,074,577	-	9,074,577
Ad Valorem -Voted Debt Land	0.0595	250,251	-	250,251	-	250,251
Ad Valorem -Voted Debt Rec Ctr	0.1268	533,474	-	533,474	-	533,474
Ad Valorem -Voted Debt Sewer	0.2484	-	-	-	1,045,444	1,045,444
Other Taxes		2,155,411	-	2,155,411	-	2,155,411
Licenses & Permits		1,490,402	-	1,490,402	70,000	1,560,402
Intergovernmental Revenue		950,641	-	950,641	128,600	1,079,241
Charges for Services		1,757,255	-	1,757,255	6,747,435	8,504,690
Fines & Forfeitures		47,850	-	47,850	120,000	167,850
Miscellaneous Revenue		313,275	500	313,775	1,131,738	1,445,513
TOTAL REVENUE		16,573,136	500	16,573,636	9,243,217	25,816,853
OTHER FINANCING SOURCES						
Capital Contributions		-	-	-	-	-
Debt Proceeds		-	-	-	1,100,000	1,100,000
Reserve for Undercollection		(493,529)	-	(493,529)	(101,818)	(595,347)
TOTAL SOURCES OF FUNDS		28,935,801	3,149,387	32,085,188	11,973,920	44,059,108
USES OF FUNDS						
EXPENDITURES						
General Government		4,202,404	473,609	4,676,012	-	4,676,012
Public Safety		4,406,218	403,000	4,809,218	-	4,809,218
Physical Environment		696,630	-	696,630	5,499,390	6,196,020
Transportation		3,076,942	2,409,500	5,486,442	2,475,892	7,962,334
Economic Environment		262,044	-	262,044	-	262,044
Human Services		1,000	-	1,000	-	1,000
Culture/Recreation		2,856,084	-	2,856,084	-	2,856,084
Total Operating Expenditures		15,501,322	3,286,109	18,787,430	7,975,282	26,762,712
OTHER USES						
Reserve for Contingencies		275,000	-	275,000	-	275,000
Reserve for Environmental Initiatives		1,300,000	-	1,300,000	-	1,300,000
Reserve for Insurance Deductibles		315,000	-	315,000	-	315,000
Reserve for Disaster/Capital		4,500,000	-	4,500,000	50,000	4,550,000
Redemption of Long-term Debt		752,038	-	752,038	4,082,547	4,834,585
Ending Fund Balance/Ret Earnings		5,693,169	462,551	6,155,720	(133,909)	6,021,811
Total Other Uses		12,835,206	462,551	13,297,758	3,998,638	17,296,396
TOTAL USES OF FUNDS		28,336,528	3,748,660	32,085,188	11,973,920	44,059,108

The FY11 draft budget assumes the City will spend the entire current year allocation in disaster, insurance deductible, environmental and contingency reserves between now and the end of our current year. To date \$247,864 has been utilized of these \$6,290,000 in reserves

ALLOCATION OF TOTAL TAXES PAID BY SANIBEL PROPERTY OWNER
 BASED ON ADOPTED MILLAGE RATES



<u>Taxing Authority</u>	<u>Tax Year</u> 2010 <u>Proposed</u> <u>Millage Rate*</u>	<u>Percent</u> <u>of Total</u> <u>Millage</u>	<u>Average Taxable Value</u> <u>of Residence</u>	
			\$	541,298
			<u>Average</u> <u>Residential</u> <u>Taxes Paid</u>	
Lee County				
General	4.2835	24.3%	\$	2,318.65
Capital	0.5000	2.8%		270.65
School Board				
State	5.7670	32.6%		3,121.67
Local	2.2480	12.7%		1,216.84
City of Sanibel				
Operating (*)	2.1561	12.2%		1,167.09
Voted Debt Sewer	0.2484	1.4%		134.46
Voted Debt-Land	0.0595	0.3%		32.21
Voted Debt-Rec Ctr	0.1268	0.8%		68.64
Independent Districts				
Sanibel Public Library	0.3750	2.1%		202.99
SFWMD-Everglades	0.0894	0.5%		48.39
WCIND	0.0394	0.2%		21.33
SFWMD	0.5346	3.0%		289.38
Fire District	0.9446	5.4%		511.31
Hyacinth Control	0.0310	0.2%		16.78
Mosquito Control	0.2388	1.4%		129.26
	<u>17.6421</u>	<u>100.0%</u>	\$	<u>9,549.63</u>

(*) per Resolution 10-096

**CITY OF SANIBEL
FISCAL YEAR 2010-11 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION**

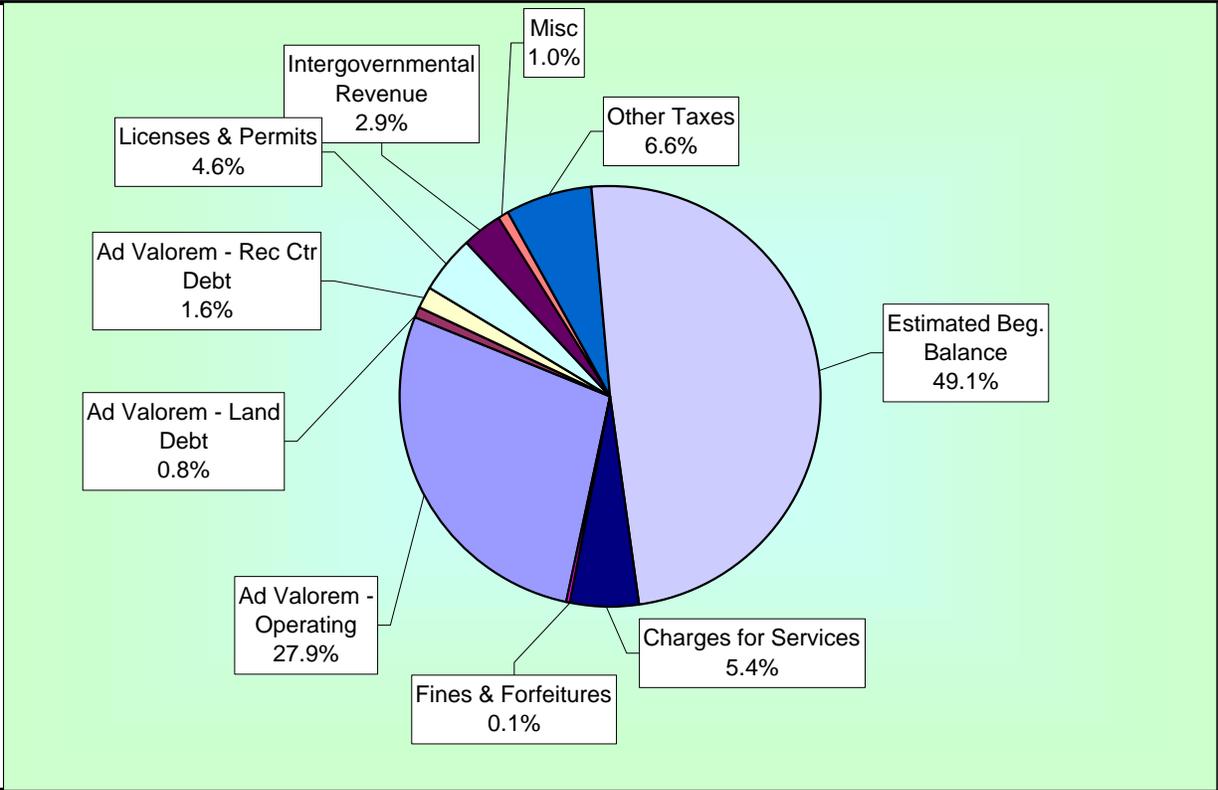
		FY 2010-11 GOVERNMENTAL FUNDS BUDGET					FISCAL YEAR 2010-11 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2009-10
		OPERATING BUDGET			TOTAL	CAPITAL BUDGET		
		GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
SOURCES OF FUNDS								
EST BEGINNING FUND BALANCE		10,058,580	2,494,399	303,215	12,856,194	3,148,887	16,005,081	24,923,555
REVENUES								
	Tax Year 2010 Millage							
Taxes								
Ad Valorem -Operating Millage	2.1561	9,074,577	-	-	9,074,577	-	9,074,577	9,751,355
Ad Valorem -Land Acq Debt Serv	0.0595	-	-	250,251	250,251	-	250,251	253,500
Ad Valorem -Rec Ctr. Debt Serv	0.1268			533,474	533,474		533,474	530,105
Other Taxes		905,411	1,250,000	-	2,155,411	-	2,155,411	2,102,760
Licenses & Permits		982,800	507,602	-	1,490,402	-	1,490,402	1,369,385
Intergovernmental Revenue		686,793	263,848	-	950,641	-	950,641	1,676,219
Charges for Services		1,376,160	381,095	-	1,757,255	-	1,757,255	1,914,356
Fines & Forfeitures		33,000	14,850	-	47,850	-	47,850	69,100
Miscellaneous Revenue		249,765	62,360	1,150	313,275	500	313,775	284,107
TOTAL REVENUE		<u>13,308,506</u>	<u>2,479,755</u>	<u>784,875</u>	<u>16,573,136</u>	<u>500</u>	<u>16,573,636</u>	<u>17,950,887</u>
OTHER FINANCING SOURCES								
Transfers from Other Funds		-	2,318,824	-	2,318,824	676,732	2,995,556	7,865,828
Debt Proceeds		-	-	-	-	-	-	-
Reserve for Undercollection		(453,729)	(614)	(39,186)	(493,529)	-	(493,529)	(527,362)
TOTAL OTHER FINANCING SOURCES		<u>(453,729)</u>	<u>2,318,210</u>	<u>(39,186)</u>	<u>1,825,295</u>	<u>676,732</u>	<u>2,502,027</u>	<u>7,338,466</u>
TOTAL SOURCES OF FUNDS		<u>22,913,357</u>	<u>7,292,364</u>	<u>1,048,904</u>	<u>31,254,625</u>	<u>3,826,119</u>	<u>35,080,744</u>	<u>50,212,908</u>
LESS: TRANSFERS BETWEEN FUNDS							(2,995,556)	(7,865,828)
NET SOURCES							<u>32,085,188</u>	<u>42,347,080</u>

**CITY OF SANIBEL
FISCAL YEAR 2010-11 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION**

	FY 2010-11 GOVERNMENTAL FUNDS BUDGET					FISCAL YEAR 2010-11 TOTAL	AMENDED GOV'TL FUNDS BUDGET 2009-10
	OPERATING BUDGET			CAPITAL BUDGET			
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
USES OF FUNDS							
EXPENDITURES							
Operating Expenditures							
General Government	4,201,404	1,000	-	4,202,404	-	4,202,404	4,257,024
Public Safety	3,786,447	619,771	-	4,406,218	-	4,406,218	4,518,965
Physical Environment	466,630	230,000	-	696,630	-	696,630	1,209,418
Transportation	672,502	2,404,440	-	3,076,942	-	3,076,942	3,765,205
Economic Environment	262,044	-	-	262,044	-	262,044	504,012
Human Services	-	1,000	-	1,000	-	1,000	1,000
Culture/Recreation	669,003	2,187,081	-	2,856,084	-	2,856,084	3,115,832
Total Operating Expenditures	<u>10,058,030</u>	<u>5,443,292</u>	-	<u>15,501,322</u>	-	<u>15,501,322</u>	<u>17,371,457</u>
Capital Projects	-	-	-	-	3,286,109	3,286,109	2,418,207
TOTAL EXPENDITURES	<u>10,058,030</u>	<u>5,443,292</u>	-	<u>15,501,322</u>	<u>3,286,109</u>	<u>18,787,431</u>	<u>19,789,664</u>
NON-OPERATING EXPENDITURES							
Reserve for Contingencies	275,000	-	-	275,000	-	275,000	189,335
Reserve for Environmental Initiatives	1,300,000	-	-	1,300,000	-	1,300,000	1,200,000
Reserve for Initiatives	-	-	-	-	-	-	-
Reserve for Cafeteria Benefit Increase	-	-	-	-	-	-	-
Reserve for Pay Adjustments	-	-	-	-	-	-	-
Reserve for Classification Adj's	-	-	-	-	-	-	-
Reserve for	-	-	-	-	-	-	-
Reserve for Recreation Center Contingencies	-	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-	-
Reserve for Grant Matches	-	-	-	-	-	-	-
Reserve for Insurance Deductibles	315,000	-	-	315,000	-	315,000	315,000
Reserve for Investment Pool Loss	-	-	-	-	-	-	-
Reserve for Disasters	4,500,000	-	-	4,500,000	-	4,500,000	4,337,801
Transfer to Other Funds	2,918,096	-	-	2,918,096	77,459	2,995,555	7,865,828
Redemption of Long-Term Debt	-	-	752,038	752,038	-	752,038	3,832,112
TOTAL NON-OPERATING EXPENDITURES	<u>9,308,096</u>	<u>-</u>	<u>752,038</u>	<u>10,060,134</u>	<u>77,459</u>	<u>10,137,593</u>	<u>17,740,076</u>
TOTAL APPROPRIATIONS	<u>19,366,126</u>	<u>5,443,292</u>	<u>752,038</u>	<u>25,561,456</u>	<u>3,363,568</u>	<u>28,925,024</u>	<u>37,529,740</u>
ESTIMATED ENDING FUND BALANCE	<u>3,547,231</u>	<u>1,849,072</u>	<u>296,866</u>	<u>5,693,169</u>	<u>462,551</u>	<u>6,155,720</u>	<u>12,683,169</u>
TOTAL USES OF FUNDS	<u>22,913,357</u>	<u>7,292,364</u>	<u>1,048,904</u>	<u>31,254,625</u>	<u>3,826,119</u>	<u>35,080,744</u>	<u>50,212,908</u>
LESS: TRANSFERS BETWEEN FUNDS						<u>(2,995,556)</u>	<u>(7,865,828)</u>
NET USES						<u>32,085,188</u>	<u>42,347,080</u>

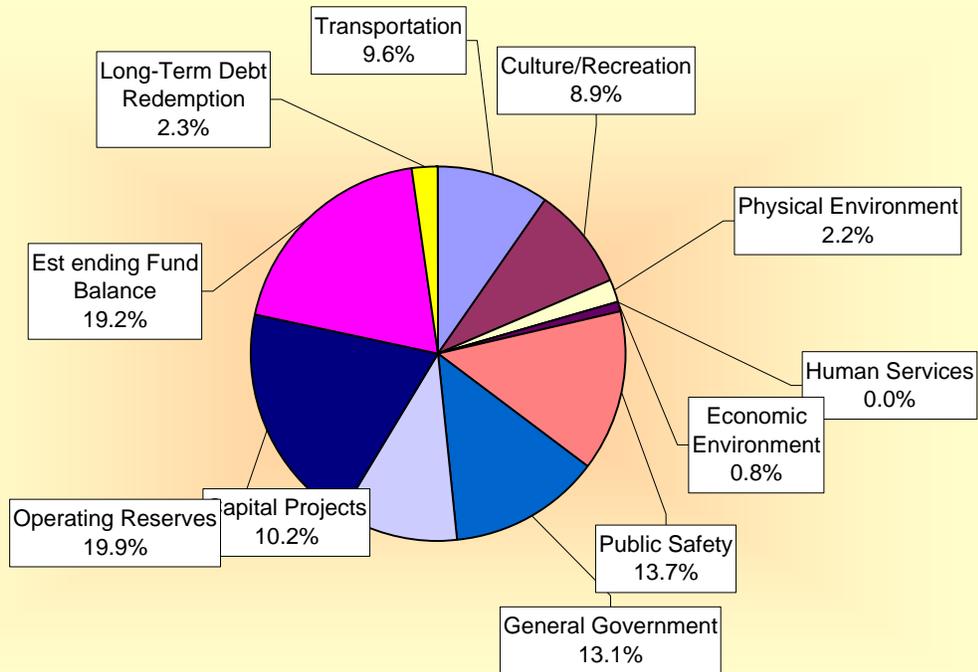
The FY11 draft budget assumes the City will spend the entire current year allocation in disaster, insurance deductible, environmental and contingency reserves between now and the end of our current year. To date \$247,864 has been utilized of these \$6,290,000 in reserves

CITY OF SANIBEL
WHERE THE MONEY COMES FROM
GOVERNMENTAL FUNDS
Fiscal Year 2010-11



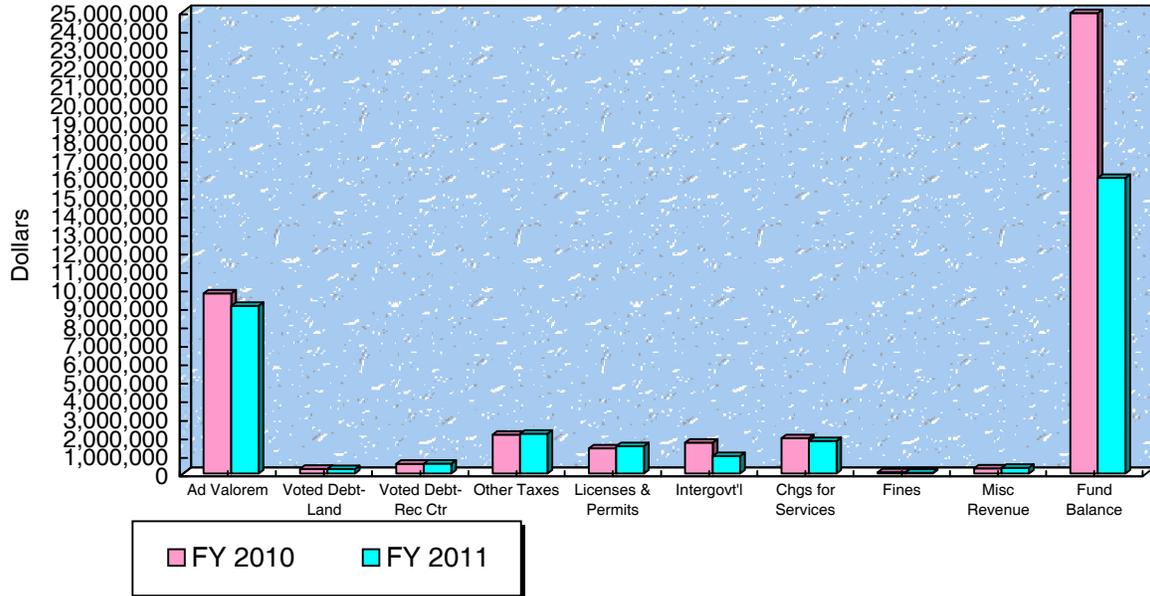
GOVERNMENTAL FUNDS		
SOURCES OF FUNDS	AMOUNT	PERCENT OF TOTAL
Est . Beginning Fund Balance	\$ 16,005,081	49.1%
REVENUES		
Ad Valorem Taxes - Operating Millage	\$ 9,074,577	27.9%
Ad Valorem Taxes - Land Voted Debt	250,251	0.8%
Ad Valorem Taxes - Rec Center Debt	533,474	1.6%
Other Taxes	2,155,411	6.6%
Licenses & Permits	1,490,402	4.6%
Intergovernmental Revenue	950,641	2.9%
Charges for Services	1,757,255	5.4%
Fines & Forfeitures	47,850	0.1%
Miscellaneous Revenue	313,775	1.0%
TOTAL REVENUE	\$ 16,573,636	100.0%
Reserve for Undercollection	(493,529)	
NET SOURCES OF FUNDS	\$ 32,085,188	

**CITY OF SANIBEL
WHERE THE MONEY GOES
GOVERNMENTAL FUNDS
Fiscal Year 2010-11**



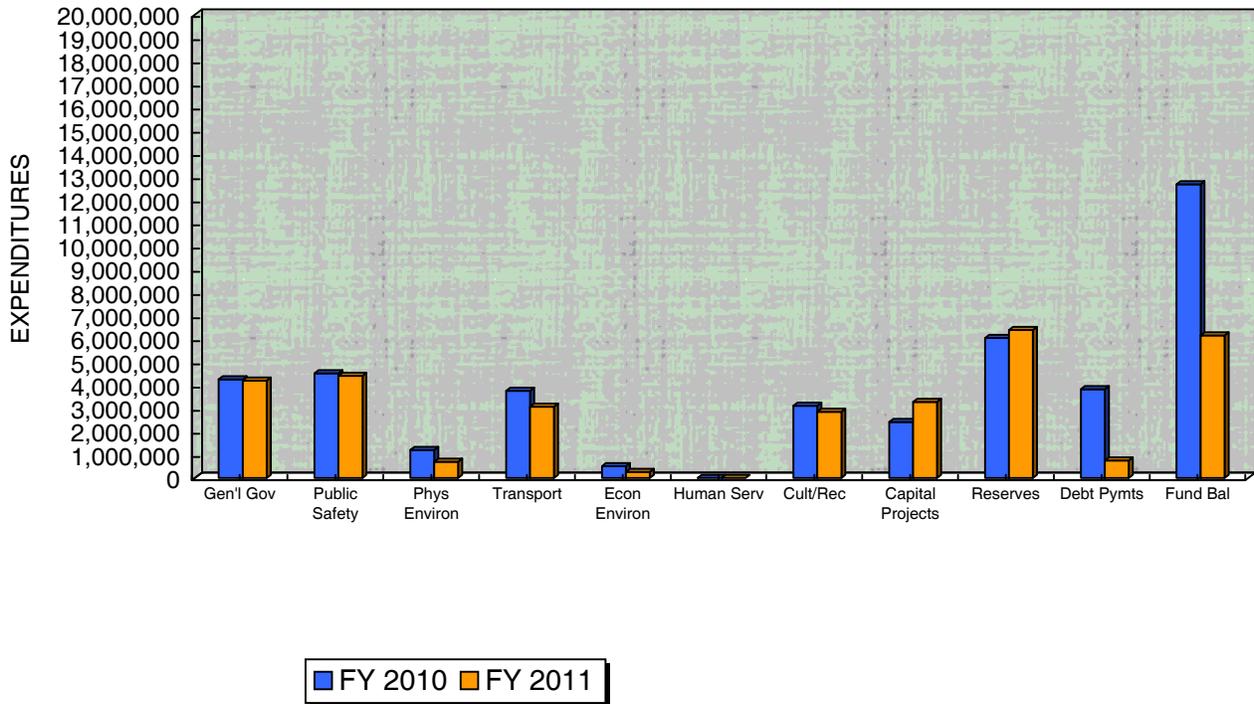
GOVERNMENTAL FUNDS		
USES OF FUNDS	AMOUNT	PERCENT OF TOTAL
OPERATING EXPENSES		
General Government	\$ 4,202,404	13.1%
Public Safety	4,406,218	13.7%
Physical Environment	696,630	2.2%
Transportation	3,076,942	9.6%
Economic Environment	262,044	0.8%
Human Services	1,000	0.003%
Culture & Recreation	2,856,084	8.9%
TOTAL OPERATING EXPENDITURES	\$ 15,501,322	
OPERATING RESERVES	6,390,000	19.9%
CAPITAL PROJECTS and RESERVES	3,286,109	10.2%
REDEMPTION OF LONG-TERM DEBT	752,038	2.3%
Estimated Ending Fund Balance	6,155,720	19.2%
TOTAL USES OF FUNDS	\$ 32,085,188	100.0%

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



	FY 2010 BUDGET AS AMENDED	FY 2011 FINAL BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
OPERATING SOURCES OF FUNDS				
Revenue				
Ad Valorem Taxes-Operating	\$ 9,751,355	\$ 9,074,577	\$ (676,778)	-6.9%
Ad Valorem Taxes-Land DS	253,500	250,251	(3,249)	-1.3%
Ad Valorem Taxes-Rec Ctr DS	530,105	533,474	3,369	0.6%
Other Taxes	2,102,760	2,155,411	52,651	2.5%
Licenses & Permits	1,369,385	1,490,402	121,017	8.8%
Intergovernmental Revenue	1,676,219	950,641	(725,578)	-43.3%
Charges for Services	1,914,356	1,757,255	(157,101)	-8.2%
Fines & Forfeitures	69,100	47,850	(21,250)	-30.8%
Miscellaneous Revenue	284,107	313,775	29,668	10.4%
TOTAL REVENUE	\$ 17,950,887	\$ 16,573,636	\$ (1,377,251)	-7.7%
OTHER FINANCING SOURCES				
Estimated Beginning Fund Balance	24,923,555	16,005,081	(8,918,474)	-35.8%
TOTAL SOURCES OF FUNDS	42,874,442	32,578,717	(10,295,725)	-24.0%
Reserve for Undercollection	(527,362)	(493,529)	33,833	-6.4%
NET BUDGET	\$ 42,347,080	\$ 32,085,188	\$ (10,261,892)	-24.2%

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



	FY 2010 BUDGET AS AMENDED	FY 2011 FINAL BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
USES OF FUNDS by Function				
Expenditures				
General Government	\$ 4,257,024	\$ 4,202,404	\$ (54,620)	-1.3%
Public Safety	4,518,965	4,406,218	(112,747)	-2.5%
Physical Environment	1,209,418	696,630	(512,788)	-42.4%
Transportation	3,765,205	3,076,942	(688,263)	-18.3%
Economic Environment	504,012	262,044	(241,968)	-48.0%
Human Services	1,000	1,000	-	0.0%
Culture/Recreation	3,115,832	2,856,084	(259,748)	-8.3%
Total Operating Expenditures	\$ 17,371,457	\$ 15,501,322	\$ (1,870,135)	-10.8%
Capital Projects	\$ 2,418,207	\$ 3,286,109	\$ 867,902	35.9%
Reserve for Contingency & Capital	6,042,136	6,390,000	347,864	5.8%
Redemption of Long-term Debt	3,832,112	752,038	(3,080,074)	-80.4%
Ending Fund Balance	12,683,169	6,155,720	(6,527,449)	-51.5%
NET BUDGET	\$ 42,347,080	\$ 32,085,188	\$ (10,261,892)	-24.2%



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Governmental Funds Budget

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

Operating Budget - The operating budget includes the:

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

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

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

Capital Budget – The capital budget includes :

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



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City of Sanibel, Florida

Governmental Funds
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City of Sanibel, Florida

General Fund
Fund No. 001

Sources of Funds

Beginning Fund Balance:

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

It is estimated that \$10,058,580 of fund balance will be available at the end of FY 2010 to carry-forward to FY 2011.

Taxes:

Property (ad valorem) tax, determined by the levy of an operating millage rate, is the City's primary revenue source providing \$9,074,577 (43.6%) of general fund sources. This amount of tax revenue is calculated based on the levy of a 2.1561 operating millage rate on Sanibel's 2010 assessed taxable value of \$4,208,792,409, which is 7.1% less than the rolled-back tax rate. To calculate the property tax revenue to be derived from a mill rate, divide the assessed taxable value by 1000, and multiply by the proposed mill rate.

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

Other taxes in the general fund include the communications services tax, business tax and casualty insurance premium tax estimated to generate \$557,948, \$288,738 and \$58,725 respectively in FY 2011. The communications service tax is budgeted at the same amount as FY2010 estimated receipts, the business tax is expected to be flat and the casualty insurance premium tax is budgeted at the same amount as received in FY2010.

Prior to FY2011 the business tax was collected in a separate fund, Fund 162 and tax receipts were used for debt service. With the FY 2010 payoff of debt these receipts are no longer required for debt service and will be collected in the general fund in FY 2011.

Revenue projections for FY11 property taxes are derived using a rate of 2.1561 which is 7.1% less than the rolled back rate. 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

City of Sanibel, Florida

of Florida's Department of Revenue, and staff's astute judgment concerning expected economic conditions in FY11.

Licenses and Permits:

Franchise fees will provide \$975,000 or 4.3% of general fund revenues. Prior to FY2011 franchise fees were collected in a separate fund, Fund 162 and receipts were used for debt service. With the FY 2010 payoff of debt these receipts are no longer required for debt service and will be collected in the general fund in FY 2011.

Licenses and permits provide \$7,800 or .04% of general fund revenues. For FY11, revenues of \$6,000 from a special events permit fee enacted in 2007, plus \$1,800 from dog licenses, is budgeted.

Intergovernmental Revenue:

Intergovernmental revenue is estimated to generate \$686,793 or 3% of the general fund's source of funds. These revenue types include state-shared revenues such as state revenue sharing, alcoholic beverage licenses, half-cent sales tax, etc. and are collected by the state and re-distributed to the cities and counties based on state-mandated formulas.

Revenue projections for these taxes are based on trend analysis of prior years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues, estimates from the state of Florida's Department of Revenue, and staff's astute judgment concerning expected economic conditions in FY11.

Charges for Services:

Charges for services are estimated to provide \$1,376,160 (6%) of revenue to the general fund. These sources include planning-type (development) permits, solid waste tipping fees, and indirect costs charged to the building department, ballpark maintenance fund and enterprise funds for central services provided to those self-supporting funds.

Planning-type fees were established based on the results of a September 2005 user fee study, at rates sufficient to recover the direct and indirect costs of the planning department's permit-issuance activities. A 3% rate indexing was last applied on October 1, 2007; fees have not been increased since then.

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

Fines and Forfeitures:

Fines and forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute \$33,000 (0.14%) of general fund sources. Projections are based on trend analysis of prior year's activity.

City of Sanibel, Florida

Miscellaneous Revenues:

Miscellaneous revenue includes interest earnings, rents and contributions. This revenue source is estimated at \$249,765 (1.1%) of general fund sources. Projections for interest earnings are based on the City's fixed income investment program.

Other Non-revenues:

Non-revenues include a reserve for under-collection of other revenues in the amount of \$453,729. This amount is equal to 5% of ad valorem tax revenue. Ad valorem tax revenue is budgeted at 100% of the 2.1561 millage rate levy; however, because taxpayers take advantage of the discount afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

Uses of Funds

Uses of funds are broken down by functional classification, as they are required to be reported to the state of Florida each year. Although the City's budget is legally adopted at the fund level, each of the departments included in the functional classification has a respective line-item detail budget included in the supplemental schedule section of this document. Each department has also included an organization chart and department narrative describing its mission, activities and goals for FY 2011. Please see the supplemental schedules section of this document for this information.

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

General Government

The legislative and administrative department's budgets equal \$231,162 and \$754,259 respectively for FY 2011. The MIS department is also included as a general government function and its FY 2011 budget is \$669,469. The finance department is budgeted at \$809,135 and the legal department at \$559,157. Planning has a budget of \$600,292 and city-wide insurance/other general government department (excluding workers compensation) is estimated to cost \$577,931 in FY 2011.

The respective percent change of each department's FY 2011 budget over or under the prior year's amended budget and the explanation of the change are included in the supplemental schedules section of this document.

Public Safety

The police department is included in the budget at \$3,762,417 and the Sanibel emergency management plan (SEMP) at \$24,030.

Physical Environment

The physical environment function includes the recycling department, budgeted at \$48,400 and the natural resources management department, budgeted at \$418,230 for FY 2011.

City of Sanibel, Florida

Transportation

The public works department, excluding the streets division that is now found in special revenue Fund 101, is budgeted at \$672,502.

Economic Environment

The below market rate housing program was moved from a special revenue fund to the general fund in FY10. Pursuant to the terms of an agreement with the nonprofit organization Community Housing and Resources, Inc. (CHR) its budget is \$262,044. This agreement will expire on September 30, 2012.

Culture/Recreation

Public facilities maintenance is budgeted at \$520,728 and the performing arts facility, Barrier Island Group (BIG) Arts, at \$9,400. The City's contribution to the Historical Museum and Village, through a contract expiring on September 30, 2012, is budgeted at \$138,875.

Non-Operating Expenditures

Non-operating expenditures include the City's various reserves and transfers to other funds (interfund transfers). Interfund transfers represent revenue that is collected in one fund (like the general fund) but is used in another fund (like special revenue or capital project funds). For example, the City transfers funds from the general fund to the special revenue recreation center fund each year to support the recreation facility and Center 4 Life. Transfers in FY 2011 are budgeted to be \$2,918,097. A schedule of interfund transfers is included in the supplemental schedules section of this document.

The City's reserves for FY 2011 include \$275,000 for the annual contingency reserve to meet unexpected events; \$1,300,000 for environmental initiatives, \$315,000 for meeting insurance deductibles and \$4,500,000 for disasters, for a total of \$6,390,000.

Ending Fund Balance

The ending fund balance has three components. The first is a 17% cash flow reserve dictated by the City's fund balance policy and funds which are available for appropriation in FY11. This \$1.7 million cash flow reserve will provide operational cash for October and November of FY11 until the first distribution of ad valorem tax revenue is received from the Lee County tax collector in early December. The second component is a reserved balance of \$1,406,410 which includes the remaining \$1,400,000 owed to the general fund by the sewer fund for a \$3,500,000 loan made to the sewer fund. Annual payments of \$350,000 are made pursuant to Resolution #06-118 adopted August 15, 2006. The remainder of ending fund balance is the amount budgeted to be available for appropriation in the subsequent fiscal year (FY 2011) as beginning fund balance and is projected to be \$430,955 at the end of FY 2011.

**CITY OF SANIBEL
GENERAL FUND
SUMMARY**

	2007-08 ACTUAL	2008-09 ACTUAL	2009-10		ESTIMATED ACTUAL	FY 11 ADOPTED
			ADOPTED BUDGET	AMENDED BUDGET		
SOURCES OF FUNDS						
BEGINNING FUND BALANCE,	15,663,984	15,113,060	16,632,606	18,243,805	18,243,805	10,058,580
ESTIMATED REVENUE						
TAXES						
Ad Valorem Taxes	11,004,197	10,175,612	9,751,355	9,751,355	9,371,187	9,074,577
Local Option Gas Tax	880,800	846,898	To Fund 101			
\$.05 Local Option Gas Tax	643,391	633,562				
Communications Services Tax	557,306	529,114	514,106	514,106	557,948	557,948
Business Tax Receipts			From Fund 162			288,738
Casualty Insurance Premium Tax	53,654	57,459	53,654	53,654	58,725	58,725
TOTAL TAXES	13,139,348	12,242,645	10,319,115	10,319,115	9,987,860	9,979,988
LICENSES & PERMITS						
Franchise Fees			From Fund 162			975,000
Special Events Permits	9,305	9,280	6,000	6,000	10,355	6,000
Dog Licenses	1,795	1,827	1,600	1,600	1,869	1,800
Utility	-	-	-	-	-	-
Graphics	-	-	-	-	-	-
Vehicle Weight Permits	-	-	-	-	-	-
Mangrove Trimming	-	-	-	-	-	-
TOTAL LICENSES & PERMITS	11,100	11,107	7,600	7,600	12,224	982,800
INTERGOVERNMENTAL REVENUE						
Federal Grants	21,360	1,029,898	-	19,031	19,031	-
Payment in Lieu of Taxes-Federal	136,200	109,480	136,000	136,000	105,000	105,000
State Grants	1,171	58,052	-	8,567	8,567	-
State Shared Revenues:						
State Revenue Sharing Proceeds*	153,597	144,193	138,466	98,768	93,443	93,443
Mobile Home License Rebate	2,404	1,848	2,500	2,500	2,906	2,500
Alcoholic Beverage License	14,982	16,294	15,000	15,000	15,000	15,000
Half-cent Sales Tax	466,634	390,291	392,710	392,710	385,992	375,000
Motor Fuel Tax Rebate	11,931	9,879	5,500	To Fund 101		
Municipal Solid Waste	68,550	50,051	45,000	45,000	45,000	45,000
Occupational License Rebate	3,713	4,662	3,500	3,500	3,500	3,500
Grants from Other Local Units	172,339	199,947	39,450	57,470	57,470	39,850
Payment in Lieu of Taxes-Local	7,500	7,500	7,500	7,500	7,500	7,500
TOTAL INTERGOVERN. REVENUES	1,060,382	2,022,095	785,626	786,046	743,409	686,793
CHARGES FOR SERVICES						
General Government						
Development Permit Fees	294,530	213,163	220,000	220,000	237,929	220,000
Wastewater Disposal Permits	1,539	1,439	-	-	-	-
Sign Permits	8,266	8,497	7,000	7,000	7,000	7,000
Other LDC Actions	32,419	25,913	23,556	23,556	24,626	24,000
Fee for Lien Research	3,854	4,035	3,490	3,490	3,490	3,490
Sale of Maps & Publications	7,064	5,001	1,200	1,200	4,369	4,000
Indirect Cost Services	1,298,273	1,223,562	1,078,783	1,139,015	1,139,015	900,670
Collection Administration Fees	2,838	3,196	2,000	2,000	2,000	2,000
SUB-TOTAL TO CARRY FORWARD	1,648,783	1,484,806	1,336,029	1,396,261	1,418,429	1,161,160

**CITY OF SANIBEL
GENERAL FUND
SUMMARY**

	2007-08 ACTUAL	2008-09 ACTUAL	2009-10		ESTIMATED ACTUAL	FY 11 ADOPTED
			ADOPTED BUDGET	AMENDED BUDGET		
CHARGES FOR SERVICES (cont'd)						
SUB-TOTAL FORWARDED	<u>1,648,783</u>	<u>1,484,806</u>	<u>1,336,029</u>	<u>1,396,261</u>	<u>1,418,429</u>	<u>1,161,160</u>
Public Safety						
Police Services	34,770	24,548	25,000	25,000	34,125	25,000
Beach Clean-up Services	-	-	-	-	5,670	-
Building Code Adm & Insp Fee	-	-	-	-	-	-
Solid Waste Tipping Fees	224,242	203,865	200,000	200,000	198,412	190,000
Economic Environment	-	-	-	-	-	-
Culture/Recreation	-	-	-	-	-	-
Senior Aerobics	<u>4,178</u>	<u>3,404</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>To F-170</u>
TOTAL CHARGES FOR SERVICES	<u>1,911,973</u>	<u>1,716,623</u>	<u>1,561,029</u>	<u>1,621,261</u>	<u>1,656,636</u>	<u>1,376,160</u>
FINES & FORFEITURES						
Court Fines	48,724	56,269	46,500	46,500	28,000	28,000
Violation of Local Ordinances	<u>7,925</u>	<u>13,699</u>	<u>5,000</u>	<u>5,000</u>	<u>7,267</u>	<u>5,000</u>
TOTAL FINES & FORFEITURES	<u>56,649</u>	<u>69,968</u>	<u>51,500</u>	<u>51,500</u>	<u>35,267</u>	<u>33,000</u>
MISCELLANEOUS REVENUES						
Interest Earnings	226,496	154,778	75,000	75,000	75,834	175,000
Rents & Royalties	25,246	22,378	17,614	17,614	17,614	65,501
Contributions	12,720	15,325	500	18,000	18,000	764
Ins Proceeds/Sale of Fixed Assets	52,628	8,258	8,000	8,000	43,582	6,000
Refund of Prior Years Expenditures	8,113	30,682	-	-	70,246	-
Other Miscellaneous Revenue/Gain on Investment	<u>37,650</u>	<u>(106,210)</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
TOTAL MISCELLANEOUS REVENUE	<u>362,853</u>	<u>125,211</u>	<u>103,614</u>	<u>121,114</u>	<u>227,776</u>	<u>249,765</u>
TOTAL ESTIMATED REVENUE	16,542,305	16,187,649 0.9786	12,828,484	12,906,636	12,663,172	13,308,506
OTHER FINANCING SOURCES						
NON-REVENUES						
Transfers In	941,975	402,993	835,000	835,000	1,349,975	-
Debt Proceeds	-	-	-	-	-	-
Less: Reserve for Undercollection	<u>-</u>	<u>-</u>	<u>(487,568)</u>	<u>(487,568)</u>	<u>-</u>	<u>(453,729)</u>
TOTAL OTHER FINANCING SOURCES	<u>941,975</u>	<u>402,993</u>	<u>347,432</u>	<u>347,432</u>	<u>1,349,975</u>	<u>(453,729)</u>
TOTAL BEGINNING FUND BALANCE, ESTIMATED REVENUE & OTHER FINANCING SOURCES	<u>33,148,264</u>	<u>31,703,702</u>	<u>29,808,522</u>	<u>31,497,873</u>	<u>32,256,952</u>	<u>22,913,357</u>

**CITY OF SANIBEL
GENERAL FUND
SUMMARY**

	2007-08 ACTUAL	2008-09 ACTUAL	2009-10			FY 11 ADOPTED	
			ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED ACTUAL		
USES OF FUNDS							
GENERAL GOVERNMENT							
Legislative	303,282	227,641	248,590	263,406	221,307	231,162	
Administrative	818,782	738,027	726,992	725,822	719,629	754,259	
Management Information Systems	728,839	617,504	700,858	718,682	637,519	669,469	
Finance	906,151	870,383	851,474	850,196	843,244	809,135	
Legal	599,677	435,039	551,903	551,450	542,884	559,157	
Planning	1,217,289	726,557	656,918	635,182	557,777	600,292	
Insurance/Other General Government	394,923	420,451	568,786	511,287	540,076	577,931	
TOTAL GENERAL GOVERNMENT	4,968,944	4,035,602	4,305,522	4,256,024	4,062,435	4,201,404	
PUBLIC SAFETY							
Police	3,950,680	3,776,305	3,916,749	3,913,609	3,634,063	3,762,417	
SEMP	50,683	16,964	24,030	24,030	24,030	24,030	
TOTAL PUBLIC SAFETY	4,001,363	3,793,269	3,940,779	3,937,639	3,658,093	3,786,447	
PHYSICAL ENVIRONMENT							
Garbage-Recycling	127,674	38,242	51,480	51,480	48,480	48,400	
Conservation & Resource Mgt	446,693	445,931	414,988	423,458	381,365	418,230	
TOTAL PHYSICAL ENVIRONMENT	574,367	484,173	466,468	474,938	429,845	466,630	
TRANSPORTATION							
Public Works**	2,221,495	1,883,242	853,143	842,015	820,713	672,502	
ECONOMIC ENVIRONMENT							
Below Market Rate Housing			From Fund 180	252,116	252,116	254,616	262,044
CULTURE/RECREATION							
Parks & Recreation							
Lighthouse Property	-	-	-	448	448	-	
Public Facilities	541,428	491,801	479,009	602,450	599,838	520,728	
Seniors Program	126,794	126,373	To Fund 170				
Museum	-	163,257	138,251	160,004	161,670	138,875	
Performing Arts Facility	7,142	2,088	9,850	9,850	9,460	9,400	
TOTAL CULTURE/RECREATION	675,364	783,519	627,110	772,752	771,416	669,003	
TOTAL OPERATING EXPENDITURES	12,441,535	10,979,805	10,445,138	10,535,485	9,997,118	10,058,030	
NON-OPERATING EXPENDITURES							
Reserve for Contingencies	-	-	275,000	189,335	206,550	275,000	
Reserve for Environmental Initiatives	-	-	1,200,000	1,200,000	1,200,000	1,300,000	
Reserve for Insurance Deductibles	-	-	315,000	315,000	315,000	315,000	
Reserve for Disasters	-	-	4,500,000	4,337,801	4,337,801	4,500,000	
Transfer to other funds	5,593,669	2,480,093	3,965,681	6,159,118	6,141,903	2,918,097	
TOTAL NON-OPERATING EXPENDITURES	5,593,669	2,480,093	10,255,681	12,201,254	12,201,254	9,308,097	
TOTAL APPROPRIATIONS	18,035,204	13,459,898	20,700,819	22,736,739	22,198,372	19,366,127	
ENDING FUND BALANCE							
17% Cash Flow Reserve per Policy			1,775,674	1,775,674	-	1,709,865	
Restricted Fund Balance	2,453,015	2,106,410	1,753,016	1,753,016	1,756,410	1,406,410	
Available for Appropriation in subsequent fiscal year	12,660,045	16,137,395	5,579,013	5,232,444	8,302,170	430,955	
TOTAL ENDING FUND BALANCE	15,113,060	18,243,805	9,107,703	8,761,134	10,058,580	3,547,231	
TOTAL USES OF FUNDS	33,148,264	31,703,703	29,808,522	31,497,873	32,256,952	22,913,357	

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

The FY11 draft budget assumes the City will spend the entire current year allocation in disaster, insurance deductible, environmental and co current year. To date \$247,864 has been utilized of these \$6,290,000 in reserves



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

SOURCES OF FUNDS	2007-08 Actual	2008-09 Actual	Fiscal Year 2010			FY 11 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
BEGINNING FUND BALANCE	1,023,941	2,256,268	1,875,462	2,635,191	2,615,240	2,494,399
ESTIMATED REVENUES						
TAXES						
Local Option Gas Taxes	-	-	1,250,000	1,250,000	1,359,747	1,250,000
Business Taxes	290,066	293,393	285,000	285,000	288,738	To F001
TOTAL TAXES	<u>290,066</u>	<u>293,393</u>	<u>1,535,000</u>	<u>1,535,000</u>	<u>1,648,485</u>	<u>1,250,000</u>
LICENSES & PERMITS						
Building Department Permits	780,651	683,006	507,602	507,602	507,602	507,602
Franchise Fees	974,512	969,774	854,183	854,183	975,000	To F001
TOTAL LICENSES & PERMITS	<u>1,755,163</u>	<u>1,652,780</u>	<u>1,361,785</u>	<u>1,361,785</u>	<u>1,482,602</u>	<u>507,602</u>
INTERGOVERNMENTAL REVENUE						
Tropical Storm Fay 8/18/08	-	84,402	-	-	-	-
Brazilian Pepper Control Program	-	-	-	56,580	31,580	63,800
Federal & State Grants for Hurricane Charle	20,231	-	-	-	-	-
Algae Research	25,140	229,860	382,941	382,941	382,941	-
Federal & State Grants for Hurricane Wilma	91,914	17,704	251,896	251,896	251,896	-
Transportation Fund-State Revenue		From F001		45,198	43,023	43,023
Southwest Florida Foundation-Historical	8,008	-	-	-	-	-
Below Market Rate Housing-CDBG Mitigatic	-	43,260	-	-	-	-
Recreation Center Electric	25,961	29,077	30,912	30,912	30,912	30,912
Lee Co-Elementary Ball Park Maint	57,976	86,046	122,646	122,646	228,159	126,113
TOTAL INTERGOVERNMENTAL REVENUE	<u>229,230</u>	<u>490,349</u>	<u>788,395</u>	<u>890,173</u>	<u>968,511</u>	<u>263,848</u>
CHARGES FOR SERVICES						
Building Department Fees	6,864	5,935	6,095	6,095	6,095	6,095
Recreation Center Program Fees	459,448	490,833	277,000	287,000	415,000	375,000
TOTAL CHARGES FOR SERVICES	<u>466,312</u>	<u>496,768</u>	<u>283,095</u>	<u>293,095</u>	<u>421,095</u>	<u>381,095</u>
FINES & FORFEITURES						
Other Fines & Forfeitures	24,182	32,658	17,600	17,600	17,600	14,850
MISCELLANEOUS REVENUE						
Investment Earnings	20,591	569	3,475	47,727	45,227	575
Contributions & Donations	36,106	15,159	1,015	1,515	1,515	24,685
Special Assessments	-	-	17,100	17,100	16,486	17,100
Impact Fees	103,365	164,780	20,000	20,000	78,112	20,000
Other Miscellaneous Revenue	19	4,061	-	25,000	26,483	-
TOTAL MISCELLANEOUS REVENUE	<u>160,081</u>	<u>184,569</u>	<u>41,590</u>	<u>111,342</u>	<u>167,823</u>	<u>62,360</u>
TOTAL REVENUE	<u>2,925,034</u>	<u>3,150,517</u>	<u>4,027,465</u>	<u>4,208,995</u>	<u>4,706,116</u>	<u>2,479,755</u>
OTHER FINANCING SOURCES						
Transfers In	2,824,207	2,004,526	3,162,946	3,472,922	3,579,762	2,318,824
Reserve for Undercollection	-	-	(614)	(614)	-	(614)
TOTAL OTHER FINANCING RESOURCES	<u>2,824,207</u>	<u>2,004,526</u>	<u>3,162,332</u>	<u>3,472,308</u>	<u>3,579,762</u>	<u>2,318,210</u>
TOTAL BEGINNING FUND BALANCE REVENUE & OTHER FINANCING	<u>6,773,182</u>	<u>7,411,311</u>	<u>9,065,259</u>	<u>10,316,494</u>	<u>10,901,118</u>	<u>7,292,364</u>

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

USES OF FUNDS	2007-08	2008-09	Fiscal Year 2010			FY 11
	Actual	Actual	Adopted Budget	Amended Budget	Estimated Actual	Adopted
GENERAL GOVERNMENT						
SW Florida Community Grant	1,281	1,270	1,000	1,000	1,000	1,000
Tropical Storm Fay 8/18/08	15,010	-	-	-	-	-
TOTAL GENERAL GOVERNMENT	16,291	1,270	1,000	1,000	1,000	1,000
PUBLIC SAFETY						
Tropical Storm Fay 8/18/08	38,951	-	-	-	-	-
DCA - Emergency Operations Van	24,563	-	-	-	-	-
Building Department	638,104	556,291	587,728	581,327	578,489	619,771
TOTAL PUBLIC SAFETY	701,618	556,291	587,728	581,327	578,489	619,771
PHYSICAL ENVIRONMENT						
Algae Research Grants	25,140	402,318	418,000	418,000	409,752	-
Oil Spill Clean Up Fund	-	-	-	40,000	40,000	-
Environmental Defense Fund	98,620	-	-	-	-	-
Brazilian Pepper Control Program	-	-	220,000	252,080	180,000	220,000
Sanibel Estates Canal Trimming Project	-	-	10,000	10,000	10,000	10,000
Dredging-Sanibel Isles/Water Shadows	6,704	-	-	14,400	14,400	-
Shell Harbor Canal Dredging	-	-	-	-	-	-
TOTAL PHYSICAL ENVIRONMENT	130,464	402,318	648,000	734,480	654,152	230,000
TRANSPORTATION						
Transportation Fund	-	-	2,602,302	2,923,190	2,832,057	2,404,440
Tropical Storm Fay 8/18/08	17,273	-	-	-	-	-
TOTAL TRANSPORTATION	17,273	-	2,602,302	2,923,190	2,832,057	2,404,440
ECONOMIC ENVIRONMENT						
Below Market Rate Housing Program	246,383	296,234	To F001 General Fund			
Hurricane Wilma 10/21/05	-	-	251,896	251,896	251,896	-
TOTAL ECONOMIC ENVIRONMENT	246,383	296,234	251,896	251,896	251,896	-
HUMAN SERVICES						
Father Madden Estate Fund	1,000	1,000	1,000	1,000	1,000	1,000
CULTURE/RECREATION						
Historical Committee Fund	135,091	-	-	-	-	-
Hurricane Charley 8/13/04	22,844	-	-	-	-	-
Tropical Storm Fay 8/18/08	5,169	-	-	-	-	-
Hurricane Wilma 10/21/05	11,335	3,721	-	-	-	-
Recreation Center	1,769,199	1,659,001	1,952,637	2,051,802	1,976,292	1,965,990
Lee Co Elementary Ball Park Maint	360,249	260,744	279,619	291,277	225,515	221,090
TOTAL CULTURE RECREATION	2,303,887	1,923,466	2,232,256	2,343,080	2,201,807	2,187,080
TOTAL OPERATING EXPENDITURES	3,416,916	3,180,579	6,324,181	6,835,973	6,520,401	5,443,292
NON-OPERATING EXPENDITURES						
Transfer to Other Funds	1,100,000	1,615,492	1,250,000	1,371,709	1,886,318	-
TOTAL NON-OPERATING EXPENSE	1,100,000	1,615,492	1,250,000	1,371,709	1,886,318	-
TOTAL APPROPRIATIONS	4,516,916	4,796,071	7,574,181	8,207,682	8,406,719	5,443,292
ENDING FUND BALANCE	2,256,268	2,615,240	1,491,078	2,108,813	2,494,399	1,849,071
TOTAL USES OF FUNDS	6,773,184	7,411,311	9,065,259	10,316,494	10,901,118	7,292,364

City of Sanibel, Florida

Special Revenue Funds

Transportation Fund

Fund No. 101

Sources of Funds

This fund was established in FY 2010 with the issuance in February 2009 of Governmental Accounting Standards Board (GASB) Statement No. 54. One of the objectives of Statement 54 is to clarify existing governmental fund type definitions to improve the comparability of governmental fund financial statements and help financial statement users to better understand the purposes for which governments have chosen to use particular funds for financial reporting. In FY09 the City's funds were reviewed for GASB Statement No. 54 compliance and this new fund was established in FY10.

It is funded with a beginning fund balance of \$225,188, \$700,000 of local option gas taxes, \$550,000 of \$.05 local option gas taxes, \$43,023 of state shared revenues and \$886,230 transferred from the general fund. By Florida statute gas taxes may only be used for transportation-related expenses.

Uses of Funds

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

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

Expenditures in FY11 are budgeted to be \$2,404,440.

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

Special Revenue Funds
Transportation Fund
Fund No. 101

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	-	-	-	225,188
Estimated Revenues						
Taxes			1,250,000	1,250,000	1,359,747	1,250,000
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	45,198	43,023	43,023
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Rents	-	-	-	-	-	-
Miscellaneous	-	-	-	25,000	26,483	-
Other Financing Sources						
Transfers In	-	-	1,352,302	1,627,992	1,627,992	886,230
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>-</u>	<u>-</u>	<u>2,602,302</u>	<u>2,948,190</u>	<u>3,057,245</u>	<u>2,404,440</u>
Appropriations						
Public Safety						
Personal Services	-	-	753,852	718,865	733,596	747,940
Operating Expense	-	-	1,837,450	2,108,325	2,013,461	1,656,500
Capital Outlay	-	-	11,000	96,000	85,000	-
Total Operating Expenditures	-	-	2,602,302	2,923,190	2,832,057	2,404,440
Non-Operating Expenditures						
Reserve for Comp Adj			-	-	-	-
Reserve for Future Projects			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	-	-	2,602,302	2,923,190	2,832,057	2,404,440
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>0</u>	<u>25,000</u>	<u>225,188</u>	<u>-</u>
Total	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>2,602,302</u></u>	<u><u>2,948,190</u></u>	<u><u>3,057,245</u></u>	<u><u>2,404,440</u></u>

City of Sanibel, Florida

Special Revenue Funds

SW Florida Community Foundation Grant Fund

Fund No. 103

Sources of Funds

This fund was established in FY 2005 with a \$50,000 contribution from the Southwest Florida Community Foundation to assist City employees with grants to cover a portion of their uninsured losses due to Hurricane Charley.

In subsequent years proceeds from the Coca Cola vending machine have served as a source of funds which are remitted to the Community Foundation. In FY11 a beginning fund balance of \$253 and \$1,000 of vending machine proceeds are budgeted.

Uses of Funds

The vending machine proceeds are used to provide scholarship funds for the after school program at the recreation center. These funds are administered by the SW Florida Community Foundation for the City. In FY11 \$1,000 is budgeted for scholarships.

Special Revenue Funds
 SW Florida Community Foundation Grant
 Fund No. 103

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	353	253	253	253	253	253
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Rents	1,181	1,270	-	-	-	-
Miscellaneous	-	-	1,000	1,000	1,000	1,000
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,534</u>	<u>1,523</u>	<u>1,253</u>	<u>1,253</u>	<u>1,253</u>	<u>1,253</u>
Appropriations						
General Government						
Public Safety						
Personal Services	-	-	-	-	-	-
Operating Expense	1,281	1,270	1,000	1,000	1,000	1,000
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	1,281	1,270	1,000	1,000	1,000	1,000
Non-Operating Expenditures						
Reserve for Comp Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Grants & Aids	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	1,281	1,270	1,000	1,000	1,000	1,000
Ending Fund Balance	<u>253</u>	<u>253</u>	<u>253</u>	<u>253</u>	<u>253</u>	<u>253</u>
Total	<u>1,534</u>	<u>1,523</u>	<u>1,253</u>	<u>1,253</u>	<u>1,253</u>	<u>1,253</u>

City of Sanibel, Florida

Special Revenue Funds

Environmental Defense Fund

Fund No. 105

Sources of Funds

This fund was established in FY 2006 to provide a mechanism for citizens and other interested persons to contribute to the environmental protection of Sanibel's critical natural resources threatened by Lake Okeechobee fresh water releases. In FY11 there is \$3,810 of beginning fund balance available for use.

Uses of Funds

Funds will be used for professional or other services that Council deems necessary for the environmental protection of Sanibel's critical natural resources threatened by Lake Okeechobee fresh water releases.

No funds are budgeted for use in FY11.

Special Revenue Funds
Environmental Defense Fund
Fund No. 105

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	(10,220)	10,764	3,020	3,810	3,810	3,810
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	52	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Other Financing Sources						
Transfers In	108,552	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>98,384</u>	<u>10,764</u>	<u>3,020</u>	<u>3,810</u>	<u>3,810</u>	<u>3,810</u>
Appropriations						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	98,620	6,954	-	-	-	-
Capital Outlay	<u>96,000</u>	-	-	-	-	-
Total Operating Expenditures	194,620	6,954	-	-	-	-
Non-Operating Expenditures						
Reserve for Comp Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	194,620	6,954	-	-	-	-
Ending Fund Balance	<u>(96,236)</u>	<u>3,810</u>	<u>3,020</u>	<u>3,810</u>	<u>3,810</u>	<u>3,810</u>
Total	<u>98,384</u>	<u>10,764</u>	<u>3,020</u>	<u>3,810</u>	<u>3,810</u>	<u>3,810</u>

City of Sanibel, Florida

Special Revenue Funds

Historical Museum and Village Fund

Fund No. 109

Sources of Funds

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

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

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

<u>Resolution #</u>	<u>Amount</u>	<u>Purpose</u>
04-112	\$ 43,000.00	Old School Relocation
05-069	<u>64,500.00</u>	Old School Restoration
Total	<u>\$107,500.00</u>	

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

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

Uses of Funds

There is no expense budgeted in FY11, as all revenue and expense, separate from the Harriet C. Spoth funds, are now accounted for in the general fund.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	172,766	135,023	135,038	135,029	135,029	135,544
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	8,008	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	2,208	6	-	-	-	-
Miscellaneous	11,519	-	15	515	515	15
Other Financing Sources						
Transfers In	75,613	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	270,114	135,029	135,053	135,544	135,544	135,559
Appropriations						
Culture/Recreation						
Personal Services	-	-	-	-	-	-
Operating Expense	135,091	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Grants & Aids	-	-	-	-	-	-
Total Operating Expenditures	135,091	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	135,091	-	-	-	-	-
Designated from Harriott Spoth Available for Appropriation	135,023	135,029	135,053	135,544	135,544	135,559
TOTAL	270,114	135,029	135,053	135,544	135,544	135,559

City of Sanibel, Florida

Special Revenue Funds

Hurricane Wilma Fund

Fund No. 110

Sources of Funds

No funds are budgeted to be held or received by this fund in FY11.

Uses of Funds

Grant-funded fishing pier repairs of \$251,896 were completed in FY10. With FEMA's closeout audit a budget amendment will be prepared to return FEMA payments received to the general fund, also in FY10.

No funds are budgeted for expenditure in FY11.

Special Revenue Funds
Hurricane Wilma 10/21/05
Fund No. 110

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	(369)	80,222	80,237	95,697	95,697	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	91,914	17,704	251,896	251,896	251,896	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	12	1,492	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>91,557</u>	<u>99,418</u>	<u>332,133</u>	<u>347,593</u>	<u>347,593</u>	<u>-</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Recreation	<u>11,335</u>	<u>3,721</u>	<u>251,896</u>	<u>251,896</u>	<u>251,896</u>	<u>-</u>
Total Operating Expenditures	11,335	3,721	251,896	251,896	251,896	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	95,697	-
Total Non-Operating Expenditures	-	-	-	-	95,697	-
Total Appropriations	11,335	3,721	251,896	251,896	347,593	-
Ending Fund Balance	<u>80,222</u>	<u>95,697</u>	<u>80,237</u>	<u>95,697</u>	<u>-</u>	<u>-</u>
Total	<u>91,557</u>	<u>99,418</u>	<u>332,133</u>	<u>347,593</u>	<u>347,593</u>	<u>-</u>

City of Sanibel, Florida

Special Revenue Funds

Brazilian Pepper Control Program

Fund No. 116

Sources of Funds

This fund was newly established in FY10. The program was previously reported as capital project Fund 316. However to conform to Government Accounting Standards Board (GASB) Statement 54, the operating supplies that were charged to Fund 316 were reclassified and charged to this new special revenue fund.

In FY11 there is \$71,580 of beginning fund balance available for use. Grant funds of \$63,800 are budgeted to be earned. The general fund will transfer \$84,620 to this fund in FY11.

Uses of Funds

This project provides funding for the highly successful island-wide Brazilian pepper eradication program and the removal of all exotic invasive plants from City-managed properties. Expenditures are budgeted at \$220,000 in FY11.

Special Revenue Funds
Brazilian Pepper Control Program
Fund No. 116

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	-	-	-	71,580
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	56,580	31,580	63,800
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	220,000	220,000	220,000	84,620
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>-</u>	<u>-</u>	<u>220,000</u>	<u>276,580</u>	<u>251,580</u>	<u>220,000</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	220,000	252,080	180,000	220,000
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	220,000	252,080	180,000	220,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	-	-	220,000	252,080	180,000	220,000
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,500</u>	<u>71,580</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>220,000</u>	<u>276,580</u>	<u>251,580</u>	<u>220,000</u>

City of Sanibel, Florida

Special Revenue Funds

Road Impact Fee Fund

Fund No. 120

Sources of Funds

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

It is budgeted to have a beginning fund balance of \$341,703 on October 1, 2010 from accumulated impact fees.

The City only appropriates funds from this source after they have been collected. It is anticipated that \$361,753 will have been collected and be available for appropriation in FY 2011.

Uses of Funds

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

No funds are budgeted for use in FY11.

Special Revenue Funds
Road Impact Fee Fund
Fund No. 120

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	121,005	118,822	88,872	219,845	219,845	341,703
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	1,544	33	50	50	50	50
Miscellaneous	96,273	150,990	20,000	20,000	71,808	20,000
Other Financing Sources						
Transfers In	-	-	-	-	50,000	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>218,822</u>	<u>269,845</u>	<u>108,922</u>	<u>239,895</u>	<u>341,703</u>	<u>361,753</u>
Appropriations						
TRANSPORTATION						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>100,000</u>	<u>50,000</u>	-	-	-	-
Total Non-Operating Expenditures	<u>100,000</u>	<u>50,000</u>	-	-	-	-
Total Appropriations	100,000	50,000	-	-	-	-
Ending Fund Balance	<u>118,822</u>	<u>219,845</u>	<u>108,922</u>	<u>239,895</u>	<u>341,703</u>	<u>361,753</u>
Total	<u>218,822</u>	<u>269,845</u>	<u>108,922</u>	<u>239,895</u>	<u>341,703</u>	<u>361,753</u>

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

Sources of Funds

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

The fund is budgeted to have a beginning fund balance of \$32,918 on October 1, 2010 from accumulated fees and to earn a further \$50 in interest in FY11.

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.

No funds are budgeted for use in FY11.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	5,584	12,771	15,141	26,564	26,564	32,918
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Investment earnings	95	3	50	50	50	50
Miscellaneous	7,092	13,790	-	-	6,304	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>12,771</u>	<u>26,564</u>	<u>15,191</u>	<u>26,614</u>	<u>32,918</u>	<u>32,968</u>
Appropriations						
CULTURE/RECREATION						
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
TOTAL NON-OPERATING EXI	-	-	-	-	-	-
TOTAL APPROPRIATIONS	-	-	-	-	-	-
ENDING FUND BALANCE	<u>12,771</u>	<u>26,564</u>	<u>15,191</u>	<u>26,614</u>	<u>32,918</u>	<u>32,968</u>
TOTAL	<u>12,771</u>	<u>26,564</u>	<u>15,191</u>	<u>26,614</u>	<u>32,918</u>	<u>32,968</u>

City of Sanibel, Florida
Special Revenue Funds
Federal Forfeitures Fund
Fund No. 124

Sources of Funds

This fund accounts for confiscated funds received by the City on a pro-rata basis pursuant to federal law enforcement. Beginning available fund balance in FY11 is expected to be \$49,167.

Uses of Funds

There are no budgeted uses for these funds in FY11. If an authorized project is identified during the year, up to \$49,167 is available and can be appropriated by budget amendment resolution of City Council.

Special Revenue Funds
Federal Forfeiture Fund
Fund No. 124

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	48,569	49,165	49,170	49,167	49,167	49,167
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	596	2	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>49,165</u>	<u>49,167</u>	<u>49,170</u>	<u>49,167</u>	<u>49,167</u>	<u>49,167</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	-	-	-	-	-	-
Ending Fund Balance	<u>49,165</u>	<u>49,167</u>	<u>49,170</u>	<u>49,167</u>	<u>49,167</u>	<u>49,167</u>
Total	<u>49,165</u>	<u>49,167</u>	<u>49,170</u>	<u>49,167</u>	<u>49,167</u>	<u>49,167</u>

City of Sanibel, Florida

Special Revenue Funds

Father Madden Estate Fund

Fund No. 125

Sources of Funds

This fund was established to account for the proceeds of a donation from the Father Madden Estate of approximately \$27,000 which was bequeathed to the City for the goal of insuring the humane care of stray dogs and feral cats on the island. Interest earnings on the expected beginning fund balance of \$27,342 are budgeted at \$50 for FY11.

Uses of Funds

Since the time of donation, the City has maintained the principal of this gift and has used the interest earnings to build and maintain the "Kitty Condo" on Dunlop Road and to assist PAWS, a not for profit animal care agency, in its efforts of meeting the goal. City support is budgeted at \$1,000 for FY11.

Special Revenue Funds
 Father Madden Estate Fund
 Fund No. 125

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	28,816	29,243	28,293	28,292	28,292	27,342
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	1,427	49	50	50	50	50
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>30,243</u>	<u>29,292</u>	<u>28,343</u>	<u>28,342</u>	<u>28,342</u>	<u>27,392</u>
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Human Services	1,000	1,000	1,000	1,000	1,000	1,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	1,000	1,000	1,000	1,000	1,000	1,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	1,000	1,000	1,000	1,000	1,000	1,000
Ending Fund Balance	<u>29,243</u>	<u>28,292</u>	<u>27,343</u>	<u>27,342</u>	<u>27,342</u>	<u>26,392</u>
Total	<u>30,243</u>	<u>29,292</u>	<u>28,343</u>	<u>28,342</u>	<u>28,342</u>	<u>27,392</u>

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

Sources of Funds

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

The project is funded in FY11 by a beginning fund balance of \$37,383 from the FY10 transfer of \$37,358 of previously paid special assessments from Fund 329 and interest earnings of \$25.

Uses of Funds

No funds are budgeted for use in FY11.

Special Revenue Funds
Shell Harbor Canal Dredging
Fund No. 129

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	25,627	-	-	37,383
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	25	25	25	25
-	-	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	37,358	-
Assessments	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	25,652	25	37,383	37,408
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Ending Fund Balance	-	-	25,652	25	37,383	37,408
Total	-	-	25,652	25	37,383	37,408

City of Sanibel, Florida
Special Revenue Funds
Algae Research Fund
Fund No. 138

Sources of Funds

This fund was established in FY08 with a \$576,810 grant from Lee County, and a \$192,272 contribution from the City of Sanibel, for a comprehensive study to understand the dynamics of harmful algae growth in the waters of Lee County. No funds are budgeted to be held or received in FY11.

Uses of Funds

The remaining \$409,752 of grant and City funds were expended in FY10. No funds are budgeted for use in FY11.

Special Revenue Funds
Algae Research Fund
Fund No. 138

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	192,306	35,059	26,811	26,811	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	25,140	229,860	382,941	382,941	382,941	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	34	9	-	-	-	-
Other Financing Sources						
Transfers In	192,272	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>217,446</u>	<u>422,175</u>	<u>418,000</u>	<u>409,752</u>	<u>409,752</u>	-
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	25,140	395,364	418,000	418,000	409,752	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	25,140	395,364	418,000	418,000	409,752	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	25,140	395,364	418,000	418,000	409,752	-
Ending Fund Balance	<u>192,306</u>	<u>26,811</u>	-	(8,248)	-	-
Total	<u>217,446</u>	<u>422,175</u>	<u>418,000</u>	<u>409,752</u>	<u>409,752</u>	-

City of Sanibel, Florida

Special Revenue Funds

Sanibel Estates Canal Trimming Special Assessment Project

Fund No. 141

Sources of Funds

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

This project is funded in FY11 by a beginning fund balance of \$18,478 from the FY10 transfer of \$18,688 of previously paid special assessments from Fund 329, the collection of \$6,790 of special assessments, and the contribution of \$3,000 from the City of Sanibel.

Uses of Funds

The purpose of this project, totaling \$10,000 in FY 2011, is to maintain the Sanibel Estates canals such that they remain navigable and able to receive roadway drainage flow. Annual trimming of these canals assists the residents living along the canals and the roadway users. Homeowners pay a special assessment of two thirds of the cost and the City pays one third.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	12,519	12,519	-	18,478
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	7,000	7,000	6,790	7,000
Other Financing Sources						
Transfers In	-	-	3,000	3,000	21,688	3,000
Reserve for Undercollection	-	-	(210)	(210)	-	(210)
Total Estimated Revenue and Other Financing Sources	-	-	22,309	22,309	28,478	28,268
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	10,000	10,000	10,000	10,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	10,000	10,000	10,000	10,000
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	10,000	10,000	10,000	10,000
Ending Fund Balance	-	-	12,309	12,309	18,478	18,268
Total	-	-	22,309	22,309	28,478	28,268

City of Sanibel, Florida

Special Revenue Funds

Sanibel Isles/Water Shadows Dredging Project

Fund No. 142

Sources of Funds

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

The project is funded in FY11 by a beginning fund balance of \$18,305 from the FY10 transfer of \$18,009 of previously paid special assessments from Fund 342, a contribution from the City of \$5,000 as its 1/3 share of the cost of the project, and special assessments in the amount of \$100 per year for each of the 101 property owners in the district. The assessment is estimated to generate \$10,100 in FY 2011, less a \$404 (4%) reserve for undercollection.

Uses of Funds

No funds are budgeted for this project in FY11. Dredging is done as required, approximately every third year and was most recently done in FY10. Costs are funded one third by the City and two thirds by the property owners in the district. In FY12 dredging is budgeted to cost \$15,000. Property owners' contributions will accumulate until that time. The dredging of the canals in this district improves the navigability for both the property owners and the public access.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	7,432	7,432	-	18,305
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	10,100	10,100	9,696	10,100
Other Financing Sources						
Transfers In	-	-	5,000	5,000	23,009	5,000
Reserve for Undercollection	-	-	(404)	(404)	-	(404)
Total Estimated Revenue and Other Financing Sources	-	-	22,128	22,128	32,705	33,001
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	14,400	14,400	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	14,400	14,400	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	14,400	14,400	-
Ending Fund Balance	-	-	22,128	7,728	18,305	33,001
Total	-	-	22,128	22,128	32,705	33,001

City of Sanibel, Florida

Special Revenue Funds

Franchise and Business Tax Fund

Fund No. 162

Sources of Funds

This fund was established to conform to debt covenants that required a dedicated source of funds for payment of various City debts. With the FY10 payment of \$2.2 million in debt the covenants were satisfied and this fund was closed. Funds previously posted into this fund will be posted to the general fund beginning in FY11.

Uses of Funds

This fund was closed in FY10.

Special Revenue Funds
Franchise & Business Tax Fund
Fund No. 162

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	199,716	523,208	165,419	229,376	229,376	-
Estimated Revenues						
Taxes	290,066	293,393	285,000	285,000	288,738	-
Licenses & Permits	974,512	969,774	854,183	854,183	975,000	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	3,158	2,983	2,750	2,750	2,750	-
Miscellaneous	6,209	203	400	400	400	-
Other Financing Sources						
Transfers In	49,547	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,523,208</u>	<u>1,789,561</u>	<u>1,307,752</u>	<u>1,371,709</u>	<u>1,496,264</u>	-
Appropriations						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	<u>1,000,000</u>	<u>1,560,185</u>	<u>1,250,000</u>	<u>1,371,709</u>	<u>1,496,264</u>	-
Total Non-Operating Expenditures	<u>1,000,000</u>	<u>1,560,185</u>	<u>1,250,000</u>	<u>1,371,709</u>	<u>1,496,264</u>	-
Total Appropriations	1,000,000	1,560,185	1,250,000	1,371,709	1,496,264	-
Ending Fund Balance	<u>523,208</u>	<u>229,376</u>	<u>57,752</u>	-	-	-
Total	<u>1,523,208</u>	<u>1,789,561</u>	<u>1,307,752</u>	<u>1,371,709</u>	<u>1,496,264</u>	-

City of Sanibel, Florida

Special Revenue Funds

Building Department Fund

Fund No. 169

Sources of Funds

This fund was established in FY 2006 pursuant to Florida statute, which requires that building permit-type fees be expended solely for building department inspections, plan review, fee collection and other building-related expenditures. Beginning available fund balance in FY11 is expected to be \$567,314; budgeted permit revenues for FY11 are \$507,602. Revenues by type of permit are below.

	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Estimated	FY11 Proposed
Building Permits	\$ 595,488	\$ 432,121	\$ 491,544	\$ 366,860	\$ 300,000	\$ 300,000
Temporary Certification of Occupancy	\$ 1,000	\$ 2,000	\$ 2,500	\$ 2,000	\$ 1,500	\$ 1,500
Shutters/Windows/Doors	\$ -	\$ 44,601	\$ 35,237	\$ 55,504	\$ 25,000	\$ 25,000
Electrical Permits	\$ 28,228	\$ 30,314	\$ 30,281	\$ 27,269	\$ 23,000	\$ 23,000
Plumbing & Sprinkler Permits	\$ 26,445	\$ 31,950	\$ 34,302	\$ 24,985	\$ 28,000	\$ 28,000
HVAC Permits	\$ 49,910	\$ 34,981	\$ 38,172	\$ 53,904	\$ 32,000	\$ 32,000
Roofing Permits	\$ 68,864	\$ 54,403	\$ 27,424	\$ 23,360	\$ 23,000	\$ 23,000
Plan Review-Residential	\$ 74,314	\$ 58,615	\$ 55,560	\$ 49,712	\$ 27,000	\$ 27,000
Plan Review-Nonresidential	\$ 36,590	\$ 49,439	\$ 43,659	\$ 30,411	\$ 31,000	\$ 31,000
Insurance Certification	\$ 1,500	\$ 5,300	\$ 1,800	\$ 900	\$ 2,000	\$ 2,000
Contractor Competency	\$ 4,115	\$ 2,465	\$ 50	\$ 19,433	\$ 1,000	\$ 1,000
Contractor Licensing	\$ 34,820	\$ 29,370	\$ 17,122	\$ 27,420	\$ 12,102	\$ 12,102
Mangrove Trimming Licenses	\$ -	\$ 750	\$ 3,000	\$ -	\$ 2,000	\$ 2,000
	\$ 921,274	\$ 776,309	\$ 780,651	\$ 681,758	\$ 507,602	\$ 507,602

Uses of Funds

The cost to run the Building Department is budgeted at \$619,771 for direct and indirect costs. Of this amount \$411,958 is for personal services, \$177,813 is for operating expense and \$30,000 is budgeted for the building department's share of a proposed government-wide software conversion.

Special Revenue Funds
Building Department Fund
Fund No. 169

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	280,141	454,788	426,523	616,856	616,856	567,314
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	780,651	683,006	507,602	507,602	507,602	507,602
Intergovernmental	-	-	-	-	-	-
Charges for Services	6,864	5,935	6,095	6,095	6,095	6,095
Fines & Forfeitures	20,994	29,193	14,850	14,850	14,850	14,850
Miscellaneous	4,241	225	400	400	400	400
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,092,891</u>	<u>1,173,147</u>	<u>955,470</u>	<u>1,145,803</u>	<u>1,145,803</u>	<u>1,096,261</u>
Appropriations						
Public Safety						
Personal Services	395,600	369,330	391,229	398,738	395,255	411,958
Operating Expenses	242,504	186,961	196,499	182,589	183,234	177,813
Capital Outlay	-	-	-	-	-	30,000
Total Operating Expenditures	638,104	556,291	587,728	581,327	578,489	619,771
Non- Operating Expenditures						
Reserve for Compensation Adjustment	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	638,104	556,291	587,728	581,327	578,489	619,771
Ending Fund Balance	<u>454,787</u>	<u>616,856</u>	<u>367,742</u>	<u>564,476</u>	<u>567,314</u>	<u>476,490</u>
Total	<u>1,092,891</u>	<u>1,173,147</u>	<u>955,470</u>	<u>1,145,803</u>	<u>1,145,803</u>	<u>1,096,261</u>

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

Sources of Funds

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

Beginning available fund balance in FY11 is budgeted to be \$965,414. Budgeted revenues for FY11 are \$30,912 in intergovernmental revenue from the Lee County School Board, representing a 20% reimbursement for electric costs, \$375,000 in charges for services (membership fees and program fees) and \$23,670 in contributions. The City will transfer \$1,244,997 from the general fund to this fund in FY11. Charges for services by type of charge are below.

	FY08 Actual	FY09 Actual	FY10 Estimated	FY11 Proposed
Membership Fees	\$ 284,093	\$ 290,510	\$ 278,630	\$ 250,000
Summer Wreck Fees	\$ 58,495	\$ 37,123	\$ 33,498	\$ 29,000
After School Program Fees	\$ 43,522	\$ 36,953	\$ 48,443	\$ 42,000
Athletic Fees	\$ 22,176	\$ -	\$ -	\$ -
Holiday Programs	\$ 20,987	\$ 7,340	\$ 8,890	\$ 8,000
Piano Program Fees	\$ 13,800	\$ 15,538	\$ 15,360	\$ 15,000
Enrichment/Other Charges for Services	<u>\$ 16,284</u>	<u>\$ 103,369</u>	<u>\$ 30,179</u>	<u>\$ 31,000</u>
	\$ 459,357	\$ 490,833	\$ 415,000	\$ 375,000

Uses of Funds

The cost to run the Recreation Fund is budgeted at \$1,965,990. Of this amount the recreation department is budgeted at \$1,818,257; \$1,174,502 for personal services, \$622,584 for operating expense and \$21,170 for grants and aids. The Center 4 Life program budget is \$114,517 for personal services and \$33,216 for operating expense.

Special Revenue Funds
Recreation Center Fund
Fund No. 170

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	54,724	595,284	779,903	1,021,537	1,021,537	965,414
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	25,961	29,077	30,912	30,912	30,912	30,912
Charges for Services	459,448	490,833	277,000	287,000	415,000	375,000
Fines & Forfeitures	30	482	-	-	-	-
Miscellaneous	27,167	15,195	2,500	46,752	44,252	23,670
Other Financing Sources						
Transfers In	1,797,152	1,553,667	1,448,627	1,430,005	1,430,005	1,244,997
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>2,364,482</u>	<u>2,684,538</u>	<u>2,538,942</u>	<u>2,816,206</u>	<u>2,941,706</u>	<u>2,639,993</u>
Appropriations						
Recreation						
Personal Services	1,072,328	1,039,070	1,262,519	1,264,397	1,224,169	1,289,020
Operating Expenses	675,602	576,887	690,118	695,615	664,313	655,800
Capital Outlay	21,269	43,044	-	40,659	43,558	-
Grants & Aids	-	-	-	51,132	44,252	21,170
Total Operating Expenditures	<u>1,769,199</u>	<u>1,659,001</u>	<u>1,952,637</u>	<u>2,051,802</u>	<u>1,976,292</u>	<u>1,965,990</u>
Non- Operating Expenditures						
Transfer to Other Funds	-	4,000	-	-	-	-
Reserve for Cafeteria Benefits	-	-	-	-	-	-
Reserve for Contingencies	-	-	-	-	-	-
Total Non-Operating Expenditures	<u>-</u>	<u>4,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	1,769,199	1,663,001	1,952,637	2,051,802	1,976,292	1,965,990
Ending Fund Balance	<u>595,283</u>	<u>1,021,537</u>	<u>586,305</u>	<u>764,404</u>	<u>965,414</u>	<u>674,003</u>
Total	<u>2,364,482</u>	<u>2,684,538</u>	<u>2,538,942</u>	<u>2,816,206</u>	<u>2,941,706</u>	<u>2,639,993</u>

*In FY10 the seniors program was combined with the recreation department in this fund

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

Sources of Funds

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

Intergovernmental revenue of \$126,113 is budgeted for FY11, with \$73,503 coming from Lee County and \$52,610 from the Lee County School Board. A transfer of \$94,977 will be made from the general fund.

Uses of Funds

Operating costs of maintaining the ball fields adjacent to the Sanibel School, are shown in the supplemental schedules section of this document and total \$221,090.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	81,181	19,507	22,956	55,668	55,668	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	57,976	86,046	122,646	122,646	228,159	126,113
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	410	-	-	-	-	-
Other Financing Sources						
Transfers In	240,189	210,859	134,017	146,925	129,710	94,977
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>379,756</u>	<u>316,412</u>	<u>279,619</u>	<u>325,239</u>	<u>413,537</u>	<u>221,090</u>
Appropriations						
CULTURE/RECREATION						
Personal Services	120,430	115,213	120,286	62,979	22,113	-
Operating Expense	216,513	145,531	159,333	228,298	203,402	221,090
Capital Outlay	<u>23,306</u>	-	-	-	-	-
Total Operating Expenditures	360,249	260,744	279,619	291,277	225,515	221,090
Non- Operating Expenditures						
Transfer to Other Funds	-	-	-	-	<u>188,022</u>	-
Total Non-Operating Expenditures	-	-	-	-	<u>188,022</u>	-
Total Appropriations	360,249	260,744	279,619	291,277	413,537	221,090
Ending Fund Balance	19,507	55,668	(0)	33,962	-	-
Total	<u>379,756</u>	<u>316,412</u>	<u>279,619</u>	<u>325,239</u>	<u>413,537</u>	<u>221,090</u>

City of Sanibel, Florida

Special Revenue Funds

Oil Spill Clean Up Fund

Fund No. 190

Sources of Funds

This fund was created in FY10 to account for any costs associated with the BP oil spill in the Gulf of Mexico. \$40,000 was transferred into this fund from the general fund.

Uses of Funds

No funds have been expended to date in FY10. Any funds unspent at the end of FY10 will be returned to the general fund.

Special Revenue Funds
Oil Spill Clean Up Fund
Fund No. 190

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	-	-	-	-	-
Estimated Revenues						
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Housing Rents from CHR	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-
Other Financing Sources						
Transfers from Other Funds	-	-	-	40,000	40,000	-
Debt Proceeds	-	-	-	-	-	-
Non-Operating Grant	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	-	40,000	40,000	-
Appropriations						
Economic Environment						
Operating Expenses	-	-	-	40,000	40,000	-
Capital Outlay - Land	-	-	-	-	-	-
Grants & Aids - Administrative	-	-	-	-	-	-
Grants & Aids - Capital Projects	-	-	-	-	-	-
Total Economic Environment	-	-	-	40,000	40,000	-
Debt Service						
Principal						
Interest	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Appropriations	-	-	-	40,000	40,000	-
Ending Fund Balance	-	-	-	-	-	-
Total	-	-	-	40,000	40,000	-



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Summary of Debt Service Funds

<u>SOURCES OF FUNDS</u>		Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
		2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance		540,083	538,412	553,009	534,083	534,083	303,215
Estimated Revenues							
Taxes	2010 Millage						
Ad Valorem - Pond Apple	0.0595	735,096	227,954	253,500	253,500	253,500	250,251
Ad Valorem - Recreation Ctr.	0.1268	-	509,781	530,105	530,105	530,105	533,474
Intergovernmental		-	-	-	-	-	-
Federal Grant - FEMA		-	-	-	-	-	-
State Grant - 5% Share		-	-	-	-	-	-
Charges for Services							
Rents from CHR		50,000	50,001	50,001	50,001	50,001	-
Miscellaneous		36	12	-	-	-	-
Interest Earnings		11,478	751	1,350	1,150	1,150	1,150
Other Financing Sources							
Transfers From Other Funds		580,000	563,412	426,318	2,766,488	2,766,488	-
Reserve for Undercollection		-	-	(39,180)	(39,180)	-	(39,186)
Total Estimated Revenue and Other Financing Sources		<u>1,916,694</u>	<u>1,890,323</u>	<u>1,775,103</u>	<u>4,096,147</u>	<u>4,135,327</u>	<u>1,048,904</u>
<u>USES OF FUNDS</u>							
Debt Service							
Principal		716,804	720,742	606,973	3,206,752	3,206,752	275,000
Interest		661,477	635,498	611,071	624,560	624,560	468,738
Transfers To Other Funds		-	-	-	-	-	-
Other		-	-	2,000	800	800	8,300
Total Appropriations		<u>1,378,281</u>	<u>1,356,240</u>	<u>1,220,044</u>	<u>3,832,112</u>	<u>3,832,112</u>	<u>752,038</u>
Ending Fund Balance		<u>538,412</u>	<u>534,083</u>	<u>555,059</u>	<u>264,035</u>	<u>303,215</u>	<u>296,866</u>
Total		<u>1,916,694</u>	<u>1,890,323</u>	<u>1,775,103</u>	<u>4,096,147</u>	<u>4,135,327</u>	<u>1,048,904</u>

City of Sanibel, Florida

Debt Service Funds

1997 \$1.25M Debt Service – Paulsen Property Acquisition
Fund No. 202

Sources of Funds

This obligation was secured by a covenant to budget and appropriate any legally available non-ad valorem revenue source.

Uses of Funds

This debt was retired in FY10.

Debt Service Funds
 1997 \$1.25M Paulsen Property Acquisition
 Fund No. 202

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
SOURCES OF FUNDS						
Beginning Fund Balance	61,798	62,849	62,188	62,567	62,567	-
Estimated Revenues						
Miscellaneous						
Interest Earnings	1,337	4	50	-	-	-
Other Financing Sources						
Transfers From Other Funds	120,000	120,000	120,000	275,217	275,217	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>183,135</u>	<u>182,853</u>	<u>183,788</u>	<u>337,784</u>	<u>337,784</u>	-
USES OF FUNDS						
Debt Service						
Principal	94,272	99,038	103,946	327,681	327,681	-
Interest	26,013	21,248	16,314	10,103	10,103	-
Other	-	-	400	-	-	-
Total Appropriations	120,286	120,286	120,686	337,784	337,784	-
Ending Fund Balance	<u>62,849</u>	<u>62,567</u>	<u>63,102</u>	-	-	-
Total	<u>183,135</u>	<u>182,853</u>	<u>183,788</u>	<u>337,784</u>	<u>337,784</u>	-

City of Sanibel, Florida

Debt Service Funds

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

Sources of Funds

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

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

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

The proposed levy for the current tax year is:

<u>Tax Year</u>	<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Taxes Budgeted</u>
2010	2010-11	0.0595	\$250,251

Uses of Funds

The 30-year bonds carry coupon rates from 2.0% to 4.75% and will be paid off on August 1, 2031.

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

		Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
		2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
SOURCES OF FUNDS							
Beginning Fund Balance		256,285	248,428	238,223	238,147	238,147	251,222
Estimated Revenues	2010						
TAXES	Millage						
Ad Valorem-Voted Debt	0.0595	228,420	227,954	253,500	253,500	253,500	250,251
Intergovernmental							
State Grant-FI Communities Tr		-	-	-	-	-	-
Miscellaneous		11	4	-	-	-	-
Interest Earnings		4,797	236	400	400	400	400
Other Financing Sources							
Transfers From Other Funds		-	-	-	-	-	-
Debt Proceeds		-	-	-	-	-	-
Reserve for Undercollection		-	-	(12,675)	(12,675)	-	(12,513)
Total Estimated Revenue and Other Financing Sources		<u>489,513</u>	<u>476,622</u>	<u>482,267</u>	<u>479,372</u>	<u>492,047</u>	<u>489,360</u>
USES OF FUNDS							
Debt Service							
Principal		90,000	90,000	95,000	95,000	95,000	95,000
Interest		151,085	148,475	145,425	145,425	145,425	142,338
Other		-	-	400	400	400	400
Total Appropriations		241,085	238,475	238,525	240,825	240,825	237,738
Ending Fund Balance		<u>248,428</u>	<u>238,147</u>	<u>243,742</u>	<u>238,547</u>	<u>251,222</u>	<u>251,622</u>
Total		<u>489,513</u>	<u>476,622</u>	<u>482,267</u>	<u>479,372</u>	<u>492,047</u>	<u>489,360</u>

City of Sanibel, Florida

Debt Service Funds

1979 \$3.19M Debt Service

Fund No. 207

Sources of Funds

This obligation was secured by a covenant to budget and appropriate any legally available non-ad valorem revenue source.

Uses of Funds

This debt was retired in FY10.

Debt Service Funds
1979 \$3.19M Debt Service Fund
Fund No. 207

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
<u>SOURCES OF FUNDS</u>						
Beginning Fund Balance	197,507	191,541	185,714	186,073	186,073	-
Estimated Revenues						
Interest Earnings	1,511	9	150	-	-	-
Other Financing Sources						
Transfers From Other Fund:	180,000	182,000	190,000	1,473,170	1,473,170	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>379,018</u>	<u>373,550</u>	<u>375,759</u>	<u>1,659,243</u>	<u>1,659,243</u>	<u>-</u>
<u>USES OF FUNDS</u>						
Debt Service						
Principal	99,749	104,488	109,673	1,555,151	1,555,151	-
Interest	87,728	82,989	77,804	104,092	104,092	-
Other	-	-	400	-	-	-
Total Appropriations	187,477	187,477	187,877	1,659,243	1,659,243	-
Ending Fund Balance	<u>191,541</u>	<u>186,073</u>	<u>187,882</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>379,018</u>	<u>373,550</u>	<u>375,759</u>	<u>1,659,243</u>	<u>1,659,243</u>	<u>-</u>

City of Sanibel, Florida

Debt Service Funds

Capital Lease

Fund No. 215

Sources of Funds

This fund was established in FY 2008 to account for capital lease payments.

Uses of Funds

This lease was paid off in FY10.

Debt Service Funds
Capital Lease Fund
Fund No. 215

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
<u>SOURCES OF FUNDS</u>						
Beginning Fund Balance	-	-	47	47	47	-
Estimated Revenues						
Miscellaneous						
Interest Earnings	-	-	-	-	-	-
Other Financing Sources						
Transfers From Other Funds	-	11,412	11,318	88,203	88,203	-
Total Estimated Revenue and Other Financing Sources	-	11,412	11,412	88,250	88,250	-
<u>USES OF FUNDS</u>						
Debt Service						
Principal	-	8,648	7,220	80,169	80,169	-
Interest	-	2,717	4,145	8,081	8,081	-
Other	-	-	-	-	-	-
Total Appropriations	-	11,365	11,412	88,250	88,250	-
Ending Fund Balance	-	47	-	-	-	-
Total	-	11,412	11,412	88,250	88,250	-

City of Sanibel, Florida

Debt Service Funds

Recreation Facility Debt Service

Fund No. 270

Sources of Funds

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

In fiscal year 2011 \$533,474 in taxes will be levied on a millage rate of .1268. An allowance for undercollection of \$26,674 in tax is budgeted to recognize the discount taken by those paying their taxes between November and February. Interest earnings are budgeted at \$750.

Uses of Funds

Interest payments are made bi-annually; on February 1 and August 1 and an annual principal payment is made on August 1st. The bonds carry coupon rates from 4% to 4.35% and are scheduled to be paid off on February 1, 2036. An audit in FY11 is budgeted at \$7,500.

The amortization schedule is as follows:

Fiscal Year	Principal	Interest	Total Payment
FY 2011	\$ 180,000	\$ 326,400	\$ 506,400
FY 2012	\$ 185,000	\$ 319,200	\$ 504,200
FY 2013	\$ 195,000	\$ 311,800	\$ 506,800
FY 2014	\$ 200,000	\$ 303,513	\$ 503,513
FY 2015	\$ 210,000	\$ 295,013	\$ 505,013
FY 2016	\$ 220,000	\$ 286,088	\$ 506,088
FY 2017	\$ 230,000	\$ 276,738	\$ 506,738
FY 2018	\$ 240,000	\$ 266,963	\$ 506,963
FY 2019	\$ 250,000	\$ 257,363	\$ 507,363
FY 2020	\$ 260,000	\$ 247,363	\$ 507,363
FY 2021	\$ 270,000	\$ 236,703	\$ 506,703
FY 2022	\$ 280,000	\$ 225,633	\$ 505,633
FY 2023	\$ 295,000	\$ 214,153	\$ 509,153
FY 2024	\$ 305,000	\$ 202,058	\$ 507,058
FY 2025	\$ 320,000	\$ 189,248	\$ 509,248
FY 2026	\$ 335,000	\$ 175,808	\$ 510,808
FY 2027	\$ 345,000	\$ 161,738	\$ 506,738
FY 2028	\$ 360,000	\$ 147,248	\$ 507,248
FY 2029	\$ 380,000	\$ 131,588	\$ 511,588
FY 2030	\$ 395,000	\$ 115,058	\$ 510,058
FY 2031	\$ 415,000	\$ 97,875	\$ 512,875
FY 2032	\$ 430,000	\$ 79,823	\$ 509,823
FY 2033	\$ 450,000	\$ 61,118	\$ 511,118
FY 2034	\$ 470,000	\$ 41,543	\$ 511,543
FY 2035	\$ 240,000	\$ 21,098	\$ 261,098
FY 2036	\$ 245,000	\$ 5,329	\$ 250,329
Total	\$ 7,705,000	\$ 4,996,451	\$ 12,701,451

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

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Actual	Fiscal Year 2010			FY 11 Adopted
			Adopted Budget	Amended Budget	Estimated Actual	
<u>SOURCES OF FUNDS</u>						
Beginning Fund Balance	15,264	19,597	45,447	24,738	24,738	51,993
Estimated Revenues						
Taxes						
Ad Valorem						
		2010 Millage 0.1268				
	506,676	509,781	530,105	530,105	530,105	533,474
Miscellaneous	23	8				
Interest Earnings	3,833	502	750	750	750	750
Other Financing Sources						
Transfers From Other Funds			-	-	-	-
Debt Proceeds			-	-	-	-
Reserve for Undercollection	-	-	(26,505)	(26,505)	-	(26,674)
Total Estimated Revenue and Other Financing Sources	<u>525,797</u>	<u>529,888</u>	<u>549,797</u>	<u>529,088</u>	<u>555,593</u>	<u>559,543</u>
<u>USES OF FUNDS</u>						
Debt Service						
Principal	160,000	165,000	170,000	170,000	170,000	180,000
Interest	346,200	340,150	333,200	333,200	333,200	326,400
Other	-	-	400	400	400	7,900
Total Appropriations	506,200	505,150	503,600	503,600	503,600	514,300
Ending Fund Balance	<u>19,597</u>	<u>24,738</u>	<u>46,197</u>	<u>25,488</u>	<u>51,993</u>	<u>45,243</u>
Total	<u>525,797</u>	<u>529,888</u>	<u>549,797</u>	<u>529,088</u>	<u>555,593</u>	<u>559,543</u>

City of Sanibel, Florida

Debt Service Funds

Below Market Rate Housing Debt Service

Fund No. 280

Sources of Funds

This obligation was secured by a covenant to budget and appropriate any legally available non-ad valorem revenue source.

Uses of Funds

This debt was retired in FY10.

Debt Service Funds
Below Market Rate Housing Debt Service
Fund No. 280

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
SOURCES OF FUNDS						
Beginning Fund Balance	9,229	15,997	21,390	22,511	22,511	-
Estimated Revenues						
Rents from CHR	50,000	50,001	50,001	50,001	50,001	-
Miscellaneous	2					
Interest Earnings	-		-	-	-	-
Other Financing Sources						
Transfers From Other Funds	280,000	250,000	105,000	929,898	929,898	-
Debt Proceeds						
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>339,231</u>	<u>315,998</u>	<u>176,391</u>	<u>1,002,410</u>	<u>1,002,410</u>	<u>-</u>
USES OF FUNDS						
Debt Service						
Principal	272,783	253,568	121,134	978,751	978,751	-
Interest	50,451	39,919	34,183	23,659	23,659	-
Other	-	-	400	-	-	-
Total Appropriations	323,234	293,487	155,717	1,002,410	1,002,410	-
Ending Fund Balance	<u>15,997</u>	<u>22,511</u>	<u>20,674</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>339,231</u>	<u>315,998</u>	<u>176,391</u>	<u>1,002,410</u>	<u>1,002,410</u>	<u>-</u>



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Summary of Capital Project Funds

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance ¹	5,866,082	4,005,579	2,684,627	3,510,476	3,510,476	3,148,887
Estimated Revenues						
Intergovernmental Revenue		-				-
Grants from Other Governments	621,821	319,190	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Interest Earnings	236,518	(13,122)	500	500	10,120	500
Contributions	-	-	-	-	-	-
Special assessments	6,849	67,676	-	-	-	-
Total Revenue	<u>865,188</u>	<u>373,744</u>	<u>500</u>	<u>500</u>	<u>10,120</u>	<u>500</u>
Other Financing Sources						
Transfers In	2,968,919	1,428,137	791,418	791,418	792,575	676,732
Reserve for Undercollections		-	-	-	-	-
Debt Proceeds	88,817	-	-	-	-	-
Total Other Financing Sources	<u>3,057,736</u>	<u>1,428,137</u>	<u>791,418</u>	<u>791,418</u>	<u>792,575</u>	<u>676,732</u>
Total Estimated Revenue and Other Financing Sources	<u>9,789,006</u>	<u>5,807,460</u>	<u>3,476,545</u>	<u>4,302,394</u>	<u>4,313,171</u>	<u>3,826,119</u>
Appropriations						
General Government						
Management Information Systems	114,168	41,136	540,109	557,452	123,843	473,609
Public Safety						
Police Department	8,311	23,531	372,500	372,500	17,500	403,000
Physical Environment						
Natural Resources Department	309,364	328,479	-	-	-	-
Transportation						
Public Works & Facilities	2,161,351	1,557,795	1,234,000	1,488,255	562,729	2,409,500
Culture/Recreation						
Recreation	2,392,968	42,560	-	-	-	-
Total Operating Expenditures	<u>4,986,162</u>	<u>1,993,501</u>	<u>2,146,609</u>	<u>2,418,207</u>	<u>704,072</u>	<u>3,286,109</u>
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Center Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	796,434	303,483	-	335,000	460,212	77,459
Total Non-Operating Expenditures	<u>796,434</u>	<u>303,483</u>	<u>-</u>	<u>335,000</u>	<u>460,212</u>	<u>77,459</u>
Total Appropriations	5,782,596	2,296,984	2,146,609	2,753,207	1,164,284	3,363,568
Ending Fund Balance	<u>4,006,413</u>	<u>3,510,476</u>	<u>1,329,936</u>	<u>1,549,187</u>	<u>3,148,887</u>	<u>462,551</u>
Total	<u>9,789,009</u>	<u>5,807,460</u>	<u>3,476,545</u>	<u>4,302,394</u>	<u>4,313,171</u>	<u>3,826,119</u>

City of Sanibel, Florida

Capital Project Funds

Capital Planning and Asset Acquisition Fund
Fund NO. 300

Sources of Funds

These projects are funded in fiscal year 2011 by the carry-forward of \$1,222,768 of available beginning fund balance, interest earnings of \$250 and an inter-fund transfer of \$337,091.

Uses of Funds

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

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

Total outlays for FY11 are budgeted to be \$1,456,109.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	751,519	964,188	929,613	992,370	992,370	1,222,768
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	83,203	471	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	10,438	51	250	250	250	250
Other Financing Sources						
Transfers In	850,350	326,271	536,746	536,746	536,746	337,091
Debt Proceeds	88,817	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,784,327</u>	<u>1,290,981</u>	<u>1,466,609</u>	<u>1,529,366</u>	<u>1,529,366</u>	<u>1,560,109</u>
Appropriations						
General Government						
Management Information Systems	114,168	41,136	540,109	557,452	123,843	473,609
Public Safety						
Police Department	8,311	23,531	372,500	372,500	17,500	403,000
Physical Environment						
Natural Resources Department	19,081	-	-	-	-	-
Transportation						
Public Works	74,086	35,752	219,000	225,000	117,000	226,500
Public Facilities	-	189,211	335,000	353,255	23,255	353,000
Culture/Recreation						
Recreation	8,535	8,980	-	-	-	-
Capital Outlay	585,958	-	-	-	-	-
Total Operating Expenditures	<u>810,139</u>	<u>298,610</u>	<u>1,466,609</u>	<u>1,508,207</u>	<u>281,598</u>	<u>1,456,109</u>
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Grant Matches	-	-	-	-	-	-
Transfer to Other Funds	10,000	-	-	25,000	25,000	-
Total Non-Operating Expenditures	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Total Appropriations	820,139	298,610	1,466,609	1,533,207	306,598	1,456,109
Ending Fund Balance	<u>964,188</u>	<u>992,370</u>	<u>-</u>	<u>(3,841)</u>	<u>1,222,768</u>	<u>104,000</u>
Total	<u>1,784,327</u>	<u>1,290,980</u>	<u>1,466,609</u>	<u>1,529,366</u>	<u>1,529,366</u>	<u>1,560,109</u>

City of Sanibel, Florida

Capital Project Funds

Transportation Capital Projects

Fund No. 301

Sources of Funds

These projects are funded in fiscal year 2011 by the carry-forward of \$710,109 of available beginning fund balance, interest earnings of \$250 and an inter-fund transfer of \$339,641.

Uses of Funds

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

Capital Project Funds
Transportation Capital Projects
Fund No. 301

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	736,254	758,904	295,078	874,410	874,410	710,109
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	48,497	51,503	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	10,337	23,788	250	250	9,870	250
Other Financing Sources						
Transfers In	932,736	918,303	254,672	254,672	255,829	339,641
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,727,824</u>	<u>1,752,498</u>	<u>550,000</u>	<u>1,129,332</u>	<u>1,140,109</u>	<u>1,050,000</u>
Appropriations						
Transportation						
Operating Expense	-	-	-	-	-	-
Capital Outlay	908,919	878,088	550,000	550,000	120,000	1,050,000
Total Operating Expenditures	908,919	878,088	550,000	550,000	120,000	1,050,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	60,000	-	-	310,000	310,000	-
Total Non-Operating Expenditures	60,000	-	-	310,000	310,000	-
Total Appropriations	968,919	878,088	550,000	860,000	430,000	1,050,000
Ending Fund Balance	<u>758,905</u>	<u>874,410</u>	<u>-</u>	<u>269,332</u>	<u>710,109</u>	<u>-</u>
Total	<u>1,727,824</u>	<u>1,752,498</u>	<u>550,000</u>	<u>1,129,332</u>	<u>1,140,109</u>	<u>1,050,000</u>

City of Sanibel, Florida

Capital Project Funds

Rabbit Road Capital Projects

Fund No. 306

Sources of Funds

This fund has a beginning fund balance of \$346,361 in fiscal year 2011.

Uses of Funds

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

This project is listed in the Public Works Department section of the CIP under Other Road Projects and then identified in the left hand column as Fund #306. The purpose of this project, costing \$300,000 and described in more detail in the CIP, is to widen the shared-use path on Rabbit Road to 8 feet.

Capital Project Funds
Rabbit Road
Fund No. 306

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	210,138	346,344	346,344	346,361	346,361	346,361
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	61	17	-	-	-	-
Other Financing Sources						
Transfers In	149,862	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>360,061</u>	<u>346,361</u>	<u>346,344</u>	<u>346,361</u>	<u>346,361</u>	<u>346,361</u>
Appropriations						
Transportation						
Operating Expense	13,717	-	-	-	-	-
Capital Outlay	-	-	-	-	-	300,000
Total Operating Expenditures	13,717	-	-	-	-	300,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	13,717	-	-	-	-	300,000
Ending Fund Balance	<u>346,344</u>	<u>346,361</u>	<u>346,344</u>	<u>346,361</u>	<u>346,361</u>	<u>46,361</u>
Total	<u>360,061</u>	<u>346,361</u>	<u>346,344</u>	<u>346,361</u>	<u>346,361</u>	<u>346,361</u>

City of Sanibel, Florida

Capital Project Funds

Periwinkle Way Road and Bikepath
Fund No. 307

Sources of Funds

Beginning available fund balance in FY11 is budgeted to be \$179,647.

Uses of Funds

No outlays are budgeted for FY11.

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

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	1,193,742	349,375	226,871	229,647	229,647	179,647
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	13,614	14	-	-	-	-
Other Financing Sources						
Transfers In	49,547	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>1,256,903</u>	<u>349,389</u>	<u>226,871</u>	<u>229,647</u>	<u>229,647</u>	<u>179,647</u>
Appropriations						
Transportation						
Capital Outlay	<u>307,528</u>	<u>119,742</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
Total Operating Expenditures	307,528	119,742	50,000	50,000	50,000	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	<u>600,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Operating Expenditures	<u>600,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	907,528	119,742	50,000	50,000	50,000	-
Ending Fund Balance	<u>349,375</u>	<u>229,647</u>	<u>176,871</u>	<u>179,647</u>	<u>179,647</u>	<u>179,647</u>
Total	<u>1,256,903</u>	<u>349,389</u>	<u>226,871</u>	<u>229,647</u>	<u>229,647</u>	<u>179,647</u>

City of Sanibel, Florida

Capital Project Funds

Tarpon Bay Road Fund

Fund No. 309

Sources of Funds

Beginning available fund balance in FY11 is budgeted to be \$560,287.

Uses of Funds

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

Total outlays for FY11 are budgeted at \$450,000.

Capital Project Funds
Tarpon Bay Road
Fund No. 309

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	82,640	697,451	547,451	622,761	622,761	560,287
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	4,779	34	-	-	-	-
Other Financing Sources						
Transfers In	617,360	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>704,779</u>	<u>697,485</u>	<u>547,451</u>	<u>622,761</u>	<u>622,761</u>	<u>560,287</u>
Appropriations						
Transportation						
Operating Expense	7,328	54,118	-	70,000	62,474	-
Capital Outlay	-	20,606	50,000	50,000	-	450,000
Total Operating Expenditures	7,328	74,724	50,000	120,000	62,474	450,000
Non-Operating Expenditures						
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	7,328	74,724	50,000	120,000	62,474	450,000
Ending Fund Balance	<u>697,451</u>	<u>622,761</u>	<u>497,451</u>	<u>502,761</u>	<u>560,287</u>	<u>110,287</u>
Total	<u>704,779</u>	<u>697,485</u>	<u>547,451</u>	<u>622,761</u>	<u>622,761</u>	<u>560,287</u>

City of Sanibel, Florida
Capital Project Funds
Dixie Beach Boulevard Project Fund
Fund No. 311

Sources of Funds

Beginning available fund balance in FY11 is budgeted to be \$77,459.

Uses of Funds

\$77,459 is budgeted to be transferred to Fund 301, Transportation Capital Projects in FY11.

Capital Project Funds
Dixie Beach Boulevard Project Fund
Fund No. 311

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	350,399	236,577	237,459	237,459	77,459
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	62	12	-	-	-	-
Other Financing Sources						
Transfers In	358,822	91,178	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>358,884</u>	<u>441,589</u>	<u>236,577</u>	<u>237,459</u>	<u>237,459</u>	<u>77,459</u>
Appropriations						
Transportation						
Operating Expense	8,485	9,275	-	-	-	-
Capital Outlay	-	194,855	-	160,000	160,000	-
Total Operating Expenditures	8,485	204,130	-	160,000	160,000	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	77,459
Total Non-Operating Expenditures	-	-	-	-	-	<u>77,459</u>
Total Appropriations	8,485	204,130	-	160,000	160,000	77,459
Ending Fund Balance	<u>350,399</u>	<u>237,459</u>	<u>236,577</u>	<u>77,459</u>	<u>77,459</u>	-
Total	<u>358,884</u>	<u>441,589</u>	<u>236,577</u>	<u>237,459</u>	<u>237,459</u>	<u>77,459</u>

City of Sanibel, Florida
Capital Project Funds
Shell Harbor Canal Dredging
Fund No. 329

Sources of Funds

Beginning in FY10, to conform to Government Accounting Standards Board (GASB) Statement 54, operating expense that was previously charged to this fund, will be charged to a new special revenue fund, Fund 129.

Uses of Funds

Please see Fund 129 for information concerning this project.

Capital Project Funds
Shell Harbor Canal Dredging
Fund No. 329

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	49,174	49,777	-	37,358	37,358	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	603	16,547	-	-	-	-
Other Financing Sources						
Assessments	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>49,777</u>	<u>66,324</u>	<u>-</u>	<u>37,358</u>	<u>37,358</u>	<u>-</u>
Appropriations						
Transportation						
Operating Expense	-	28,966	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	28,966	-	-	-	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	37,358	-
Total Non-Operating Expenditures	-	-	-	-	37,358	-
Total Appropriations	-	28,966	-	-	37,358	-
Ending Fund Balance	<u>49,777</u>	<u>37,358</u>	<u>-</u>	<u>37,358</u>	<u>-</u>	<u>-</u>
Total	<u>49,777</u>	<u>66,324</u>	<u>-</u>	<u>37,358</u>	<u>37,358</u>	<u>-</u>

City of Sanibel, Florida

Capital Project Funds

Periwinkle Landscaping Fund

Fund No. 332

Sources of Funds

This project is funded in FY11 by the carry forward of \$52,256 of beginning fund balance.

Uses of Funds

Details of the project are included in the 5-Year capital improvement plan (the CIP) found at the end of this document.

The project, totaling \$30,000 in FY 2011, is listed in the natural resources department section of the CIP and then identified in the left hand column as Fund # 332.

The purpose of this project is described in more detail in the CIP.

Capital Project Funds
Periwinkle Landscaping
Fund No. 332

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	160,810	101,527	51,527	82,256	82,256	52,256
Estimated Revenues						-
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	(8,594)	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	145,563	10,714	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>297,779</u>	<u>112,241</u>	<u>51,527</u>	<u>82,256</u>	<u>82,256</u>	<u>52,256</u>
Appropriations						
Physical environment	61,933	6,942				
Transportation	123,763	20,045	-	-	-	-
Capital Outlay	<u>10,556</u>	<u>2,998</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Total Operating Expenditures	196,252	29,985	30,000	30,000	30,000	30,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	196,252	29,985	30,000	30,000	30,000	30,000
Ending Fund Balance	<u>101,527</u>	<u>82,256</u>	<u>21,527</u>	<u>52,256</u>	<u>52,256</u>	<u>22,256</u>
Total	<u>297,779</u>	<u>112,241</u>	<u>51,527</u>	<u>82,256</u>	<u>82,256</u>	<u>52,256</u>

City of Sanibel, Florida

Capital Project Funds

Sanibel Estates Canal Trimming Special Assessment Project
Fund No. 341

Sources of Funds

Beginning in FY10, to conform to Government Accounting Standards Board (GASB) Statement 54, operating expense that was previously charged to this fund, will be charged to a new special revenue fund, Fund 141.

Uses of Funds

Please see Fund 141 for information concerning this project.

Capital Project Funds
Sanibel Estates Canal Trimming Special Assessment Project
Fund No. 341

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	15,520	15,729	-	18,688	18,688	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	6,884	6,850	-	-	-	-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Reserve for Undercollections	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>22,404</u>	<u>22,579</u>	<u>-</u>	<u>18,688</u>	<u>18,688</u>	<u>-</u>
Appropriations						
Transportation						
Operating Expense	6,675	3,891	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	6,675	3,891	-	-	-	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	18,688	-
Total Non-Operating Expenditures	-	-	-	-	18,688	-
Total Appropriations	6,675	3,891	-	-	18,688	-
Ending Fund Balance	<u>15,729</u>	<u>18,688</u>	<u>-</u>	<u>18,688</u>	<u>-</u>	<u>-</u>
Total	<u>22,404</u>	<u>22,579</u>	<u>-</u>	<u>18,688</u>	<u>18,688</u>	<u>-</u>

City of Sanibel, Florida

Capital Project Funds

Sanibel Isles/Water Shadows Dredging Project

Fund No. 342

Sources of Funds

Beginning in FY10, to conform to Government Accounting Standards Board (GASB) Statement 54, operating expense that was previously charged to this fund, will be charged to a new special revenue fund, Fund 142.

Uses of Funds

Please see Fund 142 for information concerning this project.

Capital Project Funds
Dredging-Sanibel Isles/Water Shadows
Fund No. 342

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
Beginning Fund Balance	-	15,243	-	18,009	18,009	-
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	10,243	9,845	-	-	-	-
Other Financing Sources						
Transfers In	5,000	5,000	-	-	-	-
Reserve for Undercollections	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	<u>15,243</u>	<u>30,088</u>	<u>-</u>	<u>18,009</u>	<u>18,009</u>	<u>-</u>
Appropriations						
Transportation						
Operating Expense	-	247	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	247	-	-	-	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	11,832	-	-	18,009	-
Total Non-Operating Expenditures	-	11,832	-	-	18,009	-
Total Appropriations	-	12,079	-	-	18,009	-
Ending Fund Balance	<u>15,243</u>	<u>18,009</u>	<u>-</u>	<u>18,009</u>	<u>-</u>	<u>-</u>
Total	<u>15,243</u>	<u>30,088</u>	<u>-</u>	<u>18,009</u>	<u>18,009</u>	<u>-</u>



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Proprietary Funds Budget

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



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City of Sanibel, Florida

Proprietary Funds

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Summary of Enterprise Funds

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Actual	Fiscal Year 2010		Estimated Actual	FY11 Proposed
			Adopted Budget	Amended Budget		
Sources of Funds						
Beginning Unrestricted Net Assets	160,674	2,796,975	1,632,429	1,810,124	1,810,124	1,732,521
Estimated Revenue						
Taxes						
Ad Valorem Taxes - Voted De	Mills 0.2484	1,175,624	1,244,143	1,291,540	1,291,540	1,045,444
Licenses & Permits						
Beach Parking Permits		78,710	92,763	70,000	70,000	88,848
						70,000
Intergovernmental						
Grants from TDC		1,463,374	1,347,248	45,000	1,700,018	1,347,018
Grants from State of FL		20,370	-	-	-	-
Grants Other Local Units		135,596	-	-	-	-
Total Intergovernmental		1,619,339	1,347,248	45,000	1,700,018	1,347,018
Charges for Services						
Sewer - Residential and Commercial User Fees		5,179,060	5,620,158	5,591,355	5,591,355	5,533,125
Guaranteed Revenue Charge		-	-	-	-	-
Sale of Treated Effluent		195,909	-	208,320	208,320	208,068
Other Charges		-	-	-	-	-
Parking Fees		1,081,316	1,176,435	920,000	920,000	1,185,143
Total Charges for Services		6,456,285	6,796,593	6,719,675	6,719,675	6,926,336
Fines and Forfeitures						
Penalties ¹		143,351	134,996	120,000	120,000	95,000
Miscellaneous						
Disposition of Fixed Assets		11,640	(46,526)	-	-	-
Interest Earnings		622,629	446,594	97,135	97,135	124,985
Special Assessments		-	-	1,057,352	1,057,352	1,011,964
Total Miscellaneous		634,269	400,068	1,154,487	1,154,487	1,136,949
Total Revenue		10,107,579	10,015,811	9,400,702	11,055,720	10,885,691
Other Financing Sources						
Transfers In		175,002	-	-	-	-
Capital Contributions		686,776	1,912,990	-	-	-
Loan Proceeds		-	-	-	-	1,100,000
Reserve for Undercollections		-	-	(106,862)	(106,862)	(122,770)
Total Other Financing Sources		861,778	1,912,990	(106,862)	(106,862)	(122,770)
Total Sources of Funds		11,130,030	14,725,776	10,926,269	12,758,982	12,573,044
						11,973,920

Summary of Enterprise Funds

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year	Fiscal Year	Fiscal Year 2010		Estimated	FY11
	2007-08	2008-09	Adopted	Amended		
Actual	Actual	Budget	Budget			
Uses of Funds						
Physical Environment						
Personal Services	1,319,556	1,332,452	1,403,066	1,388,824	1,416,996	1,582,664
Operating Expense	2,490,230	2,565,173	2,075,986	2,068,874	2,010,820	1,871,726
Capital Outlay	-	-	1,082,000	982,000	592,500	2,045,000
Total Physical Environment	3,809,786	3,897,625	4,561,052	4,439,698	4,020,316	5,499,390
Transportation						
Personal Services	943,648	891,777	1,031,324	1,024,913	1,010,582	1,015,026
Operating Expense	1,125,444	1,060,067	1,009,309	1,072,412	996,869	1,127,265
Capital Outlay	-	-	213,000	981,218	677,800	333,600
Total Transportation	2,069,092	1,951,844	2,253,633	3,078,543	2,685,251	2,475,892
Total Operating & Capital Expenses	5,878,878	5,849,469	6,814,685	7,518,241	6,705,566	7,975,282
Non-Operating Expenses						
Grants & Aid (Reclaimed Water)	35,004	-	-	-	-	-
Reserve for Disasters	-	-	50,000	50,000	50,000	50,000
Debt Service	1,815,522	1,492,875	4,084,956	4,529,702	4,084,957	4,082,547
Depreciation and Amortization	2,551,223	2,601,514	-	-	-	-
Total Non-Operating Expenses	4,401,749	4,094,389	4,134,956	4,579,702	4,134,957	4,132,547
Total Appropriations	10,280,627	9,943,858	10,949,640	12,097,942	10,840,522	12,107,829
Change in Net Assets	688,729	1,984,943				
Beginning Net Assets	27,418,289	2,796,975				
Ending Net Assets	29,581,471	31,519,887				
Restricted Net Assets	26,784,496	29,709,763				
Unrestricted Net Assets	2,796,975	1,810,124	(23,371)	661,040	1,732,522	(133,909)
TOTAL USES OF FUNDS			10,926,269	12,758,982	12,573,044	11,973,920

City of Sanibel, Florida

Enterprise Funds Sanibel Sewer Funds Fund No. 450

The Sanibel sewer system was purchased by the City on August 8, 1991 for \$2.99 million from the Sanibel Sewer System Partners, Ltd., a division of Mariner Properties, Inc. This purchase was funded by the issuance of \$4.95 million, 30-year revenue bonds which were secured by the net revenue generated by the system. In 1993 these bonds were advance refunded by the issuance of \$7.185 million bonds, which provided funding to extend sewer along Periwinkle Way from Donax Street to Tahitian Gardens. In 2003, the City refunded the 1993 bonds to take advantage of historically low interest rates providing interest savings to the system. The rates ranged from 2% to 3.9%.

The sewer system has two (2) treatment facilities; the main plant on Donax Street and a secondary plant on the west end of the island, the Wulfert Plant. The system has a total treatment capacity of 2.5 million gallons per day (mgd), 2.375 mgd at the Donax Plant and 0.125 mgd at the Wulfert Plant.

Beginning in 1995, a wastewater master plan was developed in conformance with the land development code, now known as the Sanibel Plan, which provided for a phased expansion to provide sewer service to the entire island. To date the following phases have been completed: Phase 1 which included South Capers, Sanibel Highlands, Sabal Sands, Lagoon Estates, Sanibel Place, Sanibel Lake Estates, Periwinkle Partners, Sanibel Pines, Dixie Beach, Sanibel Shores and Area U; Phase 2A on Rabbit Road; Phase 2B on the east end of the island; Phase 2C on the southwest end of the island; Phase 3A included Gulf Pines and the San-Cap Commercial district and Phase 3B on the northwest end of the island. The engineering for Phase 4 is completed and the project is waiting the securing of easements and funding, while the land for Phase 5 was purchased in January 2008 and the then-current customers of the Sanibel Bayous Utility Corporation became City of Sanibel customers. Billing for Phase 5, 299 equivalent residential connections in Sanibel Bayous and Blind Pass Condominium, began in April 2008.

The cost of the expansion projects has been funded by state revolving (SRF) loans granted by the state of Florida's Department of Environmental Protection. The low-interest rate, 20-year loans are being repaid from three sources; ad valorem taxes, special assessments and system operating revenue.

A special voted debt service ad valorem tax levy was adopted by voters at referendum in 1998. The levy provides an additional SRF repayment source so that assessments on benefiting properties could be reduced. For tax year 2010, this sewer voted debt service tax rate has been set at 0.2484 mills which will cost a taxpayer \$24.84 per \$100,000 of taxable property valuation.

In the May 2009 Sanibel sewer system financial feasibility study, the City's consultant calculated the necessary rate structure to maintain debt coverage and operating costs. The annual 3% indexing amount was applied to billings beginning October 1, 2009.

City of Sanibel, Florida

Sources of Funds

In addition to the roll-forward of prior year balances, ad valorem tax revenue of \$1,045,444 is budgeted from the levy of the 0.2484 millage rate. Residential and commercial user fees of \$5,533,125 are the same as budgeted in FY10. The 3% annual indexing that was applied in recent years will not be applied in FY11. Fees will also be earned by additional customers hooking up to the system as various stages of the expansion are completed. User fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves.

Other sources of funds are budgeted at \$214,310. These include charging for the sale of treated effluent at a rate of \$2.42/1,000 gallons to general customers other than the Sanctuary and Beachview Golf Courses. Fines from late payment of sewer bills are included in other sources of funds. Miscellaneous revenue includes interest earnings and Wulfert tower rental receipts.

Special assessments payments are budgeted to be \$1,011,964.

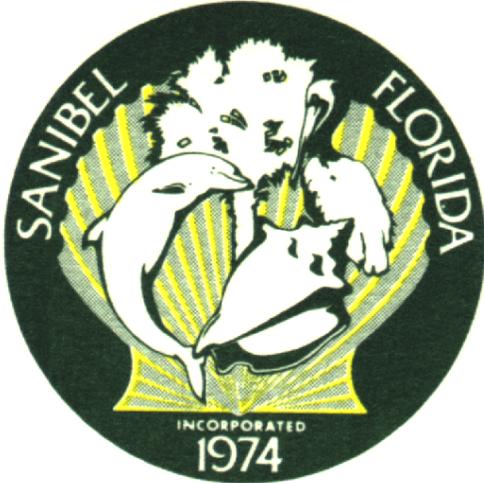
Uses of Funds

The operational expenses of the sewer system are accounted for in the Donax department. Operating expenses including sludge removal, laboratory services, utilities, repair and maintenance, insurance, indirect (central services) costs and other contractual services are budgeted to be \$1,871,726. Sixteen (16) full-time positions and two part-time positions manage, operate and provide engineering services to the system at a cost for salaries and fringe benefits of \$1,582,664. The capital budget is budgeted at \$2,045,000. The principal and interest budgeted for debt service is \$3,732,547 for the 2003 bonds, the SRF loans and a repayment of reuse advances to the general fund of \$350,000. This repayment is the fifth repayment of \$350,000 to the general fund from the sewer fund of a loan between the two funds pursuant to Resolution #06-118 adopted August 15, 2006. The loan is scheduled to be paid annually over ten years.

The existing reserve for disasters is increased by \$50,000 to \$300,000.

Enterprise Fund
Sewer System

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year 2007-08	Fiscal Year 2008-09	Fiscal Year 2010			FY 11
	Actual	Actual	Adopted Budget	Amended Budget	Estimated Actual	Proposed
Beginning Unrestricted Net Assets	26,020	2,589,502	1,183,736	1,248,641	1,248,641	1,231,388
Estimated Revenues						
2010 Millage						
Ad Valorem Taxes-Voted Debt 0.2484	1,175,624	1,244,143	1,291,540	1,291,540	1,291,540	1,045,444
Commercial User Fees	5,179,060	5,620,158	5,591,355	5,591,355	5,533,125	5,533,125
Sale of Treated Effluent	195,909	-	208,320	208,320	208,068	214,310
Grant from State of Florida	20,370	-	-	-	-	-
Fines and Forfeitures	23,712	24,168	20,000	20,000	20,000	20,000
Miscellaneous	622,622	399,071	97,135	97,135	124,985	119,774
Special Assessments	-	-	1,057,352	1,057,352	1,011,964	1,011,964
Other Financing Sources						
Capital Contributions	686,776	1,912,990	-	-	-	-
Grants Other Governmental Units	135,596	-	-	-	-	-
Gain/Loss on sale of equip/invest	11,640	(46,526)	-	-	-	-
Loan proceeds	-	-	-	-	-	1,100,000
Transfer from other funds	175,002	-	-	-	-	-
Reserve for Undercollection	-	-	(51,662)	(51,662)	(51,662)	(41,818)
Total Estimated Revenue and Other Financing Sources	<u>8,252,331</u>	<u>11,743,506</u>	<u>9,397,776</u>	<u>9,462,681</u>	<u>9,386,661</u>	<u>10,234,187</u>
Appropriations						
Physical Environment						
Personal Services	1,319,556	1,332,452	1,403,066	1,388,824	1,416,996	1,582,664
Operating Expense	2,490,230	2,565,173	2,075,986	2,068,874	2,010,820	1,871,726
Capital Outlay	-	-	1,082,000	982,000	592,500	2,045,000
Total Operating Expenditures	<u>3,809,786</u>	<u>3,897,625</u>	<u>4,561,052</u>	<u>4,439,698</u>	<u>4,020,316</u>	<u>5,499,390</u>
Non-Operating Expenditures						
Grants & Aid (Reclaimed Water)	35,004	-	-	-	-	-
Reserve for Disasters	-	-	50,000	50,000	50,000	50,000
Debt Service	1,815,522	1,492,875	4,084,956	4,529,702	4,084,957	4,082,547
Depreciation and Amortization	2,450,558	2,473,776	-	-	-	-
Total Non-Operating Expenditures	<u>4,301,084</u>	<u>3,966,651</u>	<u>4,134,956</u>	<u>4,579,702</u>	<u>4,134,957</u>	<u>4,132,547</u>
Total Appropriations	8,110,870	7,864,277	8,696,008	9,019,400	8,155,273	9,631,937
Change in Net Assets	115,441	1,289,727				
Beginning Net Assets	27,735,675	27,851,116				
Ending Net Assets	27,851,116	29,140,843				
Restricted Net Assets	25,261,614	27,892,202				
Unrestricted Net Assets	2,589,502	1,248,641	<u>701,768</u>	<u>443,281</u>	<u>1,231,388</u>	<u>602,250</u>
Total Uses of Funds			<u>9,397,776</u>	<u>9,462,681</u>	<u>9,386,661</u>	<u>10,234,187</u>



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City of Sanibel, Florida

Enterprise Funds
Beach Parking Fund
Fund No. 470

Sources of Funds

Pursuant to ordinance, parking fees are charged at \$2.00 per hour at the City's seven (7) beach parking locations, Lighthouse, Gulfside City Park, Tarpon Bay, Bowman's, Blind Pass, Boat Ramp and Turner Beach. Revenues from this source are budgeted at \$940,000 for FY 2011, net of the 6% sales tax remitted to the state department of revenue. Parking violation revenue is estimated to be \$100,000.

Uses of Funds

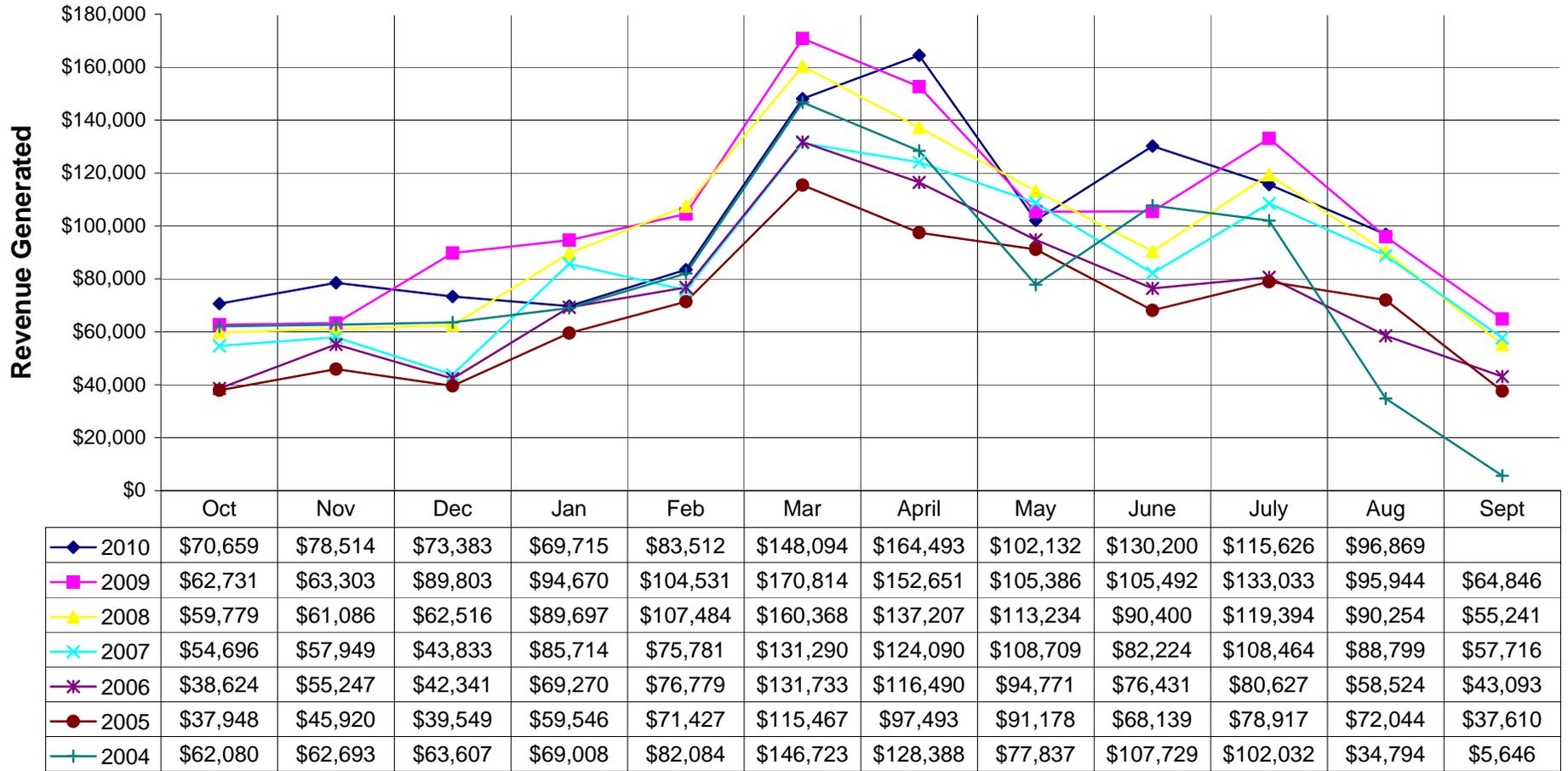
In addition to the enforcement of the ordinance, user fee revenues are used to maintain the beach facilities as well as provide shared-use path access to the beaches. An operating line-item budget is included in the transportation function in the supplemental schedules section of this document and the 5-year capital improvement plan is detailed in that section at the end of this document.

A grant in the amount of \$884,500 from the TDC has been applied for and tentatively approved to augment beach maintenance. Since the County's budget process runs concurrently with the City's, the beach parking fund's revenue will be amended by the grant amount upon receipt of the grant award.

Enterprise Funds
Beach Parking
Fund No. 470

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	Proposed
Beginning Unrestricted Net Ass	134,654	207,473	448,693	561,483	561,483	501,133
Estimated Revenue						
Licenses and Permits						
Beach Parking Permits	78,710	92,763	70,000	70,000	88,848	70,000
Intergovernmental Revenue	1,463,374	1,347,248	45,000	1,700,018	1,347,018	128,600
Charges for Services						
Parking Fees	1,081,316	1,176,435	920,000	920,000	1,185,143	1,000,000
Fines and Forfeitures	119,639	110,828	100,000	100,000	75,000	100,000
Miscellaneous						
Refund of Prior Year Expense			-			-
Interest Earnings	7	997	-	-	-	-
Other Financing Sources						
Transfers In	-			-	-	-
Disposition of Fixed Assets	-		-	-	-	-
Sales tax due to the state	-	-	(55,200)	(55,200)	(71,109)	(60,000)
Total Estimated Revenue and Other Financing Sources	<u>2,877,699</u>	<u>2,935,744</u>	<u>1,528,493</u>	<u>3,296,301</u>	<u>3,186,383</u>	<u>1,739,733</u>
Appropriations						
Public Safety						
Personal Services	547,934	493,881	504,162	502,593	503,991	475,481
Operating Expense	415,365	391,953	378,710	404,185	413,015	425,824
Capital Outlay	-	-	213,000	275,000	264,000	145,000
Total Public Safety	<u>963,299</u>	<u>885,834</u>	<u>1,095,872</u>	<u>1,181,778</u>	<u>1,181,006</u>	<u>1,046,305</u>
Natural Resources						
Operating Expense	92,914	132,219	110,000	110,000	110,000	120,000
Capital Outlay	-	-	-	-	-	-
Total Natural Resources	<u>92,914</u>	<u>132,219</u>	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>	<u>120,000</u>
Transportation						
Personal Services	395,714	397,896	527,162	522,320	506,590	539,545
Operating Expense	617,165	535,895	520,599	558,227	473,855	581,441
Capital Outlay	-	-	-	706,218	413,800	188,600
Total Transportation	<u>1,012,879</u>	<u>933,791</u>	<u>1,047,761</u>	<u>1,786,765</u>	<u>1,394,245</u>	<u>1,309,587</u>
Total Operating Expenditure:	<u>2,069,092</u>	<u>1,951,844</u>	<u>2,253,633</u>	<u>3,078,543</u>	<u>2,685,251</u>	<u>2,475,892</u>
Non-Operating Expenditures						
Depreciation	100,665	127,738	-	-	-	-
Reserve for Pay & Classificatio	-	-	-	-	-	-
Non-Operating Expenditures	<u>100,665</u>	<u>127,738</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>2,169,757</u>	<u>2,079,582</u>	<u>2,253,633</u>	<u>3,078,543</u>	<u>2,685,251</u>	<u>2,475,892</u>
Change in Net Assets	573,289	648,689				
Beginning Net Assets	1,157,067	1,730,355				
Ending Net Assets	<u>1,730,355</u>	<u>2,379,044</u>				
Restricted Net Assets	1,522,882	1,817,561				
Unrestricted Net Assets	<u>207,473</u>	<u>561,483</u>	<u>(725,140)</u>	<u>217,758</u>	<u>501,133</u>	<u>(736,159)</u>
Total Uses of Funds			<u>1,528,493</u>	<u>3,296,301</u>	<u>3,186,383</u>	<u>1,739,733</u>

Beach Parking Revenue Graph By Fiscal Year



Supplemental Schedules

This section contains the following subsections:

Departmental Line-Item Budgets by Function

Schedule of Interfund Transfers

Schedule of Personal Services

Summary of Changes to Authorized Positions

5 Year Capital Improvement Plan

City of Sanibel, Florida

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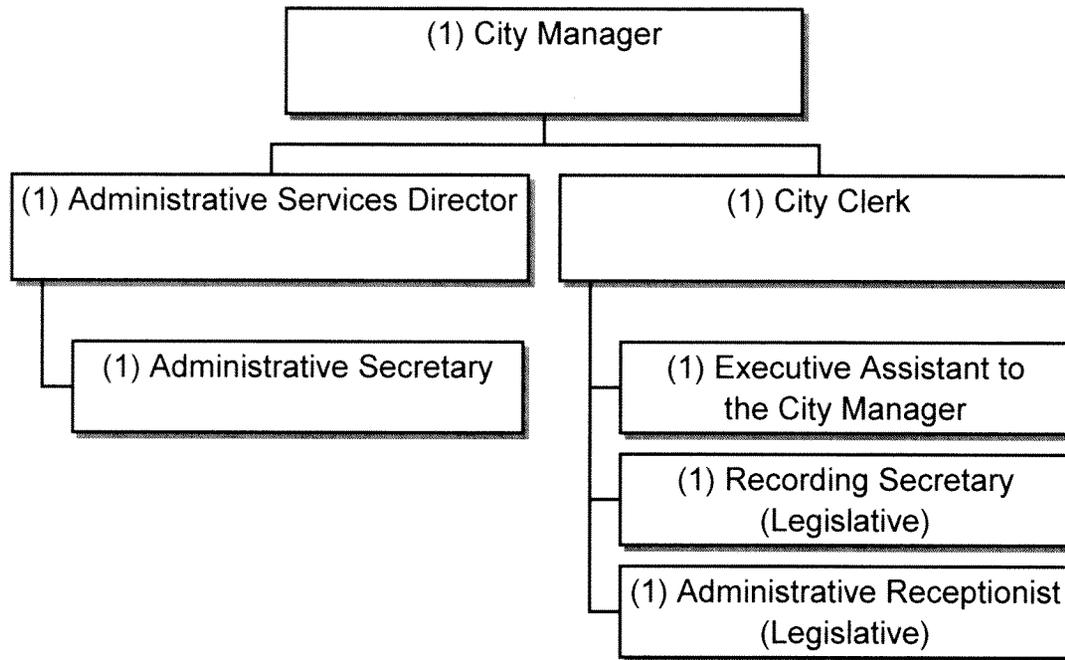


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General Government Function
Legislative Department

ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS

Organizational Chart FY 2010-2011



Legislative/Administrative Departments

City Manager's Background:

Judie Zimomra

Ms. Zimomra has 28 years of progressive experience as a local government administrator. Judie earned a Bachelor of Arts Degree in Communications from Kent State University; a Master's Degree in Public Administration with emphasis in Fiscal & Urban Management; and a Juris Doctorate from Capital University. Judie is also a graduate of Harvard University's John F. Kennedy School of Government Program for State and Local Government Offices.

City Clerk Background:

Pamela Smith

The City employed Pamela Smith in December 1999. She has 24 years of county and municipal government experience. She obtained her Master Municipal Clerk designation in April 2009 through the International Institute of Municipal Clerks (IIMC).

Legislative Department Narrative

Department: Legislative
Fund: General Fund

Mission Statement: To fully support the community vigilance in the protection and enhancement of Sanibel's sanctuary characteristics where a diverse population lives in harmony with wildlife and natural habitats with prompt and accurate responses to the needs of the general public who personally visit and/or phone City Hall; exceptional clerical and administrative support to City Council members; accurate and responsive recording and transcription services to City Committees; coordinated use of MacKenzie Hall; and prompt distribution of city mail.

Challenges:

#1: Providing timely and accurate information to citizens and responding promptly to citizen requests for information and public records by the two employees who comprise the Legislative Department.

#2: Continuing to deal with a high volume of and walk-in visitors and phone calls to City Hall and the nature of these inquiries, many of which are unrelated to the City's operations.

Operational Responsibilities:

- Provide the general public both telephonic and person-to-person information relative to City services and related issues
- E-mail press releases and other special information releases to community leaders
- Provide administrative services as required to City Council
- Post all City public meeting notices
- Take and transcribe minutes of City Committee meetings
- Maintain records and documents for Committee meetings
- Coordinate the use of MacKenzie Hall
- Distribute City mail
- Maintain the City-wide telephone listing
- Maintain committees, J. N. "Ding" Darling, and SCCA brochures
- Maintain City brochures in the City Hall lobby
- Maintain the night answering machine announcements
- Obtain procurement invoices for payment actions
- Prepare requisitions or DEV's for payment of invoices
- Prepare City Council applications to be in parades
- Obtain rental cars for City Council parade appearances
- Decorate City Council's parade vehicles

Legislative Department Narrative

- Drive City Council members in parades
- Return City Council parade cars to rental companies
- Organize City Council receptions including, mailing invitations, purchasing food and beverages and arranging food trays

TREND ANALYSIS:

DEPARTMENT: LEGISLATIVE
FUND: GENERAL FUND

Description	Actual 2008	Actual 2009	Expected 2010	Projected 2011
Total phone calls	28,216	27,415	28,000	27,500
Walk-in visitors	3,433	3,858	4,000	3,850

FY 2011 CITY COUNCIL GOALS AND DEPARTMENT SUPPORTING ACTIONS:

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

DEPARTMENT GOALS:

2010-2011 Goals	Estimated Start	Estimated Completion
As part of City Council goal of Strengthening City Finances		
Eliminate paid overtime	October 2010	September 2011

City of Sanibel, Florida
Legislative Department Narrative

Reduce printing costs through competitive process	October 2010	September 2011
Timely complete all legislation passed by City Council for signature by the Mayor and City Clerk	October 2010	September 2011
Connect all callers prior to disconnecting from the callers	October 2010	September 2011
Explore feasibility of paperless City Council agenda packets	October 2010	September 2011

Accomplishments FY 2009-2010

- Continued to handle a large volume of calls and accommodate walk-ins.
- Minutes of City Committee meetings timely completed with minimal changes by the respective committees.
- All City Council legislation prepared for authentication in a timely manner.

General Fund
Legislative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	62,654	61,568	61,684	61,684	61,199	61,684
Part-time	1,882	-	-	-	-	-
Salary Adjustments		-	-	-	-	-
Requested positions		-	-	-	-	-
Overtime	2,259	375	1,000	1,000	-	-
RHS/Holiday/Shift Diff/Educ.Incentive			-	-	-	-
FICA Match	5,140	4,939	4,795	4,795	4,682	4,719
Retirement	8,740	9,349	14,496	14,496	14,496	9,370
Cafeteria Benefits	18,558	19,755	20,931	20,931	20,931	20,609
Workers' Comp	428	327	334	150	150	180
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	99,661	96,313	103,240	103,056	101,457	96,562
OPERATING EXPENSES						
Professional Serv	49,073	46,696	33,100	33,100	33,050	33,100
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	20,005	29,575	36,500	36,500	27,000	52,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	26,014	13,555	15,000	15,000	10,000	9,000
Communications	4,048	4,333	4,800	4,800	4,800	4,800
Transportation	8,321	1,153	4,000	4,000	2,000	4,000
Utilities	-	-	-	-	-	-
Rentals & Leases	1,858	439	450	450	500	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	52	500	500	500	500
Printing	5,730	416	3,000	3,000	1,000	3,000
Promotional Activities	44,798	17,500	28,000	43,000	25,000	10,000
Other Current Charges	24,548	8,299	8,000	8,000	8,000	8,000
Office Supplies	6,297	2,514	4,000	4,000	3,000	3,000
Operating Supplies	6,251	633	1,000	1,000	1,000	700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	6,178	6,163	7,000	7,000	4,000	6,000
SUB-TOTAL	203,121	131,328	145,350	160,350	119,850	134,600
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment			-	-	-	-
Books (Library)			-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & AIDS						
Aid to Private Organizations	500	-	-	-	-	-
DEPARTMENTAL TOTAL	303,282	227,641	248,590	263,406	221,307	231,162
% CHANGE COMPARED TO PREVIOUS YEAR						
	-21.12%	-24.94%		15.71%		-12.24%



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General Government Function
Administrative Department

Administrative Department Narrative

Department: Administrative
Fund: General Fund

Mission Statement: To fully support the community vigilance in the protection and enhancement of Sanibel's sanctuary characteristics where a diverse population lives in harmony with wildlife and natural habitats with the highest level of dedication and service to City Council, Sanibel citizens and City employees by providing, quality, timely, and appropriate draft legislation; serving as the official depository for City documents and as a reference library for legislation regarding the operations of City government; coordinating the development and distribution of the annual report; processing requests for special events permits; providing quality, efficient and responsive personnel and labor management services consistent with modern organizational principles; attracting and retaining a highly trained, qualified, diverse and effective work force; promptly addressing and responding to the risk management needs of the City; and researching and developing grant proposals for capital and non-capital improvement projects.

Challenges:

Issue #1: Continuing to deliver quality services to the City based on reduced resources for:

- Professional development
- Professional affiliations
- Professional publications

Issue #2: Meeting public demands for official documents and records and responding to public e-mails and other correspondence.

Issue #3: Maintaining employee morale during a period of declining resources and increasing costs of employee benefits.

Issue #4: Remaining competitive in an economic downturn to attract and retain personnel.

Operational Responsibilities:

CITY MANAGER:

The department is composed of the City Manager, City Clerk, Administrative Services Director, the Executive Assistant to the City Manager, and Administrative Secretary supporting the Administrative Services Director. A Recording Secretary and Administrative Receptionist provide legislative support under the City Clerk and comprise the Legislative Department. The City Manager performs the Chief

Administrative Department Narrative

Administrative Officer operations for the City as outlined in the City Charter under the direct supervision of the Mayor and City Council members. The responsibilities of the other members of the department are as outlined below:

CITY CLERK:

Legislative Support:

- Prepare Council chambers for City Council meetings
- Draft and finalize agendas for City Council meetings (i.e., regular, work sessions, special, joint or emergency meetings)
- Attend pre-agenda meetings with Mayor, City Manager and City Attorney
- Attest and record all ordinances, resolutions and other documents enacted or approved by City Council
- Arrange for recording of documents in the public records
- Design and administer resident surveys
- Gather and coordination of agenda packet material
- Prepare ceremonial proclamations and obtain framing of same
- Prepare talking points for Council members for various events
- Collect information from other cities of interest to Sanibel
- Conduct employee election for Police Officers' Pension Board
- Collate agenda packet information for delivery
- Coordinate staff for City Advisory Committees for meetings, minutes and public notices, copying, printing City brochures as needed
- Coordinate scheduling of MacKenzie Hall usage
- Research, as needed, legislation from other governmental entities
- Supply turtle brochures to SCCA
- Update City brochures where applicable

Council Support:

- Manage special events for City Council to include preparing invitations, ordering food and beverages, set up, and tear down
- Make reservations and registrations for City Council attendance at meetings, to include hotels airline and registrations at conferences and meetings (League of Cities Conference; National League of Cities Conference; National Hurricane Conference; Governor's Hurricane Conference; SW FL League of Cities meetings, etc.)
- Keep monthly calendars for Council members
- Schedule Council briefings for agenda discussions and legal discussions
- Coordinate the filing of all City Financial Disclosures for Council, Department Directors and Committees
- Draft correspondence for City Council
- Maintain Council governmental contacts
- Prepare Council RSVP for all events

Administrative Department Narrative

- Book meetings for Council with citizens and interviews for appointees
- Reconcile monthly credit card expenditures for Council members
- Coordinate City Council condolences (e.g., flowers, cards, proclamations, tree plantings, head stones, etc.)
- Coordinate obtaining tokens of appreciation as directed by City Council
- Provide transportation, reservations for rental vehicles for City Council participative functions (e.g., Island Night; Cape Coral Veterans' Parade, Edison Parade of Lights; Edison Children Parade; Independence Day Parade; including, but not limited to decorating vehicle, driving vehicle, providing necessary signs for the vehicles

Elections:

- Serve as the City's Qualifying Officer
- Meet with all potential candidates to review Candidate Resource Qualifying Guide
- Maintain original elections records
- Answer questions from candidates
- Maintain of legally required financial reports of candidates
- Attend all Logistics meetings at the Lee County Supervisor of Elections
- Attend all Canvassing Board Meetings at the Lee County Supervisor of Elections
- Qualify all elections results
- Respond to all inquiries regarding elections from the media

Maintain Public Records:

- Serve as official custodian of all City Public Records
- Coordinate the City Records Management Program relating to receipt, storage retrieval retention and disposal of official records
- Provide access to all Public Records requested, including pulling documents, copying documents, billing and receiving payment
- Maintain City contact log
- Coordinate and maintain all City contracts

General Administration:

- Co-prepare annual budget for Administration
- Co-prepare annual budget for Legislative
- Monitor annual expenditures
- Obtain required quotes for purchases
- Prepare and request advertising requests for bids and requests for proposals
- Prepare purchase requests and other purchase vouchers
- Reconcile monthly credit card expenditures

Administrative Department Narrative

Coordinate all City Council Special Events such as:

- Student Government Day
- Breast Cancer Awareness Program
- Memorial Day Services
- Special Gifts
- Administrative Professionals' Day
- Veterans' Day

Supervise Administrative and Legislative Staff:

- Distribute workload for administrative staff for both departments
- Coordinate staff leave (i.e., vacation & medical)
- Respond to concerns, complaints and request from citizens and visitors providing information
- Responsible for developing, executing and monitoring the annual budgets for the Administrative and Legislative Departments
- Serves as City liaison to Lee County Emergency Operations Center
- Prepare annual performance appraisals for employees and discuss appraisals with employees

ADMINISTRATIVE SERVICES DIRECTOR:

The functions of this position cover six distinct operations: human resources, including labor relations; risk management; benefits administration; training; purchasing; and grants writing. A primary responsibility of this position is to minimize the City's risk and exposure to federally and state mandated laws affecting employment related matters, Americans with Disabilities Act, Title VII of the Civil Rights Act, Fair Labor Standards Act, Family and Medical Leave Act, Age Discrimination in Employment Act, Pregnancy Discrimination Act, Occupational Safety and Health, State of Florida Labor Relations Statute, Equal Pay Act, Consolidated Omnibus Budget Reconciliation Act, Health Insurance Portability Accountability Act, Uniform Services Employment and Reemployment Rights Act, Older Workers Benefits Protection Act, State of Florida veterans' preference, Workers' Compensation Laws, etc. A major investment in this function is necessary in protecting City assets.

Human Resources:

- Establish, direct and/or maintain the human resources program and policies relating to recruitment, selection, pay administration, labor and employee relations, equal employment opportunity, awards, discipline, veterans' preference, performance and organizational development
- Recruit full and part-time staff to include rating and ranking candidates qualifications
- Develop and administer classification plans and compensation schedules.

Administrative Department Narrative

- Monitor and coordinate the employee performance evaluation program
- Coordinate and participate in labor contract negotiations
- Present analysis of labor union demands to City Council
- Administer the labor relations agreements with AFSCME and FOP assuring compliance with labor and employment laws
- Conduct job evaluations, salary and benefit surveys
- Publish and maintain the Personnel Rules and Regulations Manual
- Maintain employee personnel records
- Administer the tuition reimbursement program
- Administer the Employee Wellness Program
- Administer the employee discipline program for suspensions and terminations
- Develop and present the annual Classification Plan legislation to City Council
- Administer the Employee of the Quarter and Year Programs and annual service awards
- Coordinate the Annual Employee Appreciation and Awards Luncheon
- Coordinate the background check, drug testing and physical examinations for new hires
- Administer the random drug testing of employees occupying safety-sensitive positions
- Develop and publish special brochures and pamphlets concerning employment with the City
- Represent the City at unemployment compensation hearings, as necessary
- Maintain human resources information database
- Conduct investigations of equal employment opportunity and sexual harassment complaints
- Prepare investigative reports and develop recommendations for disposition of complaints
- Conduct other investigations, such as unethical behavior, as required and report findings
- Process employee grievances under the Personnel Rules and Regulations Manual and two labor union agreements
- Provide advice and assistance to Department Directors and supervisors relating to human resources

Risk Management:

- Manage, direct and coordinate risk management programs including safety, wellness, cost containment, and insurance programs (liability [general, errors and omissions, and law enforcement], automobile, and windstorm)
- Coordinate property value assessments
- Serve as Safety Coordinator for the Safety Program
- Develop, publish and maintain written safety plans
- Conduct Safety Committee meetings and safety evaluations
- Coordinate the workers' compensation program and OSHA reporting
- Administer property and liability claims

Administrative Department Narrative

Benefits Administration:

- Manage, direct and coordinate the City benefits programs and service contracts including health, dental, life and accidental death insurance, long-term disability, vision plan, AFLAC voluntary benefits and flexible spending accounts
- Coordinate the competitive bid process for benefit providers
- Interview prospective benefit providers
- Develop legislation for Council to approve benefit providers
- Conduct orientation sessions for employees relative to benefit changes
- Conduct annual open enrollment sessions
- Implement new or changed benefit programs
- Resolve benefit complaints from employees
- Coordinate and administer consultant services
- Develop and publish brochures and flyers relating to benefits

Training:

- Develop, conduct and coordinate training for employees relating to a variety of safety topics, sexual harassment, equal opportunity, new employee orientation, fire extinguisher use and other training deemed mandatory or appropriate
- Develop and conduct supervisory development training
- Maintain database on mandatory training completed

Purchasing:

- Manage the user database for centralized purchasing of office supplies
- Develop and maintain the City purchasing policies and procedures
- Prepare necessary legislation to implement purchasing policy changes

Grants Administration:

- Research grant funding opportunities
- Develop grant proposals for City operations and special projects
- Monitor the reporting of grant funding expenditures
- Prepare required reports concerning use of grant funds
- Prepare and make presentations to grantors, as required
- Coordinate the use of CDBG funding through Lee County

General Administration:

- Prepare narrative and analysis of trends for annual budget
- Develop annual goals and objectives
- Obtain quotes for general purchases

Administrative Department Narrative

- Prepare purchase requests and other purchase vouchers
- Reconcile monthly credit card expenditures
- Distribute workload to subordinate staff
- Coordinate staff leave (i.e., vacation & medical)
- Respond to concerns, complaints and request from citizens and visitors providing desired information
- Prepare annual and probationary appraisals for employees and discuss appraisals with employees
- Perform other general supervisory responsibilities

Miscellaneous:

- Serve as liaison to CHR for employee housing issues
- Serve as liaison to the SWF Community Foundation for the Employee Dependent Scholarship Program

EXECUTIVE ASSISTANT TO THE CITY MANAGER:

- Manage the City Manager's calendar
- Schedule all City Manager's meetings
- Coordinate the preparation and printing of the Annual Calendar
- Prepare routine and complex correspondence by direction
- Maintain the indexing and filing of the main Administration filing system
- Screen incoming calls and correspondence and respond as or direct calls and correspondence to appropriate staff
- Receive, sort and distribute all City Manager mail
- Assist in processing special events requests and planning public relations functions
- Assist in coordinating special event activities
- Arrange travel plans for City Manager
- Input payroll data for Administration and Legislative Departments
- Prepare agenda for Executive Staff meetings
- Prepare PowerPoint presentations

ADMINISTRATIVE SECRETARY:

- Provide administrative support to the Administrative Services Director
- Administer the quarterly blood donation program
- Maintain Administration files including the contract files for the City Clerk
- Process employee requests for inoculations (Hepatitis B, Tetanus, Flu)
- Date stamp all applications for employment and resumes received
- Prepare letters of receipt of applications for employment
- Prepare letters of non-selection when positions are filled
- Prepare mailings to all employees as required
- Input bi-weekly payroll data

Administrative Department Narrative

- Post news releases to the City website
- Make changes to the City website content as directed
- Serve as back-up to the payroll administrator
- Develop brochures and pamphlets
- Type general correspondence
- Assist in collating the City Council agenda packet
- Maintain the employee address log for mail merging purposes
- Update the HRIS Access database as necessary
- Prepare files for storage and/or destruction

TREND ANALYSIS:

CHANGING WORKFORCE: Eligibility for retirement for City employees continues to represent a potential severe loss of institutional knowledge and experience. Approximately 19% of the workforce will have 20 or more years of City service during calendar year 2010:

Number of Employees	Years of Service
3	30
2	29
2	28
1	27
2	26
4	25
1	24
1	23
3	22
2	21
2	20

EMPLOYEES WITH LIMITED CITY SERVICE:

Analysis shows that 34 employees will have less than 5 years of City service during calendar year 2010. This represents 28% of the current work force.

Years of Service	Number of Employees
4	10
3	14
2	10
1 or under	0

Administrative Department Narrative

AGING WORK FORCE:

Approximately 49% of the City work force will be age 50 and above in calendar year 2010 with 10% of those age 60 or above. Significant turnover can be anticipated from these employees during the next 5 years.

Employees Ages 50 to 59	Employees Age 60 +
47	12

CHANGES IN PERSONNEL AUTHORIZATION:

The City continued to reduce the full-time staffing level through attrition and increased the use of part-time, as needed, employees to reduce both labor and benefit costs.

Authorized Personnel	FY 2007	FY 2008	FY 2009	FY2010
Full-time	142	140	128	121
Part-time	12.84	15.79	20.38	21.35

TURNOVER:

The economic downturn has continued to slow the rate of personnel turnover experienced in prior years, especially in previously hard-to-fill occupations.

Personnel Turnover	FY 2007	FY 2008	FY 2009	FY 2010*
Full-time	23	14	8	2
Part-time	12	15	8	6

*As of June 18, 2010

EMPLOYEE WORKPLACE SAFETY:

Employee job related injuries continue to remain low with a very favorable lost ratio (premiums paid divided by injury loss payments). No lost time injuries occurred in fiscal year 2009. As of March 31, 2010, the City has had 5 injuries with no lost time occurring. The City's workplace safety plays a major role in containing workers' compensation and these costs have steadily declined since 2007.

Administrative Department Narrative

Fiscal Year	Reportable Employee Injuries	Loss Ratio	Average Cost Per Injury	Annual Workers' Compensation Costs
2007	7	0.076	\$4,056	\$337,374
2008	5	0.008	\$ 647	\$308,607
2009	4	0.013	\$ 438	\$280,000
2010*	5**	0.112	\$2,297	\$166,398

* As of March 31, 2010

** Two reported injuries are related to bloodborne pathogen exposure while providing first responder emergency medical assistance

SPECIAL EVENT PERMITS:

Special Event requests in calendar year 2009 continued to show an increase over the last calendar year necessitating additional staff time to process the requests. Requests in 2010 (95 as of June 21, 2010) are higher than at the same time the previous year.

Year	CY 2007	CY 2008	CY 2009	CY 2010*
Total Event Permits	116	133	169	180

*Projected for CY 2010

FY 2010 CITY COUNCIL GOALS AND DEPARTMENT SUPPORTING ACTIONS:

City Council Goals	Administration Continuing Supporting Actions	Measurement
Water Quality	<ul style="list-style-type: none"> • Update the H2O website on a regular basis based on data from Natural Resources • Issue Fertilizer Competency Cards within 3 workdays of class completion 	<ul style="list-style-type: none"> • Website info current • Cards issued in 3 workdays
Re-Development		
Strengthening City Finances	<ul style="list-style-type: none"> • Eliminate overtime • Limit travel and per diem • Reduce promotional activities 	<ul style="list-style-type: none"> • No paid overtime • Travel and per diem funds limited • Decrease in funds expended

Administrative Department Narrative

DEPARTMENT GOALS:

FY 2010-2011 Goals	Estimated Start	Estimated Completion
Continue to Monitor Records Management and Document Imaging Programs to image vital, permanent and historic records, ensuring public access and their preservation	October 2010	September 2011
Provide data and information to the general public and City departments in the most efficient and effective manner.	October 2010	September 2011
Incorporate all statutory changes to the Florida Election Code made during the legislative session into the City's election and referendum processes	October 2010	April 2011
Continue random drug testing of employees occupying safety-sensitive positions and deal promptly with positive tests	October 2010	September 2011
Monitor the driving records monthly of employees who operate City vehicles, receive "hardship" allowance and receive a monthly vehicle allowance	October 2010	September 2011
Conduct mandatory harassment, AED, drug-free workplace and other employee training	October 2010	September 2010

Accomplishments FY 2009-2010

- Full-time workforce reduced through attrition and use of part-time employees was increased to lower labor and benefit costs
- Pay rates for full-time employees remained unchanged for two consecutive fiscal years
- Pay rates of part-time personnel in Recreation reduced to levels appropriate for the current local labor market
- City code of ordinances updated electronically by Municipal Code Corporation as adopted by City Council
- City code of ordinances updated on the City website as adopted by City Council
- Administration website data expanded and kept up to date

City of Sanibel, Florida
Administrative Department Narrative

- Records imaging, storage and destruction improvements continued
- Negotiated a one-year agreement with AFSCME

Recommendations for Efficiencies:

- Continue to reduce operating costs by going “green”
- Continue to limit travel and training expenditures and increase participation in Webinars

How to Better Serve Citizens:

- Continue to provide website material for use by the general public
- Provide City staff the necessary tools to do their jobs professionally
- Track citizen inquiries to ensure timely and accurate responses

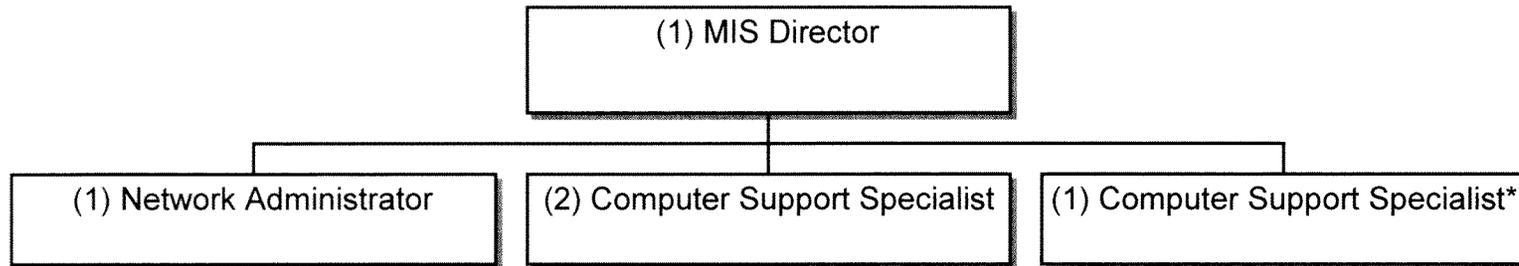
General Fund
Administrative Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	464,872	449,929	467,507	467,507	461,506	467,507
Part-time	3,191	130	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	3,734	177	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	22,533	43,227	23,161	23,161	23,532	23,161
FICA Match	31,095	30,237	32,182	32,182	30,355	30,410
Retirement	62,257	70,343	90,110	90,110	90,110	113,616
Cafeteria Benefits	47,021	42,346	44,049	44,049	44,710	43,339
Workers' Comp	3,958	2,088	2,122	951	951	1,146
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	638,661	638,477	659,130	657,960	651,164	679,179
OPERATING EXPENSES						
Professional Serv	4,397	6,666	2,150	2,150	2,060	2,150
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	62,855	6,201	6,200	6,200	6,200	7,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	48,907	42,414	37,512	37,512	39,722	40,930
Communications	8,575	7,397	10,500	10,500	8,000	10,500
Transportation	3,546	1,584	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	32,537	25,774	-	-	500	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	506	678	-	-	-	-
Printing	1,786	374	500	500	500	500
Promotional Activities	1,817	165	1,000	1,000	-	1,000
Other Current Charges	2,553	689	-	-	2,483	4,000
Office Supplies	5,721	1,933	3,500	3,500	2,500	2,000
Operating Supplies	1,220	1,062	1,500	1,500	1,500	1,500
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	5,701	4,613	4,000	4,000	4,000	4,000
SUB-TOTAL	180,121	99,550	67,862	67,862	68,465	75,080
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	818,782	738,027	726,992	725,822	719,629	754,259
% CHANGE COMPARED TO PREVIOUS YEAR	-4.33%	-9.86%		-1.65%		3.92%

General Government Function
MIS Department

MIS DEPARTMENT

Organizational Chart FY 2010-2011



* Funded by Police Department

City of Sanibel, Florida
MIS Department Narrative

DEPARTMENT: MIS
FUND: General Fund

Mission Statement:

To insure proper and efficient utilization of technology in order to facilitate cost-effective and mission critical services to the Community. Maintain the necessary service level for response to user and system issues. Maintain a secure technology environment with a high availability necessary for Public Safety operations and disaster considerations. Maintain and implement best practices while identifying technology solutions that streamline business practices.

Council Goals

Fiscal

The MIS Department is focusing on reducing recurring annual costs. In particular are costs for annual maintenance and telecommunication services. Over the next fiscal year, the MIS Department will review and identify opportunities to reduce these costs. As with the last fiscal year budget, the proposed MIS budget has significant reductions.

Challenges

MIS Resources: Over the past 7 years, we have completed and are currently working on over 484 projects, small and large. Most of these projects were to aid in the productivity of the other departments, and/or bring new, cost effective technology to the City.

The new technology being evaluated for the City in the near future will likely lead to the continued growth of the MIS department's budget. Further, much of this technology is integrated, requiring faster and faster speed connections. These connections become long term expensive items as shown in the recommendation to increase MIS Communication funds for the next FY.

Recurring Annual Maintenance Contracts: As the City invests in new technology, this also brings additional annual recurring costs. The City's most expensive maintenance cost of for the City's primary business software system, HTE. For FY 2009-2010, this was \$52,000.

Location to Location Data Connectivity: With the implementation of new technology across all city departments, the data links between these sites have become congested, causing interruptions in service and delays. It is likely that the MIS department will instigate new technologies to bring higher data speeds to mobile users like Police Department officers.

City of Sanibel, Florida
MIS Department Narrative

Public Records: These requests are becoming more frequent for the City and with more and more information being stored digitally, retrieval will require MIS effort. A recent citizen's request drained significant MIS resources over an extended period.

Goals For FY2011

- Replace the City's current governmental software application ("HTE") currently used for planning and Development, Building Permits, Utility Billing, Finance, and Code Enforcement.
- Identify and review areas to decrease annual recurring costs.
- Integrate the City's video systems into a single, centrally managed system.
- Begin use of Cloud and extend use of virtual servers to enhance disaster capabilities and reduce costs.

Operational Responsibilities

The department is composed of the Department Director, 1 Network Administrator and three Support Specialists.

Evaluate and implement new systems through a cost benefit analysis that examines routine business needs, emergency considerations and decreasing costs of technology. Efficiently manage City's technology needs through adequate staffing and fiscally sound outsourcing, 7 days a week, 24 hours a day, with particular attention to the essential city functions provided by the Police and Utility Departments. Currently, this includes:

- Responsibility 1. **Secure Remote Access Non-Public Safety:** Maintain secure access to internal city systems by remote offices and users.
- Responsibility 2. **Secure Remote Access Public Safety:** FDLE approved LAN for access to federal and state data services. In-car, wireless access to these systems for road patrol use and field reporting.
- Responsibility 3. **Radio Communications:** Police Department Radio Coverage issues, FCC Licenses, and tower maintenance issues.
- Responsibility 4. **HTE:** Payroll, Cash Receipts, AR, Payroll, UT Billing, GMBA, CAD, Crimes Reporting, Planning and Zoning, Building, Occupational Licenses, Cash Receipts, Code Enforcement. MIS is the first point of contact for HTE and Server issues. These are for performance issues, password lockouts, and use issues.
- Responsibility 5. **Computer Systems:** 60 user desktops, 10 Windows Servers, 10 Linux Servers, 1 IBM iSeries, Virus protection, Anti-Spam, intrusion detection and access security, email, very secure Internet and FDLE connectivity, 3 remote video systems, and 3 remote facility VPN access.
- Responsibility 6. **User Support:** PC troubleshooting, new PC setup and separate logon accounts for 7 different systems. These systems cannot be unified with a single sign on.

City of Sanibel, Florida
MIS Department Narrative

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- Responsibility 7. **Public Records Requests:** Many requests are now being created on CD's per the requestor. Since much of the content is electronic, the MIS department is usually required to assist with the retrieval as well.
- Responsibility 8. **User Training:** New systems require ongoing training starting with basic introductions and continuing with advanced functionality. When users become proficient with individual systems, the City then realizes the productivity gains from technology.
- Responsibility 9. **MacKenzie Hall Systems:** primary and backup audio, digital recorder and backup digital recorder. This also includes setting up temporary audio system, portable recorder for city meetings off site, and projector system for PowerPoint type presentations.
- Responsibility 10. **Web Site:** press release updates, departmental forms, City Council agendas with packet, City Council Meeting audio and adopted minutes, Planning Commission agendas, and employment openings.
- Responsibility 11. **Email List Server:** email to members of the City's list server press releases and council packets.
- Responsibility 12. **Administrative Duties:** Timesheets, technology purchases, RFQ/RPF creation, Bid Specs, departmental annual budget and CIP, annual staff continuing education, and purchasing card reconciliation.
- Responsibility 13. **Digital Photo and Video:** assist PD with transfer of digital sources to servers and write once media. Transfer other digital media for departments as needed.
- Responsibility 14. **Server Backups:** 3 tape and 1 disk to disk backup systems are used for the city's 21 servers. Additionally, data is synched daily to a standby server that is deployed to the off island command center in times of emergency. MIS also manages off site storage of backups.
- Responsibility 15. **Email:** 2 Microsoft Exchange servers for 200 email accounts.
- Responsibility 16. **Admin Copier and Copy Center Server:** 2 Xerox advanced technology copiers/scanners. As users begin to use the advanced features of this system, MIS becomes more involved with user issues. This is a key component of the creation of the Council Packet.
- Responsibility 17. **Community Alert Telephone System (Emtel):** computer based dialer to notify the community of important information.
- Responsibility 18. **Hurricane Hotline:** 800 number used to keep the community informed of hurricane related information during an emergency.
- Responsibility 19. **City Cell Phones:** billing, maintenance, emergency supplies and support. Maintain backup cell phones from a variety of providers for use in an emergency.
- Responsibility 20. **Dedicated Data Lines:** 5 T1's, 1 cable modem, 3 DSL, and several alarm circuits.
- Responsibility 21. **Telephone System:** Verizon long distance account billing maintenance. 55+ local voice phone lines, 90 desk phones, and two satellite phones.
- Responsibility 22. **Technology Support for Evacuation and Off Island Command Center:** when evacuating due to an emergency, prepare on-island systems for evacuation and possible shutdown. Set up technology needed to support city functions off island.

City of Sanibel, Florida
MIS Department Narrative

- Responsibility 23. **Technology Purchasing:** MIS handles research and pricing for most technology purchases.
- Responsibility 24. **Billing and Online Banking:** maintain and support the capability for bimonthly payroll and quarterly utility billing.
- Responsibility 25. **Administer City Electronic System:** biometric controlled access system to server room and Recreation Center.
- Responsibility 26. **Remote Video Systems:** maintain 3 remote video systems and obtain video copies of events as needed.
- Responsibility 27. **Non-routine Data Reports:** many departmental mail merges. Also recurring special reports such as annual indirect cost study and Sanibel property top tax revenues.
- Responsibility 28. **Security Email Lists:** member of several group email lists reporting security issues and update recommendations.
- Responsibility 29. **HTE Account Maintenance:** maintain user accounts for technical support that allows users to access corporate HTE support by web.
- Responsibility 30. **Technology Coordinator for Amateur Radio Volunteers:** reviews and facilitated technology recommendations from the radio volunteers.
- Responsibility 31. **Electronic Public Requests:** sole source when a public record request is made of digital systems and/or the request is for the info to be provided digitally. This frequently includes CD copies of City meetings.
- Responsibility 32. **City Technology Budget:** plan, deploy and maintain equipment based on 5 year CIP.
- Responsibility 33. **In House Programming:** As needed programming for short term projects that will not require a significant commitment of long term support.
- Responsibility 34. **FDLE Digital Certificates:**
- Responsibility 35. **Positron System Management:** backups, user issues, etc...
- Responsibility 36. **Emergency Management Communications Van.** This Van contains PC's, radios, printers and satellite data connectivity.
- Responsibility 37. **Low Power AM Radio System.** This system is to provide timely traffic and emergency information to the community.

See the Appendix for a detailed listing of MIS support applications.

FY10 Goals and Status

GOAL	STATUS
Upgrade 20% of City's Computers and Software.	As part of budget initiatives, PC's are replaced or upgraded only when absolutely necessary. It is no longer an annual goal to replace a fixed number of PC's.
Begin Phase 1 of GIS Implementation Plan	City GIS users are now able to access County GIS data, using software licenses through the County. This has been

City of Sanibel, Florida
MIS Department Narrative

	accomplished without cost to the City.
Identify and review areas to decrease annual recurring costs.	The City will be replacing the applications that are used for Planning and Development, Building Permits, Utility Billing, and Code Enforcement. The recurring annual costs for the replacement will be significantly less per year than the existing system. Further, this budget proposal is 7% less than last year's.
Add additional areas of interest to the PD video system.	The PD Boat Dock was added to the City's video capabilities.

Productivity Measurements

- Less than 10-minute response time for critical Public Safety technology issues, 24 hours a day, 365 days a year.
- Minimal un-scheduled system down time with maintenance performed off normal business hours.
- Current FCC radio licenses.
- Maintain up to date Microsoft patches, security notices, and anti-virus definitions.
- Ensuring the City backup schedule completes successfully every day.

Table 2 shows the number of Council packets and press releases processed by the MIS department. Starting in May 2008, the Administration department began processing some press releases.

	<i>May 2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010 (FY to date)</i>
<i>Council/Special Meeting Packets Posted and Emailed</i>	<i>Not tracked</i>	<i>34</i>	<i>61</i>	<i>22</i>	<i>23</i>	<i>15</i>
<i>Press Releases Posted and Emailed</i>	<i>Not tracked</i>	<i>163</i>	<i>313</i>	<i>361</i>	<i>993</i>	<i>481</i>

TABLE 2 – MIS COUNCIL PACKETS AND PRESS RELEASES

City of Sanibel, Florida
MIS Department Narrative

The City current web site went live June 12, 2008. In the table below are web site statistics.

	<i>June 12, 2008 – Sept 30, 2008</i>	<i>Oct 1, 2008 – Sept 30, 2009</i>	<i>Oct 1, 2009 – May 1, 2010 (FY to date)</i>
<i>Web Site Visits</i>	<i>53,852</i>	<i>170,673</i>	<i>110,059</i>
<i>Individual Page Views</i>	<i>158,595</i>	<i>444,628</i>	<i>268,206</i>
<i>Unique Visitors</i>	<i>21,716</i>	<i>66,118</i>	<i>43,585</i>

TABLE 3 – CITY WEB SITE STATISTICS

Current Year Accomplishments

Accomplishment
• Additional areas of interest added to PD video systems
• Annual update of Hurricane Plan
• Relocation of AM Radio Transmitter and system operational
• Update Recreation Center Management Software and migrate credit card processing to 3rd party
• Upgrade Damage Assessment software, provide training and prepare field exercises
• Upgraded Community Emergency Notification System
• Extended Web capabilities for Recreation Center transactions
• Recreation Center facilities maintenance system
• Process for Segway permits
• Install Blackberry Enterprise Server (BES)
• Police Department Boat Dock Alarm
• Submitted application to become a Google Fiber Community
• Updated ConstantContact email templates to be easier and more efficient

Current Year Expected Accomplishments

• Significant network upgrade of Video system
• Relocation of PD server room
• New wireless parking machine payment system
• Emergency email backup server
• RFQ process for possible replacement of Police Department Dispatching and Reporting system
• RFQ process for possible replacement of Planning and Development, Utility Billing, Finance and Code Enforcement system
• Upgrade of City Hall security system

City of Sanibel, Florida
MIS Department Narrative

APPENDIX

City of Sanibel Software Applications Supported by MIS Department
As of May 1, 2010

MS Access	HTTrack
MS Excel	Hurritrak and SLOSH Modeling
MS Exchange 2003	Hurrivac
MS Firewall	IBM Client Access
MS FrontPage	IrFanView
MS Internet Explorer	LaserFiche
MS Media Player	Lee County Courts Booking System (UBS)
MS Outlook	Lee County Locals - Wants and Warrants
MS PowerPoint	Net Motion Remote Access
MS Security Certificates	Norton Antivirus
MS SQL Server	Norton Firewall
MS Visio - Drawing and Maps	NT Backup
MS Windows XP and Vista	PaintShop Pro
MS Word	Parkeon
Adobe Acrobat Professional	PD Missing Persons National Notification
Adobe Acrobat Reader	PGP Whole Disk Encryption
Adobe Audition Audio Editor	POS Partner
ADT Video Camera and Archive	Positron Dispatching
AutoCAD - CAD Drawing and GIS	Positron In Car Reporting
Bank of America Online Banking	Positron PowerMap
Battery Backup Monitoring	Positron Records Management
Blackberry/Smart Phone PDA Applications	Public Works Weather Station
Citrix	Rec Center Video Camera and Archive
CJNet Intranet - Pawnshops, State Drivers License	Schlumberger Park Folio
Cognos Impromptu QRep	SolarWinds
Data On The Run PDA	Symantec Mail Security for Exchange
Digital Patroller In Car Video System	Terminal Services Client - Server Access
CodeRed (Reverse Community Notification Phone System)	TimeTrackerMX2 PDA
EngInSiteDataFreeway	Total Recorder - Audio Copies of Meetings
ESRI ArcView – GIS	Various CD and DVD Burning programs
Ethereal	Verint Video
ezPublish WebSite	Visual Statement - PD Accident Reporting
FDLE EAgent	VMWare
FireFox	Vmware Workstation and Server
FTR Digital Recorder/Player Software	VNC
HP Network Print Manager	WinZip
	Zone Alarm Firewall

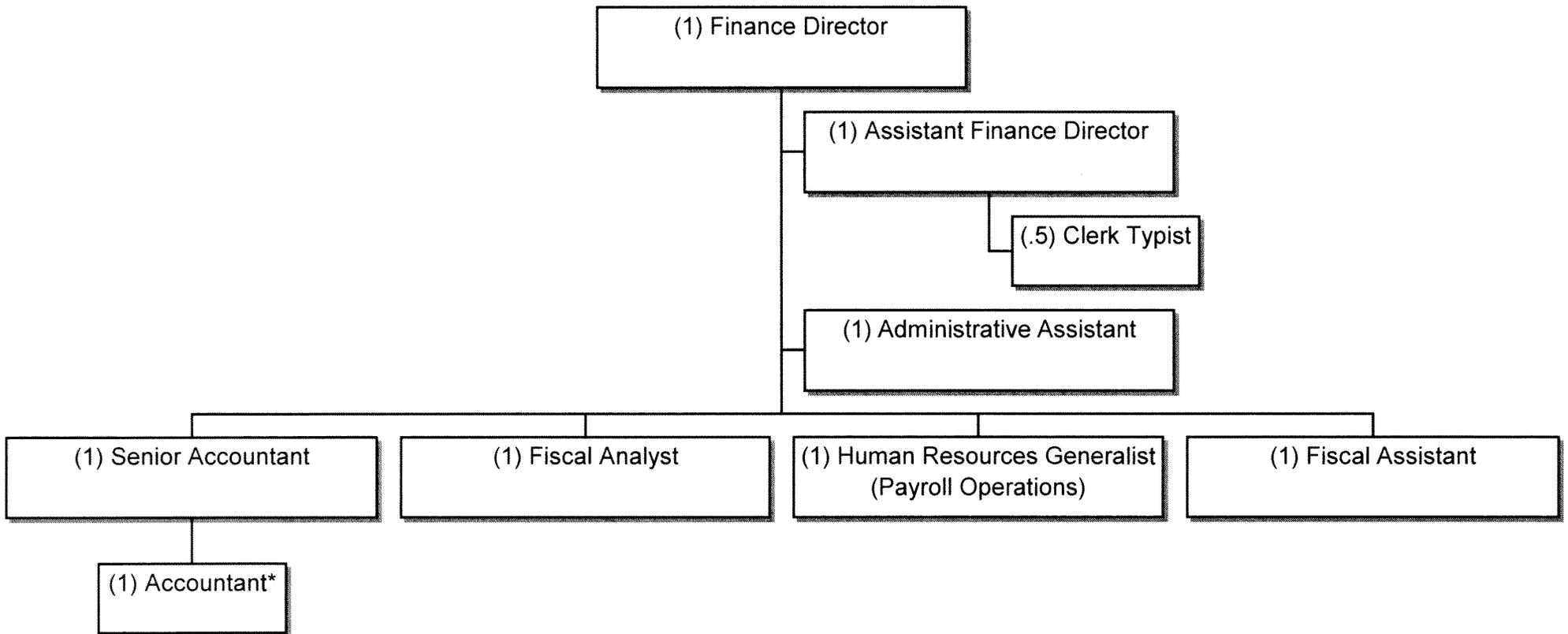
General Fund
MIS Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	205,346	216,834	216,936	216,936	215,362	216,936
Part-time	1,383	633	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	22,117	2,986	10,600	10,600	10,000	10,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	-	2,257	-	-	-	-
FICA Match	18,155	17,888	17,406	17,406	17,240	17,361
Retirement	23,889	31,872	49,417	49,417	49,417	62,308
Cafeteria Benefits	29,905	35,603	33,518	33,518	37,703	37,126
Workers' Comp	288	1,060	1,081	485	485	584
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	301,083	309,133	328,958	328,362	330,207	344,314
OPERATING EXPENSES						
Professional Serv	102,094	77,169	90,400	90,400	60,000	40,591
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	387	25	-	-	30	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	8,633	3,288	10,000	7,537	4,814	9,000
Communications	93,615	82,265	84,800	84,800	80,000	132,414
Transportation	1,892	654	100	100	600	750
Utilities	377	522	-	-	755	-
Rentals & Leases	16,787	11,744	14,000	14,000	12,000	7,300
Insurance	-	-	-	-	-	-
Repair & Maintenance	97,262	102,395	117,500	117,500	110,000	89,000
Printing	250	11	-	-	-	-
Promotional Activities	2,039	-	-	-	-	-
Other Current Charges	3,293	1,243	-	2,463	2,013	2,500
Office Supplies	8,435	1,312	1,000	1,000	200	1,000
Operating Supplies	86,321	24,423	28,000	28,000	15,000	20,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	1,550	538	2,100	2,100	1,900	1,600
SUB-TOTAL	422,935	305,589	347,900	347,900	287,312	304,155
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment*	4,821	2,782	24,000	42,420	20,000	21,000
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	4,821	2,782	24,000	42,420	20,000	21,000
DEPARTMENTAL TOTAL	728,839	617,504	700,858	718,682	637,519	669,469
% CHANGE COMPARED TO PREVIOUS YEAR	38.60%	-15.28%		16.38%		-6.85%

**General Government Function
Finance Department**

FINANCE DEPARTMENT

Organizational Chart for FY 2010-2011



* Funded by Sewer Fund

FINANCE DEPARTMENT

Director's Background:

Sylvia A. Edwards

- Masters in Business Administration (MBA), Saint Leo University
- Bachelor of Science in Business Administration, Webber International University
- Certified Public Accountant (CPA)
- Certified Government Finance Officer (CGFO)
- Certified Public Finance Officer (CPFO)
- Ten (10) years of progressively responsible accounting positions with governmental entities and twenty (20) years of progressively responsible accounting positions in the private sector.

Sylvia joined the City of Sanibel in 2008.

Department: Finance
Fund: General Fund

Mission Statement: To safeguard and accurately account for City assets, bill and collect funds due to the City, process payment of payroll and other expenses owed by the City, collect business receipt taxes, prepare the annual City Budget and Comprehensive Annual Financial Report, complete special financial projects, such as bond issuance, ensure compliance with municipal finance and taxation regulations defined by Florida Statute and provide timely budgetary and financial data to management, Council and Sanibel citizens.

Challenges Facing the Department:

Finance's major challenge is to develop and recommend financial policies to provide long-range guidance and direction for sound fiscal management and provide efficient and effective financial support services to all City departments.

In fiscal year 2011 the department will be charged with overseeing the planning, installation, training and implementation of new financial and land management software. Although the City's current software that was purchased in 1995 has received periodical upgrades it is still based on 1990's data processing and computing technology.

Another challenge facing the department is the expectation of providing these services with reduced staff, while reconciling conflicting demands of providing ever-increasing support services to the new expanded recreation department and producing increased historical and in-depth financial analysis to City Council and management.

A great concern is that the progress made in financial compliance over the past few years will be undone through staff reductions. Prior to FY 2005 the City's auditors' management letters to City Council included findings that procedures critical to the City's financial well-being were not being followed. In response, in FY 2005 and FY 2006 Council authorized two additional positions and the Finance department added an accountant and a fiscal analyst to its staff. Since then the City has come into compliance with the findings and recommendations flagged by the auditors and has obtained awards from the Government Finance Officers' Association (GFOA) for its budget work.

In the past two years the City has worked to right size itself through attrition. Some departments have shrunk while others have expanded, shifting and in some instances increasing the support work that finance provides.

Operational Responsibilities:

- Preparation of the Comprehensive Annual Financial Report (Annual Audit) in accordance with accounting principles generally accepted in the United States of America and qualifying for the Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Finance Reporting.
- Prepare the annual City-wide balanced budget that meets the criteria of the GFOA for earning the Distinguished Budget Presentation Award.

- Treasury Management including daily cash management and investment of idle and reserve funds to provide the City with maximum investment earnings with stringent safeguards for safety and liquidity in accordance with the City's investment policy.
- Bond and other debt issuance for financing long-term capital acquisitions as directed by Council. Identify debt service savings opportunities available through bond refunding or debt retirement.
- Accounts payable processing and purchasing documentation for all City expenditures including all VISA procurement card purchases.
- Accounts receivable collections including accounting and billing of grants, sewer service customers and special assessments due to the City.
- Payroll and benefits coordination for the current City staff of approximately 155 full and part-time employees (143.35 full-time equivalencies).
- Business Tax Receipts (formerly occupational license) issuance for all on island business including private residential rentals and registration of all off island business offering services to the businesses and residents of Sanibel.
- Prepare special assessment rolls for annual billing on the property tax bills for sewer expansion project phases, area specific dredging projects, area specific canal trimming projects and solid waste services,
- Provide accounting and special reporting services to the Recreation Department for Recreation activity reports; provide specialized services for the Recreation software operating program maintenance and provide support and services for the collection, depositing, reconciling and reporting of program and membership revenues.
- Fixed asset inventory and accounting in accordance with State and GFOA guidelines for all assets held, acquired or discarded.
- Grants management, accounting and financial reporting required by the grant awards and other interlocal agreements of the City.
- Property, liability, flood, windstorm and workers' compensation insurance coordination with Administrative Services Director for values and coverage limits.
- Issue Dog Licenses and collect associated revenue.

2010-2011 Goals:

Departmental Goals	Estimated Start	Estimated Completion
Oversee the planning, installation, training and implementation of new financial and land management software.	JULY 2010	JUNE 2011
Oversee the planning, installation, and implementation of web-based software for accepting payment for City services (sewer bills, business tax receipts, permits, dog licenses, etc., using the City's web-site).	JULY 2010	JUNE 2011
Automate the VISA procurement card processing for all City purchases by the installation, implementation and training on a "P-Card" product. Provide ability to track and recover historic data on payments made using the City's purchasing card.	JULY 2010	JUNE 2011
Oversee the planning, installation and implementation of new governmental software that facilitates document creation and reporting capabilities directly from software instead of manually entering data from paper reports to separately developed Excel spreadsheets and Word documents.	JULY 2010	JUNE 2011
Publish the FY 2010 CAFR and submit to the Government Finance Officers' Association's (GFOA) award program within 180 days of year end.	OCTOBER 2010	MARCH 2011
Publish the FY 2011 budget and submit to the GFOA's award program within 90 days of adoption.	MAY 2010	DECEMBER 2010

Council Goal # 3, Sustain & Strengthen the City's Financial Stability	Estimated Start	Estimated Completion
Continue enhancement of modeling tools for the budget process	OCTOBER 2010	APRIL 2011
Timely prepare and distribute quarterly budgetary to actual financial reports to City Council	OCTOBER 2010	SEPTEMBER 2011

Emerging Issues:

1. To increase efficiency with current data processing and computing technology within the parameters of the cost/benefit analysis. The Finance Department has been operating with data processing and computing technology purchased in 1995 with few upgrades since that time. Having the availability of updated software and hardware would provide more departmental efficiency as well as provide citizens and other customers an easier method of financial interaction with the City, such as:
 - a. Web-based method of accepting payment for City services.
 - b. Automation of the VISA procurement card processing for all City purchases.
 - c. Increase reporting and analysis efficiencies by utilizing new software's compatibility with desk top computer programs and the new software's reporting flexibilities.
2. Continue to work on aligning the City's performance measures with the Council's goals and incorporate them into future budget documents.
3. Implement new standards issued by the Governmental Accounting Standards Board (GASB) and monitor new pronouncements to determine their impact on the City. Implement GASB Statement 54 *New Fund Balance Reporting* requirement in the FY2010 financial audit.
4. Research and analyze the feasibility of acquiring and implementing new banking programs such as Bill Consolidation Collection to improve our revenue collection process and improve transaction security and timeliness.

Finance Department accomplishments during fiscal year 2010 include:

- Received GFOA Excellence in Financial Reporting Award for FY 2008.
- Received GFOA Distinguished Budget Presentation Award for FY 2010.
- Assisted in implementing WebTrac's Online Payment and Class Registration software for the Recreation Center.
- Finalized "Red Flag Policy – Identify Theft Prevention Program" pursuant to Section 114 of the *Fair and Accurate Credit Transaction Act of 2003*.
- Reviewed and revised City's investment policy as authorized by Section 218.415 Florida Statute. Established specific program investment objectives and guidelines for each of the following account types: operating account, reserve account, surplus account and restricted account.
- Amended the City's General Fund Balance Policy to concur with the implementation of GASB Statement 54 *New Fund Balance Reporting* requirements.
- Assisted Police and MIS with the testing, installation and implementation of new beach parking machines.

Trend Analysis and Performance Measures:

Description	Projected 2011	Expected 2010	As of 6/4/10 2010 (a)	Actual 2009	Actual 2008
Grant Revenue Managed (b)	\$1,938,711	\$2,583,802	\$2,583,802	\$ 2,572,804	\$3,933,074
Number of Grants Managed	10	25	25	22	23
Employee Processing					
New Hires (c)	5	8	8	10	42
Terminations	5	7	7	18	28
City Employees on Direct Deposit	90%	90%	90%	87%	Data N/A
Budget Amendments	50	50	35	57	72
Journal Entries	800	900	563	877	1,001
Entry Accuracy	98%	Data Not Tracked			
Business Tax Receipts and Registrations	3,775	3,775	3,761	3,872	3,931
Sewer Customers Billed Quarterly	4,220	4,211	4,203	4,180	4,149
Precent of accounts over 90 days	0.3%	0.3%	0.3%	0.3%	0.2%
Utility Payments made by Auto Debit per quarterly billing	1,250	1,206	1,191	1,158	1,081
Vendor Checks Issued	3,000	3,900	2,384	3,730	4,530
Vendor ACH Payments	900	Process Not Available			
Checks reissued due to error by either vendor or City	20	25	18	35	80
Purchase Orders Issued	225	200	133	224	311
Field Purchase Orders Issued	2,100	2,100	1,468	2,031	2,066
% of timely prepared and issued quarterly financial reports for City Council	100%	100%	100%	100%	Data N/A
Awards received from GFOA	2	2	2	1	2
GFOA Budget Criteria deemed at least proficient	100%	100%	100%	96%	95%

(a) FY 2010 is partial year from October 1, 2009 through June 4, 2010

(b) Does not include FEMA reimbursements for Hurricanes Charley and Wilma and Tropical Storm Fay

(c) FY 2008 - 30 of 42 new hires were Recreation

Recommended Efficiencies:

Implementation of Finance-related technological improvements will enhance Finance department's efficiency, enhance security and enhance service to the community, other city departments and vendor relationships.

Potential Revenue Sources:

As a central service department, the Finance Department does not self-generate revenue sources.

Currently the City utilizes all revenue sources granted to municipal governments by the Florida Constitution and Statutes except for the Public Service Tax (also known as Utility Service Tax). Historically, the Sanibel City Council considered an Ordinance to levy this tax in 1990, again in 1993 and 2005 and most recently in 2008. This is a tax, which may be levied by municipalities pursuant to Section 166.231, Florida Statutes, at a rate of up to 10% on the purchase of electricity, metered natural gas, liquefied petroleum gas, and water service purchased within the municipality. This tax is estimated to generate up to \$1.5 million which could be used to reduce ad valorem taxes as well as to promote water and electric conservation usage. As in the past, City Council, at the urging of its citizens, voted against passage of this alternative revenue source.

City of Sanibel, Florida
Finance Department Narrative

Suggestions on How to Better Serve the Community:

Upgrade the City website to permit payment of City fees online. These upgrades are included in the FY 2011 Goals above.

Help to maintain the City's current service level to the citizens by developing and recommending financial policies to provide long-range guidance and direction for sound fiscal management.

General Fund
Finance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time*	530,814	483,690	482,533	482,533	478,760	446,511
Part-time	15,064	12,707	15,484	15,484	15,475	15,484
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	1,461	169	2,000	2,000	500	2,000
RHS/Holiday/Shift Diff/Educ.Incentive	4,770	7,216	2,700	2,700	3,971	4,000
FICA Match	41,194	38,648	38,458	38,458	38,151	35,802
Retirement	70,094	71,519	93,131	93,131	93,131	106,751
Cafeteria Benefits	74,076	79,145	84,365	84,365	84,365	77,410
Workers' Comp	1,731	2,272	2,317	1,039	1,039	1,251
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	739,204	695,366	720,988	719,710	715,392	689,209
OPERATING EXPENSES						
Professional Serv	20,153	18,455	12,550	12,550	12,346	13,050
Accounting & Auditing	74,894	92,245	55,500	55,500	55,500	55,500
Court Reporting	-	-	-	-	-	-
Other Contractual	-	231	390	390	390	390
Investigations	-	-	-	-	-	-
Travel & Per Diem	11,964	5,678	8,140	8,140	8,000	7,715
Communications	5,209	5,417	5,180	5,180	5,000	4,920
Transportation	7,371	3,612	8,628	8,628	8,628	8,828
Utilities	-	-	-	-	-	-
Rentals & Leases	3,915	4,011	4,435	4,435	4,400	4,885
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	120	338	338	338	338
Printing	7,975	5,595	7,625	7,625	6,600	6,600
Promotional Activities	2,803	15	-	-	-	-
Other Current Charges	21,073	30,065	17,740	17,740	17,700	8,550
Office Supplies	5,762	6,239	6,000	6,000	5,200	5,200
Operating Supplies	3,486	2,061	3,150	3,150	3,000	3,200
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	512	1,273	810	810	750	750
SUB-TOTAL	165,117	175,017	130,486	130,486	127,852	119,926
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	1,830	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	1,830	-	-	-	-	-
DEPARTMENTAL TOTAL	906,151	870,383	851,474	850,196	843,244	809,135
TO PREVIOUS YEAR	13.22%	-3.95%		-2.32%		-4.83%

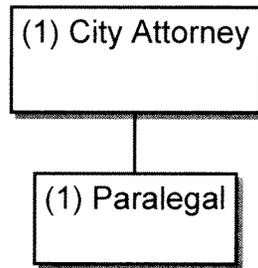
* Beginning in FY11 transfer .5 FTE accountant position to the recreation fund and the sewer fund (.25FTE to each) to reflect work being done for those funds.



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General Government Function
Legal Department

LEGAL DEPARTMENT
Organizational Chart for FY 2010-2011



City of Sanibel, Florida

Legal Department

City Attorney's Background:

Kenneth B. Cuyler, Esq.

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

Legal Department Narrative

Department: Legal
Fund: General Fund

Mission Statement: The purpose and mission of the City Attorney's Office is to provide high quality legal services on a cost effective basis to the City Council, Planning Commission, City Manager, City Staff and the Advisory Boards. This mission includes preparation of accurate and timely legal opinions, preparation of City Ordinances and Resolutions for Council review, preparation of Contracts and Interlocal Agreements, review of documentation provided by City Departments for legal sufficiency and form, legal research, the filing of lawsuits and administrative proceedings when necessary, the defense of lawsuits and administrative proceedings when necessary, recordation of documents, Council and Advisory Boards and Committee orientations on Sunshine Law, and advice to Council and City Staff with regard to current and updated laws and legislation.

Challenges Facing the Department:

- As the City continues to serve the public, the challenge of the City Attorney's office is to stay abreast of ever-changing and complex federal, state and regional laws, rules, regulations and procedures in order to effectively advise and assist City Council, the City Manager, Department Directors and Staff, and Advisory Committees and Commissions so that the best interests of the public can be served and protected. Cost-effective legal services provided at the highest possible level is a continuing goal and challenge, particularly as the Council addresses increasingly complex issues regarding the environment, land use, budget and public projects and services.

2010-2011 Goals:

Goal	Measurement Criteria
<p>For the 2010-2011 Fiscal Year, with the City operating on reduced budget and staffing, the City Attorney's office will concentrate on core services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees, and Staff, in order to assist all facets of City government to provide core municipal services to the public. The City Attorney will concentrate on providing such legal services in the most efficient and cost effective manner possible, while maintaining the high quality and effective legal services required by the City and the public.</p>	<p>The provision of thorough, timely, high quality and cost effective legal services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees and City Staff in order to provide legal guidance and protection of the City's interests from the legal perspective while the City provides core municipal services during the coming fiscal year.</p>

Legal Department Narrative

Operational Responsibilities:

- Legal Opinions
- Document Review
- Legal Research
- Advice on Legislation and Current Law for Council & Staff
- Preparation and/or review of City Ordinances
- Preparation and/or review of City Resolutions
- Preparation and/or review of Contracts and Agreements
- Preparation and/or review of Interlocal Agreements
- Council and Advisory Boards and Committees Sunshine Law Orientations
- Legal Budget Preparation and Implementation
- Recordation of Documents
- Police Tape Transcriptions to assist Police Department
- Advice on filing of Lawsuits and Administrative proceedings when necessary. Defense of Lawsuits and Administrative proceedings when necessary.

2009-2010 Goals and Status:

Goal	Status
<p>With the City operating on reduced budget and staffing, the City Attorney's office will concentrate on core services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees, and Staff, in order to assist all facets of City government to provide core municipal services to the public. The City Attorney will concentrate on providing such legal services in the most efficient and cost effective manner possible, while maintaining the high quality and effective legal services required by the City and the public.</p>	<p>The City Attorney's Office has provided thorough, timely, high quality and cost effective legal services to the City Council, Planning Commission, City Advisory and quasi-judicial Boards and Committees and City Staff while the City Council and Staff concentrate on core municipal services during this period of particularly reduced budgets and staffing (which appears poised to extend into the next fiscal year, as well).</p>

Emerging Issues:

- Emerging Issues during Fiscal Year 2010-2011 will include mechanisms by which the City can provide and address core municipal services, as well as those enhanced services desired by City residents, within the constraints of the reduced budget necessitated by the downturn in the economy.

City of Sanibel, Florida
Legal Department Narrative

Trend Analysis:

- The City of Sanibel and its citizens continue to be increasingly aware of the extreme threat to our environment, including the bays and estuaries nearby, from the nutrient laden freshwater releases from Lake Okeechobee during and after major storm events, as well as contributing causes (nitrogen, phosphorus from fertilizer, septic systems, sewage treatment plants, stormwater runoff, etc.) from the Caloosahatchee Basin.

This is an issue the City will deal with, environmentally and legally, for a number of years into the future. Another major factor which has presented itself within the last fiscal year is the State of Florida's purchase of lands south of Lake Okeechobee for purposes of a southern flow way and restoration of the Everglades. The success of such a southern flow way is of extreme importance to Southwest Florida and the City of Sanibel since it provides virtually the only solution to high level freshwater discharges which will otherwise be forced down the Caloosahatchee River during major storm events.

Recommended Efficiencies:

- For the 2010-2011 Fiscal Year, the City Attorney's office will concentrate on those legal services necessary to provide and assist in providing core services to the City of Sanibel, including the provision of all necessary services to the City Council, City Manager, Staff and Advisory Boards with the City's reduced budget and reduced staffing for the coming fiscal year.

Potential Revenue Sources:

- The City Attorney's office does not generate revenues through outside sources, but does participate in an allocation system which provides credit to the office for the legal services provided to other City departments which do generate fees and other revenues. Each year the City Attorney's office explores whether any other potential revenue sources exist which might be available to the office.

Suggestions on How to Better Serve the Community:

- The City Attorney's office best serves the community by effective, proactive legal services and advice to the City Council, City Manager, Department Directors and Staff, and Advisory Committees and Commissions. This allows the City to operate effectively and efficiently within the bounds of all applicable laws and serve the interests of the public in the best ways possible.

General Fund
Legal Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	230,001	210,415	227,957	227,957	225,327	227,957
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	803	147	-	-	-	-
RHS/Holiday/Shift						
Diff/Educ.Incentive	22,815	20,380	21,461	21,461	21,461	21,461
FICA Match	12,910	12,999	15,082	15,082	12,730	12,932
Retirement	29,822	34,907	61,821	61,821	61,821	77,947
Cafeteria Benefits	31,038	35,644	44,887	44,887	47,429	47,864
Workers' Comp	778	806	822	369	369	444
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	328,167	315,298	372,031	371,578	369,137	388,605
OPERATING EXPENSES						
Professional Serv	217,559	69,485	121,800	121,800	115,710	115,710
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	1,000	1,000	1,000	1,000
Other Contractual	-	590	5,500	5,500	5,500	5,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	41,250	37,657	39,622	39,622	39,622	39,622
Communications	3,936	3,995	4,500	4,500	4,500	1,520
Transportation	283	458	400	400	400	400
Utilities	-	-	-	-	-	-
Rentals & Leases	954	965	1,000	1,000	965	1,000
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	-	85	300	300	300	300
Promotional Activities	375	-	-	-	-	-
Other Current Charges	1,671	2,505	1,900	1,900	1,900	1,900
Office Supplies	1,547	716	1,000	1,000	1,000	500
Operating Supplies	149	-	100	100	100	100
Road Materials & Supplies		3,285	-	-	-	-
Books, Subscriptions, etc	3,786	-	2,750	2,750	2,750	3,000
SUB-TOTAL	271,510	119,741	179,872	179,872	173,747	170,552
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment			-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	599,677	435,039	551,903	551,450	542,884	559,157
TO PREVIOUS YEAR	-12.16%	-27.45%		26.76%		1.40%

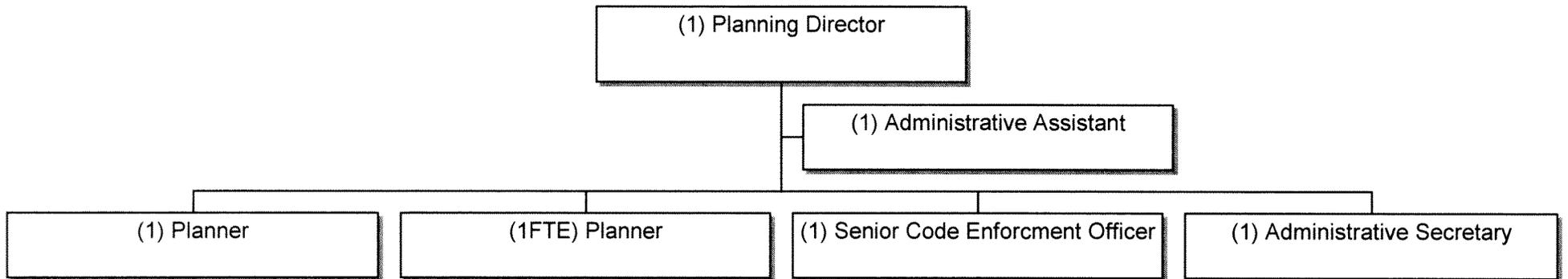


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**General Government Function
Planning Department**

PLANNING DEPARTMENT

Organizational Chart FY 2010-2011



City of Sanibel, Florida

Planning Department

Director's Background:

James C. Jordan, Jr.

Jim joined the City of Sanibel in 1985 as a planning technician and was later appointed to the position of planner. He received his bachelor's degree from the University of Florida majoring in public administration with a minor in urban planning. Jim became planning director in 2009.

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

- Preparation of the Evaluation and Appraisal Report based amendments to the Sanibel Plan;
- Preparation of land development code amendments for emergency electric power generators;
- Development and preparation of City Build-back Regulations;
- Facilitating the Local business Roundtable Discussion Group;
- Preparation of the Citizen's Guide to Coastal and Flood Plain Management and,
- Inventorying and updating the City's telecommunications tolerant areas.

City of Sanibel, Florida
Planning Department Narrative

Department: Planning
Fund: General Fund

Mission Statement: Provide **Proactive Planning and Code Enforcement** services that: **Preserve** Sanibel's unique environment; **Manage** sustainable growth and redevelopment consistent with the Sanibel Plan; Provide **Education** and **Compliance** necessary to administer the Land Development Code; Enable Timely **Communication** and Citizen **Participation**; **Conserve and Restore** natural and historic resources; Increase utilization of **Alternative** Forms of **Transportation** to reduce vehicular congestion; Incorporate **Hazard Mitigation** strategies; and, most importantly, provide the **Highest Level of Public Service.**

Challenges Facing the Department

Implementation of the Sanibel Plan as residential, commercial and resort redevelopment demands evolve and increase.

Integrating and clarifying the development, building, environmental and related permitting processes and procedures to ensure compliance with the Sanibel Plan and Land Development Code.

Providing permitting processes and procedures in the most efficient, timely, uniform, transparent and service related manner.

Short and long term evolution of permitting activity due to an aging commercial, residential and short-term resort building stock.

Evolution and accelerated application of electronic means to produce and transmit plans and information associated with development permitting processes and procedures.

Monitor local and regional land use and transportation planning to ensure sustainable communities and growth management.

Monitor congestion mitigation and management strategies to ensure implementation of viable and compatible alternative forms of transportation.

Planning, managing and sustaining the carrying capacity of the island's beaches, natural ecosystems, transportation infrastructure, community facilities and environment based economy.

Planning and implementing strategies to mitigate the potential impacts that may result from flooding, storms and other natural hazards.

Work to maintain the same level of service for citizens and customers during an economically challenging cycle and retain and support unique Island-serving businesses.

City of Sanibel, Florida Planning Department Narrative

Maintain the Department's customary level of service with a decrease in personnel and revenue.

Recommended Efficiencies

Continue efforts to further integrate the development, building and related permitting processes, procedures and responsibilities in order to: efficiently and cost effectively deploy and coordinate staff resources; respond to applicants in a more timely, efficient and consistent manner; improve permit tracking and management; ensure timely and accurate communication; and insure unified and uniform code administration, application and compliance.

Convert, create and manage all City, Sanibel Plan and related zoning maps and geographical based information into an "enterprise" Geographic Information System (GIS) in order to: reduce duplicate, inefficient, costly and stand alone geographic information compilation, maintenance and applications; improve communication and accessibility; support emergency management planning and responsiveness; reduce reliance on professional service contracts; and improve City management and decision making, and enhance access to and management of historical and future zoning records.

Reduce permit and records retrieval time, delays and costs by developing and implementing procedures that will maintain all primary permitting and related documents in an electronic format.

Continue to improve the capacity and capabilities of the Planning Department's web site and electronic government based functions to: enable greater citizen reliance on electronic based transactions; reduce personnel and related costs associated with document and notice compilation and distribution; improve accessibility to City government resources; and increase responsiveness to citizen requests for assistance and information.

Potential Revenue Sources

- Continue to pursue reductions in cost of vendors and professional services contracts.
- Continue to evaluate and update the permitting fee schedule enabled by Chapter 90 of the Sanibel Code to ensure that all permitting and related fees are "equivalent to the cost of providing such planning, development review and administrative services including, but not limited to, permit application reviews, planning inspection services, code review and regulations, administration and similar services".
- Support ongoing planning efforts necessary to implement the Sanibel Plan and support implementation of the City's redevelopment policies.
- Support a planning and management effort necessary to conduct research and define, evaluate and implement strategies to sustain the island's carrying capacity. Support the improvement and expansion of the City's Shared Use Paths consistent with the 2009 Sanibel Shared Use Path Master Plan adopted by City Council on April 21, 2009.

City of Sanibel, Florida
Planning Department Narrative

Service Improvements

Continue the unified development and building permit application process for the remodeling, alteration and construction of additions to pre-FIRM residential units. Proceed with further improvements to the Planning Department's web page to enable: greater access to permit and related Planning Department and Planning Commission information and activities.

Create an electronic based permitting file system that will link all permit applications, plans, approvals, correspondence, resolutions, minutes, inspection reports and other relevant information to reduce off-island records storage costs, improve permit document retrieval and access times and fully coordinate interdepartmental permit review and management.

Continue the conversion of all Sanibel Plan and related maps into a Geographic Information System (GIS) format to facilitate public access and expanded applications and develop a database that will provide zoning classification and land characteristics to staff and the public that will also facilitate the implementation of proposed changes to Land Development Code and Sanibel Plan.

Planning Department FY 2010-2011 Goals and Objectives

The Planning Department's FY 2010-2011 Goals and Objectives will focus upon accomplishing the following projects:

FY 2010-2011 Goals	Estimated Start	Estimated Completion
Continue the Resort Housing Redevelopment Work Program and related goals established by City Council.	April 2010 (Actual)	December 2010
Begin work on the Evaluation and Appraisal Report	October 2010	April 2011
Begin work to Develop a Master Plan for the Lighthouse Park Area	January 2011	September 2011

The Planning Department will continue to provide educational support and develop enforcement measures to improve water quality and implement internal cost saving strategies to ensure the City's continued economic stability under the FY 2010-11 adopted City Council goals. Examples of the Department's ongoing actions includes education and enforcement of the City's fertilizer ordinance, reviewing restaurant grease trap maintenance records and the consolidation of Code Enforcement and Planning Department site inspections to reduce hours spent outside the office and to decrease mileage costs.

City of Sanibel, Florida
Planning Department Narrative

Department Operational Goals:

Goals	Productivity Measurement
1. Provide Professional, Administrative and Technical Planning Services	1.1 Provide Planning services to City Council, Planning Commission and the Sanibel Community. 1.2 Prepare and publish notices for Planning Commission, Planning Commission committees and Historic Preservation Committee meetings. 1.3 Prepare staff reports to the Planning Commission, Planning Commission committees and Historic Preservation Committee. 1.4 Prepare Planning Commission and Historic Preservation Committee minutes. 1.5 Provide planning services to the City Manager and City Departments. 1.6 Provide planning services to CHR.
2. Administration and Enforcement of the Land Development Code	2.1 Obtain Code compliance through: <ul style="list-style-type: none"> - Ongoing outreach and education - Timely response and follow-up to citizen complaints - Provide assistance to achieve compliance - Issue Notices of Violation - Prepare complete case reports - Assist City Attorney with case preparation - Present cases to Hearing Examiner - Enforce Hearing Examiner decisions and stipulations 2.2 Conduct daily, early morning and evening Code related inspections. 2.3 Continue to provide monthly Code Enforcement Activity Reports to City Council.
3. Improve Development Permitting Processes, Procedures, Coordination and Communication	3.1 Continue to examine current application forms, processes and procedures. 3.2 Continue to define and introduce specific service delivery improvements. 3.3 Continue to schedule and implement priority HTE permit management improvements.
4. Implementation of the Sanibel Plan	4.1 Implementation of Redevelopment Planning Work Program and City Council goals (See Goal 5).

City of Sanibel, Florida
Planning Department Narrative

<p>5. Implementation of Redevelopment Planning Work Program as directed by City Council</p>	<p>5.1 Complete discussions on Redevelopment of properties in the Resort Housing District. 5.2 Prepare ordinance for City Council approval of Redevelopment of properties in the Resort Housing District. 5.3 City Council conducts public hearing on Resort Housing Redevelopment Amendments to LDC (as warranted). 5.4 Complete inventory of non-conforming single family and duplex residential lots, uses and structures. Submit report to Planning Commission and City Council. 5.5 Specific LDC amendments (as warranted) prepared for consideration and recommendation by the Planning Commission's Land Development Code Review Committee.</p>
<p>6. Develop Application of Geographic Information System (GIS)</p>	<p>7.1 Continue to convert Sanibel Plan and related maps to digital format.</p>
<p>7. Provide Emergency Management and Hazard Mitigation Planning Services</p>	<p>8.1 In conjunction with City and County EMS officials, provide hazard mitigation planning services. 8.2 Update the Department's Emergency Response Mission and Responsibilities. 8.3 Continue to plan for hazard mitigation.</p>
<p>8. Complete Implementation of the Department's Records Management Plan</p>	<p>9.1 Assist the City Clerk with completion of the Department's Records Management Program consistent with City and State regulations.</p>

Operational Responsibilities:

- Responsibility 1 - Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Responsibility 2 – Review and act on development and land use permit applications in an efficient, timely, uniform and thorough manner.
- Responsibility 3 – Administer the Land Development Code through consistent and effective education and enforcement.
- Responsibility 4 – Facilitate timely and accurate public notices, open communication, transparent planning and regulatory processes and procedures, effective citizen participation and innovation in service delivery.
- Responsibility 5 – Maintain, update and implement the Sanibel Plan.

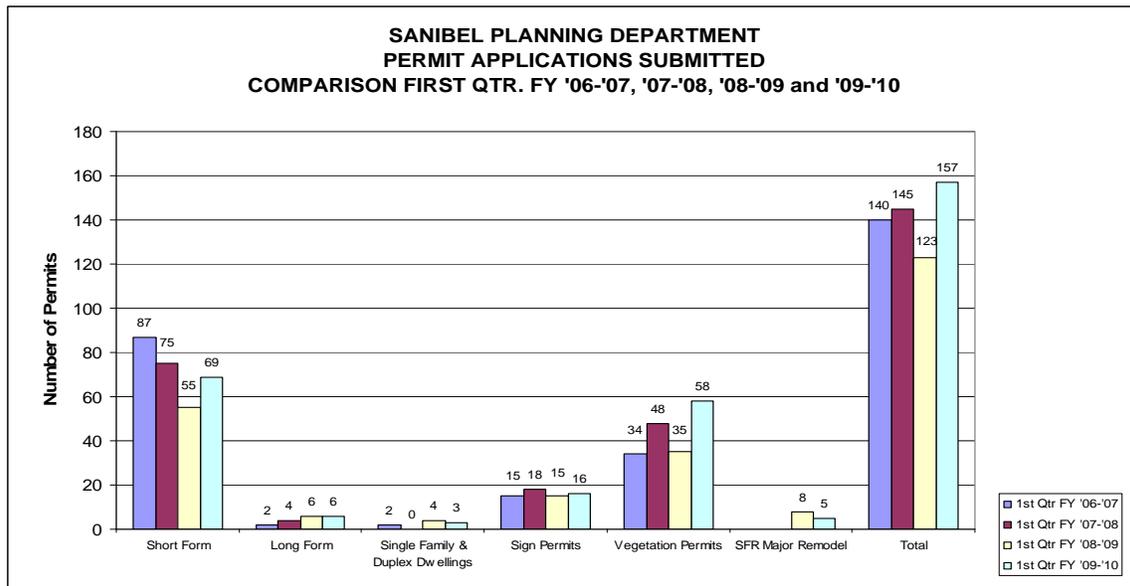
City of Sanibel, Florida Planning Department Narrative

- Responsibility 6 – Manage the City’s redevelopment planning program consistent with goals established by City Council.
- Responsibility 7 – Manage public records, consistent with the Florida State Statutes, the Sanibel Code and the City’s policies and procedures.
- Responsibility 8 – Provide planning and related services to support and retain local Island serving businesses and to sustain an environmentally based economy.
- Responsibility 9 – Provide natural hazard mitigation planning services and, in the event of an emergency, provide administrative, permitting, inspection and support services.

Trend Analysis:

Charts 1, 2, 3 and 4 provide a comparative summary of permitting trends for FY '06-'07, FY '07-'08, FY '08-'09 and FY '09-'10.

Chart 1 – Comparison of Permit Activity for First Quarter FY '06-'07 to First Quarter FY '07-'08, FY '08-'09 and FY '09-'10



City of Sanibel, Florida Planning Department Narrative

Chart 2 – Comparison of Permit Activity for Second Quarter FY '06-'07 to Second Quarter FY '07-'08, FY '08-'09 and '09-'10

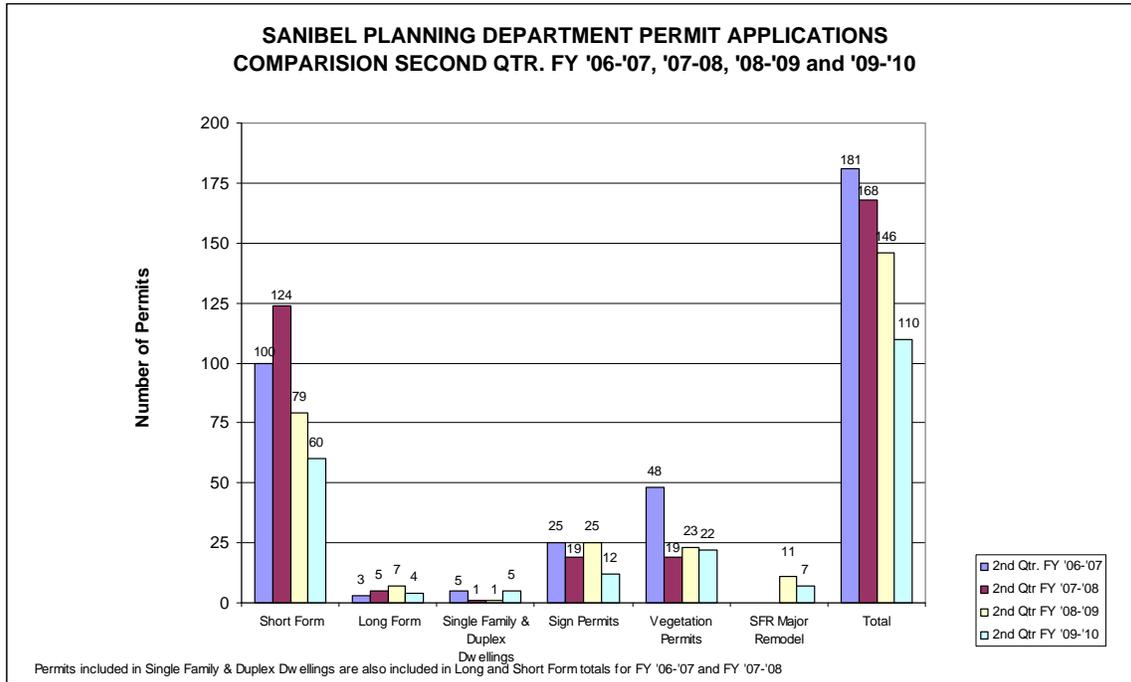
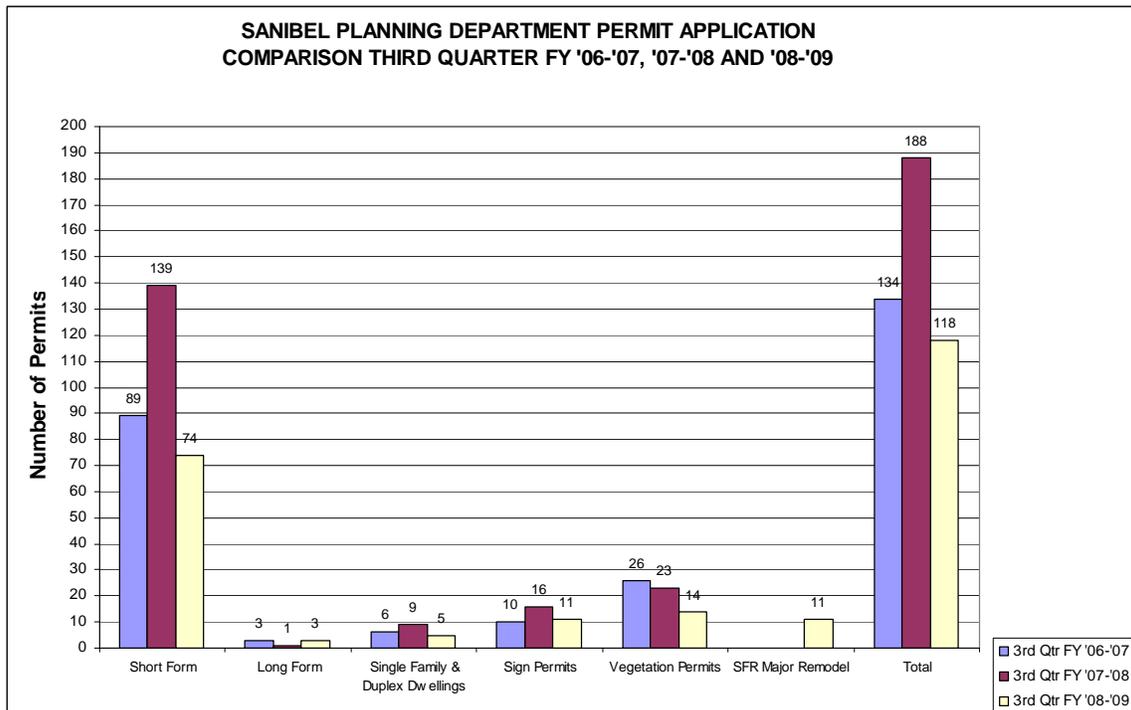
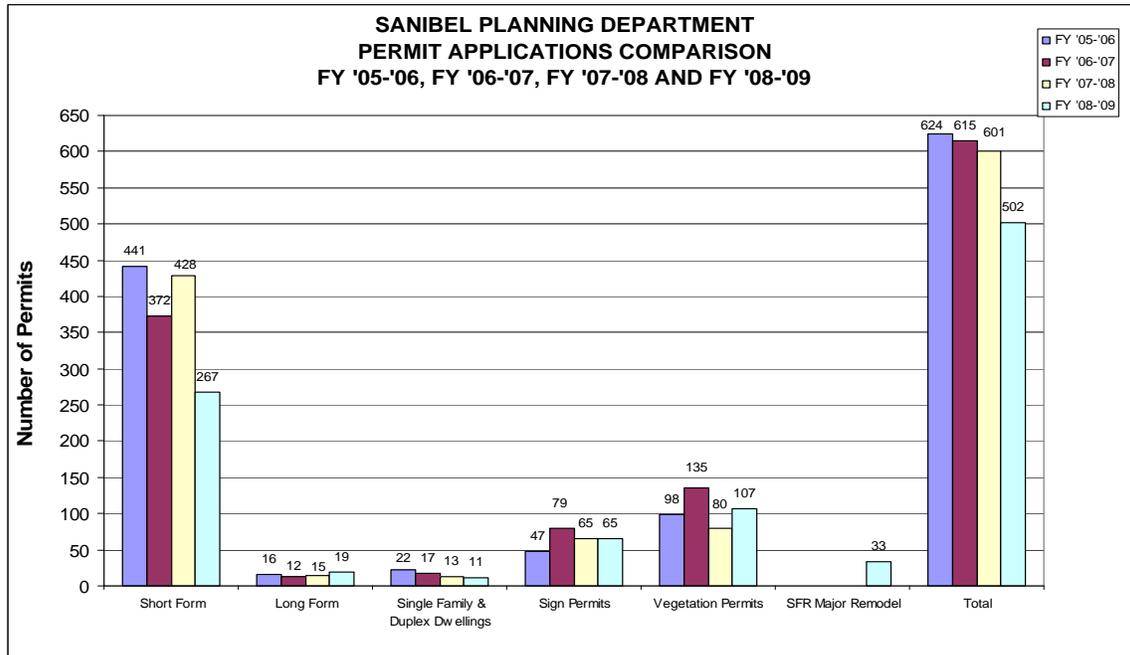


Chart 3 – Comparison of Permit Activity for Third Quarter FY '06-'07 to Third Quarter FY '07-'08 and FY '08-'09



City of Sanibel, Florida Planning Department Narrative

Chart 4 – Comparison of Permit Applications Submitted, FY '05-'06, FY '06-'07, FY '07-'08 and FY '08-'09



Emerging Issues:

- Issue 1 – The age and condition of Sanibel’s commercial and resort building stock combined with local, regional and national trends will require that Sanibel continue to support the retention of independent and Island serving businesses and entrepreneurs that are essential to the economy and quality of life on Sanibel.
- Issue 2 – Determining methods to further quantify, assess and manage Island carrying capacity associated with both natural and human systems will be essential to preserving the character and lifestyle of Sanibel.
- Issue 3 – The shared use path system will continue to require ongoing public investment and alternative sources of financing for public safety, maintenance and improvement to ensure that Sanibel remains a walkable and bikeable community.
- Issue 4 – With the approaching buildout of residentially zoned vacant land for single-family construction, changes in the real estate market and the age and design of the existing residential building stock, the current floor area and dimensional regulations of the Land Development Code should be re-examined as part of the City’s redevelopment planning work program.
- Issue 5 – Seasonal peak period and average daily traffic volumes will continue to generate congestion and low levels of service on the Island’s

City of Sanibel, Florida
Planning Department Narrative

roadways. Traffic will seek alternative routes through neighborhood streets resulting in demands for traffic calming, traffic demand management and planning for alternative forms of travel.

- Issue 6 – Sanibel, through the long-standing partnership with CHR, has been a regional leader in pursuing opportunities to provide Below Market Rate Housing (BMRH). Housing costs, both on and off Island, will require that Sanibel continues to address its commitment to BMRH, particularly opportunities for work force housing.
- Issue 7 – The transfer of the Sanibel Lighthouse property will require that the City of Sanibel develop both short and long term strategies necessary to preserve this important national, state and local landmark in accordance with City and Federal requirements.

2010-2011 Goals and Status:

Goal	Status
<p>Goal #1</p> <p>Implementation of the Sanibel Plan</p>	<p>Updated Capital Improvement Plan as required by DCA.</p> <p>Continue on-going efforts to convert Ecological Zones and Development intensity maps to digital format.</p> <p>LCEC Strategic Plan participation to include environmentally sound "Green" technology.</p> <p>Implementation of Redevelopment Planning Work Program (See Goal 2).</p>
<p>Goal #2</p> <p>Implementation of Redevelopment Planning Work Program</p>	<p>City Council deferred Redevelopment Planning of Resort Housing until completion of review of Land Development Code Section 86-43 is completed. Section 86-43 is complete. Land Development Code Review Subcommittee work on Redevelopment began April 2010.</p> <p>Completed Survey of pre-existing non-conforming resort uses and structures.</p>
<p>Goal #3</p> <p>Protect and sustain the Island's carrying capacity and mitigate congestion</p>	<p>Provided planning services to support formulation of "green building" and energy efficiency goals, policies and initiatives.</p> <p>Initiated Phase II of work associated with the ATPPL.</p>

City of Sanibel, Florida
 Planning Department Narrative

<p>Goal #4</p> <p>Provide Professional, Administrative and Technical Planning Services</p>	<p><u>City Council and City Management</u> Prepare reports for consideration by City Council and City Manager.</p> <p><u>Planning Commission</u> Prepare Staff Reports for consideration by the Planning Commission.</p> <p>Prepare Resolutions for Planning Commission Action.</p> <p>Prepare and approve Planning Commission meeting agendas and minutes.</p> <p>Maintain and update Planning Commission and Subcommittee information on the Planning Department's web page.</p> <p><u>Planning Services</u> Conduct Realtor Orientation education classes relevant to LDC Zoning requirements.</p> <p>Prepare public notices.</p> <p>City Planners conduct consultations with property owners.</p> <p>Assist customers at the permit assistance desk.</p> <p>Answer telephone calls.</p> <p>Initiate and response to property owners requesting LDC and/or Planning Commission information by E-mail.</p> <p>Director serves on various Committees as requested by the City Manager and City Council.</p> <p>Provide contact information to residents and contractors.</p> <p>Educate customers in the use of the City's web page.</p>
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City of Sanibel, Florida
Planning Department Narrative

<p>Goal #5</p> <p>Administration and Enforcement of the Land Development Code</p>	<p>Processed Short Form Development Permits. Processed Long Form Development Permits. Distributed the following LDC guides:</p> <ul style="list-style-type: none"> - Resort Accessory Uses - Commercial Dumpster Regulations - Brazilian Pepper Eradication - Real Estate and Open House Signs - Outdoor Dining - Carryout Restaurant Outdoor Seating - Commercial District Regulations - Architectural and Site Planning Design Standards and Guidelines for Town Center General and Town center Limited Commercial Zone District - Emergency Electrical Power Generators - Build Back <p>Produced monthly Code Enforcement case tracking and management reports. Processed and resolved Code Enforcement cases. Processed notices of violation. Process stipulation reports following hearings. Evening and weekend inspections were completed.</p>
<p>Goal #6</p> <p>Improve Development Permitting Processes, Procedures, Coordination and Communications</p>	<p>Continue to improve interdepartmental procedures between Building and Planning Departments to track and manage expiring development and building permits.</p>
<p>Goal #7</p> <p>Expanded Application of Geographic Information System (GIS)</p>	<ul style="list-style-type: none"> • Currently updating the conversion of Residential Density and Ecological Zone Maps to digital format. • Working with Lee County Property Appraisers office to share GIS information for analysis, application and permit reviews.
<p>Goal #8</p> <p>Provide Emergency Management and Hazard Mitigation planning services</p>	<p>Continue to update the Planning Department Emergency Response Plan.</p> <p>Complete required NIMS/ICS training.</p>

City of Sanibel, Florida
Planning Department Narrative

<p>Goal #9</p> <p>Complete implementation of the Department's Records Management Plan and move files to off-site storage.</p>	<p>Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations:</p> <p>Examples:</p> <ul style="list-style-type: none"> - Development Permits - Conditional Use Permits - Temporary Use Permits - Variances - Comprehensive Land Use Plan Amendments - Planning Commission Resolutions - Planning Commission Record Files
<p>Goal #10</p> <p>Improve Communication of Planning Programs and Projects</p>	<p>Continue to update the Planning Department's web page that includes the following features:</p> <ul style="list-style-type: none"> - The Sanibel Plan - Periwinkle Way West District Plan - Sanibel Facts - Guide to Build Back Regulations - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System (GIS) - Development Permitting - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs - 2009 Shared Use Path Master Plan - Contact Us - About the Department - Planning Department Forms - Emergency Electric Power Generators <p>Submitted monthly and quarterly Development Permit and Code Enforcement Activity reports and graphs.</p> <p>Distributed and published notices, provided information and met with property owners regarding revised FEMA Flood Insurance Rate Maps.</p>

City of Sanibel, Florida
Planning Department Narrative

Summary of FY '09 – '10 Planning Department Accomplishments

1. Sanibel Plan Implementation	Completed amendments to the Land Development Code to comply with DCA school concurrency requirements and Capital Improvements.
2. Implementation of Redevelopment Planning Work Program	City Council deferred Redevelopment Planning of Resort Housing until completion of review of Land Development Code Section 86-43. Currently under review by the LDCRC.
3. Preparation of Land Development Code Amendments	<p>Prepared the following amendments to the Land Development Code for report and recommendation by the Planning Commission and action by City Council:</p> <ul style="list-style-type: none"> - An Ordinance amending the Land Development Code Chapter 126 Zoning, Article XIV Supplementary District Regulations, Div. 5 Commercial Uses Generally, Sect. 12-1031 Bonus Outdoor Seats for Dining, to permit bonus outdoor dining at restaurants located outside a Commercial Zoning District. - An Ordinance to permit Docks, Boat Lifts and Davits within the Bay Beach Zone west of the Lighthouse Park and East of Dixie Beach Boulevard. - An Ordinance amending Land Development Code Sections 86-43, Appearance of Structures; 78-1, Definitions, 82-382, Filing Procedures, 82-401, (Short Form) Application and 82-421(Long Form) Application. Establishing a “neighborhood floor area threshold” based upon the largest home, providing interpretive guidelines, notification and review procedures.
4. Preparation of Public Notices for Planning Board Meetings, Subcommittee Meetings and Public Hearings	Prepared notices for Planning Board Meetings and public hearings.
5. Prepared Planning Board Agendas, Subcommittee Agendas and Staff Reports	Prepared agendas and staff reports for consideration by the Planning Commission, applicants and the public.
6. Prepared Planning Board and Subcommittee Minutes	Prepared minutes from Planning Commission and Subcommittee meetings.
7. Prepared Historic Preservation Committee Agendas, Minutes and Staff Reports	Prepared agendas, minutes and staff reports for consideration by the Historical Preservation Committee.

City of Sanibel, Florida
Planning Department Narrative

8. Expanded City of Sanibel's Geographic Information System (GIS)	Continue ongoing efforts to convert Ecological Zones and Development Intensity Maps to digital format.
9. Conducted Meetings with Citizens, Property Owners and Development Permit Applicants	Conducted meetings and consultations with citizens, property owners, business owners and development permit applicants.
10. Responded to Permit Counter, Telephone and E-mail requests for Information.	Responded to front counter inquiries, telephone calls and e-mail requests for information regarding the Sanibel Plan, Land Development Code and City of Sanibel and Planning Department activities.
11. Processed Applications for Development Permits	Processed short form and long form applications for Development Permits.
12. Resolution of Code Enforcement Cases	Initiated Code Enforcement cases based on inspections and citizen contacts and resolved cases through education and mediation. Scheduled cases for action by hearing examiner.
13. Conducted Early Morning, Evening and Weekend Code Enforcement Inspections	Scheduled weekend, early morning and evening code enforcement assignments to educate citizens and property owners and to address code violations.
14. Processed Sign Permit Applications	Processed applications for sign permits.
15. Reviewed Business Tax Receipts and Alcoholic Beverage Licenses for Consistency with the Land Development Code	Assisted the Finance Department with the review of new applications and transfers of occupational licenses and applications for alcoholic beverage service licenses.
16. Processed Applications for Street Addresses	Processed applications by property owners seeking clarification or a new street address.
17. Transportation Planning	<ul style="list-style-type: none"> - Represented the City at MPO and TAC meetings. - Participated in Alternative Transportation in Parks and Public Lands Project.
18. Emergency Management Planning	<ul style="list-style-type: none"> - Continue to update the Department's Emergency Response Plan. - Continue required NIMS/ICS training.
19. Records Management	<p>Continue the assessment, inventory, indexing and retention of the Department's records consistent with applicable City and State regulations.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Development Permits - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments

City of Sanibel, Florida
 Planning Department Narrative

<p>20. Communication of Planning Projects and Programs</p>	<p>Continue to update the Department's web page to include following features:</p> <ul style="list-style-type: none"> - The Sanibel Plan and Official Maps - Periwinkle Way West Commercial District Plan - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System - Development Permitting - 2009 Shared Use Path Master Plan - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs - Contact the Planning Department - About the Department - Planning Department Forms
<p>21. Educational and Orientation Outreach to Island Realtors</p>	<p>Continue to participate in this program where realtors are presented information relevant to the zoning requirements of the Land Development Code.</p>

General Fund
Planning Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	631,278	394,453	276,324	276,324	274,242	276,662
Part-time	-	-	62,757	62,757	20,555	42,224
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	1,001	-	1,000	1,000	-	1,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	695	250	200	200	-	200
FICA Match	47,651	29,701	26,031	26,031	22,552	24,487
Retirement	91,902	78,590	48,142	48,142	48,142	60,799
Cafeteria Benefits	89,945	59,593	54,857	54,857	49,215	48,346
Workers' Comp	2,072	38,634	39,407	17,670	17,670	21,274
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	864,544	601,221	508,718	486,982	432,377	474,992
OPERATING EXPENSES						
Professional Serv	263,157	75,016	94,500	94,500	74,000	74,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	3,235	3,347	6,500	6,500	6,500	6,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	42,091	19,773	7,000	7,000	10,000	10,000
Communications	6,736	6,781	6,000	6,000	6,100	6,000
Transportation	6,277	1,693	4,000	4,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	5,278	4,463	8,500	8,500	7,000	7,000
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	1,000	1,000	1,000	1,000
Printing	3,322	2,466	6,900	6,900	5,000	5,000
Promotional Activities	650	802	-	-	-	-
Other Current Charges	8,534	5,781	7,600	7,600	7,600	7,600
Office Supplies	6,455	2,793	2,000	2,000	2,000	2,000
Operating Supplies	3,769	1,967	3,700	3,700	3,700	3,700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	3,241	454	500	500	500	500
SUB-TOTAL	352,745	125,336	148,200	148,200	125,400	125,300
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	1,217,289	726,557	656,918	635,182	557,777	600,292
% CHANGE COMPARED TO PREVIOUS YEAR	<u>11.25%</u>	<u>-40.31%</u>		<u>-12.58%</u>		<u>-5.49%</u>



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General Government Function
Insurance/Other General Government Department

City of Sanibel, Florida

Insurance Department

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

Deductibles by type are listed below.

Coverage Type	Deductible FY10	Deductible FY11
General/Professional Liability	\$50,000	\$50,000
Automobile Liability	\$50,000	\$50,000
Automobile Comp/Damage	\$1,000/2000	\$1000/2000
Property	\$100,000	\$100,000

New rates for FY11 are below:

<u>Type</u>	Adopted FY 2010 <u>Budget</u>	Proposed FY 2011 <u>Budget</u>
Flood	\$ 31,000	\$ 40,000
Windstorm	35,000	35,000
Boiler and Machinery	-	-
Pollution Liability	600	600
Position Fidelity	3,500	3,500
Property/Liability/Auto	233,566	233,566
Law Enf Death Benefits	1,000	1,150
	<u>\$ 304,666</u>	<u>\$ 313,816</u>

General Fund
Insurance Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	394,923	414,101	304,666	296,270	296,270	313,816
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	394,923	414,101	304,666	296,270	296,270	313,816
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	394,923	414,101	304,666	296,270	296,270	313,816
% CHANGE COMPARED						

General Fund
Other General Government Services Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	74,315	74,315	75,837	74,315
FICA Match	-	-	5,685	5,685	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	80,000	80,000	75,837	74,315
OPERATING EXPENSES						
Professional Serv	-	-	32,500	32,500	71,117	68,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	4,200	4,200	3,200	6,700
Investigations	-	-	-	-	-	-
Travel & Per Diem (Transponder Increase)	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	4	2,500
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	22,000	22,000	29,331	30,000
Insurance (OPEB)	-	-	96,000	46,897	46,897	65,000
Repair & Maintenance	-	-	3,500	3,500	3,500	3,500
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	6,350	25,320	25,320	13,320	13,500
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	600	600	600	600
SUB-TOTAL	-	6,350	184,120	135,017	167,969	189,800
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	-	6,350	264,120	215,017	243,806	264,115
% CHANGE COMPARED TO PREVIOUS YEAR						<u>22.83%</u>

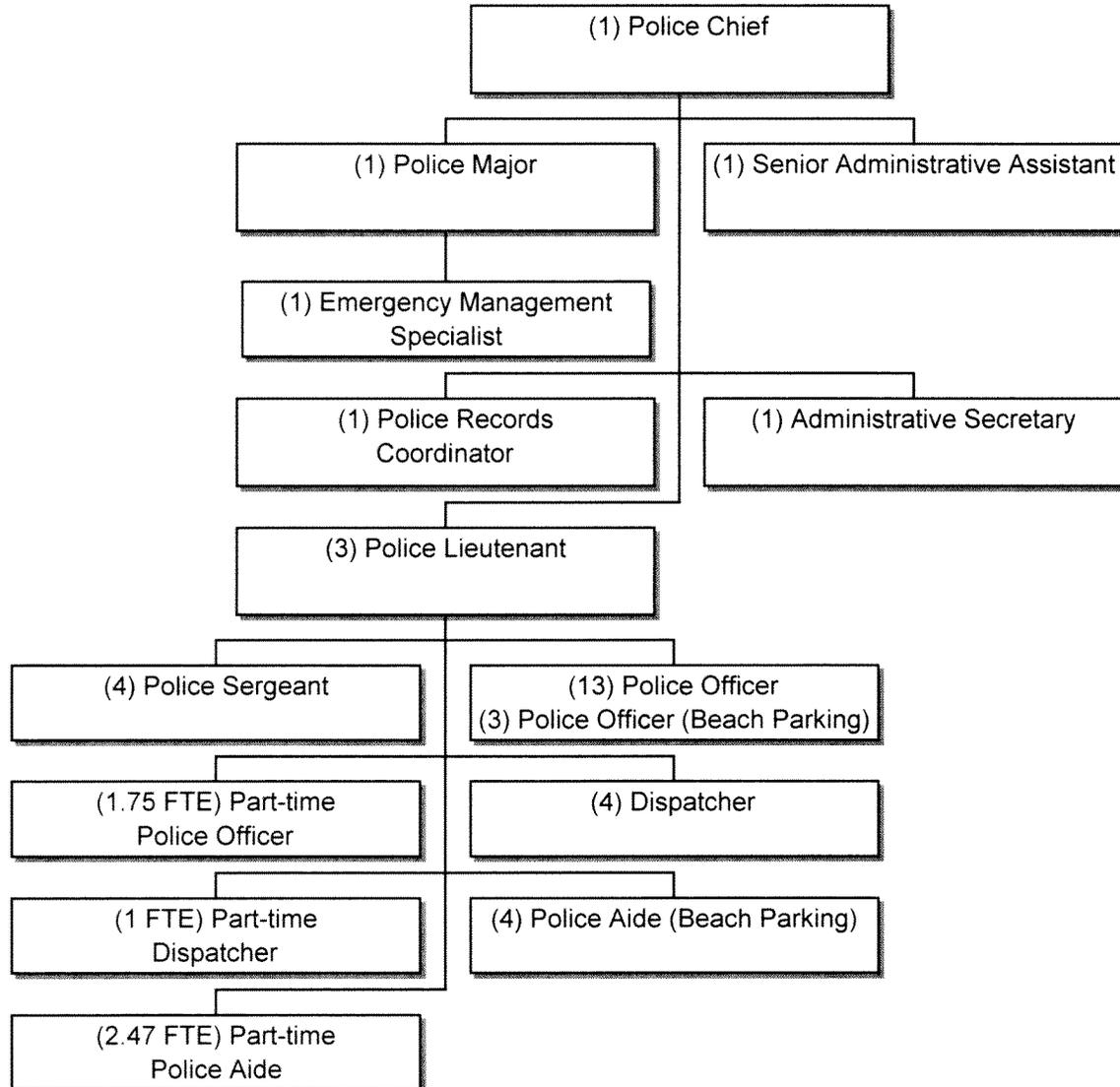
Public Safety Function

Police Department

SEMP Department

POLICE DEPARTMENT

Organizational Chart FY 2010-2011



POLICE DEPARTMENT

Chief's Background:

Bill Tomlinson

Chief Tomlinson was hired in November 1985. He has a total of 24 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

SEMP Director's Background:

Michael Murray

Major Murray has been employed with the City since 1984. He has been in charge of the Emergency Management Program since 2001. He is a board member of the Lee County Disaster Committee and Lee County Public Safety Committee.

Department: Police
Fund: General Fund

Mission Statement: The City of Sanibel Police Department will proactively patrol all roadways, waterways and beaches with its available resources and will enforce all Local, State and Federal laws and ordinances. The Sanibel Police Department is proactive in communicating crimes that target Sanibel residents and trends derived from analysis of crime statistics by alerting the public through press releases and other crime prevention strategies. The Sanibel Police Department will maintain and protect the ecosystem for all inhabitants of Sanibel, including residents, workers, visitors and the wildlife in the natural environment. In accordance with the Department's community policing philosophy, we will respond 100% of the time for any and all requests for service and investigation of every criminal act.

Challenges Facing the Department:

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

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

The most notable trends on Sanibel are the increased incidents of burglary and theft within both the residential and business community.

The Sanibel Police Department will dedicate resources to maintain safety, reduce crime and investigate all crimes to the fullest extent of our resources.

Emerging Issues:

Increased Crime – During this current economic downturn we have seen an increase in crimes such as, theft, domestic violence and exploitation of the elderly.

2010 - 2011 Goals:

2010 – 2011 Goals and Status	Productivity Measurement
Attend training schools that maintain professional certifications. These classes will be attended throughout the year.	Complete schools to enhance officers' awareness levels for emerging issues and to maintain minimum requirements for certification.
Continue environmental patrols and awareness/ educational campaigns.	Dedicate resources to beach parking lots, beaches and the boat ramp to educate about and enforce environmental laws and ordinances.
Maintain a proactive patrol to reduce residential burglaries	Reduced incidence of reported burglary
Continued review of changes to laws and updating department policy.	Complete any changes required to maintain effective department policies.
Maintain police response times	Respond to police calls at the same rate as previous year

POLICE DEPARTMENT PATROL DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 1:** *Proactively Patrol All Roadways* – Officers patrol all City of Sanibel roadways for detection of suspicious or criminal activity and provide assistance to citizens in need. Officers will enforce all laws and ordinances to provide the maximum protection to the public.
- **Responsibility 2:** *Patrol All Waterways* – Officers are assigned to details to patrol all waterways within the geographic boundaries around the City of Sanibel and all accessible waterways and canals within Sanibel. Officers assigned to this function ensure the public safety through vessel inspections and enforcement of all laws and ordinances associated with the waterways. This position is partially funded by the West Coast Inland Navigation District and Beach Parking revenues.
- **Responsibility 3:** *Patrol the Beach* – Officers are assigned to special details to patrol the beaches of Sanibel. Officer assigned to this function proactively patrol and provide assistance to the public. Officers enforce violations of laws and ordinances, especially those associated with protection of the natural environment, including dune protection, beach chair ordinance, harassing of shorebirds, protection of turtle nests and dogs on the beach without a leash. Officers also educate the public regarding environmental laws and how they relate to the persons behavior and activities on the beach. This position is funded by Beach Parking revenues.
- **Responsibility 4:** *Respond to All Emergency Calls* – Officers respond in a safe and expeditious manner to all emergency calls. This includes calls of crimes in progress, vehicle and pedestrian accidents and medical crisis if not busy.

- **Responsibility 5:** *Respond to All Criminal Complaints* – Officers respond to all criminal complaints in a timely manner. Officers obtain all pertinent information to initiate a criminal investigation and complete all associated reports to ensure proper documentation is completed to develop criminal cases with the goal to prosecute violators to the fullest extent of the law.
- **Responsibility 6:** *Respond to All Calls For Service* – Officers will respond to all non emergency calls for service in the order in which the call is received after other calls of greater importance are prioritized and completed.
- **Responsibility 7:** *Perform Arrests* – Officers physically arrest perpetrators of crimes committed in their presence or crimes where evidence suggests there is reasonable suspicion that an individual or individuals have committed a crime. An officer ensures he/she has the proper resources and back-up to affect an arrest. An officer completes all required reports and transports the perpetrator of the crime to the Lee County Jail for incarceration.
- **Responsibility 8:** *Issue Traffic Citations* – Officers issue traffic citations to persons who violate State traffic laws. Officers conduct traffic stops in a safe and prudent manner and complete the proper State forms that identify the specifics of the violation.
- **Responsibility 9:** *Respond to Traffic Crashes* – Officers respond to reports of traffic crashes in a safe and expeditious manner. The first responding officer determines if there are any injuries and attends to those needs first and requests medical services to respond if there are any injuries. The officer then investigates the causes of the accident and documents all contributing causes and cites the violator if necessary. The investigating officer completes a State of Florida approved Traffic Crash report as required or a Drivers Exchange / Driver Report of Accident report.
- **Responsibility 10:** *Animal Control* – Officers respond to all domestic and exotic animal complaints and document all pertinent information regarding the call; whether it is a noise complaint, dog not in physical control by owner, attack or bite and any other complaints. If an animal has attacked another animal or a person, the officer completes the appropriate State approved form and forwards the information to the Lee County Health Department. If an animal attack has occurred police staff implements an animal quarantine or attempts to catch dangerous exotics.
- **Responsibility 11:** *Special Patrol Details* – Department staff participate in special details as available and requested by the public to include: traffic, parking, crossing guard, crowd control for special events, radar details and security details.
- **Responsibility 12:** *Environmental Patrol Details* – Officers have been trained to recognize environmental violations and as a component of their patrol function, are alert for these violations. Officers are also deployed as the need arises to conduct surveillance for specific violations such as: feeding alligators, undersized or too many fish, unleashed dogs on the beach and harassing of wildlife.

- **Responsibility 13:** *Coordinate Iguana Program* – Document and track locations of iguanas and monitor lizards for the purpose of directing a contractual trapper to remove the invasive species from Sanibel.
- **Responsibility 14:** *Alligator Complaints* – All complaints of alligators are assessed by a trained police officer. The officer determines if there is a threat and all conditions associated with the complaint. If there is imminent threat, the police department will take immediate action to catch the alligator if possible and call the state trapper for removal.
- **Responsibility 15:** *Traffic Enforcement* – Officers as part of their patrol function prioritize the enforcement of traffic violations. Additionally, one full time officer is primarily detailed to traffic enforcement as scheduling allows and to cite violators for traffic infractions.
- **Responsibility 16:** *Report Writing* – Employees will document all official actions on appropriate reports and forms: All calls for service will be recorded in the CAD, criminal complaints will be documented on State approved report forms, alarms will be documented on City form as directed by City Ordinance. When reports are completed by personnel, a supervisor reviews each report for content and accuracy, then the reports are approved prior to release to the public.
- **Responsibility 17:** *Case Preparation* – Officers must prepare case packages for all felony cases to be distribution to the State Attorney's Office for review and prosecution. The case packages include details of the offense, witnesses and victims of the crime and documentation of evidence associated with the crime.
- **Responsibility 18:** *Traffic Court* – Officers testify in traffic court as required through court subpoena on any contested traffic citation. The officer reports to the court in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 19:** *Bureau of Driver Improvement Hearings* – Officers testify at Bureau of Driver Improvement hearings in driving under the influence arrests. The officer reports to the hearing in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 20:** *Criminal Court* – Officers testify in criminal court as required through court subpoena on any criminal court case. The officer reports to the court in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 21:** *Code Enforcement* – All complaints and observations of code violations will be enforced if observed by a police officer. These violations include: unlicensed contractors and service workers, signage, unleashed dogs, dune diminishment, chairs on the beach, water violations, loud music, construction work after hours, raccoon feeding, native vegetation trimming and vehicles on the beach. Any observations or actions taken will be forwarded to the Planning Department.

- **Responsibility 22:** *Correction Reports* – All complaints and observations regarding damage to City property, conditions to be corrected or safety hazards related to City infrastructure are documented on a complaint report and a City Correction Report is forwarded to the Department of Public Works. If the need is deemed hazardous, staff will cause immediate response to correct the deficiency.
- **Responsibility 23:** *Criminal Investigations* – All criminal complaints are investigated to the fullest authority and ability of the police department until the case is resolved; either through prosecution, clearance or refusal to prosecute. In the event that a case becomes cold, periodic contact is made with the victim to determine if any new developments have occurred to affect the status of the initial report.
- **Responsibility 24:** *Property* – All property obtained by the Sanibel Police Department is secured, tagged and maintained by the property and evidence manager until disposition of the property; either by return to owner, destroyed or sold at auction.
- **Responsibility 25:** *Traffic Control* – Department staff monitors traffic conditions and dedicates resources at high volume intersections to direct traffic during peak traffic times to effectuate the most efficient movement of traffic. Staff also performs traffic control at the Sanibel School, at the beginning and end of each school day to facilitate a safe condition for students.
- **Responsibility 26:** *Collect Mail dropped for Utility Payments* – Police Department staff collects utility payments dropped in the on-site City mail drop box for utility bill payments, then deliver to the finance department on all business days except holidays.
- **Responsibility 27:** *Deliver City deposits to bank* – Police staff picks up from the finance department all prepared deposits for delivery to the bank and returns deposit receipt to the finance department on all business days except holidays.
- **Responsibility 28:** *Deliver City Council packets* – Police staff delivers City Council packets to City Council Members residences as requested on a bi-weekly basis.
- **Responsibility 29:** *City Mail Collection* – Police Department staff picks up City mail at the U.S. Post Office and delivers to Administration on all business days except holidays.
- **Responsibility 30:** *Department Scheduling* – Staff coordinates all request for time off, training schedules, special details and develops a department schedule to provide for adequate service to the public and safety to staff.
- **Responsibility 31:** *Business Checks* – The midnight patrol shift conducts physical area checks of all businesses on Sanibel as time permits and when not engaged in answering calls and conducting criminal detection or arrests.
- **Responsibility 32:** *Residential Dark House Program* – The day shift road patrol conducts physical structure checks of residences that sign up for dark house checks during extended time away from their homes. Police

staff completes the checks as time allows when not handling calls or otherwise engaged.

- **Responsibility 33:** *Maintain Intoxilyzer* – A police staff member is assigned and trained to be the designated department Intoxilyzer maintenance technician. This requires monthly tests and servicing to maintain the state certification. This allows for the legal detection of blood alcohol levels of defendants arrested for driving under the influence.

POLICE DEPARTMENT DISPATCH - OPERATIONAL RESPONSIBILITIES

- **Responsibility 34:** *Primary Emergency 9-1-1 Answering Point (PSAP)* – Answer all emergency 9-1-1 calls twenty-four hours per day seven days per week and determine method for dispatch; either dispatch police resources only, or dispatch police resources and forward the call for additional assistance of law enforcement back up, and or dispatch fire department, and or dispatch emergency medical services. The dispatcher obtains all pertinent information to assist and protect the caller, victim, and emergency workers who are responding and provide any advise that can assist or protect the caller or victim.
- **Responsibility 35:** *Answer All Police Department Phone Calls* – Police personnel answer all calls to the police department twenty-four hours per day seven days per week. The call taker assesses each call and determines the best course of action; either forward the call to an appropriate city employee, dispatch department resources, convey information to the caller, or direct the caller to the appropriate resource.
- **Responsibility 36:** *Dispatch All Department Calls* – Dispatchers determine the callers need, obtain all pertinent information to generate a police report, enter all pertinent information into the Computer Aided Dispatch System, assign department resources to the call, and record all pertinent information regarding the personnel's response and requests for information and additional resources.
- **Responsibility 37:** *Officer Safety* – Dispatchers maintain contact with department personnel to ensure their safety when working in the field. This is accomplished by knowing where personnel are and what they are working on and send back-up to their location if contact can not be made.
- **Responsibility 38:** *Monitor National and Florida Crimes Information networks* – Dispatchers monitor the NCIC and FCIC teletype for communications and requests and alerts from outside agencies; and forward pertinent information regarding requests for assistance and BOLO's for wanted persons, missing persons, child abductions and all other requests for assistance to road patrol.
- **Responsibility 39:** *Disseminate and Update Information Through National and Florida Information Networks* - Dispatchers disseminate pertinent information to outside law enforcement agencies regarding perpetrators of crimes leaving City of Sanibel jurisdiction, missing persons, abducted children, stolen vehicles and stolen or missing weapons, verification of active warrants, and official requests for assistance.

- **Responsibility 40:** *Monitor Daily Weather Conditions* – Dispatchers monitor weather conditions to alert patrol staff of impending inclement weather to ensure staff members are not in dangerous conditions, including traffic control personnel, marine officers and beach patrol officers. Dispatchers report forecasted weather conditions to the Patrol supervisor for possible notification of the public if severe conditions exist, such as tornado warnings or flash flooding.
- **Responsibility 41:** *Alert Radio Messages* – Dispatchers disseminate emergency communications over the emergency alert radio system. These messages may be related to evacuation, severe weather, severe traffic conditions, or occurrence of specific in progress crimes.

POLICE DEPARTMENT SPECIAL SERVICES - OPERATIONAL RESPONSIBILITIES

- **Responsibility 42:** *Follow-up Investigations* – Officers assigned to the Detective Division follow-up criminal reports based upon information and leads in unsolved crimes.
- **Responsibility 43:** *Property Validations* – All criminal complaints with a report of theft are entered into the FCIC and NCIC computer systems. This information must be validated in the system on regular time tables to ensure the data base is accurate and has updated information.
- **Responsibility 44:** *Crime Scene Investigation* – All criminal complaints receive an investigation and documentation of all evidence collected at the scene of the crime. This includes collecting, preserving all evidence and documenting all actions taken at the crime scene. For major crimes the Lee County Crime Scene Investigators will be requested to assist.
- **Responsibility 45:** *Analysis of Evidence* – The crime scene investigator causes the appropriate analysis of all evidence, to include laboratory testing of substances through the Florida Department of Law Enforcement.
- **Responsibility 46:** *Disposition of Evidence* – The property and evidence manager disposes all evidence when there is no longer a need, based on the case being closed. The property is returned to the owner, destroyed or sold at auction.
- **Responsibility 47:** *City Council Security* - Provide Sanibel City Council police security during public meetings as required.
- **Responsibility 48:** *Participate in the Lee County Marine Advisory Council* – Police staff participates in the Lee County Marine Advisory Council monthly meetings to participate in education and enforcement initiatives regarding county and municipal maritime issues. The primary goal of the Marine Advisory Council is to increase safety and awareness of boating and environmental issues and enforcing speed regulations in manatee zones.
- **Responsibility 49:** *Liaison for City of Sanibel Marine Advisory Committee* – Police staff participates in the monthly Marine Advisory

Committee meetings and relays information regarding marine safety and enforcement issues.

- **Responsibility 50:** *Participate in the Gulf Coast Intelligence Committee* – Police staff participates in the monthly Gulf Coast Intelligence committee meetings to discuss regional criminal events and develop plans to participate in solving crimes as well as share information on likely targets for criminal elements.
- **Responsibility 51:** *Participate in the Lee County Public Safety Coordinating Council* – Police staff participates in the Lee County Public Safety Coordinating Council monthly meetings for coordination, discussions and planning for court diversion programs, mental health diversion programs and procedures for working in concert with all services that handle the processes regarding incarcerated persons.
- **Responsibility 52:** *Participate in the Domestic Security Task Force* – Police staff participates in the quarterly Domestic Security Task Force meetings for updates on the most current intelligence regarding terrorist activity and for discussions on improving communication networks.
- **Responsibility 53:** *West Coast Inland Navigation District Grant Program* – Police department staff prepare grant requests for funding to pay for marine patrol, marine equipment, educational brochures and facility improvements. Staff attends grant meetings annually and provides quarterly status reports to WCIND. These grants partially fund the marine patrol function.
- **Responsibility 54:** *Implement D.A.R.E. Program* – Police department personnel implements a standardized, nationally recognized and certified drug awareness and education program for elementary and middle school students. Police staff are be responsible for presenting the information to the students in an environment conducive for learning. This position is partially funded by the School Board of Lee County.
- **Responsibility 55:** *School Resource Officer Program* – Police department staff are responsible for security during school hours and at after school events; act as the department liaison with the Sanibel School and will participate in off site field trips to ensure safety and stability and to enforce school code of conduct policies. This position is partially funded by the School Board of Lee County.
- **Responsibility 56:** *Neighborhood Watch Program* – Department staff provides information to homeowners associations regarding the implementation of a neighborhood watch program.
- **Responsibility 57:** *Complete New Hire Background Investigations* – Staff completes in depth background investigations on new hires, including: voice stress tests, candidate neighbor interviews, criminal history background checks, and assessment of the candidates character. This information is compiled into a report along with drug screening, physical and psychological evaluations for certified law enforcement positions.
- **Responsibility 58:** *Coalition for Human Trafficking* – Department staff participate in training, intelligence and coordination regarding human

trafficking and slavery with other law enforcement agencies and coalition members.

- **Responsibility 59:** *Human Smuggling Task Force* – Department staff participate in training, intelligence and coordination regarding illegal smuggling of illegal immigrants.
- **Responsibility 60:** *Gang Task Force* - Department staff participate in training, intelligence and coordination regarding local gang activities.
- **Responsibility 61:** *Crime Prevention Program* – Department staff provides information to the public regarding tips to reduce the prospects of becoming the victim to a crime and to alert the public to current crimes occurring in the community.
- **Responsibility 62:** *Police Auxiliary Program* – Supervise the members of the Auxiliary Officers, provide them with guidance, training and request their participation in special details and other assignments; and attend their monthly meetings.

POLICE DEPARTMENT PARKING ENFORCEMENT - OPERATIONAL RESPONSIBILITIES

- **Responsibility 63:** *Parking Decal Program* – Police staff is responsible for the sale and management of the parking decal program; including design and contract for printing the permits, sales for residents, non-resident property owners, non-residents, collection of monies for the permits, storage and management of data from applications and delivery of parking decal receipts to the finance department.
- **Responsibility 64:** *Parking Enforcement* – Police staff patrols public parking lots to ensure each vehicle is in compliance with City parking ordinances. If a vehicle is in violation, it is issued a parking citation.
- **Responsibility 65:** *Collect Parking Revenues* – Police staff collects monies from the paid parking lots and deposits the revenues into the bank. Credit card receipts are downloaded from the machines and onto a dedicated software program, then to a credit card clearing house. The revenues are accounted for and tracked by both the finance department and police department to insure checks and balances.
- **Responsibility 66:** *Track Parking Vacancies* – Police staff conducts manual counts on all paid parking lots seven days per week and generates a report for parking lot vacancies.
- **Responsibility 67:** *Parking Machine Maintenance* – Police staff performs repairs and preventative maintenance on the parking machines at all paid parking lots.
- **Responsibility 68:** *Parking Program Management* – Police staff schedule all activities and needs for parking enforcement, budget preparation, revenue statistics and sale of resident and non-resident parking decals.

POLICE DEPARTMENT EMERGENCY MANAGEMENT DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 69:** *Emergency Management Planning* – Police staff maintains and updates the Sanibel Emergency Management Plan. This includes coordinating efforts between all City departments and recommending enhancements to department's plans. Police staff also develops plans for preparation, evacuation and recovery.
- **Responsibility 70:** *Maintain Contact with Weather Consultant* – Police staff maintains close contact with the City's weather consultant throughout the hurricane season for up to date forecasts of weather systems that may impact Sanibel.
- **Responsibility 71:** *Coordinate Emergency Planning with Outside Agencies* – Police staff maintains close contact and working relations with Lee County emergency management officials, local municipalities, local fire districts, schools, utilities, taxing districts and community partners throughout the year.
- **Responsibility 72:** *Implement Hurricane Pass Program* – Police staff implements the City of Sanibel Hurricane Pass Program, by issuing passes to residents, property owners and business owners on Sanibel and Captiva for re-entry to the islands after an evacuation. Staff designs and contracts for the printing of the passes, and compiles and maintains data from the hurricane pass applications.
- **Responsibility 73:** *Hurricane and Disaster Preparedness Education* – Police staff designs and contracts for the printing of educational brochures and disseminates them to the public; prepares and disseminates articles for local newspapers and holds public awareness seminars.
- **Responsibility 74:** *Maintain and Implement Emergency Evacuation Plans* – Police staff implements evacuation plans for Sanibel if the need arises. This includes public notification and maintaining a safe route for the evacuation.
- **Responsibility 75:** *Maintain and Implement Re-entry Plans* – Police staff develops, maintains and implements plans for island re-entry after an evacuation has been initiated.
- **Responsibility 76:** *Maintain and Implement Recovery Plans* – Police staff develops, maintains and updates recovery plans for different scenarios, such as; minimal damage, moderate to major damage and catastrophic damage recovery plans.
- **Responsibility 77:** *Implement Disaster Security Plan* – Police staff maintains and implements a disaster security plan that maximizes the protection of personal property after an emergency evacuation of Sanibel and maintains the security detail until the return of property owners or as conditions permit.
- **Responsibility 78:** *Implement Emergency Communication Plan* – Police staff develops, maintains and implements an emergency communications plan in the event that normal communications are compromised due to a catastrophic event.

- **Responsibility 79:** *Alert Radio Program* – Police department staff maintains the emergency alert radio system and sells alert radios to the public. Staff trains the public on the purpose and how to use the alert radios.
- **Responsibility 80:** *Implement Special Needs Program* – Police staff develops, maintains and implements plans to assist the special needs population on Sanibel in the event of an emergency evacuation. This plan includes identifying the special needs population prior to an emergency, tracking special needs population through a data base, assessing their needs and either directing them to providers who can assist them or provide direct assistance if necessary.
- **Responsibility 81:** *Maintain Emergency Contracts* – Police staff identifies emergency needs for food, water, community resource centers, communications, transportation, housing, supplies, support resources and equipment and secures contracts to provide the needed resources during an emergency.
- **Responsibility 82:** *Provide and Coordinate Emergency / disaster training* – Emergency management coordinator assesses, determines and initiates emergency training for City staff, including; job specific emergency duties, CPR, defibrillator and all other associated emergency training.
- **Responsibility 83:** *Participate in Lee County Disaster Council* – The emergency management coordinator attends monthly Lee County Disaster Council meetings and facilitates a dialog regarding the City of Sanibel disaster mitigation and preparedness needs.
- **Responsibility 84:** *Participate in Lee County Medical Society meetings* – The emergency management coordinator attends monthly Lee County Medical Society meetings and facilitates a dialog regarding emergency medical needs and conditions of special needs citizens and planning for medical emergencies, including pandemic influenza.
- **Responsibility 85:** *Mobile Emergency Response Vehicle (MERV)* - Oversee maintenance, operations, training, and deployment of Mobile Emergency response Vehicle (MERV) during emergency situations and Island events that require communications.
- **Responsibility 86:** *Sanibel Emergency Response Assistance Team* - Liaison with City Emergency Partners SERAT (Sanibel Emergency Response Assistance Team) and the MRC (Medical reserve Corp) Coordinates training and assignments when teams are deployed.

POLICE DEPARTMENT RECORDS DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 87:** *Maintain Official Records* – The records custodian collects data related to all work product by the department, including all calls for service, alarms, alligator complaints, accidents, citations, criminal cases, and internal affairs investigations. Records staff maintains all data as specified by State records retention laws.

- **Responsibility 88:** *Dissemination of Public Records* – Police staff provides all records to the public as requested, this process mandates that all documents must be reviewed for accuracy and confidential information be redacted prior to its release. Certain public records must be accessible twenty four hours a day, specifically warrant affidavits and stolen property reports.
- **Responsibility 89:** *Public Records Disposal* – The records custodian is responsible for disposal and destruction of records that are not required for retention by State law. Each category of records is governed by different standards for retention. Staff must audit the records each year to maintain all records as required by State law.
- **Responsibility 90:** *Processing Criminal and Civil Actions* - Police staff processes criminal and civil traffic infractions and felony and misdemeanor arrests. On a daily basis staff forwards all enforcement actions taken by police officers to the appropriate divisions within the Lee County Clerk of Courts for processing of court appearances and payment of fines.
- **Responsibility 91:** *Maintain Department Subpoena Data-base* – Staff receives all subpoenas from attorneys and the courts and disseminates the subpoenas to department employees. Staff also maintains a data-base to track the subpoenas.
- **Responsibility 92:** *Prepare Court Affidavit* – Staff prepares affidavits that report all statutes are accurate on traffic citations prior to submission to the courts.
- **Responsibility 93:** *Florida Department of Law Enforcement Reporting* – The records custodian generates Uniform Crime Reports to F.D.L.E. on a bi-annual basis of all reportable crimes as determined and mandated by the Federal Bureau of Investigation. This report relates to: homicide, rape, robbery, domestic battery, kidnapping, arson, simple assault, aggravated stalking, aggravated assault, burglary, theft, drug arrest, bribery, embezzlement, fraud, blackmail, prostitution, DUI, gambling, weapons violations, and liquor law violations.
- **Responsibility 94:** *State of Florida Buckle-up Program* – Staff prepares monthly statistics for the Buckle –up Program. These statistics relate to seatbelt violations that citations have been issued to enforce State Statute.
- **Responsibility 95:** *Track State Issued Citations* – Staff accounts for all traffic citations, marine citations and driving under the influence citations issued to the department.
- **Responsibility 96:** *City Employee Identification Data-base* – Staff maintains the city-wide employee identification data-base and issues city identifications to all employees and emergency volunteers.
- **Responsibility 97:** *Maintain 9-1-1 and Incoming Phone Recordings* – The records custodian assesses the operability and maintenance of the 9-1-1 and incoming phone calls recording equipment. Staff checks the operability of the equipment every day to ensure the equipment is operating properly and if it is not operating properly, staff is to call 9-1-1 maintenance for repair.

- **Responsibility 98:** *Maintain All In-Car Patrol Vehicle Recordings* – The records custodian ensures proper storage and maintenance of all in-car patrol vehicle records as set forth in department policy and in accordance with State records laws.
- **Responsibility 99:** *Maintain Stock of State and City Approved Reports* – The records custodian maintains an adequate stock of approved forms for departmental reports; including fingerprint cards, offense incident forms, false alarm forms, property receipts, accident reports, etc.
- **Responsibility 100:** *False Burglary Alarm Program* – Officers respond to each reported burglary alarm and fill out the required Alarm report. Staff monitors the reports for repeat false alarms and then notifies the home owner of any violations and fines that are due. If homeowners do not pay their fines, staff coordinates with the finance department and legal department to place liens against the property.
- **Responsibility 101:** *Neighborhood Crime Reports* – Staff prepares statistical crime and call rates for annual homeowner association meetings.
- **Responsibility 102:** *Department Computers & Software Programs* – Installation, update and train personnel for all law enforcement applications.
- **Responsibility 103:** *Maintain Personnel Training Files* – Staff maintains a training file of all department employees that includes copies of all training certificates for each class completed by employees.
- **Responsibility 104:** *Automated Training Management System* – Staff maintains the training records of all certified police officers as mandated by the Florida Department of Law Enforcement in the F.D.L.E. Automated Training Management System. Officers must complete mandatory training in: firearms annually, human diversity, FCIC / NCIC retraining, weapons of mass destruction, incident command and other training on the horizon is human trafficking. Additionally each officer is required to complete 48 hours of training every four years to maintain Florida certification.
- **Responsibility 105:** *Recommend and Schedule Personnel to Training* – Staff monitors training opportunities, recommends employees attend training classes, enrolls employees in training classes and schedules employees to attend training classes.
- **Responsibility 106:** *Coordinate Hiring Department Personnel* – Staff reviews, assess, tests and makes recommendations regarding which candidates to hire for vacant positions within the department.
- **Responsibility 107:** *Regional Training Council* – Staff attends annual and quarterly Regional Training Council meetings to participate in determining the need for specific advanced law enforcement training classes in hopes of bringing the classes to the police academy for staff to attend.
- **Responsibility 108:** *Electronic Booking* – Staff ensures the Lee County electronic booking procedures are completed as pre-determined by the Lee County Electronic Booking Report Steering Committee. The

procedures mandate that all arrests made in the County require the initial booking sheet are transmitted electronically to the Lee County Jail.

POLICE DEPARTMENT ADMINISTRATION DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 109:** *Develop and Implement Department Policy* – The police chief develops, maintains and implements department rules and policies based upon best practices and legal opinions. Staff follows and abides by all rules and policies. The policies are reviewed and updated on an annual basis or as the need arises.
- **Responsibility 110:** *Prepare Department Budget* – The police chief prepares a budget for all functions that fall within the parameters of span of control; including police department, emergency management, weigh station, and parking enforcement enterprise fund on an annual basis.
- **Responsibility 111:** *Public Information Officer* – The police chief disseminates information to the public regarding crimes, crime prevention, emergencies and all other information related to police actions.
- **Responsibility 112:** *Purchase Department Supplies and Equipment* – Department staff purchases all required supplies and equipment following the City purchasing policy. This includes request for bids if required and preparation of all associated documents needed to affect a purchase.
- **Responsibility 113:** *Department Inventory Control* – Department staff track and account for all inventory and equipment issued to employees.
- **Responsibility 114:** *Liquidate Department Property* – Department staff formally requests the liquidation of obsolete equipment and equipment to be traded in for new equipment. This is done by requesting in writing to the finance and legal departments and bringing before City Council.
- **Responsibility 115:** *Track Department Budgets* – Department staff track all expenditures to ensure no purchases violate City policy and funding is available for all purchases. Provide semi-annual update to City Council regarding status of budget.
- **Responsibility 116:** *Prepare and Submit Payroll* – Department staff prepares and submits all applicable information, enters payroll data into HTE; and completes all required documentation for hours worked, vacation time off and sick time off. The documentation is then transferred to the finance department to complete payroll.
- **Responsibility 117:** *Track Department Human Resources* – Department staff tracks all vacation time in order to ensure staffing is adequate for operating all road patrol functions and support functions.
- **Responsibility 118:** *Employee Performance Evaluations* – Supervisory staff complete annual and probationary performance evaluations. Documentation includes support for all observations regarding need for improvement, training requests and acknowledgement of accomplishment.
- **Responsibility 119:** *Internal Affairs Investigations* – The police chief initiates all internal affairs investigations based on citizen complaints or improper employee actions. A final action summary is completed that

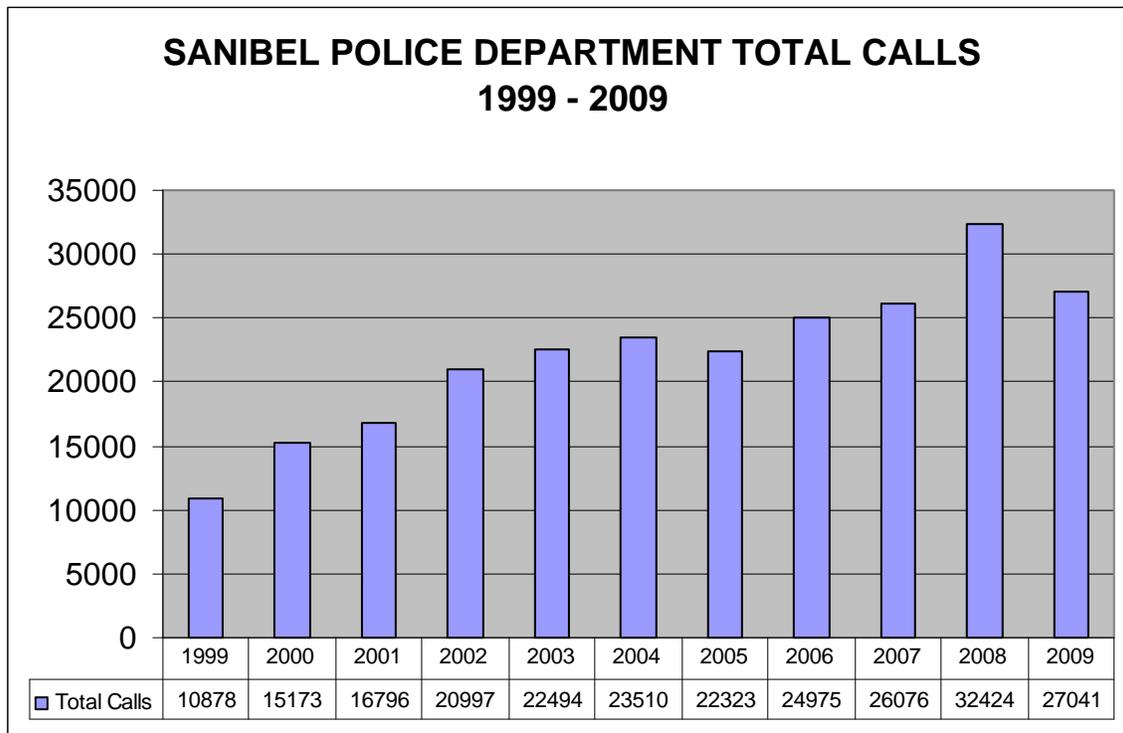
identifies the initial complaint and a determination of unsubstantiated or substantiated with recommendations for discipline or other corrective actions if necessary.

- **Responsibility 120:** *Track Crime Statistics and Trends* - The police chief tracks police activity, crime statistics and trends to determine staff allocation and for determining needs for budgeting.
- **Responsibility 121:** *Fleet Management* – Department staff purchases, equips and completes daily maintenance on all department vehicles. Maintain all patrol vehicle equipment; radar units, video units, radio, emergency lights.
- **Responsibility 122:** *Attend Weekly Executive Staff meetings* – The police chief and the emergency management coordinator attend weekly executive staff meetings to plan and discuss City business.
- **Responsibility 123:** *Attend Annual Homeowner's Association Meetings* – Police staff attends annual homeowners' association meetings to present information regarding crime prevention, crime trends and the state of crime on Sanibel.
- **Responsibility 124:** *The Sanibel Municipal Police Officer's Pension Trust Fund* – Police administrative staff performs the administrative, secretarial and recording secretary duties for the pension board. Two police officers are voted to sit on the pension board.
- **Responsibility 125:** *Participate in Southwest Florida Police Chief's Association* – The police chief maintains an active membership and participates in Southwest Florida Police Chief's monthly meetings. The purpose of this is to foster professional working relationships with other regional law enforcement professionals and disseminate pertinent information regarding training, legislation, operational advancements and crime trends.
- **Responsibility 126:** *Special Event Planning* – Police staff recommends and approves parking plans, traffic control, security and safety related issues regarding applications for special events; including Independence Day parade, Independence Day fireworks, craft fairs, fund raisers and all public requests for special events.
- **Responsibility 127:** *Union Relations and Negotiation* – Police chief participates on the City negotiation team with the Fraternal Order of Police and works with the union representative as issues arise.
- **Responsibility 128:** *Mutual Aid Agreements* – Police chief works with other law enforcement agencies to develop and participate in mutually beneficial programs and agreements for assistance.
- **Responsibility 129:** *Research* - Police department staff researches issues related to changing laws, ordinances, staffing, salary and benefits; such as: watering rules, segways, sexual predators, solicitors, take home vehicles, fees for services, salary comparisons, bicycle equipment, bike path uses, vehicles on beach, etc.
- **Responsibility 130:** *Liaison with Federal Bureau of Investigations* – The police chief attends meetings and maintains a working relationship with the area Federal Bureau of Investigations supervisor.

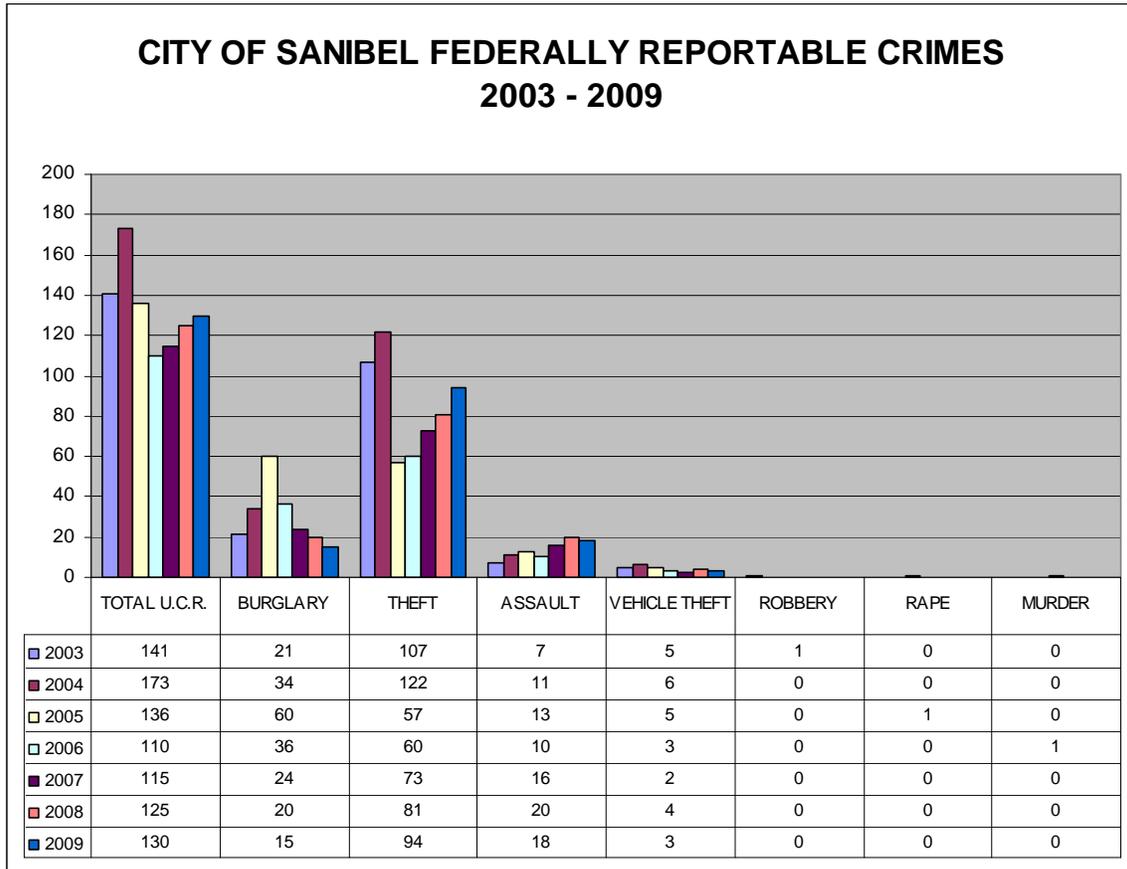
- **Responsibility 131:** *Liaison with Florida Department of Law Enforcement* - The police chief attends meetings and maintains a working relationship with the local Florida Department of Law Enforcement supervisor.
- **Responsibility 132:** *Liaison with United States Secret Service* - The police chief attends meetings and maintains a working relationship with the local United States Secret Service representative.
- **Responsibility 133:** *Liaison with United States Customs* – The police chief attends meetings and maintains a working relationship with the local United States Customs supervisor.
- **Responsibility 134:** *City Safety Committee* – Police staff participate in the City Safety Committee to determine improvements to and compliance is being met with the City of Sanibel safety rules.
- **Responsibility 135:** *Community Service* – Police staff manages any citizens requesting court ordered community service work and documents the services completed for review by the Lee County Supervisor of Probation.

Trend Analysis:

In 2009 the calls for service decreased over 16.6% from 32424 in 2008 to 27041 in 2009. The decline in total calls was primarily seen in the category of proactive area checks which is a result of one less patrol officer per shift. The calls for service statistic includes every criminal report, ordinance violation, arrest, call for service and proactive area check completed by the Police Department. Proactive area checks are initiated to prevent criminal acts from occurring in higher risk areas, such as the fishing pier, beach accesses, business zones, and speed detection details.



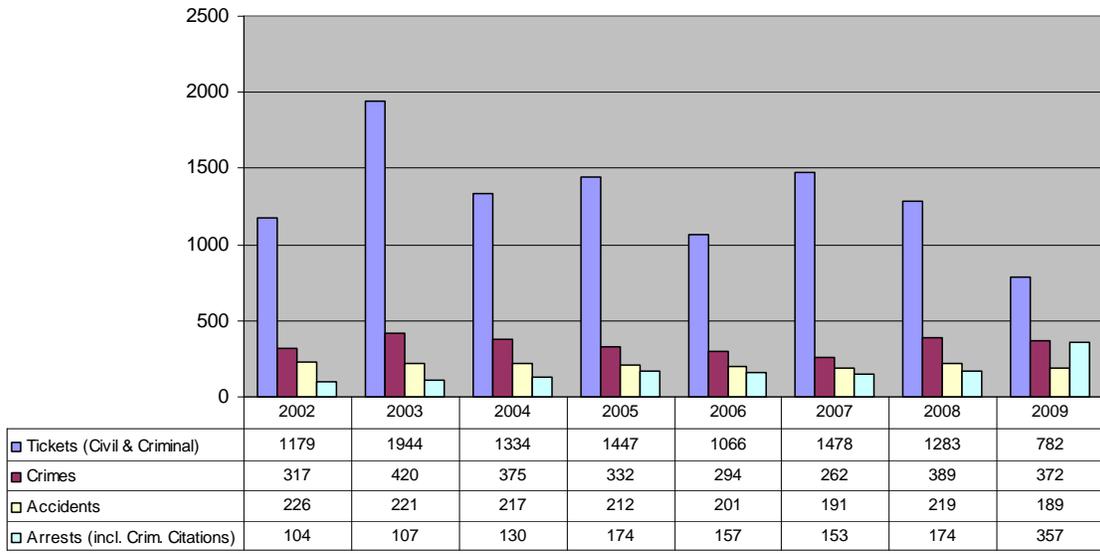
The Federally reportable crimes contained in the Uniform Crime Report (UCR) increased 4% from 125 UCR's in 2008 to 130 UCR's in 2009. Although the overall Federally reported crime rate has decreased by approximately 4% since 2005, the trend of increasing crime over the past four years will bring the City of Sanibel crime rate back to the higher end of the crime range seen in recent history. All categories of crime decreased or remained at zero except for theft.



Since 2005, the incidences of theft have steadily increased from 57 thefts in 2005 to 94 thefts in 2009. Another significant crime statistic is that the incidence of Assault had steadily increased from 7 assaults in 2003 to 18 assaults in 2009.

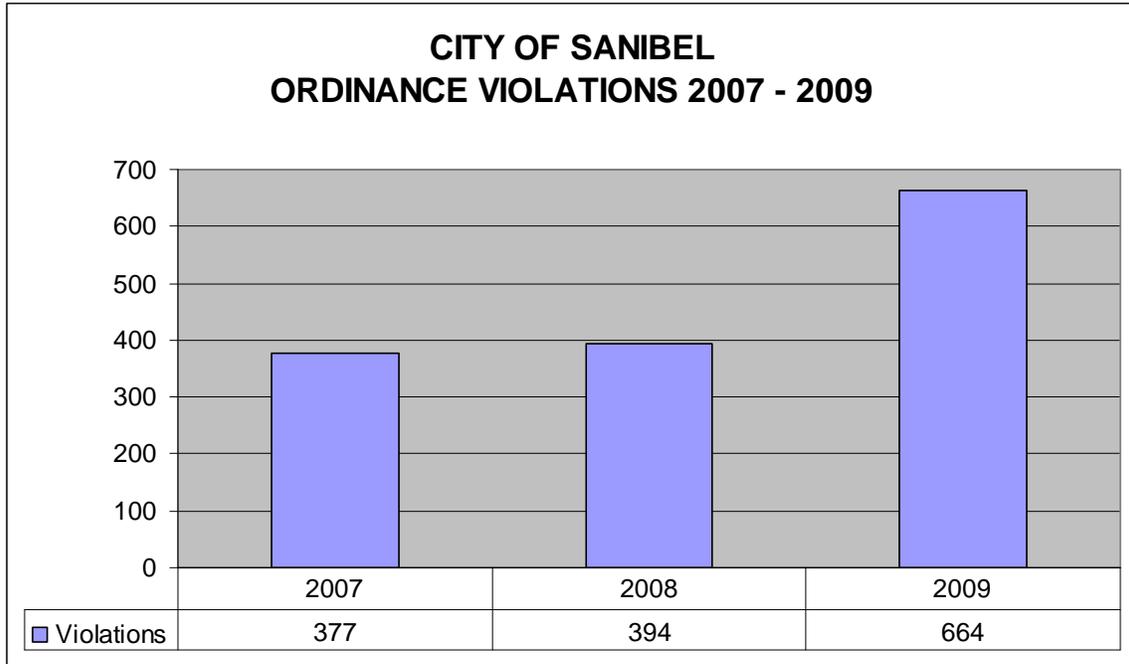
Within the category of crimes tracked by the Sanibel Police Department, there had been a steady decrease since 2003. However, there was a significant spike of over 48% from 262 reported crimes in 2007 to 389 reported crimes in 2008. This statistic dropped by 4.4% to 372 total crimes in 2009. The largest increases were seen in criminal mischief, trespass and fraud. The crimes category includes all reported crimes, including those not captured for Federal statistics; such as fraud, embezzlement, trespass, drug violations, DUI, criminal traffic violations, employee theft, criminal mischief, and harassment.

CITY OF SANIBEL POLICE DEPARTMENT POLICE ACTIVITY 2002 - 2009



As the rate of overall crimes has remained steady from 2008, the rate of arrests has significantly increased by approximately 104% from 174 arrests in 2008 to 357 arrests in 2009. The rate of accidents has decreased approximately 14% from 219 accidents in 2008 to 189 accidents in 2009. There was a 39% reduction in traffic citations issued from 1283 citations in 2008 to 782 citations issued in 2009.

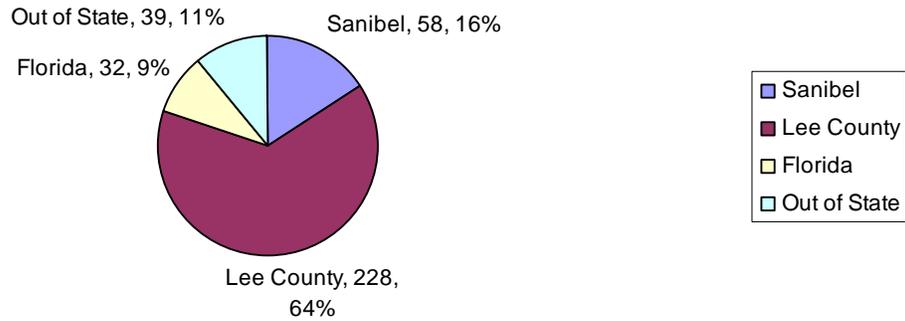
Additionally, staff tracks ordinance violations. This statistic gives another barometer for evaluating violation trends and helps guide staff deployment. The ordinance violations increased over 68% from 394 in 2008 to 664 in 2009. The increase in ordinance violations were primarily beach diminishment, leash ordinance and manatee zone violations.



The final analysis of 2009 data shows that even as the rate of overall crimes has remained steady from 2008, the rate of arrests has significantly increased by approximately 104% from 174 arrests in 2008 to 357 arrests in 2009. The rate of accidents has decreased approximately 14% from 219 accidents in 2008 to 189 accidents in 2009. There was a 39% reduction in traffic citations issued from 1283 citations in 2008 to 782 citations issued in 2009.

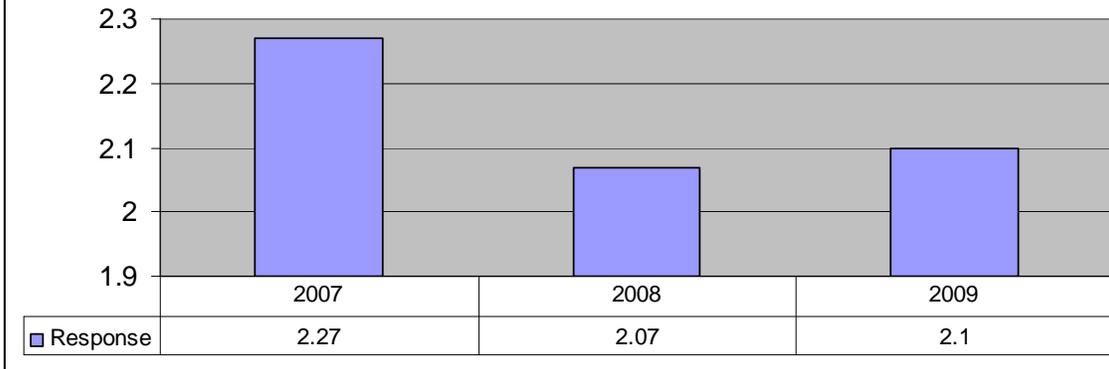
The residency of those arrested on Sanibel in 2009 remains consistent from past years with 16% of those arrested were Sanibel residents, 64% of those arrested were from Lee County non-Sanibel, 9% of those arrested were from other locations in Florida, and 11% were from all other states and countries this past year.

CITY OF SANIBEL RESIDENCY DEMOGRAPHICS FOR ARRESTEES 2009



The Sanibel Police Department was successful in maintaining exceptional response time to police calls in 2009, with an average response time of 2.1 minutes.

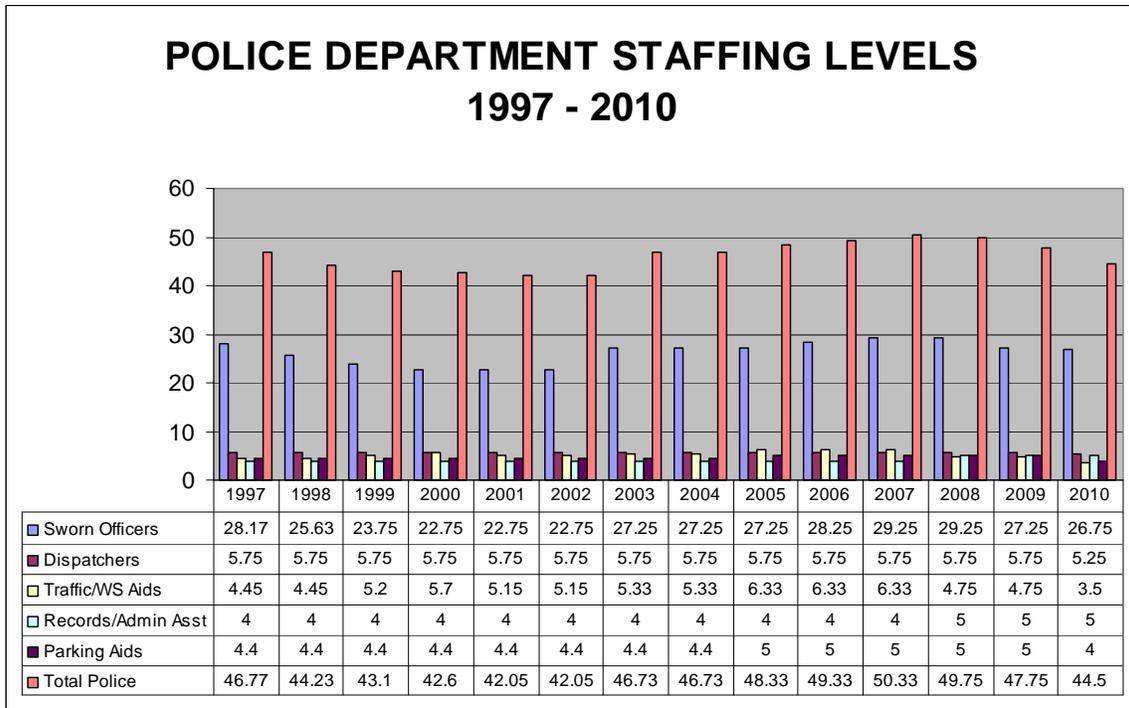
SANIBEL POLICE RESPONSE TIMES TO POLICE CALLS 2007 - 2009



Police Department Staffing Levels:

The Police Department staff includes positions for operating the Beach Parking Enforcement Program currently budgeted for 7 FTE's which includes 3 Police Officer FTE's and 4 Police Aids, and 1.5 FTE's to operate the Sanibel Emergency Management Program. During the past twelve months, the Police Department has reduced staff by more than four (4) full time equivalent positions through attrition, reducing staffing level from 47.75 to 43.22 FTE's

In addition, the City of Sanibel is expected to receive a grant from the West Coast Inland Navigation District for marine patrol for \$48,000 and approximately \$36,000 from the School Board of Lee County for D.A.R.E./School Resource Officer.



City of Sanibel, Florida
Police Department Narrative

2009 – 2010 Goals and Status:

2009 – 2010 Goals and Status	Productivity Measurement
Attending training schools that educate personnel with the necessary skills to maintain professional certifications.	Completed schools to maintain officers' law enforcement certifications.
Continue environmental patrols and awareness/ educational campaigns.	Dedicated resources to beach parking lots, beaches and the boat ramp to educate about and enforce environmental laws and ordinances.
Continued review of changes to laws and updating department policy.	Completed all changes required to maintain effective department policies.
Construct Boat Dock and Barge Facility	Completed construction

Accomplishments:

- **Accomplishment 1:** *Maintained Police Response Time*
- **Accomplishment 2:** *Completed Police and Fire Emergency Response Boat Dock Facility* (Partially funded through a partnership with the Sanibel Fire District and a grant from WCIND)
- **Accomplishment 3:** *Completed Mock Neighborhood Evacuation Drills* (Utilized new emergency management hand held computers and County software for damage assessment).
- **Accomplishment 4:** *Received a WCIND Grant that funded one marine patrol officer.*
- **Accomplishment 5:** *Reduced the Police Operating budget through attrition and strict spending constraints.*

General Fund
Police Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	1,961,910	1,895,406	1,823,601	1,823,601	1,748,253	1,774,398
Part-time	108,102	97,335	163,201	163,201	137,268	172,151
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	(47,903)
Overtime	68,967	39,590	87,600	77,324	40,138	77,600
Longevity/Medical Buyback/Shift/Education/Client billing premium	114,547	111,177	121,650	121,650	137,900	167,900
FICA Match	182,036	171,661	167,129	167,129	157,766	163,063
Retirement	466,777	608,471	672,146	672,146	562,553	613,463
Cafeteria Benefits	506,782	503,029	539,435	539,435	501,063	504,327
Workers' Comp	152,525	83,840	85,517	38,345	38,345	46,168
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	3,561,646	3,510,509	3,660,280	3,602,832	3,323,286	3,471,166
OPERATING EXPENSES						
Professional Serv	2,408	5,006	3,500	3,500	3,500	3,500
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	31,038	19,500	-	23,650	23,650	23,650
Investigations	-	-	-	-	-	-
Travel & Per Diem	112,494	99,194	71,680	71,680	71,680	71,680
Communications	22,653	21,016	19,686	19,686	19,686	20,766
Transportation	2,687	762	1,260	1,260	1,260	1,260
Utilities	-	-	-	-	-	-
Rentals & Leases	3,411	6,120	16,008	16,008	16,008	16,008
Insurance	121	-	-	-	-	-
Repair & Maintenance	38,792	35,575	35,040	35,040	35,040	35,040
Printing	1,561	481	1,575	1,575	1,575	1,575
Promotional Activities	9,012	1,269	500	500	500	500
Other Current Charges	18,058	9,093	3,250	13,526	13,526	13,302
Office Supplies	10,258	5,435	6,175	6,175	6,175	6,175
Operating Supplies	121,538	57,836	92,721	98,457	98,457	92,721
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	3,283	4,509	5,074	5,074	5,074	5,074
SUB-TOTAL	377,314	265,796	256,469	296,131	296,131	291,251
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	11,815	11,815	-
Machinery & Equipment	11,720	-	-	2,831	2,831	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	11,720	-	-	14,646	14,646	-
DEPARTMENTAL TOTAL	<u>3,950,680</u>	<u>3,776,305</u>	<u>3,916,749</u>	<u>3,913,609</u>	<u>3,634,063</u>	<u>3,762,417</u>
% CHANGE COMPARED TO PREVIOUS YEAR	<u>11.97%</u>	<u>-4.41%</u>		<u>3.64%</u>		<u>-3.86%</u>

General Fund
Emergency Management (SEMP)

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	1,090	777	3,000	3,000	3,000	3,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	8,000	8,000	6,000	6,000	6,000	6,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	59	-	-	-	-
Communications	46	567	1,000	1,000	1,000	1,000
Transportation	809	400	2,000	2,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	32	8	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	281	192	1,400	1,400	1,400	1,400
Printing	11,292	4,019	5,000	5,000	5,000	5,000
Promotional Activities	306	743	700	700	700	700
Other Current Charges	903	22	-	-	-	-
Office Supplies	230	355	230	230	230	230
Operating Supplies	6,203	1,747	4,000	4,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	234	75	200	200	200	200
SUB-TOTAL	29,426	16,964	23,530	23,530	23,530	23,530
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	3,695	-	-	-	-	-
Aid to Gov't Agencies	17,562	-	500	500	500	500
SUB-TOTAL	21,257	-	500	500	500	500
DEPARTMENTAL TOTAL	50,683	16,964	24,030	24,030	24,030	24,030
% CHANGE COMPARED TO PREVIOUS YEAR	<u>103.70%</u>	<u>-66.53%</u>		<u>41.65%</u>		<u>0.00%</u>



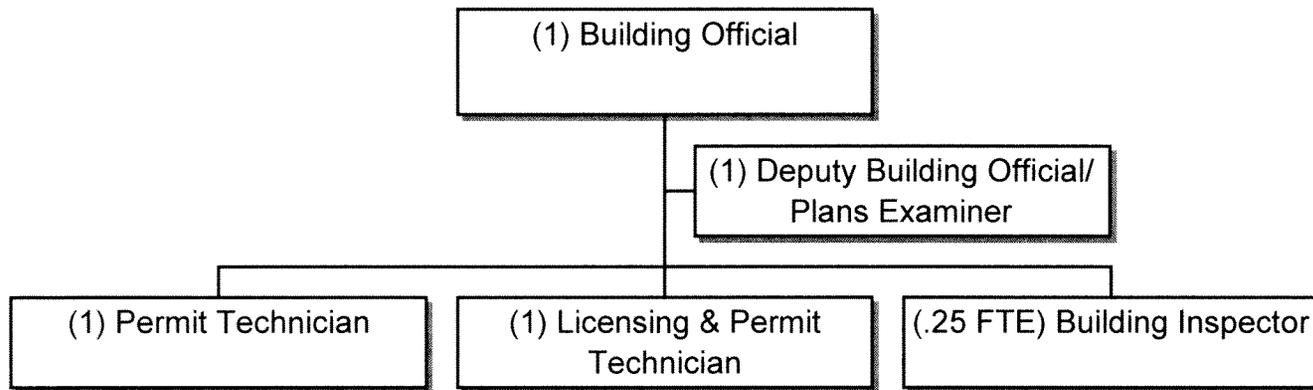
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City of Sanibel, Florida

**Public Safety Function
Building Department**

BUILDING DEPARTMENT

Organizational Chart FY 2010-2011



BUILDING DEPARTMENT

Building Officials Background:

R. Harold Law, Jr.

Director Law has 30 years of experience as a building official/inspector in three states, within various municipalities. He obtained certification in 1985 as a Building Official and in 1992 as a Certified General Contractor. He earned an Associate's in Science Degree in Architecture from Walter State College in 1979, and a Bachelor's of Science Degree in Business Administration from Tusculum College in 1987.

Building Department Narrative

Department: Building
Fund: Special Revenue Fund

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

Challenges Facing the Department:

The Building Department is always challenged with improvement to service. Our major area of improvement is in file access by computer. We are heavily tied with MIS in meeting our goal for the upgrades to the City's system and when this is completed our public friendly access challenge will be minimized.

Emerging Issues:

1. A concerted effort is needed to inform the citizens through awareness and education on hiring properly licensed contractors. With the proper use of licensed contractors the citizen can be protected from:
 - dangerous non-code compliant work
 - Injury and insurance liability
 - monetary loss
 - prevention of violating Florida state laws
2. Keeping cost down for the department in order to provide quality service at a reasonable rate.
3. Education on Codes, Administration and Legal aspects are always needed to maintain the high standard that the City has become accustomed to from the Building Department.
4. Developing training for Structural Safety Inspectors and coordinating mock drills to prepare for a disaster using the latest technical advances the City utilizes.

2010-2011 Goals and Objectives:

Building Department	Estimated Start	Estimated Completion
As part of Vision Goal #4 (Strengthen the Economic Health & Vitality of the City)	October 2010	September 2011
Maintaining a Class 5 in the Community Rating System by National Flood Insurance Program will insure property owners a 25% discount in the rate for flood insurance.	September 2010	October 2010

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

Building Department Narrative

Operational Responsibilities:

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

- **Pre-Construction** – Prior to commencement of construction, the Building Department must confirm that all city requirements have been met. The plans for construction must be reviewed to comply with the standards of the family of Florida Codes, (Building, Electric, Mechanical, and Plumbing and Fuel gas) along with compliance of Florida Department of Environmental Protection and Federal Emergency Management Agencies as well as the National Flood Insurance Program.
- **Construction** - During the active construction phase the Building Department is responsible for receiving requests for inspections, distributing printed requests to proper departments for all departmental inspections within the city involved in construction; as well as the building inspectors in the Building Department. The inspectors are then charged with completing necessary inspections, notifying the permit holder of any inadequacies found on the job site during everyday inspection requests. At the close of the project, the Building Department is responsible for checking that all other city department requirements have been satisfied, before we issue a Certificate of Occupancy or Completion.
- **Licensing** – Since it's inception in 2005, the Contractor Review Board has issued 446 contractor licenses to date, and continues to issue more every month. The Board, reviews cases, along with hearing complaints. The Board may then make recommendations to the Department of Business and Professional Regulations for penalties on State Certified Contractors or impose fines or penalties for locally licensed individuals, as well as suspension of permitting privileges.

BUILDING OFFICIAL:

The Department consists of the Building Official, Deputy Building Official, Permit Technician, Licensing & Permit Technician and Temporary Part-Time Will Call Inspector. The Building Official is responsible for all pre-construction and construction phases including licensing.

The Building Official oversees all functions of the department and works under the direct supervision of the City Manager. The responsibilities of Building Department staff are outlined below.

DEPUTY BUILDING OFFICIAL:

- Reviews plans for code compliance.
- Determines when plans need additional reviews from Sanibel Fire, Building Official, etc.

Building Department Narrative

- Reviews complete applications ensuring compliance with Natural Resources, Public Works (erosion control), Sanibel Fire, permission from the City Manager to issue revocable license to obstruct public right-of-way or canal.
- Maintains files on all Mastered Engineering for Contractor files.
- Notifies via mail, fax or phone results of plan review.
- Enters review dates and times into HTE.
- Answers code questions from general public, contractors, architects and engineers.
- Assists with inspections.
- Assumes role of Building Official when necessary.
- Organizes route in morning depending on type, priority and location.
- Ensures all structures built are to the FBC and EL Codes.
- Communicates with contractors and sub-contractors daily while in the office and field.
- Works closely with Sanibel Fire for related inspections.
- Checks that all erosion control devices are maintained throughout the permit process.
- Checks for invasive, non-native vegetation at job sites.
- Communicates inspection denials via fax, phone or correct work order.
- Checks that all contractors are licensed and properly permitted.
- Reviews plans for necessary code enforcement issues at C.O. (final survey, vegetation, public works, etc.)
- Works directly with Sanibel Fire, LCEC, and Utilities.

PERMIT TECHNICIAN: (full time front counter)

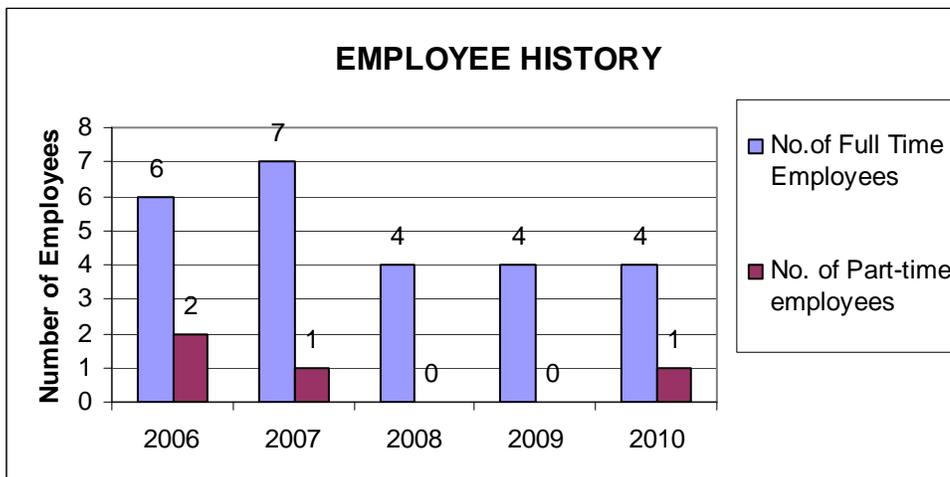
- Schedules inspections, prints tickets, reviews, readies documents for route.
- Coordinates inspections for public works, Sanibel Fire, and Vegetation.
- Input inspection results into computer.
- Answers phone calls, directs to appropriate person, notarizes as needed. Greets customers at counter.
- Monthly Building Reports
- Coordinates final site survey and elevation certificates
- Process all permits, checks for completion of necessary paperwork, including correct owner in HTE, contractor licensing, notifies when ready.
- Pulling files and channels paperwork to planning for pending CO.
- Keeps list of all vegetation and mangrove classroom attendees.
- Orders and handles off site record retrieval.
- Assists public for information/clarification.
- Backs up licensing coordinator when needed.
- Ensures all forms are ready for the public.
- Office filing and input Notice of Commencements into HTE.

Building Department Narrative

- Assists with mailings.
- Notarizes documents for public.

LICENSING AND PERMIT TECHNICIAN:

- Reviews all contractor license applications for review by the Building Official and the Contractor Review Board.
- Prepares for Contractor Review Board, including agenda and minutes.
- Maintains all contractor files, including vegetation and mangrove.
- Coordinate sponsor site for all contractor testing.
- Updates Building Dept. forms, licensing forms, and the website information & forms.
- Stays current on all applicable insurance and workman's compensation laws.
- Deciphers classification of contractors and works with applicant until Board decision.
- Logs complaints on contractors, compiles and tracks until decision by CRB. Files complaints with DBPR at the request of CRB
- Works closely with Building Official, City Attorney and CRB.
- Assists other staff as needed for special projects & mailings.
- Assists public with information, serves as back up to Permit Technician, phone and counter.
- Orders and handles off-site record retrieval and opens mail.
- Backs up front permit technician with issuance of building permits, prints license reports as needed, downloads inspections from recorder, puts in results of same.
- Notarizes documents for public.
- Ensures all forms are ready for the public.
- Office filing and input Notice of Commencements into HTE.
- Yearly Budget Report
- Keeps list of all vegetation and mangrove classroom attendees
- Structural Safety Inspectors, annual meeting and training



Building Department Narrative

Goals and Status:

Goal	Status
1. To review, purchase and update software that will fully serve the office and its' heavy demand for a newer, more fully diversified functionality for: Inspections, Permitting and Licensing.	This will reduce the need for additional personnel and increase service.
2. To maintain a class 5 with FEMA, through the NFIP.	FEMA/NFIP Class 5 - Annual reports are given with supporting documentation. Every third year FEMA sends the ISO to do a complete audit of our Community Rating System program.
3. To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code.	Our projected revenues offset our permit fees. Our expenditures are less than the years' percentage so far.

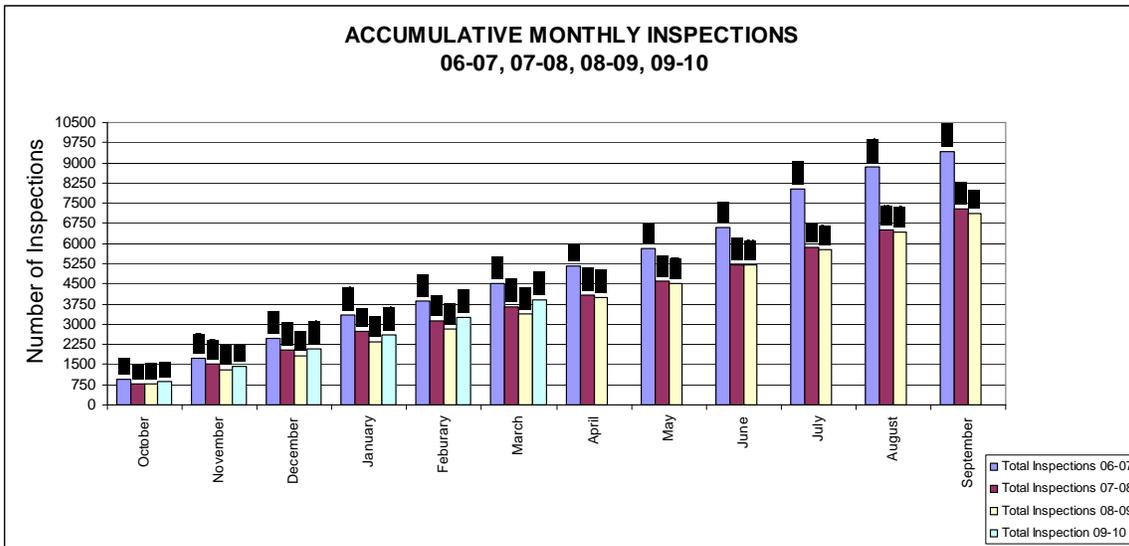
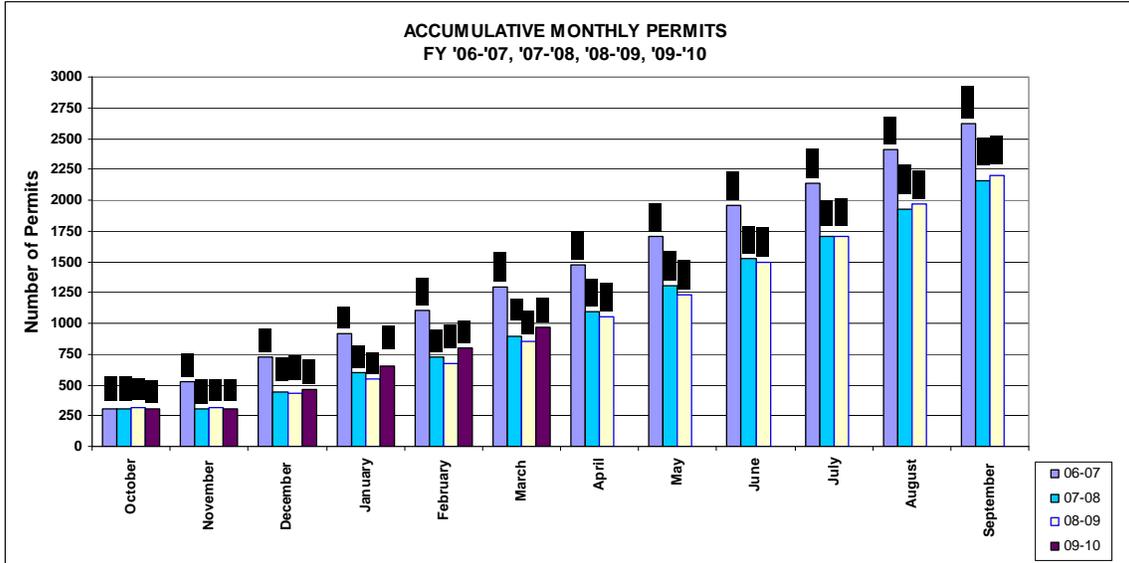
Accomplishments

- The Building Department has been closely in touch with the economic climate on Sanibel and has made budget and staff adjustments to reflect climate.
- The department has continued to improve service to the contractors and the community in the rebuilding of the structures affected from two past storms.
- We have finished our annual review with FEMA and NFIP, Community Rating System, maintaining a 5 rating which produces a 25% reduction for all property owners on Sanibel.
- The department has implemented the changes to the Florida Building Code and has worked to educate contractors as to these changes.
- The department has shipped and maintains all inactive permit files off island.
- The department has worked to build a strong, cohesive unit of highly trained professionals who are posed to address future events and concerns cased by the economy of the City.
- The staff has worked to develop and compile all applying contractor application files prior to a CRB meeting.
- The staff has worked with citizens on resolving or carrying complaints on licensed contractors to the CRB.
- Worked with City Council to expand the CRB members to diversify the Board composition.

Building Department Narrative

Trend Analysis:

As the construction industry slows down, to a normal pace, the same number of contractors are competing for less work and as a result, we are working with all owner complaints to reduce opportunities before they become major problems.



City of Sanibel, Florida
Building Department Narrative

As can be seen from the total permits chart for the last 4 full years and the number of permits issued to date this year the volume of permits have decreased.

Looking at the Employee History Chart, it shows we have decreased staff by almost half of the employee's since 2006.

The inspections requested chart does show a slow down in requests which is requiring existing staff to work beyond capacity and will need to be addressed in the near future.

Recommended Efficiencies:

As noted in our challenges above, the efficiencies will also be realized with the program upgrades. With the upgrades, inspections, permits and application tracking will be greatly improved.

Potential Revenue Sources:

We believe that at this time we are using all sources. The only way to maintain our revenues is through educating the public of the high importance to life and safety when permits are used on their property.

Suggestions on How to Better Serve the Community:

Upgrading the HTE program will improve public access to information that they greatly need in order to help in their everyday business.

Special Revenue Fund
Building Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	266,911	241,968	241,041	241,041	239,210	241,041
Part-time	-	-	-	15,000	15,000	-
Requested positions	-	-	-	-	-	13,000
Overtime	45	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	19,373	17,981	18,440	18,440	19,447	19,434
Retirement	43,897	43,751	56,645	56,645	56,645	71,420
Cafeteria Benefits	50,598	52,449	61,522	61,522	58,862	59,731
Workers' Comp	13,523	13,180	13,581	6,090	6,090	7,332
Unemployment Comp	1,254	-	-	-	-	-
SUB-TOTAL	395,601	369,329	391,229	398,738	395,255	411,958
OPERATING EXPENSES						
Professional Serv	297	323	1,512	1,512	1,445	1,512
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	58,119	32,833	39,500	24,500	24,450	16,100
Investigations	-	-	-	-	-	-
Travel & Per Diem	6,824	10,397	8,500	8,500	8,500	8,500
Communications	5,126	5,103	2,500	2,500	2,500	3,424
Transportation	1,887	655	900	900	880	900
Utilities	-	-	-	-	-	-
Rentals & Leases	1,428	1,203	1,750	1,750	1,750	1,750
Insurance	-	-	-	-	-	-
Repair & Maintenance	79	-	180	180	100	180
Printing	3,417	42	2,000	2,000	1,400	2,000
Promotional Activities	1,497	40	800	800	1,957	500
Other Current Charges	159,008	134,107	134,107	135,197	136,322	138,197
Office Supplies	1,718	1,414	2,450	2,450	2,210	2,450
Operating Supplies	839	13	1,300	1,300	1,180	1,300
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	2,264	832	1,000	1,000	540	1,000
SUB-TOTAL	242,503	186,962	196,499	182,589	183,234	177,813
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	30,000
Machinery & Equipment			-	-	-	-
Books (Library)			-	-	-	-
SUB-TOTAL	-	-	-	-	-	30,000
DEPARTMENTAL TOTAL	638,104	556,291	587,728	581,327	578,489	619,771
% CHANGE COMPARED TO PREVIOUS YEAR	-14.77%	-12.82%		4.50%		6.61%



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Physical Environment Function
Garbage-Recycling Department

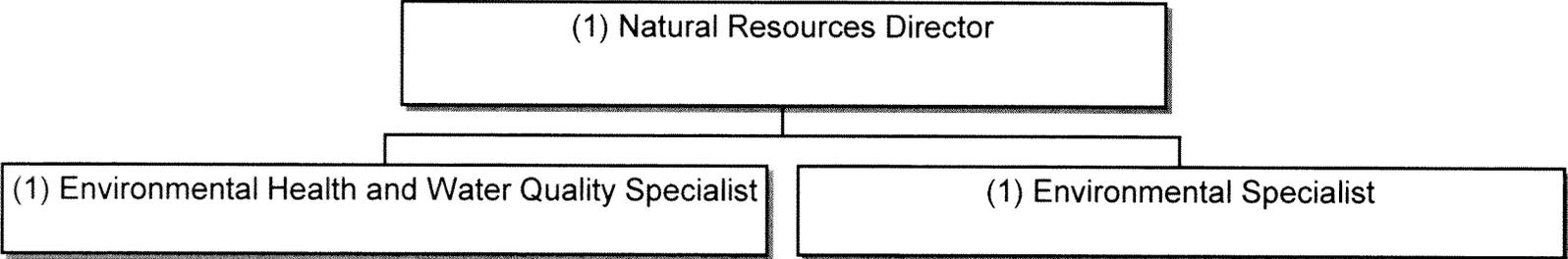
General Fund
Recycling Center

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Life & Health Ins	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	64,292	28,864	32,840	32,840	32,840	32,760
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	54,044	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	2,209	2,829	10,000	10,000	10,000	10,000
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,458	193	1,640	1,640	1,640	1,640
Office Supplies	-	-	-	-	-	-
Operating Supplies	5,671	6,356	7,000	7,000	4,000	4,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	127,674	38,242	51,480	51,480	48,480	48,400
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	127,674	38,242	51,480	51,480	48,480	48,400
% CHANGE COMPARED TO PREVIOUS YEAR	5.27%	-70.05%		34.62%		-5.98%

Physical Environment Function
Natural Resources Management Department

NATURAL RESOURCES DEPARTMENT

Organizational Chart FY 2010-2011



NATURAL RESOURCES DEPARTMENT

Director's Background:

Robert K. Loflin, Ph.D.

Director Loflin's training and experience include a Ph.D. in Biology from the University of Miami, over 20 years experience in south Florida ecosystems, and expertise in marine biology, ornithology, coastal systems, environmental restoration, land management and grant acquisition and management. Recent awards include a Special Achievement Award from the Florida Beaches and Shores Preservation Association (2000) and a Partnership Award for Environmental Restoration from the Coastal America Program (2002). Recent accomplishments include the @265 acre restoration of the Sanibel Gardens Preserve; the removal of all Brazilian pepper from the J. N. "Ding" Darling NWR and all Sanibel public conservation lands; a \$2.1 million grant for the acquisition of Pond Apple Park (2002), a \$1.38 million grant for the removal of hurricane debris from island waterways (2004), tidally reconnecting Clam Bayou with Pine Island Sound to prevent flooding, mangrove die-off, fish kills and seagrass loss using over \$600k in DNR secured grant funding (2006).

Department: Natural Resources
Fund: General Fund

Mission Statement: To coordinate, manage and implement special conservation and environmental projects and tasks as directed by City Council, to ensure that the City's native vegetation and wildlife habitat protection standards are adhered to and to oversee exotic plant control and habitat restoration and land management programs for the City. To monitor the island's water quality and actively participate in improving water quality of the surrounding waters by addressing nutrient run-off, algae blooms and negative affects of Lake Okeechobee discharges into the Caloosahatchee River.

Challenges Facing the Department:

The greatest current challenge the islands natural systems face continues to be water quality and algae blooms. The Natural Resources Department must balance the need for extensive work on this issue with continuing the normal operation of the Department. All three staff members are very actively involved in the effort to reduce the long-term threats of nutrient pollution and excessive releases of polluted freshwater and sediments from Lake Okeechobee and the Caloosahatchee River Basin. Specific efforts staff is directly involved with include improving the Lake Okeechobee Regulation Schedule, monitoring the proposed purchase by the State of U.S. Sugar lands, working with numerous stakeholders on the Northern Everglades and Caloosahatchee Watershed Interagency Teams, Everglades, Lake Okeechobee, Caloosahatchee River and Kissimee River basin restoration, water storage and nutrient removal projects, algae monitoring and research, baseline and event response water quality data collection and analysis, numeric nutrient criteria proposals review and input, health related bacteria sampling, fertilizer regulation, stormwater treatment, including the new State Stormwater Rule, Florida Department of Environmental Protection Total Maximum Daily Loads (TMDL) establishment programs for both the Caloosahatchee basin and Charlotte Harbor Estuary, public education and advocacy, etc. These efforts involve numerous interagency meetings, phone conferences, scientific research and considerable time. An estimated 50% of the Natural Resources Director's time is spent involved with multiple aspects of this complex threat.

2009-2010 Goals:

2009-2010 Goals and Objectives	Measurement Criteria
<p>Continue participation in and help steer South Florida Water Management District's River of Grass Planning Project to enable cost effective achievement of needed water storage, water treatment and flow-ways south utilizing existing restoration programs and acquired properties from U.S. Sugar to prevent excessive discharge of polluted freshwater from Lake Okeechobee into the Caloosahatchee River .</p>	<p>Achievement of a consensus planning footprint that includes priorities of the City of Sanibel and that will lead to successfully reducing the frequency, duration and severity of flows from Lake Okeechobee into the Caloosahatchee Estuary as measured at Franklin Locks (S-79) in excess of an average of 2800 cubic feet per second.</p>
<p>Provide productive input and direction to the Department of Environmental Protection's Total Maximum Daily Load (TMDL) Action Plan process, which will begin in July '09 and result in the preparation of a stakeholder driven Basin Management Action Plan (BMAP) for the lower Caloosahatchee Basin.</p>	<p>Make significant progress toward completion of the Caloosahatchee Basin Management Action Plan incorporating significant Sanibel supported cost effective projects and actions designed to reduce nitrogen inputs into the estuary to minimize the potential for algae blooms and exacerbation of red tide from river basin sources.</p>
<p>Increase ongoing efforts at cost containment and budget efficiency making best use of every dollar expended. Efforts now underway include negotiating prices down for contractual work, delaying needed but non-critical land management and maintenance activity, applying for grants to fund already planned projects, conservation of travel, operating and office supplies, and foregoing use of paid consultants whenever possible by completing needed work using in-house and partner resources.</p>	<p>Successfully conserving City funds by utilizing a full range of cost-cutting and efficiency initiatives.</p>

Operational Responsibilities:

Manages conservation projects; reviews development plans as they relate to conservation, wildlife and vegetation standards; applies for and manages environmental restoration grants and State and Federal environmental permits; coordinates conservation efforts with private, local, state, and federal

organizations; handles exotic plant management efforts for the City including the Brazilian Pepper and Melaleuca Eradication Programs; performs biological field inspections and provides environmental information by request; implements a variety of existing programs including the Island Fire-wise Task Force, marine research including marine algae studies, water quality sampling, Island-wide Beach Management Plan, sea turtle protection, etc. Informs Council of issues regarding water quality and participates in intergovernmental forums to address water quality issues and algae blooms affecting Sanibel.

Natural Resources Department Director: The department is composed of three staff members including the Director, the Environmental Health and Water Quality Specialist and the Environmental Specialist. The Director of Natural Resources manages the City's environmental programs including handling public inquiries and inspections regarding environmental issues; manages conservation projects including planning, securing funding and permits, supervision of contractors; reviews development plans as they relate to conservation, wildlife and vegetation and makes recommendations to the City Manager, City Council, the Planning Commission and other City departments; performs field inspections for development and prepares reports on impacts to environmental resources and evaluates consistency with the Sanibel Plan; applies for and manages state and federal environmental restoration grants for acquisition and restoration of environmentally sensitive lands; manages and maintains environmentally sensitive lands; oversees the City's noxious plant control program; implements and manages the City's tree and shrub planting program, including post-hurricane tree planting grants; coordinates compliance and enforcement of the City's beach lighting ordinances relating to sea turtle protection and; evaluates and monitors water quality on and around Sanibel and updates the City Manager and City Council regarding environmental issues affecting the island.

Environmental Health and Water Quality Specialist: Responsible for managing issues regarding water quality and algae blooms on and around the island. Develops content for City-wide education programs targeting marine water quality problems; reviews and makes recommendations pertaining to City development and construction to verify compliance with all environmental protection laws and regulations; implements programs to protect and restore the City's natural resources and enforces all applicable City, State and Federal environmental and wildlife conservation laws.

Essential Duties and Responsibilities: Collects and analyzes water quality data identifying specific water quality and quantity problems and issues, and works with local advisory committees, decision-makers and citizens to develop recommendations, solutions and actions to resolve them; participates in meetings and hearings to discuss water quality and quantity problems and provides technical information and current research findings; develops,

implements and evaluates educational programs and materials in response to the local water quality and quantity issues in the San Carlos Bay Estuary, with emphasis on sea grasses, fish and shoreline and near shore issues; assists marine user groups, resource managers, marine industries, other marine organizations and citizens in the development and implementation of workshops on specific water quality issues; develops and assists in the planning of marine demonstration/research projects; prepares educational publications for the City's website and water quality newsletters, reports and other materials; provides information to news media; performs field inspections and monitors development permits to ensure compliance with the Comprehensive Land Use Plan and the Land Development Code; plans, manages and coordinates conservation projects for City parks including securing funding and permitting, supervising contractors, reviewing development permit conditions and other agreements and participating in manual labor; reviews development plans to ensure compliances with wildlife and vegetation conservation standards and regulations; assists in the administration, coordination and monitoring of the City's noxious plant control efforts; prepares vegetation and wildlife plans, and mitigation plans for conservation projects; plans, coordinates, monitors and reviews conservation projects with other City departments, various governmental agencies, outside private and public agencies and consultants, private developers, owners and contractors; assists with environmental management and maintenance of City-owned conservation lands, conservation easements and habitat maintenance; assists with the preparation of environmental protection and code enforcement cases, and presents testimony to the Code Enforcement Hearing Examiner and other judicial bodies as needed; assists with grant preparation, application, and planning for various natural resource protection and restoration projects; conducts prescribed burns on conservation lands for wildlife habitat management.

Environmental Specialist: Administers the implementation of the Sanibel Beach Management Plan which requires close coordination with other City departments and extensive cooperative interaction with coastal residents and property owners. Reviews developmental plans and conducts field inspections as related to environmental standards and requirements to ensure compliance with City codes. Oversees the City's Brazilian Pepper Eradication Program and coordinates educational programs pertaining to the removal of noxious plant species. Participates in grant writing, permitting, acquisition, and restoration of City owned conservation lands.

Essential Duties and Responsibilities: Environmental management and maintenance of City parks and environmentally sensitive lands, conservation easements, and development permit conditions and other agreements dealing with habitat maintenance. Responsible for inspecting beach front properties,

mapping the extent of coastal dunes, and coordinating with property owners on dune restoration projects; manages conservation projects at City-managed parks including planning, securing funding and permits, hands-on field work and supervision of contractors; researches and prepares reports and recommendations regarding implementation of the Beach Management Plan; presents public reports and testimony at Planning Commission and City Council hearings regarding environmental issues; reviews development plans as they relate to conservation, wildlife and vegetation standards and requirements of the City; performs field inspections and monitors development permits to check completion and compliance with environmentally oriented Comprehensive Land Use Plan standards, Land Development Code requirements and development permit conditions; coordinates, monitors and reviews conservation and environmental projects with other City departments, other governmental bodies, outside individuals and agencies including City consultants, private developers, owners and contractors; assists in the environmental management and maintenance of City-owned conservation lands, conservation easements, development permit conditions and other agreements, including habitat maintenance; assists in the administration, coordination and monitoring of the City's noxious plant control efforts, including some actual labor in removing noxious plants as necessary; assists in liaison duties with City and island conservation committees; performs public information and education tasks and assignments, including public speaking, brochure preparation and meetings with property owners; prepares vegetation and wildlife plans and mitigation plans for conservation related projects; assists with the preparation of cases for presentation to the Code Enforcement Hearing Examiner and other judicial bodies relating to violations of wildlife, vegetation and other environmental standards, and testifies before these bodies as required; applies for and manages local, state and federal beach and park related environmental restoration grants and handles all grant management for such funds including project design, bidding, implementation and contractor oversight.

**Grants Secured by the Natural Resources Department
for the City of Sanibel**

Total # of Grants: 117

Total Grant Funds Secured: \$ 12,276,949.00

<u>PROJECT</u>	<u>GRANTING AGENCY</u>	<u>YEAR</u>	<u>GRANT AMOUNT</u>
Air Potato Round-up	Florida Exotic Pest Plant Council	2010	514
Exotic plant control herbicides	Florida Bureau of Invasive Plant Management	2010	7,080

Slash Pine Forest Establishment	Florida Division of Forestry	2010	18,020
Environmental maintenance at City beach parks	Lee County Tourist Development Council	2009	40,000#
Clam Bayou oyster reef restoration project	National Oceanographic and Atmospheric Agency and NAC	2009	70,500
Clam Bayou oyster reef restoration project	National Oceanographic and Atmospheric Agency and TNC	2009	77,781^
Beach Park native tree and shrub planting	Lee County Tourist Development Council	2009	40,000#
RECON water quality monitoring station	Lee County Tourist Development Council	2009	73,000
Bowman's Beach Dune Plantings	National Oceanographic and Atmospheric Agency	2009	18,994
Exotic Plant Control Herbicides	Florida Bureau of Invasive Plant Management	2009	7,440
Periwinkle Way Corridor Tree Watering	Sanibel Beautification Committee	2009	8,000
Environmental maintenance at City beach parks	Lee County Tourist Development Council	2008	40,000#
Island-wide Exotic Lizard Control Program	USFWS Reprogramming Funds	2008	20,000
Sanibel Beaches Erosion Monitoring	Lee County Tourist Development Council	2008	40,000#
Sanibel River Water Quality Restoration	South Florida Water Management District	2008	55,000
Water Quality Monitoring	Lee County Tourist Development Council	2008	35,000
City Beach Parks Plantings and Environmental Maint.	Lee County Tourist Development Council	2008	80,000#
Sanibel Interior Waters Water Monitoring and Planning	South Florida Water Management District	2008	45,000
Island-wide Beach Access Improvements	Lee County Tourist Development Council	2008	21,000
SCCF Real Time Water Quality Sampling System-Recon	Lee County Tourist Development Council	2008	74,000
Sea Oats Preserve Restoration	South Florida Water Management District	2008	21,800
Sea Oats Preserve	USFWS Partners for Wildlife	2008	25,000

Restoration			
Exotic Plant Control Project on Federal Lands	USFWS Reprogramming Funds	2008	65,000
City Brazilian Pepper Program Reimbursement	USFWS South Florida Coastal Ecosystem Grant Program	2008	40,000@
Refuge Exotic Plant Removal	Florida Division of Invasive Species Management	2008	110,000
Beach Drift Algae Research Project	Lee County, West Coast Inland Navigation District, Lee County Tourist Development Council	2007	576,810*
City Beach Access Plantings	Lee County Tourist Development Council	2007	21,000
Water Quality Monitoring	Lee County Tourist Development Council	2007	35,000
Water Quality Monitoring Fixed Stations	Lee County Tourist Development Council	2007	74,830
Sanibel Beaches Erosion Monitoring	Lee County Tourist Development Council	2007	40,000#
Dixie Beach Mangrove Restoration	USFWS Reprogramming Funds	2006	100,000
Water Quality Monitoring	Lee County Tourist Development Council	2006	35,000
Beach Park Dune Plantings	Lee County Tourist Development Council	2006	40,000
Dixie Beach Mangrove Restoration	South Florida Water Mgmt. District	2006	75,000
Lighthouse Park Restoration	USFWS South Florida Ecosystem Restoration Program	2005	40,000
Periwinkle Way Canopy Restoration	Florida Division of Forestry	2005	375,000
Environmental Restoration- multiple sites	U.S. Fish and Wildlife Service	2005	470,000
Bowman's Beach Restoration	South Florida Water Management District	2005	100,000
West Sanibel River Restoration	South Florida Water Management District	2005	100,000@
Management of Sanibel Gardens	FDEP Invasive Species Management Program	2005	21,120
Australian Pine Removal	FDEP Invasive Species Management Program	2005	80,000

Clam Bayou Restoration	National Fish and Wildlife Foundation	2005	100,000
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2005	25,000
Bowman's Beach Restoration	Florida State Wildlife Grant Program	2005	200,000
Beach Park Restoration	Lee County Tourist Development Council	2005	400,000*
Water Quality Monitoring	Lee County Tourist Development Council	2005	20,000
Erosion Monitoring	Lee County Tourist Development Council	2005	25,000#
West Sanibel River Restoration	South Florida Water Management District	2005	200,000@
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2004	25,000
Clam Bayou Restoration	South Florida Water Management District	2004	125,000
Clam Bayou Restoration	National Oceanic and Atmospheric Agency	2004	100,000
Clam Bayou Restoration	USFWS Challenge Cost-Share Program	2004	75,000
Clam Bayou Restoration	USFWS Coastal Ecosystem Restoration Program	2004	25,000
Clam Bayou Restoration	Gulf of Mexico Foundation	2004	50,000
Bowman's Beach Restoration	FDEP Invasive Species Management Program	2004	\$ 131,200
Waterway Debris Removal	USDA National Resource Conservation Service	2004	1,380,000
Exotic Tree Removal	Lee County Tourist Development Council	2004	95,000
Beach Park Landscaping	Lee County Tourist Development Council	2004	45,000
Water Quality Monitoring	Lee County Tourist Development Council	2004	20,000
Fireline Maintenance	U.S. Fish and Wildlife Service	2003	53,000
Sanibel Gardens Revegetation	USFWS Partners for Wildlife Program	2003	20,000
Beach Park Landscaping	Lee County Tourist Development Council	2003	60,000

Exotic Tree Removal	Lee County Tourist Development Council	2003	125,000
Erosion Monitoring	Lee County Tourist Development Council	2003	35,000#
Causeway Tract Restoration	USFWS Challenge Cost-Share Program	2003	20,000
Sanibel Gardens Restoration	Florida Recreation and Devel. Assist. Program	2002	150,000
Sanibel Gardens Restoration	North American Wetlands Conservation Agency	2002	40,000
Sanibel Gardens Restoration	USFWS Partners for Wildlife Program	2002	20,000
Pond Apple Park Acquisition	Florida Communities Trust Program	2002	2,122,800
Exotic Tree Removal	Lee County Tourist Development Council	2002	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2002	40,000
Erosion Monitoring	Lee County Tourist Development Council	2002	\$ 35,000#
Sanibel Gardens Restoration	National Fish and Wildlife Foundation	2001	100,000
Refuge Brazilian Pepper Removal	FDEP Invasive Species Management Program	2001	85,296
Paulsen/Johnston Tracts Restoration	USFWS Challenge Cost-Share Program	2001	40,000
Sanibel River Pepper Clearing	USFWS Partners for Wildlife Program	2001	10,000
Exotic Tree Removal	Lee County Tourist Development Council	2001	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2001	40,000
Mound Trail Boardwalk	Lee County Tourist Development Council	2001	70,000
Refuge Tropical Forest Restoration	USFWS Coastal Ecosystem Restoration Program	2000	44,000
Gulfside Park Restoration	USFWS Partners for Wildlife Program	2000	10,000
Exotic Tree Removal	Lee County Tourist Development Council	2000	45,000
Erosion Monitoring	Lee County Tourist Development Council	2000	35,000

Beach Park Landscaping	Lee County Tourist Development Council	2000	40,000
Gulfside Park Add'n Acquisition	Florida Communities Trust Program	1999	452,000
Blind Pass Dredging	West Coast Inland Navigation District	1999	8,000
Exotic Tree Removal	Lee County Tourist Development Council	1999	45,000
Dune and Beach Restoration	Lee County Tourist Development Council	1999	98,000
Erosion Monitoring	Lee County Tourist Development Council	1999	25,000
Beach Management Plan	Lee County Tourist Development Council	1999	32,000
Paulsen/Johnston Tracts Restoration	FDEP Invasive Species Management Program	1998	44,400
Center Tract Restoration	FDEP Invasive Species Management Program	1998	58,000&
State Botanical Site Restoration	USFWS Challenge Cost-Share Program	1998	20,000
Exotic Tree Removal	Lee County Tourist Development Council	1998	45,000
Gulfside Park Add'n Trail	Lee County Tourist Development Council	1998	21,000
Beach Park Landscaping	Lee County Tourist Development Council	2000	32,000
State Botanical Site Restoration	FDEP Pollution Recovery Trust Fund	1997	153,200
State Botanical Site Restoration	USFWS Partners for Wildlife Program	1997	10,000
Sanibel Gardens Initial Clearing	USFWS Challenge Cost-Share Program	1997	5,000
Exotic Tree Removal	Lee County Tourist Development Council	1997	61,753
Beach Park Landscaping	Lee County Tourist Development Council	1997	50,000
Beach Renourishment	Lee County Tourist Development Council	1997	52,981!
Erosion Monitoring	Lee County Tourist Development Council	1997	25,000
Bowman's Beach Restoration	Lee County Bowman's Beach Master Plan	1996	518,000+
Beach Park	Lee County Tourist		

Restoration	Development Council	1996	80,000
Beach Park Landscaping	Lee County Tourist Development Council	1996	15,000
Erosion Monitoring	Lee County Tourist Development Council	1996	25,000
Beach Park Landscaping	Lee County Tourist Development Council	1995	45,000
Beach Park Restoration	Lee County Tourist Development Council	1995	45,000
Johnston Preserve Restoration	FDEP Pollution Recovery Trust Fund	1994	79,450
Beach Park Restoration	Lee County Tourist Development Council	1994	42,000
Dune Walkovers at Lighthouse/Gulfside	Lee County Tourist Development Council	1994	12,000
Sanibel Beach Management Plan	Lee County Tourist Development Council	1994	32,000
Beach Park Landscaping	Lee County Tourist Development Council	1994	16,000
Silver Key Acquisition	Florida Communities Trust Program	1993	360,000!
Dune Restoration and Walkovers	Lee County Tourist Development Council	1993	11,000
Bayside Speed Zone Buoys	West Coast Inland Navigation District	1992	10,000

- with Judie Zimomra # with Gates Castle @ with Brad Smith (SCCF)
- & with David Ceilley (SCCF) + with Dick Noon (former Parks and Rec Director)
- ! with Bill Mills (former Assistant City Manager) ^ with Loren Cohen (SCCF)
- + with Eric Milbrandt

Recent Department Accomplishments:

Successfully completed the western Sanibel waterway improvement program with the opening of Blind Pass. By interlocal agreement with Lee County and the Captiva Erosion Prevention District the City contributed to the program by getting grants to install the Clam Bayou culverts under San-Cap Road and providing biological monitoring of shorebirds for the Blind Pass state permit. Previously impounded and stagnant waters are now flowing again and improving water quality throughout western Sanibel.

- Completed the Sea Oats Preserve Restoration Project construction which involved securing 100% grant funding from Federal and local sources. This project has removed fill from 7 acres of wetlands adjacent to the Sanibel State Botanical Site and returned the elevations and hydroperiod to their historic condition prior to the construction of the Sea Oats package sewage plant.
- Working with Sanibel City Council and other stakeholders on the west coast , effectively influenced the outcome of the Lake Okeechobee Regulatory Release Study (LORRS) that resulted in the adoption by the U.S. Army Corps of Engineers of an improved management plan for water levels in the Lake, overall keeping the Lake at a lower level. In September 2008, direct input by the City via teleconference with Corp’s staff enabled substantial improvements in Lake release schedules following passage of Tropical Storm Fay. Staff continues to provide input on current conditions in the local estuary and recommendations on lake management by participation in weekly or bi-weekly Corps teleconferences with other scientists and stakeholders.
- As a part of the Northern Everglades Interagency Team, the City has actively participated in prioritizing water quality and water storage projects north of Lake Okeechobee and establishing best uses for local, state and federal funding to improve water quality and increase water storage. This effort is critical as most of the water and nutrients flowing into Lake Okeechobee originate in the Kissimmee River Basin to the north.
- In 2007-2009, City staff actively participated and provided input into the now finalized Northern Everglades and Estuaries Protection Plan. This protection plan, approved by the South Florida Water Management District Board and awaiting State approval and funding, has three components that are geared towards improving the health of the estuary: 1) watershed construction projects, such as construction of stormwater treatment areas, reservoirs, etc.; 2) a pollutant control program aimed at reducing nutrient inputs; and 3) research and water quality monitoring. Staff participated extensively with both the CRWPP Working Group and the Research and Monitoring Working Group. The City recommended five projects, supported by City Council, that would provide the best “bang for the buck” in terms of water quality and water storage benefits to the Caloosahatchee and the estuary. Three of the five projects recommended by the city were incorporated into the “preferred plan” that was approved by the Governing Board.

- Staff was extensively involved in development of the Caloosahatchee basin Total Maximum Daily Load goals (TMDL) and reviewed and commented on all modeling and other technical documents. The Florida Total Maximum Daily Load (TMDL) Program is a state program required by section 303(d) of the Federal Clean Water Act. It requires that states list all waterbodies that do not meet state water quality standards for their designated use as “impaired” and prioritize restoration efforts based on the level of impairment. In December 2008, a TMDL of 3,800 metric tons/yr (approx. 8.4 million lbs/yr) of total nitrogen was proposed for the tidal Caloosahatchee. This load is based on a target that would provide adequate light protective of seagrasses in San Carlos Bay. City staff has been working with DEP to reconfigure watershed boundaries on the island and recently completed uploading all existing water quality data into STORET, the DEP and EPA water quality storage and retrieval system used for assessing waterbodies’ compliance with state water quality standards.
- City staff developed and maintains a map of the surface water quality monitoring locations on and around Sanibel. Additionally, staff has recently completed and presented to Council the San Carlos Bay Water Quality Monitoring Status and Trends Report 2002-2008 (a summary of the last 6 years of CHNEP data) and provided an update to Council on the status of the Sanibel River.
- Natural Resources staff worked with a multi-agency team to develop a Request for Proposals / Request for Qualifications (RFQ/RFP) for research on drift algae blooms in the waters of Lee County and Sanibel. A team of scientists headed up by FGCU was awarded the contract. The project is funded in equal parts by the Lee County BOCC, Lee County TDC, WCIND and the City. Work began in June 2008.
- Completed Fertilizer Ordinance Education Program including Fertilizer Applicator Contractor Certification, outreach efforts and active compliance and enforcement inspections during 2008.
- Completed the Periwinkle Way, Bowman’s Beach, Lighthouse, and Gulfside Parks grant funded post-hurricane tree and shrub planting restoration projects in 2008. Park and road tree canopies are now starting to recover and will provide increasing shade and beauty as the native trees mature.
- Constructed Pond Apple Park trails and amenities and opened the park to the public in June 2008.

- Completed Bowman's Beach grant funded recreational facilities including nature/fitness trails, improvements to canoe launch, picnic shelter and playground in November 2007.
- Completed the Clam Bayou Restoration Project: Tidally connected Clam Bayou through a culverted channel to Dinkins Bayou, restoring flow to the 470 acre estuary, improving water quality, restoring seagrass beds, over 150 acres of mangroves, oyster bars, and fisheries in 2006. We continue to monitor the health and changes within the bayou following restoration. A total of \$475,000 in grants was applied for and received to match city funds for the project.
- Obtained permit for the State Botanical site to install culverts for firelines and ditch blocks to retain water within the interior freshwater wetlands. Work Completed May 2007.
- Applied for and obtained a 40k grant from the U.S. Fish and Wildlife Service to restore various wildlife habitats at Lighthouse Beach Park following damage by Hurricane Charley. Restoration completed July 2006.
- Completed seven years of sampling with the Charlotte Harbor National Estuary Program's Water Quality Monitoring Network. Completed incident specific water quality and bacterial sampling in response to massive algae deposits on Sanibel beaches and beach swimming advisories issued by the Lee County Health Department due to bacteria levels. All data currently being uploaded to the State's Storet water quality database.
- Continued implementation of the Brazilian Pepper Eradication Program with surveys in zone 4 and initial surveys of zone 5. Zone three in final phase of Code Enforcement.
- Continued beachfront lighting and beach furniture island-wide compliance project.
- Attended and provided input at numerous meetings, workshops, and presentations regarding the Lake Okeechobee releases and their impact to the estuary e.g. LOWRAC, SFWMD Governing Board, TMDL, Northern Everglades, CHNEP Technical Advisory Committee etc., James Evans was appointed to the Southwest Florida Watershed Council board, Rob Loflin was appointed to the LORRS working group.

- Worked on development and updating of the City’s “H2O Matters” website and publication of water quality and fertilizer newsletters, brochures, press releases, and DVDs.
- Reviewed and drafted numerous letters and documents regarding the Lake Okeechobee releases and proposed solutions.
- Participated in numerous interagency meetings and working groups including the following:
 - South Florida Water Management District (SFWMD) Lake Okeechobee Water Resources Advisory Committee (LORAC)
 - SFWMD Water Resources Advisory Committee
 - SFWMD River of Grass Planning Phase I meetings
 - Caloosahatchee - St. Lucie River’s Corridor Advisory Committee
 - Southwest Florida Watershed Council –as Board member-Board meetings, Natural Resources Committee, and regular meetings
 - South Florida Water Management District Governing Board
 - Florida DEP Total Maximum Daily Loads (TMDL) Program meetings for Group 2 (Charlotte Harbor) and Group 3 (Caloosahatchee)
 - Visitor and Convention Bureau Sponsored Interagency Caloosahatchee Watershed Basin Working Group
 - DEP Designated Uses and Classification Refinement Policy Advisory Committee
 - Southwest Florida Feasibility Study Water Quality Sub-team
 - SFWMD Caloosahatchee Partners for Restoration
 - Sanibel Algae Management Task Force
 - Lee County Coastal Advisory Committee – as member
 - Charlotte Harbor National Estuarine Program Technical Advisory Committee
 - Senator Burt Saunders Environmental Summit
 - University of Florida/Lee County Extension Fertilizer Evaluation Forum
 - Florida Department of Health Harmful Algal Bloom Symposia
 - START (Solutions to Avoid Red Tide)--and other red tide related meetings, workshops and presentations
 - Scientific Review Panel and Lower West Coast Watersheds Subcommittee Regarding SWFL Regional Planning Council Fertilizer Resolution
 - Lee County Division of Public Works Algal Turf Scrubbers Seminar
 - University of Florida IFAS Best Management Practices for Lawns and Landscapes
 - Florida Consumer Fertilizer Task Force Meetings—and document review
 - Lee County EROC and Division of Natural Resources Meetings and Panel Discussions concerning the Proposed Professional Landscape and Fertilizer Management Practices Ordinance

Potential Revenue Sources:

Department staff has applied for and received over \$11.79 million in grants to fund needed environmental and hurricane recovery projects since its inception in 1992. The Department will continue to apply for grants from numerous sources to improve, research, and monitor water quality as well as to secure funding for other types of environmental enhancement projects such as the Dixie Beach Road Mangrove Restoration Project, filter marshes, algae research and conservation lands wildlife habitat management.

2010-2011 Goals and Objectives	Measurement Criteria
<p>Continue participation in and help steer South Florida Water Management District's River of Grass Planning Project to enable cost effective achievement of needed water storage, water treatment and flow-ways south utilizing existing restoration programs and acquired properties from U.S. Sugar to prevent excessive discharge of polluted freshwater from Lake Okeechobee into the Caloosahatchee River .</p>	<p>Achievement of a consensus planning footprint that includes priorities of the City of Sanibel and that will lead to successfully reducing the frequency, duration and severity of flows from Lake Okeechobee into the Caloosahatchee Estuary as measured at Franklin Locks (S-79) in excess of an average of 2800 cubic feet per second.</p>
<p>Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial progress in zones 4 and 5 and compliance in Zones 3 and 4</p>	<p>Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial progress in zones 4 and 5 and compliance in Zones 3 and 4</p>
<p>Increase ongoing efforts at cost containment and budget efficiency making best use of every dollar expended. Efforts now underway include negotiating prices down for contractual work, delaying needed but non-critical land management and maintenance activity, applying for grants to fund already planned projects, conservation of travel, operating and office supplies, and foregoing use of paid consultants whenever possible by completing needed work using in-house and partner resources.</p>	<p>Successfully conserving City funds by utilizing a full range of cost-cutting and efficiency initiatives.</p>

General Fund
Natural Resources Department

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	248,781	245,268	244,328	244,328	242,913	244,328
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift						
Diff/Educ.Incentive	1,721	5,590	-	-	-	-
FICA Match	18,737	17,583	17,705	17,705	17,667	17,705
Retirement	34,361	37,033	57,417	57,417	57,417	72,394
Cafeteria Benefits	28,950	29,633	31,396	31,396	31,396	30,913
Workers' Comp	5,357	16,973	17,312	7,763	7,763	9,346
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	337,907	352,080	368,158	358,608	357,156	374,686
OPERATING EXPENSES						
Professional Serv	483	35	880	880	-	800
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	78,261	74,025	15,000	33,020	6,800	12,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	9,947	10,121	11,500	11,500	11,500	11,500
Communications	3,878	4,167	2,500	2,500	2,500	4,180
Transportation	651	750	300	300	150	200
Utilities	-	-	-	-	-	-
Rentals & Leases	66	16	500	500	22	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	500	500	200	-
Printing	177	116	500	500	100	400
Promotional Activities	588	-	-	-	-	-
Other Current Charges	750	277	2,050	2,050	350	1,500
Office Supplies	857	971	1,500	1,500	500	1,200
Operating Supplies	12,856	3,103	11,000	11,000	2,000	10,764
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	272	270	600	600	87	500
SUB-TOTAL	108,786	93,851	46,830	64,850	24,209	43,544
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs			-	-	-	-
Machinery & Equipment			-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
GRANTS & AIDS						
Grants & Aid	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	446,693	445,931	414,988	423,458	381,365	418,230
% CHANGE COMPARED TO PREVIOUS YEAR	26.04%	-0.17%		-5.04%		-1.23%

Public Works, Transportation and Utility Function

Public Works Department (Administration and Garage)

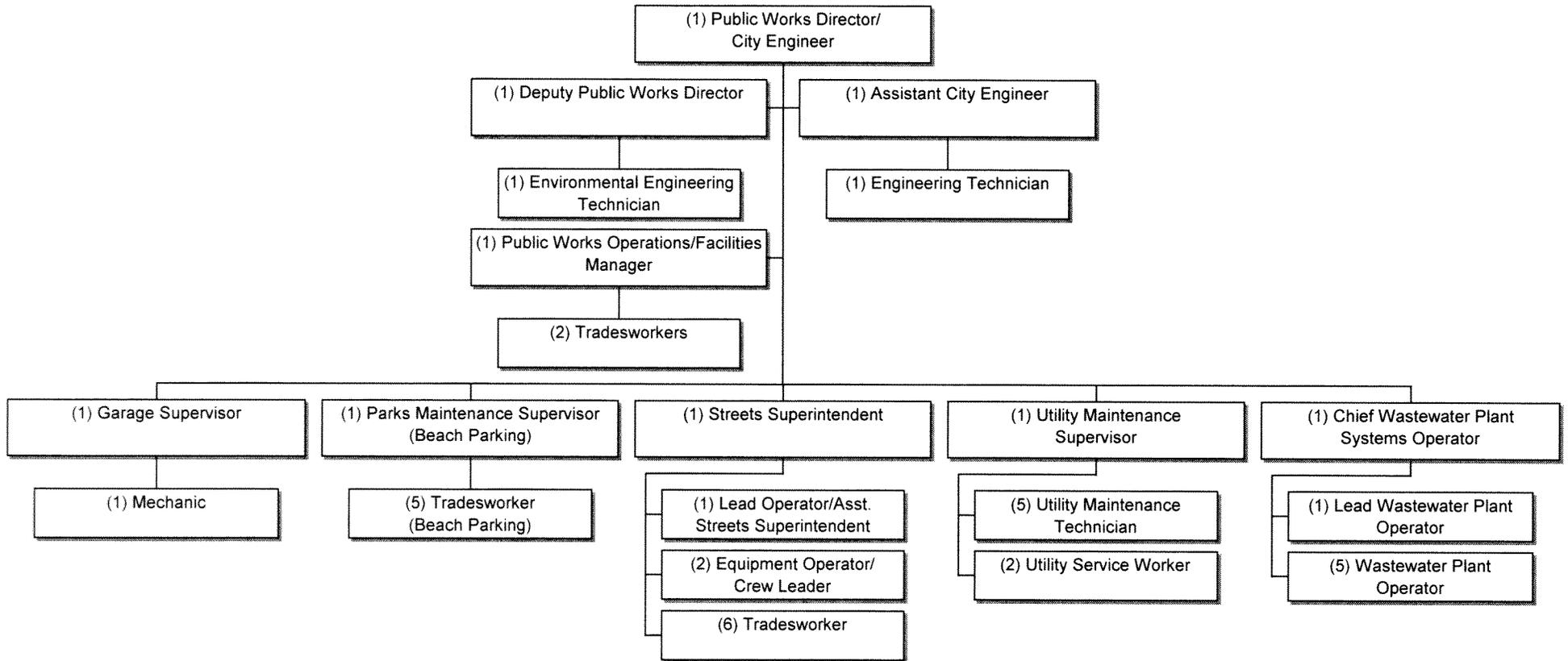
Transportation Department

Sewer System Enterprise Fund

Beach Parking Enterprise Fund

PUBLIC WORKS DEPARTMENT

Organization Chart FY 2010-2011



PUBLIC WORKS DEPARTMENT

Director's Background:

Gates Castle

Director Castle has 30 years of municipal engineering and public works experience, the last 18 with the City of Sanibel. Mr. Castle has been a licensed professional engineer in the state of Florida since 1978.

Public Works Departmental Narrative

Department: Public Works
Fund: General Fund/Transportation Fund

Mission Statement: To economically provide safe, well-maintained and clean roads, shared use paths, parks, public buildings and vehicles, while improving surface water quality and enhancing the environment. To provide reliable, high quality wastewater collection, treatment, and reuse services in a cost effective manner to residential and commercial customers at a reasonable cost.

Challenges Facing the Department

Public Works' functions are labor intensive, involving technical, skilled, semi-skilled and unskilled labor. Many of the administration, engineering, streets, garage, public facilities and beach parks maintenance personnel are long time City employees. As these personnel reach retirement age, it will be very difficult to replace their institutional knowledge. Even in the current economic market, there is difficulty in hiring technical, skilled employees such as engineering personnel and wastewater plant operators.

The increased demands upon Public Works through both the expansion of the facilities to be maintained (sewer system expansion, more parks, shared use paths, signs, plantings areas, etc.) and the demand for increased maintenance levels (more trimming of roads and shared use paths, more frequent mowing, intolerance for even minor flaws in shared use paths, etc) required by the newer island residents and special interest groups.

Several aspects of the water quality issue impact the department, including finding environmentally friendly ways to:

- Dispose of sludge
- Treat effluent prior to its use for irrigation
- Clean red drift algae from the beaches
- Comply with its National Pollutant Discharge Elimination System permit

Recommended Efficiencies

As stated in challenges above, Public Works is a labor intensive operation. Over the years, the department has purchased equipment to improve efficiency and recommends the continued replacement of this equipment and purchase new equipment to make the department more efficient. The department continually explores the possibility of contracting functions which might be better performed by the private sector. Similar to the City's utilization of Lee County's

Public Works Departmental Narrative

solid waste facilities, the possible treatment of the City's wastewater sludge at a proposed regional facility is being explored.

Potential Revenue Sources

It is recommended that grant funding be pursued for expansion of the wastewater, reuse and shared use path system. Funding for maintenance functions will continue to be sought out if they become available. Council approved increases in solid waste franchise fees and tipping fees. The establishment of a storm water utility which was explored a decade ago, but had no support from Council or the citizenry. Bicycle fees to support the maintenance of shared use paths were also explored, but were not instituted.

How to Better Serve the Community

As does every City department, Public Works emphasizes customer service, including its internal (Council, City Manager, and other City departments) and external (resident and visitors) customers. Continuing to respond to every public request and considering every suggestion is the way to better serve the community.

Public Works Departmental Narrative

Goals for FY 2011:

Goal	Measurement Criteria
<p>The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows</p>	<p>Reduce flow to the plant due to inflow and infiltration by 10%.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>A 100% effluent compliance from both wastewater treatment facilities.</p>
<p>Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)</p>	<p>Achieve effluent nitrogen and phosphorus levels below 3.0 and 0.5 ppm respectively</p>
<p>Continue program to correct up to 10 neighborhood drainage problems annually</p>	<p>Reduction in number of drainage complaints</p>

Operational Responsibilities

General

The Public Works Department is comprised of eight divisions namely,

- Administration
- Engineering
- Transportation
- Garage
- Public Facilities
- Beach Parks Maintenance
- Utility Operations
- Utility Maintenance

Public Works Departmental Narrative

Divisional Functions:

Each of the Public Works eight divisions have distinct and varied general responsibilities as follows:

I. Administration

1. Assures that the Department operates within the approved budget.
2. Develops and assures compliance with Departmental goals and regulations
3. Handles all personnel issues
4. Coordinates emergency management planning for the Department
5. Prepares and submits payroll
6. Monitors Department's inventory
7. Tracks maintenance of all City vehicles, equipment and facilities
8. Coordinates interdepartmental activities
9. Responds to public requests and concerns
10. Issues reports and studies
11. Applies for, and manages grants
12. Manages the City's Stormwater Management program
13. Coordinates the City's solid waste program

II. Engineering

1. Performs surveys
2. Designs public improvements projects
3. Administers construction contracts
4. Directs contractors and interacts with the public during construction projects
5. Manages the Public Works' Capital Improvement Program
6. Performs field inspections
7. Applies for, and confirms compliance with, permits
8. Issues permits for work in the public rights-of-way
9. Maintains City's infrastructure maps

III. Transportation

1. Performs maintenance on all public streets (paved and shellrock)
2. Maintains shared use paths
3. Constructs and maintains drainage facilities (swales, inlets, pipes and water control structures)
4. Performs litter control

Public Works Departmental Narrative

5. Maintains vegetation within the right-of-way (mowing, trimming and weed control)
6. Performs custodial work
7. Provides traffic control while maintenance work is being performed by the department
8. Installs and maintains traffic control and informational signs
9. Assists with emergency preparedness and recovery

IV. Garage

1. Oversees maintenance of all City vehicles and equipment
2. Assist in scheduling of maintenance
3. Maintains inventory of repair parts
4. Conducts safety checks

V. Public Facilities

1. Maintains grounds of public buildings by mowing, trimming, and litter picking
2. Performs custodial functions
3. Maintains public buildings with painting and carpentry.
4. Makes electrical, mechanical and plumbing repairs to public facilities
5. Responds to request to move furniture and files, construct shelves, etc.

VI. Beach Parks Maintenance

1. Maintains grounds at beach parks (mowing, trimming, etc)
2. Performs litter control in beach parks and parking lots
3. Monitors private contractors cleaning of public restrooms
4. Performs plumbing, electrical and carpentry work on various public facilities including restrooms, fishing pier, informational kiosks, signage, and kayak/canoe launch.
5. Maintains beach parking lots (grading and filling)
6. Monitoring solid waste to assure clean parks

VII. Utility Operations

1. Operates the City's Donax and Wulfert Water Reclamation facilities
2. Inspects and monitors plant operations to ensure compliance with regulatory standards
3. Prepares and files plant operating reports
4. Maintains plant facilities
5. Develops, and monitors compliance with, safety standards

Public Works Departmental Narrative

6. Maintains records of plant operation and maintenance
7. Participates in emergency preparedness and recovery

VIII. Utility Maintenance

1. Repairs wastewater treatment collection, conveyance and reuse facilities
2. Inspects wastewater facilities
3. Operates wastewater facilities to insure compliance with regulatory requirements
4. Performs custodial and maintenance duties at wastewater facilities
5. Assists with construction of wastewater facilities
6. Participates in emergency preparedness and recovery

Operational Responsibilities

I. Administration

The Administration Division is composed of the Public Works Director/City Engineer, Deputy Public Works Director, Public Works Operations/Facilities Manager, and Environmental Engineering Technician. The functions performed by each position are as follows:

Public Works Director/City Engineer

Reporting to the City Manager, serves in an executive level position planning, directing and managing through subordinate supervisors the City's Public Works Department including: maintenance of facilities, streets, vehicles, parks, shared use paths and bridges; storm drainage, surface water management; wastewater facilities; signage; solid waste management; new facility construction; equipment replacement; and related programs. Serves as the City's Engineer responsible for all engineering services which consist of the design and construction supervision of all public improvements and ensures compliance with City codes for all private engineering construction plans.

- Manages eight subordinate supervisors who supervise a total of 40-45 employees in Engineering, Streets Maintenance, Parks Maintenance, Vehicle Maintenance, Public Facilities, Wastewater Treatment, and Utility Maintenance. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Public Works Departmental Narrative

- Manages the development and implementation of department goals, objectives, policies and priorities including special projects, construction, maintenance and office administration.
- Directs and administers the City's utility operations to include wastewater treatment, wastewater collection, reclaimed water distribution, facility maintenance; solid waste management; and equipment services.
- Plans, directs and coordinates through subordinate supervisors in the maintenance and repair of City facilities, streets, automotive fleet, shared use paths, parks, bridges, storm and surface water drainage.
- Directs and administers department activities relating to the Five Year Capital Improvement Program, street resurfacing schedule, equipment replacement schedule, shared use path master plan, sign replacement schedule and the National Pollutant Discharge Elimination System permit.
- As City Engineer, is responsible for permit processing, engineering review, inspection and approvals and for utility, private and public works projects and for the maintenance of City Engineering maps, records and documents. Responsible for design specifications, permit application and contract documents for projects developed by the City.
- Reviews all private development applications to ensure all engineering aspects conform to City codes and are of adequate design.
- Develops and maintains constructive relationships with City Officials, property owners, developers, contractors and the general public regarding public works programs.
- Researches and prepares special reports, recommendations and specifications for special City construction and other municipal improvements. Reviews and approves various records, reports, and documentation including work orders, purchase requisitions, time sheets, activity reports, regulatory reports, schedules and progress reports.
- Develops, implements and administers the departmental budget.
- Responds to citizen inquiries and complaints regarding City services performed in the jurisdiction of Public Works.

Public Works Departmental Narrative

Deputy Public Works Director

Assists the Public Works Director/City Engineer in planning, directing and managing the City's Public Works Department including: maintenance of facilities, street, vehicles, parks, shared use paths and bridges; storm drainage, surface water management; wastewater facilities; signage, solid waste management; new facility construction; equipment replacement; engineering; and related programs. Supervises the Environmental Engineering Technician. Responsible for coordinating the Department's permitting and grant activities as well as management of special projects.

- Serves as Public Works Director/City Engineer in the absence of the Director
- Serves as project manager for beach, canal and river projects, directing consultants and contractors.
- Coordinates the department's permitting activities from application through expiration, including monitoring renewal.
- Manages all Public Works consultant contracts, including utilization of the Consultants Competitive Negotiation Act process for selection and monitoring of consultants' activities.
- Coordinates the City's pavement and storm water management systems.
- Responsible for the department's grant activities, from filing applications through closeout.
- Assists the Director in the development, implementation and administration of the department's budget.
- Responds to citizen inquires and complaints regarding City services performed in the jurisdiction of Public Works
- Monitors all non-construction contracts to assure that performance standards are met and contracts are renewed in a timely fashion.
- Maintains and manages the department's inventory of vehicles and equipment.
- Coordinates emergency management operations for the department.

Public Works Departmental Narrative

Public Works Operations/Facilities Manager

Serves under the supervision of the Public Works Director/City Engineer and is responsible for assisting in the management of the operation of the department, including, coordinating contractual services, purchasing, payroll, job tracking and fuel management. Supervises Public Facilities employees in the repair and maintenance of the City Hall Complex and associated buildings and grounds. Compiles complex reports using various operating systems and networks. Responsible for maintaining data, producing reports and documents. Conducts employees' safety meetings and provides appropriate safety training.

- Supervises the day to day operations of two Public Facilities employees in the repair and maintenance of the City Hall Complex and other building and grounds associated with Public Facilities. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the City's policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Secures and coordinates contractual services for the departments.
- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment
- Purchases road materials and supplies, trucks, off road equipment, office supplies, safety supplies and safety equipment. Assures employees have equipment and supplies to perform assigned functions.
- Responsible for processing and record keeping of all procurement card purchases made by the department and other departments. Reconciles all monthly procurement statements.
- Conducts annual sign inspection and maintains sign inventory. Maintains data for employee job tracking, NPDES drainage program, vehicle inventory and maintenance, fuel usage, safety training, personnel files and inventory control.
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Public Works Departmental Narrative

- Responsible for processing monthly gasoline/diesel consumption reports for all City Department usages and maintaining/inspecting mandatory monthly DEP fuel depot inspections.
- Responsible for the logistics of the City's Emergency Ham Radio operations. Attends emergency management meetings and seminars. Assists in repairs, upkeep and inventory of all Ham radio applications for the City
- Coordinates and oversees the repair, maintenance and safety of Public Works and other public facilities, including office equipment, building and storage repairs, fuel depot, generator and A/C services.
- Schedules maintenance and repair work with Garage Supervisor on all City vehicles and equipment, requiring both interdepartmental and intradepartmental coordination.
- Prepares and maintains documents and records for the department. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Analyzes departmental information needs and prepares special reports through data base applications.
- Assists in compiling the annual budget.
- Coordinates with other departments for any special ordering, miscellaneous repairs needed, hazardous waste disposal and other special requests.
- Assists with departmental emergency management coordination.
- Acts as Environmental Engineering Technician in their absence.

Environmental Engineering Technician

Serves under the supervision of the Deputy Public Works Director and participates in various environmental engineering programs such as solid waste, condominium recycling, restaurant compliance with the grease ordinance, hazardous waste collection, wastewater treatment and collection and reclaimed water; and payroll, purchasing and administrative support to the Utility Division. Compiles complex records and reports concerning effluent disposal. Responsible for maintaining data, producing required reports and documents. Inspects public works and private development construction, para-professional surveying, and para-professional engineering and drafting. Prepares sketches and preliminary designs of construction projects, prepares permit applications and inspects construction projects for compliance with City standards. The work is subject to review by an engineer. Performs other work as requested.

Public Works Departmental Narrative

- Informs restaurants of ordinance violations and ensures corrective action is taken as required for compliance with the ordinance regulating grease disposal.
- Prepares or completes various forms, reports, logs and other documents concerning the use of reclaimed water.
- Performs as-built, topographic, control, mean high water, quantity and construction layout surveys; procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements, and land acquisitions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies as-built surveys in subdivisions.
- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs and verbal or written instructions; prepares construction drawings for roadway or intersection improvements, culvert construction, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills.
- Inspects road and drainage construction in private developments and capital improvement projects to insure that City, State, and Federal standards are met.
- Coordinates with Building Department the inspection of septic tanks and drain fields, lot grading, and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders, and contractors on City development and permitting compliance.
- Coordinates with Planning Department and records changes to City owned property on street maps, maintain maps showing developments and development variances.
- Reviews utility permit applications and inspects approved construction within the City right-of-ways.
- Coordinates surveying contracts with consultants providing services to the City.

Public Works Departmental Narrative

- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.
- Prepares technical and administrative correspondence.
- Solicits new customers for reclaimed water. Coordinates annual inspection of the property of customers to identify possible cross-connection between reclaimed and potable water lines. Provides information to Finance for billing reclaimed water customers. Maintains a customer database.
- Responsible for responding to public complaints and inquiries. Plans, organizes and schedules public awareness programs, information sessions, public forums and facility tours.
- Prepares and maintains documents and records for the Utility Division. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Processes Division purchases utilizing the City Purchasing Policy.
- Analyzes departmental information needs and prepares special reports through database applications.
- Maintains appropriate records to complete reports required by the Florida Department of the Environmental Protection.
- Assists in compiling the annual budget. Monitors the Division's expenditures to verify compliance with the budget.
- Assists with departmental emergency management coordination

II. Engineering

The Engineering Division is comprised of the Assistant City Engineer and 1 Engineering Technician. The responsibilities of these employees are:

Public Works Departmental Narrative

Assistant City Engineer

Under the direction of the Public Works Director/City Engineer, is responsible for Transportation Engineering services and storm and wastewater projects. Incumbent is responsible for the development of designs and plans for public improvements, construction supervision of all public works project improvements; and ensuring City code compliance for transportation engineering of private projects. Assists the City Engineer in administrating City Land Development Codes applicable to Public Works in existing and proposed faculties; assists the public in projects related to the City Land Development Code.

- Prepares work schedules, plans work procedures, assigns personnel, oversees, work and maintains records of activities.
- Oversees the efficiency, production, safety and work habits of supervised employee; provides technical assistance and training in procedures.
- Supervises one employee in technical engineering work
- Assists in the development of the departmental budget
- Leads crew in making surveys for the designing phase of a project.
- Designs plans for public improvements, directs Engineering Technician and supervises the preparation of specifications for bidding by private contractors or for construction by City employees
- Ensures capital improvement projects are planned, designed and built according to acceptable engineering standards.
- Reviews all private applications for development to assure compliance with City codes and that they are in accordance with acceptable engineering standards.
- As Project Manager for Public Works projects, directs field surveys and inspections, road improvements, and other Public Works projects.

Engineering Technician

This is technical work in the inspection of public works and private development construction, para-professional surveying, and para-professional engineering and drafting. Functions as Chief of Survey Party, prepares sketches and preliminary designs of construction projects, prepares permit applications and inspects construction projects for compliance with City standards. The work is subject to review by an engineer.

Public Works Departmental Narrative

- As chief of survey party, performs asbuilt, topographic, control, mean high water, quantity and construction layout surveys, procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements and land acquisitions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies asbuilt surveys in subdivisions.
- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs, and verbal or written instructions; prepares construction drawings for roadway and Intersection improvements, drainage improvements, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills
- Inspects road and drainage construction in private developments and capital improvements projects to ensure that City, State and Federal standards are met.
- Coordinates with Building Department the inspection of septic tanks and drain fields, lot grading and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders and contractors on City development and permitting compliance.
- Coordinates with Planning Department and records changes to city owned property on street maps, maintains maps showing developments and development variances
- Reviews utility permit applications and inspects approved construction within the City rights-of-way.
- Coordinates surveying contracts with consultants providing services to the City
- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.
- Prepares technical and administrative correspondence

As per their job descriptions, the Deputy Public Works Director and Environmental Engineering Technician also perform engineering functions.

Public Works Departmental Narrative

III. Streets

The Street Division is headed by the Streets Superintendent who supervises a Lead Operator/Assistant Street Superintendent, two Equipment Operators/Crew Leaders and six Tradesworkers. The duties performed by the employees in this division are as follows:

Streets Superintendent

Under the general supervision of the Public Works Director/City Engineer, is responsible for the daily administration, coordination, and supervision of all operations in the construction, maintenance and repair of municipal streets,

shared use paths, parks, drainage facilities and other City property as designated. Duties include, but are not limited to:

- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment.
- Performs a wide range of skilled tasks in the construction, repair and maintenance of municipal streets, shared use paths, parks, and drainage facilities.
- Operates light and heavy construction equipment as well as all other tools.
- Supervises trains and evaluates staff and provides for continuing development and training.
- Assists with preparation of special projects; cost and equipment analysis, reports and specification documents as requested.
- Assists with emergency preparedness and evacuation planning and procedures, coordinating with other departments
- Reviews job applications and interviews and makes recommendations for hiring Tradesworkers, Service Workers and Equipment Operators

Public Works Departmental Narrative

- Secures outside services for specific public works projects such as tree trimming and trash hauling
- Assists in preparation of annual department budget
- Verifies construction site layouts, including setting grade elevations and slope contours
- Oversees the traffic control procedures while working on the roadways

Lead Operator/Assistant Streets Superintendent

Serves under the supervision of the Public Works Streets Superintendent and is responsible for performing skilled work utilizing heavy equipment in the

construction, maintenance and repair of municipal streets, shared use path, drainage facilities, grounds and other City property as designated by performing the following duties.

- Serves as Streets Superintendent in their absence
- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.
- Assists with the maintenance and servicing of vehicles and equipment.
- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.
- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

Public Works Departmental Narrative

Equipment Operator/Crew Leader

Serves under the supervision of the Public Works Streets Superintendent and is responsible for performing skilled work utilizing heavy equipment in the construction, maintenance and repair of municipal streets, shared use path, drainage facilities, grounds and other City property as designated by performing the following duties.

- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.
- Assists with the maintenance and servicing of vehicles and equipment.
- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.
- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

Tradesworker

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal streets, shared use paths, buildings, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and

Public Works Departmental Narrative

chairs. Paints roads and shared use paths stripes and other traffic indicators.

- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

IV. Garage

The division is composed of a Garage Supervisor and a Mechanic. A description of their various duties follows:

Garage Supervisor

Under the direction of the Public Works Director/City Engineer, is responsible for the general operation of the garage; performs skilled work in the service, maintenance, adjustment, and repair of diesel and gas automotive equipment and machinery. Lead worker duties are also performed in the operation and maintenance of the shop facility, equipment, and the maintenance of records.

- Oversees and directs the repair and maintenance of City cars, police vehicles, trucks, tractors, related automotive equipment, machinery and tools.
- Makes minor repairs to equipment such as changing belts, pumps, and alternators; performs welding, maintains work records.

Public Works Departmental Narrative

- Assists the Public Works Operations/Facilities Manager in scheduling or repair work, and ordering and control of inventory
- Conducts safety checks of City vehicles and equipment
- Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition

Mechanic I

Under general supervision of the Garage Supervisor, performs semi-skilled and skilled mechanical work in the City garage servicing, repairing, and maintaining vehicles, equipment machinery and tools. Duties also include a wide variety of manual and equipment operations tasks.

- Assists the Garage Supervisor in the general operation of the garage.
- Services, repairs, and maintains vehicles, equipment, tools and machinery
- Picks up supplies and parts
- Acts as Garage Supervisor when supervisor is absent

V. Public Facilities

The division is composed of three Tradesworkers, one of which reports to the Streets Superintendent (included in Streets Division above) and performs work in the various non-beach parks. The other two Tradesworkers maintain the public buildings under the supervision of the Public Works Operations/Facilities Manager. The duties performed by the Tradesworkers are listed below:

Tradesworker

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal building, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves,

Public Works Departmental Narrative

- installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

V. Beach Parks Maintenance

Under the supervision of the Parks Maintenance Supervisor, five Tradesworkers perform the maintenance at the seven beach parks/parking lots. The following are the functions performed by these positions:

Parks Maintenance Supervisor

Serves under the supervision of the Public Works Director/City Engineer and is responsible for supervising the construction, maintenance and repair of municipal grounds, building facilities and other City property at the beach parks and parking lots as designated by performing the following duties:

Public Works Departmental Narrative

- Interviews, hires, appraises performance of, and disciplines supervised employees
- Directs workers in the performance of skilled tasks related to the construction, maintenance and repair of all municipal grounds, buildings and other City property.
- Schedules work assignments of supervised Tradesworkers
- Oversee the efficiency, production, safety and work habits of supervised employees
- Trains employees in procedures and equipment use.
- Assists the Director with preparation of the department budget; special projects; cost and equipment analysis; reports and specification documents as requested
- Assists with emergency preparedness and evacuation procedures as directed
- Secures proposal for outside services for specific Parks projects.
- Personally operates light and heavy construction equipment as well as all other tools

Tradesworker

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal building, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and

Public Works Departmental Narrative

chairs. Paints road and shared use path, stripes and other traffic indicators.

- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

VII. Utility Operations

This division is composed of a Chief Wastewater System Operator, a Lead Wastewater Treatment Operator and five Wastewater Operators. A list of their duties follows:

Chief Wastewater System Operator

Under the supervision of the Public Works Director/City Engineer, directs and coordinates activities of the City's wastewater treatment requiring a comprehensive understanding of treatment plant operations. Responsible for assuring compliance with state and federal regulatory standards concerning the City's wastewater treatment operations. Position provides supervisory, technical and administrative guidance to operations personnel under his/her charge.

- Interviews, hires, appraises performance of, and disciplines subordinates.
- Monitors the wastewater treatment facility preventive maintenance program to include regular facility and equipment inspection.

Public Works Departmental Narrative

- Coordinates manpower allocation, scheduling and assignments for plant operations personnel; prioritizes and coordinates work orders for
- maintenance and repair needs with the Utility Maintenance Supervisor to minimize disruption in treatment operations.
- Develops standard operating procedures for plant equipment ensuring proper use at all times and efficiency of operations. Coordinates laboratory activities, sets sampling procedures and test schedules and maintains log of operations.
- Inspects and monitors plant operations and calibrations to ensure compliance with established regulatory standards and department policy and procedures.
- Responsible for reporting and records maintenance duties such as monthly operations, production reports, laboratory data, chemical usage, etc.
- Prepares purchase requisitions and bid specifications as needed for equipment and supplies.
- Reviews and evaluates shift reports and record data from gauges, meters, control panels and equipment to ensure proper chemical treatment, biological treatment, pressures and flow rates.
- Provides information for preparation of the annual budget by providing estimates based on anticipated needs of the wastewater treatment operations.
- Prepares and implements safety policies and procedures, holds regular safety meetings and ensures proper safety training of assigned personnel.
- Schedules on-call assignments for off-hour emergency responses and fills in as a plant operator when scheduling and operating permit require.
- Oversees general facility cleaning and maintenance duties to maintain environmentally safe and efficient operating conditions
- Directs emergency preparedness and recovery for the division

Public Works Departmental Narrative

Lead Wastewater Treatment Operator

Serves as a Lead Operator responsible for leading and performing the operation and maintenance of wastewater plant and reuse facilities according to federal, state and local regulations and established procedures. Duties include the

performance of and leading operators in analysis, testing and maintenance activities associated with the operation of wastewater treatment facilities, which must be accomplished in an accurate, timely and complete fashion.

- Leads other Operators and operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.
- Assists in the operations and maintenance of the wastewater collection, transmission and reuse system.
- Provides guidance in taking necessary readings, taking control samples and running tests. Makes chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.
- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels and pump function; takes corrective action as required.
- Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.
- Oversees the preparation of D.E.P. reports regarding overall operation of wastewater plant as required.
- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.
- Provides training and orientation to other operators as required. Acts as Chief Wastewater Systems Operator in the absence of the supervisor.
- Provides 24-hour on-call emergency availability.

Public Works Departmental Narrative

- Serves as key operator and trainer for the automated operations of the wastewater facility.

Wastewater Operator (III, II & I)

Under the general supervision of the Chief Wastewater System Operator, the work involves the operation and maintenance of wastewater plant facilities,

transmission system and reuse facilities according to federal, state and local regulations and established procedures. Duties include record keeping, analysis, testing and maintenance activities associated with the operation of wastewater treatment facilities, which must be accomplished in an accurate, timely and complete fashion

- Operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.
- Assists in the operations and maintenance of the wastewater transmission and reuse system, including lift stations.
- Takes and charts all necessary readings. Takes control samples and runs tests. Makes all chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.
- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels, and pump function; takes corrective action as required.
- Prepares Florida Department of Environmental Regulation reports regarding overall operation of wastewater plant as required.
- Prepares daily operating sheet, the daily operating summary, the shift changeover sheet and daily maintenance sheet. Periodically reads flow meters, gauges, and dials and records data for reports. Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.
- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.

Public Works Departmental Narrative

- Changes control room charts. Changes chlorine cylinders and containers. Sets chlorine machines to obtain proper readings. Tallies chemicals and electricity consumed for month.
- Derags and cleans mechanical aerators and diffusers. Cleans and scrapes algae from clarifier overflow weirs. Pumps sludge and measures sludge blanket depth; hoses down sludge tanks. Rakes bar screens. Pumps down, back flushes and hoses tankage and equipment. Cleans lines and pipes.
- Participates in routine maintenance work and repair functions for pumps, tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemical handling facilities, and all related wastewater facilities and equipment. Performs maintenance, repair and cleanup of buildings and grounds as needed.
- Abides by all federal, state and local safety rules and regulations.
- Remains available for emergency situations on an on-call basis.

VIII. Utility Maintenance

The Utility Maintenance Supervisor (Electrician) heads this division, utilizing five Utility Maintenance Technicians and two Utility Service Workers. The duties performed by these positions are:

Utility Maintenance Supervisor (Electrician)

Serves under the supervision of the Public Works Director/City Engineer, responsible for supervising the maintenance of the wastewater treatment, collection, conveyance, and reuse facilities for the City. Performs skilled technical diagnosis, repair, and preventive maintenance activities on electrical components, circuitry, equipment and machinery, lift stations, solids handling facilities and the water reclamation facility. Directs workers in the maintenance, adjustment, and repair to a variety of equipment, machinery, and control systems at City wastewater facilities.

- Interviews, hires, appraises performance of, and disciplines subordinates
- Supervises the installation and/or replacement of equipment and oversees equipment overhauls.
- Functions as a journeyman electrician: troubleshoots downed equipment and circuits; visually and manually inspects electrical equipment,

Public Works Departmental Narrative

machinery, components and related water reclamation controls; installs and/or maintains panels, circuitry, electrical motors and power and lighting systems; and operates various specialized gauges and tools such as, voltmeters, amp meters, ohmmeters, circuit tracers, rotation meters, soldering irons, welders, drills and saws.

- Assigns weekly/daily work orders, monitors the progress of projects, and evaluates and records the individual performance of subordinates.
- Maintains budgetary responsibility for parts and supply inventory and equipment maintenance, and establishes vendor relationships and orders parts and supplies.
- Directs, supervises, trains, and evaluates subordinates in the safe and effective use of new equipment and tools, safety policy and procedures, professionalism, and consistency.
- Establishes schedules for and monitors preventive maintenance and repair, safety policies and procedures and quality control.
- Supervises proper operating procedures in the use of heavy equipment and standard and specialized hand and power tools.
- Coordinates and participates in response to emergency repairs.
- Maintains various maintenance and service records on personnel work completed safety, accidents, and tools and equipment used and develops regular reports from compiled information.
- Develops and operates a computerized maintenance management system.
- Ensures assigned vehicles and equipment are properly cleaned and maintained
- Directs emergency preparedness and recovery for the division

Utility Maintenance Technician

Under general supervision, the purpose of the position is to perform a wide range of skilled, labor-intensive work in the maintenance and repair of City wastewater treatment, collection, and reuse facilities. Employees in this classification are accountable for ensuring the efficient and effective operation of wastewater facilities and equipment. Employee works with independence, however, confers

Public Works Departmental Narrative

with the Utilities Maintenance Supervisor and Chief Wastewater Systems Operator on unusual or highly complex operational repairs or construction projects.

- Performs inspection of facilities and equipment to identify existing or potential problems; informs Utility Maintenance Supervisor and the Chief Wastewater System Operator of breakdown or obstruction. Performs preventive maintenance as directed by the Utility Maintenance Supervisor.
- Performs routine repairs, replacement tasks and construction projects to wastewater treatment, collection, and reuse facilities and equipment.
- Performs complex trades work, e.g., masonry, carpentry, electrical, welding; threads, cuts, fits and replaces pipes and plumbing infrastructure.
- Performs various custodial and maintenance duties in and around wastewater facilities, e.g., litter collecting, mowing, tree trimming, fertilizing, placing sod, raking, planting and painting.
- Operates a variety of hand and power tools for both electrical and mechanical repairs, e.g., air wrenches, air hammer, chisel, shovel, rodder.
- Assists in the development and integration of Utility policies and procedures for operational enhancement.
- Cleans, inspects and maintains lift stations and wastewater facilities and equipment, e.g., removes grease; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Provides 24-hour on-call emergency availability.
- Assists with emergency preparedness and evacuation activities as directed.

Utility Service Worker

Under the general supervision of the Utility Maintenance Supervisor, performs a wide range of semi-skilled and labor-intensive work in construction, maintenance and repair of municipal wastewater treatment, collection, and reuse facilities, and other City property. Work may include vehicle and/or light equipment operation.

Public Works Departmental Narrative

- Repairs, cleans, inspects and maintains lift stations and other wastewater facilities by such methods as grease removal, patching, and equipment repair.
- Maintains municipal treatment plant grounds, lift station sites and pond ground areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.
- Constructs, assembles, repairs, and installs treatment plant, lift stations and collection system equipment and appurtenances.
- Assists with construction projects of municipal wastewater facilities, plants, sewers, and other projects as assigned.
- Assists in emergency preparedness and evacuation activities as directed.
- Cleans office buildings and performs custodial work
- Performs routine inspections of lift stations using minimum checklist. Reports abnormalities to Utility Maintenance Supervisor.
- Reads system irrigation meters an a monthly basis
- Remains available for emergency situations on an on-call basis.

City of Sanibel, Florida
Public Works Departmental Narrative

FY 10 Goals and Status:

Goal	Status
<p>The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows</p>	<p>In house and contractor repairs have been made to 9 manholes and 40 laterals, resulting in the elimination of an estimated 63,000 gallons per day of infiltration/inflow. A contract has been awarded to correct mainline infiltration problems which will result in an estimated 23,000 gallons per day reduction in infiltration/inflow.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>Have not yet achieved a 100% effluent compliance from both wastewater treatment facilities, but are still working toward that goal.</p>
<p>Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)</p>	<p>Experiments with various chemicals (alum, odophos, etc.) resulted in some reductions, but plant modifications will be necessary in order to meet goals</p>
<p>Continue program to correct up to 10 neighborhood drainage problems annually</p>	<p>A wet winter resulted in more complaints than normal. Plans are being developed to correct these issues.</p>

City of Sanibel
Departments' Supporting Actions for FY 2010 City Council Goals

Department: Public Works		Through 4/30/10						
City Goal: Reduce Infiltration / Inflow into the wastewater system		2007-08	2007-08	2008-09	2008-09	2009-10	2009-10	2010-11
Key Performance Indicator:		Goal	Actual	Goal	Actual	Goal	Actual	Goal
1	Annual Average Daily Flow (MGD)	1.355	1.484	1.357	1.395	1.357	1.716	1.357
2	Funds expended on I/I corrections (\$)	333,800	204,000	315,000	124,600	360,000	180,000	300,000
3	Funds expended to identify I/I sources (\$)	100,000	64,200	50,000	3,000	50,000	26,000	50,000
4								
5								

Department: Public Works		Through 4/30/10						
City Goal: Have no effluent violations or system overflows		2007-08	2007-08	2008-09	2008-09	2009-10	2009-10	2010-11
Key Performance Indicator:		Expected	Actual	Expected	Actual	Expected	Actual	Projected
1	Number of effluent violations	0	3	0	2	0	2	0
2	Number of system overflows	0	7	0	1	0	3	0
3								
4								
5								



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General Fund
Public Works*

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	1,029,082	955,494	466,246	467,496	460,554	345,036
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	135,351	148,055	25,000	25,000	30,000	25,000
RHS/Holiday/Shift Diff/Educ.Incentive	9,069	27,469	5,000	5,000	2,341	2,000
FICA Match	87,359	84,298	35,074	35,074	34,721	27,591
Retirement	142,958	155,226	109,568	109,568	109,568	102,234
Cafeteria Benefits	193,044	185,215	109,336	109,336	100,328	72,117
Workers' Comp	66,602	84,181	22,440	10,062	10,062	12,115
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,663,465	1,639,938	772,663	761,535	747,575	586,092
OPERATING EXPENSES						
Professional Serv	14,520	10,692	3,000	3,000	3,000	3,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	251,621	61,829	5,910	5,910	5,910	4,960
Investigations	-	-	-	-	-	-
Travel & Per Diem	16,074	14,160	13,840	13,840	11,000	10,600
Communications	7,856	7,710	8,400	8,400	8,400	8,880
Transportation	828	303	500	500	500	500
Utilities	-	-	-	-	-	-
Rentals & Leases	5,846	5,096	80	80	80	80
Insurance	-	-	-	-	-	-
Repair & Maintenance	67,801	25,074	16,390	16,390	16,390	15,250
Printing	1,786	40	1,200	1,200	1,200	1,200
Promotional Activities	2,202	-	-	-	-	-
Other Current Charges	1,493	1,259	600	600	600	600
Office Supplies	5,424	3,934	11,250	11,250	8,000	9,950
Operating Supplies	126,056	79,943	6,100	6,100	6,100	7,000
Road Materials & Supplies	29,722	11,056	-	-	1,958	-
Books, Subscriptions, etc	11,949	6,931	13,210	13,210	10,000	10,890
SUB-TOTAL	543,178	228,027	80,480	80,480	73,138	72,910
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	14,852	2,588	-	-	-	13,500
Books (Library)	-	12,690	-	-	-	-
SUB-TOTAL	14,852	15,278	-	-	-	13,500
GRANTS & AIDS						
DEPARTMENTAL TOTAL	2,221,495	1,883,243	853,143	842,015	820,713	672,502
% CHANGE COMPARED TO PREVIOUS YEAR						
	16.67%	-15.23%	-55.29%	-55.29%	-55.29%	-20.13%

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

* Beginning in FY11 direct charge the sewer fund for work previously charged to the public works department to reflect

Transportation Fund
Public Works Department-Streets Division

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	397,490	397,490	398,268	397,490
Part-time			-	-	-	-
Salary Adjustments			-	-	-	-
Requested positions			-	-	-	-
Overtime	-	-	75,000	75,000	75,000	75,000
Special Pay	-	-	5,000	5,000	11,466	12,000
FICA Match	-	-	36,528	36,528	37,082	37,063
Retirement	-	-	82,219	82,219	82,219	93,065
Cafeteria Benefits	-	-	94,188	94,188	101,122	99,080
Workers' Comp	-	-	63,427	28,440	28,440	34,242
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	753,852	718,865	733,596	747,940
OPERATING EXPENSES						
Professional Serv	-	-	96,200	97,075	90,000	99,700
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	-	-	262,200	262,200	242,000	241,900
Investigations			-	-	-	-
Travel & Per Diem	-	-	4,740	4,740	4,740	4,840
Communications	-	-	960	960	960	960
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	6,300	6,300	5,700	5,700
Insurance			-	-	-	-
Repair & Maintenance	-	-	1,289,500	1,559,500	1,500,000	1,152,500
Printing			-	-	-	-
Promotional Activities	-	-	1,000	1,000	500	500
Other Current Charges	-	-	1,550	1,550	1,550	2,250
Office Supplies	-	-	-	-	11	-
Operating Supplies	-	-	88,000	88,000	88,000	71,150
Road Materials & Supplies	-	-	87,000	87,000	80,000	77,000
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	-	-	1,837,450	2,108,325	2,013,461	1,656,500
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs		-	-	80,000	80,000	-
Machinery & Equipment	-		11,000	16,000	5,000	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	11,000	96,000	85,000	-
DEPARTMENTAL TOTAL	-	-	2,602,302	2,923,190	2,832,057	2,404,440

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

Enterprise Fund
Sanibel Sewer System

	GAAP Basis		Non-GAAP Basis			
	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Proposed
	2008 Actual Expenses	2009 Actual Expenses	Original Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time*	838,299	813,091	799,489	772,609	795,903	929,982
Part-time	6,477	8,356	-	26,880	44,258	30,682
Salary Adjustments		-	-	-	-	-
Requested positions		-	-	-	-	-
Overtime	92,911	85,091	80,000	80,000	80,000	80,000
Special Pay	12,359	17,356	13,000	13,000	16,058	16,000
FICA Match	71,943	69,988	68,275	68,276	71,621	79,326
Retirement	107,771	125,577	187,880	187,880	173,377	251,231
Cafeteria Benefits	183,570	185,939	227,024	227,024	222,624	179,605
Workers' Comp	6,080	27,055	27,397	13,155	13,155	15,838
Unemployment Comp	147	-	-	-	-	-
SUB-TOTAL	1,319,556	1,332,453	1,403,066	1,388,824	1,416,996	1,582,664
OPERATING EXPENSES						
Professional Serv	196,174	52,411	88,400	88,400	25,000	104,800
Accounting & Auditing	5,000	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	320,583	484,425	315,900	315,900	315,900	305,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	13,295	11,863	15,720	15,720	15,720	11,960
Communications	17,472	17,508	19,050	19,050	18,000	16,420
Transportation	9,392	7,879	8,500	8,500	7,500	7,500
Utilities	319,070	344,860	303,400	303,400	303,400	303,520
Rentals & Leases	13,078	5,721	11,660	11,660	11,000	11,060
Insurance	14,969	8,785	20,000	20,000	20,000	20,000
Repair & Maintenance	716,640	863,717	413,600	413,600	450,000	456,100
Printing	1,197	1,003	3,500	3,500	3,500	3,500
Promotional Activities	9,752	1,723	4,000	4,000	2,000	2,000
Other Current Charges	533,469	549,867	529,606	522,494	520,000	352,741
Office Supplies	7,938	2,698	5,100	5,100	4,800	4,850
Operating Supplies	310,982	211,985	321,350	321,350	300,000	259,650
Road Materials & Supplies	-	80	4,000	4,000	4,000	4,000
Books, Subscriptions, etc	1,217	648	12,200	12,200	10,000	8,125
SUB-TOTAL	2,490,230	2,565,173	2,075,986	2,068,874	2,010,820	1,871,726
Capital Outlay						
Building	-	-	20,000	20,000	-	-
Improve Other Than Bldgs	-	-	780,000	680,000	375,000	1,639,500
Machinery & Equipment	-	-	282,000	282,000	217,500	405,500
SUB-TOTAL	-	-	1,082,000	982,000	592,500	2,045,000
Reserve for Disasters			50,000	50,000	50,000	50,000
Grants and Aids (Reclaimed W	35,004					
Depreciation & Amortization	2,450,558	2,473,776	-	-	-	-
Debt Service	1,815,522	1,492,875	4,084,956	4,529,702	4,084,957	4,082,547
SUB-TOTAL	4,301,084	3,966,651	4,134,956	4,579,702	4,134,957	4,132,547
DEPARTMENTAL TOTAL	8,110,870	7,864,277	8,696,008	9,019,400	8,155,273	9,631,937

% CHANGE COMPARED

TO PREVIOUS YEAR 45.83% -3.04% 11.20% 6.79%

* Beginning in FY11 transfer .25 FTE accountant position to the sewer fund from the finance department reflect work being done for this fund.

FY 2011 BEACH PARKING REVENUE AND EXPENSE ALLOCATION

		BOAT RAMP			
		BLINDPASS			
		TARPON BAY			
		GULFSIDE			
		LIGHTHOUSE	BOWMANS	TURNER	
	MACHINES #:	1, 2 & 3	6 & 7	9	TOTAL #
	# PARKING SPACES	367	217	26	610
	REVENUE	334.50-01	344.50-04	344.50-06	
PARKING FEES	1,185,143	713,029	421,600	50,514	
ALLOCATED PERCENTAGES		60.16%	35.57%	4.26%	AMTS TO BE
	DEPT #:	4500	4504	4508	ALLOCATED
EXPENSES	TOTAL				
SALARIES					
Current positions	543,732	327,131	193,426	23,175	543,732
Requested positions	0	0	0	0	0
Reserve for Comp/Reclass	0	0	0	0	0
OVERTIME	40,000	24,066	14,230	1,705	40,000
SPECIAL PAY	9,268	5,576	3,297	395	9,268
SWORN OFF DEPENDENT CO	0	0	0	0	0
FICA Match	43,748	26,320	15,563	1,865	43,748
RETIREMENT	167,959	101,051	59,749	7,159	167,959
CAFETERIA BENEFITS	187,741	112,952	66,786	8,002	187,741
W/C	22,579	13,584	8,032	962	22,579
Personnel Services	1,015,026	610,680	361,083	43,263	1,015,026
PROF SERV	82,200	48,552	30,208	3,440	80,700
ACCOUNTING & AUDIT	0	0	0	0	0
OTHER CONTRACTUAL	228,100	143,888	76,732	7,480	175,500
TRAVEL	21,850	13,146	7,773	931	21,850
COMMUNICATIONS	8,040	5,220	2,519	302	7,080
TRANSPORTATION	800	481	285	34	800
UTILITIES	46,700	28,575	16,186	1,939	45,500
RENTALS & LEASES	2,320	1,396	825	99	2,320
INSURANCE	21,908	13,181	7,794	934	21,908
REPAIR & MAINTENANCE	88,650	52,485	33,793	2,372	55,640
PRINTING	2,300	1,384	818	98	2,300
PROMOTIONAL ACT	500	301	178	21	500
OTHER CURRENT CHGS	20,500	12,373	7,257	870	20,400
Indirect Cost Charges	495,837	298,315	176,388	21,134	495,837
OFFICE SUPPLIES	1,000	602	356	43	1,000
OPERATING SUPPLIES	102,560	61,943	36,271	4,346	101,960
ROAD MATERIALS	4,000	2,407	1,423	170	4,000
BOOKS & PUBLICATIONS	0	0	0	0	0
Operating Expenditures	1,127,265	684,248	398,805	44,213	1,037,295
BULDINGS	88,600	53,305	31,518	3,776	88,600
IMPROV OTHER THAN BLDGS	225,000	175,205	44,467	5,328	225,000
MACHINERY & EQUIP	20,000	20,000	0	0	20,000
Capital Outlay	333,600	248,510	75,986	9,104	333,600
INTEREST	0	0	0	0	0
Debt Service	0	0	0	0	0
TOTAL EXPENSES	2,475,892	1,543,438	835,874	96,580	2,385,922



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Economic Environment Function
Below Market Rate Housing Program

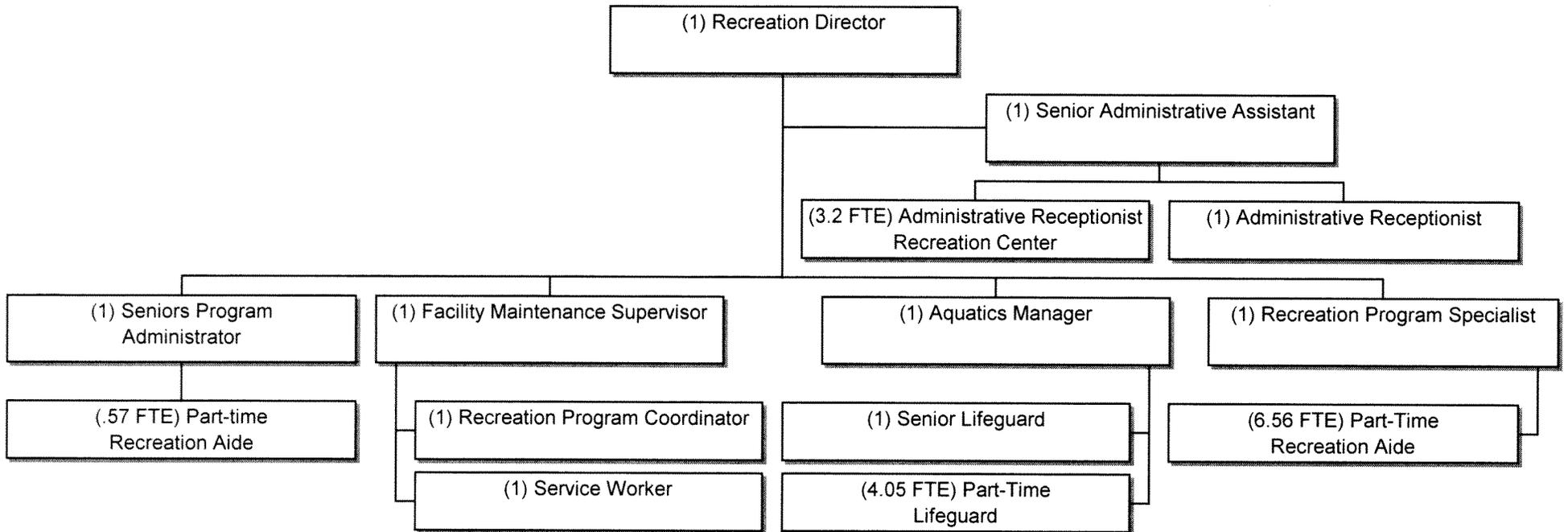
General Fund
Below Market Rate Housing Program

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	2,500	2,500
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	4,500	4,500	4,500	4,500
Operating Supplies	-	-	-	-	-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	-	-	4,500	4,500	7,000	7,000
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
Grants & Aids	-	-	247,616	247,616	247,616	255,044
DEPARTMENTAL TOTAL	-	-	252,116	252,116	254,616	262,044
% CHANGE COMPARED TO PREVIOUS YEAR						

Culture/Recreation Function
Recreation Complex Department
Center 4 Life Program Department
Performing Arts Facility Department
Historical Village and Museum Program
Sanibel School Ball Park Maintenance Fund
Parks and Recreation Public Facilities Department

RECREATION DEPARTMENT

Organizational Chart FY 2010-2011



RECREATION DEPARTMENT

Director's Background:

Christopher Deal

- Master's Degree in Parks and Recreation
- Certified Parks and Recreation Professional
- Member of National Parks and Recreation Association
- NIMS Certified
- 30 years of professional work experience

Chris joined the city of Sanibel in 2008.

City of Sanibel
Parks and Recreation Department Narrative

Department: Recreation
Fund: Special Revenue Fund

Mission Statement: To develop and administer safe, well-rounded community programs and facilities that meet the needs of Sanibel residents and visitors.

Challenges Facing the Department

Continue to increase membership and revenue generating programs at the Recreation Center. Make appropriate recommendation for fee increases by comparing to the local industry standard. Continue to move towards a higher percentage of cost recovery for the Recreation Center operations.

Prioritizing and completing goals, objectives and general workload with approved staff due to the number of projects, short deadlines and budget restraints.

2010-2011 Goals and Objectives	Estimated Start	Estimated Completion
As part of Goal #1 (Financial Stability)		
Effective and creative promotions and marketing	On going	On going
Increase fees and membership promotions	On going	On going
Continue weekly review of expense / revenue charts	On going	On going
 As part of Goal #2 (Membership Growth & Retention)		
Effective and creative promotions and marketing	On going	On going
Strive to maximize use of recreation facilities through creative scheduling of class offerings	On going	On going
Continue two page "at a glance" activities sched.	On going	On going
Contacts to local owner and rental agencies complete	Annual	Annual
 As part of Goal #3 (Program Expansion & Retention)		
Continue to offer fitness classes which are included with the membership. Evaluate successful classes vs non successful (based on #s) and make adjustments	On going	On going
Continue to look at ways to "plus" the After School and Summer Camp programs.	On going	On going
Continue to offer free Health Screenings for public health and for the promotion of the Rec. Ctr. Facility	On going	On going
Add new programs through RFP and in house training	On going	On going
Continue Healthy Heart Month in February	February 1 On going	Feb. 28 On going
Look at other special events to feature at the Center		
As part of Goal #4 (Financial Assistance)		

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Continue to evaluate the committee function and application revisions as needed.	On going	On going
Send FA Brochure out by direct mail	July -2010	July - 2010
Keep track of revenue available – continue a carry over fund balance.	On going	On going
Decision on New Years Eve Celebration	Aug-2010	Aug-2010
As part of Goal #5 (Community Park & Shared Use Path review)		
Parks & Recreation Committee reviews upgrades and changes to the shared use path and Community park. Reviews the Shared Use Path Master plan on going and annually.	On going	On going
Work in coordination with other departments on outside facility improvements.	On going	On going
As part of Goal #6 (Water quality education)		
Display information on the power point at Rec Center to increase awareness regarding issues and updates	On going	On going
Include in After School education with children	On going	On going
As part of Goal #7 (Volunteer Program)		
Continue to seek and train volunteers to assist staff with special projects and programming. Added Junior Volunteer program, continue to cultivate.	On going	On going

RECREATION DEPARTMENT ADMINISTRATIVE RESPONSIBILITIES

Department Divisions: Recreation Center, Ball Fields, and Senior Program.

Department Staff Structure Overview:

The Recreation Department is composed of the Recreation Director, Facility Maintenance Supervisor, Senior Program Administrator, Aquatics Manager, Senior Administrative Assistant, Program Specialist and Program Coordinator, Administrative Receptionist, Lifeguards, Service Worker and Recreation Aides.

ADMINISTRATIVE RESPONSIBILITIES

- **Develop And Implement Department Policies And Procedures** - The Recreation Director develops, maintains and implements department rules, regulations and policies.
- **Prepare Department Budget** – Within their respective areas, Recreation Department supervisors make budget recommendations to the Recreation Director.
- **Departmental Budget Preparation** - The Recreation Director prepares the department budget and forwards to the City Manager.
- **Writing And Administering Grants** – The Recreation Director works with

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City staff to prepare department grants.

- **Grant Fund Expenditures** – The Recreation Director oversees the expenditures of grant funds.
- **Grant Funding Needs** – The Recreation Director evaluates grant funding needs.
- **Purchase Department Supplies, Equipment And Services** – In compliance with all City purchasing policies, staff purchases all required supplies, equipment and services, including Request for Bids, Proposals and Qualifications.
- **Track Expenditures**- Administrative staff tracks expenditures to ensure purchases remain within the approved budget.
- **Establish Goals And Objectives** – The Recreation Director develops strategies and evaluates effectiveness of goals and objectives.
- **Inventory Control** – Administrative staff tracks and maintains inventory of equipment, supplies and capital improvements for all department divisions; accounts for monies received and payable.
- **Maintenance Of The Membership, Program And Daily User Fee** – Administrative staff coordinates with the Finance Department for the collection of fees for facility use and program participation. Survey of membership and program fees shows the potential for fee increases.
- **Track Department Human Resources** – Administrative staff tracks all hours worked including, but not limited to, vacation and sick time to ensure adequate coverage for all divisions and programs. The Senior Administrative Assistant prepares and enters employee payroll information into HTE, the City's computer system, and completes all required documentation.
- **Volunteer Program** – Senior Administrative Assistant oversees volunteer program and determines needs and opportunities through staff input.
- **Reports and Statistics** – Administrative staff prepares and maintains databases, statistics, and records.
- **Records Coordination** – The Senior Administrative Assistant serves as the Records Coordinator for the department.
- **Maintaining Appropriate Certification** - Staff is required to obtain and maintain all required certifications.
- **Certifications** - The Aquatics Manager trains Lifeguards and other department staff in Red Cross Lifeguard, AED, First Aid and CPR.
- **Attend Weekly Executive Staff Meetings** – The Recreation Director or designee attends weekly executive staff meetings to discuss, plan and coordinate City business.
- **Disaster Preparedness Plan/Community Needs Team** – The Recreation Director, Facility Maintenance Supervisor, Senior Administrative Assistant, Senior Program Administrator and Aquatics Manager serve as coordinators for the various components of the Disaster Preparedness Plan/Community Needs Team.
- **FEMA** – The Recreation Director or designee coordinates FEMA related capital repair projects for the department.
- **Structural Safety Inspector** – The Recreation Director or designee, Program Specialist and Program Coordinator serve on the Building

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Department's SSI Team during disasters.

- **Emergency Preparedness** – The Recreation Director or designee is responsible for coordinating the Emergency Action Plan between the City Administration and the Recreation Department before, during and after an event. Administrative staff implements the department's Emergency Action Plan and evacuation activities.
- **Research/Trends** – Administrative staff researches issues relevant to recreation programming, human services, governmental policies and procedures.
- **Special Studies** – Recreation Director conducts research and special studies for the City Manager and presents findings and recommendations.
- **Hiring of Independent Contractors** - The Recreation Director or designee oversees the hiring of independent contractors.
- **Supervision of Employees** – Administrative staff supervises the work of employees assigned to them.
- **Evaluation of Employees** – Administrative staff evaluates personnel, volunteers, and contractual employees.
- **Assists In Disciplinary Problems** – Administrative staff administers disciplinary procedures pursuant to the City of Sanibel's Personnel Rules and Regulations Manual.
- **Public Relations And Customer Service** – Administrative staff provides the public with general information of department programming, functions, procedures, policies, rules and regulations.
- **Recreation Planning And Programming** – Administrative staff plans, develops, directs, and coordinates activities and programming at municipal recreational facilities. Staff must be proactive in the marketing and planning of all recreational programming.
- **Scheduling Facility Use And Permitting** – Administrative staff schedules and issues permits for all facilities, makes long-range plans for use.
- **Programming** - Administrative staff works with community to provide well-rounded and sound programming.
- **Publicity** – Assigned Administrative staff prepares publicity regarding recreational activities and programs.
- **Community Meetings** – Assigned administrative staff attends community meetings and coordinates with the public by providing programs to meet the needs of citizens.
- **Public And Employee Safety** – Administrative staff develops and maintains the safety and loss control program; evaluates recreation facilities for safety and playability.
- **Networks With Other Agencies** – Administrative staff members serve as liaisons to other departments and other local government agencies regarding issues of mutual concern.
- **Parks and Recreation Committee** – The Recreation Director serves as the City Liaison to the Parks and Recreation Committee; attends monthly meetings, prepares and presents department status reports and surveys; provides input concerning plans and activities per City policies and procedures.

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- **Financial Assistance Committee** – The Recreation Director Serves as the City Liaison to the Financial Assistance Committee; attends bi weekly meetings, prepares agendas, brings forward applications for committee review, financial updates, provides other information as necessary.
- **Special Projects** – Recreation Director or designee coordinates the development of recreational facilities and parks as previously approved by City Council.
- **Special Event Planning** – Staff plans, oversees and coordinates special events for the purpose of fundraising, community enrichment/education and entertainment.

RECREATION DEPARTMENT FACILITY MAINTENANCE - OPERATIONAL RESPONSIBILITIES

- **Facility Maintenance** - Facility Maintenance Supervisor is responsible for ensuring the facility is safe, clean, and equipment in working order.
- **Schedules Contractors** - Facility Maintenance Supervisor works with outside contractors to ensure facility is safe and operating efficiently.
- **Warranty Issues** - Facility Maintenance Supervisor works with facility staff and contractors on punch list and ensures equipment is maintained and repairs are documented.
- **Budgeting** - Facility Maintenance Supervisor assists with budget preparation and maintenance and follows budget expenses in areas of responsibility.
- **Prepares Requisitions And Work Orders** - Facility Maintenance Supervisor and Senior Administrative Assistant follows through on purchase orders and provides budgeting projections. FM Supervisor recommends building related purchasing and ball field needs.
- **Capital Projects** - Facility Maintenance Supervisor researches and presents information for contractual capital projects. Follows through to ensure on time and within budget guidelines.
- **Community Development** - Facility Maintenance Supervisor works with community to provide well-rounded recreation facility operations, arranges for legal ads, publications and notifications of projects.
- **Supervises the Work of Maintenance Staff** - Facility Maintenance Supervisor supervises and evaluates recreation maintenance staff, plans work procedures for assigned personnel, oversees supervision of work, and maintains records of activities and personnel supervised.
- **Emergency Management** – The Recreation Director, Facility Maintenance Supervisor, the Aquatics Manager and designated staff actively work within and updates hurricane procedures and guidelines.
- **Shared Usage** - Facility Maintenance Supervisor and Aquatics Manager works with the school district on facility related projects.

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RECREATION DEPARTMENT AQUATICS - OPERATIONAL RESPONSIBILITIES

- **Plans And Implements Comprehensive Aquatic Programs** – Aquatics Manager surveys Aquatic Program needs through community and staff input.
- **Staff/Facility Scheduling** – Aquatics Manager prepares the weekly building coverage and facility scheduling.
- **Press Release/Web Posting** – Aquatics Manager, along with designated staff prepares news releases to be sent to the local press and posted on the city’s web site.
- **Aquatic Program Scheduling** – Aquatics Manager confers with appropriate individuals concerning facility and program scheduling.
- **Long-Range Plans For Aquatic Programs** – Aquatics Manager makes long-range plans for future aquatic program growth and expansion.
- **Public forums** – Aquatics Manager holds public forums to provide aquatic program information.
- **Water Exercise, Swimming, Lifeguarding and Water Safety classes** – Aquatics Manager and Instructors teach water exercise, swimming, lifeguarding and water safety classes and lead special water events/competitions, manage swimming programs, swim team and all related activities.
- **Emergency Preparedness** – Aquatics Manager designs, implements and revises Recreation Department’s Emergency Action Plan. Works with Recreation Director, Facility Maintenance Supervisor and designated staff.
- **Facility And Programming Safety** – Aquatics staff provides program supervision and evaluates facility for safety and usability. Keeps director and FM Supervisor updated on facility issues.
- **Aid In The Rescue Of Patrons** – Aquatics staff aids in the rescue of patrons in the water and administers first aid or life saving techniques as indicated. Professional aid is obtained in case of serious accident or injury.
- **Inventory Equipment** – Aquatics staff maintains scheduled inventory of necessary equipment and supplies.
- **Purchase Of Chemical Supplies** – Aquatics staff monitors chemical supplies and makes purchases when necessary.
- **Purchase Of First Aid, AED And Training Supplies** - Aquatics staff monitors first aid, AED and training supplies and makes purchases when necessary.
- **Training of Recreation Staff in First Aid, CPR and AED Skills**- Aquatics Manager and Instructors certify staff in American Red Cross First Aid, CPR and AED Skills.
- **Aquatic Facility Maintenance** – Aquatics staff performs maintenance, repair, and clean-up duties at facilities and on equipment as necessary.

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RECREATION DEPARTMENT CHILDREN'S - OPERATIONAL RESPONSIBILITIES

- **Survey Children's Needs** – Program Specialist surveys children's needs through community and staff input.
- **Facility And Program Scheduling** – Program Specialist confers with appropriate individuals concerning facility and program scheduling.
- **Long-Range Plans** – Program Specialist makes long-range plans for future children's programming growth and expansion.
- **Programming** – Program Specialist works closely with other supervisors and parents when programming for children and youth. Plans ahead for all programs, such as After School and Summer Camp.
- **Public Forums** – Program Specialist holds public forums to provide children's program information.
- **Planning And Implementing Activities** – Under the direction of the Program Specialist, the Recreation Aides assist with planning and implementing activities, provide appropriate notice of programs and events; communicates with school, general public and other City departments on scheduling.
- **Inventory Equipment** – Program Specialist maintains scheduled inventory of necessary equipment and supplies.
- **Repair And Clean-Up Duties** – Program Specialist and assigned staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.
- **Safety Procedures** – Program Specialist ensures that all safety procedures are in place and assigned staff is in compliance.
- **Program Supplies** – Program Specialist ensures that adequate supplies are available to run youth programs.
- **Reports** – Program Specialist prepares all requested reports, and initiates reports deemed necessary for tracking history, current numbers and operational statistics.

RECREATION DEPARTMENT ATHLETICS – OPERATIONAL RESPONSIBILITIES

- **Scheduling** – Athletic Program Coordinator works closely with the Lee County School District on the scheduling of facilities and cooperative program opportunities.
- **Athletic Program Coordinator** - Supervises assigned facilities and ensures the safety and cleanliness of recreational equipment.
- **Programming** – Athletic Program Coordinator develops plans, organizes, implements, and supervises various programs, activities and leagues to ensure safety, general welfare and enjoyment of the general public.
- **Surveys** – Athletic Program Coordinator surveys and evaluates existing programs and leagues for quality, successful community interest and program growth.

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- **Program Promotion** – Athletic Program Coordinator plans, develops and produces various newsletters, flyers, and announcements for programs and activities.
- **Long-Range Plans** – Athletic Program Coordinator makes long-range plans for future children's programming growth and expansion.
- **Facility And Program Scheduling** – Athletic Program Coordinator confers with appropriate individuals concerning facility scheduling. Ensures using parties are in compliance with Department standards.
- **Inventory Equipment** – Athletic Program Coordinator maintains and produces inventory and supplies for recreation activities and part-time Recreation Aides.
- **Reports** – Athletic Program Coordinator prepares all requested reports.
- **Safety Procedures** – Athletic Program Coordinator ensures that all safety procedures are in place and are all in compliance.
- **Public Forums** – Athletic Program Coordinator holds public forums to provide children's and adult athletic program information.
- **Repair And Clean-Up Duties** – Athletic Program Coordinator and assigned staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.

RECREATION DEPARTMENT BALL FIELDS - OPERATIONAL RESPONSIBILITIES

- **Repair** – Under the supervisions of the Facility Maintenance Supervisor, Contract Service Workers perform a variety of skilled repair and maintenance work including carpentry, painting, minor electrical work, plumbing, equipment repair and irrigation systems.
- **Schedule Contractors** – Under the direction of the Recreation Director, Facility Maintenance Supervisor or designee; schedule contractors or in house employees for repair work as needed.
- **Grounds Maintenance** – Contract Service Worker maintain grounds, mow lawns/fields, prune shrubs, drag and lines fields, clean bathrooms and debris, make necessary repairs and collect trash.
- **Facility Safety** – Facility Maintenance Supervisor and Contract Service employees or designee inspect facilities for playability, safety and use.
- **Public Access** – Facility Maintenance Supervisor makes sure there are walkways, railings, and other structures for ADA compliant public access.

RECREATION DEPARTMENT FRONT DESK - OPERATIONAL RESPONSIBILITIES

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- **Front Desk Staff** – The Front Desk staff includes Senior Administrative Assistant, Administrative Receptionists and Recreation Aides
- **Supervision** – The Senior Administrative Assistant supervises and evaluates the Administrative Receptionists and Recreation Aides assigned to the Front Desk.
- **Clerical Duties** – Front Desk staff performs a variety of highly skilled clerical duties.
- **Membership, Activities, Merchandise and Facility Rentals** – Front Desk Staff sells and processes all accounts receivable and payable pertaining to memberships, activities, merchandise, facility rentals, and contractual instructors.
- **Week at a glance and Program Guide** – Along with the Recreation Director, designated staff are responsible for the weekly development of the WAG and scheduling is prepared for posting on the city web page. The Program Guide is also developed and posted on the city web site and revised as necessary.
- **Software Data Entry** - Front Desk Staff manages the comprehensive software program which processes accounts receivable and payable pertaining to the sale of memberships, activities, merchandise, facility rentals and contractual instructors.
- **Prepares Specialized Reports** – Front Desk Staff prepares detailed reports.
- **Training** – Front Desk Staff continues to train through in-house methods in order to stay current with various software programs.
- **Facility Safety** – Front Desk Staff evaluates facility for safety, monitors security cameras and observes activities in the weight room.
- **Schedules activities and facility usage** - Front Desk Staff enters data regarding facility rentals and activities into RecTrac.
- **Promotion Material** - Front Desk Staff prepares a variety of facility and department promotional material for distribution.
- **Compiles data for special projects** – Front Desk Staff enters data regarding new activities into RecTrac,
- **Public Inquiries** - Front Desk Staff answers public inquiries, screens vendors/service providers, assists public with information regarding membership, activities, facility rentals and special events.
- **Public Information** – Front Desk Staff maintains positive public relations and community-wide interrelationships.

RECREATION DEPARTMENT SENIOR PROGRAM “Center 4 Life” - OPERATIONAL RESPONSIBILITIES

- **Liaison Between The City and Island Seniors, Inc.** – Senior Program Administrator Serves as liaison between the City and Island Seniors, Inc., a non-profit organization that raises funds for the Island Seniors Program

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and acts as a liaison to the advisory committee.

- **Center 4 Life Program Activities** – Senior Program Administrator researches and implements all senior programs and activities
- **Planning And Implementing Activities** – Under the direction of the Senior Program Administrator the Recreation Aides assist with implementing activities and communicate with local newspapers to provide appropriate notice of programs and events.
- **Recreation Aides Assist With Senior Activities** - Under The Direction Of The Senior Program Administrator the Recreation Aides Assist With Senior Activities: line-dancing, games, seminars, special events, etc.,
- **Membership** - Under the direction of the Senior Program Administrator, Recreation Aides maintain membership files.
- **Computer Data Entry** - Under the direction of the Senior Program Administrator, Recreation Aides complete computer data entry.
- **General Office Duties** - Under the direction of the Senior Program Administrator, Recreation Aides perform general office duties.
- **Facility Events** - Under the direction of the Senior Program Administrator, Recreation Aides prepare facility for events.
- **Program Growth** – Senior Program Administrator makes long-range plans for future Seniors Program growth and expansion.
- **Program Information** - Senior Program Administrator holds public forums to provide seniors program information.
- **Public Information** – Senior Program Administrator maintains positive public relations and community-wide interrelationships.
- **Communications** – Senior Program Administrator communicates with City departments and community organizations.
- **Referrals** – Senior Program Administrator or designee provides appropriate information and referrals to seniors for their special needs such as social, psychological, financial or other.

Recreation Department accomplishments during Fiscal Year 2010 include:

- 50 weekly fitness programs expanded as a part of the membership
- Exceeded revenue expectations while maintaining expense guidelines.
- Expanded cardio equipment in the weight room.
- Successful Healthy Heart Month with increased facility participation.
- Staff memberships in various organizations related to recreation field.
- Center 4 Life Fitness class participation expanded.
- Center 4 Life menu of activities increased and now includes monthly exploring Florida daytrips, Wii training and bowling leagues, safe steps workshop, sudoku lessons, and digital camera computer lessons.
- Center 4 Life Program recruited volunteers and developed a program to supplement staff in specified areas.
- Coordination of successful New Year's Eve Family Event.
- Merchandise for resale expanded to benefit recreation financial assistance
- Successful Adult Softball League with on going participation.
- Processed numerous records for destruction, as per City policy.

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- Recreation Aides cross trained in administrative and Lifeguard skills.
- Letter sent to condo and rental properties, inviting them to the Rec Center.
- Contractor and vendor lists expanded Recreation facility.
- Worked closely and successfully with school administrators/facility to coordinate the use of the new Recreation Center for school programs.
- Recreation employee trained as Lifeguard, Water Safety, AED, CPR, and First Aid Instructor Trainer.
- Employees trained as AFAA Group Fitness Instructors, USWFA Water Fitness Instructors and ARC Water Safety Instructors.
- Two employees hold Certified Parks and Recreation Professional certificates (CPRP).
- Recreation employee trained as AED, CPR, and First Aid trainer.
- Increased teen use of new facility.
- Set up tracking for facility warranties and maintenance follow through.
- Set time for Skate Park use for the public and AS program.
- Volunteer Program expanded with Junior Volunteers.
- Expanded Aquatics programs include Private Swim & Fitness Instruction, Water Pilates, Aqua Jogging, Youth Lap Swim, Guard Start, Water Safety Instructor, Lifeguard Instructor, USWFA Instructor courses.
- Due to demand, water aerobics class offerings were doubled.
- Continued growth of group swim lessons, SWAT Swim Team and Masters Swim Programs at the new Recreation Facility.

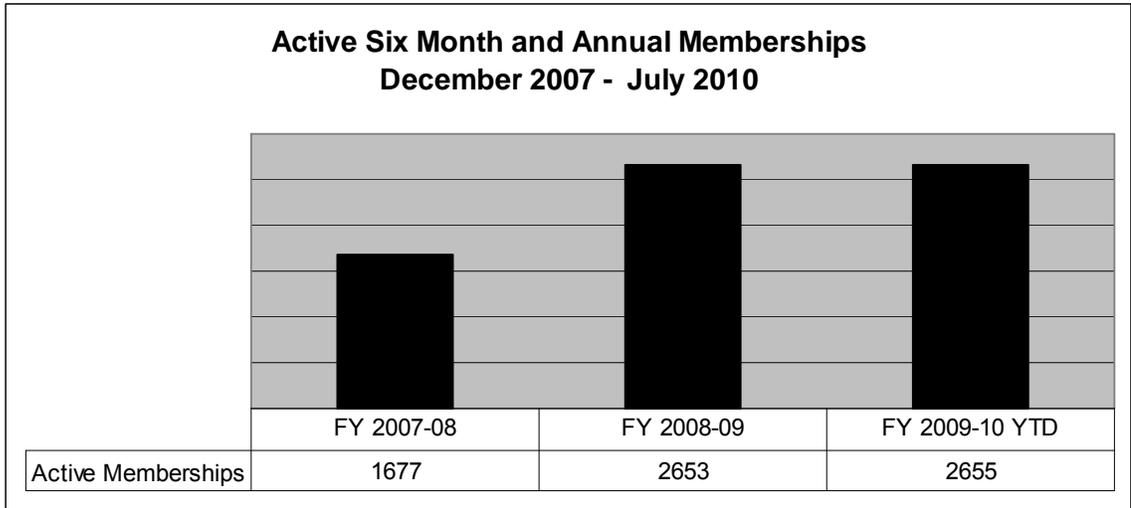
Suggestions on How to Serve the Residents Better:

- Increase number of recreational opportunities that encourage lifelong learning and enrichment.
- Create unique opportunities for special populations, including home school, special needs, teens and seniors.
- Enhance community spirit through special events.
- Look at special week or month recognition and have events. Such as “National Parks and Recreation Month”.

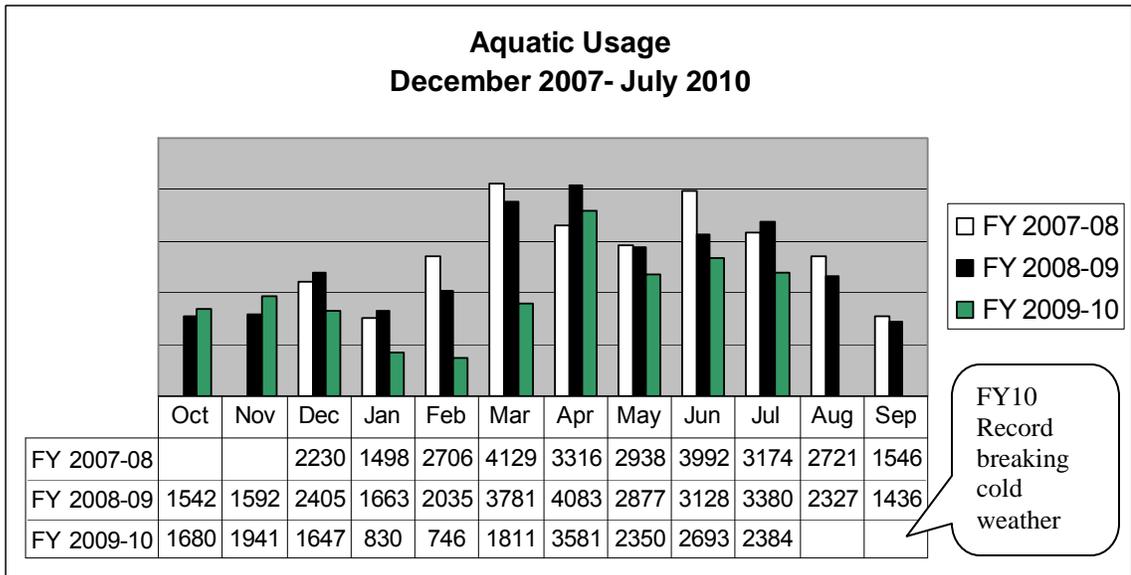
RECREATION CENTER AND SENIOR PROGRAM

A. Active Six Month and Annual Memberships

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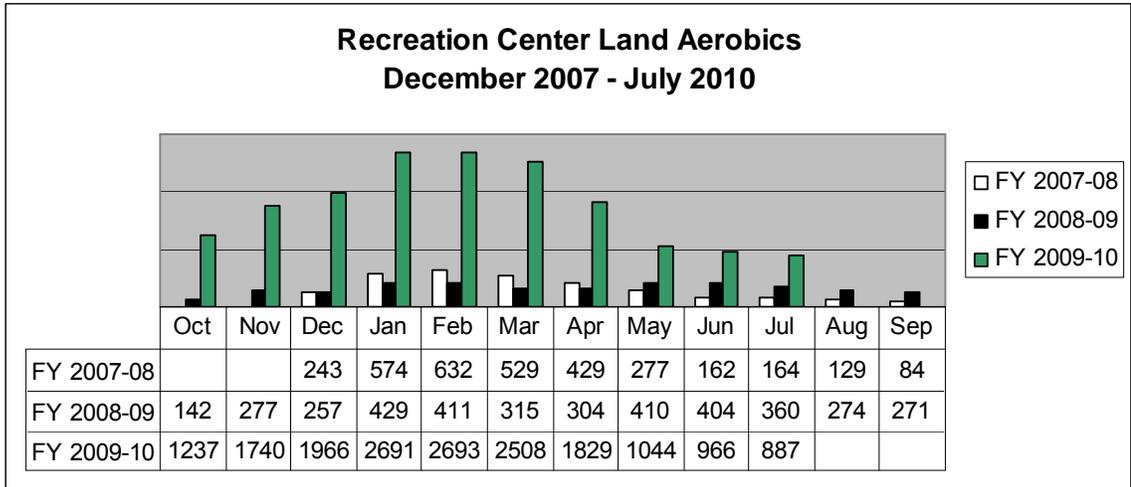


B. Aquatic Usage

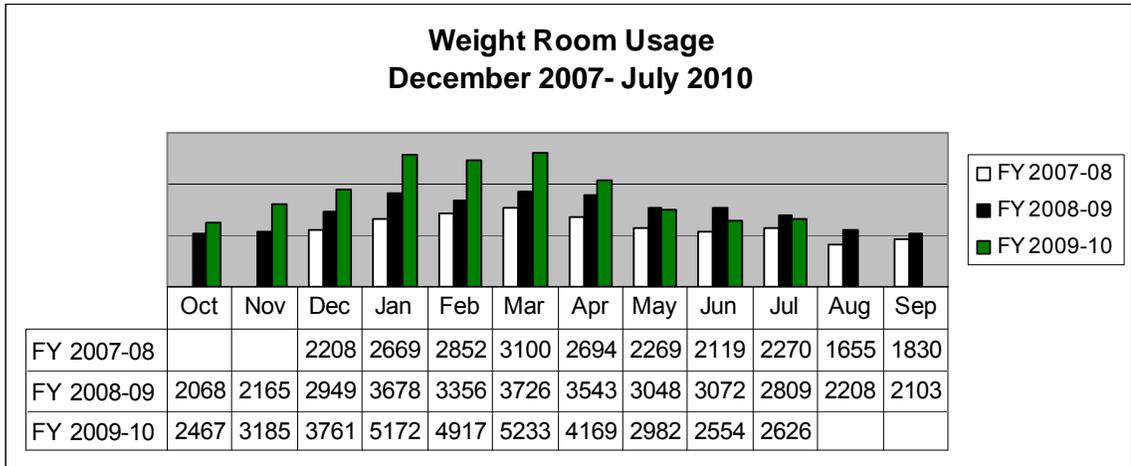


C. Recreation Center Land Aerobics

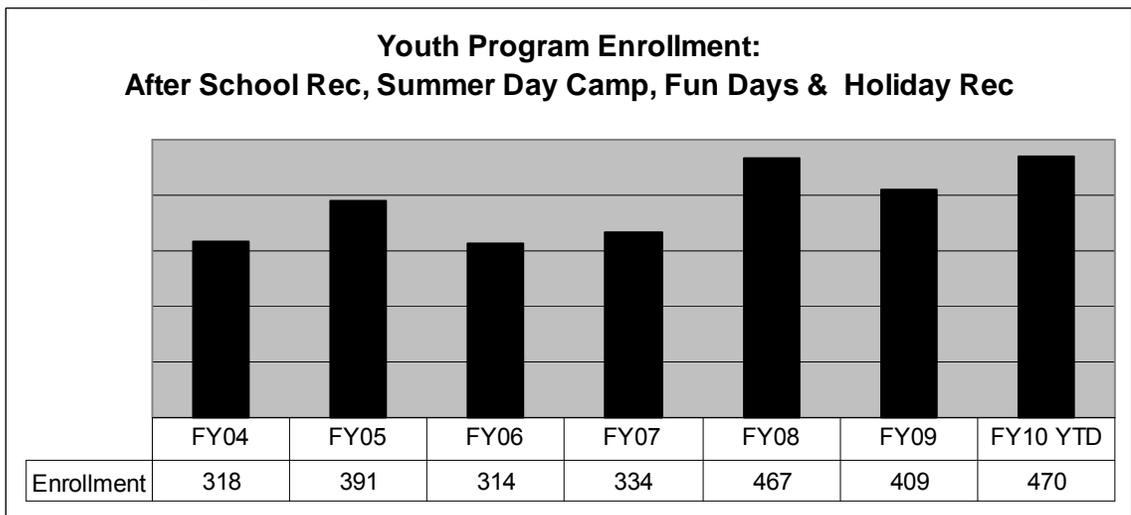
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D. Weight Room Usage:



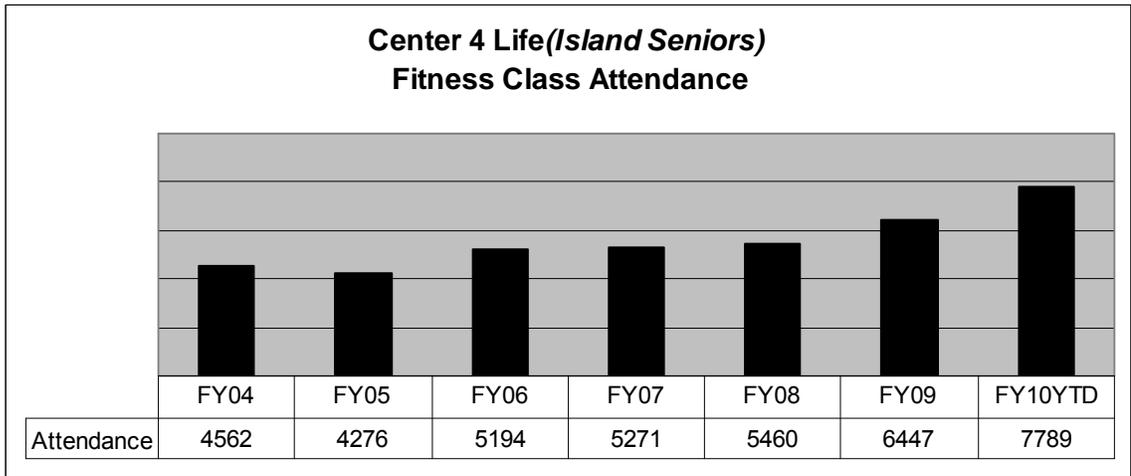
E. Youth Program Enrollment



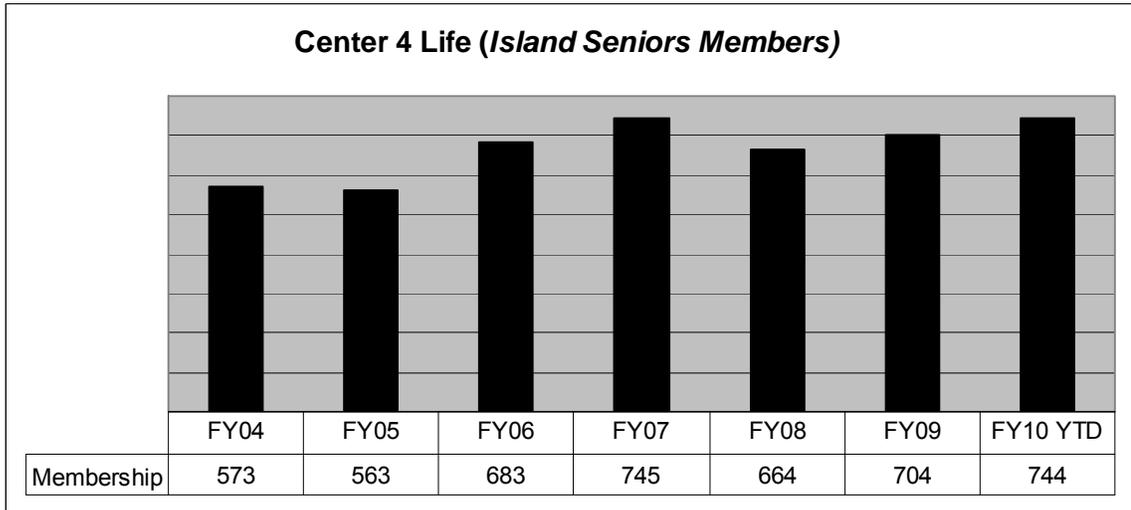
Senior Program Aerobics and Membership: Aerobics and membership numbers continue to increase.

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A. Senior Fitness Class Attendance



B. Center 4 Life Members (Island Senior Members)



Special Revenue Fund
Parks & Recreation - Recreation Complex

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time*	464,475	421,684	413,690	413,690	439,521	458,453
Part-time	304,460	337,405	405,657	424,700	347,665	354,196
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	61,506	22,799	20,000	20,000	20,000	20,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	1,973	381	-	-	-	-
FICA Match	63,558	61,333	64,210	65,667	61,750	63,698
Retirement	57,050	63,197	97,217	97,217	102,233	135,840
Cafeteria Benefits	92,669	101,674	114,786	114,786	124,661	124,551
Workers' Comp	26,638	30,357	30,964	14,754	14,754	17,764
Unemployment Comp	-	242	-	-	-	-
SUB-TOTAL	1,072,329	1,039,072	1,146,523	1,150,813	1,110,584	1,174,502
OPERATING EXPENSES						
Professional Serv	2,325	1,419	2,295	2,295	2,295	2,295
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	158,543	187,212	227,516	227,516	200,000	173,966
Investigations	-	-	-	-	-	-
Travel & Per Diem	49,006	17,093	16,590	16,590	16,590	16,590
Communications	7,788	7,001	6,476	6,476	6,476	7,076
Transportation	1,923	5,408	3,000	3,000	3,000	3,000
Utilities**	148,253	166,524	179,919	179,919	179,919	180,290
Rentals & Leases	18,225	17,576	25,117	25,117	25,117	27,117
Insurance	7,257	6,280	6,468	2,588	3,373	3,474
Repair & Maintenance	10,242	25,266	70,180	70,180	70,180	82,180
Printing	19,099	3,833	5,760	5,760	5,760	5,760
Promotional Activities	33,317	9,860	3,400	3,400	3,780	4,000
Other Current Charges	53,631	11,485	8,975	8,975	8,975	8,975
Office Supplies	13,223	10,349	21,500	21,500	17,000	17,000
Operating Supplies	130,995	97,824	85,550	82,651	82,651	82,651
Road Materials & Supplies	-	2,798	3,750	3,750	3,750	3,750
Books, Subscriptions, etc	4,564	2,842	4,460	4,460	4,460	4,460
SUB-TOTAL	658,391	572,770	670,956	664,177	633,326	622,584
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	27,760	30,659	-
Machinery & Equipment	21,269	43,044	-	12,899	12,899	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	21,269	43,044	-	40,659	43,558	-
GRANTS & AIDS	17,210	4,115	-	51,132	44,252	21,170
DEPARTMENTAL TOTAL	1,769,199	1,659,001	1,817,480	1,906,781	1,831,720	1,818,257
* Transfer .25 FTE accountant position to the recreation fund from the finance department to reflect work being						
**Previously charged to Public Facilities						
***Includes Rec Center Donation Fund for FY08						
% CHANGE COMPARED						
TO PREVIOUS YEAR	<u>102.37%</u>	<u>-6.23%</u>		<u>14.94%</u>		<u>-4.64%</u>

Special Revenue Fund
Parks & Recreation - Center 4 Life Program

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	60,357	59,782	59,553	59,553	59,553	59,553
Part-time	20,564	19,513	16,257	16,257	16,257	13,824
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift Diff/Educ.Incentive	478	-	-	-	-	-
FICA Match	5,931	5,911	5,799	5,799	5,799	5,613
Retirement	8,378	9,027	13,995	13,995	13,995	17,646
Cafeteria Benefits	13,173	12,660	16,019	16,019	16,019	15,520
Workers' Comp	2,775	4,287	4,373	1,961	1,961	2,361
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	111,656	111,180	115,996	113,584	113,585	114,517
OPERATING EXPENSES						
Professional Serv	194	35	-	-	60	60
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	4,815	4,725	10,500	10,500	10,652	10,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	1,419	1,510	1,431	1,431	948	1,431
Communications	2,293	3,717	1,860	1,860	2,543	2,760
Transportation	916	1,024	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	1,939	2,404	2,100	2,100	2,100	2,550
Insurance*	-	-	-	12,276	12,276	12,644
Repair & Maintenance	-	-	-	-	-	-
Printing	308	34	500	500	89	500
Promotional Activities	1,062	112	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	734	541	635	635	635	635
Operating Supplies	765	679	836	836	384	836
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	693	412	300	300	300	300
SUB-TOTAL	15,138	15,193	19,162	31,438	30,987	33,216
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	126,794	126,373	135,158	145,022	144,572	147,734
% CHANGE COMPARED TO PREVIOUS YEAR	<u>12.16%</u>	<u>-0.33%</u>		<u>14.76%</u>		<u>1.87%</u>
* Prior to FY10 insurance was charged into the general fund						

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	925	-	700	700	1,400	1,400
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	6,164	2,071	8,100	8,100	7,700	7,700
Repair & Maintenance	53	17	500	500	360	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	100	100	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	150	150	-	-
Road Materials & Supplies	-	-	300	300	-	300
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	7,142	2,088	9,850	9,850	9,460	9,400
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	<u>7,142</u>	<u>2,088</u>	<u>9,850</u>	<u>9,850</u>	<u>9,460</u>	<u>9,400</u>
% CHANGE COMPARED TO PREVIOUS YEAR	<u>-27.82%</u>	<u>-70.76%</u>		<u>371.74%</u>		<u>-4.57%</u>

General Fund
Historical Village and Museum

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Holiday/Shift	-	-	-	-	-	-
Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	2,544	5,304	5,304	5,300	5,154
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	1,476	1,500	1,500	1,500	1,500
Transportation	-	-	-	-	-	-
Utilities	-	5,319	5,250	5,250	5,250	5,250
Rentals & Leases	-	58	-	-	-	-
Insurance	-	12,260	25,800	25,800	26,970	26,574
Repair & Maintenance	-	14,696	17,397	36,428	36,428	17,397
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	696	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	1,144	-	-	189	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	-	38,193	55,251	74,282	75,637	55,875
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	42,064	-	2,722	2,533	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	42,064	-	2,722	2,533	-
Grants & Aids	-	83,000	83,000	83,000	83,500	83,000
DEPARTMENTAL TOTAL	-	163,257	138,251	160,004	161,670	138,875
% CHANGE COMPARED TO PREVIOUS YEAR				-1.99%		-13.21%

Special Revenue Fund
Sanibel School - Ball Park Maintenance

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY 11 Adopted
	2007-08 Actual	2008-09 Actual	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	76,756	66,567	65,678	12,678	12,283	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	815	586	500	500	55	-
Special Pay	-	-	-	-	84	-
FICA Match	5,513	5,082	5,063	5,063	961	-
Retirement	10,610	11,377	15,434	15,434	2,862	-
Cafeteria Benefits	26,101	27,180	28,956	28,956	5,520	-
Workers' Comp	635	4,564	4,655	348	348	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	120,430	115,356	120,286	62,979	22,113	-
OPERATING EXPENSES						
Professional Serv	15	-	-	3,000	3,000	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	3,040	4,743	2,700	52,700	52,700	64,950
Investigations	-	-	-	-	-	-
Travel & Per Diem	800	800	800	800	800	-
Communications	1,092	1,167	960	960	246	-
Transportation	-	-	-	-	-	-
Utilities	13,835	14,748	16,900	16,900	16,900	17,104
Rentals & Leases	2,872	450	3,696	3,696	113	800
Insurance	7,051	7,510	7,736	7,736	8,102	8,345
Repair & Maintenance	25,319	7,733	24,500	41,715	24,500	26,700
Printing	-	-	-	-	-	-
Promotional Activities	375	-	-	-	-	-
Other Current Charges	140,534	93,791	93,791	92,541	92,541	92,541
Office Supplies	-	-	100	100	-	-
Operating Supplies	20,016	14,508	8,150	8,150	4,500	8,150
Road Materials & Supplies	1,565	82	-	-	-	2,500
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	216,513	145,532	159,333	228,298	203,402	221,090
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	21,706	-	-	-	-	-
Machinery & Equipment	1,600	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	23,306	-	-	-	-	-
DEPARTMENTAL TOTAL	360,249	260,888	279,619	291,277	225,515	221,090

General Fund
Parks & Recreation-Public Facilities

	Fiscal Year	Fiscal Year	Fiscal Year 2010			FY11 Adopted
	2008 Actual Expenditures	2009 Actual Expenditures	Adopted Budget	Amended Budget	Estimated Actual	
PERSONAL SERVICES						
Salaries & Wages						
Full-time	123,240	121,129	120,541	120,541	120,666	120,541
Part-time	-	-	-	-	-	-
Salary Adjustment	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	24,630	31,095	30,000	30,000	30,000	30,000
RHS/Holiday/Shift						
Diff/Educ.Incentive	1,159	2,317	2,500	2,500	3,478	2,500
FICA Match	11,137	11,781	11,708	11,708	11,792	11,708
Retirement	16,961	18,271	28,327	28,327	28,379	35,716
Cafeteria Benefits	34,216	34,714	40,182	40,182	40,182	39,204
Workers' Comp	6,789	13,256	13,521	6,063	6,063	7,300
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	218,132	232,563	246,779	239,321	240,559	246,968
OPERATING EXPENSES						
Professional Serv	305	30	300	300	300	300
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	74,722	56,127	45,720	45,720	40,000	25,020
Investigations	-	-	-	-	-	-
Travel & Per Diem	1,425	1,200	1,400	1,400	1,400	1,400
Communications	4,115	4,132	1,800	1,800	1,800	2,400
Transportation	-	39	100	100	100	100
Utilities	114,509	107,274	105,680	105,680	105,680	107,740
Rentals & Leases	6,738	5,891	6,040	33,040	37,000	400
Insurance	-	-	-	-	-	-
Repair & Maintenance	59,741	44,261	39,190	43,890	44,000	46,400
Printing	-	-	-	-	-	-
Promotional Activities	100	-	-	-	-	-
Other Current Charges	775	1,382	1,800	1,800	1,800	2,350
Office Supplies	3	73	150	150	-	-
Operating Supplies	52,380	25,886	30,050	30,050	28,000	29,150
Road Materials & Supplies	5,548	2,943	-	-	-	8,000
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	320,361	249,238	232,230	263,930	260,080	223,260
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	10,000	-	-	-	38,500
Improve Other Than Bldgs	2,935	-	-	-	-	-
Machinery & Equipment	-	-	-	99,199	99,199	12,000
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	2,935	10,000	-	99,199	99,199	50,500
DEPARTMENTAL TOTAL	541,428	491,801	479,009	602,450	599,838	520,728
% CHANGE COMPARED TO PREVIOUS YEAR	<u>-4.11%</u>	<u>-9.17%</u>		<u>22.50%</u>		<u>-13.56%</u>



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Schedule of Interfund Transfers

CITY OF SANIBEL, FLORIDA

**SUMMARY SCHEDULE OF INTERFUND TRANSFERS
ADOPTED BUDGET FOR FISCAL YEAR 2010-11**

<u>FUND NUMBER</u>	<u>FUND DESCRIPTION</u>	<u>INTERFUND TRANSFERS</u>	
		<u>TO OTHER FUNDS</u>	<u>FROM OTHER FUNDS</u>
001	General Fund	\$ 2,918,097	\$ -
101	Transportation Fund		886,230
116	Brazilian Pepper Removal Fund		84,620
141	Sanibel Estates Canal Trimming Fund		3,000
142	Dredging-Sanibel Isles/Water Shadows		5,000
170	Recreation Center Fund		1,244,997
173	Ballpark Maintenance Fund		94,977
300	Capital Asset Acquisition Fund		337,091
301	Transportation Capital Projects Fund		339,641
311	Dixie Beach Boulevard Fund	77,459	-
	TOTAL OPERATING TRANSFERS	<u><u>\$ 2,995,556</u></u>	<u><u>\$ 2,995,556</u></u>

**DETAIL SCHEDULE OF INTERFUND TRANSFERS
ADOPTED BUDGET FOR FISCAL YEAR 2010-11**

FUND NUMBER	FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
001	General Fund		-
101	To: Transportation Fund	886,230	
116	To: Brazilian Pepper Removal Fund	84,620	
141	To: Sanibel Estates Canal Trimming Fund	3,000	
142	To: Dredging-Sanibel Isles/Water Shadows	5,000	
170	To: Recreation Center Fund	1,244,997	
173	To: Ball Park Maintenance Fund	94,977	
300	To: Capital Acquisiton Fund	337,091	
301	To: Transportation Capital Project Fund	262,182	
101	Transportation Fund		
001	From: General Fund		886,230
116	Brazilian Pepper Removal Fund		
001	From: General Fund		84,620
141	Sanibel Estates Canal Trimming Fund		
001	From: General Fund		3,000
142	Dredging-Sanibel Isles/Water Shadows		
001	From: General Fund		5,000
170	Recreation Center Fund		
001	From: General Fund		1,244,997
173	Ballfield Maintenance Fund		
001	From: General Fund		94,977
300	Capital Asset Acquisition Fund		
001	From: General Fund		337,091
301	Transportation Capital Projects Fund		
001	From: General Fund		262,182
311	From: Dixie Beach Road Fund		77,459
311	Dixie Beach Road Fund		
301	To: Transportation Capital Projects Fund	77,459	
TOTAL OPERATING TRANSFERS		2,995,556	2,995,556



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Classification and Pay Plan

CLASSIFICATION AND PAY PLAN FOR FISCAL YEAR 2010-2011

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

CLASSIFICATION AND PAY PLAN FOR FISCAL YEAR 2010-2011

GRADE	POSITION	MINIMUM	MAXIMUM
20	ENVIRONMENTAL SPECIALIST	37,204	\$63,024
20	EXECUTIVE ASSISTANT TO CITY MANAGER	37,204	\$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	37,204	\$63,024
20	WASTEWATER III PLANT OPERATOR	37,204	\$63,024
21	ACCOUNTANT	40,574	\$68,998
21	HUMAN RESOURCES GENERALIST	40,574	\$68,998
21	LEAD WASTEWATER PLANT OPERATOR	40,574	\$68,998
21	NETWORK ADMINISTRATOR	40,574	\$68,998
21	PLANNER	40,574	\$68,998
21	PUBLIC WORKS OPERATIONS MANAGER	40,574	\$68,998
21	STREETS SUPERINTENDENT	40,574	\$68,998
22	CHIEF WASTERWATER PLANT OPERATOR	44,997	\$76,150
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIST	44,997	\$76,150
22	FISCAL ANALYST	44,997	\$76,150
22	SENIOR ACCOUNTANT	44,997	\$76,150
22	SERGEANT	44,997	\$76,150
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	44,997	\$76,150
23	ASSISTANT FINANCE DIRECTOR	49,369	\$86,250
23	DEPUTY BUILDING OFFICIAL	49,369	\$86,250
23	MIS DIRECTOR	49,369	\$86,250
23	POLICE LIEUTENANT	49,369	\$86,250
24	ASSISTANT CITY ENGINEER	52,639	\$98,669
24	BUILDING OFFICIAL	52,639	\$98,669
24	CITY CLERK	52,639	\$98,669
24	POLICE MAJOR	52,639	\$98,669
24	RECREATION DIRECTOR	52,639	\$98,669
25	DEPUTY PUBLIC WORKS DIRECTOR	59,926	\$109,557
26	ADMINISTRATIVE SERVICES DIRECTOR	74,484	\$131,348
26	FINANCE DIRECTOR	74,484	\$131,348
26	NATURAL RESOURCES DIRECTOR	74,484	\$131,348
26	PLANNING DIRECTOR	74,484	\$131,348
26	POLICE CHIEF	74,484	\$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	84,886	\$154,120

UNGRADED STRUCTURAL SAFETY INSPECTOR-AS NEEDED

BUDGETED MANPOWER ALLOCATIONS BY FUND FOR FISCAL YEARS 2009-2011

OPERATING BUDGET			AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE				
Department	Grade	Job Title	2009	2010	2011	2009	2010	2011		
<i>Administration</i>										
	26	Administrative Services Director	1	1	1					
	24	City Clerk	1	1	1					
	20	Executive Assistant to City Manager	1	1	1					
	16	Administrative Secretary	1	1	1					
	Contract	City Manager	1	1	1					
		ADMINISTRATION TOTALS	5	5	5					
<i>Building</i>										
	24	Building Official	1	1	1					
	23	Deputy Building Official	1	1	1					
	19	Building Inspector						0.25		
	17	Licensing and Permit Technician	1	1	1					
	16	Permit Technician	1	1	1					
		BUILDING TOTALS	4	4	4			0.25		
<i>Finance</i>										
	26	Finance Director	1	1	1					
	23	Assistant Finance Director	1	1	1					
	22	Fiscal Analyst	1	1	1					
	22	Senior Accountant	1	1	0.5*					
	21	Human Resources Generalist	1	1	1					
	18	Fiscal Assistant	1	1	1					
	17	Administrative Assistant	1	1	1					
	10	Clerk Typist				0.5	0.5	0.5		
		FINANCE TOTALS	7	7	6.5	0.5	0.5	0.5		
*Senior Accountant direct charged .25 FTE to Sewer; .25 FTE to Recreation										
<i>Legal</i>										
	19	Paralegal	1	1	1					
	Contract	City Attorney	1	1	1					
		LEGAL TOTALS	2	2	2					

BUDGETED MANPOWER ALLOCATIONS BY FUND FOR FISCAL YEARS 2009-2011

OPERATING BUDGET			AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE		
Department	Grade	Job Title	2009	2010	2011	2009	2010	2011
<i>Legislative</i>								
	16	Recording Secretary	1	1	1			
	15	Administrative Receptionist	1	1	1			
		LEGISLATIVE TOTALS	2	2	2			
<i>MIS</i>								
	23	MIS Director	1	1	1			
	21	Network Administrator	1	1	1			
	19	Computer Support Specialist	2	2	2			
		MIS TOTALS	4	4	4			
<i>Nat Resources</i>								
	26	Natural Resources Director	1	1	1			
	22	Environmental Health & Water Quality Spec	1	1	1			
	20	Environmental Specialist	1	1	1			
		NATURAL RESOURCES TOTALS	3	3	3			
<i>Planning</i>								
	26	Planning Director	1	1	1			
	21	Planner	3	1	1		1	1
	19	Senior Code Enforcement Officer	1	1	1			
	17	Administrative Assistant	1	1	1			
	16	Administrative Secretary	1	1	1			
		PLANNING TOTALS	7	5	5		1.0	1

BUDGETED MANPOWER ALLOCATIONS BY FUND FOR FISCAL YEARS 2009-2011

OPERATING BUDGET										
Department	Grade	Job Title	AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE				
			2009	2010	2011	2009	2010	2011		
<i>Police</i>										
	26	Police Chief	1	1	1					
	24	Police Major	1	1	1					
	23	Police Lieutenant	3	3	3					
	22	Sergeant	4	4	4					
	19	Police Officer	13	13	13	1.75	1.75	1.75		
	19	Computer Support Specialist	1	1	1					
	19	Emergency Management Specialist	1	1	1					
	18	Senior Administrative Assistant	1	1	1					
	17	Dispatcher	4	4	4	1.75	1.25	1		
	16	Police Records Coordinator	1	1	1					
	16	Administrative Secretary	1	1	1					
	15	Police Aide	2	2	0*	1.75	1.5	2.47*		
		POLICE TOTALS	33	33	31	5.25	4.5	5.22		
* 2 Full-time (with benefits) eliminated and 1 FTE established (no benefits)										
<i>Public Works</i>										
	27	Public Works Director/City Engineer	1	1	0.5*					
	25	Deputy Public Works Director	1	1	0.7*					
	24	Assistant City Engineer	1	1	0.37*					
	21	Streets Superintendent	1	1	1					
	20	Public Works Operations Manager	1	1	0.85*					
	19	Garage Supervisor	1	1	0.92*					
	19	Engineering Technician	1	1	0.98*					
	19	Lead Operator/Assistant Streets Super	1	1	1					
	18	Equipment Operator-Crew Leader	2	2	2					
	17	Tradesworker	9	8**	8					
	17	Mechanic	1	1	0.92					
		PUBLIC WORKS TOTALS	20	19	17.2					
* Salary direct charged to Sewer and Beach Parking **1 Full-time (with benefits) eliminated mid-year and employee transferred to Utility Division										

BUDGETED MANPOWER ALLOCATIONS BY FUND FOR FISCAL YEARS 2009-2011

ENTERPRISE FUNDS									
	Grade	Job Title	AUTHORIZED FULL-TIME			AUTHORIZED PART-TIME FTE			
<i>Utility</i>			2009	2010	2011	2009	2010	2011	
	27	Public Works Director/City Engineer			0.33**				
	25	Deputy Public Works Director			0.05**				
	24	Assistant City Engineer			0.63**				
	22	Senior Accountant			0.25***				
	22	Utility Maintenance Supervisor/Elec	1	1	1				
	22	Chief, Wastewater Plant Operator	1	1	1				
	21	Public Works Operations Manager			0.05				
	21	Lead Wastewater Plant Operator	1	1	1				
	21	Accountant	1	1	1				
	19	Environmental Engineering Technician	1	1	1				
	19	Engineering Technician			0.02				
	19	Garage Supervisor			0.06				
	18,19, 20	Utility Maintenance Technician	5	4*	2****			2****	
	18, 19, 20	Wastewater Plant Operator	5	5	5				
	17	Mechanic			0.04				
	17	Tradesworker		1*	1				
	16	Utility Service Worker	2	2	2				
		UTILITY TOTALS	17	17	16.43			2	
		Increase/Decrease over prior year			-0.57				
* 1 Position abolished and Tradesworker established mid-year;**Direct charge from Public Works;									
Direct charge from Finance *2 full-time positions eliminated; Established 2 part-time FTE's									
<i>Beach Parking</i>									
	27	Public Works Director/City Engineer			0.17*				
	25	Deputy Public Works Director			0.25*				
	21	Public Works Operations Manager			0.1*				
	19	Police Officer	3	3	3	0.5			
	19	Parks Maintenance Supervisor	1	1	1				
	19	Garage Supervisor			0.02*				
	17	Tradesworker	5	5	5				
	17	Mechanic			0.04*				
	15	Police Aide	4	4	4				
		BEACH PARKING TOTALS	13	13	13	0.5			
		Increase/Decrease over prior year	-1		1				
*Direct charge from Public Works									

Schedule of Personal Services

FISCAL YEAR 2010-11 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

10,304.37

	FY10 Budgeted Positions					FY11 Proposed Positions			COMPENSATION				FRINGE BENEFITS					TOTAL
	Adopted	Amended	Adopted	Amended	TOTAL	Full-time	Part-time	TOTAL	SALARIES		RHS/Shift	FICA	RETIREMENT	CAFETERIA	DEPENDENT	WORKERS		
	FT FTE's (*)	FT FTE's (*)	PT FTE's (*)	PT FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	CURRENT	REQUESTED	OVER-TIME	Edu/Car Educ/Med/etc	0.0765		BENEFITS	COVERAGE	COMP	
(Benefits)	(Benefits)	(No Benefits)	(No Benefits)		(Benefits)	(No Benefits)		POSITIONS	POSITIONS						SUPPLEMENT			
OPERATING BUDGET																		
GENERAL FUND																		
General Government																		
Legislative	2.00	2.00	-	-	2.00	2.00	-	2.00	\$ 61,684	\$ -	\$ -	-	4,719	\$ 9,370	\$ 20,609	-	\$ 180	\$ 96,562
Administrative	5.00	5.00	-	-	5.00	5.00	-	5.00	467,507	-	-	23,161	30,410	113,616	43,339	-	1,146	679,179
Management Info Sys	4.00	4.00	-	-	4.00	4.00	-	4.00	216,936	-	10,000	-	17,361	62,308	37,126	-	584	344,314
Finance	7.00	7.00	0.50	0.50	7.50	6.50	0.50	7.00	461,995	-	2,000	4,000	35,802	106,751	66,978	10,432	1,251	689,209
Legal	2.00	2.00	-	-	2.00	2.00	-	2.00	227,957	-	-	21,461	12,932	77,947	20,609	27,255	444	388,605
Planning	5.00	5.00	1.00	1.00	6.00	5.00	1.00	6.00	318,886	-	1,000	200	24,487	60,799	43,339	5,007	21,274	474,992
General Government Services	-	-	-	-	-	-	-	-	-	-	-	74,315	-	-	-	-	-	74,315
Public Safety																		
Police	33.00	33.00	4.50	4.50	37.50	31.00	5.22	36.22	1,946,549	(47,903)	77,600	166,650	163,063	613,463	311,253	193,074	46,168	3,469,916
S.E.M.P.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Physical Environment																		
Natural Resources	3.00	3.00	-	-	3.00	3.00	-	3.00	244,328	-	-	-	17,705	72,394	30,913	-	9,346	374,686
Transportation																		
PW-Garage	6.51	6.51	-	-	6.51	5.24	-	5.24	345,036	-	25,000	2,000	27,591	102,234	53,995	18,122	12,115	586,092
Culture/Recreation																		
P&R Public Facilities	3.00	3.00	-	-	3.00	3.00	-	3.00	120,541	-	30,000	2,500	11,708	35,716	30,913	8,291	7,300	246,968
TOTAL GENERAL FUND:	70.51	70.51	6.00	6.00	76.51	66.74	6.72	73.46	4,411,419	(47,903)	145,600	294,287	345,775	1,254,598	659,073	262,181	99,807	7,424,838
TRANSPORTATION FUND																		
Transportation																		
PW-Streets	9.00	9.00	-	-	9.00	9.00	-	9.00	397,490	-	75,000	12,000	37,063	93,065	88,648	10,432	34,242	747,940
BUILDING DEPARTMENT FUND																		
Public Safety																		
Building Department	4.00	4.00	-	-	4.00	4.00	0.25	4.25	241,041	13,000	-	-	19,434	71,420	41,217	18,514	7,332	411,958
RECREATION CENTER FUND																		
P&R Seniors	1.00	1.00	0.57	0.57	1.57	1.00	0.57	1.57	73,377	-	-	-	5,613	17,646	10,304	5,216	2,361	114,517
Recreation Department	8.25	9.00	13.81	13.81	22.81	9.25	13.81	23.06	812,650	-	20,000	-	63,698	135,840	92,739	31,812	17,764	1,174,502
SANIBEL ELEMENTARY BALL PARK FUND																		
Culture/Recreation																		
Public Facilities	1.75	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING BUDGET	94.51	93.51	20.38	20.38	113.89	89.99	21.35	111.34	\$ 5,935,976	\$ (34,903)	\$ 240,600	\$ 306,287	\$ 471,584	\$ 1,572,569	\$ 891,982	\$ 328,155	\$ 161,506	\$ 9,873,755
Net Change		-1.00		0.00	-1.00	-3.52	0.97	-2.55										

FISCAL YEAR 2010-11 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

10,304.37

	FY10 Budgeted Positions					FY11 Proposed Positions			COMPENSATION				FRINGE BENEFITS					TOTAL
	Adopted	Amended	Adopted	Amended	TOTAL	Full-time	Part-time	TOTAL	SALARIES		RHS/Shift	FICA	CAFETERIA	DEPENDENT	WORKERS			
	FT FTE's (*)	FT FTE's (*)	PT FTE's (*)	PT FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	FTE's (*)	CURRENT	REQUESTED	OVER-TIME	Edu/Car Educ/Med/etc	0.0765	RETIREMENT	BENEFITS	COVERAGE	COMP	
ENTERPRISE FUNDS																		
SANIBEL SEWER SYSTEM																		
Physical Environment																		
Operations & Projects	16.57	16.57	-	-	16.57	16.33	2.00	18.33	\$ 960,664	\$ -	\$ 80,000	\$ 16,000	\$ 79,326	\$ 251,231	179,605	55,031	15,838	\$ 1,637,696
Net Change	-	-	-	-	-	-0.24	2.00	1.76										
BEACH PARKING FUND																		
Transportation																		
Beach Parking	13.92	13.92	-	-	13.92	13.68	-	13.68	\$ 543,732	\$ -	\$ 40,000	9,268	\$ 43,748	\$ 167,959	134,326	56,168	22,579	\$ 1,017,780
Net Change	-	-	-	-	-	-0.24	0.00	-0.24										

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

CITY-WIDE GRAND TOTAL	125.00	124.00	20.38	20.38	144.38	120.00	23.35	143.35	\$ 7,440,373	\$ (34,903)	\$ 360,600	\$ 331,555	\$ 594,657	\$ 1,991,759	\$ 1,205,914	\$ 439,354	\$ 199,923	\$ 12,529,231
Net Change from 2009 to 2010		(1.00)		-	(1.00)	(4.00)	2.97	(1.03)										



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Summary of Changes to Authorized Positions

5-Year Capital Improvement Plan

Fiscal Years 2011 through 2015

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
<i>Management Information Systems</i>													
300		1290	AS 400 Upgrade		-	-	-	-	-	-	30,000	10,000	10,000
300		1290	Security for server rooms	5,000	5,000	5,000	-	-	-	-	-	-	-
300		1290	End-User Equipment Upgrades ¹	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000
300		1290	Upgrade networking with fiber optic services	39,000	39,000	39,000	-	-	-	-	-	-	-
300		1290	GIS Implementation and Integration ²	201,609	201,609	10,000	191,609	(116,609)	75,000	20,000	20,000	20,000	20,000
300		1290	HTE Navaline upgrade (To government-wide upgrade) ²	76,000	76,000	-	76,000	-	-	-	-	-	-
300		1290	HTE upgrade (To government-wide upgrade) ²	90,000	90,000	-	90,000	-	-	-	-	-	-
300		1290	Government-wide software upgrade ²				-	116,609	282,609	-	-	-	-
300		1290	Offsite always accessible redundant storage servers ("cloud computing")				-	40,000	40,000	20,000	20,000	20,000	20,000
300		1290	AM Radio Project	-	4,205	4,205	-	-	-	-	-	-	-
300		1290	Upgrade/Replace Core Network Components	13,000	13,000	13,000	-	8,000	8,000	8,000	8,000	8,000	8,000
300		1290	Waterproof existing server room	10,000	10,000	10,000	-	-	-	-	-	-	-
300		1290	Upgrade City servers	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000
300		1290	Departmental printer replacement	3,000	3,000	2,000	1,000	2,000	3,000	3,000	3,000	3,000	3,000
300		1290	Electronic Document System	-	-	-	-	-	-	10,000	10,000	10,000	10,000
300		1290	Replace City phone system	75,000	75,000	-	75,000	(65,000)	10,000	75,000	10,000	-	-
300		1290	Ruggedized Damage Assessment Computers	17,500	30,638	30,638	-	10,000	10,000	10,000	10,000	10,000	10,000
300		1290	Mackenzie Hall audio upgrades				-	25,000	25,000	10,000	-	-	-
TOTAL MIS				540,109	557,452	123,843	433,609	40,000	473,609	176,000	131,000	101,000	101,000

¹ The City's \$1,000 capitalization threshold requires that selected equipment upgrades be budgeted in the CIP

² The estimated total cost for the government-wide software upgrade is \$ 362,609 \$ 282,609 is budgeted in the Capital Acquisition Fund, \$30,000 is budgeted in the building department and \$50,000 is budgeted in the Sewer

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
<i>Police</i>													
			Vehicles	-	-	-	-	-	-	-	-	-	-
300		2100	Patrol Cars (3-yr replacement)	-	-	-	-	100,000	100,000	-	100,000	-	100,000
300		2100	Traffic Prog (8-yr replacement)	-	-	-	-	-	-	30,000	-	-	-
300		2100	Detective (5-yr replacement)	-	-	-	-	-	-	30,000	-	-	-
300		2100	Supervisor (5-yr replacement)	-	-	-	-	-	-	30,000	-	-	-
300		2100	Patrol SUV (4-yr replacement)	-	-	-	-	-	-	-	30,000	-	-
300		2100	Vehicle (5-year replacement)	-	-	-	-	-	-	26,000	-	-	-
300		2100	Motorcycles (4-yr replacement)	-	-	-	-	-	-	28,000	-	-	-
300		2100	Car Video (6-year replacement)	-	-	-	-	-	-	50,000	-	-	-
Radios													
300		2100	Hand-held Radios (\$2,000 each)	30,000	30,000	-	30,000	-	-	-	-	-	-
300		2100	800 Megahertz radio	-	-	-	-	-	-	-	-	-	-
Technology													
300		2100	Relocate police department server room	165,000	165,000	-	165,000	-	165,000	-	-	-	-
300		2100	PD laptops for in-car/field reporting	14,500	14,500	14,500	-	10,000	10,000	10,000	10,000	10,000	10,000
300		2100	Security/traffic cameras	3,000	3,000	3,000	-	3,000	3,000	-	-	-	-
300		2100	Computer programs for records management and computer aided dispatch	160,000	160,000	-	160,000	(110,000)	50,000	160,000	-	-	-
300		2100	Integrated video access system	-	-	-	-	75,000	75,000	25,000	25,000	25,000	25,000
TOTAL POLICE				372,500	372,500	17,500	355,000	78,000	403,000	389,000	165,000	35,000	135,000

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010					FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10	Carry-forward to FY 2011	New funding required for FY 2011					
<i>Natural Resources/Public Works</i>													
332		4100	Periwinkle Landscaping	30,000	30,000	30,000	-	30,000	30,000	30,000	30,000	30,000	
			Total Fund #332	30,000	30,000	30,000	-	30,000	30,000	30,000	30,000	30,000	
316		3730	Exotic/Invasive Plant Eradication	-	-	-	-	-	-	-	-	-	
			Total Fund #316	-	-	-	-	-	-	-	-	-	
TOTAL NATURAL RESOURCES				30,000	30,000	30,000	-	30,000	30,000	30,000	30,000	30,000	

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
<i>Recreation</i>													
300		7200	FRDAP Community Park Grant Match-Phase II	-	-	-	-	-	-	-	-	200,000	-
			Sub-total Recreation #300	-	-	-	-	-	-	-	-	200,000	-
			TOTAL RECREATION	-	-	-	-	-	-	-	-	200,000	-

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
<i>Public Works</i>													
<i>Public Facilities-City Hall</i>													
300		7250	Replace duct work/air handlers and add insulation	35,000	35,000	-	35,000	-	35,000	-	-	-	-
300		7250	Repaint	-	-	-	-	-	60,000	-	-	-	-
300		7250	Replace Roof	300,000	300,000	5,000	295,000	-	295,000				
300		7250	Replace seating MacKenzie Hall	-	-	-	-	-	20,000				
300		7250	Energy Improvements for City Hall*	-	-	-	-	-	-		300,000		
300		7250	Pave Library Road	-	-	-	-	-	-	30,000			
300		7250	Replace Hurricane Shutters	-	-	-	-	-	50,000	-	-	-	-
300		7250	City Hall Gazebo-ADA Compliance	-	18,255	18,255	-	-	-	-	-	-	-
300		7250	Civic Center Improvements						90,000	250,000			
Public Works Department													
300		4100	Storage Garage	-	-	-	-	-	-	-	-	-	200,000
300		4100	Pave Public Works driveway	-	6,000	5,500	500	-					
300		4100	Replace Bock Park seawall	-	-	-	-	-	-	51,000			
300		4100	Stabilize Bock Park shoreline	-	-	-	-	-	-	40,000			
			Machinery/Equipment	-	-	-	-	-	-	-	-	-	-
300		7250	Mowers-replacements	-	-	-	-	-	12,000	-	12,000	-	-
300		7250	Pick-up Trucks-replacement vehicle	-	-	-	-	23,000	23,000	-	23,000	-	23,000
			Sub-total PUBLIC FACILITIES 300	335,000	359,255	28,755	330,500	23,000	353,000	232,000	394,000	312,000	223,000

* Pending grant request

<u>Vehicles/Equipment</u>													
300		4100	Litter Vacuum	35,000	35,000	-	35,000	-	35,000	-	-	-	-
300		4100	Water truck	70,000	70,000	70,000							
300		4100	Plotter (1/2 cost)	-	-	-	-	5,500	5,500	-	-	-	-
300		4100	Roller (w/ Trailer)	-	-	-	-	-	40,000	-	-	-	-
300		4100	Trucks	69,000	69,000	41,500	27,500	18,500	46,000	141,000	111,000	23,000	46,000
300		4100	Sweeper	-	-	-	-	-	-	140,000	-	-	-
300		4100	Flail Axe	-	-	-	-	-	35,000	-	12,000	-	-
300		4100	Utility vehicle	-	-	-	-	-	-	13,000	-	-	-
300		4100	Tractor	-	-	-	-	-	-	-	16,000	-	-
300		4100	Backhoe	-	-	-	-	95,000	95,000	-	-	-	-
300		4100	Grader	-	-	-	-	-	-	-	-	-	165,000
300		4100	Loader	-	-	-	-	-	-	-	-	-	115,000
300		4100	Replacement Van (Engineering)	45,000	45,000	-	45,000	-	45,000	-	-	-	-
			Sub-total VEHICLES / EQUIPMENT	219,000	219,000	111,500	107,500	119,000	226,500	356,000	124,000	51,000	326,000
			TOTAL FUND #300	554,000	578,255	140,255	438,000	142,000	579,500	588,000	518,000	363,000	549,000

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
			<u>Drainage</u>										
301		4100	Water Level Recorders	-	-	-	-	-	20,000	-	-	-	
			Sub-total DRAINAGE	-	-	-	-	-	20,000	-	-	-	
			<u>Roads/Bridges/Shared-Use Paths</u>										
301		4100	Dunlop/Wooster SUP	-	-	-	-	400,000	400,000	-	-	-	-
301		4100	Dixie Beach Blvd. SUP	-	-	-	-	-	200,000	-	-	-	
301		4100	Replace Periwinkle Way box culvert	-	-	-	-	-	400,000	-	-	-	
301		4100	Bailey Road SUP	-	-	-	-	-	-	150,000	-	-	
301		4100	Wulfert/Wildlife SUP	-	-	-	-	-	-	-	180,000	-	
301		4100	Replace Lindgren Blvd Box Culvert	550,000	550,000	120,000	430,000	220,000	650,000	-	-	-	
			Sub-total Road/Bridges/Shared-Use Paths	550,000	550,000	120,000	430,000	620,000	1,050,000	600,000	150,000	180,000	-
			TOTAL FUND #301	550,000	550,000	120,000	430,000	620,000	1,050,000	620,000	150,000	180,000	-
			<u>Public Works (continued)</u>										
			<u>Periwinkle Way Road & Shared-Use Path Projects</u>										
			<u>Road Projects</u>										
307		4100	Kings Crown to Ferry Road	50,000	50,000	50,000	-	-	-	600,000	-	-	-
			TOTAL Road Projects	50,000	50,000	50,000	-	-	-	600,000	-	-	-
			TOTAL FUND #307	50,000	50,000	50,000	-	-	-	600,000	-	-	-
			<u>Other Road Projects</u>										
309		4100	Tarpon Bay Road	50,000	50,000	-	50,000	-	450,000	-	-	-	-
306		4100	Rabbit Road	-	-	-	-	-	300,000	-	-	-	
311		4100	Dixie Beach Boulevard	-	160,000	160,000	-	-	-	-	-	-	
N/A		4100	Middle Gulf Drive (portion)	-	-	-	-	-	-	400,000	-	-	
N/A		4100	Donax Street	-	-	-	-	-	-	-	600,000	-	
312		4100	Intersection Improvements	-	-	-	-	-	-	-	-	-	
			Sub-total OTHER ROAD PROJECTS	50,000	210,000	160,000	50,000	-	750,000	-	400,000	600,000	-
			Total Road Projects	100,000	260,000	210,000	50,000	-	750,000	600,000	400,000	600,000	-
			TOTAL PUBLIC WORKS	1,204,000	1,388,255	470,255	918,000	762,000	2,379,500	1,808,000	1,068,000	1,143,000	549,000
			TOTAL OPERATING BUDGET	2,146,609	2,348,207	641,598	1,706,609	910,000	3,286,109	2,403,000	1,394,000	1,509,000	815,000

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
			<i>Utilities</i>										
			Sewer System Expansion & Reuse										
			Phase 4 (System Expansion)	50,000	50,000	30,000	20,000	1,080,000	1,100,000				
450			Phase 5 (Sanibel Bayous)	50,000	50,000	-	50,000	-	-	-	-	-	-
450			Phase 6 (Palm Ridge Area)	-	-	-	-	-	-	-	50,000	750,000	
			Sub-Total Sewer System Expansion Projects	100,000	100,000	30,000	70,000	1,080,000	1,100,000	-	-	50,000	750,000
			<i>Buildings</i>										
450			Donax Maintenance Office	20,000	20,000	-	20,000	-	-	-	-	-	-
			Sub-total Buildings	20,000	20,000	-	20,000	-	-	-	-	-	-
			Existing System Improvements										
			Inflow & Infiltration										
450	Donax		Corrective Improvements	380,000	380,000	300,000	80,000	220,000	300,000	200,000	200,000	200,000	200,000
450	Donax		Paint Donax Facility	15,000	15,000	15,000	-	-	-	-	-	-	-
450	Donax		Safety Switch L/S/ 29	3,000	3,000	-	3,000	-	-	-	-	-	-
450	Donax		5-Yr IWA Deep Well Mech Integrity Test	20,000	20,000	-	20,000	-	-	-	-	-	-
450	Donax		Bar Screen Rehab	50,000	50,000	5,000	45,000	-	45,000				
450	Donax		Pretreatment bypass	-	-	-	-	-	-	75,000	-	-	-
450	Donax		Odor Control Media Replacement	-	-	-	-	-	-	80,000	-	80,000	
450	Donax		Pipeline relocations	10,000	10,000	5,000	5,000	-	5,000				
450	Donax		New service laterals	10,000	10,000	5,000	5,000	-	5,000	-	-	-	-
450	Donax		By Pass Panel Disconnect, Controller	12,000	12,000	-	12,000	-	12,000	-	-	-	-
450	Donax		Lift Station Improvements	105,000	5,000	5,000	-	53,500	53,500	-	-	-	-
450	Donax		Replacement Gate at Wulfert	-	-	-	-	15,000	15,000	-	-	-	-
450	Donax		Generator storage	15,000	15,000	-	15,000	-	15,000	-	-	-	-
450	Donax		Donax plant Improvements	35,000	35,000	10,000	25,000	-	25,000	-	-	-	-
450	Donax		Insertion Valves for Forcemains	-	-	-	-	30,000	30,000				
450	Donax		Lightning Protection for Donax Plant	25,000	25,000	-	25,000	-	25,000	-	-	-	-
450	Donax		Install Invert Drop for L/S 2	-	-	-	-	9,000	9,000	-	-	-	-
			Sub-Total Existing System Improvements	680,000	580,000	345,000	235,000	327,500	539,500	355,000	200,000	280,000	200,000

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
			Vehicles/Equipment				-						
			<u>DONAX OPERATIONS</u>										
450	Donax		Stationery Emergency Generators @ Lift Stations	95,000	95,000	40,000	55,000	65,000	120,000	-	-	-	-
450	Donax		Surge Tank Pump	15,000	15,000	15,000	-	-					
450	Donax		Master Station Replacement Pump	-	-	-	-	20,000	20,000				
450	Donax		Crane Truck (#749)	-	-	-	-	-					90,000
450	Donax		Vacuum Trucks (2) (748 & 757)	-	-	-	-	-	-	120,000			120,000
450	Donax		Replacement Crane Truck (3/4 Ton) -747	-	-	-	-	-	-				90,000
450	Donax		Replacement Crane Truck (1 1/2 Ton) -750	-	-	-	-	80,000	80,000	-	-	-	-
450	Donax		Replacement Utility Truck (1 Ton) -753 (w/crane truck)	80,000	80,000	82,000	(2,000)	-	-	-	-	-	-
450	Donax		Replacement Pick-up Truck (3/4 Ton) -751							23,000			
450	Donax		Replacement Maintenance Pick-up (1/2 Ton) -758							23,000			
450	Donax		Replacement Operations Pick-up (1/2 Ton) -754							23,000			
450	Donax		Pressure Washer	35,000	35,000	32,000	3,000	-					
450	Donax		Portable Generator	-	-	-	-	-	-	45,000	15,000	15,000	45,000
450	Donax		Replacement Operations Pick-up (1/2 Ton) -759	-	-	-	-	-	-	-	-	-	23,000
450	Donax		Small Back Hoe	-	-	-	-	-	-	60,000	-	-	-
450	Donax		VFD's for Donax Motors (8)	-	-	-	-	37,000	37,000	-	-	-	-
450	Donax		VFD's for Lift Stations (>5hp)	30,000	30,000	30,000	-	30,000	30,000	30,000	-	-	-
450	Donax		Gravity Main across Causeway Blvd.	-	-	-	-	35,000	35,000	-	-	-	-
450	Donax		Replacement force main (L/S#6)	-	-	-	-	-	-	-	-	100,000	-
450	Donax		Replacement CI 2 Pumps	-	-	-	-	5,000	5,000	-	15,000	-	15,000
450	Donax		Replacement CI2 Storage Tank	-	-	-	-	-	-	50,000	-	-	-
450	Donax		Computers	6,000	6,000	6,000	-	3,000	3,000	-	-	-	-
450	Donax		AED	2,000	2,000	500	1,500	-	1,500	-	-	-	-
450	Donax		Sump Pump	-	-	-	-	1,000	1,000				
450	Donax		Global Positioning System	-	-	-	-	11,000	11,000	-	-	-	-
450	Donax		Emergency Chart Recorder Replacement	4,000	4,000	2,000	2,000	-	2,000				
450	Donax		Plotter	-	-	-	-	5,500	5,500				
450	Donax		Printer	-	-	-	-	4,500	4,500				
450	Donax		Sewer Camera	15,000	15,000	10,000	5,000	-					
450	Donax		Government-wide software upgrade	-	-	-	-	50,000	50,000	-	-	-	-
			Sub-Total Vehicles/ Equipment	282,000	282,000	217,500	64,500	347,000	405,500	374,000	30,000	115,000	383,000
			TOTAL SEWER SYSTEM	1,082,000	982,000	592,500	389,500	1,754,500	2,045,000	729,000	230,000	445,000	1,333,000

**5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2011 THRU 2015
Departmental Detail**

Fund	Project #	Dept	Description	FY 2010			Carry-forward to FY 2011	New funding required for FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
				Adopted Budget	Amended Budget	Est through 9/30/10							
<div style="border: 1px solid black; width: 300px; height: 20px; margin-bottom: 5px;"></div> Beach Parking													
Enforcement (Police)													
470			Watercraft	30,000	30,000	-	30,000	-	-	50,000	-	50,000	-
470			ATV Replacements	10,000	10,000	9,000	1,000	-	-	10,000	-	10,000	-
470				-	-	-	-	-	-	-	-	-	-
470			Parking Machine Replacements	110,000	110,000	130,000	(20,000)	-	-	-	-	-	-
470			Van (3 vans 3 year replacement cycle)	-	-	-	-	20,000	20,000	20,000	20,000	20,000	20,000
470			800 MHz Radios	-	-	-	-	-	-	-	-	15,000	-
470			Pick-up Trucks (2)	-	-	-	-	-	-	40,000	-	-	-
470			Parks Maintenance (PW)	-	-	-	-	-	-	-	-	-	-
470			Utility Vehicle (TDC)	-	-	-	-	-	-	-	-	10,000	-
470			Pick-up Truck (TDC)	-	23,000	21,000	2,000	-	-	23,000	-	-	-
470			Mower Trailer (TDC)	-	3,500	3,500	-	-	-	-	3,500	-	-
470			Mower (TDC)	-	-	-	-	-	-	-	-	10,000	-
470			Gator (TDC)	-	5,000	10,000	(5,000)	-	-	-	-	-	-
470			Small Dump Truck (TDC)	-	-	-	-	-	-	-	35,000	-	-
470			Dump Body for Pick-up (TDC)	-	4,000	-	4,000	-	-	4,000	-	-	-
470			Tractor (TDC)	-	18,000	16,000	2,000	-	-	-	-	18,000	-
			Sub-total Machinery & Equipment	150,000	203,500	189,500	14,000	20,000	20,000	147,000	58,500	133,000	20,000
Capital Projects-IOTB													
470			Shared Use Path Repairs	-	-	-	-	-	-	100,000	100,000	100,000	100,000
470			Shared Use Path Widening	-	-	-	-	-	-	150,000	150,000	150,000	150,000
470			Bowman's Beach Shared-Use Path	-	-	-	-	-	200,000	-	-	-	-
470			Remote Video monitoring	50,000	60,000	60,000	-	125,000	125,000	50,000	50,000	50,000	50,000
470			Bailey Beach Restoration (TDC)	-	-	-	-	-	-	-	-	-	-
470			Lighthouse rehabilitation	-	-	-	-	100,000	100,000	-	-	-	-
470			Dune Walkovers Replacement (TDC Grant) 401897	-	113,300	113,300	-	-	-	80,000	80,000	80,000	80,000
470			Dock for Marine Patrol	13,000	75,000	75,000	-	-	-	-	-	-	-
			Sub-total Improvements Other Than Bldgs	63,000	248,300	248,300	-	225,000	225,000	330,000	380,000	380,000	380,000
470			Boat Ramp Restroom (TDC)	-	529,418	250,000	279,418	-	-	-	-	-	-
470			Lighthouse Restrooms (TDC Grant # 201816)	-	-	-	88,600	-	88,600	-	-	-	-
			Sub-total Buildings	-	529,418	250,000	368,018	-	88,600	-	-	-	-
			TOTAL BEACH PARKING CAPITAL	213,000	981,218	687,800	382,018	245,000	333,600	477,000	438,500	513,000	400,000
			GRAND TOTAL	3,441,609	4,311,425	1,921,898	2,478,127	2,909,500	5,664,709	3,609,000	2,062,500	2,467,000	2,548,000

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

Fund	Dept	Description	FY 2011	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
<u>Management Information Systems</u>						
300	1290	End user equipment upgrades	\$ 10,000	User PC's need to be replaced every five years. This is to implement that goal. Replacement PC's are selected based on technology and environmental concerns.	Interfund transfer	None
300	1290	Government-wide software upgrade	\$ 282,609	There were two separate CIP projects for funding the upgrades to the software used by Finance, Building, Utilities, Code Enforcement and Planning. One was for the upgrade of the day to day internal operations, and the other was to provide these services over the Web to citizens and businesses. \$166,000 was allocated for these projects. Also, the City has determined that the existing systems are out of date, with technology that no longer provides all the capabilities needed, particularly in the areas of Web services and GIS. The City will release an RFQ. This CIP project includes the previously allocated \$166,000 and \$116,609 from the GIS Project.	Interfund transfer	New annual maintenance costs are expected to reduce current costs of \$64,000 by approximately \$34,000 beginning in FY11
300	1290	Offsite always accessible redundant storage servers ("cloud computing")	\$ 40,000	Cost effective technology now exists that will allow the City to store and access documents and media from networked servers using the Internet. Now the City has a scalable connection to the Internet that allows the City to increase the connect speed as needed. A significant effort is needed during each disaster preparation phase that will significantly fall when the City's data is no longer physically stored on Sanibel. Also, this data will be secured but accessible to employees from anywhere there is an Internet connection.	Interfund transfer	None
300	1290	Upgrade/replace core network components	\$ 8,000	Annual budgeting for keeping the City's core network devices operational. Each year, the City increases the demand for network capabilities and speed.	Interfund transfer	None
300	1290	Upgrade City servers	\$ 10,000	Server replacement project which allows the City to effectively plan for the end of life of its servers. This project allows the replacement of 1 - 2 servers per year. Replacement servers are selected based on technology and environmental concerns.	Interfund transfer	None
300	1290	Departmental printer replacement	\$ 3,000	Annual replacement of workgroup printers that have failed. Replacement printers are selected based on technology and environmental concerns.	Interfund transfer	None
300	1290	GIS Implementation and Integration	\$ 75,000	This request is more specifically to implement GIS for the City. \$116, 609 of estimated FY10 cost is transferred to Government wide software upgrade.	Interfund transfer	Annual maintenance costs of approximately 10-15% of purchase price beginning in FY12

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

Fund	Dept	Description	FY 2011	EXPLANATION OF PROJECT	Funding Source	Impact on
						Operating Costs
300	1290	Replace city phone system	\$ 10,000	The current system is at capacity for the number of phones and inbound and outbound lines. Also, the current system does not provide sophisticated enough capabilities to handle call answering and routing. This is especially important during emergencies. The current system does not allow call accounting reports in the detail needed to accurately track and charge back calls to the appropriate department. This is an upgrade to the system to create reports.	Interfund transfer	Annual maintenance costs of approximately 10-15% of purchase price beginning in FY12
300	1290	Ruggedized damage assessment computers	\$ 10,000	The city needs a technology to be able to quickly assess the damage from disasters. These computers need to be ruggedized and waterproof for use under extreme conditions. The computers currently used cannot be used in inclement weather. This project is to replace the current limited computers, with rugged, weatherproof computers.	Interfund transfer	None
300	1290	Mackenzie Hall audio upgrades	\$ 25,000	Upgrade Mackenzie Hall audio system.	Interfund transfer	None
TOTAL MIS			\$ 473,609			

Police

300	2100	Patrol cars (3-yr replacement)	\$ 100,000	Replace obsolete patrol cars.	Interfund transfer	None
300	2100	Relocate police department server room	\$ 165,000	Reduce likelihood of computer servers being struck by lightning by locating them further from the radio tower. Also accommodate with a larger space for increased computer equipment.	Interfund transfer	None
300	2100	PD laptops for in-car/field reporting	\$ 10,000	The new police department applications have remote capability. This allows officers to access law enforcement data from the road rather than returning to the station to create reports. In a mobile environment, regular, commercial laptops will not last long. The standard in law enforcement is the Panasonic Toughbook.	Interfund transfer	None
300	2100	Security traffic cameras	\$ 3,000	Upgrade and add security/traffic cameras as needed to increase security in parking lots and intersection improvements.	Interfund transfer	None
300	2100	Computer programs	\$ 50,000	Upgrade computer aided dispatch and field reporting modules.	Interfund transfer	None
300	2100	Integrated video access system	\$ 75,000	The City currently has over 60 cameras located at Lighthouse Park, the Recreation Center and other City locations. The Police Department has found these cameras to be a significant factor for crime reduction and investigations. There are plans to add cameras to additional areas. This project is to integrate the system into a single system that will allow immediate access by law enforcement, and provide redundant, offsite storage.	Interfund transfer	None
TOTAL POLICE			\$ 403,000			

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

Fund	Dept	Description	FY 2011	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
<u>Natural Resources</u>						
332	4100	Periwinkle Landscaping	\$ 30,000	These funds are for the maintenance (trimming, weeding, etc.) and enhancement (plantings, etc.) of the Periwinkle Way corridor	Interfund transfer	None
TOTAL NATURAL RESOURCES			\$ 30,000			

Public Works

<u>Public Facilities</u>						
City Hall						
300	7250	Replace duct work/air handlers and add insulation	\$ 35,000	The existing ductwork and air handlers are being replaced for the following reasons: 1) Air quality concerns due to the lined ducts being conducive to contamination (particulate matter, mold, etc); 2) Increase in the amount of equipment (copiers, computers, etc) has created a need for a higher capacity system; 3) In order to meet State and Federal standards for CO ₂ levels; 4) To conform to the State of Florida Energy Efficiency Code; and 5) Allow the interlocking of the air conditioning system with the fire controls to improve safety in case of a fire. These improvements will protect the health and safety of City employees and visitors to City Hall as well as protect the building from fire damage.	Interfund transfer	None
300	7250	Replace roof	\$ 295,000	The City Hall roof is 23 years old and is showing signs of deterioration. The life expectancy of a metal roof of this type in Sanibel is approximately 20 years, so the roof is due for replacement. A structurally sound roof is a key factor in protecting City Hall and its contents so that the City government can function for its residents.	Interfund transfer	None
<u>Vehicles/Equipment</u>						
300	7250	Pick-up trucks replacement vehicle	\$ 23,000	One of the pickup trucks assigned to public facilities is a 2004 F-150 extended cab, scheduled for replacement in 2011. Another public facilities pickup truck is a 2006 F-150 extended cab, scheduled for replacement in 2013. The 3rd public facilities pickup is a 2008 F-250, scheduled for replacement in 2015. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Litter Vacuum truck	\$ 35,000	The current litter collection vehicle is a 2003 Tennant diesel. From experience, it has been determined that the useful life of these vehicles is 4-6 years. The community benefits from having aesthetically pleasing roadsides without excessive litter. Less roadway wildlife fatalities occur when there is no litter to attract the wildlife who would feed on the litter on the roadside.	Interfund transfer	None
300	4100	Replacement plotter (one-half cost)	\$ 5,500	The engineering staff utilizes a 2003 color plotter to print large plans, maps, signs, etc. It is proposed to replace the plotter with a new, more advanced model to fully utilize the City's technical capabilities, thus improving efficiency. One half of the cost will be charged to the sewer fund.	Interfund transfer	None

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

Fund	Dept	Description	FY 2011	EXPLANATION OF PROJECT	Funding Source	Impact on
						Operating Costs
300	4100	Trucks	\$ 46,000	Two public works pickup trucks are scheduled for replacement in 2011. One is a 2003 model F-250 driven 96,000 miles, while the other is a 2002 model F-250 with 58,000 miles. The replacement cycle for pickups is seven years; for dump trucks it is 10 years. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Backhoe	\$ 95,000	Backhoes are vital to any public works operation, being used to 1) excavate and maintain drainage swales; 2) fill roadside depressions; 3) place shellrock for road reshelling and grading and 4) clearing roadway and shared-use paths. One of public works' backhoes was replaced in 2008. The other backhoe is a 2000 model scheduled for replacement in 2011, one year beyond the 10-year replacement schedule. The timely replacement of equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
	4100	Replacement van (engineering)	\$ 45,000	Public works has a panel van which is used for surveying and field inspections. It is a 2000 model with 55,000 miles on a 7-year replacement schedule. The purchase of a replacement van has been delayed searching for a hybrid or electric vehicle. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
Sub-total PUBLIC FACILITIES #300			\$ 579,500			
Roads/Bridges/Shared-Use Paths						
301	4100	Dunlop Road/Wooster Lane, Shared Use Path	\$ 400,000	This project involves the construction of a shared use path to connect the Periwinkle Way shared use path at Dunlop Road with the Palm Ridge shared use path at Wooster Lane. The path would be constructed within the Dunlop Road and Wooster Lane rights-of-way and an easement along the west side of Dunlop Road across from Periwinkle Pines. The path would link City Hall, Library, BIG Arts, Historical Village with the City's extensive existing path system. The construction of the shared use path on the north side of Periwinkle Way between the crosswalk at St. Michael's and Sanibel Community Association would also be included in the project.	Interfund transfer	None
301	4100	Replace Lindgren Blvd. box culvert	\$ 650,000	The Lindgren Blvd. box culvert was scheduled for replacement in 2010, based upon current condition and estimated life. A larger opening is proposed to allow more drainage flow for the Sanibel River outfall at the Beach Road weir, resulting in improved water quality in the river and the receiving canals. The replacement box culvert will be deeper to accommodate the homeowners along the Lindgren canal who have boats.	Interfund transfer	None
301	4100	Tarpon Bay Road Improvements	\$ 450,000	The purpose of this project is to improve aesthetics, drainage and shared use path safety, by piping the existing ditch, separating the path from the roadway and widening the path. It is a City-wide goal to improve drainage and create wider, safer shared use paths.	Interfund transfer	None
301	4100	Rabbit Road	\$ 300,000	Widen existing path to 8'	Interfund transfer	None
TOTAL FUND #301			\$ 1,800,000			
TOTAL PUBLIC WORKS			\$ 2,379,500			

Appendix

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Statistics and Demographics

City of Sanibel, Florida

Financial Policies

General Budget Policy

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

City of Sanibel, Florida

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

Fund Balance Policy

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

The City's Fund Balance Policy establishes:

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

General Fund

1. Restricted Fund Balance

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

2. Committed Fund Balance

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

City of Sanibel, Florida

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

3. Assigned Fund Balance

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

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

4. Non-Spendable Fund Balance

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

5. Minimum Level of Unassigned Fund Balance

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

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

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

Reservations of Fund Balance (General Fund)

1. Committed Fund Balance

City of Sanibel, Florida

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

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

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

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

Budgeting

1. Appropriation of Unrestricted Fund Balance

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

2. Estimated Beginning Fund Balance

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

City of Sanibel, Florida

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

3. Estimated Ending Fund Balance

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

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

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

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

Spending Order of Fund Balances

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

Revenue Policy

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

City of Sanibel, Florida

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

Debt Policy

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

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

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

All debt service requirements are fully funded each year.

Purchasing Policy

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

City of Sanibel, Florida

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

**CITY OF SANIBEL
BUDGET CALENDAR
FISCAL YEAR 2011**

Week of: April 12th - 16th	Training Updates on HTE Budget Module
Month of: April 19th-May 14th	Departments prepare Expenditure Requests using HTE Budget Module
Friday May 14th	Departments return FY 2011 HTE Budget Reports reflecting Department Expenditure Requests to Finance Director
Mon - Fri May 17th - 21st	Individual department meetings with City Manager and Finance Director to discuss proposed budget requests
Month of: June 2010	Finance matches Departmental Expenditure Requests, after any City Manager changes, with projected revenue
Thurs July 1st (*)	Property Appraiser certifies Tax Roll and Finance calculates Proposed Millage Rate based on actual taxable valuation
Wed July 14th	Finance Department provides Proposed FY 2011 Budget Document to City Clerk for distribution to Council for July 20th meeting
Tuesday July 20th (*)	REGULAR COUNCIL MEETING - Staff presents Proposed FY 2011 Budget and introduction of the Resolution to set the Proposed Tax (calendar) Year 2010 Millage Rate and Date of First Public Hearing (Aug 3rd is the LAST DAY to do this)
By Wednesday August 4th (*)	Finance advises Property Appraiser of Proposed Millage Rate; Rolled-back Rate and date, time and place of First Public Hearing
Tuesday August 24th (*)	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 11th (*)	10:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING - Discussion and adoption of Tentative Millage Rate and Tentative FY 2011 Budget
Saturday September 18th (*)	City advertises second and Final Public Hearing in News Press
Tuesday September 21st (*)	5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING - Discussion and adoption of Final Millage Rate and Fiscal Year 2011 Budget
(*) Dates mandated by State Truth In Millage (T.R.I.M.) Legislation	

City of Sanibel, Florida

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Sanibel, Florida

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Sanibel, Florida

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

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

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

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

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

Revenues – Funds that the government receives as income.

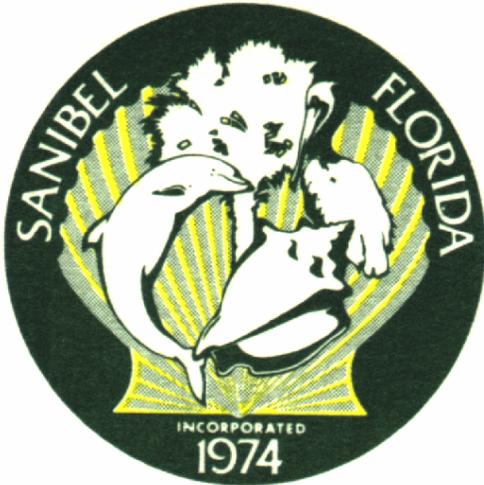
Rolled-back millage rate – The millage rate necessary to produce the same amount of property tax dollars as received during the previous budget year. New construction is excluded from the roll-back calculation.

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

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

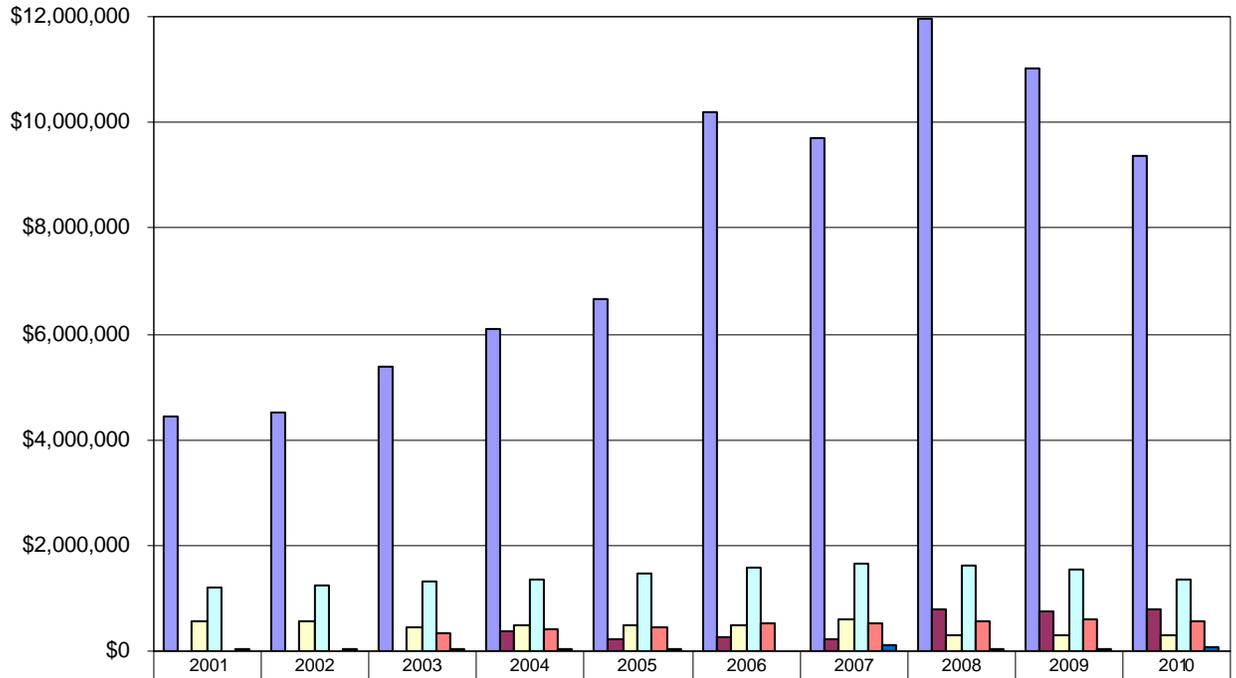
TRIM Notice - TRIM (Truth in Millage) establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements. The Notice of Proposed Property Taxes (TRIM notice) enables the taxpayer to compare the prior year assessed value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

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



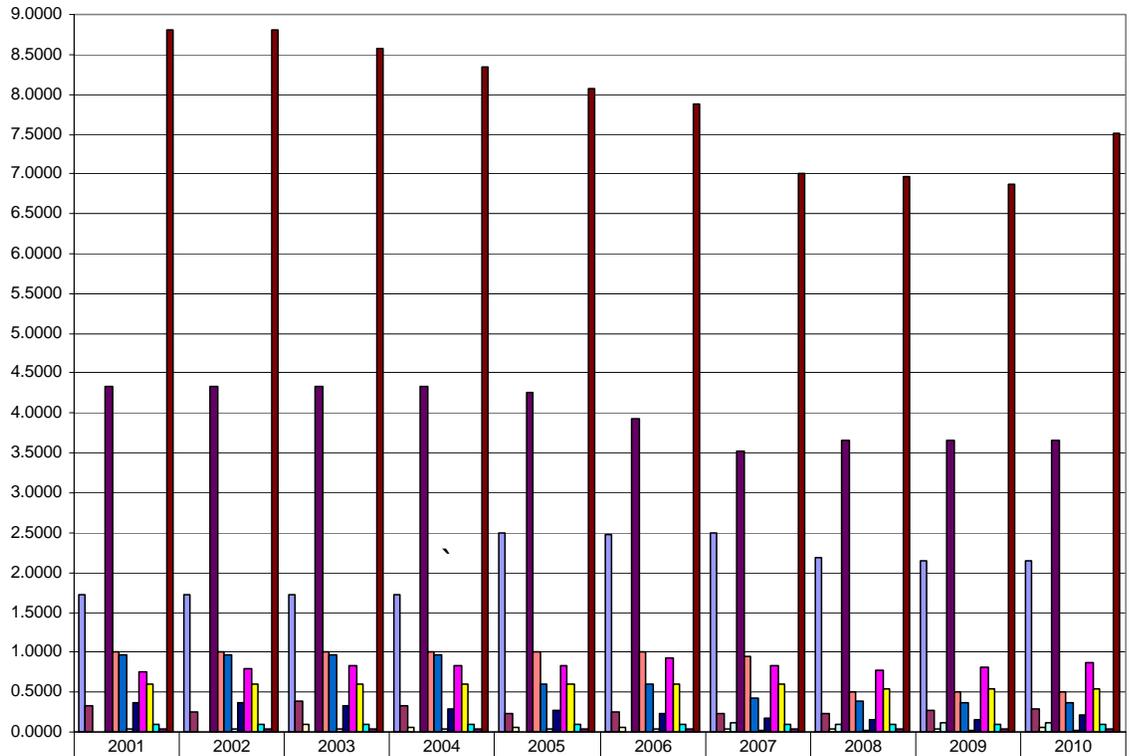
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Tax Revenue of Governmental Funds by Source (*In FY2008 State reclassified franchise tax as fees and occupational license fees as business taxes)



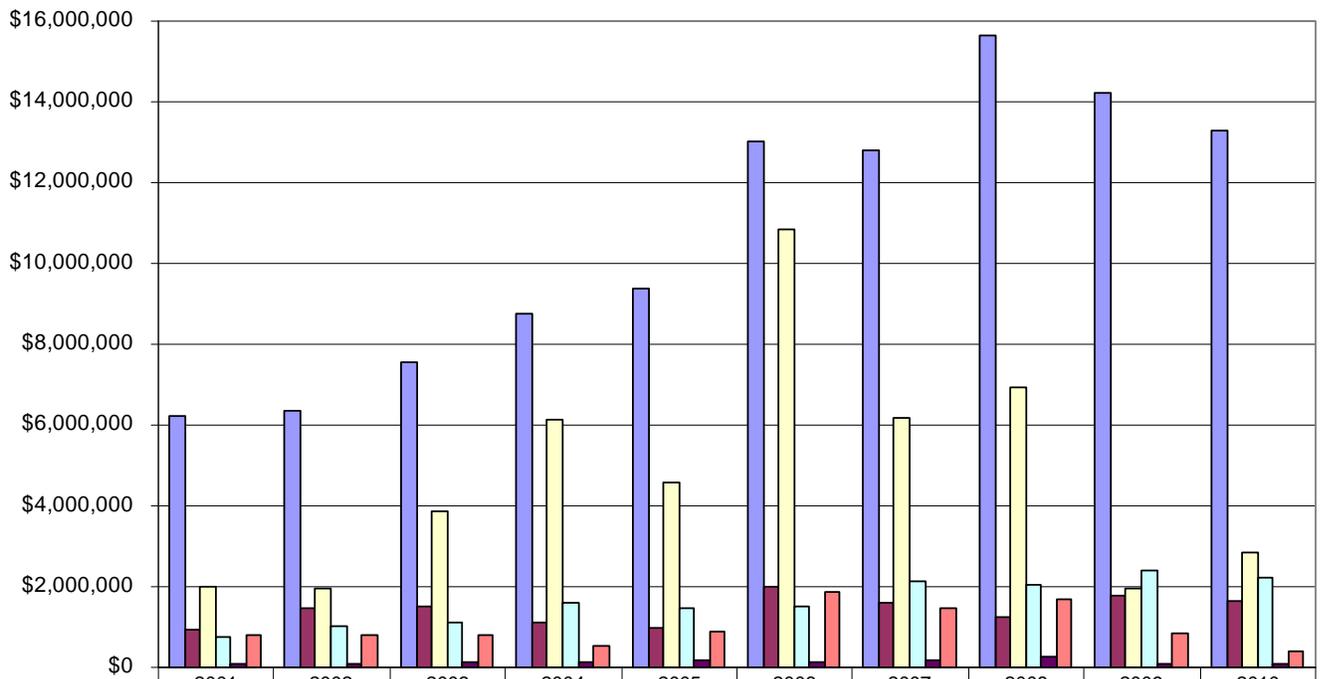
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
■ Ad Valorem - Operating	\$4,455,220	\$4,505,249	\$5,393,434	\$6,101,279	\$6,671,663	\$10,198,461	\$9,716,569	\$11,973,525	\$11,004,197	\$9,371,187
■ Ad Valorem - Voted Debt	\$0	\$0	\$0	\$367,188	\$229,587	\$248,668	\$239,383	\$775,976	\$735,097	\$783,605
□ *Franchise/Business Tax	\$553,872	\$572,146	\$466,812	\$478,854	\$500,304	\$478,475	\$583,452	\$290,066	\$293,393	\$288,738
□ Local Option Gas Tax	\$1,198,765	\$1,250,742	\$1,298,916	\$1,355,397	\$1,476,980	\$1,574,183	\$1,639,149	\$1,632,569	\$1,524,191	\$1,359,747
■ Communications Services Tax	\$0	\$0	\$354,039	\$412,137	\$461,392	\$511,747	\$523,691	\$556,781	\$599,970	\$557,948
■ Casualty Insurance Premium Tax	\$36,011	\$35,448	\$38,571	\$43,516	\$46,642	\$0	\$98,026	\$50,726	\$53,654	\$58,725

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



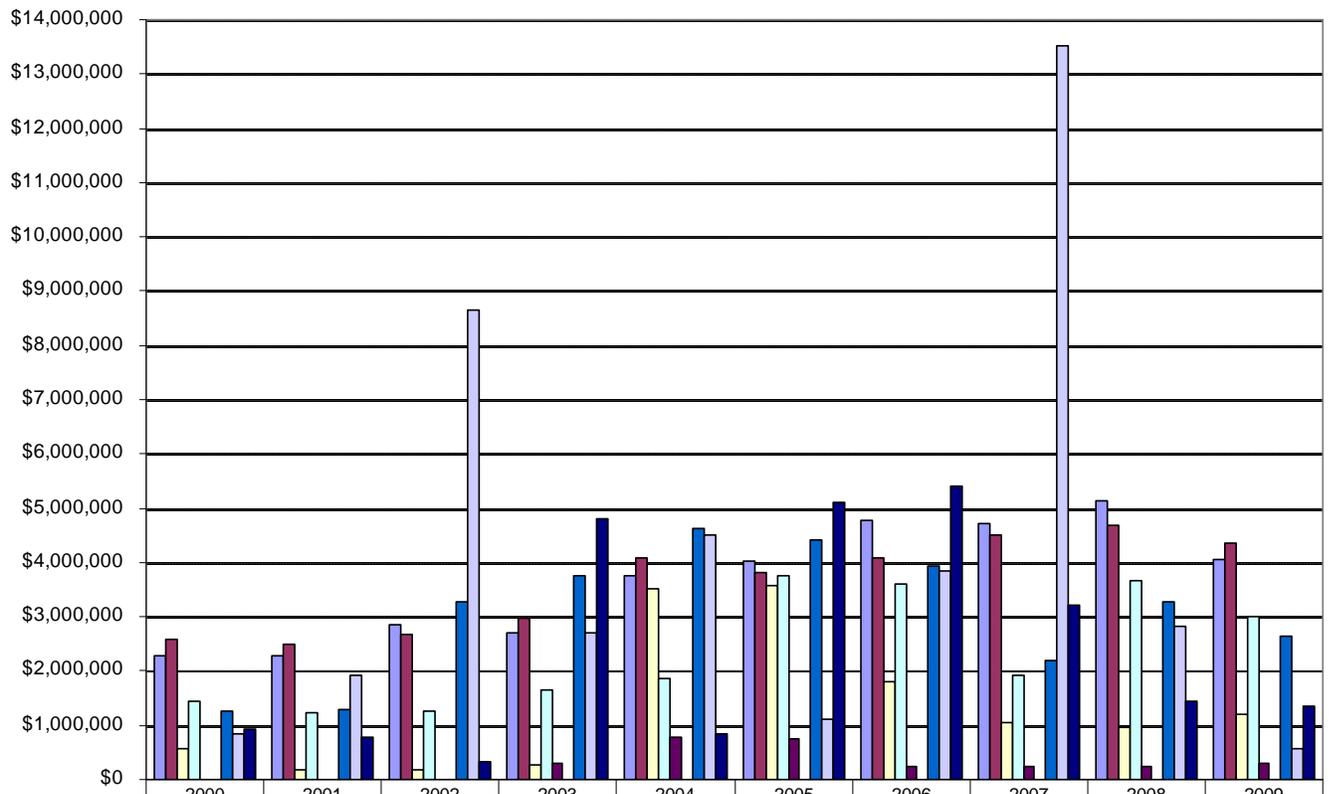
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Sanibel General Operating	1.7291	1.7291	1.7291	1.7291	2.5000	2.4801	2.5000	2.1966	2.1561	2.1561
Sanibel Voted Debt Service - Sewer	0.3279	0.2607	0.3838	0.3275	0.2268	0.2607	0.2363	0.2346	0.2636	0.2856
Sanibel Voted Debt Service - Land	-	-	0.1063	0.0595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

Revenues of Governmental Fund Types by Category*



	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
■ Taxes	\$6,243,868	\$6,363,585	\$7,551,772	\$8,758,371	\$9,386,568	\$13,011,534	\$12,800,270	\$15,646,513	\$14,207,175	\$13,273,773
■ Licenses & Permits	\$927,534	\$1,444,481	\$1,497,361	\$1,111,087	\$984,398	\$2,001,221	\$1,586,168	\$1,223,080	\$1,766,263	\$1,663,887
□ Intergovernmental	\$1,992,763	\$1,949,740	\$3,882,911	\$6,121,007	\$4,590,263	\$10,827,692	\$6,165,314	\$6,949,347	\$1,947,650	\$2,831,634
□ Charges for Services	\$742,536	\$1,007,986	\$1,116,725	\$1,595,561	\$1,465,388	\$1,523,794	\$2,148,659	\$2,024,869	\$2,378,285	\$2,213,391
■ Fines & Forfeitures	\$107,129	\$98,395	\$153,923	\$132,084	\$181,987	\$149,853	\$176,406	\$265,828	\$80,831	\$102,626
■ Miscellaneous	\$818,188	\$791,551	\$791,404	\$522,803	\$869,470	\$1,861,138	\$1,456,089	\$1,668,933	\$827,817	\$415,098

Expenditures of Governmental Fund Types by Function



	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
General Government	\$2,275,610	\$2,274,197	\$2,855,591	\$2,698,274	\$3,762,180	\$4,039,229	\$4,769,110	\$4,702,270	\$5,147,088	\$4,057,299
Public Safety	\$2,573,894	\$2,500,675	\$2,672,628	\$2,974,639	\$4,074,250	\$3,802,872	\$4,084,478	\$4,515,664	\$4,672,683	\$4,353,428
Physical Environment	\$565,308	\$179,991	\$191,800	\$271,995	\$3,507,094	\$3,581,602	\$1,806,296	\$1,038,602	\$960,151	\$1,214,970
Transportation	\$1,442,845	\$1,240,737	\$1,270,784	\$1,664,664	\$1,856,432	\$3,751,208	\$3,616,655	\$1,911,468	\$3,674,417	\$2,995,026
Economic Environment	\$4,500	-	-	\$285,701	\$794,495	\$739,460	\$241,477	\$246,319	\$246,383	\$296,234
Human Services	\$1,393	\$2,658	\$229	\$1,083	-	580	976	974	1,000	1,000
Culture/Recreation	\$1,257,353	\$1,281,826	\$3,264,360	\$3,755,872	\$4,632,737	\$4,403,550	\$3,927,874	\$2,205,471	\$3,264,112	\$2,654,431
Capital Outlay	\$850,870	\$1,935,326	\$8,647,551	\$2,696,909	\$4,512,984	\$1,108,388	\$3,833,700	\$13,529,139	\$2,824,732	\$581,497
Debt Service	\$918,800	\$792,359	\$319,562	\$4,806,011	\$832,958	\$5,092,417	\$5,403,425	\$3,217,673	\$1,432,325	\$1,356,240

CITY OF SANIBEL, FLORIDA
 ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
 LAST TEN FISCAL YEARS

Fiscal Year Ended Sept. 30,	Real Property	Personal Property	Less: Tax Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate (1)	Estimated Actual Market Value	Assessed Value (2) as a Percentage of Actual Value
2000	\$ 2,508,517,040	\$ 40,608,500	\$ 155,466,340	\$ 2,393,659,200	\$ 1.9181	\$ 3,025,030,154	84.27%
2001	2,841,149,130	46,926,000	205,177,360	2,682,897,770	1.7291	3,427,848,388	84.25%
2002	3,512,327,870	50,718,730	336,650,590	3,226,396,010	1.7291	4,224,366,308	84.35%
2003	4,038,369,770	59,040,410	441,644,840	3,655,765,340	1.7291	4,858,369,459	84.34%
2004	4,448,531,430	60,153,060	509,050,680	3,999,633,810	1.7291	5,342,935,588	84.39%
2005	4,714,001,920	57,094,640	547,114,100	4,223,982,460	2.5000	5,649,693,048	84.45%
2006	4,586,849,680	59,633,370	553,577,510	4,092,905,540	2.4801	5,504,718,050	84.41%
2007	5,747,239,780	54,496,590	811,376,000	4,990,360,370	2.5000	6,860,543,274	84.57%
2008	5,977,655,900	62,636,940	843,579,870	5,196,712,970	2.1966	7,146,421,698	84.52%
2009	5,592,986,580	75,483,630	770,226,060	4,898,244,150	2.1561	6,717,227,175	84.39%

(1) Tax rates are per \$1,000 of assessed value.

(2) Includes tax exempt property.

Source: Lee County Property Appraiser

Note: Property values are assessed on January 1st for the ad valorem tax levy which generates the property tax revenue for the subsequent fiscal year. Real property is assessed at approximately 85% of estimated market value and personal property at 55%. The estimated actual market value is calculated by dividing assessed values by those percentages.

CITY OF SANIBEL, FLORIDA
PRINCIPAL PROPERTY TAXPAYERS
CURRENT YEAR AND NINE YEARS AGO

Taxpayer	Fiscal Year 2008-09			Fiscal Year 1999-00		
	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Casa Ybel Beach Resort	\$ 31,335,310	1	0.64%	\$ 29,515,370	1	1.23%
Sanibel Cottages	16,765,420	2	0.34%	16,068,360	4	0.67%
Tortuga Beach Club	15,566,420	3	0.32%	19,719,940	3	0.82%
West Wind Association of Sanibel	14,226,150	4	0.29%	10,058,310	6	0.42%
RLR Investments, LLC	14,798,460	5	0.30%	-		-
Shell Island Beach Club	12,950,060	6	0.26%	11,052,050	5	0.46%
1231 Middle Gulf Drive, LLC	12,382,660	7	0.25%	-		-
Periwinkle Place Partners	10,635,450	8	0.22%	9,917,810	7	0.41%
BRE/Sanibel Inn Owners, LLC	10,194,190	9	0.21%	-		-
Rochester Resorts	9,688,810	10	0.20%	-		-
Meristar H + R Operating Company	-		-	27,113,390	2	1.13%
Beachview Golf Club, Inc.	-		-	9,426,580	8	0.39%
Carroll, James P & Patricia	-		-	9,386,120	9	0.39%
Sanibel Beach Club Association	-		-	9,079,870	10	0.38%
	<u>\$ 148,542,930</u>		<u>3.03%</u>	<u>\$ 151,337,800</u>		<u>6.32%</u>

Source: Lee County Property Appraiser

CITY OF SANIBEL, FLORIDA
SANIBEL SEWER SYSTEM
SEWER RATES
LAST TEN FISCAL YEARS

Fiscal Year	Monthly Rates							Consumption Per 1,000 gallons
	Residential	Commercial						
	Flat Fee	Meter Size						
	5/8"	1"	1-1/2"	2"	3"	4"		
2000	\$ 36.10	\$ 17.58	\$ 43.92	\$ 87.82	\$ 125.88	\$ 280.95	\$ 440.51	\$ 3.86
2001 (*)	30.60	17.77	44.40	88.77	127.23	283.95	445.22	4.48
2002	31.52	18.30	45.73	91.43	131.05	292.47	458.58	4.61
2003	32.46	18.85	47.10	94.17	134.98	301.24	472.33	4.75
2004	33.44	19.41	48.52	97.00	139.03	310.28	486.52	4.90
2005	38.46	22.33	55.79	111.55	159.89	356.82	559.48	5.62
2006	39.61	23.00	57.47	114.89	164.68	367.53	576.26	5.96
2007	47.53	27.60	68.96	137.87	197.62	441.03	691.52	7.15
2008	48.96	28.43	71.03	142.01	203.55	454.26	712.27	7.36
2009	50.43	29.29	73.16	146.27	209.65	467.88	733.63	7.58

(*) Restructuring of Rate Schedule effective 01/01/2001

CITY OF SANIBEL, FLORIDA
RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS

Fiscal year Ended Sept. 30	Governmental Activities				Business-Type Activities		Total Primary Government	Percentage of Personal Income	Per Capita
	General Obligation Bonds	Capital Revenue Bonds	Capital Revenue Notes	Capital Leases	Wastewater Revenue Bonds	Wastewater Revenue Notes			
2000	\$ -	\$ 2,706,480	\$ 1,174,875	\$ -	\$ 5,795,000	\$ 14,224,335	\$ 23,900,690	5.89%	\$ 3,941
2001	-	2,261,715	1,014,279	-	5,635,000	19,515,874	28,426,868	N/A	4,682
2002	-	2,188,236	6,288,515	-	5,465,000	32,534,874	46,476,625	N/A	7,576
2003	3,775,000	2,112,265	2,222,505	252,842	5,620,000	38,366,668	52,349,280	N/A	8,411
2004	1,695,000	2,030,111	13,055,893	200,565	5,370,000	41,933,215	64,284,784	N/A	10,148
2005	3,610,000	1,944,149	8,791,081	152,672	5,110,000	43,675,528	63,283,430	N/A	10,090
2006	11,875,000	1,854,401	4,087,980	101,781	4,845,000	46,395,287	69,159,449	14.26%	10,978
2007	11,640,000	1,759,388	2,026,093	50,891	4,575,000	45,797,920	65,849,292	N/A	10,457
2008	11,390,000	1,659,639	1,659,038	88,817	4,305,000	43,522,246	62,624,740	N/A	9,825
2009	11,135,000	1,555,151	1,306,432	80,169	4,030,000	35,492,474	53,599,226	N/A	8,469

Notes: N/A means that statistical information is not available

CITY OF SANIBEL, FLORIDA
WASTEWATER REVENUE BOND COVERAGE
SANIBEL SEWER SYSTEM
LAST SEVEN FISCAL YEARS

Fiscal Year	2003 Sewer Refunding Bonds									
	Gross Revenue ⁽¹⁾	Operating Expenses ⁽²⁾	Net Revenue Available for Debt Service Excluding Connection Fees	Connection Fees	Net Revenue Available for Debt Service Including Connection Fees	Debt Service Requirements			Coverage Calculation ⁽³⁾	
						Principal	Interest	Total	Excluding Connection Fees	Including Connection Fees
2003	\$ 2,716,205	\$ 2,013,369	\$ 702,836	\$ 47,529	\$ 750,365	\$ -	\$ 257,469	\$ 257,469	2.73	2.91
2004	2,698,613	2,281,204	417,409	200,578	617,987	250,000	152,625	402,625	1.04	1.53
2005	2,761,877	2,297,228	464,649	78,014	542,663	260,000	162,408	422,408	1.10	1.28
2006	3,126,129	2,563,785	562,344	65,437	627,781	265,000	157,409	422,409	1.33	1.49
2007	3,774,479	2,445,784	1,328,695	45,731	1,374,426	270,000	151,909	421,909	3.15	3.26
2008	3,855,217	3,363,667	491,550	28,770	520,320	270,000	146,509	416,509	1.18	1.25
2009	4,061,376	3,380,295	681,081	58,335	739,416	285,000	134,651	419,651	1.62	1.76

(1) Total revenues (including interest) exclusive of connection fees and User Fees pledged and used for repayment of subordinated State Revolving Loan Debt.

(2) Total operating expenses of the Donax and Wulfert plants exclusive of depreciation and indirect costs.

(3) The coverage requirement is (A) Net Revenues adequate at all times to pay in each Fiscal Year at least one hundred ten percent (110%) of the current annual Debt Service Requirement becoming due in such Fiscal Year on each Series of Outstanding Bonds or (B) Net Revenues, together with Connection Fees in the Current Account in the Connection Fees Fund, adequate at all times to pay in each Fiscal Year at least one hundred twenty-five percent (125%) of the current annual Debt Service Requirement becoming due in such Fiscal Year on each Series of the Outstanding Bonds; provided, however, that with respect to (B), Net Revenues, excluding Connection Fees in the Current Account must be adequate at all times to pay in each Fiscal Year at least one hundred percent (100%) of the current annual debt service requirement becoming due in such Fiscal Year on the Outstanding Bonds.

CITY OF SANIBEL, FLORIDA
WASTEWATER REVENUE NOTE COVERAGE
SANIBEL SEWER SYSTEM
LAST SEVEN FISCAL YEARS

Fiscal Year	State Revolving Loan Notes						Coverage Calculation
	Net Revenue (1)	Special Assessments, Transmission Main and Connection Fees (2)	Net Revenue Available for Debt Service Including Assessments and Fees	Debt Service Requirements			
				Principal	Interest	Total	
2003	\$ 1,633,631	\$ 4,195,441	\$ 5,829,072	\$ 1,794,084	\$ 407,579	\$ 2,201,663	2.65
2004	2,023,019	-	2,023,019	1,741,564	1,325,531	3,067,095	0.66
2005	2,341,656	1,365,838	3,707,494	2,081,276	1,359,777	3,441,053	1.08
2006	3,194,855	1,251,893	4,446,748	2,053,489	1,384,175	3,437,664	1.29
2007	3,137,159	1,523,528	4,660,687	2,525,200	1,416,310	3,941,510	1.18
2008	3,509,318	940,711	4,450,029	2,275,673	1,579,017	3,854,690	1.15
2009	3,179,638	972,918	4,152,556	2,124,134	1,191,171	3,315,305	1.25

(1) Includes ad valorem tax revenue from Voted Debt Service property tax levy pledged specifically to the repayment of the Wastewater Expansion State Revolving Loan Notes.

(2) Special Assessments, Transmission Main and Connection Fees are recognized in the year in which the levy is adopted and the lien placed upon the benefiting properties. The levy can be paid in full or financed over 20 years at 3.5% interest, collected utilizing the Uniform Method of Collection pursuant to Chapter 197, Florida Statutes

CITY OF SANIBEL, FLORIDA
OPERATING INDICATORS BY FUNCTION/PROGRAM
LAST SEVEN FISCAL YEARS

Function/Program	FISCAL YEAR						
	2009	2008	2007	2006	2005	2004	2003
Police							
Calls for Service	27,041	32,424	26,076	24,975	22,323	23,510	22,494
Parking Citations	3,561	3,859	3,412	2,716	2,341	2,807	1,252
Traffic Citations	782	1,283	1,478	1,066	1,447	1,334	1,944
Total Arrests	357	174	153	157	174	130	107
General Government							
Building permits issued	2,170	2,103	2,624	2,870	4,888	3,310	2,469
Building inspections conducted	5,841	7,343	8,592	9,498	13,514	7,249	7,538
Dwelling units permitted	10	13	15	17	27	37	41
Transportation							
Streets resurfaced/reconstructed (miles)	6.45	3.03	1.01	1.92	1.38	-	0.44
Shared-use Paths Constructed (linear feet)	-	1,200	-	-	-	-	-
Road Miles Swept	447	274	281	166	170	-	-
Wastewater							
Average daily sewage treatment (thousands of gallons)	1,396	1,506	1,355	1,356	1,478	1,242	1,116
Placement of new collection pipe (linear feet)	-	-	3,960	43,000	40,570	-	67,000
Sewer equivalent residential units (ERU)	8,864	8,835	8,517	8,466	8,371	7,879	7,106
Recreation							
After-school program participants	158	215	154	130	155	140	140
Senior Program membership	702	662	745	683	563	573	560
Senior Aerobics participants	6,584	5,470	5,271	5,194	4,276	4,562	4,117
*RecCenter annual memberships	989	1,183	-	-	-	-	-
*RecCenter six-month memberships	780	1,112	-	-	-	-	-
Sanibel Harbor Canal Trimming Assessment District							
Mangroves trimmed (linear feet)	10,000	10,000	10,000	10,000	10,000	10,000	-

Source: Various City departments annual reports

***Note:** New RecCenter opened in December 2007.

CITY OF SANIBEL, FLORIDA
CAPITAL ASSETS STATISTICS BY FUNCTION/PROGRAM
LAST SEVEN FISCAL YEARS

Function/Program	FISCAL YEAR						
	2009	2008	2007	2006	2005	2004	2003
Police							
Stations	1	1	1	1	1	1	1
Vehicle Patrol Units							
Patrol cars	10	10	11	10	10	10	10
Motorcycles	2	2	2	2	2	2	2
Unmarked vehicles	7	7	7	7	7	7	7
Patrol boats	2	2	2	2	2	2	2
Natural Resources							
Environmentally Sensitive Land (acres)	622	622	622	622	622	642	640
Transportation							
Paved Public Streets (miles)	53.56	53.34	53.34	52.96	52.96	52.75	52.00
Unpaved Public Streets (miles)	8.27	8.41	8.41	8.79	8.79	9.00	9.00
Shared Use Paths (miles)	22.85	22.85	22.62	22.62	22.62	22.62	22.62
Wastewater							
Treatment Capacity (thousands)	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Recreation							
Number of Parks (non-beach facilities)	2	2	2	2	2	2	2
Recreation centers/gymnasiums	1	1	0	1	1	1	1
Senior centers	1	1	1	1	1	1	1
Swimming pools	1	1	0	1	1	1	1
Baseball/softball diamonds	3	3	3	3	3	3	3
Beach Parking							
Number of Beach Parking Facilities	7	7	7	7	8	8	8
Parking Spaces	610	610	610	586	657	657	657
Restrooms	6	6	6	6	6	6	6
Fishing Piers	1	1	1	1	1	1	1
Boat ramps	1	1	1	1	1	1	1

Source: Various City departments annual reports

CITY OF SANIBEL, FLORIDA
 FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
 LAST TEN FISCAL YEARS

Function/Program	Full-time Equivalent Employees as of September 30,									
	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000
General Government										
Legislative	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	2.00
Administrative	5.00	5.00	5.00	5.00	4.00	4.00	4.00	4.00	3.00	3.00
MIS	4.00	4.00	3.00	3.00	2.00	2.00	2.00	1.50	1.50	1.50
Finance	7.50	7.50	7.50	7.50	6.50	5.50	5.50	5.50	5.50	5.60
Legal	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.32
Planning	7.00	10.00	10.80	10.80	9.00	9.00	9.00	9.00	8.00	7.50
Public Safety										
Police	38.25	41.25	40.25	38.25	38.25	39.83	38.83	37.83	37.70	34.95
Emergency Management	-	-	-	-	-	-	-	-	-	1.00
Building	4.00	5.00	7.50	8.00	7.00	6.00	6.00	5.00	4.00	4.00
Vehicle Weight Permits	-	-	1.00	1.58	1.58	-	-	-	-	-
Physical Environment	3.00	3.00	3.00	3.00	2.00	2.00	2.00	2.00	2.00	1.50
Transportation	17.00	19.00	19.00	19.00	18.00	18.00	18.00	18.00	18.00	19.00
Culture/Recreation										
Recreation Facility	21.81	18.92	14.42	14.42	14.42	14.42	12.82	12.82	12.56	11.89
Public Facilities	3.00	3.00	3.00	3.00	2.00	4.00	4.00	4.00	4.00	2.30
Senior Programs	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.00	1.12
Museum/Historical Village	-	-	1.00	0.20	0.20	0.20	0.20	-	-	-
Ball Park Maintenance	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.05	2.55
Wastewater	17.00	17.00	17.25	18.00	20.00	21.00	19.00	18.00	17.00	11.90
Beach Parking	13.50	14.50	14.50	14.50	13.50	11.01	10.23	6.73	6.73	9.80
TOTAL	148.68	155.79	154.84	153.87	146.07	144.58	139.20	131.00	126.04	121.93

Source: Annual Budget

CITY OF SANIBEL, FLORIDA
 DEMOGRAPHIC AND ECONOMIC STATISTICS
 LAST TEN FISCAL YEARS

Year	City Population	City Personal Income	Per Capita Personal Income	Unemployment Rate
2000	6,064	\$ 405,754,368	\$ 66,912	3.2%
2001	6,072	N/A	N/A	3.7%
2002	6,135	N/A	N/A	4.6%
2003	6,224	N/A	N/A	4.4%
2004	6,335	N/A	N/A	3.8%
2005	6,272	N/A	N/A	2.9%
2006	6,300	485,024,400	76,988	3.1%
2007	6,297	N/A	N/A	5.2%
2008	6,374	N/A	N/A	9.3%
2009	6,329	463,909,371	73,299	13.8%

Source: Population data provided by Bureau of Economic and Business Research, University of Florida. Unemployment data from the U.S. Department of Labor. Per Capita income data for 2000 is from the US Census and for 2006 and 2009 is from the Lee County Office of Economic Development.

Notes: Unemployment rate is for the Cape Coral-Fort Myers, FL Metropolitan Statistical Area
 N/A means that statistical information is not available

CITY OF SANIBEL, FLORIDA
PRINCIPAL EMPLOYERS⁽¹⁾
Current Year and Nine Years Ago

Employer	2009*			2000		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Lee County School District	10,405	1	4.43%	8,026	1	3.99%
Lee Memorial Health System	8,600	2	3.67%	4,600	2	2.29%
Publix Super Markets	4,215	3	1.80%	2,839	3	1.41%
Lee County Administration**	2,559	4	1.09%	2,165	4	1.08%
Wal-Mart Corporation	2,071	5	0.88%	1,850	5	0.92%
City of Cape Coral	1,700	6	0.72%	1,370	6	0.68%
Lee County Sheriff's Office	1,544	7	0.66%			
U.S. Postal Service	1,397	8	0.60%			
Florida Gulf Coast University	1,292	9	0.55%			
Bonita Bay Group	1,035	10	0.44%			
Meristar Corporation				1,250	7	0.62%
Florida Department of Children and Families				1,182	8	0.59%
Southwest Regional Medical Center				1,030	9	0.51%
WCI Communities				1,007	10	0.50%
Total	34,818		14.84%	25,319		12.59%

⁽¹⁾ Information listed is from Lee County since statistics for the City of Sanibel are not available.

Source: Lee County Comprehensive Annual Financial Report (CAFR)

*As of October 2009

**2000 figure includes Lee County Port Authority personnel

CITY OF SANIBEL, FLORIDA
DEMOGRAPHIC AND MISCELLANEOUS STATISTICS

The City of Sanibel, an island forming the western-most point of Lee County, was incorporated in 1974 through a referendum vote on November 5, 1974, and operates under a Council-City Manager form of government.

NATURAL FEATURES:

Land Area.....	11,600	Acres
Shoreline:		
Beach Frontage Gulf of Mexico.....	11.75	Miles
San Carlos Bay.....	3.75	Miles
Mangrove Frontage.....	9.00	Miles
Island Elevation: Average above sea level.....	4.00	Feet
Maximum above sea level.....	13.00	Feet
Precipitation - Annually.....	42.30	Inches
Temperature: Annual Average.....	74 °	Fahrenheit
August Average.....	83 °	Fahrenheit
January Average.....	64 °	Fahrenheit

DEMOGRAPHICS:

Resident Population 2008 Data.....	6,347	
Registered Voters 2010 Data.....	5,673	
Resident Average Age 2000.....	60.5	
Average Assessed Home Value 2010 Data.....	\$ 541,298	
Median Family Income - 2009	\$ 73,299	
Public Education (Operated at County Level)		
Elementary/Middle School (K-8).....	1	
Enrollment (Kindergarten through Eighth).....	377	
Police Station.....	1	
Number of Full-time Sworn Officers (Full Time Equivalent).....	25.00	
Number of Part-time Sworn Officers (Full Time Equivalents).....	1.75	
Fire Stations (Operated at County Level).....	2	
Number of Full-time Firefighters.....	25	
Fire Hydrants.....	460	
Public Libraries.....	1	
Library Holdings.....	108,067	
Water & Sewer Utilities		
	<u>Water</u>	<u>Sewer</u>
Active Accounts.....	4,971	4,211
Miles of Mains.....	100.8	
Force Mains.....		50
Gravity Mains.....		42
Capacity per Day - Millions of Gallons.....	2.5	
Donax Treatment Plant.....		2.375
Wulfert Treatment Plant.....		0.125
Roads - Total Public & Private	80.68	Miles
Public Roads - Paved.....	61.37	Miles
Public Roads - Unpaved.....	19.31	Miles
Shared Use Paths	22.85	Miles
Causeway length (County Owned - Round Trip Toll \$6.00).....	3	Miles
Causeway Traffic (2009).....	2,926,862	Autos
Public & Conservation Land Total.....	7,396	Acres
J.N. "Ding" Darling Wildlife Refuge.....	5,400	Acres
Sanibel-Captiva Conservation Foundation.....	1,200	Acres
Lee County.....	196	Acres
City of Sanibel.....	600	Acres

City of Sanibel, Florida

The City of Sanibel incorporated on November 5, 1974. The City is located on Sanibel Island, a barrier island in the Gulf of Mexico off the coast of southwest Florida in Lee County. The City is connected to the mainland by a three-mile causeway owned and operated by Lee County, Florida. The city operates under the council-manager form of government. Policy-making and legislative authority is vested in a governing council consisting of five (5) non-partisan members elected at-large in staggered four (4) year terms. One council member is selected annually from among the five council members to serve as the mayor.

The City Council is responsible for adopting ordinances and resolutions, adopting the annual budget, appointing the planning commission and advisory committees and hiring the city manager and city attorney. The city manager is responsible for administering the policies and ordinances of the City Council, overseeing the day-to-day operations of the City and appointing the heads of the various City departments, the chief of police and city clerk.

The City provides a comprehensive range of municipal services including general government, public safety (police protection, emergency management and building inspection), planning, natural resource management, (including an environmentally sensitive land acquisition and restoration program), sewer utility services, transportation, (road, bridge and multi-use path construction and maintenance) and culture/recreation activities.

Fire service is provided by an independent taxing district, electric service is provided by a cooperative and water service is provided by a non-profit. Private, not-for-profit organizations also provide additional community services including a below market rate housing program, a historical village and museum and a cultural arts center.

Sanibel is a world class visitor destination due to a mild winter climate, 15.5 miles of white sandy beaches which are habitat for numerous endangered and threatened species, 22.6 miles of paved shared use paths and numerous eco-tourist opportunities. Sixty-seven percent of the island's land area is located within the J.N. Ding Darling National Wildlife Refuge or is otherwise designated conservation land. The island is a world-renowned location for birding and shelling. Protection of the island's natural environment is the paramount priority of the City of Sanibel and residents as evidenced in the City's vision statement;

“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.”

As the City approaches build-out, the explosive growth in population experienced in the early years of incorporation has slowed. It is noteworthy that the percentage of residents who are registered Sanibel voters continues to increase:

Year	Permanent Residents	Registered Voters	%
1974	2,875	1,306	45.4%
1984	4,375	3,029	69.9%
1994	5,672	4,520	79.7%
2004	6,335	4,906	77.4%
2008	6,374	5,673	89.4%

City of Sanibel, Florida

Sanibel's taxable valuations and millage rates are shown below:

<u>FISCAL YEAR(*)</u>	<u>TAXABLE VALUATION</u>	<u>OPERATING MILLAGE RATE (**)</u>
2005	4,223,982,460	2.5000
2006	4,092,905,540	2.4801
2007	4,990,360,370	2.5000
2008	5,196,712,970	2.1966
2009	4,898,244,150	2.1561
2010	4,514,499,010	2.1561
2011	4,208,972,409	2.1561

(*) Represents the fiscal year in which the tax revenue is collected

Sanibel has decreased its tax rate concurrent with a decrease in its assessed values. In spite of these decreases between fiscal year 2008 and 2010 \$14.9 million in debt was retired.

In summary, by adhering to strict fiscal discipline Sanibel continues to operate within existing resources while maintaining sufficient reserves for operations, disasters or meeting the challenge of the current economy.



Sanibel Island