



City of Sanibel

800 Dunlop Road
Sanibel, FL 33957

Meeting Agenda - Final City Council

Tuesday, March 3, 2015

9:00 AM

City Hall

1. Call to Order / Roll Call
2. Invocation and Pledge of Allegiance (Councilman Harrity)
3. Presentation(s):
 - a. Employee of the 1st Quarter, Fiscal Year 2015

Attachments: [FY15 1st Qtr Congratulations Letter](#)
4. Planning Commission Report (Vice Chair Chris Heidrick)
5. Public Comments for non-Agenda items
6. Council Comments
7. First Reading of an Ordinance and scheduling of public hearing.

Note: The First Reading is not a public hearing and no discussion or testimony will be taken unless the ordinance changes permitted conditional or prohibited uses as required by State Statute

- a. **ORDINANCE 15-006 AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 82 “ADMINISTRATION”, ARTICLE III, “PLANNING COMMISSION”, DIVISION 3, “SPECIFIC AUTHORITY”, AND ARTICLE IV “DEVELOPMENT PERMITS”, DIVISION 2, “PROCEDURE”, SUBDIVISION III, “LONG FORM”, AND CHAPTER 90 “FEES”, ARTICLE IV “PUBLIC HEARINGS”, DIVISION 8 “VARIANCES”; AMENDING SECTION 82-116. “VARIANCES, TEMPORARY USES, CONDITIONAL USES” - ADDING LANGUAGE RELATING TO WAIVERS; AMENDING SECTION 82-117. “AUTHORIZATION” - ADDING THE TERM WAIVERS; RENUMBERING SECTIONS 82-342-82-360. “RESERVED” AS 82-342-82-350; ADDING A NEW SUBDIVISION XIII (SECTION 82-351), “WAIVERS TO LAWFULLY EXISTING NONCONFORMING STRUCTURES AND PROPERTIES LOCATED IN THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS” - ESTABLISHING A PUBLIC NOTICE AND HEARING PROCESS FOR THE PLANNING COMMISSION TO CONSIDER SPECIFIC WAIVER REQUESTS TO ALLOW**

IMPROVEMENTS TO LAWFULLY EXISTING NONCONFORMING PARCELS, BUILDINGS AND STRUCTURES LOCATED WITHIN THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS; ADDING A NEW SECTION 82-352-82-360. "RESERVED"; AMENDING SECTION 82-421. "APPLICATION" - ADDING THE TERM WAIVER; ADDING A NEW SECTION 90-489, "APPLICATIONS FOR WAIVERS TO CERTAIN REQUIRED CONDITIONS FOR THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS INVOLVING NONCONFORMING BUILDINGS AND STRUCTURES" - SETTING AN APPLICATION FEE; RENUMBERING SECTIONS 90-489-90-500. "RESERVED" AS 90-490-90-500; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Attachments:

[ORD 15-006](#)

[Planning Commission Resolution 15-005](#)

[Staff Report dated 01-27-15](#)

[Planning Commission Meeting 01-27-15 PowerPoint](#)

[Staff Report dated 12-09-14](#)

8. SECOND READING AND PUBLIC HEARING

- a. **ORDINANCE 15-004 AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 "ZONING", ARTICLE XIV, "SUPPLEMENTARY DISTRICT REGULATIONS", ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 - "OUTDOOR LIGHTING"; AMENDING SECTION 126-996. "DEFINITIONS" - ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND AMENDING SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" - REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND REPEALING "APPENDIX A" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND ADDING "APPENDIX A, APPENDIX B AND APPENDIX C - CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" ILLUSTRATING COMPLIANT AND NONCOMPLIANT LUMINAIRES; AND ADDING A NEW SECTION 126-998. "CERTIFICATE OF LUMINAIRE COMPLIANCE" -**

ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND RENUMBERING SECTION 126-998. "BEACH WALKOVER LIGHTING" AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND RENUMBERING SECTION 126-999. "BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION - NEWLY INSTALLED ARTIFICIAL LIGHTING SOURCES" AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1000. "SAME - EXISTING ARTIFICIAL LIGHTING SOURCES" AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1001. "ALTERNATIVE LIGHTING PLAN" AS 126-1002; AND RENUMBERING SECTION 126-1002. "INTERPRETATION" AS 126-1003; AND RENUMBERING SECTIONS 126-1003 - 126-1020. "RESERVED" TO 126-1004 - 126-1020; AND SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Attachments:

[Cover Sheet](#)

[Planning Director Memorandum dated 012715](#)

[Ordinance 15-004](#)

[Staff Report dated 011315](#)

[Planning Commission Resolution 15-003](#)

[City Attorney Memorandum dated 012815](#)

[City Attorney Memorandum dated 022415](#)

- b. ORDINANCE 15-005 AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B, LAND DEVELOPMENT CODE, CHAPTER 90, FEES, ARTICLE II DEVELOPMENT PERMITS, ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4, ACCESSORY USES AND STRUCTURES; AMENDING SECTION 90-110 TO ESTABLISH A FEE FOR DEVELOPMENT PERMIT APPLICATIONS FILED FOR AN OSPREY NESTING PLATFORM AND RENUMBERING SECTION 90-110, USES AND STRUCTURES NOT SPECIFICALLY LISTED, AS 90-111; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Attachments:

[Ordinance 15-005 development permit fee reduced](#)

9. CONSENT AGENDA

ANY PERSON MAY REQUEST THAT COUNCIL REMOVE AN ITEM FROM THE CONSENT AGENDA FOR DISCUSSION BY NOTIFYING THE CITY MANAGER, CITY CLERK, OR A COUNCIL MEMBER PRIOR TO THE MEETING.

- a. RESOLUTION 15-015 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-015; AND PROVIDING AN EFFECTIVE DATE** (To budget and appropriate \$25,000 in grant funding from the U.S. Fish and Wildlife Service for the Sanibel Bayous Package Plant Restoration Project. These were previously approved grant funds that were not included in the adopted FY15 budget. This amendment increases the FY2015 budget by \$25,000)
- Attachments: [RES 15-015](#)
 [RES 15-015 Staff Memo](#)
- b. RESOLUTION 15-016 ADOPTING A COST ALLOCATION PLAN, (ALSO KNOWN AS AN INDIRECT COST PLAN) FOR THE FISCAL YEAR 2014-15; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CERTIFICATE OF COST ALLOCATION PLAN IN ACCORDANCE WITH THE REQUIREMENTS OF OMB CIRCULAR A-87 AND FULL COST PLAN; AUTHORIZING THE DISTRIBUTION OF THE CENTRAL SERVICE OVERHEAD COSTS TO QUALIFYING GRANTS AND ENTERPRISE FUNDS; ESTABLISHING THAT REGULAR UPDATES TO THE COST ALLOCATION PLAN BE MADE; AND ESTABLISHING AN EFFECTIVE DATE AND RESOLUTION 15-017 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-014 AND PROVIDING AN EFFECTIVE DATE** (Based on the FY14 completed indirect cost study, adjust expense in the following funds: 1) Building Department Fund increase expense by \$4,290; 2) Ballfield Maintenance Fund increase expense by \$25,015; 3) Sewer Fund decrease expense by \$5,101; 4) Beach Parking Fund increase enforcement expense by \$36,083 and maintenance expense by \$8,479. Increase revenue to the general fund by \$68,766. Increase revenue to the ballfield maintenance fund by \$25,015 (includes \$15,603 transfer from general fund). This total amendment increases the FY 2015 budget by \$93,781)
- Attachments: [RES 15-016](#)
 [RES 15-016 Full Cost Allocation Plan FY2014](#)
 [RES 15-016 Comparison of FY 2014 to FY 2013](#)
 [RES 15-017](#)
- c. RESOLUTION 15-019 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-016; AND PROVIDING AN EFFECTIVE DATE** (To budget receipt of \$2,300 from the Foundation of the Rotary Club of Fort Myers South to support the Sanibel Police School Resource Officer Program. This amendment increases the FY2015 budget by \$2,300)
- Attachments: [RES 15-019](#)
 [RES 15-019 Staff Memo](#)
- d.** Approval of Minutes - February 03, 2015 Regular Meeting
- Attachments: [City Council February 3, 2015 Draft Minutes](#)
- e.** Approval of an agreement between Sanibel Flag Football League, Inc. and the City of Sanibel to provide various youth programs and authorize the City Manager to execute same
- Attachments: [Sanibel Flag Football League, Inc., Youth Baseball and Softball Agreement 201](#)
- f.** Approve the use of Paints and Coatings, Inc. to rehabilitate lift stations and manholes utilizing City of Cape Coral contract #CON-UT14-15/TM pricing; this pricing will remain valid until August 12,

2017 (these services are being procured as a “piggy backing” purchase and therefore competitive procurement methods are not required and are hereby waived)

Attachments: [Lift Station and Manhole Rehabilitation staff memorandum](#)
[Cape Coral Contract #CON-UT14-15 TM Pricing](#)
[Donax Headworks Chamber Quote](#)
[Donax In Plant Lift Station Quote](#)

- g.** Approval of an agreement between the City of Sanibel and Kimberly Kouril to provide Yoga instruction at the Recreation Center and authorize the Mayor to execute same

Attachments: [Agreement with Kimberly Kouril](#)
[Email from Yali Zawady](#)

- h.** Approval of Memorandum of Understanding between Sanibel Police Department and the Department of Highway Safety for the Drivers License and/or Motor Vehicle Record Data Exchange and authorize Police Chief Bill Tomlinson to execute same

Attachments: [Data Exchange MOU revision memorandum dated 9-8-2014](#)
[Data Exchange Memorandum of Understanding](#)
[Data Exchange MOU Attachment 1](#)

- i.** Approval under the City’s emergency procurement policy for replacement of MacKenzie Hall, Legal Office air conditioning systems and repairs to the Administrative Wing IT room with FHSI Mechanical Contractor in the amount of \$95,642

Attachments: [City Hall air conditioning staff report](#)
[MacKenzie Hall Proposal](#)
[Administration and IT Proposal](#)
[City Attorney Office Proposal](#)

- j.** Request from Sanibel Historical Museum & Village to serve 2 oz. of alcohol at the "Garden Party and Dance" held at 950 Dunlop Road on March 19, 2015

Attachments: [Request from Sanibel Historical Museum & Village](#)

- k.** Approve the repair and recondition of the existing Parkson Bar/Filter Screens used for grit removal to Parkson Corporation; this item is being procured as a sole source purchase and therefore competitive procurement methods are not required and are hereby waived as a sole source in the amount of \$75,090

Attachments: [Parkson Bar Screen staff memorandum](#)
[Parkson Bar Screen Quotation](#)
[Parkson Bar Screen Sole Source](#)

- l.** Approve the purchase of a ½ ton extended cab pickup truck with 4-wheel drive from Bartow Ford for a cost of \$26,092

Attachments: [Pickup Truck Purchase staff memorandum](#)

10. OLD BUSINESS

- a. Water Quality Issues
 - i. Reports from Director Evans
 - 1. Report regarding Lake Okeechobee releases
 - 2. Department of Environmental Protection awards \$1 million for Restoration of St. Lucie and Caloosahatchee Estuaries
 - 3. South Florida Water Management District (SFWMD) begins pumping water operations at several water storage sites
 - 4. Correspondence dated February 19, 2015 from the Audubon of Southwest Florida endorsing the watershed white paper
 - 5. Correspondence dated February 19, 2015 and Resolution 15R-02-34 from City of Lauderhill endorsing the watershed white paper
 - 6. Letter dated February 20, 2015 from Commissioner Adam H. Putnam, Department of Agriculture and Consumer Service regarding Council's support in purchasing the Bond property as part of the Charlotte Harbor Flatwoods Florida Forever Project
 - 7. Blind Pass Area Status Reports
 - i. Erosion southeast of Blind Pass
 - ii. Silting of Blind Pass
 - iii. Request for Tourism Development Council (TDC) funds

Attachments:

[DEP award](#)

[SFWMD water storage](#)

[Audubon of SWF white paper endorsement](#)

[City of Lauderhill white paper endorsement](#)

[Adam Putnam thank you letter](#)

[Blind Pass Erosion Overview dated 2-11-15](#)

[Blind Pass Erosion Photos 2-2-15 to 2-10-15](#)

[Correspondence from LCEC dated February 18, 2015](#)

[LCEC anchor extensions repair locations](#)

[Request for TDC funds](#)

- b. Resident feedback regarding the Dunes Neighborhood Traffic Follow-up

11. COMMITTEE BOARDS COMMISSION

- a. Report regarding the Lee County Human Services Committee by Jean Ann DeWalt

12. CITY MANAGER

- a. Informational Items
 - i. Public Works Staff Reports
 - 1. CIP Monthly Report
 - 2. Grease Trap Report

Attachments: [CIP Report](#)

[Grease Trap Report](#)

- b. ii. Recreation Staff Reports
 - 1. Revenue and Membership Report

Attachments: [Recreation Revenue and Membership Report](#)

- c. iii. Legislative Monthly Report

Attachments: [Legislative Report](#)

- d. iv. Building Department Monthly Permit and Revenue Report

Attachments: [Monthly Permit Report](#)

[Monthly Revenue Report](#)

- e. v. Planning Department Reports
 - 1. Permit Activity Report
 - 2. Code Enforcement Activity Report
 - 3. Project Task List Report

Attachments: [Permit Activity Report](#)

[Code Enforcement Activity Report](#)

[Project Task List Report](#)

- f. vi. January 2015 Causeway Counts Report

Attachments: [Causeway Counts Memo](#)

- g. vii. Community Housing and Resources (CHR) Monthly Financial Report for December 31, 2015

Attachments: [CHR Quarterly Report](#)

- h. viii. City Investment Reports
 - 1. Treasury Investment Performance Report for Quarter ending December 31, 2014 by Burgess Chambers and Associates
 - 2. Investment Portfolio Report for Quarter ending December 31, 2014 by Integrity Fixed Management, LLC

Attachments: [Treasury Investment Performance Report](#)

[Investment Portfolio Report](#)

13. CITY ATTORNEY'S REPORT

14. COUNCIL MEMBER'S REPORT

- a. General Employee Pension Fund Report GASB 25 and 67 Funding Progress (Vice Mayor Congress)

Attachments: [Pension Plan Statement](#)

- b. Police Pension Fund Report GASB 25 and 67 Funding Progress (Councilman Denham)

Attachments: [Pension Plan Report](#)

- c. Southwest Florida Regional Planning Council letter of support request (Vice Mayor Congress)

Attachments: [Letter of Support](#)

Horizon Council Invitation

Attachments: [Horizon Council Invitation](#)

Regional Planning Council Resolution

Attachments: [SWFRPC draft resolution](#)

15. PUBLIC COMMENT

16. ADJOURNMENT

IF A PERSON DECIDES,, TO APPEAL A DECISION MADE BY THE COUNCIL ON ANY MATTER CONSIDERED AT THIS MEETING/HEARING, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, TO INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH ANY SUCH APPEAL IS TO BE BASED.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING, TO INCLUDE HEARING IMPAIRMENT, SHOULD CONTACT JIM ISOM, DIRECTOR OF ADMINISTRATIVE SERVICES, NO LATER THAN ONE DAY PRIOR TO THE PROCEEDINGS AT (239) 472-3700. FOR ADDITIONAL ASSISTANCE IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE AT 711.

Citizens may request to receive Sanibel City Council and Planning Commission meeting agenda directly via e-mail. Citizens wishing to receive a copy of the agenda via e-mail may do so by visiting the City's website at www.mysanibel.com. Additionally, citizens may register to receive City announcements such as press releases.

Prior to requesting the agendas, the website reminds citizens that all e-mail addresses and requests submitted to the City are public information and governed by the applicable Florida Statute.

HORIZON – UPCOMING IMPORTANT DATES

a. HORIZON - UPCOMING IMPORTANT DATES

| | | | | |
|---------|----------------|---|----------------|-----------|
| Tuesday | April 07, 2015 | City Council Meeting Annual Election of Mayor/Vice Mayor | MacKenzie Hall | 9:00 a.m. |
| Tuesday | May 05, 2015 | City Council Meeting | MacKenzie Hall | 9:00a .m. |
| Friday | May 08, 2015 | Victory in Europe Day | | |
| Monday | May 25, 2015 | City Hall Closed in observance of Memorial Day | | |

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|--|--------------------|--|----------------|-------------------------|
| Tuesday | June 02, 2015 | City Council Meeting | MacKenzie Hall | 9:00 a.m. |
| Saturday | June 06, 2015 | D-Day | | |
| Friday | July 03, 2015 | City Hall Closed in observance of Independence Day | | |
| Saturday | July 04, 2015 | City Hall Closed in observance of Independence Day | | |
| Tuesday | July 21, 2015 | City Council Meeting Set proposed Millage rate | MacKenzie Hall | 9:00 a.m. |
| Tuesday | August 04, 2015 | City Council Meeting | MacKenzie Hall | 9:00 a.m. |
| Friday | August 14, 2015 | Victory in Japan Day | | |
| Saturday | September 12, 2015 | First Budget Hearing Regular Meeting | MacKenzie Hall | 9:00 a.m. 11:00 a.m. |
| Monday & Tuesday September 14, 2015 Rosh Hashanah begins at sunset through Tuesday, September 15, 2015 | | | | |
| Tuesday | September 22, 2015 | City Council Meeting Final Budget Hearing | MacKenzie Hall | 9:00 a.m. 5:01 p.m. |
| Wednesday | September 23, 2015 | Yom Kippur | | |
| Tuesday | October 06, 2015 | City Council Meeting | MacKenzie Hall | 9:00 a.m. |
| Tuesday | November 03, 2015 | City Council Meeting | MacKenzie Hall | 9:00 a.m. |
| Wednesday | November 11, 2015 | City Hall will be closed in observance of Veterans Day | | |
| Thursday & Friday | November 26 & 27 | City Hall will be closed in observance of Thanksgiving | | |
| Tuesday | December 01, 2015 | City Council Meeting | MacKenzie Hall | 9:00 a.m. |
| Friday | December 04, 2015 | Student Government Day | | 10:15 a.m. |

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|--------|-------------------|---|
| Monday | December 07, 2015 | Pearl Harbor Day |
| Friday | December 25, 2015 | City Hall will be closed in observance of Christmas |

“RULES OF CIVILITY FOR PUBLIC PARTICIPATION”

In recognition that public discourse is essential to the democratic system of government on April 16, 2002, Sanibel City Council adopted a Proclamation embracing civility in public deliberations. These rules were updated February 22, 2007.

Therefore, Sanibel City Council sanctioned these rules for public participation while conducting meetings and workshops:

1. Speakers are permitted to deliver his or her comments without interruption.
2. Speakers and debates should focus on issues, not on persons or personalities.
3. Persons are encouraged to participate in the governmental process.
4. To allow time to hear all points of view, speakers are allotted 3 minutes each time they are recognized.
5. Sidebar discussions while others are speaking are not permitted in Council Chambers. These discussions are to be removed from the chamber so as not to be disruptive to those conducting and following Council business.
6. Only the speaker recognized by the Chairperson has the floor. Speakers should raise their hand to be recognized. Speakers should identify themselves for the record. Speakers should utilize the microphone so that their comments can be recorded.
7. Anyone wishing to speak on an issue is given an opportunity to speak before speakers are recognized for an opportunity to speak a second time on an issue.
8. We seek to understand one another's points of view.
9. Anger, rudeness, ridicule, impatience and lack of respect for others are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea such as clapping, cheering, booing or hissing or intimidating body language are not permitted in Council Chambers or workshop facilities.
10. We should all take initiative to make things better. Our goal is to foster an environment, which encourages a fair discussion and exchange of ideas without fear of personal attacks.

March 3, 2015

Ms. Charlotte Durand
Recreation Department

SUBJECT: Employee of the Quarter Award

Dear Ms. Durand:

I would like to congratulate you on being selected as Employee of the 1st Quarter, Fiscal Year 2015, for the City of Sanibel. You are part of a very select group of employees who have distinguished themselves as outstanding public servants who have received this award.

Your designation as "Employee of the Quarter" results from the recognition of your personal accomplishments by your co-workers and reflects great credit upon you and the services you provide the public. This significant personal recognition should be a source of pride and satisfaction to you.

Your contributions to the City of Sanibel are sincerely appreciated. I wish you continued success and personal rewards in the performance of your duties as Recreation Assistant for the City of Sanibel Recreation Department.

Thanks for doing a great job!

Sincerely,

Kevin Ruane
Mayor

Xc: Employee Personnel File

CITY OF SANIBEL

ORDINANCE 15 - 006

AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 82 “ADMINISTRATION”, ARTICLE III, “PLANNING COMMISSION”, DIVISION 3, “SPECIFIC AUTHORITY”, AND ARTICLE IV “DEVELOPMENT PERMITS”, DIVISION 2, “PROCEDURE”, SUBDIVISION III, “LONG FORM”, AND CHAPTER 90 “FEES”, ARTICLE IV “PUBLIC HEARINGS”, DIVISION 8 “VARIANCES”;

AMENDING SECTION 82-116. “VARIANCES, TEMPORARY USES, CONDITIONAL USES” – ADDING LANGUAGE RELATING TO WAIVERS;

AMENDING SECTION 82-117. “AUTHORIZATION” – ADDING THE TERM WAIVERS;

RENUMBERING SECTIONS 82-342—82-360. “RESERVED” AS 82-342—82-350;

ADDING A NEW SUBDIVISION XIII (SECTION 82-351), “WAIVERS TO LAWFULLY EXISTING NONCONFORMING STRUCTURES AND PROPERTIES LOCATED IN THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS” – ESTABLISHING A PUBLIC NOTICE AND HEARING PROCESS FOR THE PLANNING COMMISSION TO CONSIDER SPECIFIC WAIVER REQUESTS TO ALLOW IMPROVEMENTS TO LAWFULLY EXISTING NONCONFORMING PARCELS, BUILDINGS AND STRUCTURES LOCATED WITHIN THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS;

ADDING A NEW SECTION 82-352—82-360. “RESERVED”;

AMENDING SECTION 82-421. “APPLICATION” – ADDING THE TERM WAIVER;

ADDING A NEW SECTION 90-489, “APPLICATIONS FOR WAIVERS TO CERTAIN REQUIRED CONDITIONS FOR THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS INVOLVING NONCONFORMING BUILDINGS AND STRUCTURES” – SETTING AN APPLICATION FEE;

RENUMBERING SECTIONS 90-489—90-500. “RESERVED” AS 90-490—90-500;

PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, supporting local, island-serving businesses is an important goal of the City of Sanibel and the Sanibel Plan; and

WHEREAS, commercial properties exist in the City which are lawfully existing, and nonconforming; and

WHEREAS, City Council has approved a Mission Statement for Commercial Redevelopment – “To establish and maintain a vibrant and healthy commercial district, consistent with the Sanibel Plan, that provides for the needs and services of Sanibel’s residents & visitors”; and

WHEREAS, City Council has identified the strengths and challenges of the local economy; and

WHEREAS, the City recognizes the importance of encouraging reinvestment into nonconforming commercial properties as a means to reinvigorate the Commercial Districts; and

WHEREAS, the City understands the challenge of improving nonconforming properties which often are constrained by unique conditions and limitations that exist on the property; and

WHEREAS, addressing nonconforming buildings and properties through a waiver process represents one of the final major components of the Commercial Redevelopment Study approved and directed by City Council; and

WHEREAS, the City Council deems it necessary to establish a public notice and hearing process where the Planning Commission can consider individual requests filed for a set of waivers to specific zoning requirements of the Land Development Code; and

WHEREAS, all required public notices and public hearings for this amendment have been properly given and held.

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

SECTION 1. The Sanibel Code of Ordinances Chapter 82, “Administration”, Article III, “Planning Commission”, Division 3, “Specific Authority”, Subdivision 1, “In General”, Section

82-116 “Variances, Temporary Uses, Conditional Uses”, is hereby amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:

Subdivision I. - In General

Sec. 82-116. - Variances, temporary uses, conditional uses, waivers.

Approvals of variances, temporary uses, ~~and~~ conditional uses and waivers shall expire if any necessary development permit to implement such approval is not obtained within a period of 12 months after approval, or, if a development permit is obtained within 12 months, upon expiration of the development permit.

SECTION 2. The Sanibel Code of Ordinances Chapter 82, “Administration”, Article III, “Planning Commission”, Division 3, “Specific Authority”, Subdivision 1, “In General”, Section 82-117 “Authorization”, is hereby amended with additions indicated by underlining, to read as follows:

Sec. 82-117. - Authorization.

The Planning Commission, in addition to hearing requests for development permits, conditional uses, temporary uses, variances, waivers, interpretation of zone boundaries, and interpretation of the language of the Sanibel Plan and this Land Development Code, shall hear requests for the re-establishment of nonconforming uses that have been abandoned. The Planning Commission shall also review applications for amendments to the Sanibel Plan, amendments to zone district boundaries, and amendments to the regulations contained in this Land Development Code, and shall, after hearing, make a recommendation, for council action, in accordance with the standards set forth in this division. In addition, the Planning Commission shall conduct an annual review of the capital improvements element of the Sanibel Plan. The Planning Commission shall also review, annually, the future land use element, the permitting process and the effectiveness of below market rate housing provisions.

SECTION 3. *The Sanibel Code of Ordinances Chapter 82, “Administration”, Article III, “Planning Commission”, Division 3, “Specific Authority”, Subdivision XII, “Land Development Code Review”, Sections 82-342—82-360. “Reserved” – is hereby renumbered as 82-342—82-350.*

Secs. 82-342—82-~~3560~~. Reserved.

SECTION 4. The Sanibel Code of Ordinances Chapter 82, “Administration”, Article III, “Planning Commission”, Division 3, “Specific Authority”, Subdivision XIII, “Waivers to Lawfully Existing Nonconforming Structures and Properties Located in the General, Town Center General and Town Center Limited Commercial Districts”, is hereby created with additions indicated by underlining, as follows:

Subdivision XIII. Waivers to Lawfully Existing Nonconforming Structures and Properties Located in the General, Town Center General and Town Center Limited Commercial Districts

Sec. 82-351. Authorization.

(a) Generally. The Planning Commission, after hearing, may grant waivers from a set of specific requirements of certain applicable provisions of this Land Development Code’s required conditions but only for those lawfully existing nonconforming structures and properties located within the General, Town Center General and Town Limited Commercial Districts, in accordance with the standards set forth in this division, except that the Planning Commission shall not grant any waiver which will, directly or indirectly, increase the maximum floor area or height allowed for commercially zoned parcels, or that will increase or further the extent of any lawfully existing nonconformity on a commercially zoned property developed prior to the adoption and effective date of this Land Development Code.

Waivers may be granted by the Planning Commission for the following set of applicable requirements and provisions associated with Chapter 126 Zoning of the Land Development Code:

- (1) The design specifications for off-street parking spaces and loading areas;
- (2) The installation, location, numbers, types, size and variety specified for commercial vegetation buffers and landscaping;
- (3) Modifications and improvements to lawfully existing nonconforming parcels of land, buildings or structures, (including the roof or other architectural features of such buildings or structures), that are situated within the minimum front, side or rear yard setbacks for the commercial districts;
- (4) The maximum allowed land area to be either covered with impermeable surfaces or developed for a specific use or cleared of vegetation for nonconforming properties located within the commercial districts; and

- (5) Increase in the number of ingress/egress driveways access to any of the commercially zoned properties that will enhance safety and traffic circulation.

(b) Conditions. In approving any requested waiver, the Planning Commission may attach to the approval such conditions and limitations as are necessary to ensure that any development deviating from the requirements of this Land Development Code pursuant to such waiver approval is in compliance with the standards specified in subsection (e) of this section and is not detrimental to the public health, welfare, or safety, or to the quiet and peaceful use and enjoyment of adjoining lands and uses. Any development which deviates from the standards of this Land Development Code, pursuant to an approved waiver, but which is not in compliance with the conditions attached to the approved waiver, shall be a violation of this Land Development Code.

(c) Application and hearing. Application for a waiver shall be made on such form as is provided by the city and shall include such information, as identified in section 82-382, as the city manager determines to be necessary to a complete determination of the issue. The hearing on the application shall be conducted by the Planning Commission as for the consideration of an application for long-form development permit as provided in sections 82-97, 82-422 and 82-423.

(d) Action upon application. The Planning Commission, immediately or within 60 days after closing the hearing, shall, by resolution, take action upon the application. A copy of the resolution shall be forwarded to the owner and the applicant within ten days following the adoption of the resolution.

(e) Standards – generally. The Planning Commission may grant a waiver upon a positive finding of the following:

- (1) The applicant’s request must be able to identify the specific hardship or practical reason for not being able to meet the regulation as a result of the particular shape, size, location or topography of a lot or parcel, or of a structure thereon, which would cause practical difficulties that would deprive the owner of reasonable use and enjoyment of such lot or parcel in the same manner as other properties similarly situated;
- (2) The applicant’s request must be able to identify any special conditions related to unusual constraints peculiar to the specific lot or parcel or relate to special conditions of the structure involved, and that are not generally applicable to other lands or structures similarly situated;
- (3) The applicant’s request cannot be based upon the cost of redeveloping in compliance with the Land Development Code and must serve the public interest by way of not increasing any negative impacts upon surrounding properties and land uses nearby;

- (4) The proposed waiver shall not diminish property values in, nor alter the essential character of, the area surrounding the site and shall not otherwise interfere with or negatively impact the customary use and enjoyment of adjacent property owners and their lands;
- (5) The proposed waiver shall not be not be adverse to the developed neighborhood scheme and will not adversely affect the plan and scheme set forth in this Land Development Code, and will not cause the proposed development to be inconsistent with the Sanibel Plan nor adverse to the health, safety and general welfare of the community; and
- (6) The waiver granted must be the minimum necessary to mitigate the hardship demonstrated.

SECTION 5. The Sanibel Code of Ordinances Chapter 82, “Administration”, Article III, “Planning Commission”, Division 3, “Specific Authority”, Subdivision XIII, “Waivers to Lawfully Existing Nonconforming Structures and Properties Located in the General, Town Center General and Town Center Limited Commercial Districts”, Sections 82-352—82-360 “Reserved”, is hereby created with additions indicated by underlining, as follows:

Secs. 82-352—82-360. Reserved.

SECTION 6. The Sanibel Code of Ordinances Chapter 82, “Administration”, Article IV, “Development Permits”, Division 2, “Procedure”, Subdivision III, “Long Form”, Section 82-421 “Application” – is hereby amended with additions indicated by underlining, as follows:

Sec. 82-421. - Application.

A long-form application shall be required for the following types of development:

- (1) All applications for development that do not qualify for short-form application.
- (2) Application for development which the city manager determines to be inconsistent with the plan or raise issues as to interpretation of the Sanibel Plan or this Land Development Code.
- (3) All applications for development which require a variance or waiver.
- (4) All applications for development requiring conditional use permits.

- (5) All applications which require interpretation of zone line.
- (6) Any application in which the developer seeks an interpretation of the language of the Sanibel Plan or this Land Development Code inconsistent with that of the city manager.
- (7) Any application for placement of a structure on the historic register, in accordance with the procedures set forth in chapter 98.
- (8) Any application which raises questions as to compliance with section 86-43.
- (9) Building back either a nonconforming structure or a nonconforming use within a nonconforming structure which has been destroyed or substantially damaged by a natural disaster within the three-dimensional outline of the lawfully existing habitable area of the pre-disaster building, but the footprint of the lawfully existing pre-disaster building is moved in a manner that reduces the pre-disaster building's encroachment into the Gulf Beach Zone.
- (10) All applications for a principal structure that includes an accessory structure, integrally attached to the principal structure, which requires a long-form application.

SECTION 7. The Sanibel Code of Ordinances Chapter 90, “Fees”, Article IV, “Public Hearings”, Division 8, “Variances”, Section 90-489 “Applications for Waivers to Certain Required Conditions for the General, Town Center General and Town Center Limited Commercial Districts Involving Nonconforming Buildings and Structures” – is hereby created with additions indicated by underlining, as follows:

Sec. 90-489. Applications for Waivers to Certain Required Conditions for the General, Town Center General and Town Center Limited Commercial Districts Involving Nonconforming Buildings and Structures

For an application filed pursuant to section 82-421, requesting as a long-form permit a waiver from certain requirements set forth in the applicable provisions of this Land Development Code, the fee shall be \$1,000.00.

SECTION 8. The Sanibel Code of Ordinances Chapter 90, “Fees”, Article IV, “Public Hearings”, Division 8, “Variances”, Sections 90-489—90-500. “Reserved” – is hereby renumbered as 90-490—90-500.

Secs. 90-~~490~~89—90-500. Reserved.

First Reading _____

Publication Date _____

Second Reading _____

Date Filed with City Clerk: _____

RESOLUTION NO. 15-005

**CITY OF SANIBEL
PLANNING COMMISSION**

A RESOLUTION FORWARDING AND RECOMMENDING THAT CITY COUNCIL APPROVE AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 82 "ADMINISTRATION", ARTICLE III, "PLANNING COMMISSION", DIVISION 3, "SPECIFIC AUTHORITY", AND ARTICLE IV "DEVELOPMENT PERMITS", DIVISION 2, "PROCEDURE", SUBDIVISION III, "LONG FORM", AND CHAPTER 90 "FEES", ARTICLE IV "PUBLIC HEARINGS", DIVISION 8 "VARIANCES";

AMENDING SECTION 82-116. "VARIANCES, TEMPORARY USES, CONDITIONAL USES" – ADDING LANGUAGE RELATING TO WAIVERS; AND

AMENDING SECTION 82-117. "AUTHORIZATION" – ADDING THE TERM WAIVERS; AND

RENUMBERING SECTIONS 82-342—82-360. "RESERVED" AS 82-342—82-350; AND

ADDING A NEW SUBDIVISION XIII (SECTION 82-351), "WAIVERS TO LAWFULLY EXISTING NONCONFORMING STRUCTURES AND PROPERTIES LOCATED IN THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS" – ESTABLISHING A PUBLIC NOTICE AND HEARING PROCESS FOR THE PLANNING COMMISSION TO CONSIDER SPECIFIC WAIVER REQUESTS TO ALLOW IMPROVEMENTS TO LAWFULLY EXISTING NONCONFORMING PARCELS, BUILDINGS AND STRUCTURES LOCATED WITHIN THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS; AND

ADDING A NEW SECTION 82-352—82-360. "RESERVED"; AND

AMENDING SECTION 82-421. "APPLICATION" – ADDING THE TERM WAIVER; AND

ADDING A NEW SECTION 90-489, "APPLICATIONS FOR WAIVERS TO CERTAIN REQUIRED CONDITIONS FOR THE GENERAL, TOWN CENTER GENERAL AND TOWN CENTER LIMITED COMMERCIAL DISTRICTS INVOLVING NONCONFORMING BUILDINGS AND STRUCTURES" – SETTING AN APPLICATION FEE; AND

RENUMBERING SECTIONS 90-489—90-500. "RESERVED" AS 90-490—90-500; AND

PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. APPLICATION NO.15-8428 LDC

WHEREAS, a public hearing on the proposed ordinance, referenced in the above title, was legally and properly advertised and held on January 27, 2015 and February 10, 2015 before the Sanibel Planning Commission; and

WHEREAS, the Planning Commission has heard and considered comments and recommendations from the Planning Department staff and public; and

WHEREAS, the Planning Commission finds the proposed amendment to be consistent with the Sanibel Plan; and

WHEREAS, the Planning Commission may recommend to the City Council amendments to regulations of the Land Development Code, in accordance with the following standards, as set forth in LDC Section 82-241:

- (1) *The Planning Commission shall make reference to the Sanibel Plan to determine if the proposed amendment to the land development regulations is consistent with the intent and purpose of the Sanibel Plan.*
- (2) *The Planning Commission shall determine whether the proposed amendment:*
 - a. *Will encourage the most appropriate use of land and City resources, consistent with the public interest;*
 - b. *Will prevent the overcrowding of land and avoid the undue concentration of population;*
 - c. *Will adversely affect the development of adequate and efficient provisions for transportation, water, sewage, schools, parks, recreation facilities, and the environmental, social and economic resources of the city;*
 - d. *Will adversely affect the character and stability of the present and future land use and development of the community;*
 - e. *Will adversely affect orderly growth and development;*
 - f. *Will preserve, promote, protect and improve the public health, safety and general welfare of the community; and*
 - g. *Is consistent with the City Charter.*
- (3) *If the Planning Commission determines that a proposed amendment is inconsistent with the Sanibel Plan or its intent and purpose, the Planning Commission may, nevertheless, recommend approval of the proposed amendment, along with a corresponding amendment to the Sanibel Plan, if the Planning Commission determines that the proposed amendment should be approved based upon a consideration of all of the factors specified in subsection (2) of this section.*

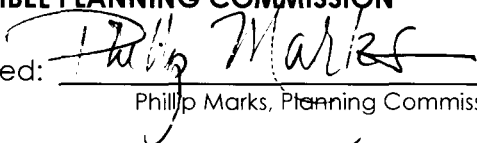
NOW THEREFORE, BE IT RESOLVED that the Planning Commission finds that proposed Ordinance No. 15-006 is consistent with the Sanibel Plan and meets the above referenced requirements and recommends that the City Council adopt said ordinance, the title of which is provided in this Resolution.

The foregoing Resolution was adopted by the Planning Commission upon a motion by Commissioner Maughan and seconded by Commissioner Ketteman and the vote was as follows:

| | | | |
|----------------|------------|---------------|------------|
| Chris Heidrick | <u>Yes</u> | Jason Maughan | <u>Yes</u> |
| Chuck Ketteman | <u>Yes</u> | Holly Smith | <u>Yes</u> |
| Tom Krekel | <u>Yes</u> | John Talmage | <u>Yes</u> |
| Phillip Marks | <u>Yes</u> | | |

DULY PASSED AND ADOPTED this 10th day of February, 2015.

SANIBEL PLANNING COMMISSION

Signed: 
Phillip Marks, Planning Commission Chair

20 Feb. 2015
Date Signed

Approved As To Form: 
Kenneth B. Cuyler, City Attorney

2/20/15
Date Signed

Date Filed With City Manager: 2/20/2015



City of Sanibel

Planning Commission

STAFF REPORT

**Planning Commission Meeting:
Agenda Item:**

**January 27, 2015
No. 6a.**

RE: The continued discussion and review of the Planning Department's outline for the proposed preparation of a draft ordinance to the Land Development Code establishing a public notice and hearing process for the Planning Commission to consider specific waiver requests to allow improvements to lawfully existing nonconforming parcels, buildings and structures located within the General, Town Center General and Town Center Limited Commercial Districts.

BACKGROUND

As part of the Commercial Redevelopment Study, this is a continuation of the public hearing held by the Planning Commission on December 9, 2014 with regards to the preparation of a draft ordinance amending the Land Development Code, to allow the Planning Commission to grant certain waivers associated with the rehabilitation and improvements of lawfully existing nonconforming properties and structures located within the City's commercial districts. At this meeting the Planning Commission directed staff to bring back for its consideration the specific language for the draft Ordinance. This report and attached Ordinance outline contain the recommended changes that Staff propose for the final draft ordinance which will be presented at the Planning Commission February 2, 2015 meeting.

It should also be noted that this is one of the final major components of the Commercial Redevelopment Study that was adopted and directed by City Council. The five (5) components of this Study include the following:

1. Permitted and conditional uses;
2. Nonconformities;
3. Off-street parking requirements for commercial uses;
4. Inter- and Intra-connectivity; and
5. Setbacks.

To date legislation in the form of an ordinance has been drafted and reviewed by the Planning Commission and directed to City Council for approval to amend Land Development Code procedures for permitted and conditional uses, off-street parking requirements and inter-and intra-connectivity. It should also be noted that it was decided to address the remaining Commercial Redevelopment components (i.e. nonconformities and setbacks) through the proposed draft waiver ordinance.

PURPOSE AND INTENT

To establish a public notice and hearing process where the Planning Commission can consider individual requests filed for a set of waivers to specific zoning requirements of the Land Development Code. The waivers are designed to assist the Planning Commission's consideration and review, on an individual basis, after taking into consideration the unique conditions and limitations that exist on properties located within the City's Commercial Districts that desire to perform certain improvements on nonconforming sites, buildings and accessory structures. The intent of the waivers themselves are not intended to create any new nonconformity nor to further the extent of any existing nonconformities, but to give the Planning Commission the authority and flexibility to evaluate each property on its own merits and constraints. It is further the intent of this section that a waiver shall not be granted to permit the demolition or reconstruction of an existing nonconforming buildings or structures, but to ensure that the proposed restoration and improvements will preserve the City's unique and rural character in a manner that is consistent with the goals and objectives of the Sanibel Plan.

SUMMARY OF THE DRAFT WAIVER ORDINANCE

Included with this report as **Attachment "A"** is an outline for the proposed draft waiver ordinance submitted for Planning Commission consideration and review. The outline includes as strikethroughs and underlines the proposed language for the final preparation of the draft waiver ordinance which includes provisions for the following:

- Part I.** Proposed Amendments to Subpart B, of the Land Development Code, Chapter 82 Administration, Article III, Planning Commission, Division 3, Specific Authority, Subdivision XIII, Waivers to Lawfully Existing Nonconforming Properties and Structures Located in the General, Town Center General and Town Center Limited Commercial Districts; and

- Part II.** Proposed Amendments to Other Sections of the Land Development Code.

RECOMMENDATION

After today's discussion and review direct staff to return on the February 10, 2015 meeting with a final draft ordinance that includes all of the Planning Commission's comments and recommendations and a prepared resolution to forward the ordinance to City Council for a first reading on March 3, 2015.

Attachment A: Outline for the Draft Waiver Ordinance

OUTLINE FOR THE DRAFT WAIVER ORDINANCE

Part I. Proposed Amendments to Subpart B, of the Land Development Code, Chapter 82 Administration, Article III, Planning Commission, Division 3, Specific Authority, Subdivision XIII, Waivers to Lawfully Existing Nonconforming Structures and Properties Located in the General, Town Center General and Town Center Limited Commercial Districts

Authorization

The Planning Commission, after hearing, may grant waivers from a set of specific requirements of certain applicable provisions of this Land Development Code's required condition but only for those lawfully existing nonconforming structures and properties located within the General, Town Center General and Town Limited Commercial Districts, in accordance with the standards set forth in this division, except that the Planning Commission shall not grant any waiver which will, directly or indirectly, increase the maximum floor area or height allowed for commercially zone parcels, or that will increase or further the extent of any lawfully existing nonconformity on a commercially zoned property developed prior to the adoption and effective date of this Land Development Code.

Waivers may be granted by the Planning Commission for the following set of applicable requirements and provisions associated with Chapter 126 Zoning of the Land Development Code.

1. The design specifications for off-street parking spaces and loading areas;
2. The installation, location, numbers, types, size and variety specified for commercial vegetation buffers and landscaping;
3. Modifications and improvements to lawfully existing nonconforming parcels of land, buildings or structures, (including the roof or other architectural features of such buildings or structures), that are situated within the minimum front, side or rear yard setbacks for the commercial districts.
4. The maximum allowed land area to be either covered with impermeable surfaces or developed for a specific use or cleared of vegetation for nonconforming properties located within the commercial districts; and
5. Increase in the number of ingress/egress driveways access to any of the commercially zoned properties that will enhance safety and traffic circulation.

Conditions.

In approving any requested waiver, the Planning Commission may attach to the approval such conditions and limitations as are necessary to ensure that any development deviating from the requirements of this Land Development Code pursuant to such waiver approval is in compliance with the standards specified in section 82-XXX and is not detrimental to the public health, welfare, or safety, or to the quiet and peaceful use and enjoyment of adjoining lands and uses. Any development which deviates from the standards of this Land Development Code, pursuant to an approved waiver, but which is not in compliance with the conditions attached to the approved variance, shall be a violation of this Land Development Code.

Application and hearing

Application for a waiver shall be made on such form as is provided by the city and shall include such information, as identified in section 82-382, as the city manager determines to be necessary to a complete determination of the issue. The hearing on the application shall be conducted by the Planning Commission as for the consideration of an application for long-form development permit as provided in sections 82-97, 82-422 and 82-423.

Action upon application

The Planning Commission, immediately or within 60 days after closing the hearing, shall, by resolution, take action upon the application. A copy of the resolution shall be forwarded to the owner and the applicant within ten days following the adoption of the resolution.

Standards—Generally

The Planning Commission may grant a waiver upon a positive finding of the following:

1. The applicant's request must be able to identify the specific hardship or practical reason for not being able to meet the regulation as a result of the particular shape, size, location or topography of a lot or parcel, or of a structure thereon, would cause practical difficulties that would deprive the owner of reasonable use and enjoyment of such lot or parcel in the same manner as other properties similarly situated.
2. The applicant's request must be able to identify any special conditions related to unusual constraints peculiar to the specific lot or parcel or relate to special conditions of the structure involved, and that are not generally applicable to other lands or structures similarly situated.
3. The applicant's request cannot be based upon the cost of redeveloping in compliance with the Land Development Code ~~or be financial in nature and~~

must serve the public interest by way of reducing any negative impacts upon surrounding properties and land uses nearby.

4. The proposed waiver shall not diminish property values in, nor alter the essential character of, the area surrounding the site and shall not otherwise interfere with or negatively impact the customary use and enjoyment of adjacent property owners and their lands.
5. The proposed waiver shall not be not be adverse to the developed neighborhood scheme and will not adversely affect the plan and scheme set forth in this Land Development Code, and will not cause the proposed development to be inconsistent with the Sanibel Plan nor adverse to the health, safety and general welfare of the community.
6. The waiver granted must be the minimum necessary to mitigate the hardship demonstrated.

Part II. Proposed Amendments to Other Sections of the Land Development Code

Subdivision I. - In General

Section 82-116. - Variances, temporary uses, conditional uses, waivers.

Approvals of variances, temporary uses, ~~and~~ conditional uses and waivers shall expire if any necessary development permit to implement such approval is not obtained within a period of 12 months after approval, or, if a development permit is obtained within 12 months, upon expiration of the development permit.

Sec. 82-117. - Authorization.

The Planning Commission, in addition to hearing requests for development permits, conditional uses, temporary uses, variances, waivers, interpretation of zone boundaries, and interpretation of the language of the Sanibel Plan and this Land Development Code, shall hear requests for the re-establishment of nonconforming uses that have been abandoned. The Planning Commission shall also review applications for amendments to the Sanibel Plan, amendments to zone district boundaries, and amendments to the regulations contained in this Land Development Code, and shall, after hearing, make a recommendation, for council action, in accordance with the standards set forth in this division. In addition, the Planning Commission shall conduct an annual review of the capital improvements element of the Sanibel Plan. The Planning Commission shall also review, annually, the future land use element, the permitting process and the effectiveness of below market rate housing provisions.

Sec. 82-421. - Application.

A long-form application shall be required for the following types of development:

- (1) All applications for development that do not qualify for short-form application.
- (2) Application for development which the city manager determines to be inconsistent with the plan or raise issues as to interpretation of the Sanibel Plan or this Land Development Code.
- (3) All applications for development which require a variance or **waiver**.
- (4) All applications for development requiring conditional use permits.
- (5) All applications which require interpretation of zone line.
- (6) Any application in which the developer seeks an interpretation of the language of the Sanibel Plan or this Land Development Code inconsistent with that of the city manager.
- (7) Any application for placement of a structure on the historic register, in accordance with the procedures set forth in [chapter 98](#).
- (8) Any application which raises questions as to compliance with [section 86-43](#).
- (9) Building back either a nonconforming structure or a nonconforming use within a nonconforming structure which has been destroyed or substantially damaged by a natural disaster within the three-dimensional outline of the lawfully existing habitable area of the pre-disaster building, but the footprint of the lawfully existing pre-disaster building is moved in a manner that reduces the pre-disaster building's encroachment into the Gulf Beach Zone.
- (10) All applications for a principal structure that includes an accessory structure, integrally attached to the principal structure, which requires a long-form application.

Section 90-489. Applications for Waivers to Certain Required Conditions for the General, Town Center General and Town Center Limited Commercial Districts Involving Nonconforming Buildings and Structures

For an application filed pursuant to section 82-421, requesting as a long-form permit a waiver from certain requirements set forth in the applicable provisions of this Land Development Code, the fee shall be \$1,000.00.

COMMERCIAL REDEVELOPMENT NON-CONFORMING COMMERCIAL PROPERTIES

Sanibel Planning Commission

January 27, 2015

BACKGROUND

COMMERCIAL REDEVELOPMENT WORK PLAN

- Update Permitted and Conditional Uses
- Support Inter & Intraconnectivity
- Address Non-conforming structures
- Examine Parking Design Standards

COMMERCIAL REDEVELOPMENT ACCOMPLISHMENTS TO DATE

- Approved Commercial Redevelopment Vision statement
- City's strengths and challenges have been identified
- Conducted inventory of regional off-island and their impact upon Sanibel's commercial properties and conducted on-Island inventory
- Updated permitted and conditional use sections of the Land Development Code
- Updated the Land Development Code to accommodate and enhance Interconnectivity & Intraconnectivity
- Modified off-street parking design standards for 90 degree parking

REMAINING ISSUES

HOW TO ADDRESS NON-CONFORMING COMMERCIAL PROPERTIES

GOAL

To provide an equitable process for re-developing non-conforming properties that existed at the time of incorporation to redevelop thru a transparent process without expanding existing non-conformities

THE ISSUES WE ARE ADDRESSING THROUGH THIS LEGISLATION

- ✘ At the time the City of Sanibel incorporated forty years ago a portion of today's commercial developments were already in place
- ✘ Many of these non-conforming properties are the very essence of the character & uniqueness of Sanibel
- ✘ Current codes & permitting process may create a disincentive to improve or redevelop these non-conforming developments resulting in a tired, shabby & dated appearance

RECOMMENDATION

OPTIONS

1. Continue status quo
2. Overlay district
3. Develop a Process for the Planning Commission to consider Site Specific Waivers for Nonconforming Commercial Properties wishing to Redevelop

RECOMMENDATION

- ✘ To create a transparent site specific waiver system that provides a process that increases conformity and encourages reinvestment.
- ✘ The property owner will work with the City staff to develop a plan that is tailored to each property & is approved by the Planning Commission

ADVANTAGES OF SITE SPECIFIC WAIVERS

- ✘ Protects the character & uniqueness of Sanibel
- ✘ Provide a Transparent Process before the Planning Commission
- ✘ Flexibility to meet the Various Non-Conformities in existing commercial properties
- ✘ Removes Economic Disincentives
- ✘ Creates an atmosphere which encourages owners to reinvest into non-conforming commercial properties

STANDARDS FOR WHICH WAIVERS CAN NOT BE GRANTED.....

Furtherance of existing non-conformity specifically:

- + Expansion of Total Floor Area
- + Drainage
- + Signage
- + Parking

DIFFERENCES BETWEEN THE CURRENT PROCESS & THE PROPOSED ADDITIONAL OPITIONAL PROCESS

| | Current Process | Proposed Additional Optional Process |
|---|-----------------|--------------------------------------|
| Protects pre-incorporation non-conforming structures that define Sanibel's unique character | No | Yes |
| Lessens existing non-conformities | No | Yes |
| Encourages reinvestment to improve non-conforming structures | No | Yes |
| Provides Transparency | Yes | Yes |
| Provides opportunity for site specific planning | No | Yes |
| Fee structure disincentive | Yes | No |
| Provides Flexibility | No | Yes |

NEXT STEPS

- ✘ Review the proposed draft legislation for amending the Land Development Code to allow the Planning Commission to grant waivers to lawfully existing nonconforming commercial properties and structures located within the General, Town Center General and Town Center Limited Commercial Districts.
- ✘ **After today's discussion and review direct staff to return on the February 10, 2015 with a final draft ordinance and resolution forwarding the same to City Council for adoption**

QUESTIONS & DISCUSSION



City of Sanibel

Planning Commission

STAFF REPORT

**Planning Commission Meeting:
Agenda Item:**

**December 9, 2014
No. 7b.**

RE: Review and discussion on the approach to be taken towards the preparation of a draft Ordinance intended to address the redevelopment of existing nonconforming commercial properties, and the establishment of an associated waiver process whereby limited exceptions to certain Land Development Code requirements could be considered by the Planning Commission.

BACKGROUND

Since 2012 the following actions have been completed as part of the City's Commercial District Redevelopment Work Plan established by the City Council's goals.

1. Approval of a vision statement which identifies Sanibel desire ***"To establish and maintain a vibrant and healthy commercial district, consistent with the Sanibel Plan, that provides for the needs and services of Sanibel's residents & visitors."***
2. Collection of data for the analysis of on- and immediately off-island commercial real estate inventory, development, as well as population, and demographic trends and their impact upon the Sanibel market.
3. Identification of Sanibel's strengths and challenges for continuing to maintain and protect the City's sense of place and character as a rural community and sanctuary island.
4. Review of existing and aging nonconforming commercial properties that were developed prior to the City's incorporation.

5. Approved Land Development Code amendments;

- To consider new permitted and conditional uses similar in character and intensity to those use that are currently listed;
- To accommodate Inter and Intra Connectivity between adjacent properties and to the shared use pathway system.

INTRODUCTION

The majority of existing nonconforming commercial properties were built prior to incorporation and are well maintained, however some are beginning to look tired and worn in appearance. At the same time a number of these nonconforming structures and properties have a historical and visual character that is unique to Sanibel. For example, just over 50% of the City's commercial properties were developed prior to the 1970's. Many of these buildings are typically smaller in size and understated in design but they do architecturally reflect Sanibel's rural character. None of the buildings are elevated to meet current flood requirements, they are located closer to the street than allowed, and many of these properties are nonconforming with respect to required floor area, setbacks, off-street parking, drainage, and vegetation buffers and landscaping.

At their September 6, 2014 meeting, City Council was presented with a power point presentation that outlined the accomplishments completed at this time and summarized the remaining components of the redevelopment Work Plan yet to be addressed, which include nonconforming commercial properties, setbacks and off-street parking. This very same PowerPoint, which also included recommendations on how to address the remaining components of the Commercial Redevelopment Work Plan, was presented to the Planning Commission at their September 9, 2014 meeting by Vice Mayor, Doug Congress.

In addressing the redevelopment of nonconforming commercial properties one of the City Council's main directives is to create an equitable and transparent process whereby the redevelopment of these properties can be considered, on a case-by-case basis, by the Planning Commission. Another objective is that when these nonconforming commercial properties do redevelop they move closer to compliance without increasing their nonconformities.

The process itself would be titled **Limited Waivers for the Redevelopment of Nonconforming Commercial Properties** and it would give the Planning Commission the authority to grant limited exceptions or waivers to certain requirements of the Land Development Code provided that these exceptions do not expand or further any existing non-conformities nor constitute a substantial improvement. In addition, waivers from the requirements for commercial floor area, permitted uses, building heights,

outdoor lighting, drainage, waste water, signage and off-street parking cannot be granted by the Planning Commission or through this process. The primary purpose of this process is to accommodate redevelopment which:

- Protects pre-incorporation nonconforming commercial structures and properties that define Sanibel's unique visual character and heritage.
- Reduces the extent of existing nonconformities.
- Encourages reinvestment to improve existing nonconforming commercial structures and properties.
- Provides the opportunity for more flexible site specific planning and design to occur.

It should also be noted that while there are several lawfully existing nonconforming commercial uses located outside of the Commercial District, which were also developed prior to the City's incorporation, this particular legislation waiver process is only applicable to those existing nonconforming commercial properties that are located within the Commercial District.

ANALYSIS AND RECOMMENDATION

After researching how some other municipalities, both within the State of Florida and nationally, have started to incorporate waivers as a way of recognizing that there are certain properties that have existing site design and building limitations and constraints, Staff decided that the waiver process could certainly provide a more flexible method of encouraging the improvement of existing nonconforming commercial properties that are willing to enhance the appearance and function of their properties without expanding their nonconformities when they redevelop. Since every property and property owner's wishes are uniquely different, in the Staff's opinion each waiver should be considered on an individual basis rather than on a one size fits all approach.

In order to evaluate the merits of any particular waive the request should arise from either the physical surrounding, shape, topography or other physical or environmental characteristics of the property. The waiver process would also evaluate the nature of the nonconformities and any negative effects or impact it may have on other surrounding properties and land uses.

With respect to what requirements can receive waivers, staff recommends the following for the Planning Commission's consideration to allow for more flexibility with the site plan design of building and parking layout.

- **Setbacks**

For nonconforming commercial properties wanting to relocate their parking to the rear of the building rather than to the front of it the required front yard setback can be reduced by no more than ½ one half the required distance from the centerline of the right-of-way. All minimum side and rear yard setbacks would remain the same.

- **Coverage with Impervious Surface Areas and Developed Areas**

For nonconforming commercial properties wanting to install pervious brick pavers over their sand or shell parking lot or driveway they can only do so if they already have in place or can provide adequate on-site stormwater retention and drainage improvements that will accommodate any increase in stormwater runoff.

- **Off-street Parking Spaces design requirements**

The Planning Commission may consider the installation of parking spaces designed for subcompact cars for no more than 1 for every 30 required parking spaces.

- **Landscape buffers**

The Planning Commission may consider reducing the depth of any required landscape buffer where the property is constrained physically or abuts conservation land uses.

- **Outline of the waiver process steps:**

The applicant would initially meet with staff to discuss in detail the scope of their proposed redevelopment plan. If there are any waivers associated with the implementation of the proposed redevelopment plan, then the applicant will have filed a request to have the Planning Commission hear the waiver.

The applicant will work together with Staff to achieve the best possible plan for the Planning Commission to consider. At this point the following steps will occur:

- Public hearing by the Planning Commission will be scheduled and heard.
- The hearing will be published and notice of the hearing will be mailed to all adjacent property owners within 300 feet of the subject property that is seeking the waiver.

To grant the waiver request the Planning Commission must make a positive finding on each of the following criteria:

1. The applicant must be able to identify a specific hardship or practical reason for not being able to meet the regulation.
2. The applicant's request cannot be based upon the cost of redeveloping in compliance with the Land Development Code or financial in nature and must serve the public interest by way of reducing any negative impacts upon surrounding properties and land uses nearby.

3. The proposed waiver shall not diminish property values in, nor alter the essential character of, the area surrounding the site and shall not otherwise interfere with or negatively impact the customary use and enjoyment of adjacent property owners and their lands.
4. The proposed waiver shall not be detrimental to the public health, safety or welfare nor create any nuisances, which cause conflict with any applicable requirements of the Land Development Code.
5. The effect of the proposed waiver shall otherwise be consistent of the Land Development Code and Sanibel Plan.

SUMMARY

Based upon the Planning Commission's discussion and comments after today's meeting Staff will return with a draft ordinance for the Commission to consider.

PLEASE NOTE THAT INCLUDED IN THIS AGENDA ITEM ARE THE FOLLOWING:

1. MEMORANDUM FROM JAMES JORDAN, PLANNING DIRECTOR, RELATING TO THE DARK SKY AMENDING ORDINANCE.
2. THE DARK SKY AMENDING ORDINANCE WHICH WAS SCHEDULED FOR FIRST READING AT THE FEBRUARY 3, 2015 CITY COUNCIL MEETING AND WHICH IS SCHEDULED FOR SECOND READING AND PUBLIC HEARING AT THE MARCH 3, 2015 CITY COUNCIL MEETING.
3. PLANNING COMMISSION STAFF REPORT AND PLANNING COMMISSION RESOLUTION NO. 15-003 REFLECTING THE PLANNING COMMISSION'S CONSIDERATION OF THE PROPOSED ORDINANCE AND THEIR ACTION IN FORWARDING IT TO CITY COUNCIL.
4. PLANNING COMMISSION RESOLUTION 15-003 ADOPTED ON 1/13/15
5. MEMORANDUM FROM THE CITY ATTORNEY TO CITY COUNCIL DATED JANUARY 28, 2015 REFLECTING PROPOSED REVISIONS TO THE PROPOSED ORDINANCE NECESSARY TO MEET THE INTENT AND RECOMMENDATIONS PREVIOUSLY DISCUSSED. THE MEMORANDUM AND ATTACHMENT ARE SELF-EXPLANATORY BUT, IN BRIEF, IT BECAME APPARENT DURING THE CONTINUING REVIEWS OF THE PROPOSED ORDINANCE THAT SOME REVISED DEFINITIONS AND PROVISIONS IN THE DRAFT ORDINANCE DID NOT ADDRESS SEVERAL SITUATIONS THAT HAD BEEN DISCUSSED BY CITY COUNCIL OR THE DIRECTION THAT WAS PROVIDED PURSUANT TO THOSE DISCUSSIONS AND RECOMMENDATIONS. THE PROPOSED REVISIONS SET FORTH IN THE MEMORANDUM ARE INTENDED TO ADDRESS THOSE SITUATIONS AND WILL BE DISCUSSED AT THE MARCH 3, 2015 PUBLIC HEARING.
6. MEMORANDUM FROM THE CITY ATTORNEY TO CITY COUNCIL DATED FEBRUARY 24, 2015 REFLECTING PROPOSED ADDITIONAL REVISIONS RELATING TO GLARE




City of Sanibel
Planning Department

MEMORANDUM

DATE: January 27, 2015

TO: Judie Zimomra, City Manager

FROM: James C. Jordan, Planning Director 

SUBJECT: **THE PLANNING COMMISSION'S MOTION AND
RECOMMENDATIONS FOR THE ADOPTION OF RESOLUTION NO. 15-
003 FORWARDING THE DRAFT OUTDOOR LIGHTING/DARK SKY
ORDINANCE (NO. 15-004) TO CITY COUNCIL FOR APPROVAL**

On January 13, 2015 the Planning Commission adopted Resolution No. 15-003 to transmit Draft Ordinance No. 15-004, with the following recommendations to City Council for their consideration.

1. That City Council should look into various ways to incentivize the public to comply with these modified rules through the reduction of applicable permit fees.
2. That City Council and Staff, as a key element in this entire process, implement an aggressive and timely education program without delay.
3. That City Council continues to be cognizant of the balance between the wonders of dark skies and the need for a safe community.

CITY OF SANIBEL

ORDINANCE 15-004

AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 “ZONING”, ARTICLE XIV, “SUPPLEMENTARY DISTRICT REGULATIONS”, ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 – “OUTDOOR LIGHTING”;

AMENDING SECTION 126-996. “DEFINITIONS” – ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND

AMENDING SECTION 126-997. “OUTDOOR LIGHTING GENERALLY” – REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND

REPEALING “APPENDIX A” IN SECTION 126-997. “OUTDOOR LIGHTING GENERALLY” GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND

ADDING “APPENDIX A, APPENDIX B AND APPENDIX C – CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE” IN SECTION 126-997. “OUTDOOR LIGHTING GENERALLY” ILLUSTRATING COMPLIANT AND NONCOMPLIANT LUMINAIRES; AND

ADDING A NEW SECTION 126-998. “CERTIFICATE OF LUMINAIRE COMPLIANCE” – ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND

RENUMBERING SECTION 126-998. “BEACH WALKOVER LIGHTING” AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND

RENUMBERING SECTION 126-999. “BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION – NEWLY INSTALLED ARTIFICIAL LIGHTING SOURCES” AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1000. “SAME – EXISTING ARTIFICIAL LIGHTING SOURCES” AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1001. “ALTERNATIVE LIGHTING PLAN” AS 126-1002; AND

RENUMBERING SECTION 126-1002. “INTERPRETATION” AS 126-1003; AND

RENUMBERING SECTIONS 126-1003 – 126-1020. “RESERVED” TO 126-1004 – 126-1020; AND

SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has extended the compliance date of the Sanibel Code requirements generally known as the “dark sky” ordinance, which compliance date is currently January 1, 2018; and

WHEREAS, the City Council has taken and considered the comments of the general public and City Staff and has reviewed generally the current state of compliance of City of Sanibel property owners with regard to such regulations; and

WHEREAS, the City Council finds that it is appropriate and necessary to provide additional education and explanation to the general public regarding the purpose and intent of the “dark sky” ordinance and the methods and fixtures available to obtain compliance with such requirements; and

WHEREAS, the City Council has determined that it is appropriate and necessary to further revise the “dark sky” ordinance and outdoor lighting provisions of the Land Development Code to accomplish such purposes; and

WHEREAS, the revisions to the “dark sky” ordinance and outdoor lighting provisions of the Land Development Code does not affect lighting standards for marine turtle protection, which have been in effect, are currently in effect, and are currently enforced for the protection of marine sea turtles;

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

SECTION 1. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-996 “Definitions”, is amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~ to read as follows:

Subpart B - LAND DEVELOPMENT CODE
Chapter 126 - ZONING
ARTICLE XIV. - SUPPLEMENTARY DISTRICT REGULATIONS
DIVISION 4. OUTDOOR LIGHTING

Sec. 126-996. Definitions.

The following words, terms and phrases when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Ambient light means light not originating from the site, such as moonlight.

Artificial light or artificial lighting means the light emanating from any manmade device.

"Bug" type bulb means any yellow light bulb specifically designed to reduce the attraction of insects to the light.

Cumulatively illuminated means illuminated by numerous artificial light sources.

Direct light means light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Fixture means the assembly that houses the lamp or lamps and can include all or some of the following parts: A housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Flood or spot light means any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam.

Full cutoff fixture means a luminaire that does not emit any light, either directly or by reflection or diffusion, above a horizontal plane running through the lowest part of the fixture luminaire's feature containing the lamp or lamps that produces the actual light, including any attached reflectors or diffusers.

Glare means light emitting from a luminaire that interferes with visibility.

Ground-level barrier means any vegetation, natural feature or artificial structure rising from the ground which prevents beachfront lighting from shining directly onto the beach-dune system.

Hatchling means any species of marine turtle, within or outside of a nest, which has recently hatched from an egg.

Indirect light means direct light that has been reflected or has scattered off of other surfaces.

Lamp means the component of a luminaire that produces the actual light.

Landscaping Lighting means lighting used to emphasize or draw attention to a landscape feature.

Light trespass means light from an artificial light source that is intruding into an area where it does not belong, such as an adjoining or nearby property, or the beach or dune.

Luminaire means a complete lighting system, including a lamp or lamps and a fixture.

Marine turtle means any marine-dwelling reptile of the families Cheloniidae or Dermochelyidae found in state waters or using the beach as nesting habitat, including the species: *Caretta caretta* (loggerhead), *Chelonia mydas* (green), *Dermochelys coriacea* (leatherback), *Eretmochelys imbricata* (hawksbill), and *Lepidochelys kempi* (Kemp's ridley).

Marine turtle nesting season means the period from May 1 through October 31 of each year.

Nest means an area where marine turtle eggs have been naturally deposited or subsequently relocated.

Outdoor lighting means the nighttime illumination of an outside area or object by any fixed luminaire. Vehicle lights and flashlights are not included in this definition.

Pathway Lighting means lighting used to illuminate a walkway or pathway.

Point source of light means any artificial light or lighting that directly radiates visible light.

Pole-Mounted Lighting means any luminaire set on a base or a pole which raises the source of light off of the ground.

Recessed luminaire means a luminaire recessed into an outdoor ceiling or canopy so that its bottom is flush with the underside of the structure.

Skyglow means illumination of the sky from artificial sources.

Tinted glass means any glass treated to achieve an industry-approved, inside-to-outside light transmittance value of 45 percent or less. Such transmittance is limited to the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light that is transmitted through the glass.

Unshielded Lighting means any artificial light emitted, either directly or by reflection or diffusion, above a horizontal plane running through the lowest part of the luminaire's full cutoff feature. See Appendix B.

Uplighting means any luminaire that directly or indirectly projects light above a the horizontal plane of a 90 degree angle passing through its the lowest point of the luminaire's full cutoff feature. See Appendix C.

Wallpacks means luminaires placed along the outer walls of buildings. See illustrations.

(Ord. No. 97-08, § 3, 5-6-1997; Ord. No. 00-10, § 1, 6-6-2000)

Cross reference— Definitions generally, § 1-2.

SECTION 2. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-997 “Outdoor lighting generally”, be amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:

Sec. 126-997. Outdoor lighting generally.

(a) *Purpose and intent.* The purpose of this section is to set outdoor lighting standards that will minimize glare, light trespass, and skyglow; conserve energy while maintaining nighttime safety, security, and productivity; protect the privacy of residents; minimize disturbance of wildlife; enhance the ambiance of the community; and ensure optimal viewing of spectacular night skies above Sanibel.

It is the intent of this section that all luminaires in the city be brought into compliance with the standards of this section in accordance with the timetable established in subsection (e).

To encourage the replacement of nonconforming outdoor lights, the issuance of a development permit, solely for outdoor lights, does not trigger compliance with code requirements unrelated to outdoor lighting.

Further, the issuance of a development permit for any purpose other than outdoor lighting will not require the replacement or removal of existing non-conforming outdoor lighting as a condition of authorizing such development permit, except in accordance with the timetable in subsection (e).

(b) *Applicability.* All new luminaires, regardless of whether a development permit is required, must comply with the standards of this section. New or replacement luminaires and new construction must comply with the standards of Subsection 126-997(c). Existing luminaires shall comply with the timetable in Subsection 126-997(e).

- (1) *All land uses.* A development permit is required to add or replace outdoor lights in the Gulf Beach, Gulf Beach Ridge or Bay Beach zones.
- (2) *Single family and duplex dwelling units located on an individual lot, except those located in the zones identified in 126-997(b)(1).* No development permit is required to reposition, replace or add outdoor lights in accordance with the standards of this section; however, an electrical permit may be required depending on the extent of the work.
- (3) *Other residential uses, including motels, cottages and other resort housing (regardless of structure type) and non-residential land uses, except those located in the zones identified in 126-997(b)(1).* A development permit is required to add, reposition, or replace outdoor lights mounted on poles higher than ten feet above the ground. In all other cases, no permit is required to add, reposition, or replace outdoor lights in accordance with the standards of this section.

(c) New or replacement luminaires and new construction standards. In addition to the standards for outdoor lights established in this subsection, there are standards for dock lighting in sections 126-888 et seq. and 126-96

Minimum setback standards and height limitations for outdoor lights are provided in sections 126-852 and 126-853.

- (1) All exterior lighting shall be designed and installed to prevent glare and light trespass. Light shall not be allowed to cause glare affecting motorists, bicyclists, or other users of roads, driveways, and bicycle paths. Light shall not trespass over property lines.

Only outdoor lights compliant with the standards of sections 126-9989 and 126-9991000 and with the standards of sections 126-96 (for docks in the Bay Beach Zone) and 126-152 (for replacement lighting fixtures seaward of the 1974 Coastal Construction Control Line) are permitted in the Gulf Beach and Bay Beach zones.

- (2) Full cutoff fixtures must be used. Uplighting is prohibited. All outdoor lighting, including display, sign, building, parking lot, and aesthetic lighting, must use full cutoff fixtures, which shine light downward.

- (3) Functional equivalents allowed. Lights that are properly installed within or under an architectural space or feature (such as under a porch roof or a roof overhang) which provides the functional equivalence of a full cutoff fixture, need not use full cutoff fixtures.

- (4) The illustrations contained in Appendix A to this section are intended to provide examples of fixtures and fixture positioning that comply (and that do not comply) with these standards, and are part of these regulations.

- (5) Mercury vapor lighting is prohibited. High or low pressure sodium lighting or other energy efficient and less environmentally-hazardous types of lighting is are permitted and encouraged. City Council may approve, by Resolution, new lighting technologies as they become available.

- (6) Street lighting is, in general, inconsistent with Sanibel's rural character. No street lights shall be installed or maintained on private streets, roads, and rights-of-way.

- (7) In residential settings, motion-detecting security lighting is permitted and encouraged in order to maximize safety, minimize overall illumination, and conserve energy.

- (8) Parking lot lights for nonresidential land uses shall, individually and in aggregation with other outdoor lights, not exceed a maximum site illumination of ten foot-candles, measured at two feet above ground level.

(9) Unshielded pole-mounted lighting is prohibited.

(10) Uplighting is prohibited.

(d) *Exemptions.* The following are exempt from the requirements of this section:

- (1) All temporary emergency lighting needed by the police or fire departments or other

emergency services, as well as all vehicular luminaires.

- (2) Lighting for public streets, roads, and rights-of-way, except that such lighting shall be reviewed in accordance with section 78-7, applying the policies set forth in Ordinance No. 00-10, as well as general policy 9 in the Plan for Scenic Preservation of the Sanibel Plan: "In order to maintain the dark sky of this nonurban community, minimize outdoor lighting."
- (3) All hazard warning luminaires required by federal or state regulatory agencies are exempt from the requirements of this subsection. Unless otherwise mandated, all luminaires used must be yellow/amber and must be shown to be as close as possible to the federally or state required minimum lumen output requirement for the specific task.
- (4) Holiday lighting, as specified in subsection 106-3(13).
- (5) The Sanibel Lighthouse light.
- (6) Swimming pool lights located below the water surface within the pool shell. For properties within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones, swimming pool lighting directly or indirectly visible from the beach must also comply with marine turtle lighting standards in Section 126-1000-1001.
- (7) Landscaping and pathway lighting, three (3) feet or less in height. Solar or other low wattage landscape and pathway lighting shall not project light skyward; full cutoff fixtures are encouraged, but not required. Landscaping and pathway lighting for properties lying within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones must also comply with marine turtle lighting standards in Sections 126-1000-1001.

(e) ~~Existing nonconforming luminaires.~~ The following categories of outdoor lights must be brought into compliance with the standards of this section in accordance with the timetable provided.

- (1) Any lawfully existing luminaire, with the exception of unshielded pole lighting and uplighting, that currently exists at the time of this ordinance that is not in conformance with the standards set forth in Subsection 126-997 (c) shall be permitted to remain until after January 1, 2018 until such time as they are either replaced or relocated. Upon the effective date of Ordinance No. 00-10, all luminaires that direct light toward streets, bicycle paths, or parking lots that cause glare to motorists or cyclists shall be either shielded or redirected so that the luminaires do not continue to cause a potential hazard.
- (2) All luminaires, not identified in paragraph (1) above, shall be permitted to remain until January 1, 2018. By this date, all outdoor lights shall be brought into compliance with the standards of this section.

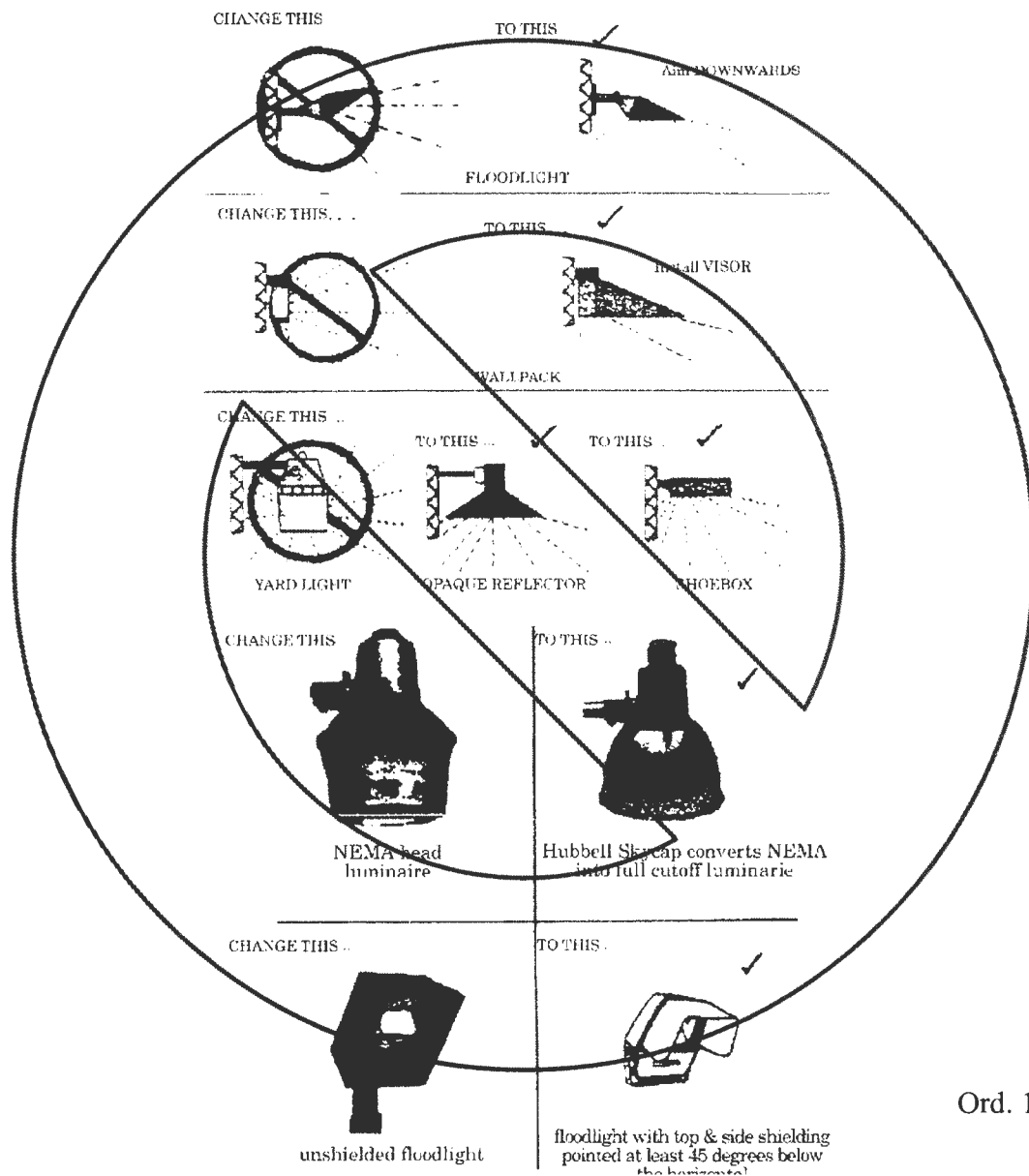
However, a Any luminaire that replaces a lawfully existing luminaire, or any lawfully existing luminaire that is moved, must meet the standards of this section Subsection 126-997(c) at the time of its replacement or relocation.

(3) All lawfully existing unshielded pole-mounted lighting, and uplighting shall be strictly prohibited as of January 1, 2018.

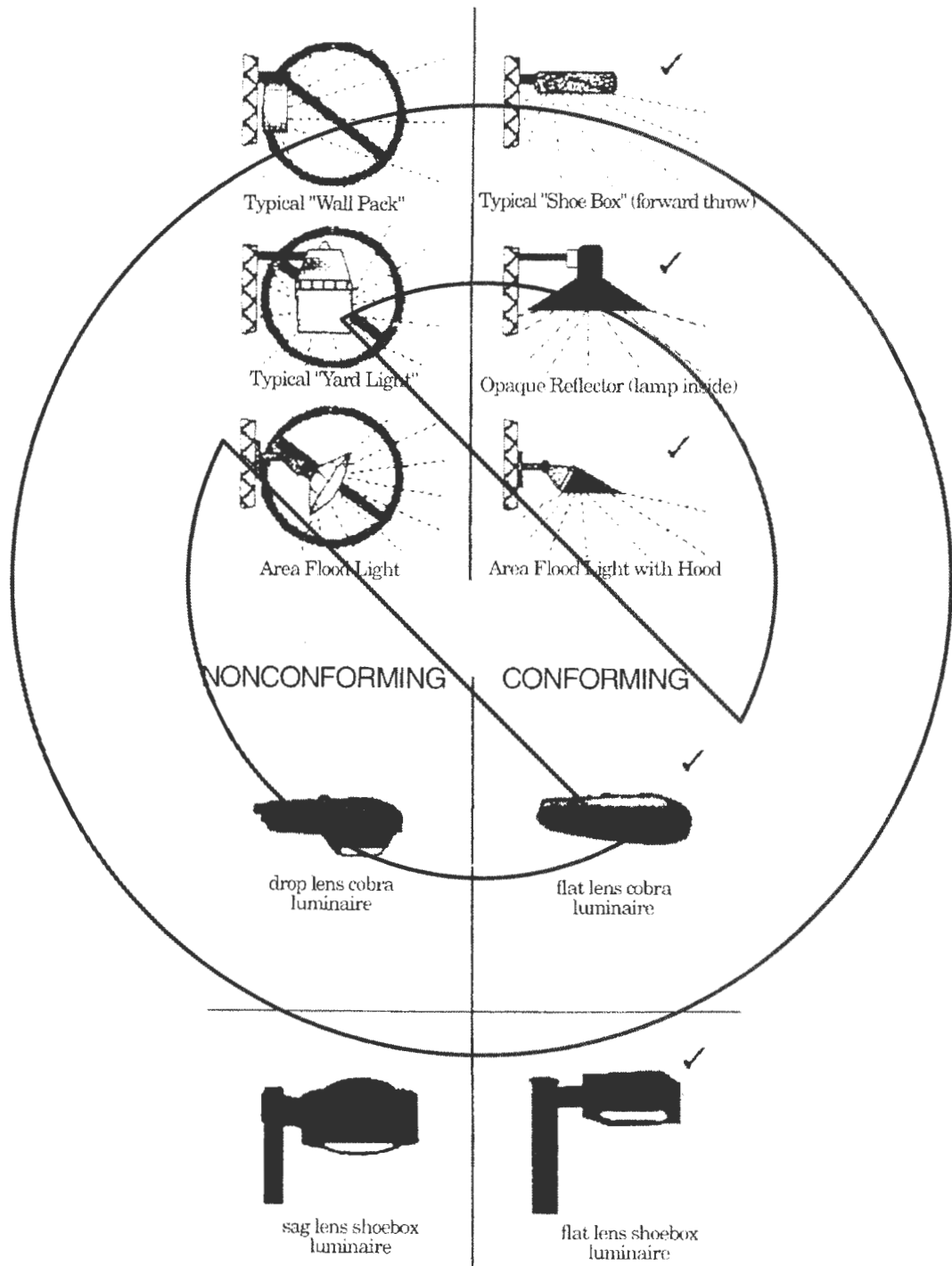
SECTION 3. The Sanibel Code of Ordinances Chapter 126, "Zoning", Article XIV, "Supplementary District Regulations", Division 4 "Outdoor Lighting", Section 126-997 "Appendix A" illustrations relating to the modification of existing fixtures and conforming vs. nonconforming luminaires, be repealed and replaced with a new Appendix A – City of Sanibel Dark Sky Light Fixture Guide, as follows:

APPENDIX A

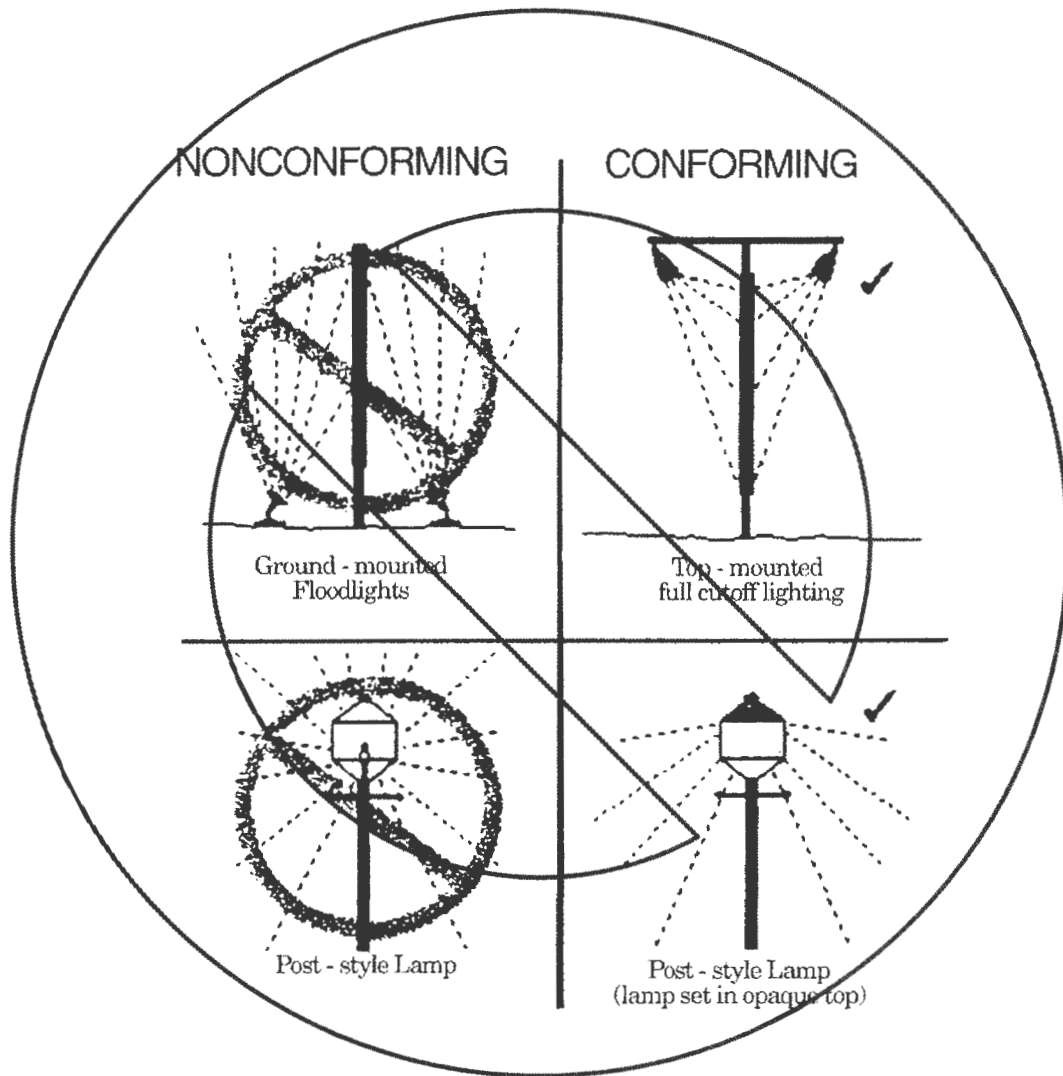
MODIFYING EXISTING FIXTURES



APPENDIX A (continued)



APPENDIX A (continued)



SECTION 4. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-997 “Outdoor lighting generally” – “Appendix A, Appendix B and Appendix C – City of Sanibel Dark Sky Light Fixture Guide”, be created with additions indicated by underlining, as follows:

APPENDIX A

City of Sanibel

Dark Sky Light Fixture Guide

Noncompliant: Fixtures that produce light trespass and glare

Unshielded Floodlights or Poorly-shielded Floodlights

Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures

Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens

Unshielded PAR Floodlights

Unshielded 'Period' Style Fixtures

Unshielded Streetlight

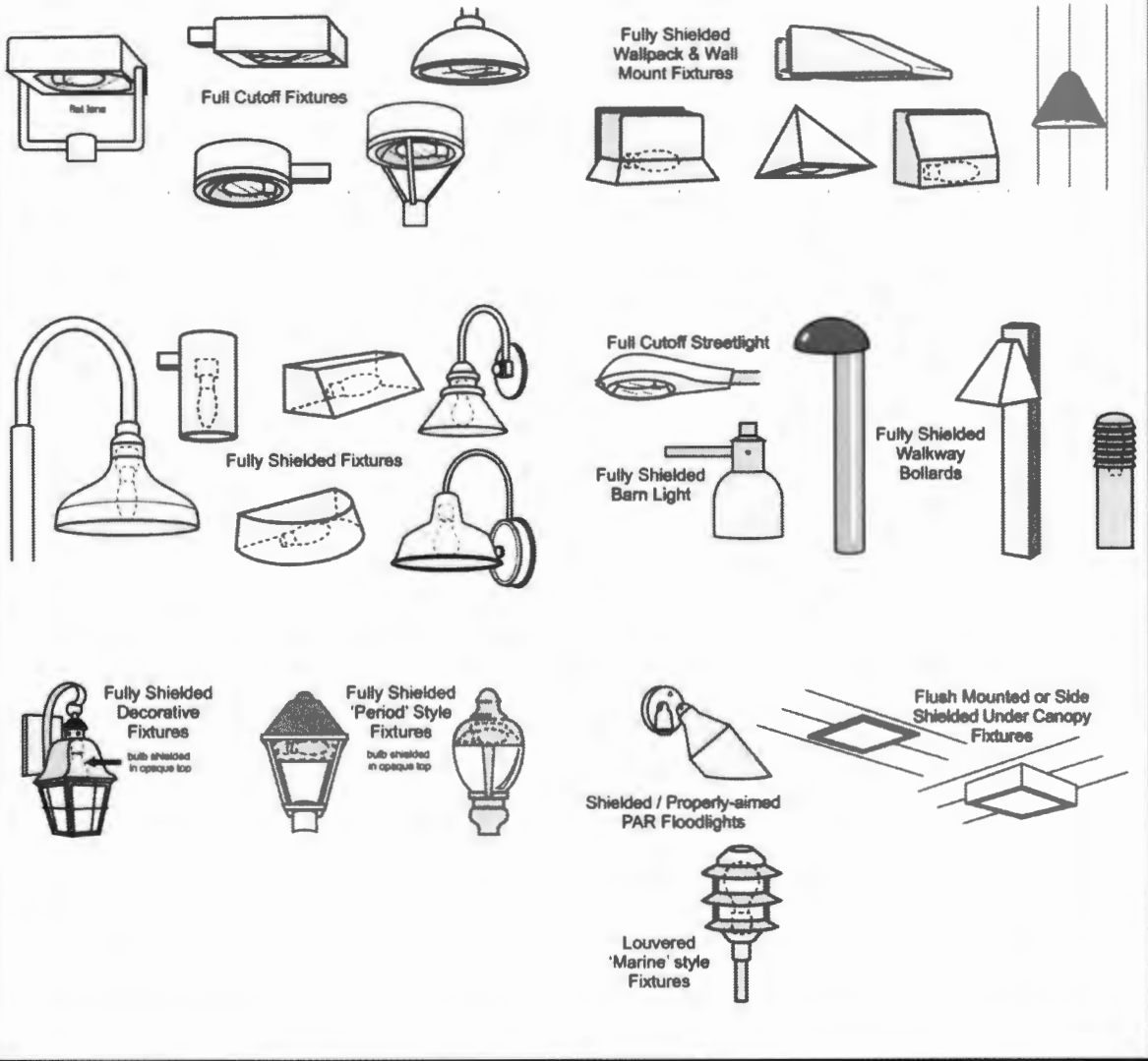
Unshielded Bollards With Reflectors

Unshielded Barn Light

City of Sanibel

Dark Sky Light Fixture Guide

Compliant: Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night

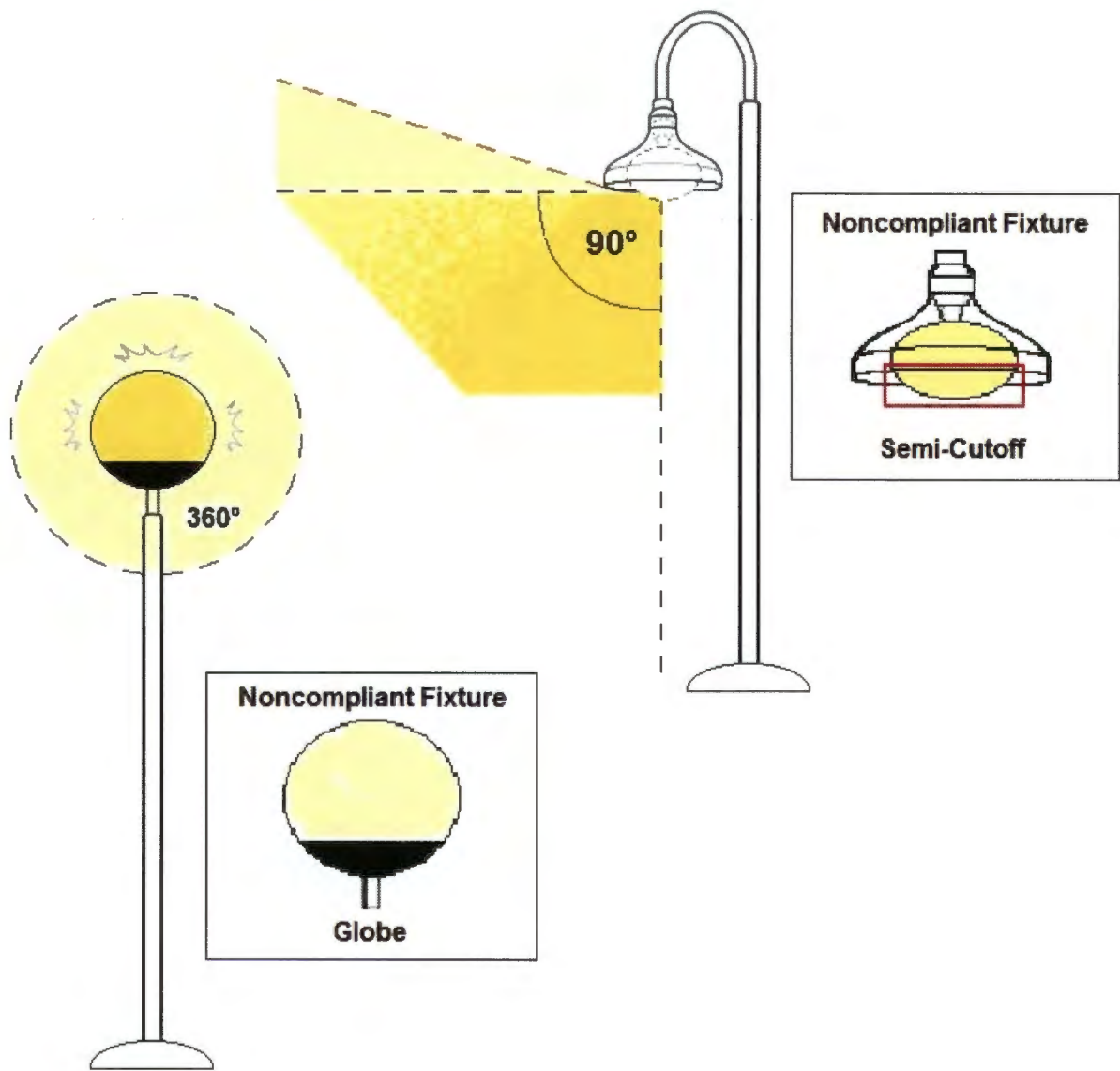


APPENDIX B

City of Sanibel

Dark Sky Light Fixture Guide

Appendix B: Noncompliant Fixtures

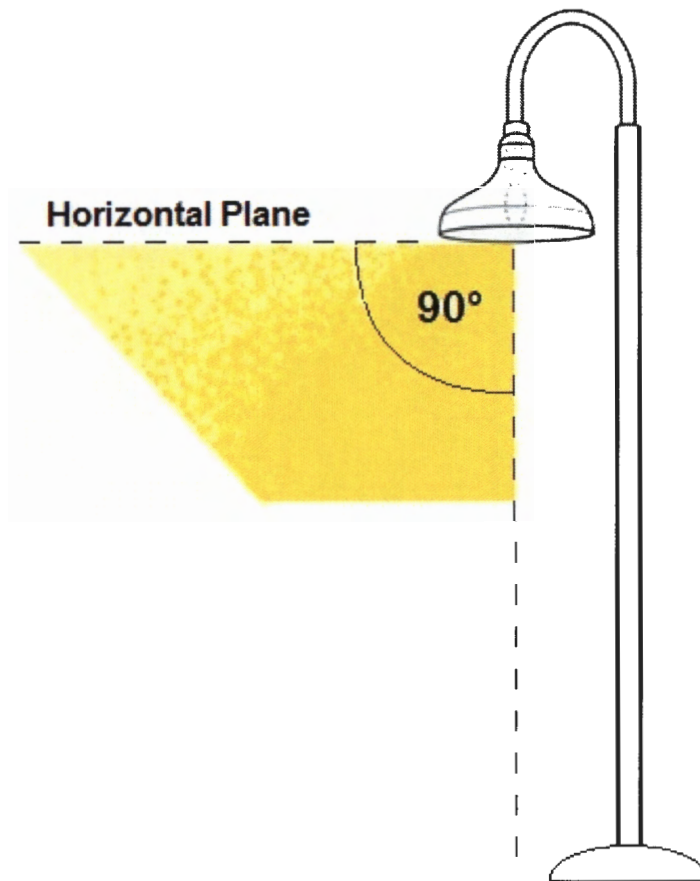


APPENDIX C

City of Sanibel

Dark Sky Light Fixture Guide

Appendix C: Compliant Lighting



SECTION 5. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-998 “Certificate of Luminaire Compliance”, is created with additions indicated by underlining, to read as follows:

Sec. 126-998. Certificate of Luminaire Compliance.

- (a) Purpose and intent. The purpose of this section is to provide documentation for the owner and to establish a City database of properties indicating their status with regard to luminaire compliance with the provisions of this chapter.
- (b) Applicability. Any Sanibel property owner (or owner representative) may apply for a Certificate of Luminaire Compliance. However, obtaining a Certificate of Compliance is not mandatory.
- (c) Standards. The process for applying and receiving a Certificate of Luminaire Compliance is as follows:
 - (1) An Application for Certificate of Luminaire Compliance shall be submitted to the Sanibel Planning Department.
 - (2) The City shall conduct an inspection of luminaires located on the Applicant’s property. The product of that inspection shall be a report to be kept on record with the Sanibel Planning Department, and provided to the Applicant, and which includes the following:
 - a. General information such as the date of the inspection and the property address and photographs of all existing fixtures; and
 - b. A determination of either compliance or non-compliance; and
 - c. In the case determination of non-compliance, notations regarding the type and approximate location of non-compliant fixtures.
 - (3) Upon completion of a report indicating full compliance, the City shall issue a Certificate of Luminaire Compliance which will be provided to the Applicant and held on record at the Sanibel Planning Department.
 - (4) Certificates of Luminaire Compliance shall become void upon the issuance of a building permit for work that could alter on-site luminaires or the effects of light emissions of on-site luminaires.

SECTION 6. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-998 “Beach Walkover Lighting”, is hereby renumbered as 126-999; and amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:.

Sec. 126-9998. Beach walkover lighting.

The lighting of beach walkovers is permitted seaward of the coastal construction control line but only mushroom-type light fixtures, which direct the light downward, shall be permitted. Such lighting shall also meet the following requirements:

- (1) Such fixtures shall be installed at least 25 feet apart and not more than one foot above the surface of the walkover.
- (2) Illumination shall be limited to 25 watts through the use of a "bug" type bulb long wavelength light sources greater than 560 nanometers in accordance with Florida Fish and Wildlife Conservation Commission (FWC) Approved Sea Turtle Lighting as identified at <http://myfwc.com/wildlifehabitats/managed/sea-turtles/turtles-lights/>. Yellow "bug" type incandescent bulbs not exceeding 25 watts and yellow compact fluorescent bulbs not exceeding 480 lumens may also be used.

(Ord. No. 85-26, § 1(I.E.14), 11-27-1985)

SECTION 7. The Sanibel Code of Ordinances Chapter 126, "Zoning", Article XIV, "Supplementary District Regulations", Division 4 "Outdoor Lighting", Section 126-999 "Beachfront lighting for marine turtle protection – newly installed artificial lighting sources", is hereby renumbered as 126-1000; and amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:

Sec. 126-~~1000~~999. Beachfront lighting for marine turtle protection—Newly installed artificial lighting sources.

Newly installed artificial light sources shall comply with the following conditions:

- (1) Artificial light fixtures shall be designed and positioned so that:
 - a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach;
 - b. Areas seaward of a frontal or primary dune are not directly, indirectly, or cumulatively illuminated.
- (2) Exterior artificial light fixtures within direct line of sight of the beach shall be completely shielded, downlight only fixtures full cutoff, downward directed fixtures or recessed fixtures, having low wattage, i.e., 25 watts or less, with "bug" type bulbs and non-reflective interior surfaces. ~~Other fixtures that have appropriate shields, louvers, or cut-off features may also be used if they are in compliance with subsections (1) a and b of this section.~~ Fixtures shall be equipped with long wavelength lamps greater than 560 nanometers in accordance with Florida Fish and Wildlife Conservation Commission (FWC) "FWC Approved Sea Turtle Lighting" as identified at

<http://myfwc.com/wildlifehabitats/managed/sea-turtles/turtles-lights/>.

- (3) Floodlights, uplights, or spotlights that are directly visible from the beach, or which indirectly or cumulatively illuminate the beach, shall not be used.
- (4) Only low-intensity lighting shall be used in parking areas within line of sight of the beach. Such lighting shall be:
 - a. Set on a base which raises the source of light no higher than 48 inches off the ground; and
 - b. Positioned or shielded so that the light is cast downward and the source of light or any reflective surface of the light fixture is not visible from the beach and does not directly, indirectly, or cumulatively illuminate the beach.
- (5) Parking areas and roadways, including any paved or unpaved areas upon which motorized vehicles will park or operate, shall be designed and located to prevent vehicular headlights from directly or indirectly illuminating the beach.
- (6) Vehicular lighting, parking area lighting, and roadway lighting shall be shielded from, the beach through the use of ground-level barriers. Ground-level barriers must not interfere with marine turtle nesting or hatchling emergence, or cause short-term or long-term damage to the beach/dune system.
- (7) Tinted glass shall be installed on all windows and glass doors of single-story or multistory structures within line of sight of the beach.

(Ord. No. 97-08, § 3, 5-6-1997)

SECTION 8. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-1000 “Same – Existing artificial lighting sources”, is hereby renumbered as 126-1001; and amended with additions indicated by underlining, and deletions indicated by ~~striketroughs~~, to read as follows:

Sec. 126-1001~~0~~. Same—Existing artificial lighting sources.

Existing artificial lighting sources shall, within 60 days after adoption of the ordinance from which this division is derived, comply with all of the following standards:

- (1) Existing artificial light fixtures shall be repositioned, modified, or removed so that:
 - a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach; and
 - b. Areas seaward of a frontal or primary dune are not directly, indirectly, or cumulatively illuminated.
- (2) The negative effects of existing exterior artificial lighting shall be eliminated by taking such of the following measures as may be applicable:
 - a. Repositioning fixtures so that the point source of light or any reflective surface of the light fixture is no longer visible from the beach;

- b. Replacing fixtures having an exposed light source with full cutoff fixtures containing recessed light sources or shields;
 - c. Replacing traditional white light bulbs sources with long wavelength light sources greater than 560 nanometers in accordance with Florida Fish and Wildlife Conservation Commission (FWC) "FWC Approved Sea Turtle Lighting" as identified at <http://myfwc.com/wildlifehabitats/managed/sea-turtles/turtles-lights/>. Yellow "bug" type incandescent bulbs not exceeding 25 watts and yellow compact fluorescent bulbs not exceeding 480 lumens may also be used;
 - d. Replacing non-directional fixtures with directional fixtures that point down and away from the beach;
 - e. Replacing fixtures having transparent or translucent coverings with fixtures having opaque shields covering an arc of at least 180 degrees and extending an appropriate distance below the bottom edge of the fixture on the seaward side so that the light source or any reflective surface of the light fixture is not visible from the beach;
 - f. Replacing pole lamps with low-profile, low-level luminaries so that the light source or any reflective surface of the light fixture is not visible from the beach;
 - g. Replacing incandescent, fluorescent, and high intensity lighting with the lowest wattage low pressure sodium vapor lighting possible for the specific application;
 - h. Planting or improving vegetation buffers between the light source and the beach to screen light from the beach;
 - i. Permanently removing or temporarily disabling any fixture which cannot be brought into compliance with the provisions of this division during the nesting season.
- (3) The negative effects of existing interior lighting emanating from doors and windows within line of sight of the beach shall be eliminated by taking such of the following measures as may be applicable:
- a. Applying window tint or film which meets the transmittance values for tinted glass;
 - b. Rearranging lamps and other moveable fixtures away from windows;
 - c. Using window treatments, such as blinds and curtains, to shield interior lights from the beach; and
 - d. Turning off unnecessary lights.
- (4) For purposes of this division replacement or alteration of a nonconforming, artificial lighting structure, for the purpose of bringing such a structure into compliance with this division, shall be deemed a repair for purposes of article V of this chapter.

(Ord. No. 97-08, § 3, 5-6-1997)

SECTION 9. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-1001 “Alternative lighting plan”, is hereby renumbered as 126-1002.

Sec. 126-1002¹. Alternative lighting plan.

Any person may submit an alternative lighting plan as long as it demonstrates that the point source of light or any reflective surface is not directly visible from the beach and that areas seaward of the frontal, or primary, dune are not directly, indirectly or cumulatively-illuminated.

(Ord. No. 97-08, § 3, 5-6-1997)

SECTION 10. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-1002 “Interpretation”, is hereby renumbered as 126-1003.

Sec. 126-1003². Interpretation.

(a) Where any of the provisions of this section appear to be in conflict with state laws preempting local authority, they shall not take effect until such time as the preemption is withdrawn.

(b) Where any of the provisions of section 126-997 appear to be in conflict with another provision of this division or another provision of this Land Development Code, the provision providing the greatest protection against glare, light trespass and sky glow shall apply.

(Ord. No. 00-10, § 3, 6-6-2000)

SECTION 11. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Sections 126-1003 – 126-1020 “Reserved”, is hereby renumbered as 126-1004 - 126-1020.

Secs. 126-1004³—126-1020. Reserved.

SECTION 12. Codification. In Article XIV of Chapter 126, Sections 126-996 and 126-997 are hereby amended, a new Section 126-998 is added, Section 126-998 is amended and renumbered 126-999, Section 126-999 is amended and renumbered 126-1000, Section 126-1000 is amended and renumbered 126-1001, Section 126-1001 is renumbered 126-1002, Section 126-1002 is renumbered 126-1003, Sections 126-1003 – 126-1020 is renumbered 126-1004 – 126-1020. This ordinance shall be deemed an amendment to Sanibel Code of Ordinances and shall be codified in the Sanibel Code of Ordinances as such an amendment.

SECTION 13. Conflict. All ordinances and parts of ordinances in conflict herewith shall be and the same hereby repealed. If any part of this ordinance conflicts with any other part, it shall be severed and the remainder shall have full force and effect and be liberally construed.

SECTION 14. Severance. If any section, subsection, sentence, clause, phrase or portion of this ordinance, or application hereof, is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion or application hereof.

SECTION 15. Effective Date. This ordinance shall be effective immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this _____ day of _____, 2015.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

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

Vote of Council Members:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

First Reading _____
Publication Date _____
Second Reading _____

Date Filed with City Clerk: _____



City of Sanibel

Planning Commission

STAFF REPORT

Planning Commission Meeting:
Agenda Item:
Applicant:
Application No.

January 13, 2015
7c.
City of Sanibel
15-8387LDC

RE: AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 "ZONING", ARTICLE XIV, "SUPPLEMENTARY DISTRICT REGULATIONS", ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 – "OUTDOOR LIGHTING";

AMENDING SECTION 126-996. "DEFINITIONS" – ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND AMENDING SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" – REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND REPEALING "APPENDIX A" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND ADDING "APPENDIX A – CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" ILLUSTRATING COMPLIANT AND NONCOMPLIANT LUMINAIRES; AND ADDING A NEW SECTION 126-998. "CERTIFICATE OF LUMINAIRE COMPLIANCE" – ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND

RENUMBERING SECTION 126-998. "BEACH WALKOVER LIGHTING" AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND RENUMBERING SECTION 126-999. "BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION – NEWLY INSTALLED ARTIFICIAL LIGHTING SOURCES" AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1000. "SAME – EXISTING ARTIFICIAL LIGHTING SOURCES" AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1001. "ALTERNATIVE LIGHTING PLAN" AS 126-1002; AND RENUMBERING SECTION 126-1002. "INTERPRETATION" AS 126-1003; AND RENUMBERING SECTIONS 126-1003 – 126-1020. "RESERVED" TO 126-1004 – 126-1020; AND SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. APPLICATION NO. 15-8387 LDC

BACKGROUND

This is the continuation of a hearing held by the Planning Commission on December 9, 2014 on the adoption of a draft ordinance amending the Land Development Code, Subpart B, Chapter 126, Article XIV, Division 4 Outdoor Lighting. The Planning Commission direct staff to bring back revisions for its consideration in an effort to help clarify certain definitions and standards contain in the Ordinance. This report and the attached Ordinance contain the recommended changes that Staff has drafted to address some of the concerns that were presented at the Planning Commission December 9, 2014 meeting.

SUMMARY OF REVISIONS

For the Planning Commission's consideration the following revisions to the draft Ordinance are offered:

Since the term luminaire is presently defined within in the Code to mean "a complete lighting system, including a lamp or lamps and a fixture" the term luminaire should replace the terms lamps or fixture wherever they are currently used in the definitions.

The definitions for Full Cutoff Fixtures, Unshielded Lighting and Uplighting have been amended to read as follows:

Full cutoff fixture means a luminaire that does not emit any light, either directly or by reflection or diffusion, above a horizontal plane running through the lowest part of the fixture luminaire's feature containing the lamps or lamps that produces the actual light, including any attached reflectors or diffusers. See Page 3 of the attached Ordinance.

Unshielded Lighting means any artificial light emitted, either directly or by reflection or diffusion, above a horizontal plane running through the lowest part of the luminaire's full cutoff feature. See Appendix B and Page 4 of the attached Ordinance.

Uplighting means any luminaire that directly or indirectly projects light above a the horizontal plane of a 90 degree angle passing through it's the lowest point skyward of the luminaire's full cutoff feature. See Appendix C and Page 4 of the attached Ordinance.

Land Development Code Section 126-997 Outdoor Lighting Generally (c) has been revised so that the title now reads New or replacement luminaires and new construction Standards. (See Page 6 of the attached Ordinance). Subsection (3) of this section Functional equivalent allowed has been revised as follows "Lights that are properly installed within or under an architectural space or feature (such

as under a porch roof or a roof overhang) which provides the functional equivalence of a full cutoff fixture ~~prevents light from projecting skyward~~, need not use full cutoff fixtures. (See Page 6 of the attached Ordinance).

With regards to exemption for landscape and pathway lighting the following changes were made to include language for the use solar and other low wattage lighting. (See Page 7 of the attached Ordinance) And under Existing Nonconforming Luminaires the term lawfully was added to cover any unshielded or uplighting that was installed unlawfully or after the adoption of the proposed Ordinance. (See Page 8 of the attached Ordinance)

PROCEDURE

LDC Section 82-241, Amendments to Land Development Code or zoning district boundaries, provides the following standards for the Planning Commission to recommend such amendments to City Council for their consideration:

- (1) The Planning Commission shall make reference to the Sanibel Plan to determine if the proposed amendment to the land development regulations is consistent with the intent and purpose of the Sanibel Plan.
- (2) The Planning Commission shall determine whether the proposed amendment:
 - a. Will encourage the most appropriate use of land and city resources, consistent with the public interest;
 - b. Will prevent the overcrowding of land and avoid the undue concentration of population;
 - c. Will adversely affect the development of adequate and efficient provisions for transportation, water, sewage, schools, parks, recreation facilities, and the environmental, social and economic resources of the city;
 - d. Will adversely affect the character and stability of the present and future land use and development of the community;
 - e. Will adversely affect orderly growth and development;
 - f. Will preserve, promote, protect and improve the public health, safety and general welfare of the community; and
 - g. Is consistent with the City Charter.
- (3) If the Planning Commission determines that a proposed amendment is inconsistent with the Sanibel Plan or its intent and purpose, the Planning Commission may, nevertheless, recommend approval of the proposed amendment, along with a corresponding amendment to the Sanibel Plan, if the Planning Commission determines that the proposed amendment should be approved based upon a consideration of all of the factors specified in subsection (2) of this section.

RECOMMENDATION

Upon finding that the proposed ordinance is consistent with the requirements of Sanibel Code Section 82-241 for amendments to the Land Development Code and with the intent and purpose of the Sanibel Plan, the Planning Department recommends that the Planning Commission adopts a resolution recommending City Council to adopt the subject ordinance as drafted.

Attachments:

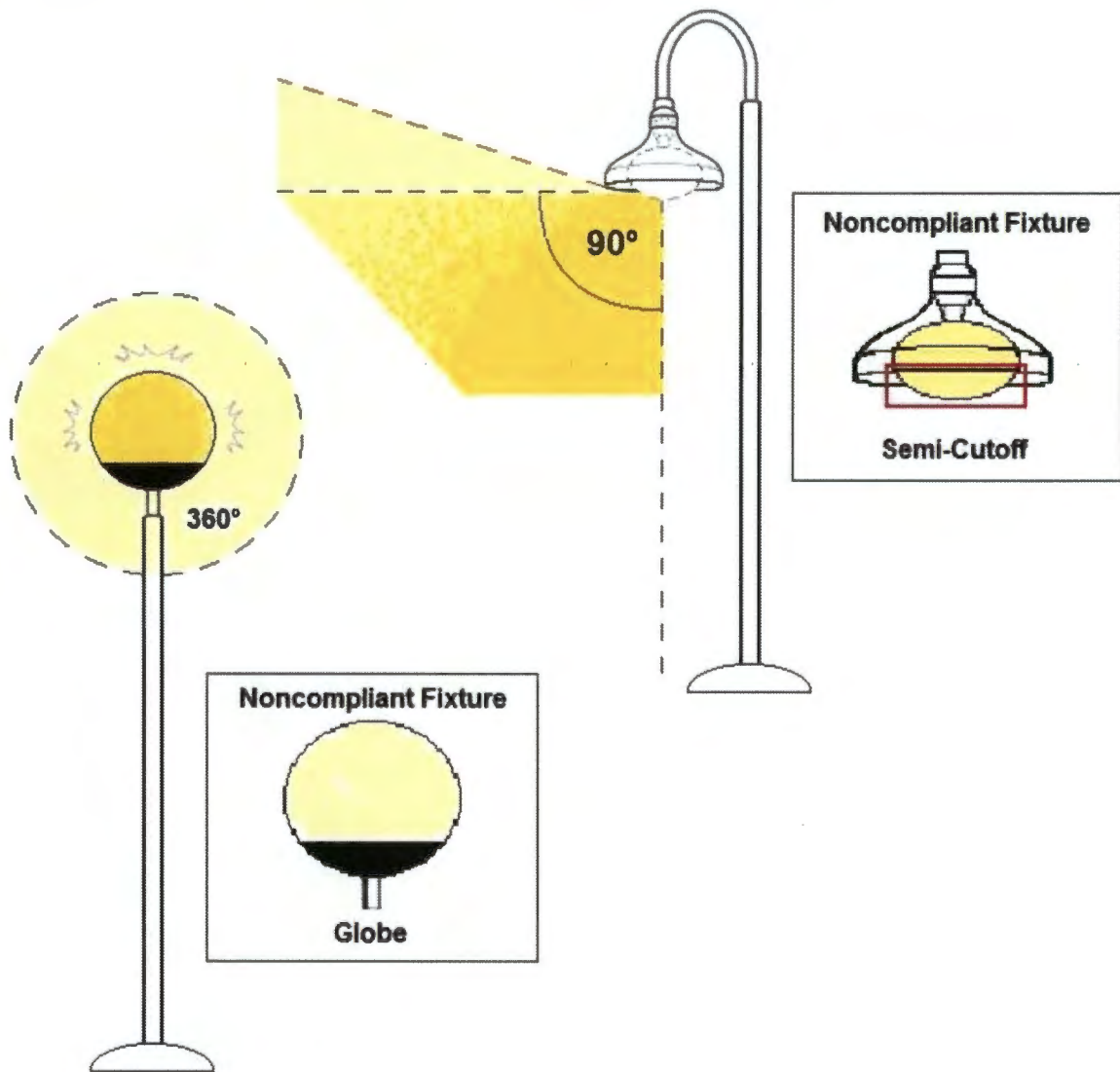
Appendix B: Noncompliant Lighting

Appendix C: Compliant Lighting

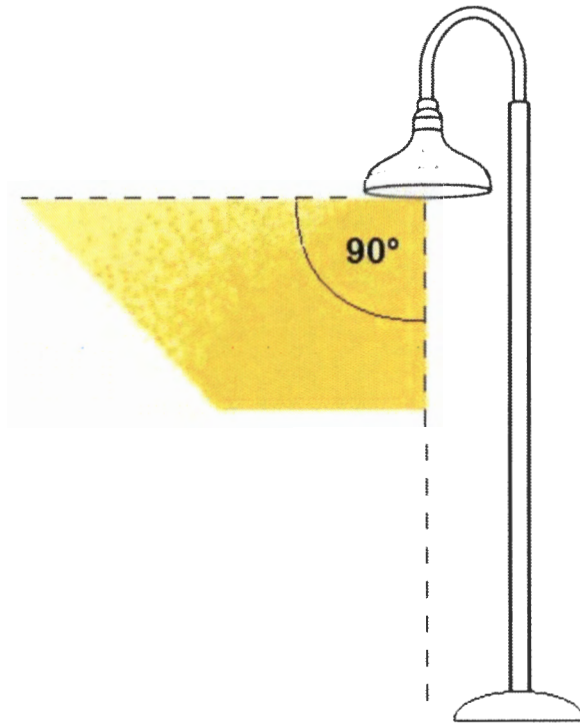
Attachment A: Highlighted draft Ordinance

Attachment B: DRAFT Planning Commission Resolution

Appendix B: Noncompliant Fixtures



Appendix C: Compliant Lighting



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| <p>ATTACHMENT A DRAFT DARK SKIES ORDINANCE (19 Pages) 1-13-2015 Planning Com - Agenda Item 7c. Dark Skies Discussion</p> |
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CITY OF SANIBEL

ORDINANCE 14 - XX

AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 “ZONING”, ARTICLE XIV, “SUPPLEMENTARY DISTRICT REGULATIONS”, ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 – “OUTDOOR LIGHTING”;

AMENDING SECTION 126-996. “DEFINITIONS” – ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND

AMENDING SECTION 126-997. “OUTDOOR LIGHTING GENERALLY” – REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND

REPEALING “APPENDIX A” IN SECTION 126-997. “OUTDOOR LIGHTING GENERALLY” GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND

ADDING “APPENDIX A – CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE” IN SECTION 126-997. “OUTDOOR LIGHTING GENERALLY” ILLUSTRATING COMPLIANT AND NONCOMPLIANT LUMINAIRES; AND

ADDING A NEW SECTION 126-998. “CERTIFICATE OF LUMINAIRE COMPLIANCE” – ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND

RENUMBERING SECTION 126-998. “BEACH WALKOVER LIGHTING” AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND

RENUMBERING SECTION 126-999. “BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION – NEWLY INSTALLED ARTIFICIAL LIGHTING

SOURCES” AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1000. “SAME – EXISTING ARTIFICIAL LIGHTING SOURCES” AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1001. “ALTERNATIVE LIGHTING PLAN” AS 126-1002; AND

RENUMBERING SECTION 126-1002. “INTERPRETATION” AS 126-1003; AND

RENUMBERING SECTIONS 126-1003 – 126-1020. “RESERVED” TO 126-1004 – 126-1020; AND

SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has extended the compliance date of the Sanibel Code requirements generally known as the “dark sky” ordinance, which compliance date is currently January 1, 2018; and

WHEREAS, the City Council has taken and considered the comments of the general public and City Staff and has reviewed generally the current state of compliance of City of Sanibel property owners with regard to such regulations; and

WHEREAS, the City Council finds that it is appropriate and necessary to provide additional education and explanation to the general public regarding the purpose and intent of the “dark sky” ordinance and the methods and fixtures available to obtain compliance with such requirements; and

WHEREAS, the City Council has determined that it is appropriate and necessary to further revise the “dark sky” ordinance and outdoor lighting provisions of the Land Development Code to accomplish such purposes; and

WHEREAS, the revisions to the “dark sky” ordinance and outdoor lighting provisions of the Land Development Code does not affect lighting standards for marine turtle protection, which have been in effect, are currently in effect, and are currently enforced for the protection of marine sea turtles;

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

SECTION 1. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-996 “Definitions”, is amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~ to read as follows:

Subpart B - LAND DEVELOPMENT CODE
Chapter 126 - ZONING
ARTICLE XIV. - SUPPLEMENTARY DISTRICT REGULATIONS
DIVISION 4. OUTDOOR LIGHTING

Sec. 126-996. Definitions.

The following words, terms and phrases when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Ambient light means light not originating from the site, such as moonlight.

Artificial light or artificial lighting means the light emanating from any manmade device.

"Bug" type bulb means any yellow light bulb specifically designed to reduce the attraction of insects to the light.

Cumulatively illuminated means illuminated by numerous artificial light sources.

Direct light means light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Fixture means the assembly that houses the lamp or lamps and can include all or some of the following parts: A housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Flood or spot light means any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam.

Full cutoff fixture means a luminaire that does not emit any light, either directly or by reflection or diffusion, above a horizontal plane running through the lowest part of the ~~fixture~~ luminaire's feature containing the lamps or lamps that produces the actual light, including any attached reflectors or diffusers.

Glare means light emitting from a luminaire that interferes with visibility.

Ground-level barrier means any vegetation, natural feature or artificial structure rising from the ground which prevents beachfront lighting from shining directly onto the beach-dune system.

Hatchling means any species of marine turtle, within or outside of a nest, which has recently hatched from an egg.

Indirect light means direct light that has been reflected or has scattered off of other surfaces.

Lamp means the component of a luminaire that produces the actual light.

Landscaping Lighting means lighting used to emphasize or draw attention to a landscape feature.

Light trespass means light from an artificial light source that is intruding into an area where it does not belong, such as an adjoining or nearby property, or the beach or dune.

Luminaire means a complete lighting system, including a lamp or lamps and a fixture.

Marine turtle means any marine-dwelling reptile of the families Cheloniidae or Dermochelyidae found in state waters or using the beach as nesting habitat, including the species: *Caretta caretta* (loggerhead), *Chelonia mydas* (green), *Dermochelys coriacea* (leatherback), *Eretmochelys imbricata* (hawksbill), and *Lepidochelys kempfi* (Kemp's ridley).

Marine turtle nesting season means the period from May 1 through October 31 of each year.

Nest means an area where marine turtle eggs have been naturally deposited or subsequently relocated.

Outdoor lighting means the nighttime illumination of an outside area or object by any fixed luminaire. Vehicle lights and flashlights are not included in this definition.

Pathway Lighting means lighting used to illuminate a walkway or pathway.

Point source of light means any artificial light or lighting that directly radiates visible light.

Recessed luminaire means a luminaire recessed into an outdoor ceiling or canopy so that its bottom is flush with the underside of the structure.

Skyglow means illumination of the sky from artificial sources.

Tinted glass means any glass treated to achieve an industry-approved, inside-to-outside light transmittance value of 45 percent or less. Such transmittance is limited to the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light that is transmitted through the glass.

Unshielded Lighting means any artificial light emitted, either directly or by reflection or diffusion, above a horizontal plane running through the lowest part of the lamp luminaire's full cutoff feature. See Appendix B.

Pole-Mounted Lighting means any luminaire set on a base or a pole which raises the source of light off of the ground.

Uplighting means any luminaire that directly or indirectly projects light above a the horizontal plane of a 90 degree angle passing through its the lowest point skyward of the luminaire's full cutoff feature. See Appendix C.

Wallpacks means luminaires placed along the outer walls of buildings. See illustrations.

(Ord. No. 97-08, § 3, 5-6-1997; Ord. No. 00-10, § 1, 6-6-2000)

Cross reference— Definitions generally, § 1-2.

SECTION 2. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-997 “Outdoor lighting generally”, be amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:

Sec. 126-997. Outdoor lighting generally.

(a) *Purpose and intent.* The purpose of this section is to set outdoor lighting standards that will minimize glare, light trespass, and skyglow; conserve energy while maintaining nighttime safety, security, and productivity; protect the privacy of residents; minimize disturbance of wildlife; enhance the ambiance of the community; and ensure optimal viewing of spectacular night skies above Sanibel.

It is the intent of this section that all luminaires in the city be brought into compliance with the standards of this section in accordance with the timetable established in subsection (e).

To encourage the replacement of nonconforming outdoor lights, the issuance of a development permit, solely for outdoor lights, does not trigger compliance with code requirements unrelated to outdoor lighting.

Further, the issuance of a development permit for any purpose other than outdoor lighting will not require the replacement or removal of existing non-conforming outdoor lighting as a condition of authorizing such development permit, except in accordance with the timetable in subsection (e).

(b) *Applicability.* ~~All new luminaires, regardless of whether a development permit is required, must comply with the standards of this section.~~ New or replacement luminaires and new construction must comply with the standards of Subsection 126-997(c). Existing luminaires shall comply with the timetable in Subsection 126-997(e).

- (1) *All land uses.* A development permit is required to add or replace outdoor lights in the Gulf Beach, Gulf Beach Ridge or Bay Beach zones.
- (2) *Single family and duplex dwelling units located on an individual lot,* except those located in the zones identified in 126-997(b)(1). No development permit is required to reposition, replace or add outdoor lights in accordance with the standards of this section; however, an electrical permit may be required depending on the extent of the work.
- (3) *Other residential uses, including motels, cottages and other resort housing (regardless of structure type) and non-residential land uses,* except those located in the zones identified in 126-997(b)(1). A development permit is required to add, reposition, or replace outdoor lights mounted on poles higher than ten feet above the ground. In all other cases, no permit is required to add, reposition, or replace outdoor lights in accordance with the standards of this section.

(c) New or replacement luminaires and new construction standards. In addition to the standards for outdoor lights established in this subsection, there are standards for dock lighting in sections 126-888 et seq. and 126-96

Minimum setback standards and height limitations for outdoor lights are provided in sections 126-852 and 126-853.

- (1) All exterior lighting shall be designed and installed to prevent glare and light trespass. Light shall not be allowed to cause glare affecting motorists, bicyclists, or other users of roads, driveways, and bicycle paths. Light shall not trespass over property lines.

Only outdoor lights compliant with the standards of sections 126-998~~9~~ and 126-999~~1000~~ and with the standards of sections 126-96 (for docks in the Bay Beach Zone) and 126-152 (for replacement lighting fixtures seaward of the 1974 Coastal Construction Control Line) are permitted in the Gulf Beach and Bay Beach zones.

- (2) Full cutoff fixtures must be used. ~~Uplighting is prohibited.~~ All outdoor lighting, including display, sign, building, parking lot, and aesthetic lighting, must use full cutoff fixtures, which shine light downward.
- (3) Functional equivalents allowed. Lights that are properly installed within or under an architectural space or feature (such as under a porch roof or a roof overhang) which provides the functional equivalence of a full cutoff fixture prevents light from projecting skyward, need not use full cutoff fixtures.
- (4) The illustrations contained in Appendix A to this section are intended to provide examples of fixtures and fixture positioning that comply (and that do not comply) with these standards, and are part of these regulations.
- (5) Mercury vapor lighting is prohibited. High or low pressure sodium lighting or other more energy-efficient and less environmentally-hazardous types of lighting ~~is~~ are permitted and encouraged. City Council may approve, by Resolution, new lighting technologies as they become available.
- (6) Street lighting is, in general, inconsistent with Sanibel's rural character. No street lights shall be installed or maintained on private streets, roads, and rights-of-way.
- (7) In residential settings, motion-detecting security lighting is permitted and encouraged in order to maximize safety, minimize overall illumination, and conserve energy.
- (8) Parking lot lights for nonresidential land uses shall, individually and in aggregation with other outdoor lights, not exceed a maximum site illumination of ten foot-candles, measured at two feet above ground level.

(9) Unshielded pole-mounted lighting is prohibited.

(10) Uplighting is prohibited.

(d) *Exemptions.* The following are exempt from the requirements of this section:

- (1) All temporary emergency lighting needed by the police or fire departments or other

emergency services, as well as all vehicular luminaires.

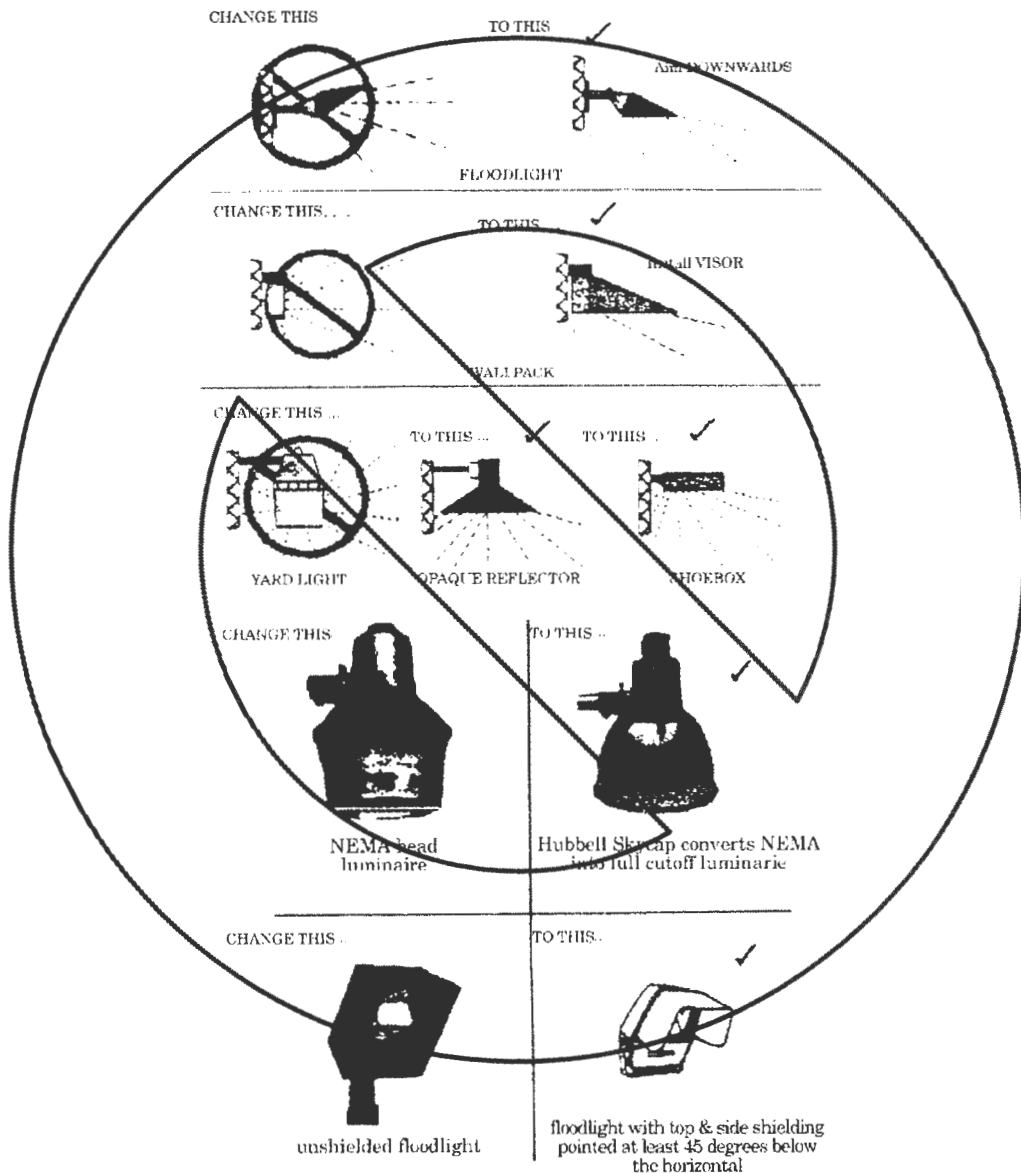
- (2) Lighting for public streets, roads, and rights-of-way, except that such lighting shall be reviewed in accordance with section 78-7, applying the policies set forth in Ordinance No. 00-10, as well as general policy 9 in the Plan for Scenic Preservation of the Sanibel Plan: "In order to maintain the dark sky of this nonurban community, minimize outdoor lighting."
 - (3) All hazard warning luminaires required by federal or state regulatory agencies are exempt from the requirements of this subsection. Unless otherwise mandated, all luminaires used must be yellow/amber and must be shown to be as close as possible to the federally or state required minimum lumen output requirement for the specific task.
 - (4) Holiday lighting, as specified in subsection 106-3(13).
 - (5) The Sanibel Lighthouse light.
 - (6) Swimming pool lights located below the water surface within the pool shell. For properties within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones, swimming pool lighting directly or indirectly visible from the beach must also comply with marine turtle lighting standards in Section 126-1000-1001.
 - (7) Landscaping and pathway lighting, three (3) feet or less in height. Solar or other low wattage landscape and pathway lighting shall not project light skyward; full cutoff fixtures are encouraged, but not required. Landscaping and pathway lighting for properties lying within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones must also comply with marine turtle lighting standards in Sections 126-1000-1001.
- (e) ~~Existing nonconforming luminaires. The following categories of outdoor lights must be brought into compliance with the standards of this section in accordance with the timetable provided.~~
- (1) Any lawfully existing luminaire, with the exception of unshielded pole lighting and uplighting that currently exists at the time of this ordinance that is not in conformance with the standards set forth in Subsection 126-997 (c) shall be permitted to remain until after January 1, 2018 until such time as they are either replaced or relocated. Upon the effective date of Ordinance No. 00-10, all luminaires that direct light toward streets, bicycle paths, or parking lots that cause glare to motorists or cyclists shall be either shielded or redirected so that the luminaires do not continue to cause a potential hazard.
 - (2) ~~All luminaires, not identified in paragraph (1) above, shall be permitted to remain until January 1, 2018. By this date, all outdoor lights shall be brought into compliance with the standards of this section. However, a~~ Any luminaire that replaces a lawfully existing luminaire, or any lawfully existing luminaire that is moved, must meet the standards of this section Subsection 126-997(c) at the time of its replacement or relocation.

(3) All lawfully existing unshielded pole-mounted lighting, to include and uplighting shall be strictly prohibited as of January 1, 2018.

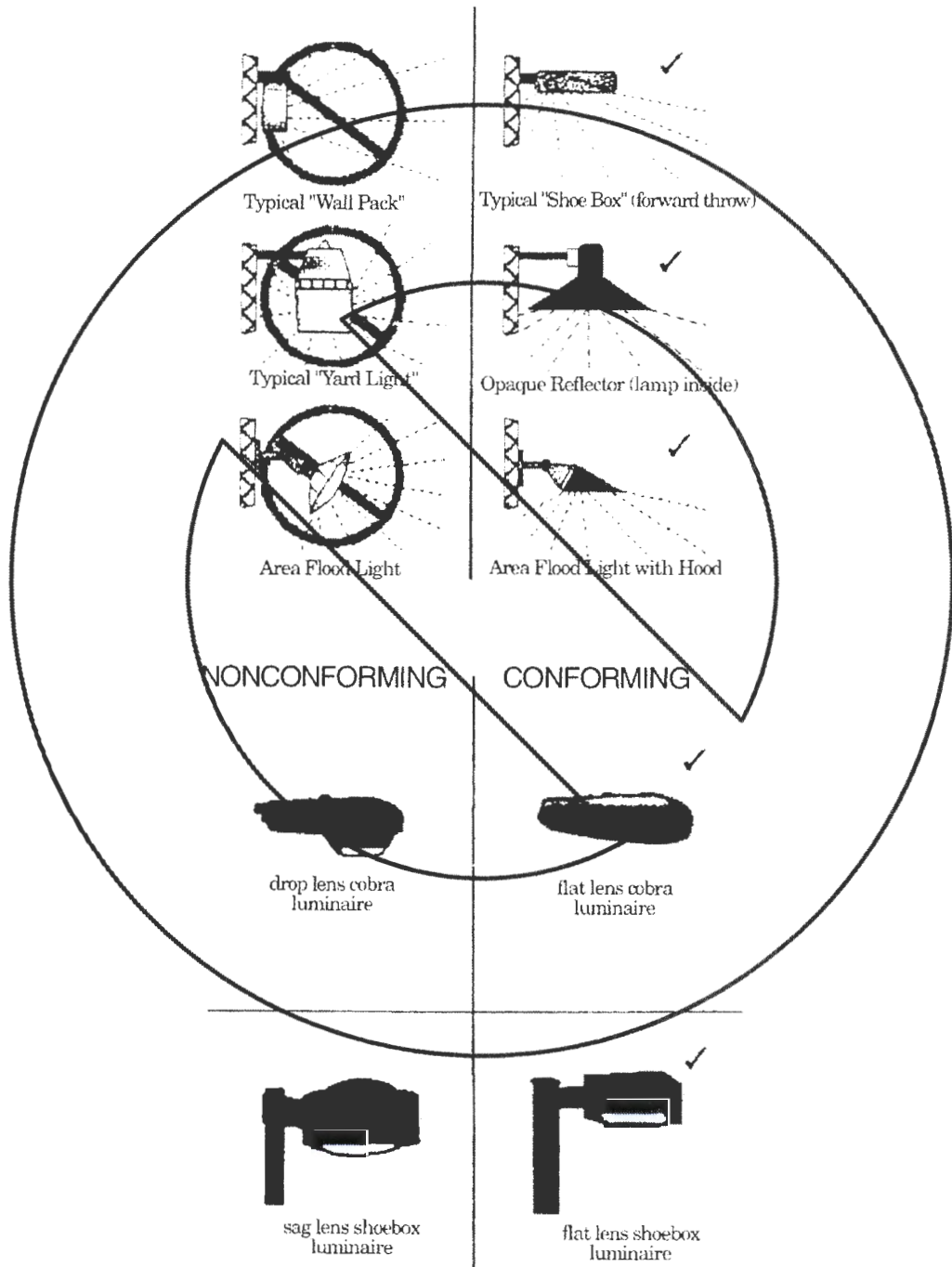
SECTION 3. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-997 “Appendix A” illustrations relating to the modification of existing fixtures and conforming vs. nonconforming luminaires, be repealed and replaced with a new Appendix A – City of Sanibel Dark Sky Light Fixture Guide, as follows:

APPENDIX A

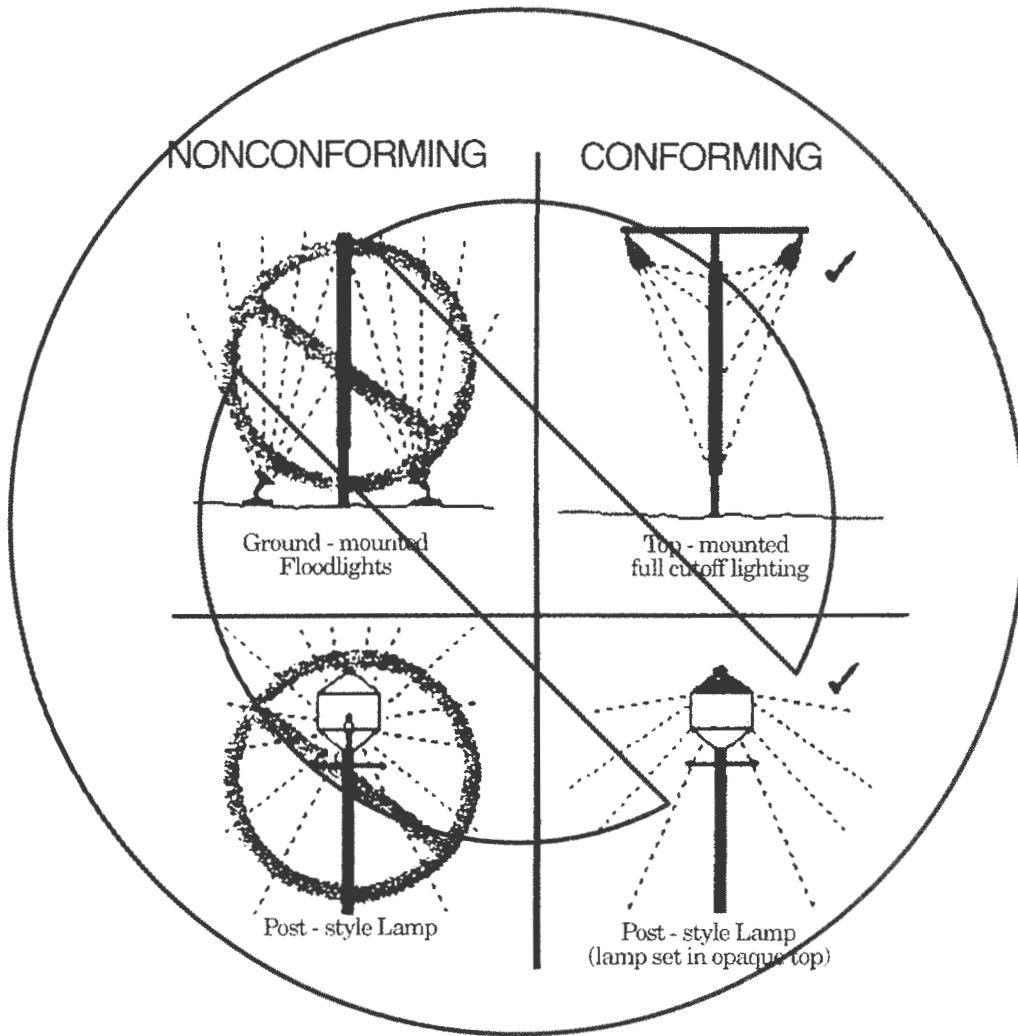
MODIFYING EXISTING FIXTURES



APPENDIX A (continued)



APPENDIX A (continued)



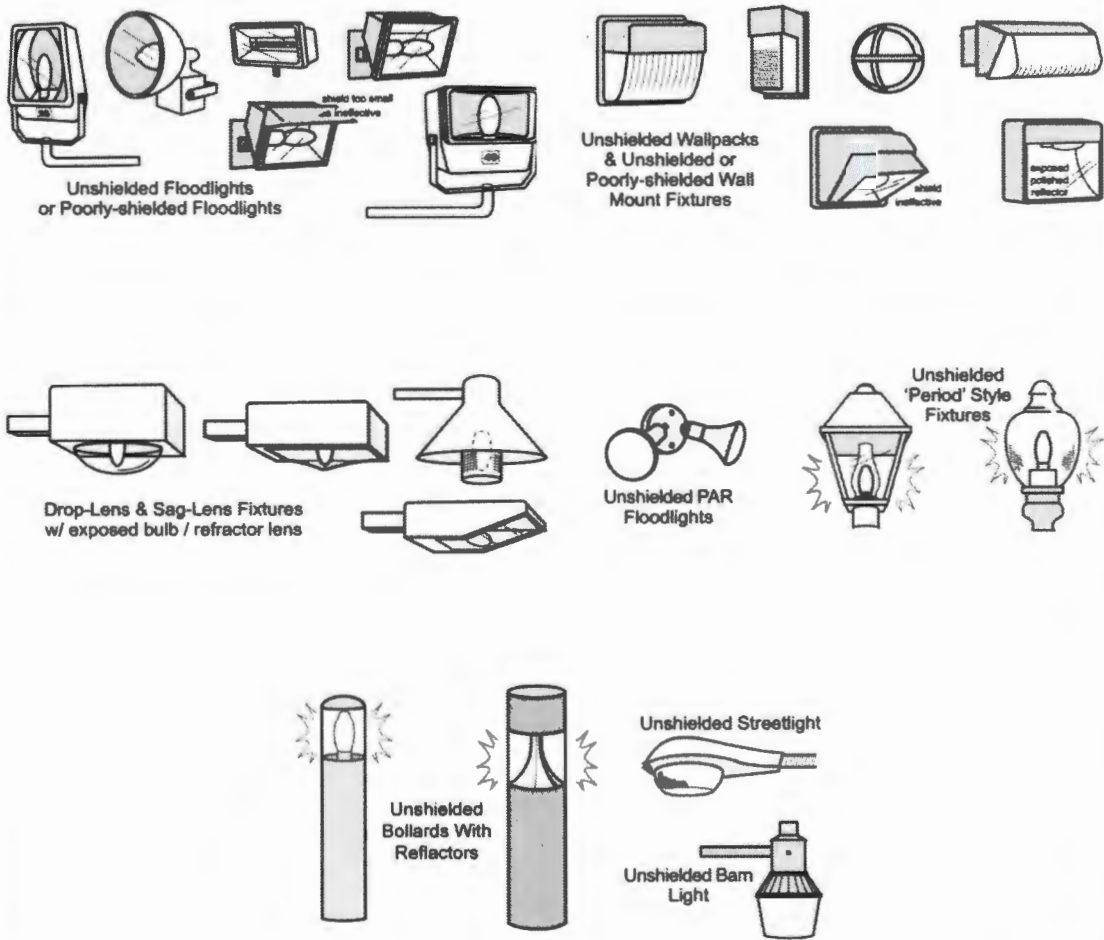
SECTION 4. The Sanibel Code of Ordinances Chapter 126, "Zoning", Article XIV, "Supplementary District Regulations", Division 4 "Outdoor Lighting", Section 126-997 "Outdoor lighting Generally" – "Appendix A – City of Sanibel Dark Sky Light Fixture Guide", be created with additions indicated by underlining, as follows:

APPENDIX A

City of Sanibel

Dark Sky Light Fixture Guide

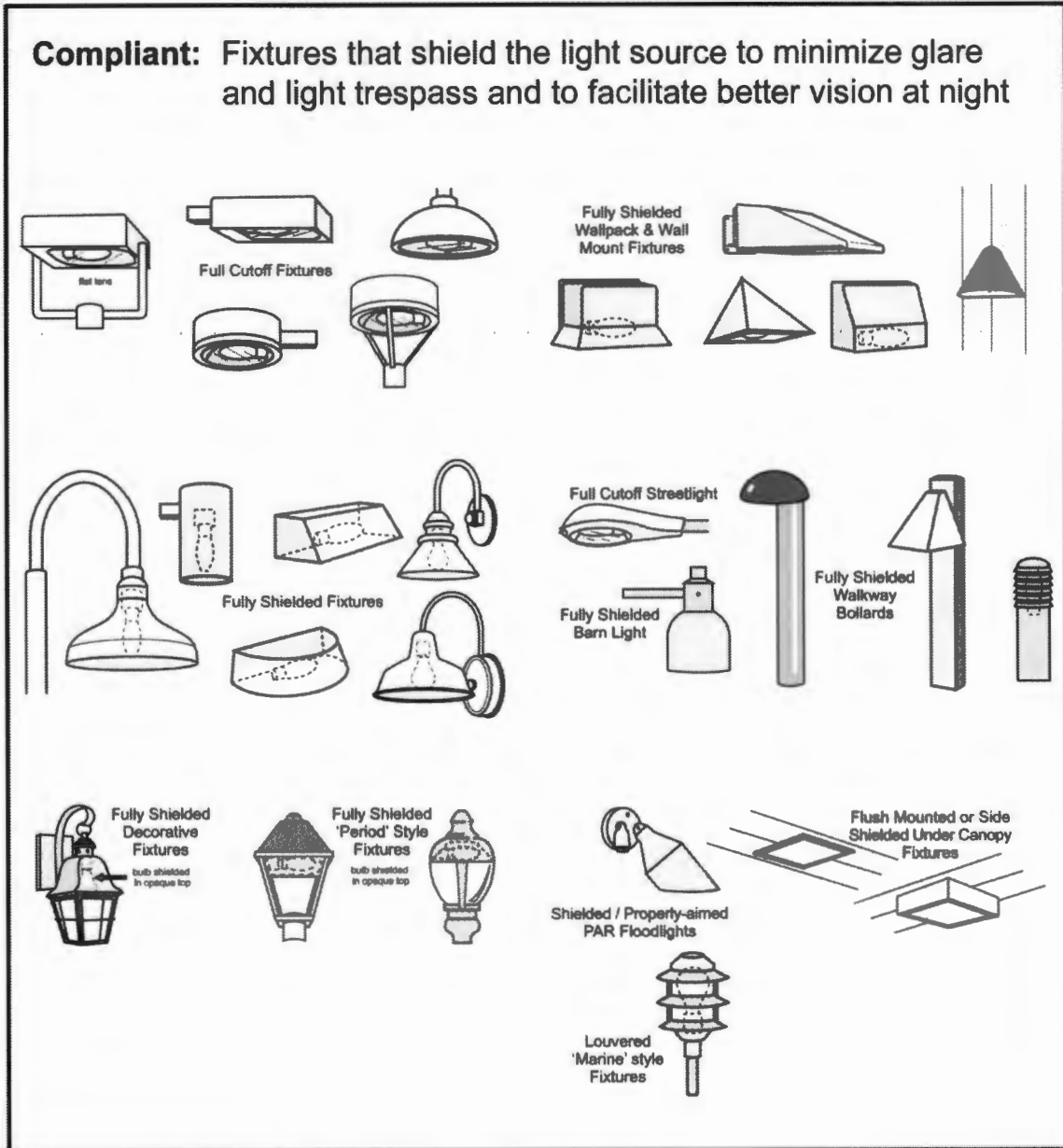
Noncompliant: Fixtures that produce light trespass and glare



City of Sanibel

Dark Sky Light Fixture Guide

Compliant: Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



SECTION 5. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-998 “Certificate of Luminaire Compliance”, is created with additions indicated by underlining, to read as follows:

Sec. 126-998. Certificate of Luminaire Compliance.

- (a) Purpose and intent. The purpose of this section is to provide documentation for the owner and to establish a City database of properties indicating their status with regard to luminaire compliance with the provisions of this chapter.
- (b) Applicability. Any Sanibel property owner (or owner representative) may apply for a Certificate of Luminaire Compliance. However, obtaining a Certificate of Compliance is not mandatory.
- (c) Standards. The process for applying and receiving a Certificate of Luminaire Compliance is as follows:
- (1) An Application for Certificate of Luminaire Compliance shall be submitted to the Sanibel Planning Department.
 - (2) The City shall conduct an inspection of luminaires located on the Applicant’s property. The product of that inspection shall be a report to be kept on record with the Sanibel Planning Department, and provided to the Applicant, and which includes the following:
 - a. General information such as the date of the inspection and the property address and photographs of all existing fixtures; and
 - b. A determination of either compliance or non-compliance; and
 - c. In the case determination of non-compliance, notations regarding the type and approximate location of non-compliant fixtures.
 - (3) Upon completion of a report indicating full compliance, the City shall issue a Certificate of Luminaire Compliance which will be provided to the Applicant and held on record at the Sanibel Planning Department.
 - (4) Certificates of Luminaire Compliance shall become void upon the issuance of a building permit for work that could alter on-site luminaires or the effects of light emissions of on-site luminaires.

SECTION 6. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-998 “Beach Walkover Lighting”, is hereby renumbered as 126-999; and amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:.

Sec. 126-9998. Beach walkover lighting.

The lighting of beach walkovers is permitted seaward of the coastal construction control line but only mushroom-type light fixtures, which direct the light downward, shall be permitted. Such lighting shall also meet the following requirements:

- (1) Such fixtures shall be installed at least 25 feet apart and not more than one foot above the surface of the walkover.
- (2) Illumination shall be limited to ~~25 watts through the use of a "bug" type bulb~~ long wavelength light sources greater than 560 nanometers in accordance with Florida Fish and Wildlife Conservation Commission (FWC) Approved Sea Turtle Lighting as identified at <http://myfwc.com/wildlifehabitats/managed/sea-turtles/turtles-lights/>. Yellow "bug" type incandescent bulbs not exceeding 25 watts and yellow compact fluorescent bulbs not exceeding 480 lumens may also be used.

(Ord. No. 85-26, § 1(I.E.14), 11-27-1985)

SECTION 7. The Sanibel Code of Ordinances Chapter 126, "Zoning", Article XIV, "Supplementary District Regulations", Division 4 "Outdoor Lighting", Section 126-999 "Beachfront lighting for marine turtle protection – newly installed artificial lighting sources", is hereby renumbered as 126-1000; and amended with additions indicated by underlining, and deletions indicated by ~~strikethroughs~~, to read as follows:

Sec. 126-~~1000~~999. Beachfront lighting for marine turtle protection—Newly installed artificial lighting sources.

Newly installed artificial light sources shall comply with the following conditions:

- (1) Artificial light fixtures shall be designed and positioned so that:
 - a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach;
 - b. Areas seaward of a frontal or primary dune are not directly, indirectly, or cumulatively illuminated.
- (2) Exterior artificial light fixtures within direct line of sight of the beach shall be completely shielded, ~~downlight only fixtures~~ full cutoff, downward directed fixtures or recessed fixtures, ~~having low wattage, i.e., 25 watts or less, with "bug" type bulbs and non-reflective interior surfaces.~~ Other fixtures that have appropriate shields, louvers, or cut-off features may also be used if they are in compliance with subsections (1) a and b of this section. Fixtures shall be equipped with long wavelength lamps greater than 560 nanometers in accordance with Florida Fish and Wildlife Conservation Commission (FWC) "FWC Approved Sea Turtle Lighting" as identified at

<http://myfwc.com/wildlifehabitats/managed/sea-turtles/turtles-lights/>.

- (3) Floodlights, uplights, or spotlights that are directly visible from the beach, or which indirectly or cumulatively illuminate the beach, shall not be used.
- (4) Only low-intensity lighting shall be used in parking areas within line of sight of the beach. Such lighting shall be:
 - a. Set on a base which raises the source of light no higher than 48 inches off the ground; and
 - b. Positioned or shielded so that the light is cast downward and the source of light or any reflective surface of the light fixture is not visible from the beach and does not directly, indirectly, or cumulatively illuminate the beach.
- (5) Parking areas and roadways, including any paved or unpaved areas upon which motorized vehicles will park or operate, shall be designed and located to prevent vehicular headlights from directly or indirectly illuminating the beach.
- (6) Vehicular lighting, parking area lighting, and roadway lighting shall be shielded from, the beach through the use of ground-level barriers. Ground-level barriers must not interfere with marine turtle nesting or hatchling emergence, or cause short-term or long-term damage to the beach/dune system.
- (7) Tinted glass shall be installed on all windows and glass doors of single-story or multistory structures within line of sight of the beach.

(Ord. No. 97-08, § 3, 5-6-1997)

SECTION 8. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-1000 “Same – Existing artificial lighting sources”, is hereby renumbered as 126-1001; and amended with additions indicated by underlining, and deletions indicated by ~~strike throughs~~, to read as follows:

Sec. 126-1001. Same—Existing artificial lighting sources.

Existing artificial lighting sources shall, within 60 days after adoption of the ordinance from which this division is derived, comply with all of the following standards:

- (1) Existing artificial light fixtures shall be repositioned, modified, or removed so that:
 - a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach; and
 - b. Areas seaward of a frontal or primary dune are not directly, indirectly, or cumulatively illuminated.
- (2) The negative effects of existing exterior artificial lighting shall be eliminated by taking such of the following measures as may be applicable:
 - a. Repositioning fixtures so that the point source of light or any reflective surface of the light fixture is no longer visible from the beach;

- b. Replacing fixtures having an exposed light source with full cutoff fixtures containing recessed light sources or shields;
 - c. Replacing traditional white light bulbs sources with long wavelength light sources greater than 560 nanometers in accordance with Florida Fish and Wildlife Conservation Commission (FWC) "FWC Approved Sea Turtle Lighting" as identified at <http://myfwc.com/wildlifehabitats/managed/sea-turtles/turtles-lights/>. Yellow "bug" type incandescent bulbs not exceeding 25 watts and yellow compact fluorescent bulbs not exceeding 480 lumens may also be used;
 - d. Replacing non-directional fixtures with directional fixtures that point down and away from the beach;
 - e. Replacing fixtures having transparent or translucent coverings with fixtures having opaque shields covering an arc of at least 180 degrees and extending an appropriate distance below the bottom edge of the fixture on the seaward side so that the light source or any reflective surface of the light fixture is not visible from the beach;
 - f. Replacing pole lamps with low-profile, low-level luminaries so that the light source or any reflective surface of the light fixture is not visible from the beach;
 - g. Replacing incandescent, fluorescent, and high intensity lighting with the lowest wattage low pressure sodium vapor lighting possible for the specific application;
 - h. Planting or improving vegetation buffers between the light source and the beach to screen light from the beach;
 - i. Permanently removing or temporarily disabling any fixture which cannot be brought into compliance with the provisions of this division during the nesting season.
- (3) The negative effects of existing interior lighting emanating from doors and windows within line of sight of the beach shall be eliminated by taking such of the following measures as may be applicable:
- a. Applying window tint or film which meets the transmittance values for tinted glass;
 - b. Rearranging lamps and other moveable fixtures away from windows;
 - c. Using window treatments, such as blinds and curtains, to shield interior lights from the beach; and
 - d. Turning off unnecessary lights.
- (4) For purposes of this division replacement or alteration of a nonconforming, artificial lighting structure, for the purpose of bringing such a structure into compliance with this division, shall be deemed a repair for purposes of article V of this chapter.

(Ord. No. 97-08, § 3, 5-6-1997)

SECTION 9. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-1001 “Alternative lighting plan”, is hereby renumbered as 126-1002.

Sec. 126-1002¹. Alternative lighting plan.

Any person may submit an alternative lighting plan as long as it demonstrates that the point source of light or any reflective surface is not directly visible from the beach and that areas seaward of the frontal, or primary, dune are not directly, indirectly or cumulatively-illuminated.

(Ord. No. 97-08, § 3, 5-6-1997)

SECTION 10. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Section 126-1002 “Interpretation”, is hereby renumbered as 126-1003.

Sec. 126-1003². Interpretation.

(a) Where any of the provisions of this section appear to be in conflict with state laws preempting local authority, they shall not take effect until such time as the preemption is withdrawn.

(b) Where any of the provisions of section 126-997 appear to be in conflict with another provision of this division or another provision of this Land Development Code, the provision providing the greatest protection against glare, light trespass and sky glow shall apply.

(Ord. No. 00-10, § 3, 6-6-2000)

SECTION 11. The Sanibel Code of Ordinances Chapter 126, “Zoning”, Article XIV, “Supplementary District Regulations”, Division 4 “Outdoor Lighting”, Sections 126-1003 – 126-1020 “Reserved”, is hereby renumbered as 126-1004 - 126-1020.

Secs. 126-1004³—126-1020. Reserved.

SECTION 12. Codification. In Article XIV of Chapter 126, Sections 126-996 and 126-997 are hereby amended, a new Section 126-998 is added, Section 126-998 is amended and renumbered 126-999, Section 126-999 is amended and renumbered 126-1000, Section 126-1000 is amended and renumbered 126-1001, Section 126-1001 is renumbered 126-1002, Section 126-1002 is renumbered 126-1003, Sections 126-1003 – 126-1020 is renumbered 126-1004 – 126-1020. This ordinance shall be deemed an amendment to Sanibel Code of Ordinances and shall be codified in the Sanibel Code of Ordinances as such an amendment.

SECTION 13. Conflict. All ordinances and parts of ordinances in conflict herewith shall be and the same hereby repealed. If any part of this ordinance conflicts with any other part, it shall be severed and the remainder shall have full force and effect and be liberally construed.

SECTION 14. Severance. If any section, subsection, sentence, clause, phrase or portion of this ordinance, or application hereof, is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion or application hereof.

SECTION 15. Effective Date. This ordinance shall be effective immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this _____ day of _____, 201__.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler, City Attorney Date

Vote of Council Members:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

First Reading _____
Publication Date _____
Second Reading _____

Date Filed with City Clerk: _____

ATTACHMENT B

DRAFT DARK SKIES RESOLUTION
(3 Pages)

1-13-2015 Planning Com - Agenda Item 7c.
Dark Skies Discussion

DRAFT

RESOLUTION NO. 15-00

**CITY OF SANIBEL
PLANNING COMMISSION**

A RESOLUTION RECOMMENDING CITY COUNCIL APPROVE AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 "ZONING", ARTICLE XIV, "SUPPLEMENTARY DISTRICT REGULATIONS", ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 – "OUTDOOR LIGHTING"; AMENDING SECTION 126-996. "DEFINITIONS" – ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND AMENDING SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" – REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND REPEALING "APPENDIX A" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND ADDING "APPENDIX A – CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" ILLUSTRATING COMPLIANT AND NONCOMPLIANT LUMINAIRES; AND ADDING A NEW SECTION 126-998. "CERTIFICATE OF LUMINAIRE COMPLIANCE" – ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND RENUMBERING SECTION 126-998. "BEACH WALKOVER LIGHTING" AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND RENUMBERING SECTION 126-999. "BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION – NEWLY INSTALLED ARTIFICIAL LIGHTING SOURCES" AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1000. "SAME – EXISTING ARTIFICIAL LIGHTING SOURCES" AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1001. "ALTERNATIVE LIGHTING PLAN" AS 126-1002; AND RENUMBERING SECTION 126-1002. "INTERPRETATION" AS 126-1003; AND RENUMBERING SECTIONS 126-1003 – 126-1020. "RESERVED" TO 126-1004 – 126-1020; AND SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a public hearing on the proposed ordinance, referenced in the above title, was legally and properly advertised and held on December 9, 2014 and January 13, 2014 before the Sanibel Planning Commission; and

WHEREAS, the Planning Commission has heard and considered comments and recommendations from the Planning Department staff and public; and

WHEREAS, the Planning Commission finds the proposed amendment to be consistent with the Sanibel Plan; and

WHEREAS, the Planning Commission may recommend to the City Council amendments to regulations of the Land Development Code, in accordance with the following standards, as set forth in LDC Section 82-241:

- (1) *The Planning Commission shall make reference to the Sanibel Plan to determine if the proposed amendment to the land development regulations is consistent with the intent and purpose of the Sanibel Plan.*
- (2) *The Planning Commission shall determine whether the proposed amendment:*
 - a. *Will encourage the most appropriate use of land and City resources, consistent with the public interest;*
 - b. *Will prevent the overcrowding of land and avoid the undue concentration of population;*
 - c. *Will adversely affect the development of adequate and efficient provisions for transportation, water, sewage, schools, parks, recreation facilities, and the environmental, social and economic resources of the city;*
 - d. *Will adversely affect the character and stability of the present and future land use and development of the community;*
 - e. *Will adversely affect orderly growth and development;*
 - f. *Will preserve, promote, protect and improve the public health, safety and general welfare of the community; and*
 - g. *Is consistent with the City Charter.*
- (3) *If the Planning Commission determines that a proposed amendment is inconsistent with the Sanibel Plan or its intent and purpose, the Planning Commission may, nevertheless, recommend approval of the proposed amendment, along with a corresponding amendment to the Sanibel Plan, if the Planning Commission determines that the proposed amendment should be approved based upon a consideration of all of the factors specified in subsection (2) of this section.*

NOW THEREFORE, BE IT RESOLVED that the Planning Commission recommends that the City Council adopt said Ordinance No. 14-00, the title of which is provided in this Resolution.

The foregoing Resolution was adopted by the Planning Commission upon a motion by _____ and seconded by _____ and the vote was as follows:

| | | | |
|-----------------|-------|---------------|-------|
| Chris Heidrick | _____ | Jason Maughan | _____ |
| Chuck Kettelman | _____ | Holly Smith | _____ |
| Tom Krekel | _____ | John Talmage | _____ |
| Phillip Marks | _____ | | |

DULY PASSED AND ADOPTED this 13th day of January, 2015.

SANIBEL PLANNING COMMISSION

Signed: _____
Phillip Marks, Planning Commission Chair
Date Signed _____

Approved As To Form: _____
Kenneth B. Cuyler, City Attorney
Date Signed _____

Date Filed With City Manager: _____

RESOLUTION NO. 15-003

CITY OF SANIBEL
PLANNING COMMISSION

A RESOLUTION RECOMMENDING CITY COUNCIL APPROVE AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 "ZONING", ARTICLE XIV, "SUPPLEMENTARY DISTRICT REGULATIONS", ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 – "OUTDOOR LIGHTING";

AMENDING SECTION 126-996. "DEFINITIONS" – ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND

AMENDING SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" – REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND

REPEALING "APPENDIX A" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND

ADDING "APPENDIX A, APPENDIX B AND APPENDIX C – CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" ILLUSTRATING COMPLIANT AND NONCOMPLIANT LUMINAIRES; AND

ADDING A NEW SECTION 126-998. "CERTIFICATE OF LUMINAIRE COMPLIANCE" – ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND

RENUMBERING SECTION 126-998. "BEACH WALKOVER LIGHTING" AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND

RENUMBERING SECTION 126-999. "BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION – NEWLY INSTALLED ARTIFICIAL LIGHTING SOURCES" AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1000. "SAME – EXISTING ARTIFICIAL LIGHTING SOURCES" AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND

RENUMBERING SECTION 126-1001. "ALTERNATIVE LIGHTING PLAN" AS 126-1002; AND

RENUMBERING SECTION 126-1002. "INTERPRETATION" AS 126-1003; AND

RENUMBERING SECTIONS 126-1003 – 126-1020. "RESERVED" TO 126-1004 – 126-1020; AND

SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a public hearing on the proposed ordinance, referenced in the above title, was legally and properly advertised and held on December 9, 2014 and January 13, 2014 before the Sanibel Planning Commission; and

WHEREAS, the Planning Commission has heard and considered comments and recommendations from the Planning Department staff and public; and

WHEREAS, the Planning Commission finds the proposed amendment to be consistent with the Sanibel Plan; and

WHEREAS, the Planning Commission may recommend to the City Council amendments to regulations of the Land Development Code, in accordance with the following standards, as set forth in LDC Section 82-241:

- (1) The Planning Commission shall make reference to the Sanibel Plan to determine if the proposed amendment to the land development regulations is consistent with the intent and purpose of the Sanibel Plan.*
- (2) The Planning Commission shall determine whether the proposed amendment:*
 - a. Will encourage the most appropriate use of land and City resources, consistent with the public interest;*
 - b. Will prevent the overcrowding of land and avoid the undue concentration of population;*
 - c. Will adversely affect the development of adequate and efficient provisions for transportation, water, sewage, schools, parks, recreation facilities, and the environmental, social and economic resources of the city;*
 - d. Will adversely affect the character and stability of the present and future land use and development of the community;*
 - e. Will adversely affect orderly growth and development;*
 - f. Will preserve, promote, protect and improve the public health, safety and general welfare of the community; and*
 - g. Is consistent with the City Charter.*
- (3) If the Planning Commission determines that a proposed amendment is inconsistent with the Sanibel Plan or its intent and purpose, the Planning Commission may, nevertheless, recommend approval of the proposed amendment, along with a corresponding amendment to the Sanibel Plan, if the Planning Commission determines that the proposed amendment should be approved based upon a consideration of all of the factors specified in subsection (2) of this section.*

NOW THEREFORE, BE IT RESOLVED that the Planning Commission finds that proposed Ordinance No. 15-004 is consistent with the Sanibel Plan and meets the above referenced requirements and recommends that the City Council adopt said ordinance, the title of which is provided in this Resolution.

The foregoing Resolution was adopted by the Planning Commission upon a motion by Commissioner Ketteman and seconded by Commissioner Smith and the vote was as follows:

| | | | |
|----------------|------------|---------------|----------------|
| Chris Heidrick | <u>Yes</u> | Jason Maughan | <u>Yes</u> |
| Chuck Ketteman | <u>Yes</u> | Holly Smith | <u>Yes</u> |
| Tom Krekel | <u>No</u> | John Talmage | <u>Excused</u> |
| Phillip Marks | <u>Yes</u> | | |

DULY PASSED AND ADOPTED this 13th day of January, 2015.

SANIBEL PLANNING COMMISSION

Signed: Phillip Marks
Phillip Marks, Planning Commission Chair

28 Jan 2015
Date Signed

Approved As To Form: Kenneth B. Cuyler
Kenneth B. Cuyler, City Attorney

1/27/15
Date Signed

Date Filed With City Manager: 1/28/2015

**CITY OF SANIBEL
LEGAL DEPARTMENT**

MEMORANDUM



TO: Members of City Council

FROM: Kenneth B. Cuyler *KBC*
City Attorney

DATE: January 28, 2015

**RE: Proposed revisions to the Dark Sky Ordinance to meet the intent
and recommendations previously discussed**

Ordinance No. 15-004 is a proposed Ordinance amending the Dark Sky Code provisions and is scheduled for first reading on February 3, 2015 and will be scheduled for second reading and public hearing on March 3, 2015. During the continuing review process of the Ordinance, it was determined that several items in the currently drafted Ordinance are not in accordance with the prior discussions and direction of the City Council and the previous presentations and recommendations by the Vice Mayor to the City Council.

The purpose of this Memorandum is to detail two proposed revisions and explain the purpose and effect of the provisions.

A. The Vice Mayor had previously recommended to City Council and City Council had previously directed that the draft Ordinance “grandfather” certain light fixtures which are located, for example, on a porch under a porch roof or in a garage under the garage roof. The recommendation was that since such light did not shine directly upwards and often provides lighting for safety, that such lights be “grandfathered” until such time as the fixture is relocated or replaced.

There is a concern that under the new definition of “uplighting”, the light of such fixtures could go above the 90 degree plane measured at the bottom of the light fixture, even though the light could not go directly upward because of the roof, eaves, overhang, etc.

Therefore, it is recommended that this matter be clarified by adding the additional sentence cited below as part of Section 126-997(e) entitled “existing nonconforming luminaires.” The new sentence will read as follows:

“Lights that are properly installed within or under an architectural space or feature (such as a porch roof, roof overhang, eaves or similar architectural feature) shall be permitted to remain after January 1, 2018 until such time as they are either replaced or relocated (and such lights shall not be considered uplighting even where such architectural feature is not the functional equivalent of a full cutoff feature).”

B. With respect to the second item, the prior discussions were clear that a pole light should be “grandfathered” as long as it had a top or cover on the fixture. All glass fixtures or globe fixtures on a pole without any top or cover of any sort would be prohibited as of January 1, 2018. Under the new definitions, it is not clear that a covered fixture would be “grandfathered” because it is not entirely shielded.

Therefore, it is recommended that a new Subsection (4) be added under the same Section 126-997(e) entitled “Existing nonconforming luminaires.”

- (4) Notwithstanding the above provisions of this section, a pole light where the fixture has an opaque cover, cap or top constructed as part of the fixture assembly shall be permitted to remain after January 1, 2018 until such time as it is replaced or relocated.

Attached to this Memorandum are several relevant pages of the draft Dark Sky Ordinance that show where the proposed revisions discussed above would be inserted into the Ordinance. The proposed revisions are highlighted in green to facilitate your review.

If you have any questions regarding the above, please let me know.

KBC/jg

Cc: Judith A. Zimomra, City Manager
Pamela Smith, City Clerk

emergency services, as well as all vehicular luminaires.

- (2) Lighting for public streets, roads, and rights-of-way, except that such lighting shall be reviewed in accordance with section 78-7, applying the policies set forth in Ordinance No. 00-10, as well as general policy 9 in the Plan for Scenic Preservation of the Sanibel Plan: "In order to maintain the dark sky of this nonurban community, minimize outdoor lighting."
- (3) All hazard warning luminaires required by federal or state regulatory agencies are exempt from the requirements of this subsection. Unless otherwise mandated, all luminaires used must be yellow/amber and must be shown to be as close as possible to the federally or state required minimum lumen output requirement for the specific task.
- (4) Holiday lighting, as specified in subsection 106-3(13).
- (5) The Sanibel Lighthouse light.
- (6) Swimming pool lights located below the water surface within the pool shell. For properties within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones, swimming pool lighting directly or indirectly visible from the beach must also comply with marine turtle lighting standards in Section 126-1000-1001.
- (7) Landscaping and pathway lighting, three (3) feet or less in height. Solar or other low wattage landscape and pathway lighting shall not project light skyward; full cutoff fixtures are encouraged, but not required. Landscaping and pathway lighting for properties lying within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones must also comply with marine turtle lighting standards in Sections 126-1000-1001.

(e) ~~Existing nonconforming luminaires. The following categories of outdoor lights must be brought into compliance with the standards of this section in accordance with the timetable provided.~~

- (1) ~~Any lawfully existing luminaire, with the exception of unshielded pole lighting ~~except as described in Subsection 4 below~~ and uplighting, that currently exists at the time of this ordinance that is not in conformance with the standards set forth in Subsection 126-997 (c) shall be permitted to remain until after January 1, 2018 until such time as they are either replaced or relocated. Lights that are properly installed within or under an architectural space or feature (such as a porch roof, roof overhang, eave or similar architectural feature) shall be permitted to remain after January 1, 2018 until such time as they are either replaced or relocated (and such lights shall not be considered uplighting even where such architectural feature is not the functional equivalent of a full cutoff feature). Upon the effective date of Ordinance No. 00-10, all luminaires that direct light toward streets, bicycle paths, or parking lots that cause glare to motorists or cyclists shall be either shielded or redirected so that the luminaires do not continue to cause a potential hazard.~~
- (2) ~~All luminaires, not identified in paragraph (1) above, shall be permitted to remain until January 1, 2018. By this date, all outdoor lights shall be brought into compliance with the standards of this section.~~

However, ~~a~~ Any luminaire that replaces a lawfully existing luminaire, or any lawfully existing luminaire that is moved, must meet the standards of ~~this section~~ Subsection 126-997(c) at the time of its replacement or relocation.

(3) All lawfully existing unshielded pole-mounted lighting ~~(except as described in Subsection (4) below)~~, and uplighting shall be strictly prohibited as of January 1, 2018.

(4) Notwithstanding the above provisions of this section, a pole light where the fixture has an opaque cover, cap or top constructed as part of the fixture assembly shall be permitted to remain after January 1, 2018 until such time as it is replaced or relocated.

**CITY OF SANIBEL
LEGAL DEPARTMENT**



TO: Members of City Council

FROM: Kenneth B. Cuyler *KBC*
City Attorney

DATE: February 24, 2015

RE: Additional proposed revision to the Dark Sky Ordinance relating to glare

You may recall that glare from lights being directed towards streets, shared use paths, parking lots and/or adjacent properties has been the subject of discussion by members of the public at previous meetings on the topic of the Dark Sky Ordinance. After discussion of this issue with Vice Mayor Congress, I have prepared the attached subparagraph (f), which is highlighted in blue for your ease of reference.

Most of this language actually exists in today's Code of Ordinances and it can be found as the last sentence of subparagraph (e)(1) which is highlighted in yellow with "strike-through" wording. Rather than simply eliminating the existing language, I have slightly rephrased the sentence and added the "adjacent properties" wording so that it now reads as set forth in proposed subsection (f).

Note: the additional language highlighted in green is from my previous memo dated January 28, 2015 which explains those revisions. That Memorandum is also in the backup materials for the Dark Sky Ordinance agenda item.

I will be available at the March 3, 2015 City Council meeting to discuss these revisions during your consideration of the proposed Dark Sky Ordinance. If you have any questions prior to that time, please let me know.

KBC/jg

Cc: Judith A. Zimomra, City Manager
Pamela Smith, City Clerk
Jim Jordan, Planning Director

emergency services, as well as all vehicular luminaires.

- (2) Lighting for public streets, roads, and rights-of-way, except that such lighting shall be reviewed in accordance with section 78-7, applying the policies set forth in Ordinance No. 00-10, as well as general policy 9 in the Plan for Scenic Preservation of the Sanibel Plan: "In order to maintain the dark sky of this nonurban community, minimize outdoor lighting."
- (3) All hazard warning luminaires required by federal or state regulatory agencies are exempt from the requirements of this subsection. Unless otherwise mandated, all luminaires used must be yellow/amber and must be shown to be as close as possible to the federally or state required minimum lumen output requirement for the specific task.
- (4) Holiday lighting, as specified in subsection 106-3(13).
- (5) The Sanibel Lighthouse light.
- (6) Swimming pool lights located below the water surface within the pool shell. For properties within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones, swimming pool lighting directly or indirectly visible from the beach must also comply with marine turtle lighting standards in Section 126-1000-1001.
- (7) Landscaping and pathway lighting, three (3) feet or less in height. Solar or other low wattage landscape and pathway lighting shall not project light skyward; full cutoff fixtures are encouraged, but not required. Landscaping and pathway lighting for properties lying within the Bay Beach, Gulf Beach, and Gulf Beach Ridge zones must also comply with marine turtle lighting standards in Sections 126-1000-1001.

(e) *Existing nonconforming luminaires.* ~~The following categories of outdoor lights must be brought into compliance with the standards of this section in accordance with the timetable provided.~~

(1) Any lawfully existing luminaire, with the exception of unshielded pole lighting ~~as described in Subsection 4 below~~ and uplighting, that currently exists at the time of this ordinance that is not in conformance with the standards set forth in Subsection 126-997 (c) shall be permitted to remain until after January 1, 2018 until such time as they are either replaced or relocated. Lights that are properly installed within or under an architectural space or feature (such as a porch roof, roof overhang, eave or similar architectural feature) shall be permitted to remain after January 1, 2018 until such time as they are either replaced or relocated (and such lights shall not be considered uplighting even where such architectural feature is not the functional equivalent of a full cutoff feature). Upon the effective date of Ordinance No. 00-10, all luminaires that direct light toward streets, bicycle paths, or parking lots that cause glare to motorists or cyclists shall be either shielded or redirected so that the luminaires do not continue to cause a potential hazard.

(2) All luminaires, not identified in paragraph (1) above, shall be permitted to remain until January 1, 2018. By this date, all outdoor lights shall be brought into compliance with the standards of this section.

However, a Any luminaire that replaces a lawfully existing luminaire, or any lawfully existing luminaire that is moved, must meet the standards of this section Subsection 126-997(c) at the time of its replacement or relocation.

(3) All lawfully existing unshielded pole-mounted lighting except as described in subsection (4) below, and uplighting shall be strictly prohibited as of January 1, 2018.

(4) Notwithstanding the above provisions of this section, a pole light where the fixture has an opaque cover, cap or top constructed as part of the fixture assembly shall be permitted to remain after January 1, 2018 until such time as it is replaced or relocated.

(f) *Prohibition on luminaires causing glare to motorists, cyclists and adjacent properties.*

Notwithstanding any other provision of this division of the code, all luminaires that direct light toward streets, shared use paths or parking lots that cause glare to motorists or cyclists, or that direct light towards adjacent properties that cause glare to the occupants of such properties, shall be either shielded or redirected so that the luminaires do not continue to cause a potential hazard.

CITY OF SANIBEL

ORDINANCE 15-005

AN ORDINANCE AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B, LAND DEVELOPMENT CODE, CHAPTER 90, FEES, ARTICLE II DEVELOPMENT PERMITS, ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4, ACCESSORY USES AND STRUCTURES; AMENDING SECTION 90-110 TO ESTABLISH A FEE FOR DEVELOPMENT PERMIT APPLICATIONS FILED FOR AN OSPREY NESTING PLATFORM AND RENUMBERING SECTION 90-110, USES AND STRUCTURES NOT SPECIFICALLY LISTED, AS 90-111; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, it is the intent of the City Council to maintain an application and approval process for the installation of an osprey nesting platform, but to reduce the application fee for such development permit to the amount of \$10.00;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANIBEL, FLORIDA:

SECTION 1. Chapter 90 – Fees, Article II Development Permits, Division 4, Accessory Uses and Structures of the Sanibel Code of Ordinances is hereby amended to read as follows with underlining indicating additions and strike-through indicating deletions:

Section 90-110. Osprey nesting platform.

The development permit application fee for the installation of an osprey nesting platform shall be \$10.00.

Section ~~90-110~~ 90-111. Uses and Structures not specifically listed.

The fee for uses and structures not specifically listed shall be one percent of the estimated cost of the use or structure, but not less than \$213.00

SECTION 2. REPEAL.

This Ordinance repeals any City of Sanibel ordinance, resolution or policy, or parts or portions thereof, inconsistent with the provisions set forth herein.

SECTION 3. CODIFICATION.

This ordinance shall be deemed an amendment to the Code of Ordinances of the City of Sanibel and the Sanibel Code of Ordinances is hereby amended.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or portion of this ordinance, or application hereof, is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of application hereof.

SECTION 5. Effective date.

This Ordinance shall be effective immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this _____ day of _____, 2015.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

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

Date

First Reading: _____

Publication Date: _____

Second Reading: _____

Vote of Council Members:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

Date filed with the City Clerk: _____

**CITY OF SANIBEL
RESOLUTION 15-015**

**APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-015 AND
PROVIDING AN EFFECTIVE DATE**

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

SECTION 1. The revised General fund budget for fiscal year 2014-2015, Budget Amendment BA 2015-015, a true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and accepted.

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 3rd day of March, 2015.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler, City Attorney Date

Vote of Councilmembers:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

Date filed with City Clerk: _____

Memorandum

To: Judie Zimomra, City Manager

C.C.: Sylvia Edwards, Finance Director
Steve Chaipel, Accounting Operations Manager

From: James Evans, Director of Natural Resources *James Evans*

Subject: Budget Amendment for USFWS Partners for Fish and Wildlife Grant for Sanibel Bayous Package Plant

Date: 2/4/15

I am requesting a budget amendment for \$25,000 for grant funds that were acquired from the U.S. Fish and Wildlife Service Partners for Fish and Wildlife Program in 2011 (FWS Agreement No.: F11AC00751), which were not carried over to the 2015 budget. These funds were designated for the Sanibel Bayous Package Plant Restoration Project. This grant does not have an expiration date and the City will be reimbursed for project expenses when the project is completed. This project required a 1:1 City cost share and City's cost share was carried over in the Natural Resources – Other Contractual Services budget line. When we prepared the 2015 budget we had full intentions of completing this project prior to FY15, but due to project delays the project extended into 2015. However, the \$25,000 grant was not carried over into the 2015 budget.

CITY OF SANIBEL

RESOLUTION 15-016

A RESOLUTION ADOPTING A COST ALLOCATION PLAN, (ALSO KNOWN AS AN INDIRECT COST PLAN) FOR THE FISCAL YEAR 2014-15; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CERTIFICATE OF COST ALLOCATION PLAN IN ACCORDANCE WITH THE REQUIREMENTS OF OMB CIRCULAR A-87 AND FULL COST PLAN; AUTHORIZING THE DISTRIBUTION OF THE CENTRAL SERVICE OVERHEAD COSTS TO QUALIFYING GRANTS AND ENTERPRISE FUNDS; ESTABLISHING THAT REGULAR UPDATES TO THE COST ALLOCATION PLAN BE MADE; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City incurs central service overhead costs, such as expenses for administrative, legal, financial, insurance and data processing services, which are provided to other governmental departments and not directly to the general public; and

WHEREAS, the Federal Office of Management and Budget (OMB) has approved a method for cities to recover these overhead costs which are provided for the administration of grants, in OMB Circular A-87; and

WHEREAS, this is an approved method of recovering central services expenses for the City, pursuant to OMB Circular A-87; and

WHEREAS, the City engaged the services of Maguire Associates of Virginia, Inc., whose cost allocation software is fully copyrighted with the Library of Congress, to develop an indirect cost allocation plan in conformance with OMB A-87 and full cost plan, in order to recover these costs from grants and enterprise funds.

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

Section 1. The Cost Allocation Plan prepared by Maguire Associates of Virginia, Inc. for Fiscal Year 2014-15, which is attached hereto and incorporated herein by this reference, is hereby adopted.

Section 2. The City Manager is hereby authorized to execute the Certificate of Cost Allocation Plan in accordance with the requirements of OMB Circular A-87 and full cost plan in order to recover indirect costs from applicable grant-funded projects.

Section 3. The City Manager is hereby authorized to utilize this fiscal year 2014 cost allocation plan to make preliminary charges to current fiscal year 2015 grants and enterprise funds for central services overhead costs. Except that, in the case of enterprise funds, a partial indirect cost charge may be made if, by applying 100% of the calculated overhead costs, the provisions of bond covenants would not be met.

Section 4. The City Manager is hereby authorized to have the Cost Allocation Plan regularly maintained and updated in order to effect the recovery of central service overhead costs from enterprise funds and grants in accordance with OMB Circular A-87 and full cost plan as it may be amended from time to time. Fiscal year 2015 charge adjustments to affected enterprise and grant funds will be made if the updated plan reveals changes from the preliminary charges made in accordance with the fiscal year 2014 Plan.

Section 5. Effective date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Lee County, Florida, this 3rd of March, 2015.

AUTHENTICATION: _____
 Kevin Ruane, Mayor Pamela Smith, City Clerk

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

Vote of Council Members:

| | |
|----------|-------|
| Ruane | _____ |
| Congress | _____ |
| Denham | _____ |
| Harrity | _____ |
| Jennings | _____ |

Date filed with City Clerk: _____

City of Sanibel, Florida
Central Services
Full Cost Allocation Plan
FY 2014

ACTUAL COSTS FOR THE YEAR ENDED
SEPTEMBER 30, 2014

Prepared by: Maguire Associates of Virginia, Inc.
PO Box 1766, Chesterfield, VA 23832 (804) 745-1601

INTRODUCTION

A cost allocation plan (CAP) distributes central service overhead costs to operating departments. Central services are those administrative units that mainly provide services to other governmental departments and not to the general public. Examples include the city or county administrator, purchasing, data processing, attorney, etc. Examples of operating departments include: parks and recreation, planning, law enforcement, etc.

Cost Allocation Plans May be Prepared for a Number of Reasons

Principally, these include:

- Claiming indirect costs associated with Federal programs.
- Charging enterprise funds for services provided by the general fund.
- Determine the full costs of departments providing user fee related services to the public.
- Obtaining management information related to how the agency carries out its programs.

As the above indicates most agencies prepare CAP's to recover general fund dollars. This has become increasingly important in view of the limitations on taxes and the general need for additional local revenues. However, in the process of preparing a CAP, considerable valuable management information is also developed. In an effort to manage programs better, more agencies are utilizing this information.

FORWARD

Maguire Associates cost allocation software is fully copyrighted with the Library of Congress. Maguire Associates was issued a certificate of registration under the seal of the Copyright Office in accordance with title 17, United States Code, attesting that registration has been made for our cost allocation software program and is on file with the Library of Congress in Washington, D.C.

METHODOLOGY

This full cost allocation plan was prepared in reference with Office of Management and Budget Circular A-87. In no case have costs charged as direct costs to programs been included as indirect costs. Genuine expenditure data was obtained from the detail budget report. Statistics used to allocate costs were also taken from actual data.

A double step-down allocation procedure was used to distribute costs among central services and to other departments that receive benefits. The initial procedure requires a sequential ordering to benefiting departments. Indirect cost allocations are then made in the order selected to all benefiting departments, including cross allocations to other central service departments. To ensure that a cross benefit of services among central service departments is fully recognized, a step down allocation for each central service department is made. Costs allocated for each central service department consist of the following:

FIRST ALLOCATION - The operating expenditures for the department, excluding unallowable items (i.e., capital expenditures, interest expense and general government costs as designed by OMB Circular A-87), plus allocated costs from other central service departments which have been identified up to this point.

SECOND ALLOCATION - Costs from other central services made subsequent to that departments first allocation. Regarding the double step down process, please recognize the following:

1. the initial sequencing of departments was made in consideration of the ordering which maximizes the benefits of services; and,
2. after the second allocation of each central service department was closed and could not receive any additional allocation from other central services.

Format of the Report

A Table of Contents is inserted at the beginning of the cost allocation plan and identifies summary data and sections of the plan.

SUMMARY DATA - Four summary schedules are provided at the beginning of the cost plan.

1. Allocated Costs By Department -

provides the costs allocated from each central service department to each operating department. The central service departments are listed on the left side of the page and the operating departments across the top with a total allocated at the bottom.

2. Summary of Allocated Costs -

total expenditures per central service department and any adjustments to those expenditures are shown. Amounts in the total allocated column are totals from allocated costs by department.

3. Summary of Allocation Bases -

provides the bases used to allocate the costs for each function of every central service department.

SECTIONS - sections for each central service department are presented in the following format:

1. Nature and Extent of Services -

a narrative description of the central service and each function that was identified. Allocation bases for each function is also described.

2. Costs to be Allocated -

presents the total costs to be allocated based on actual expenditures from financial statements and the general ledger. Allocated additions represent costs allocated to a central service from other central service departments.

3. Costs to be Allocated by Function -

costs for each department are functionalized to ensure application of allocation bases which closely associate with the benefits derived to receiving departments. Total costs allocated are the same as reflected on the previous schedule. Functions of the department are listed across the top of the page and a detailed schedule is provided on each function.

4. Detail Allocation -

detailed schedule of the allocation of each function is provided on all allocated functions except for General Administration. Costs of General Administration are not allocated, i.e. capital outlay.

5. Departmental Cost Allocation Summary -

the final schedule in each department provides a summary of the costs allocated by function. The departments that received allocations are listed on the left side of the page and the central service functions are listed across the top.

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Allocated Costs by Department

Consolidated

| | BEACH MAINT | BEACH ENFORCE | SEWER SYSTEM | LEGISLATIVE | PLANNING | POLICE SVCS | TRANS FUND 101 |
|-----------------------------|-------------|---------------|--------------|-------------|----------|-------------|----------------|
| Central Service Departments | | | | | | | |
| BLDG USE ALLO | | | | 4,170 | 6,987 | | |
| EQUIP USE ALLO | | | | | | | |
| INSURANCE | 9,257 | 10,074 | 67,010 | 7,760 | 13,498 | 31,820 | 19,705 |
| PW DIR/GARAGE | 5,385 | 21,834 | 18,633 | | | | 327,827 |
| CITY ATTORNEY | 5,170 | 5,170 | 41,361 | 134,423 | 103,402 | | 10,340 |
| PUB FACILITIES | | | 1,858 | 28,099 | 47,079 | | |
| INFO TECH | | 15,449 | 9,997 | 3,048 | 23,952 | | 3,048 |
| FINANCE | 42,022 | 43,628 | 80,320 | 11,695 | 17,324 | 60,086 | 26,371 |
| POLICE ADMIN | | 157,046 | | | | 248,712 | |
| PKS & REC ADM | | 20,354 | | | | | |
| CITY MANAGER | 64,307 | 66,775 | 223,310 | 14,371 | 40,017 | | 101,227 |
| NAT RES MGMT | 15,547 | | | | | | |
| Total Allocated | 141,688 | 340,330 | 442,489 | 203,566 | 252,259 | 340,618 | 488,518 |

| | BLDG/FUND 169 | SEMP | GARBAGE/SW | SENIORS PROG | BIG ARTS FAC | INTERFUND TRAN | HIS MUS/VILLAG |
|-----------------------------|---------------|--------|------------|--------------|--------------|----------------|----------------|
| Central Service Departments | | | | | | | |
| BLDG USE ALLO | 3,501 | | | 2,009 | | | |
| EQUIP USE ALLO | | | | | | | |
| INSURANCE | 7,089 | 412 | | 11,250 | 5,845 | | |
| PW DIR/GARAGE | | | | | | | |
| CITY ATTORNEY | 36,190 | 5,170 | 5,170 | | 5,170 | | |
| PUB FACILITIES | 23,588 | | | 72,480 | 4,705 | | 47,055 |
| INFO TECH | 20,347 | 10,100 | | 11,864 | | | |
| FINANCE | 37,404 | 368 | 192 | 6,007 | 32 | 613 | 991 |
| POLICE ADMIN | | | | | | | |
| PKS & REC ADM | | | | | | | |
| CITY MANAGER | 33,146 | 581 | 3,097 | 8,371 | 581 | | 8,420 |
| NAT RES MGMT | | | | | | | |
| Total Allocated | 161,265 | 16,631 | 8,459 | 111,981 | 16,333 | 613 | 56,466 |

Allocated Costs by Department

Consolidated

| | BUSINESS TAX | ELE PARK MAINT | DEBT SERVICE | CAP PROJECTS | CHR/BMRH | GEN PENSION TR | NON-BEACH PKS |
|-----------------------------|--------------|----------------|--------------|--------------|----------|----------------|---------------|
| Central Service Departments | | | | | | | |
| BLDG USE ALLO | | | | | 467 | | |
| EQUIP USE ALLO | | | | | | | |
| INSURANCE | | 2,284 | | | 2,045 | | |
| PW DIR/GARAGE | | | | | | | |
| CITY ATTORNEY | | | | 20,680 | | | 5,170 |
| PUB FACILITIES | | | | | 20,901 | | 155,284 |
| INFO TECH | | | | | | | |
| FINANCE | 162,511 | 4,332 | 1,684 | 5,931 | 144 | 1,199 | |
| POLICE ADMIN | | | | | | | |
| PKS & REC ADM | | 118,238 | | | | | |
| CITY MANAGER | | 14,081 | 40,646 | 52,694 | 13,742 | 68,372 | |
| NAT RES MGMT | | | | | | | |
| Total Allocated | 162,511 | 138,935 | 42,330 | 79,305 | 37,299 | 69,571 | 160,454 |

| | FR MADDEN EST | SHELL HARBOR | SANI EST CANAL | W/S DREDGING | POL PEN TRUST | WTR QUAL EDUC | GENERAL GOVT |
|-----------------------------|---------------|--------------|----------------|--------------|---------------|---------------|--------------|
| Central Service Departments | | | | | | | |
| BLDG USE ALLO | | | | | | | |
| EQUIP USE ALLO | | | | | | | |
| INSURANCE | | | | | | | |
| PW DIR/GARAGE | | | | | | | 419,782 |
| CITY ATTORNEY | | | | | | | 62,044 |
| PUB FACILITIES | | | | | | | |
| INFO TECH | | | | | | | |
| FINANCE | 315 | 1,156 | 948 | 858 | 315 | 213 | |
| POLICE ADMIN | | | | | | | 3,476,689 |
| PKS & REC ADM | | | | | | | 2,104,836 |
| CITY MANAGER | 48 | 2,129 | 339 | 12 | | 5,082 | 218,360 |
| NAT RES MGMT | | | | | | | 587,628 |
| Total Allocated | 363 | 3,285 | 1,287 | 870 | 315 | 5,295 | 6,869,339 |

Allocated Costs by Department
Consolidated

| | ALL OTHERS | Sub-total | Reimbursement | Total |
|--------------------------------|------------|------------|---------------|------------|
| Central Service Departments | | | | |
| BLDG USE ALLO | | 17,134 | | 17,134 |
| EQUIP USE ALLO | | | | |
| INSURANCE | 13,172 | 201,221 | | 201,221 |
| PW DIR/GARAGE | | 793,461 | | 793,461 |
| CITY ATTORNEY | | 439,460 | | 439,460 |
| PUB FACILITIES | | 401,049 | | 401,049 |
| INFO TECH | | 97,805 | | 97,805 |
| FINANCE | 147,044 | 653,703 | | 653,703 |
| POLICE ADMIN | | 3,882,447 | | 3,882,447 |
| PKS & REC ADM | | 2,243,428 | | 2,243,428 |
| CITY MANAGER | | 979,708 | | 979,708 |
| NAT RES MGMT | | 603,175 | | 603,175 |
| Total Allocated | 160,216 | 10,312,591 | 0 | 10,312,591 |

Summary of Allocated Costs

| Departments | Total Expenditures | Cost Adjustments | Total Allocated |
|----------------|--------------------|-------------------|-------------------|
| BLDG USE ALLO | 56,262 | | |
| EQUIP USE ALLO | 93,812 | | |
| INSURANCE | 678,271 | -378,898 | |
| PW DIR/GARAGE | 837,606 | | |
| CITY ATTORNEY | 569,306 | -117,387 | |
| PUB FACILITIES | 512,012 | | |
| INFO TECH | 827,327 | | |
| FINANCE | 906,039 | | |
| POLICE ADMIN | 4,166,209 | -977,136 | |
| PKS & REC ADM | 1,967,325 | -62,104 | |
| CITY MANAGER | 808,260 | | |
| NAT RES MGMT | 498,020 | | |
| BEACH MAINT | | | 141,688 |
| BEACH ENFORCE | | | 340,330 |
| SEWER SYSTEM | | | 442,489 |
| LEGISLATIVE | | | 203,566 |
| PLANNING | | | 252,259 |
| POLICE SVCS | | | 340,618 |
| TRANS FUND 101 | | | 488,518 |
| BLDG/FUND 169 | | | 161,265 |
| SEMP | | | 16,631 |
| GARBAGE/SW | | | 8,459 |
| SENIORS PROG | | | 111,981 |
| BIG ARTS FAC | | | 16,333 |
| INTERFUND TRAN | | | 613 |
| HIS MUS/VILLAG | | | 56,466 |
| BUSINESS TAX | | | 162,511 |
| ELE PARK MAINT | | | 138,935 |
| DEBT SERVICE | | | 42,330 |
| CAP PROJECTS | | | 79,305 |
| CHR/BMRH | | | 37,299 |
| GEN PENSION TR | | | 69,571 |
| NON-BEACH PKS | | | 160,454 |
| FR MADDEN EST | | | 363 |
| SHELL HARBOR | | | 3,285 |
| SANI EST CANAL | | | 1,287 |
| W/S DREDGING | | | 870 |
| POL PEN TRUST | | | 315 |
| WTR QUAL EDUC | | | 5,295 |
| GENERAL GOVT | | | 6,869,339 |
| ALL OTHERS | | | 160,216 |
| Reimbursement | | | 72,333 |
| Total | 11,920,449 | -1,535,525 | 10,384,924 |

Detail of Allocated Costs

| Departments | BLDG USE ALLO | EQUIP USE ALLO | INSURANCE | PW DIR/GARAGE | CITY ATTORNEY | PUB FACILITIES | INFO TECH |
|----------------|---------------|----------------|-----------|---------------|---------------|----------------|-----------|
| BLDG USE ALLO | -56,262 | | | | | | |
| EQUIP USE ALLO | | -93,812 | | | | | |
| INSURANCE | | | -332,061 | | | | |
| PW DIR/GARAGE | | 1,606 | 19,687 | -942,746 | | 6,449 | 28,195 |
| CITY ATTORNEY | 3,295 | 935 | 4,279 | | -517,010 | 19,736 | 6,292 |
| PUB FACILITIES | 861 | | 3,892 | 112,318 | | -662,877 | 955 |
| INFO TECH | 6,134 | 62,008 | 8,608 | | | 41,331 | -995,897 |
| FINANCE | 6,612 | | 11,897 | | | 44,551 | 120,418 |
| POLICE ADMIN | 17,446 | 22,571 | 23,798 | 33,490 | 25,850 | 117,549 | 264,002 |
| PKS & REC ADM | | 2,947 | 48,783 | 3,063 | 15,510 | | 93,100 |
| CITY MANAGER | 2,868 | 3,745 | 5,632 | | | 19,327 | 294,880 |
| NAT RES MGMT | 1,912 | | 4,264 | 414 | 36,190 | 12,885 | 17,917 |
| BEACH MAINT | | | 9,257 | 5,385 | 5,170 | | |
| BEACH ENFORCE | | | 10,074 | 21,834 | 5,170 | | 15,449 |
| SEWER SYSTEM | | | 67,010 | 18,633 | 41,361 | 1,858 | 9,997 |
| LEGISLATIVE | 4,170 | | 7,760 | | 134,423 | 28,099 | 3,048 |
| PLANNING | 6,987 | | 13,498 | | 103,402 | 47,079 | 23,952 |
| POLICE SVCS | | | 31,820 | | | | |
| TRANS FUND 101 | | | 19,705 | 327,827 | 10,340 | | 3,048 |
| BLDG/FUND 169 | 3,501 | | 7,089 | | 36,190 | 23,588 | 20,347 |
| SEMP | | | 412 | | 5,170 | | 10,100 |
| GARBAGE/SW | | | | | 5,170 | | |
| SENIORS PROG | 2,009 | | 11,250 | | | 72,480 | 11,864 |
| BIG ARTS FAC | | | 5,845 | | 5,170 | 4,705 | |
| INTERFUND TRAN | | | | | | | |
| HIS MUS/VILLAG | | | | | | 47,055 | |
| BUSINESS TAX | | | | | | | |
| ELE PARK MAINT | | | 2,284 | | | | |
| DEBT SERVICE | | | | | | | |
| CAP PROJECTS | | | | | 20,680 | | |
| CHR/BMRH | 467 | | 2,045 | | | 20,901 | |
| GEN PENSION TR | | | | | | | |
| NON-BEACH PKS | | | | | 5,170 | 155,284 | |
| FR MADDEN EST | | | | | | | |
| SHELL HARBOR | | | | | | | |
| SANI EST CANAL | | | | | | | |
| W/S DREDGING | | | | | | | |
| POL PEN TRUST | | | | | | | |
| WTR QUAL EDUC | | | | | | | |
| GENERAL GOVT | | | | 419,782 | 62,044 | | |
| ALL OTHERS | | | 13,172 | | | | |
| Reimbursement | | | | | | | 72,333 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Detail of Allocated Costs

| Departments | FINANCE | POLICE ADMIN | PKS & REC ADM | CITY MANAGER | NAT RES MGMT | Tot. Allocated |
|----------------|------------|--------------|---------------|--------------|--------------|----------------|
| BLDG USE ALLO | | | | | | |
| EQUIP USE ALLO | | | | | | |
| INSURANCE | 2,573 | | | 30,115 | | |
| PW DIR/GARAGE | 12,026 | | | 37,177 | | |
| CITY ATTORNEY | 5,281 | | | 25,273 | | |
| PUB FACILITIES | 10,098 | | | 22,741 | | |
| INFO TECH | 13,756 | | | 36,733 | | |
| FINANCE | -1,129,759 | | | 40,242 | | |
| POLICE ADMIN | 3,627 | -3,882,447 | | 185,041 | | |
| PKS & REC ADM | 87,436 | | -2,243,428 | 87,368 | | |
| CITY MANAGER | 333,784 | | | -1,468,496 | | |
| NAT RES MGMT | 7,475 | | | 24,098 | -603,175 | |
| BEACH MAINT | 42,022 | | | 64,307 | 15,547 | 141,688 |
| BEACH ENFORCE | 43,628 | 157,046 | 20,354 | 66,775 | | 340,330 |
| SEWER SYSTEM | 80,320 | | | 223,310 | | 442,489 |
| LEGISLATIVE | 11,695 | | | 14,371 | | 203,566 |
| PLANNING | 17,324 | | | 40,017 | | 252,259 |
| POLICE SVCS | 60,086 | 248,712 | | | | 340,618 |
| TRANS FUND 101 | 26,371 | | | 101,227 | | 488,518 |
| BLDG/FUND 169 | 37,404 | | | 33,146 | | 161,265 |
| SEMP | 368 | | | 581 | | 16,631 |
| GARBAGE/SW | 192 | | | 3,097 | | 8,459 |
| SENIORS PROG | 6,007 | | | 8,371 | | 111,981 |
| BIG ARTS FAC | 32 | | | 581 | | 16,333 |
| INTERFUND TRAN | 613 | | | | | 613 |
| HIS MUS/VILLAG | 991 | | | 8,420 | | 56,466 |
| BUSINESS TAX | 162,511 | | | | | 162,511 |
| ELE PARK MAINT | 4,332 | | 118,238 | 14,081 | | 138,935 |
| DEBT SERVICE | 1,684 | | | 40,646 | | 42,330 |
| CAP PROJECTS | 5,931 | | | 52,694 | | 79,305 |
| CHR/BMRH | 144 | | | 13,742 | | 37,299 |
| GEN PENSION TR | 1,199 | | | 68,372 | | 69,571 |
| NON-BEACH PKS | | | | | | 160,454 |
| FR MADDEN EST | 315 | | | 48 | | 363 |
| SHELL HARBOR | 1,156 | | | 2,129 | | 3,285 |
| SANI EST CANAL | 948 | | | 339 | | 1,287 |
| W/S DREDGING | 858 | | | 12 | | 870 |
| POL PEN TRUST | 315 | | | | | 315 |
| WTR QUAL EDUC | 213 | | | 5,082 | | 5,295 |
| GENERAL GOVT | | 3,476,689 | 2,104,836 | 218,360 | 587,628 | 6,869,339 |
| ALL OTHERS | 147,044 | | | | | 160,216 |
| Reimbursement | | | | | | 72,333 |
| Total | 0 | 0 | 0 | 0 | 0 | 10,384,924 |

CITY OF SANIBEL, FULL COST PLAN - FYE 9/30/14
 Summary of Allocation Basis

Summary Page: 7

| Department ----- | Basis of Allocation ----- |
|---------------------|---|
| | |
| BLDG USE ALLO | |
| CITY HALL | OCCUPIED SQUARE FOOTAGE |
| CIVIC CENTER | OCCUPIED SQUARE FOOTAGE |
| | |
| EQUIP USE ALLO | |
| EQUIPMENT | DEPRECIATION EXPENSE |
| | |
| INSURANCE | |
| PROPERTY INSURANCE | BUILDING AND CONTENT VALUES (1000'S) |
| AUTO INSURANCE | PREMIUMS PAID |
| GENERAL LIABILITY | NUMBER OF FTE'S PER DEPARTMENT |
| CITY HALL | OCCUPIED SQUARE FOOTAGE |
| CIVIC CENTER | OCCUPIED SQUARE FOOTAGE |
| OTHER INSURANCE | PREMIUMS PER DEPARTMENT |
| FLOOD | PREMIUMS BY DEPARTMENT |
| | |
| PW DIR/GARAGE | |
| DEPARTMENTAL ADMIN | NUMBER OF EMPLOYEES SUPERVISED |
| PUBLIC WKS FACILITY | OCCUPIED SQUARE FOOTAGE |
| VEHICLE MAINTENANCE | MANPOWER HOURS BY DEPARTMENT/FUND |
| RECREATION CENTER | DIREC ASSIGNMENT |
| | |
| CITY ATTORNEY | |
| LEGAL SERVICES | PERCENTAGE OF TIME SPENT PER DEPARTMENT/FUND |
| | |
| PUB FACILITIES | |
| MAINTENANCE | PERCENTAGE OF SUPPORT TIME PER DEPARTMENT |
| CITY HALL | OCCUPIED SQUARE FOOTAGE |
| CIVIC CENTER | OCCUPIED SQUARE FOOTAGE |
| PUB WKS FACILITY | OCCUPIED SQUARE FOOTAGE |
| | |
| INFO TECH | |
| MIS TECH SUPPORT | NUMBER OF COMPUTERS/LAPTOPS/SERVERS PER DEPT. |
| MIS DIRECT HOURS | NUMBER OF SUPPORT HOURS PER DEPARTMENT |
| | |
| FINANCE | |
| GENERAL ACCOUNTING | NUMBER OF ACCOUNTING TRANSACTIONS PER DEPT |
| PAYROLL/BENEFITS | NUMBER OF FTE'S PER DEPARTMENT |
| RISK MANAGEMENT | NUMBER OF FTE'S PER DEPARTMENT |
| OTHER ACCOUNTING | DIRECT ASSIGNMENT |
| BUSINESS TAX | DIRECT ASSIGNMENT |

CITY OF SANIBEL, FULL COST PLAN - FYE 9/30/14
 Summary of Allocation Basis

Summary Page: 8

| Department ----- | Basis of Allocation ----- |
|--------------------------|---|
| POLICE ADMIN | |
| DEPARTMENTAL ADMIN | NUMBER OF EMPLOYEES SUPERVISED |
| POLICE SERVICES | DIRECT ASSIGNMENT |
| BEACH PARKING SUPP | DIRECT ASSIGNMENT |
| TRAFFIC AIDES | PERCENTAGE OF SUPPORT TIME |
| PKS & REC ADM | |
| FUND 173 SUPPORT | DIREC ASSIGNMENT |
| GENERAL GOVERNMENT | DIRECT ASSIGNMENT |
| INFO DESK SUPPORT | NUMBER OF ACCOUNTING TRANSACTIONS PER DEPT |
| CITY MANAGER | |
| DEPARTMENT COORD | FY 2014 EXPENDITURES EXCL TRANSFERS (1,000'S) |
| GENERAL GOVERNMENT | DIRECT ASSIGNMENT |
| NAT RES MGMT | |
| BEACH MAINTENANCE | DIRECT ASSIGNMENT |
| GENERAL GOVERNMENT | DIRECT ASSIGNMENT |

FISCAL 2014
BUILDING USE ALLOWANCE
NATURE AND EXTENT OF SERVICES

Building use is an allowable cost which is claimed to recover the cost of buildings, improvements and facilities provided by the City to meet the office space requirements of City departments. In accordance with Office of Management and Budget Circular A-87, the use charge is 2% (50 year life) of the total cost of acquisition and renovations to date. A use charge has been computed on the City Hall building.

City Hall - This building was constructed in 1983 for \$1,400,000. The total cost plus renovations is \$2,689,300 and yields a use charge of \$53,786. This has been allocated based on usable square footage occupied.

Civic Center - The total cost including renovations of the Civic Center is \$123,800 and yields a use allowance of \$2,476. This has been allocated based on occupied square footage.

BLDG USE ALLO
Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|--------|
| Expenditures per Financial Statement: | 56,262 | | | 56,262 |
| Allocated Additions: | | | | |
| Total Allocated Additions: | | 0 | 0 | 0 |
| Total to be Allocated: | 56,262 | 0 | | 56,262 |
| | ===== | ===== | | ===== |

BLDG USE ALLO
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | CITY HALL | CIVIC CENTER |
|----------------------------|--------|-------|-----------|--------------|
| Expenses: | | | | |
| DEPRECIATION EXPENSE | 56,262 | | 53,786 | 2,476 |
| Departmental Expenditures: | 56,262 | | 53,786 | 2,476 |
| Functional Cost: | 56,262 | | 53,786 | 2,476 |
| 1st Allocation: | 56,262 | | 53,786 | 2,476 |
| | ----- | | ----- | ----- |
| 2nd Allocation: | 0 | | | |
| | ----- | | | |
| Total Allocated: | 56,262 | | 53,786 | 2,476 |
| | ===== | | ===== | ===== |

BLDG USE ALLO
Detail Allocation of
CITY HALL

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| CITY ATTORNEY | 896.00 | 6.126 | 3,295 | | 3,295 | | 3,295 |
| PUB FACILITIES | 234.00 | 1.600 | 861 | | 861 | | 861 |
| INFO TECH | 1,668.00 | 11.404 | 6,134 | | 6,134 | | 6,134 |
| FINANCE | 1,798.00 | 12.293 | 6,612 | | 6,612 | | 6,612 |
| POLICE ADMIN | 4,744.00 | 32.435 | 17,446 | | 17,446 | | 17,446 |
| CITY MANAGER | 780.00 | 5.333 | 2,868 | | 2,868 | | 2,868 |
| NAT RES MGMT | 520.00 | 3.555 | 1,912 | | 1,912 | | 1,912 |
| LEGISLATIVE | 1,134.00 | 7.753 | 4,170 | | 4,170 | | 4,170 |
| PLANNING | 1,900.00 | 12.991 | 6,987 | | 6,987 | | 6,987 |
| BLDG/FUND 169 | 952.00 | 6.509 | 3,501 | | 3,501 | | 3,501 |
| Total: | 14,626.00 | 100.000 | 53,786 | | 53,786 | | 53,786 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS - PUBLIC WORKS DIRECTOR

BLDG USE ALLO
 Detail Allocation of
 CIVIC CENTER

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| SENIORS PROG | 3,170.00 | 81.157 | 2,009 | | 2,009 | | 2,009 |
| CHR/BMRH | 736.00 | 18.843 | 467 | | 467 | | 467 |
| Total: | 3,906.00 | 100.000 | 2,476 | | 2,476 | | 2,476 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS - PUBLIC WORKS DIRECTOR

BLDG USE ALLO

Departmental Cost Allocation Summary

| Departments | Total | CITY HALL | CIVIC CENTER |
|----------------|--------|-----------|--------------|
| CITY ATTORNEY | 3,295 | 3,295 | |
| PUB FACILITIES | 861 | 861 | |
| INFO TECH | 6,134 | 6,134 | |
| FINANCE | 6,612 | 6,612 | |
| POLICE ADMIN | 17,446 | 17,446 | |
| CITY MANAGER | 2,868 | 2,868 | |
| NAT RES MGMT | 1,912 | 1,912 | |
| LEGISLATIVE | 4,170 | 4,170 | |
| PLANNING | 6,987 | 6,987 | |
| BLDG/FUND 169 | 3,501 | 3,501 | |
| SENIORS PROG | 2,009 | | 2,009 |
| CHR/BMRH | 467 | | 467 |
| Reimbursement: | | | |
| Total: | 56,262 | 53,786 | 2,476 |
| | ===== | ===== | ===== |

FISCAL 2014
EQUIPMENT USE ALLOWANCE
NATURE AND EXTENT OF SERVICES

In accordance with OMB Circular A-87, a use charge is allowable at the rate of 6.67% of acquisition cost of furniture, fixtures and office equipment. The office equipment use allowance of \$93,812 has been allocated based on depreciation cost taken from the fixed asset report.

EQUIP USE ALLO

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|--------|
| Expenditures per Financial Statement: | 93,812 | | | 93,812 |
| Allocated Additions: | | | | |
| Total Allocated Additions: | | 0 | 0 | 0 |
| Total to be Allocated: | 93,812 | 0 | | 93,812 |
| | ===== | ===== | | ===== |

EQUIP USE ALLO
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | EQUIPMENT |
|----------------------------|--------|-------|-----------|
| Expenses: | | | |
| DEPRECIATION EXPENSE | 93,812 | | 93,812 |
| Departmental Expenditures: | 93,812 | | 93,812 |
| Functional Cost: | 93,812 | | 93,812 |
| 1st Allocation: | 93,812 | | 93,812 |
| | ----- | | ----- |
| 2nd Allocation: | 0 | | |
| | ----- | | |
| Total Allocated: | 93,812 | | 93,812 |
| | ===== | | ===== |

EQUIP USE ALLO
Detail Allocation of
EQUIPMENT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 1,606.00 | 1.712 | 1,606 | | 1,606 | | 1,606 |
| CITY ATTORNEY | 935.00 | 0.997 | 935 | | 935 | | 935 |
| INFO TECH | 62,008.00 | 66.098 | 62,008 | | 62,008 | | 62,008 |
| POLICE ADMIN | 22,571.00 | 24.060 | 22,571 | | 22,571 | | 22,571 |
| PKS & REC ADM | 2,947.00 | 3.141 | 2,947 | | 2,947 | | 2,947 |
| CITY MANAGER | 3,745.00 | 3.992 | 3,745 | | 3,745 | | 3,745 |
| Total: | 93,812.00 | 100.000 | 93,812 | | 93,812 | | 93,812 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DEPRECIATION EXPENSE

Source: FIXED ASSET LISTING

EQUIP USE ALLO

Departmental Cost Allocation Summary

| Departments | Total | EQUIPMENT |
|----------------|--------|-----------|
| PW DIR/GARAGE | 1,606 | 1,606 |
| CITY ATTORNEY | 935 | 935 |
| INFO TECH | 62,008 | 62,008 |
| POLICE ADMIN | 22,571 | 22,571 |
| PKS & REC ADM | 2,947 | 2,947 |
| CITY MANAGER | 3,745 | 3,745 |
| Reimbursement: | | |
| Total: | 93,812 | 93,812 |
| | ===== | ===== |

FISCAL 2014
GENERAL INSURANCE
NATURE AND EXTENT OF SERVICES

The City's General Fund contains a cost center that pays for a variety of insurance coverage, professional services and other related items. There is no Risk Manager dedicated to this cost center.

Comprehensive General Liability costs have been allocated on the number of full time employees. Property insurance has been allocated based on the statement of values. Auto, Boiler and Machinery, Flood, Flood and Windstorm insurance has been allocated departmentally on premiums paid.

INSURANCE

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|----------|
| Expenditures per Financial Statement: | 678,271 | | | 678,271 |
| Deductions: | | | | |
| OTHER CHARGES | -378,898 | | | |
| Total Deductions: | -378,898 | | | -378,898 |
| Allocated Additions: | | | | |
| FINANCE | | 2,573 | 2,573 | |
| CITY MANAGER | | 30,115 | 30,115 | |
| Total Allocated Additions: | | 32,688 | 32,688 | 32,688 |
| Total to be Allocated: | 299,373 | 32,688 | | 332,061 |
| | ===== | ===== | | ===== |

INSURANCE
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | PROPERTY INSURANCE | AUTO INSURANCE | GENERAL LIABILITY |
|-----------------------------------|-----------------|-----------------|--------------------|----------------|-------------------|
| Expenses: | | | | | |
| FLOOD INSURANCE | 12,770 | | | | |
| WINDSTORM INSURANCE | 27,591 | | | | |
| PROPERTY INSURANCE | 98,776 | | 83,767 | | |
| AUTO INSURANCE | 27,634 | | | 27,634 | |
| COMP GEN LIAB INS | 131,133 | | | | 131,133 |
| LAW ENFORCEMENT INS | 1,469 | | | | |
| OTHER CHARGES | 378,898 | 378,898 | | | |
| Departmental Expenditures: | 678,271 | 378,898 | 83,767 | 27,634 | 131,133 |
| Deductions: | -378,898 | -378,898 | | | |
| Functional Cost: | 299,373 | | 83,767 | 27,634 | 131,133 |
| 1st Allocation: | 299,373 | | 83,767 | 27,634 | 131,133 |
| | ----- | | ----- | ----- | ----- |
| Additions 2nd | | | | | |
| Others: | 32,688 | 32,688 | 9,145 | 3,018 | 14,315 |
| Reallocate Admin: | | -32,688 | | | |
| 2nd Allocation: | 32,688 | | 9,145 | 3,018 | 14,315 |
| | ----- | | ----- | ----- | ----- |
| Total Allocated: | 332,061 | | 92,912 | 30,652 | 145,448 |
| | ===== | | ===== | ===== | ===== |

INSURANCE

Schedule of Costs to be
Allocated by Function

| | CITY HALL | CIVIC CENTER | OTHER INSURANCE | FLOOD |
|-------------------------|-----------|--------------|-----------------|--------|
| Expenses: | | | | |
| FLOOD INSURANCE | 3,411 | | | 9,359 |
| WINDSTORM INSURANCE | 18,436 | 7,962 | 1,193 | |
| PROPERTY INSURANCE | 13,184 | 1,825 | | |
| AUTO INSURANCE | | | | |
| COMP GEN LIAB INS | | | | |
| LAW ENFORCEMENT INS | | | 1,469 | |
| OTHER CHARGES | | | | |
| Departmental | | | | |
| Expenditures: | 35,031 | 9,787 | 2,662 | 9,359 |
| Functional Cost: | 35,031 | 9,787 | 2,662 | 9,359 |
| 1st Allocation: | 35,031 | 9,787 | 2,662 | 9,359 |
| | ----- | ----- | ----- | ----- |
| Additions 2nd | | | | |
| Others: | 3,825 | 1,068 | 290 | 1,027 |
| 2nd Allocation: | 3,825 | 1,068 | 290 | 1,027 |
| | ----- | ----- | ----- | ----- |
| Total Allocated: | 38,856 | 10,855 | 2,952 | 10,386 |
| | ===== | ===== | ===== | ===== |

INSURANCE
Detail Allocation of
PROPERTY INSURANCE

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 1,629.00 | 3.381 | 2,832 | | 2,832 | 309 | 3,141 |
| PKS & REC ADM | 12,547.00 | 26.043 | 21,815 | | 21,815 | 2,382 | 24,197 |
| BEACH ENFORCE | 154.00 | 0.320 | 268 | | 268 | 29 | 297 |
| SEWER SYSTEM | 23,294.00 | 48.350 | 40,501 | | 40,501 | 4,422 | 44,923 |
| POLICE SVCS | 195.00 | 0.405 | 339 | | 339 | 37 | 376 |
| BIG ARTS FAC | 3,031.00 | 6.291 | 5,270 | | 5,270 | 575 | 5,845 |
| ELE PARK MAINT | 1,184.00 | 2.458 | 2,059 | | 2,059 | 225 | 2,284 |
| ALL OTHERS | 6,144.00 | 12.753 | 10,683 | | 10,683 | 1,166 | 11,849 |
| Total: | 48,178.00 | 100.000 | 83,767 | | 83,767 | 9,145 | 92,912 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: BUILDING AND CONTENT VALUES (1000'S)

Source: STATEMENT OF VALUES

INSURANCE
 Detail Allocation of
 AUTO INSURANCE

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 746.00 | 2.754 | 761 | | 761 | 83 | 844 |
| PUB FACILITIES | 373.00 | 1.377 | 381 | | 381 | 42 | 423 |
| POLICE ADMIN | 6,775.00 | 25.012 | 6,912 | | 6,912 | 755 | 7,667 |
| PKS & REC ADM | 1,389.50 | 5.130 | 1,418 | | 1,418 | 155 | 1,573 |
| NAT RES MGMT | 31.00 | 0.114 | 32 | | 32 | 3 | 35 |
| BEACH MAINT | 1,175.00 | 4.338 | 1,199 | | 1,199 | 131 | 1,330 |
| BEACH ENFORCE | 1,366.00 | 5.043 | 1,394 | | 1,394 | 152 | 1,546 |
| SEWER SYSTEM | 4,164.50 | 15.375 | 4,249 | | 4,249 | 464 | 4,713 |
| TRANS FUND 101 | 10,701.00 | 39.506 | 10,917 | | 10,917 | 1,192 | 12,109 |
| SEMP | 366.00 | 1.351 | 371 | | 371 | 41 | 412 |
| Total: | 27,087.00 | 100.000 | 27,634 | | 27,634 | 3,018 | 30,652 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: PREMIUMS PAID

Source: COMPOSITE AUTOMOBILE SCHEDULE

INSURANCE
 Detail Allocation of
 GENERAL LIABILITY

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 5.60 | 3.655 | 4,793 | | 4,793 | 523 | 5,316 |
| CITY ATTORNEY | 2.00 | 1.305 | 1,712 | | 1,712 | 187 | 1,899 |
| PUB FACILITIES | 3.00 | 1.958 | 2,568 | | 2,568 | 280 | 2,848 |
| INFO TECH | 4.40 | 2.872 | 3,766 | | 3,766 | 411 | 4,177 |
| FINANCE | 7.50 | 4.896 | 6,420 | | 6,420 | 701 | 7,121 |
| POLICE ADMIN | 2.00 | 1.305 | 1,712 | | 1,712 | 187 | 1,899 |
| PKS & REC ADM | 24.24 | 15.822 | 20,748 | | 20,748 | 2,265 | 23,013 |
| CITY MANAGER | 3.75 | 2.448 | 3,210 | | 3,210 | 350 | 3,560 |
| NAT RES MGMT | 3.00 | 1.958 | 2,568 | | 2,568 | 280 | 2,848 |
| BEACH MAINT | 8.35 | 5.450 | 7,147 | | 7,147 | 780 | 7,927 |
| BEACH ENFORCE | 8.67 | 5.659 | 7,421 | | 7,421 | 810 | 8,231 |
| SEWER SYSTEM | 18.30 | 11.945 | 15,664 | | 15,664 | 1,710 | 17,374 |
| LEGISLATIVE | 5.00 | 3.264 | 4,280 | | 4,280 | 467 | 4,747 |
| PLANNING | 8.90 | 5.809 | 7,618 | | 7,618 | 832 | 8,450 |
| POLICE SVCS | 33.12 | 21.619 | 28,349 | | 28,349 | 3,095 | 31,444 |
| TRANS FUND 101 | 8.00 | 5.222 | 6,848 | | 6,848 | 748 | 7,596 |
| BLDG/FUND 169 | 4.80 | 3.133 | 4,109 | | 4,109 | 449 | 4,558 |
| SENIORS PROG | 2.57 | 1.678 | 2,200 | | 2,200 | 240 | 2,440 |
| Total: | 153.20 | 100.000 | 131,133 | | 131,133 | 14,315 | 145,448 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF FTE's PER DEPARTMENT

Source: ANNUAL BUDGET DOCUMENT

INSURANCE
 Detail Allocation of
 CITY HALL

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| CITY ATTORNEY | 896.00 | 6.126 | 2,146 | | 2,146 | 234 | 2,380 |
| PUB FACILITIES | 234.00 | 1.600 | 560 | | 560 | 61 | 621 |
| INFO TECH | 1,668.00 | 11.404 | 3,995 | | 3,995 | 436 | 4,431 |
| FINANCE | 1,798.00 | 12.293 | 4,306 | | 4,306 | 470 | 4,776 |
| POLICE ADMIN | 4,744.00 | 32.435 | 11,362 | | 11,362 | 1,241 | 12,603 |
| CITY MANAGER | 780.00 | 5.333 | 1,868 | | 1,868 | 204 | 2,072 |
| NAT RES MGMT | 520.00 | 3.555 | 1,245 | | 1,245 | 136 | 1,381 |
| LEGISLATIVE | 1,134.00 | 7.753 | 2,716 | | 2,716 | 297 | 3,013 |
| PLANNING | 1,900.00 | 12.991 | 4,551 | | 4,551 | 497 | 5,048 |
| BLDG/FUND 169 | 952.00 | 6.509 | 2,282 | | 2,282 | 249 | 2,531 |
| Total: | 14,626.00 | 100.000 | 35,031 | | 35,031 | 3,825 | 38,856 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS/STATEMENT OF VALUES

INSURANCE
 Detail Allocation of
 CIVIC CENTER

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| SENIORS PROG | 3,170.00 | 81.157 | 7,943 | | 7,943 | 867 | 8,810 |
| CHR/BMRH | 736.00 | 18.843 | 1,844 | | 1,844 | 201 | 2,045 |
| Total: | 3,906.00 | 100.000 | 9,787 | | 9,787 | 1,068 | 10,855 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS/STATEMENT OF VALUES

INSURANCE
 Detail Allocation of
 OTHER INSURANCE

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| POLICE ADMIN | 1,469.00 | 55.184 | 1,469 | | 1,469 | 160 | 1,629 |
| ALL OTHERS | 1,193.00 | 44.816 | 1,193 | | 1,193 | 130 | 1,323 |
| Total: | 2,662.00 | 100.000 | 2,662 | | 2,662 | 290 | 2,952 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: PREMIUMS PER DEPARTMENT

Source: DETAIL BUDGET REPORT

INSURANCE
 Detail Allocation of
 FLOOD

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 9,359.00 | 100.000 | 9,359 | | 9,359 | 1,027 | 10,386 |
| Total: | 9,359.00 | 100.000 | 9,359 | | 9,359 | 1,027 | 10,386 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: PREMIUMS BY DEPARTMENT

Source: SCHEDULE OF INSURANCE COVERAGE

INSURANCE

Departmental Cost Allocation Summary

| Departments | Total | PROPERTY INSURANCE | AUTO INSURANCE | GENERAL LIABILITY | CITY HALL |
|----------------|---------|--------------------|----------------|-------------------|-----------|
| PW DIR/GARAGE | 19,687 | 3,141 | 844 | 5,316 | |
| CITY ATTORNEY | 4,279 | | | 1,899 | 2,380 |
| PUB FACILITIES | 3,892 | | 423 | 2,848 | 621 |
| INFO TECH | 8,608 | | | 4,177 | 4,431 |
| FINANCE | 11,897 | | | 7,121 | 4,776 |
| POLICE ADMIN | 23,798 | | 7,667 | 1,899 | 12,603 |
| PKS & REC ADM | 48,783 | 24,197 | 1,573 | 23,013 | |
| CITY MANAGER | 5,632 | | | 3,560 | 2,072 |
| NAT RES MGMT | 4,264 | | 35 | 2,848 | 1,381 |
| BEACH MAINT | 9,257 | | 1,330 | 7,927 | |
| BEACH ENFORCE | 10,074 | 297 | 1,546 | 8,231 | |
| SEWER SYSTEM | 67,010 | 44,923 | 4,713 | 17,374 | |
| LEGISLATIVE | 7,760 | | | 4,747 | 3,013 |
| PLANNING | 13,498 | | | 8,450 | 5,048 |
| POLICE SVCS | 31,820 | 376 | | 31,444 | |
| TRANS FUND 101 | 19,705 | | 12,109 | 7,596 | |
| BLDG/FUND 169 | 7,089 | | | 4,558 | 2,531 |
| SEMP | 412 | | 412 | | |
| SENIORS PROG | 11,250 | | | 2,440 | |
| BIG ARTS FAC | 5,845 | 5,845 | | | |
| ELE PARK MAINT | 2,284 | 2,284 | | | |
| CHR/BMRH | 2,045 | | | | |
| ALL OTHERS | 13,172 | 11,849 | | | |
| Reimbursement: | | | | | |
| Total: | 332,061 | 92,912 | 30,652 | 145,448 | 38,856 |
| | ===== | ===== | ===== | ===== | ===== |

INSURANCE

Departmental Cost Allocation Summary

| Departments | CIVIC CENTER | OTHER INSURANCE | FLOOD |
|----------------|--------------|-----------------|--------|
| PW DIR/GARAGE | | | 10,386 |
| CITY ATTORNEY | | | |
| PUB FACILITIES | | | |
| INFO TECH | | | |
| FINANCE | | | |
| POLICE ADMIN | | 1,629 | |
| PKS & REC ADM | | | |
| CITY MANAGER | | | |
| NAT RES MGMT | | | |
| BEACH MAINT | | | |
| BEACH ENFORCE | | | |
| SEWER SYSTEM | | | |
| LEGISLATIVE | | | |
| PLANNING | | | |
| POLICE SVCS | | | |
| TRANS FUND 101 | | | |
| BLDG/FUND 169 | | | |
| SEMP | | | |
| SENIORS PROG | 8,810 | | |
| BIG ARTS FAC | | | |
| ELE PARK MAINT | | | |
| CHR/BMRH | 2,045 | | |
| ALL OTHERS | | 1,323 | |
| Reimbursement: | | | |
| Total: | 10,855 | 2,952 | 10,386 |
| | ===== | ===== | ===== |

FISCAL 2014
DIRECTOR - PUBLIC WORKS/GARAGE
NATURE AND EXTENT OF SERVICES

This cost center was set up to allocate expenditures associated with the general administrative duties including the Motor Pool within Public Works. The mission of the Motor Pool is to provide economical service to all department vehicles so they are able to operate in a safe and economical manner. A salary and wage analysis was performed to distribute these costs.

Costs associated with providing administrative support have been allocated departmentally on the number of employees supervised. Operating expenses associated with the Motor Pool have been allocated departmentally on manpower hours. Recreation support has been allocated on the dollar amount of support hours. The Public Works Facility costs have been allocated based on occupied square footage. Labor and Benefit expenditures associated with Parks and Recreation have been directly assigned.

PW DIR/GARAGE

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|-----------|
| Expenditures per Financial Statement: | 837,606 | | | 837,606 |
| Allocated Additions: | | | | |
| EQUIP USE ALLO | 1,606 | | 1,606 | |
| INSURANCE | 17,745 | 1,942 | 19,687 | |
| PW DIR/GARAGE | | 112,797 | 112,797 | |
| PUB FACILITIES | | 6,449 | 6,449 | |
| INFO TECH | | 28,195 | 28,195 | |
| FINANCE | | 12,026 | 12,026 | |
| CITY MANAGER | | 37,177 | 37,177 | |
| Total Allocated Additions: | 19,351 | 198,586 | 217,937 | 217,937 |
| Total to be Allocated: | 856,957 | 198,586 | | 1,055,543 |
| | ===== | ===== | | ===== |

PW DIR/GARAGE
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | DEPARTMENTAL ADMIN | PUBLIC WKS FACILITY | VEHICLE MAINTENANCE |
|-----------------------------------|------------------|----------|--------------------|---------------------|---------------------|
| Expenses: | | | | | |
| SALARIES AND WAGES | 426,526 | | 307,711 | | 117,386 |
| FRINGE BENEFITS | 303,199 | | 218,738 | | 83,459 |
| PROFESSIONAL SVCS | 33,758 | | 33,758 | | |
| TRAVEL | 10,384 | | 10,384 | | |
| COMMUNICATIONS | 11,179 | | 11,179 | | |
| REPAIRS & MAINT | 21,105 | | | 21,105 | |
| BOOKS & PUBLICATIONS | 6,330 | | 6,330 | | |
| OTHER CHARGES | 11,669 | | 11,669 | | |
| OFFICE SUPPLIES | 6,537 | | 6,537 | | |
| OPERATING SUPPLIES | 6,919 | | 6,919 | | |
| Departmental Expenditures: | 837,606 | | 613,225 | 21,105 | 200,845 |
| Functional Cost: | 837,606 | | 613,225 | 21,105 | 200,845 |
| Additions 1st | | | | | |
| Others: | 19,351 | 19,351 | 14,167 | 488 | 4,640 |
| Reallocate Admin: | | -19,351 | | | |
| 1st Allocation: | 856,957 | | 627,392 | 21,593 | 205,485 |
| | ----- | | ----- | ----- | ----- |
| Additions 2nd | | | | | |
| Others: | 198,586 | 198,586 | 145,388 | 5,004 | 47,618 |
| Reallocate Admin: | | -198,586 | | | |
| 2nd Allocation: | 198,586 | | 145,388 | 5,004 | 47,618 |
| | ----- | | ----- | ----- | ----- |
| Total Allocated: | 1,055,543 | | 772,780 | 26,597 | 253,103 |
| | ===== | | ===== | ===== | ===== |

PW DIR/GARAGE
 Schedule of Costs to be
 Allocated by Function

RECREATION CENTER

Expenses:

| | |
|----------------------|-------|
| SALARIES AND WAGES | 1,429 |
| FRINGE BENEFITS | 1,002 |
| PROFESSIONAL SVCS | |
| TRAVEL | |
| COMMUNICATIONS | |
| REPAIRS & MAINT | |
| BOOKS & PUBLICATIONS | |
| OTHER CHARGES | |
| OFFICE SUPPLIES | |
| OPERATING SUPPLIES | |

| | |
|----------------------------|-------|
| Departmental Expenditures: | 2,431 |
|----------------------------|-------|

| | |
|------------------|-------|
| Functional Cost: | 2,431 |
|------------------|-------|

| | |
|-----------------------|----|
| Additions 1st Others: | 56 |
|-----------------------|----|

| | |
|-----------------|-------|
| 1st Allocation: | 2,487 |
| | ----- |

| | |
|-----------------------|-----|
| Additions 2nd Others: | 576 |
|-----------------------|-----|

| | |
|-----------------|-------|
| 2nd Allocation: | 576 |
| | ----- |

| | |
|------------------|-------|
| Total Allocated: | 3,063 |
| | ===== |

PW DIR/GARAGE
 Detail Allocation of
 DEPARTMENTAL ADMIN

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 5.60 | 16.046 | 100,670 | | 100,670 | | 100,670 |
| PUB FACILITIES | 3.00 | 8.596 | 53,931 | | 53,931 | 14,886 | 68,817 |
| TRANS FUND 101 | 8.00 | 22.923 | 143,815 | | 143,815 | 39,696 | 183,511 |
| GENERAL GOVT | 18.30 | 52.436 | 328,976 | | 328,976 | 90,806 | 419,782 |
| Total: | 34.90 | 100.000 | 627,392 | | 627,392 | 145,388 | 772,780 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF EMPLOYEES SUPERVISED

Source: EMPLOYEE LISTING/ORGANIZATIONAL CHART

PW DIR/GARAGE
 Detail Allocation of
 PUBLIC WKS FACILITY

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 3,924.00 | 53.272 | 11,503 | | 11,503 | | 11,503 |
| PUB FACILITIES | 3,160.00 | 42.900 | 9,263 | | 9,263 | 4,594 | 13,857 |
| SEWER SYSTEM | 282.00 | 3.828 | 827 | | 827 | 410 | 1,237 |
| Total: | 7,366.00 | 100.000 | 21,593 | | 21,593 | 5,004 | 26,597 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS - PUBLIC WORKS DIRECTOR

PW DIR/GARAGE
 Detail Allocation of
 VEHICLE MAINTENANCE

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 13.00 | 0.304 | 624 | | 624 | | 624 |
| PUB FACILITIES | 501.00 | 11.706 | 24,053 | | 24,053 | 5,591 | 29,644 |
| POLICE ADMIN | 566.00 | 13.224 | 27,174 | | 27,174 | 6,316 | 33,490 |
| NAT RES MGMT | 7.00 | 0.164 | 336 | | 336 | 78 | 414 |
| BEACH MAINT | 91.00 | 2.126 | 4,369 | | 4,369 | 1,016 | 5,385 |
| BEACH ENFORCE | 369.00 | 8.621 | 17,716 | | 17,716 | 4,118 | 21,834 |
| SEWER SYSTEM | 294.00 | 6.869 | 14,115 | | 14,115 | 3,281 | 17,396 |
| TRANS FUND 101 | 2,439.00 | 56.986 | 117,098 | | 117,098 | 27,218 | 144,316 |
| Total: | 4,280.00 | 100.000 | 205,485 | | 205,485 | 47,618 | 253,103 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: MANPOWER HOURS BY DEPARTMENT/FUND

Source: PUBLIC WORKS DIRECTOR

PW DIR/GARAGE
 Detail Allocation of
 RECREATION CENTER

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PKS & REC ADM | 100.00 | 100.000 | 2,487 | | 2,487 | 576 | 3,063 |
| Total: | 100.00 | 100.000 | 2,487 | | 2,487 | 576 | 3,063 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIREC ASSIGNMENT

Source: SALARY AND WAGE REPORT

PW DIR/GARAGE

Departmental Cost Allocation Summary

| Departments | Total | DEPARTMENTAL ADMIN | PUBLIC WKS FACILITY | VEHICLE MAINTENANCE | RECREATION CENTER |
|----------------|-----------|--------------------|---------------------|---------------------|-------------------|
| PW DIR/GARAGE | 112,797 | 100,670 | 11,503 | 624 | |
| PUB FACILITIES | 112,318 | 68,817 | 13,857 | 29,644 | |
| POLICE ADMIN | 33,490 | | | 33,490 | |
| PKS & REC ADM | 3,063 | | | | 3,063 |
| NAT RES MGMT | 414 | | | 414 | |
| BEACH MAINT | 5,385 | | | 5,385 | |
| BEACH ENFORCE | 21,834 | | | 21,834 | |
| SEWER SYSTEM | 18,633 | | 1,237 | 17,396 | |
| TRANS FUND 101 | 327,827 | 183,511 | | 144,316 | |
| GENERAL GOVT | 419,782 | 419,782 | | | |
| Reimbursement: | | | | | |
| Total: | 1,055,543 | 772,780 | 26,597 | 253,103 | 3,063 |
| | ===== | ===== | ===== | ===== | ===== |

**FISCAL 2014
CITY ATTORNEY
NATURE AND EXTENT OF SERVICES**

The City Attorney is responsible for providing legal advice to the City Council, City Manager, various City commissions and to all City departments. Costs associated with providing advice to City departments have been allocated based on the percentage of time spent with each department.

CITY ATTORNEY
 Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|----------|
| Expenditures per Financial Statement: | 569,306 | | | 569,306 |
| Deductions: | | | | |
| LEGAL SERVICES | -117,387 | | | |
| Total Deductions: | -117,387 | | | -117,387 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 3,295 | | 3,295 | |
| EQUIP USE ALLO | 935 | | 935 | |
| INSURANCE | 3,858 | 421 | 4,279 | |
| PUB FACILITIES | | 19,736 | 19,736 | |
| INFO TECH | | 6,292 | 6,292 | |
| FINANCE | | 5,281 | 5,281 | |
| CITY MANAGER | | 25,273 | 25,273 | |
| Total Allocated Additions: | 8,088 | 57,003 | 65,091 | 65,091 |
| Total to be Allocated: | 460,007 | 57,003 | | 517,010 |
| | ===== | ===== | | ===== |

CITY ATTORNEY
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | LEGAL SERVICES |
|----------------------------|----------|----------|----------------|
| Expenses: | | | |
| SALARIES AND WAGES | 233,385 | | 233,385 |
| FRINGE BENEFITS | 175,405 | | 175,405 |
| TRAVEL & PER DIEM | 8,250 | | 8,250 |
| COMMUNICATIONS | 2,655 | | 2,655 |
| OFFICE SUPPLIES | 353 | | 353 |
| RENTALS AND LEASES | 626 | | 626 |
| LEGAL SERVICES | 117,387 | 117,387 | |
| LIVING ALLOWANCE | 26,136 | | 26,136 |
| BOOKS AND PUBS | 2,878 | | 2,878 |
| OTHER CURRENT CHGS | 1,904 | | 1,904 |
| OTHER CHARGES | 327 | | 327 |
| Departmental Expenditures: | 569,306 | 117,387 | 451,919 |
| Deductions: | -117,387 | -117,387 | |
| Functional Cost: | 451,919 | | 451,919 |
| Additions 1st | | | |
| Others: | 8,088 | 8,088 | 8,088 |
| Reallocate Admin: | | -8,088 | |
| 1st Allocation: | 460,007 | | 460,007 |
| | ----- | | ----- |
| Additions 2nd | | | |
| Others: | 57,003 | 57,003 | 57,003 |
| Reallocate Admin: | | -57,003 | |
| 2nd Allocation: | 57,003 | | 57,003 |
| | ----- | | ----- |
| Total Allocated: | 517,010 | | 517,010 |
| | ===== | | ===== |

CITY ATTORNEY
 Detail Allocation of
 LEGAL SERVICES

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| POLICE ADMIN | 5.00 | 5.000 | 23,000 | | 23,000 | 2,850 | 25,850 |
| PKS & REC ADM | 3.00 | 3.000 | 13,800 | | 13,800 | 1,710 | 15,510 |
| NAT RES MGMT | 7.00 | 7.000 | 32,200 | | 32,200 | 3,990 | 36,190 |
| BEACH MAINT | 1.00 | 1.000 | 4,600 | | 4,600 | 570 | 5,170 |
| BEACH ENFORCE | 1.00 | 1.000 | 4,600 | | 4,600 | 570 | 5,170 |
| SEWER SYSTEM | 8.00 | 8.000 | 36,801 | | 36,801 | 4,560 | 41,361 |
| LEGISLATIVE | 26.00 | 26.000 | 119,602 | | 119,602 | 14,821 | 134,423 |
| PLANNING | 20.00 | 20.000 | 92,001 | | 92,001 | 11,401 | 103,402 |
| TRANS FUND 101 | 2.00 | 2.000 | 9,200 | | 9,200 | 1,140 | 10,340 |
| BLDG/FUND 169 | 7.00 | 7.000 | 32,200 | | 32,200 | 3,990 | 36,190 |
| SEMP | 1.00 | 1.000 | 4,600 | | 4,600 | 570 | 5,170 |
| GARBAGE/SW | 1.00 | 1.000 | 4,600 | | 4,600 | 570 | 5,170 |
| BIG ARTS FAC | 1.00 | 1.000 | 4,600 | | 4,600 | 570 | 5,170 |
| CAP PROJECTS | 4.00 | 4.000 | 18,400 | | 18,400 | 2,280 | 20,680 |
| NON-BEACH PKS | 1.00 | 1.000 | 4,600 | | 4,600 | 570 | 5,170 |
| GENERAL GOVT | 12.00 | 12.000 | 55,203 | | 55,203 | 6,841 | 62,044 |
| Total: | 100.00 | 100.000 | 460,007 | | 460,007 | 57,003 | 517,010 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: PERCENTAGE OF TIME SPENT PER DEPARTMENT/FUND

Source: CITY ATTORNEY

CITY ATTORNEY

Departmental Cost Allocation Summary

| Departments | Total | LEGAL SERVICES |
|----------------|---------|----------------|
| POLICE ADMIN | 25,850 | 25,850 |
| PKS & REC ADM | 15,510 | 15,510 |
| NAT RES MGMT | 36,190 | 36,190 |
| BEACH MAINT | 5,170 | 5,170 |
| BEACH ENFORCE | 5,170 | 5,170 |
| SEWER SYSTEM | 41,361 | 41,361 |
| LEGISLATIVE | 134,423 | 134,423 |
| PLANNING | 103,402 | 103,402 |
| TRANS FUND 101 | 10,340 | 10,340 |
| BLDG/FUND 169 | 36,190 | 36,190 |
| SEMP | 5,170 | 5,170 |
| GARBAGE/SW | 5,170 | 5,170 |
| BIG ARTS FAC | 5,170 | 5,170 |
| CAP PROJECTS | 20,680 | 20,680 |
| NON-BEACH PKS | 5,170 | 5,170 |
| GENERAL GOVT | 62,044 | 62,044 |
| Reimbursement: | | |
| Total: | 517,010 | 517,010 |
| | ===== | ===== |

FISCAL 2014
FACILITY MAINTENANCE
NATURE AND EXTENT OF SERVICES

The Facilities Maintenance Division is responsible for coordinating planning, janitorial, custodial and groundskeeping services. The Department manages the leasing of office space, performs minor new construction, maintains and repairs buildings and their heating, cooling and plumbing systems. Costs associated with facilities maintenance at the Civic Center, Public Works Facility and City Hall have been allocated based on occupied square footage. Other maintenance costs have been allocated departmentally on the percentage of support time.

PUB FACILITIES
Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|---------|
| Expenditures per Financial Statement: | 512,012 | | | 512,012 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 861 | | 861 | |
| INSURANCE | 3,509 | 383 | 3,892 | |
| PW DIR/GARAGE | 87,247 | 25,071 | 112,318 | |
| PUB FACILITIES | | 10,347 | 10,347 | |
| INFO TECH | | 955 | 955 | |
| FINANCE | | 10,098 | 10,098 | |
| CITY MANAGER | | 22,741 | 22,741 | |
| Total Allocated Additions: | 91,617 | 69,595 | 161,212 | 161,212 |
| Total to be Allocated: | 603,629 | 69,595 | | 673,224 |
| | ===== | ===== | | ===== |

PUB FACILITIES
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | MAINTENANCE | CITY HALL | CIVIC CENTER |
|----------------------------|---------|---------|-------------|-----------|--------------|
| Expenses: | | | | | |
| SALARIES AND WAGES | 153,205 | | 67,410 | 52,090 | 33,705 |
| FRINGE BENEFITS | 79,802 | | 35,113 | 27,133 | 17,556 |
| TRAVEL/COMMUNICATION | 2,366 | | 1,041 | 804 | 521 |
| LEASES/CURRENT CHGS | 125 | | 54 | 43 | 28 |
| OPERATING EXPENSE | 276,514 | | 53,847 | 193,190 | 19,209 |
| Departmental Expenditures: | 512,012 | | 157,465 | 273,260 | 71,019 |
| Functional Cost: | 512,012 | | 157,465 | 273,260 | 71,019 |
| Additions 1st | | | | | |
| Others: | 91,617 | 91,617 | 28,176 | 48,896 | 12,708 |
| Reallocate Admin: | | -91,617 | | | |
| 1st Allocation: | 603,629 | | 185,641 | 322,156 | 83,727 |
| | ----- | | ----- | ----- | ----- |
| Additions 2nd | | | | | |
| Others: | 69,595 | 69,595 | 21,403 | 37,143 | 9,654 |
| Reallocate Admin: | | -69,595 | | | |
| 2nd Allocation: | 69,595 | | 21,403 | 37,143 | 9,654 |
| | ----- | | ----- | ----- | ----- |
| Total Allocated: | 673,224 | | 207,044 | 359,299 | 93,381 |
| | ===== | | ===== | ===== | ===== |

PUB FACILITIES
 Schedule of Costs to be
 Allocated by Function

PUB WKS FACILITY

Expenses:

| | |
|----------------------|--------|
| SALARIES AND WAGES | |
| FRINGE BENEFITS | |
| TRAVEL/COMMUNICATION | |
| LEASES/CURRENT CHGS | |
| OPERATING EXPENSE | 10,268 |

| | |
|----------------------------|--------|
| Departmental Expenditures: | 10,268 |
|----------------------------|--------|

| | |
|------------------|--------|
| Functional Cost: | 10,268 |
|------------------|--------|

| | |
|-----------------------|-------|
| Additions 1st Others: | 1,837 |
|-----------------------|-------|

| | |
|-----------------|--------|
| 1st Allocation: | 12,105 |
| | ----- |

| | |
|-----------------------|-------|
| Additions 2nd Others: | 1,395 |
|-----------------------|-------|

| | |
|-----------------|-------|
| 2nd Allocation: | 1,395 |
| | ----- |

| | |
|------------------|--------|
| Total Allocated: | 13,500 |
| | ===== |

PUB FACILITIES
 Detail Allocation of
 MAINTENANCE

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| BIG ARTS FAC | 1.00 | 2.273 | 4,219 | | 4,219 | 486 | 4,705 |
| HIS MUS/VILLAG | 10.00 | 22.727 | 42,191 | | 42,191 | 4,864 | 47,055 |
| NON-BEACH PKS | 33.00 | 75.000 | 139,231 | | 139,231 | 16,053 | 155,284 |
| Total: | 44.00 | 100.000 | 185,641 | | 185,641 | 21,403 | 207,044 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: PERCENTAGE OF SUPPORT TIME PER DEPARTMENT

Source: PUBLIC WORKS DIRECTOR

PUB FACILITIES
 Detail Allocation of
 CITY HALL

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| CITY ATTORNEY | 896.00 | 6.126 | 19,736 | | 19,736 | | 19,736 |
| PUB FACILITIES | 234.00 | 1.600 | 5,154 | | 5,154 | | 5,154 |
| INFO TECH | 1,668.00 | 11.404 | 36,740 | | 36,740 | 4,591 | 41,331 |
| FINANCE | 1,798.00 | 12.293 | 39,603 | | 39,603 | 4,948 | 44,551 |
| POLICE ADMIN | 4,744.00 | 32.435 | 104,493 | | 104,493 | 13,056 | 117,549 |
| CITY MANAGER | 780.00 | 5.333 | 17,180 | | 17,180 | 2,147 | 19,327 |
| NAT RES MGMT | 520.00 | 3.555 | 11,454 | | 11,454 | 1,431 | 12,885 |
| LEGISLATIVE | 1,134.00 | 7.753 | 24,978 | | 24,978 | 3,121 | 28,099 |
| PLANNING | 1,900.00 | 12.991 | 41,850 | | 41,850 | 5,229 | 47,079 |
| BLDG/FUND 169 | 952.00 | 6.509 | 20,968 | | 20,968 | 2,620 | 23,588 |
| Total: | 14,626.00 | 100.000 | 322,156 | | 322,156 | 37,143 | 359,299 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS - PUBLIC WORKS DIRECTOR

PUB FACILITIES
 Detail Allocation of
 CIVIC CENTER

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| SENIORS PROG | 2,512.50 | 77.618 | 64,987 | | 64,987 | 7,493 | 72,480 |
| CHR/BMRH | 724.50 | 22.382 | 18,740 | | 18,740 | 2,161 | 20,901 |
| Total: | 3,237.00 | 100.000 | 83,727 | | 83,727 | 9,654 | 93,381 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS - PUBLIC WORKS DIRECTOR

PUB FACILITIES
 Detail Allocation of
 PUB WKS FACILITY

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 3,924.00 | 53.272 | 6,449 | | 6,449 | | 6,449 |
| PUB FACILITIES | 3,160.00 | 42.900 | 5,193 | | 5,193 | | 5,193 |
| SEWER SYSTEM | 282.00 | 3.828 | 463 | | 463 | 1,395 | 1,858 |
| Total: | 7,366.00 | 100.000 | 12,105 | | 12,105 | 1,395 | 13,500 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: OCCUPIED SQUARE FOOTAGE

Source: BUILDING MEASUREMENTS - PUBLIC WORKS DIRECTOR

PUB FACILITIES

Departmental Cost Allocation Summary

| Departments | Total | MAINTENANCE | CITY HALL | CIVIC CENTER | PUB WKS FACILITY |
|----------------|---------|-------------|-----------|--------------|------------------|
| PW DIR/GARAGE | 6,449 | | | | 6,449 |
| CITY ATTORNEY | 19,736 | | 19,736 | | |
| PUB FACILITIES | 10,347 | | 5,154 | | 5,193 |
| INFO TECH | 41,331 | | 41,331 | | |
| FINANCE | 44,551 | | 44,551 | | |
| POLICE ADMIN | 117,549 | | 117,549 | | |
| CITY MANAGER | 19,327 | | 19,327 | | |
| NAT RES MGMT | 12,885 | | 12,885 | | |
| SEWER SYSTEM | 1,858 | | | | 1,858 |
| LEGISLATIVE | 28,099 | | 28,099 | | |
| PLANNING | 47,079 | | 47,079 | | |
| BLDG/FUND 169 | 23,588 | | 23,588 | | |
| SENIORS PROG | 72,480 | | | 72,480 | |
| BIG ARTS FAC | 4,705 | 4,705 | | | |
| HIS MUS/VILLAG | 47,055 | 47,055 | | | |
| CHR/BMRH | 20,901 | | | 20,901 | |
| NON-BEACH PKS | 155,284 | 155,284 | | | |
| Reimbursement: | | | | | |
| Total: | 673,224 | 207,044 | 359,299 | 93,381 | 13,500 |
| | ===== | ===== | ===== | ===== | ===== |

FISCAL 2014
INFORMATION TECHNOLOGY DEPARTMENT
NATURE AND EXTENT OF SERVICES

The Information Technology Department is responsible for providing organizational support for technology based communication and information systems. This includes Tyler Munis and HTE, as well as other PC and tablet based applications. In addition, the department provides internet access as directed by the City Manager, maintains system and user security and coordinate conversion and training for new applications and users. Costs associated with systems support have been allocated departmentally on the number of computers, laptops and servers. Direct labor hours have been charged departmentally on the number of hours. A credit for \$72,333 to Police Administration has been listed under reimbursement on page fifty two.

INFO TECH

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|---------|
| Expenditures per Financial Statement: | 827,327 | | | 827,327 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 6,134 | | 6,134 | |
| EQUIP USE ALLO | 62,008 | | 62,008 | |
| INSURANCE | 7,761 | 847 | 8,608 | |
| PUB FACILITIES | 36,740 | 4,591 | 41,331 | |
| FINANCE | | 13,756 | 13,756 | |
| CITY MANAGER | | 36,733 | 36,733 | |
| Total Allocated Additions: | 112,643 | 55,927 | 168,570 | 168,570 |
| Total to be Allocated: | 939,970 | 55,927 | | 995,897 |
| | ===== | ===== | | ===== |

INFO TECH
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | MIS TECH SUPPORT | MIS DIRECT HOURS |
|-------------------------|----------------|----------|------------------|------------------|
| Expenses: | | | | |
| SALARIES AND WAGES | 264,469 | | 34,381 | 230,088 |
| FRINGE BENEFITS | 124,277 | | 16,156 | 108,121 |
| PROFESSIONAL SVCS | 648 | | 84 | 564 |
| TRAVEL & PER DIEM | 20,116 | | 2,615 | 17,501 |
| COMMUNICATIONS | 131,700 | | 17,121 | 114,579 |
| RENTALS & LEASES | 21,932 | | 2,851 | 19,081 |
| REPAIRS & MAINT | 117,665 | | 15,296 | 102,369 |
| OFFICE SUPPLIES | 325 | | 42 | 283 |
| OPERATING SUPPLIES | 45,229 | | 5,880 | 39,349 |
| BOOKS & PUBLICATIONS | 334 | | 43 | 291 |
| OTHER CURRENT CHGS | 1,058 | | 138 | 920 |
| OTHER CHARGES | 3,550 | | 461 | 3,089 |
| DP COMPUTER SERVICES | 14,196 | | 1,845 | 12,351 |
| CONTRACTUAL SERVICES | 65,142 | | 8,468 | 56,674 |
| TRAINING | 7,505 | | 976 | 6,529 |
| SMALL EQUIPMENT | 9,181 | | 1,194 | 7,987 |
| Departmental | | | | |
| Expenditures: | 827,327 | | 107,551 | 719,776 |
| Functional Cost: | | | | |
| | 827,327 | | 107,551 | 719,776 |
| Additions 1st | | | | |
| Others: | 112,643 | 112,643 | 14,643 | 98,000 |
| Reallocate Admin: | | -112,643 | | |
| 1st Allocation: | 939,970 | | 122,194 | 817,776 |
| | ----- | | ----- | ----- |
| Additions 2nd | | | | |
| Others: | 55,927 | 55,927 | 7,270 | 48,657 |
| Reallocate Admin: | | -55,927 | | |
| 2nd Allocation: | 55,927 | | 7,270 | 48,657 |
| | ----- | | ----- | ----- |
| Total Allocated: | 995,897 | | 129,464 | 866,433 |
| | ===== | | ===== | ===== |

INFO TECH
 Detail Allocation of
 MIS TECH SUPPORT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 6.50 | 5.078 | 6,205 | | 6,205 | | 6,205 |
| CITY ATTORNEY | 2.00 | 1.563 | 1,909 | | 1,909 | | 1,909 |
| PUB FACILITIES | 1.00 | 0.781 | 955 | | 955 | | 955 |
| FINANCE | 11.00 | 8.594 | 10,501 | | 10,501 | 675 | 11,176 |
| POLICE ADMIN | 39.00 | 30.469 | 37,231 | | 37,231 | 2,393 | 39,624 |
| PKS & REC ADM | 24.00 | 18.750 | 22,911 | | 22,911 | 1,472 | 24,383 |
| CITY MANAGER | 12.00 | 9.375 | 11,456 | | 11,456 | 736 | 12,192 |
| NAT RES MGMT | 3.00 | 2.344 | 2,864 | | 2,864 | 184 | 3,048 |
| BEACH ENFORCE | 3.00 | 2.344 | 2,864 | | 2,864 | 184 | 3,048 |
| SEWER SYSTEM | 4.50 | 3.516 | 4,296 | | 4,296 | 276 | 4,572 |
| LEGISLATIVE | 3.00 | 2.344 | 2,864 | | 2,864 | 184 | 3,048 |
| PLANNING | 10.00 | 7.813 | 9,546 | | 9,546 | 614 | 10,160 |
| TRANS FUND 101 | 3.00 | 2.344 | 2,864 | | 2,864 | 184 | 3,048 |
| BLDG/FUND 169 | 5.00 | 3.906 | 4,773 | | 4,773 | 307 | 5,080 |
| SENIORS PROG | 1.00 | 0.781 | 955 | | 955 | 61 | 1,016 |
| Total: | 128.00 | 100.000 | 122,194 | | 122,194 | 7,270 | 129,464 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF COMPUTERS/LAPTOPS/SERVERS PER DEPT.

Source: HARDWARE REPORT

INFO TECH
Detail Allocation of
MIS DIRECT HOURS

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 269.95 | 2.689 | 21,990 | | 21,990 | | 21,990 |
| CITY ATTORNEY | 53.80 | 0.536 | 4,383 | | 4,383 | | 4,383 |
| FINANCE | 1,263.38 | 12.585 | 102,915 | | 102,915 | 6,327 | 109,242 |
| POLICE ADMIN | 3,431.42 | 34.181 | 279,525 | -72,333 | 207,192 | 17,186 | 224,378 |
| PKS & REC ADM | 794.71 | 7.916 | 64,737 | | 64,737 | 3,980 | 68,717 |
| CITY MANAGER | 3,269.26 | 32.566 | 266,315 | | 266,315 | 16,373 | 282,688 |
| NAT RES MGMT | 171.96 | 1.713 | 14,008 | | 14,008 | 861 | 14,869 |
| BEACH ENFORCE | 143.42 | 1.429 | 11,683 | | 11,683 | 718 | 12,401 |
| SEWER SYSTEM | 62.74 | 0.625 | 5,111 | | 5,111 | 314 | 5,425 |
| PLANNING | 159.50 | 1.589 | 12,993 | | 12,993 | 799 | 13,792 |
| BLDG/FUND 169 | 176.57 | 1.759 | 14,383 | | 14,383 | 884 | 15,267 |
| SEMP | 116.81 | 1.164 | 9,515 | | 9,515 | 585 | 10,100 |
| SENIORS PROG | 125.43 | 1.249 | 10,218 | | 10,218 | 630 | 10,848 |
| Sub-total: | 10,038.95 | 100.000 | 817,776 | -72,333 | 745,443 | 48,657 | 794,100 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Reimbursement: | | | | 72,333 | 72,333 | | 72,333 |
| Total: | 10,038.95 | 100.000 | 817,776 | | 817,776 | 48,657 | 866,433 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF SUPPORT HOURS PER DEPARTMENT

Source: MANAGEMENT INFORMATION SYSTEMS REPORT

INFO TECH

Departmental Cost Allocation Summary

| Departments | Total | MIS TECH SUPPORT | MIS DIRECT HOURS |
|----------------|----------------|------------------|------------------|
| PW DIR/GARAGE | 28,195 | 6,205 | 21,990 |
| CITY ATTORNEY | 6,292 | 1,909 | 4,383 |
| PUB FACILITIES | 955 | 955 | |
| FINANCE | 120,418 | 11,176 | 109,242 |
| POLICE ADMIN | 264,002 | 39,624 | 224,378 |
| PKS & REC ADM | 93,100 | 24,383 | 68,717 |
| CITY MANAGER | 294,880 | 12,192 | 282,688 |
| NAT RES MGMT | 17,917 | 3,048 | 14,869 |
| BEACH ENFORCE | 15,449 | 3,048 | 12,401 |
| SEWER SYSTEM | 9,997 | 4,572 | 5,425 |
| LEGISLATIVE | 3,048 | 3,048 | |
| PLANNING | 23,952 | 10,160 | 13,792 |
| TRANS FUND 101 | 3,048 | 3,048 | |
| BLDG/FUND 169 | 20,347 | 5,080 | 15,267 |
| SEMP | 10,100 | | 10,100 |
| SENIORS PROG | 11,864 | 1,016 | 10,848 |
| Reimbursement: | 72,333 | | 72,333 |
| Total: | 995,897 | 129,464 | 866,433 |
| | ===== | ===== | ===== |

FISCAL 2014
FINANCE DEPARTMENT
NATURE AND EXTENT OF SERVICES

The Finance Department is responsible of all accounting activities of the City. A salary and wage analysis was performed to functionalize these responsibilities.

Payroll, benefits and risk management administration costs have been assigned based on the number of full time employees per department. Costs associated with general accounting have been allocated departmentally on the number of accounting transactions processed by department. Business license issuance has been directly assigned. Costs associated with City-wide budget preparation, issuance of dog licenses, fixed asset tracking and grants management has been directly assigned.

FINANCE

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|-----------|
| Expenditures per Financial Statement: | 906,039 | | | 906,039 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 6,612 | | 6,612 | |
| INSURANCE | 10,726 | 1,171 | 11,897 | |
| PUB FACILITIES | 39,603 | 4,948 | 44,551 | |
| INFO TECH | 113,416 | 7,002 | 120,418 | |
| FINANCE | | 13,919 | 13,919 | |
| CITY MANAGER | | 40,242 | 40,242 | |
| Total Allocated Additions: | 170,357 | 67,282 | 237,639 | 237,639 |
| Total to be Allocated: | 1,076,396 | 67,282 | | 1,143,678 |
| | ===== | ===== | | ===== |

FINANCE
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | GENERAL ACCOUNTING | PAYROLL/BENEFITS | RISK MANAGEMENT |
|-----------------------------------|------------------|----------|--------------------|------------------|-----------------|
| Expenses: | | | | | |
| SALARIES AND WAGES | 504,743 | | 161,519 | 75,711 | 40,379 |
| FRINGE BENEFITS | 298,615 | | 95,557 | 44,792 | 23,889 |
| PROFESSIONAL SVCS | 11,083 | | 3,547 | 1,662 | 887 |
| ACCOUNTING & AUDIT | 47,750 | | 47,750 | | |
| TRAVEL & PER DIEM | 11,857 | | 3,793 | 1,779 | 949 |
| COMMUNICATIONS | 9,092 | | 2,909 | 1,364 | 727 |
| POSTAGE | 1,655 | | 530 | 248 | 132 |
| RENTAL & LEASES | 4,543 | | 1,455 | 681 | 363 |
| PRINTING | 2,737 | | 875 | 411 | 219 |
| OFFICE SUPPLIES | 4,690 | | 1,500 | 704 | 375 |
| OPERATING SUPPLIES | 2,100 | | 672 | 315 | 168 |
| OTHER CURRENT CHGS | 4,423 | | 1,416 | 663 | 354 |
| OTHER CHARGES | 1,901 | | 609 | 285 | 152 |
| CONTRACTUAL SVCS | 850 | | 271 | 128 | 68 |
| Departmental Expenditures: | 906,039 | | 322,403 | 128,743 | 68,662 |
| Functional Cost: | 906,039 | | 322,403 | 128,743 | 68,662 |
| Additions 1st | | | | | |
| Others: | 170,357 | 170,357 | 60,619 | 24,207 | 12,910 |
| Reallocate Admin: | | -170,357 | | | |
| 1st Allocation: | 1,076,396 | | 383,022 | 152,950 | 81,572 |
| | ----- | | ----- | ----- | ----- |
| Additions 2nd | | | | | |
| Others: | 67,282 | 67,282 | 23,942 | 9,560 | 5,098 |
| Reallocate Admin: | | -67,282 | | | |
| 2nd Allocation: | 67,282 | | 23,942 | 9,560 | 5,098 |
| | ----- | | ----- | ----- | ----- |
| Total Allocated: | 1,143,678 | | 406,964 | 162,510 | 86,670 |
| | ===== | | ===== | ===== | ===== |

FINANCE
 Schedule of Costs to be
 Allocated by Function

| | OTHER ACCOUNTING | BUSINESS TAX |
|--------------------|------------------|--------------|
| Expenses: | | |
| SALARIES AND WAGES | 151,423 | 75,711 |
| FRINGE BENEFITS | 89,585 | 44,792 |
| PROFESSIONAL SVCS | 3,325 | 1,662 |
| ACCOUNTING & AUDIT | | |
| TRAVEL & PER DIEM | 3,557 | 1,779 |
| COMMUNICATIONS | 2,728 | 1,364 |
| POSTAGE | 497 | 248 |
| RENTAL & LEASES | 1,363 | 681 |
| PRINTING | 821 | 411 |
| OFFICE SUPPLIES | 1,407 | 704 |
| OPERATING SUPPLIES | 630 | 315 |
| OTHER CURRENT CHGS | 1,327 | 663 |
| OTHER CHARGES | 570 | 285 |
| CONTRACTUAL SVCS | 255 | 128 |
| Departmental | | |
| Expenditures: | 257,488 | 128,743 |
| Functional Cost: | 257,488 | 128,743 |
| Additions 1st | | |
| Others: | 48,414 | 24,207 |
| 1st Allocation: | 305,902 | 152,950 |
| | ----- | ----- |
| Additions 2nd | | |
| Others: | 19,121 | 9,561 |
| 2nd Allocation: | 19,121 | 9,561 |
| | ----- | ----- |
| Total Allocated: | 325,023 | 162,511 |
| | ===== | ===== |

FINANCE
Detail Allocation of
GENERAL ACCOUNTING

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| INSURANCE | 515.00 | 0.672 | 2,573 | | 2,573 | | 2,573 |
| PW DIR/GARAGE | 691.00 | 0.901 | 3,453 | | 3,453 | | 3,453 |
| CITY ATTORNEY | 444.00 | 0.579 | 2,219 | | 2,219 | | 2,219 |
| PUB FACILITIES | 1,102.00 | 1.438 | 5,506 | | 5,506 | | 5,506 |
| INFO TECH | 1,405.00 | 1.833 | 7,020 | | 7,020 | | 7,020 |
| FINANCE | 488.00 | 0.637 | 2,438 | | 2,438 | | 2,438 |
| POLICE ADMIN | 64.00 | 0.083 | 320 | | 320 | 21 | 341 |
| PKS & REC ADM | 8,934.00 | 11.655 | 44,640 | | 44,640 | 2,970 | 47,610 |
| CITY MANAGER | 488.00 | 0.637 | 2,438 | | 2,438 | 162 | 2,600 |
| NAT RES MGMT | 478.00 | 0.624 | 2,388 | | 2,388 | 159 | 2,547 |
| BEACH MAINT | 5,311.00 | 6.928 | 26,537 | | 26,537 | 1,766 | 28,303 |
| BEACH ENFORCE | 5,514.00 | 7.193 | 27,551 | | 27,551 | 1,833 | 29,384 |
| SEWER SYSTEM | 9,430.00 | 12.302 | 47,118 | | 47,118 | 3,135 | 50,253 |
| LEGISLATIVE | 653.00 | 0.852 | 3,263 | | 3,263 | 217 | 3,480 |
| PLANNING | 507.00 | 0.661 | 2,533 | | 2,533 | 169 | 2,702 |
| POLICE SVCS | 1,064.00 | 1.388 | 5,316 | | 5,316 | 354 | 5,670 |
| TRANS FUND 101 | 2,482.00 | 3.238 | 12,402 | | 12,402 | 825 | 13,227 |
| BLDG/FUND 169 | 5,539.00 | 7.226 | 27,676 | | 27,676 | 1,842 | 29,518 |
| SEMP | 69.00 | 0.090 | 345 | | 345 | 23 | 368 |
| GARBAGE/SW | 36.00 | 0.047 | 180 | | 180 | 12 | 192 |
| SENIORS PROG | 335.00 | 0.437 | 1,674 | | 1,674 | 111 | 1,785 |
| BIG ARTS FAC | 6.00 | 0.008 | 30 | | 30 | 2 | 32 |
| INTERFUND TRAN | 115.00 | 0.150 | 575 | | 575 | 38 | 613 |
| HIS MUS/VILLAG | 186.00 | 0.243 | 929 | | 929 | 62 | 991 |
| ELE PARK MAINT | 813.00 | 1.061 | 4,062 | | 4,062 | 270 | 4,332 |
| DEBT SERVICE | 316.00 | 0.412 | 1,579 | | 1,579 | 105 | 1,684 |
| CAP PROJECTS | 1,113.00 | 1.452 | 5,561 | | 5,561 | 370 | 5,931 |
| CHR/BMRH | 27.00 | 0.035 | 135 | | 135 | 9 | 144 |
| GEN PENSION TR | 225.00 | 0.294 | 1,124 | | 1,124 | 75 | 1,199 |
| FR MADDEN EST | 59.00 | 0.077 | 295 | | 295 | 20 | 315 |
| SHELL HARBOR | 217.00 | 0.283 | 1,084 | | 1,084 | 72 | 1,156 |
| SANI EST CANAL | 178.00 | 0.232 | 889 | | 889 | 59 | 948 |
| W/S DREDGING | 161.00 | 0.210 | 804 | | 804 | 54 | 858 |
| POL PEN TRUST | 59.00 | 0.077 | 295 | | 295 | 20 | 315 |
| WTR QUAL EDUC | 40.00 | 0.052 | 200 | | 200 | 13 | 213 |
| ALL OTHERS | 27,592.00 | 35.995 | 137,870 | | 137,870 | 9,174 | 147,044 |
| Total: | 76,656.00 | 100.000 | 383,022 | | 383,022 | 23,942 | 406,964 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF ACCOUNTING TRANSACTIONS PER DEPT

Source: TRANSACTION REPORT

FINANCE
 Detail Allocation of
 PAYROLL/BENEFITS

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 5.60 | 3.655 | 5,591 | | 5,591 | | 5,591 |
| CITY ATTORNEY | 2.00 | 1.305 | 1,997 | | 1,997 | | 1,997 |
| PUB FACILITIES | 3.00 | 1.958 | 2,995 | | 2,995 | | 2,995 |
| INFO TECH | 4.40 | 2.872 | 4,393 | | 4,393 | | 4,393 |
| FINANCE | 7.50 | 4.896 | 7,488 | | 7,488 | | 7,488 |
| POLICE ADMIN | 2.00 | 1.305 | 1,997 | | 1,997 | 146 | 2,143 |
| PKS & REC ADM | 24.24 | 15.822 | 24,200 | | 24,200 | 1,773 | 25,973 |
| CITY MANAGER | 3.75 | 2.448 | 3,744 | | 3,744 | 274 | 4,018 |
| NAT RES MGMT | 3.00 | 1.958 | 2,995 | | 2,995 | 219 | 3,214 |
| BEACH MAINT | 8.35 | 5.450 | 8,336 | | 8,336 | 611 | 8,947 |
| BEACH ENFORCE | 8.67 | 5.659 | 8,656 | | 8,656 | 634 | 9,290 |
| SEWER SYSTEM | 18.30 | 11.945 | 18,270 | | 18,270 | 1,339 | 19,609 |
| LEGISLATIVE | 5.00 | 3.264 | 4,992 | | 4,992 | 366 | 5,358 |
| PLANNING | 8.90 | 5.809 | 8,885 | | 8,885 | 651 | 9,536 |
| POLICE SVCS | 33.12 | 21.619 | 33,066 | | 33,066 | 2,423 | 35,489 |
| TRANS FUND 101 | 8.00 | 5.222 | 7,987 | | 7,987 | 585 | 8,572 |
| BLDG/FUND 169 | 4.80 | 3.133 | 4,792 | | 4,792 | 351 | 5,143 |
| SENIORS PROG | 2.57 | 1.678 | 2,566 | | 2,566 | 188 | 2,754 |
| Total: | 153.20 | 100.000 | 152,950 | | 152,950 | 9,560 | 162,510 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF FTE's PER DEPARTMENT

Source: ANNUAL BUDGET DOCUMENT

FINANCE
Detail Allocation of
RISK MANAGEMENT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| PW DIR/GARAGE | 5.60 | 3.655 | 2,982 | | 2,982 | | 2,982 |
| CITY ATTORNEY | 2.00 | 1.305 | 1,065 | | 1,065 | | 1,065 |
| PUB FACILITIES | 3.00 | 1.958 | 1,597 | | 1,597 | | 1,597 |
| INFO TECH | 4.40 | 2.872 | 2,343 | | 2,343 | | 2,343 |
| FINANCE | 7.50 | 4.896 | 3,993 | | 3,993 | | 3,993 |
| POLICE ADMIN | 2.00 | 1.305 | 1,065 | | 1,065 | 78 | 1,143 |
| PKS & REC ADM | 24.24 | 15.822 | 12,907 | | 12,907 | 946 | 13,853 |
| CITY MANAGER | 3.75 | 2.448 | 1,997 | | 1,997 | 146 | 2,143 |
| NAT RES MGMT | 3.00 | 1.958 | 1,597 | | 1,597 | 117 | 1,714 |
| BEACH MAINT | 8.35 | 5.450 | 4,446 | | 4,446 | 326 | 4,772 |
| BEACH ENFORCE | 8.67 | 5.659 | 4,616 | | 4,616 | 338 | 4,954 |
| SEWER SYSTEM | 18.30 | 11.945 | 9,744 | | 9,744 | 714 | 10,458 |
| LEGISLATIVE | 5.00 | 3.264 | 2,662 | | 2,662 | 195 | 2,857 |
| PLANNING | 8.90 | 5.809 | 4,739 | | 4,739 | 347 | 5,086 |
| POLICE SVCS | 33.12 | 21.619 | 17,635 | | 17,635 | 1,292 | 18,927 |
| TRANS FUND 101 | 8.00 | 5.222 | 4,260 | | 4,260 | 312 | 4,572 |
| BLDG/FUND 169 | 4.80 | 3.133 | 2,556 | | 2,556 | 187 | 2,743 |
| SENIORS PROG | 2.57 | 1.678 | 1,368 | | 1,368 | 100 | 1,468 |
| Total: | 153.20 | 100.000 | 81,572 | | 81,572 | 5,098 | 86,670 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF FTE's PER DEPARTMENT

Source: ANNUAL BUDGET DOCUMENT

FINANCE
 Detail Allocation of
 OTHER ACCOUNTING

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| CITY MANAGER | 100.00 | 100.000 | 305,902 | | 305,902 | 19,121 | 325,023 |
| Total: | 100.00 | 100.000 | 305,902 | | 305,902 | 19,121 | 325,023 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE ANAYLSIS REPORT

FINANCE
 Detail Allocation of
 BUSINESS TAX

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| BUSINESS TAX | 100.00 | 100.000 | 152,950 | | 152,950 | 9,561 | 162,511 |
| Total: | 100.00 | 100.000 | 152,950 | | 152,950 | 9,561 | 162,511 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE ANALYSIS REPORT

FINANCE

Departmental Cost Allocation Summary

| Departments | Total | GENERAL ACCOUNTING | PAYROLL/BENEFITS | RISK MANAGEMENT | OTHER ACCOUNTING |
|----------------|-----------|--------------------|------------------|-----------------|------------------|
| INSURANCE | 2,573 | 2,573 | | | |
| PW DIR/GARAGE | 12,026 | 3,453 | 5,591 | 2,982 | |
| CITY ATTORNEY | 5,281 | 2,219 | 1,997 | 1,065 | |
| PUB FACILITIES | 10,098 | 5,506 | 2,995 | 1,597 | |
| INFO TECH | 13,756 | 7,020 | 4,393 | 2,343 | |
| FINANCE | 13,919 | 2,438 | 7,488 | 3,993 | |
| POLICE ADMIN | 3,627 | 341 | 2,143 | 1,143 | |
| PKS & REC ADM | 87,436 | 47,610 | 25,973 | 13,853 | |
| CITY MANAGER | 333,784 | 2,600 | 4,018 | 2,143 | 325,023 |
| NAT RES MGMT | 7,475 | 2,547 | 3,214 | 1,714 | |
| BEACH MAINT | 42,022 | 28,303 | 8,947 | 4,772 | |
| BEACH ENFORCE | 43,628 | 29,384 | 9,290 | 4,954 | |
| SEWER SYSTEM | 80,320 | 50,253 | 19,609 | 10,458 | |
| LEGISLATIVE | 11,695 | 3,480 | 5,358 | 2,857 | |
| PLANNING | 17,324 | 2,702 | 9,536 | 5,086 | |
| POLICE SVCS | 60,086 | 5,670 | 35,489 | 18,927 | |
| TRANS FUND 101 | 26,371 | 13,227 | 8,572 | 4,572 | |
| BLDG/FUND 169 | 37,404 | 29,518 | 5,143 | 2,743 | |
| SEMP | 368 | 368 | | | |
| GARBAGE/SW | 192 | 192 | | | |
| SENIORS PROG | 6,007 | 1,785 | 2,754 | 1,468 | |
| BIG ARTS FAC | 32 | 32 | | | |
| INTERFUND TRAN | 613 | 613 | | | |
| HIS MUS/VILLAG | 991 | 991 | | | |
| BUSINESS TAX | 162,511 | | | | |
| ELE PARK MAINT | 4,332 | 4,332 | | | |
| DEBT SERVICE | 1,684 | 1,684 | | | |
| CAP PROJECTS | 5,931 | 5,931 | | | |
| CHR/BMRH | 144 | 144 | | | |
| GEN PENSION TR | 1,199 | 1,199 | | | |
| FR MADDEN EST | 315 | 315 | | | |
| SHELL HARBOR | 1,156 | 1,156 | | | |
| SANI EST CANAL | 948 | 948 | | | |
| W/S DREDGING | 858 | 858 | | | |
| POL PEN TRUST | 315 | 315 | | | |
| WTR QUAL EDUC | 213 | 213 | | | |
| ALL OTHERS | 147,044 | 147,044 | | | |
| Reimbursement: | | | | | |
| Total: | 1,143,678 | 406,964 | 162,510 | 86,670 | 325,023 |
| | ===== | ===== | ===== | ===== | ===== |

FINANCE

Departmental Cost Allocation Summary

Departments

BUSINESS TAX

- INSURANCE
- PW DIR/GARAGE
- CITY ATTORNEY
- PUB FACILITIES
- INFO TECH
- FINANCE
- POLICE ADMIN
- PKS & REC ADM
- CITY MANAGER
- NAT RES MGMT
- BEACH MAINT
- BEACH ENFORCE
- SEWER SYSTEM
- LEGISLATIVE
- PLANNING
- POLICE SVCS
- TRANS FUND 101
- BLDG/FUND 169
- SEMP
- GARBAGE/SW
- SENIORS PROG
- BIG ARTS FAC
- INTERFUND TRAN
- HIS MUS/VILLAG
- BUSINESS TAX
- ELE PARK MAINT
- DEBT SERVICE
- CAP PROJECTS
- CHR/BMRH
- GEN PENSION TR
- FR MADDEN EST
- SHELL HARBOR
- SANI EST CANAL
- W/S DREDGING
- POL PEN TRUST
- WTR QUAL EDUC
- ALL OTHERS

162,511

Reimbursement:

Total:

162,511

FISCAL 2014
POLICE ADMINISTRATION
NATURE AND EXTENT OF SERVICES

The task of the Police Department is to uphold the law and order within the City limits. These tasks include safeguarding the lives and property of residents and visitors by providing continuous and reliable police service twenty-four hours a day for the entire year.

Costs associated with Police Administration have been allocated departmentally on the number of employees supervised. Beach parking enforcement support has been directly assigned. Traffic Aides support have been allocated based on the percentage of support time.

POLICE ADMIN

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|--|----------------|----------------|-----------|-----------|
| Expenditures per Financial Statement: | 4,166,209 | | | 4,166,209 |
| Deductions: | | | | |
| POLICE PENSION | -904,803 | | | |
| MIS SALARY | -72,333 | | | |
| Total Deductions: | -977,136 | | | -977,136 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 17,446 | | 17,446 | |
| EQUIP USE ALLO | 22,571 | | 22,571 | |
| INSURANCE | 21,455 | 2,343 | 23,798 | |
| PW DIR/GARAGE | 27,174 | 6,316 | 33,490 | |
| CITY ATTORNEY | 23,000 | 2,850 | 25,850 | |
| PUB FACILITIES | 104,493 | 13,056 | 117,549 | |
| INFO TECH | 244,423 | 19,579 | 264,002 | |
| FINANCE | 3,382 | 245 | 3,627 | |
| POLICE ADMIN | | 14,038 | 14,038 | |
| CITY MANAGER | | 185,041 | 185,041 | |
| Total Allocated Additions: | 463,944 | 243,468 | 707,412 | 707,412 |
| Total to be Allocated: | 3,653,017 | 243,468 | | 3,896,485 |
| | ===== | ===== | | ===== |

POLICE ADMIN
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | DEPARTMENTAL ADMIN | POLICE SERVICES | BEACH PARKING SUPP |
|-----------------------------------|------------------|-----------------|--------------------|------------------|--------------------|
| Expenses: | | | | | |
| SALARIES AND WAGES | 1,986,326 | | 166,290 | 1,731,352 | 36,340 |
| FRINGE BENEFITS | 901,643 | | 72,835 | 789,554 | 16,327 |
| TRAVEL AND PER DIEM | 94,487 | | 9,165 | 85,322 | |
| COMMUNICATIONS | 51,580 | | 5,003 | 46,577 | |
| POSTAGE | 263 | | 26 | 237 | |
| REPAIRS AND MAINT | 30,014 | | 2,911 | 27,103 | |
| OTHER CURRENT CHGS | 698 | | 68 | 630 | |
| OFFICE SUPPLIES | 5,460 | | 530 | 4,930 | |
| OPERATING SUPPLIES | 114,110 | | 11,069 | 103,041 | |
| BOOKS & PUBLICATIONS | 1,093 | | 106 | 987 | |
| RENTAL AND LEASES | 1,815 | | 176 | 1,639 | |
| PRINTING | 443 | | 43 | 400 | |
| OTHER CHARGES | 1,141 | | 111 | 1,030 | |
| POLICE PENSION | 904,803 | 904,803 | | | |
| MIS SALARY | 72,333 | 72,333 | | | |
| Departmental Expenditures: | 4,166,209 | 977,136 | 268,333 | 2,792,802 | 52,667 |
| Deductions: | -977,136 | -977,136 | | | |
| Functional Cost: | 3,189,073 | | 268,333 | 2,792,802 | 52,667 |
| Additions 1st | | | | | |
| Others: | 463,944 | 463,944 | 39,037 | 406,295 | 7,662 |
| Reallocate Admin: | | -463,944 | | | |
| 1st Allocation: | 3,653,017 | | 307,370 | 3,199,097 | 60,329 |
| | ----- | | ----- | ----- | ----- |
| Additions 2nd | | | | | |
| Others: | 243,468 | 243,468 | 20,486 | 213,215 | 4,021 |
| Reallocate Admin: | | -243,468 | | | |
| 2nd Allocation: | 243,468 | | 20,486 | 213,215 | 4,021 |
| | ----- | | ----- | ----- | ----- |
| Total Allocated: | 3,896,485 | | 327,856 | 3,412,312 | 64,350 |
| | ===== | | ===== | ===== | ===== |

POLICE ADMIN
 Schedule of Costs to be
 Allocated by Function

TRAFFIC AIDES

Expenses:

| | |
|----------------------|--------|
| SALARIES AND WAGES | 52,344 |
| FRINGE BENEFITS | 22,927 |
| TRAVEL AND PER DIEM | |
| COMMUNICATIONS | |
| POSTAGE | |
| REPAIRS AND MAINT | |
| OTHER CURRENT CHGS | |
| OFFICE SUPPLIES | |
| OPERATING SUPPLIES | |
| BOOKS & PUBLICATIONS | |
| RENTAL AND LEASES | |
| PRINTING | |
| OTHER CHARGES | |
| POLICE PENSION | |
| MIS SALARY | |

Departmental
 Expenditures: 75,271

Functional Cost: 75,271

Additions 1st
 Others: 10,950

1st Allocation: 86,221

Additions 2nd
 Others: 5,746

2nd Allocation: 5,746

Total Allocated: 91,967
 =====

POLICE ADMIN
 Detail Allocation of
 DEPARTMENTAL ADMIN

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| POLICE ADMIN | 2.00 | 4.567 | 14,038 | | 14,038 | | 14,038 |
| BEACH ENFORCE | 8.67 | 19.799 | 60,856 | | 60,856 | 4,250 | 65,106 |
| POLICE SVCS | 33.12 | 75.634 | 232,476 | | 232,476 | 16,236 | 248,712 |
| Total: | 43.79 | 100.000 | 307,370 | | 307,370 | 20,486 | 327,856 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: NUMBER OF EMPLOYEES SUPERVISED

Source: PERSONNEL LISTING/ORGANIZATIONAL CHART

POLICE ADMIN
 Detail Allocation of
 POLICE SERVICES

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| GENERAL GOVT | 100.00 | 100.000 | 3,199,097 | | 3,199,097 | 213,215 | 3,412,312 |
| Total: | 100.00 | 100.000 | 3,199,097 | | 3,199,097 | 213,215 | 3,412,312 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE REPORT/CHIEF OF POLICE

POLICE ADMIN
 Detail Allocation of
 BEACH PARKING SUPP

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| BEACH ENFORCE | 100.00 | 100.000 | 60,329 | | 60,329 | 4,021 | 64,350 |
| Total: | 100.00 | 100.000 | 60,329 | | 60,329 | 4,021 | 64,350 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE REPORT/CHIEF OF POLICE

POLICE ADMIN
 Detail Allocation of
 TRAFFIC AIDES

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| BEACH ENFORCE | 30.00 | 30.000 | 25,866 | | 25,866 | 1,724 | 27,590 |
| GENERAL GOVT | 70.00 | 70.000 | 60,355 | | 60,355 | 4,022 | 64,377 |
| Total: | 100.00 | 100.000 | 86,221 | | 86,221 | 5,746 | 91,967 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: PERCENTAGE OF SUPPORT TIME

Source: TRAFFIC AIDE SUMMARY REPORT

POLICE ADMIN

Departmental Cost Allocation Summary

| Departments | Total | DEPARTMENTAL ADMIN | POLICE SERVICES | BEACH PARKING SUPP | TRAFFIC AIDES |
|----------------|-----------|--------------------|-----------------|--------------------|---------------|
| POLICE ADMIN | 14,038 | 14,038 | | | |
| BEACH ENFORCE | 157,046 | 65,106 | | 64,350 | 27,590 |
| POLICE SVCS | 248,712 | 248,712 | | | |
| GENERAL GOVT | 3,476,689 | | 3,412,312 | | 64,377 |
| Reimbursement: | | | | | |
| Total: | 3,896,485 | 327,856 | 3,412,312 | 64,350 | 91,967 |
| | ===== | ===== | ===== | ===== | ===== |

FISCAL 2014
PARKS AND RECREATION ADMINISTRATION
NATURE AND EXTENT OF SERVICES

The purpose of the Department of Parks and Recreation is to provide direction, planning and coordination of services in order to offer a wide range of high quality year round leisure programs that are responsive to the physical, mental and cultural needs of the citizens of Sanibel.

A salary and wage report was prepared to functionalize support for the Elementary Ball Park maintenance and the Information Desk. Costs associated with Elementary Ball Park field has been directly assigned. The Information Desk support has been allocated based on the number of accounting transactions per department.

PKS & REC ADM

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|-----------|
| Expenditures per Financial Statement: | 1,967,325 | | | 1,967,325 |
| Deductions: | | | | |
| PROMOTIONAL ACTIVITY | -8,008 | | | |
| GRANTS AND AIDS | -25,443 | | | |
| BLDG AND EQUIPMENT | -28,653 | | | |
| Total Deductions: | -62,104 | | | -62,104 |
| Allocated Additions: | | | | |
| EQUIP USE ALLO | 2,947 | | 2,947 | |
| INSURANCE | 43,981 | 4,802 | 48,783 | |
| PW DIR/GARAGE | 2,487 | 576 | 3,063 | |
| CITY ATTORNEY | 13,800 | 1,710 | 15,510 | |
| INFO TECH | 87,648 | 5,452 | 93,100 | |
| FINANCE | 81,747 | 5,689 | 87,436 | |
| CITY MANAGER | | 87,368 | 87,368 | |
| Total Allocated Additions: | 232,610 | 105,597 | 338,207 | 338,207 |
| Total to be Allocated: | 2,137,831 | 105,597 | | 2,243,428 |
| | ===== | ===== | | ===== |

PKS & REC ADM
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | FUND 173 SUPPORT | GENERAL GOVERNMENT | INFO DESK SUPPORT |
|-----------------------------------|------------------|----------------|------------------|--------------------|-------------------|
| Expenses: | | | | | |
| SALARIES AND WAGES | 923,993 | | 73,969 | 739,105 | 110,919 |
| FRINGE BENEFITS | 330,312 | | 26,444 | 264,215 | 39,653 |
| CONTRACTUAL SVCS | 153,768 | | | 153,768 | |
| TRAVEL | 17,220 | | | 17,220 | |
| COMMUNICATIONS SVCS | 11,482 | | | 9,989 | 1,493 |
| POSTAGE | 1,168 | | | 1,016 | 152 |
| RENTAL & LEASES | 39,972 | | | 39,972 | |
| REPAIRS & MAINT | 115,080 | | | 115,080 | |
| PROMOTIONAL ACTIVITY | 8,008 | 8,008 | | | |
| OTHER CURRENT CHGS | 2,868 | | | 2,495 | 373 |
| OFFICE SUPPLIES | 11,612 | | | 10,102 | 1,510 |
| OPERATING SUPPLIES | 133,679 | | | 133,679 | |
| PRINTING | 2,687 | | | 2,338 | 349 |
| INSURANCE | 5,431 | | | 4,725 | 706 |
| UTILITIES | 137,400 | | | 137,400 | |
| OTHER CHARGES | 1,838 | | | 1,599 | 239 |
| GRANTS AND AIDS | 25,443 | 25,443 | | | |
| BLDG AND EQUIPMENT | 28,653 | 28,653 | | | |
| ROAD MATERIALS | 2,363 | | | 2,363 | |
| BOOKS AND PUBS | 5,069 | | | 5,069 | |
| CREDIT CARD FEES | 9,279 | | | 9,279 | |
| Departmental Expenditures: | 1,967,325 | 62,104 | 100,413 | 1,649,414 | 155,394 |
| Deductions: | -62,104 | -62,104 | | | |
| Functional Cost: | 1,905,221 | | 100,413 | 1,649,414 | 155,394 |
| Additions 1st | | | | | |
| Others: | 232,610 | 232,610 | 12,260 | 201,378 | 18,972 |
| Reallocate Admin: | | -232,610 | | | |
| 1st Allocation: | 2,137,831 | | 112,673 | 1,850,792 | 174,366 |
| | ----- | | ----- | ----- | ----- |
| Additions 2nd | | | | | |
| Others: | 105,597 | 105,597 | 5,565 | 91,419 | 8,613 |
| Reallocate Admin: | | -105,597 | | | |
| 2nd Allocation: | 105,597 | | 5,565 | 91,419 | 8,613 |
| | ----- | | ----- | ----- | ----- |
| Total Allocated: | 2,243,428 | | 118,238 | 1,942,211 | 182,979 |
| | ===== | | ===== | ===== | ===== |

PKS & REC ADM
 Detail Allocation of
 FUND 173 SUPPORT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| ELE PARK MAINT | 100.00 | 100.000 | 112,673 | | 112,673 | 5,565 | 118,238 |
| Total: | 100.00 | 100.000 | 112,673 | | 112,673 | 5,565 | 118,238 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIREC ASSIGNMENT

Source: SALARY AND WAGE REPORT

PKS & REC ADM
Detail Allocation of
GENERAL GOVERNMENT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| GENERAL GOVT | 100.00 | 100.000 | 1,850,792 | | 1,850,792 | 91,419 | 1,942,211 |
| Total: | 100.00 | 100.000 | 1,850,792 | | 1,850,792 | 91,419 | 1,942,211 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE ANALYSIS

PKS & REC ADM
 Detail Allocation of
 INFO DESK SUPPORT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|---------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| BEACH ENFORCE | 4,757.00 | 11.124 | 19,396 | | 19,396 | 958 | 20,354 |
| GENERAL GOVT | 38,007.00 | 88.876 | 154,970 | | 154,970 | 7,655 | 162,625 |
| Total: | 42,764.00 | 100.000 | 174,366 | | 174,366 | 8,613 | 182,979 |
| | ***** | ***** | ***** | ***** | ***** | ***** | ***** |

Allocation Basis: NUMBER OF ACCOUNTING TRANSACTIONS PER DEPT

Source: TRANSACTION REPORT

PKS & REC ADM

Departmental Cost Allocation Summary

| Departments | Total | FUND 173 SUPPORT | GENERAL GOVERNMENT | INFO DESK SUPPORT |
|----------------|-----------|------------------|--------------------|-------------------|
| BEACH ENFORCE | 20,354 | | | 20,354 |
| ELE PARK MAINT | 118,238 | 118,238 | | |
| GENERAL GOVT | 2,104,836 | | 1,942,211 | 162,625 |
| Reimbursement: | | | | |
| Total: | 2,243,428 | 118,238 | 1,942,211 | 182,979 |
| | ===== | ===== | ===== | ===== |

**FISCAL 2014
CITY MANAGER
NATURE AND EXTENT OF SERVICES**

The City Manager is responsible for the administration and coordination of several operations and activities. Specific duties include overall administration of all City departments and promulgation of administrative policies and procedures.

Costs associated with this department have been allocated departmentally on FY 2014 Expenditures excluding transfers. General government costs have been directly assigned.

CITY MANAGER

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|-----------|
| Expenditures per Financial Statement: | 808,260 | | | 808,260 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 2,868 | | 2,868 | |
| EQUIP USE ALLO | 3,745 | | 3,745 | |
| INSURANCE | 5,078 | 554 | 5,632 | |
| PUB FACILITIES | 17,180 | 2,147 | 19,327 | |
| INFO TECH | 277,771 | 17,109 | 294,880 | |
| FINANCE | 314,081 | 19,703 | 333,784 | |
| CITY MANAGER | | 35,889 | 35,889 | |
| Total Allocated Additions: | 620,723 | 75,402 | 696,125 | 696,125 |
| Total to be Allocated: | 1,428,983 | 75,402 | | 1,504,385 |
| | ===== | ===== | | ===== |

CITY MANAGER
 Schedule of Costs to be
 Allocated by Function

| | Total | G & A | DEPARTMENT COORD | GENERAL GOVERNMENT |
|-----------------------------------|------------------|----------|------------------|--------------------|
| Expenses: | | | | |
| SALARIES AND WAGES | 445,171 | | 378,395 | 66,776 |
| FRINGE BENEFITS | 242,660 | | 206,261 | 36,399 |
| TRAVEL AND PER DIEM | 18,520 | | 15,742 | 2,778 |
| LIVING ALLOWANCE | 26,136 | | 26,136 | |
| COMMUNICATIONS | 10,360 | | 8,806 | 1,554 |
| OTHER CURRENT CHARGE | 860 | | 731 | 129 |
| OFFICE SUPPLIES | 3,493 | | 2,969 | 524 |
| OPERATING SUPPLIES | 1,023 | | 870 | 153 |
| BOOKS/PUBS/SUBSCRIPT | 2,862 | | 2,433 | 429 |
| OTHER CHARGES | 266 | | 226 | 40 |
| PROFESSIONAL SVCS | 45,710 | | 38,853 | 6,857 |
| OTHER CONTRACTUAL | 11,199 | | 9,519 | 1,680 |
| Departmental Expenditures: | 808,260 | | 690,941 | 117,319 |
| Functional Cost: | 808,260 | | 690,941 | 117,319 |
| Additions 1st | | | | |
| Others: | 620,723 | 620,723 | 530,625 | 90,098 |
| Reallocate Admin: | | -620,723 | | |
| 1st Allocation: | 1,428,983 | | 1,221,566 | 207,417 |
| | ----- | | ----- | ----- |
| Additions 2nd | | | | |
| Others: | 75,402 | 75,402 | 64,459 | 10,943 |
| Reallocate Admin: | | -75,402 | | |
| 2nd Allocation: | 75,402 | | 64,459 | 10,943 |
| | ----- | | ----- | ----- |
| Total Allocated: | 1,504,385 | | 1,286,025 | 218,360 |
| | ===== | | ===== | ===== |

CITY MANAGER
 Detail Allocation of
 DEPARTMENT COORD

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|----------------|---------------------|----------------|--------------------|--------------------|---------------------|----------------------|--------------------|
| INSURANCE | 678.00 | 2.465 | 30,115 | | 30,115 | | 30,115 |
| PW DIR/GARAGE | 837.00 | 3.043 | 37,177 | | 37,177 | | 37,177 |
| CITY ATTORNEY | 569.00 | 2.069 | 25,273 | | 25,273 | | 25,273 |
| PUB FACILITIES | 512.00 | 1.862 | 22,741 | | 22,741 | | 22,741 |
| INFO TECH | 827.00 | 3.007 | 36,733 | | 36,733 | | 36,733 |
| FINANCE | 906.00 | 3.294 | 40,242 | | 40,242 | | 40,242 |
| POLICE ADMIN | 4,166.00 | 15.148 | 185,041 | | 185,041 | | 185,041 |
| PKS & REC ADM | 1,967.00 | 7.152 | 87,368 | | 87,368 | | 87,368 |
| CITY MANAGER | 808.00 | 2.938 | 35,889 | | 35,889 | | 35,889 |
| NAT RES MGMT | 498.00 | 1.811 | 22,120 | | 22,120 | 1,978 | 24,098 |
| BEACH MAINT | 1,329.00 | 4.832 | 59,030 | | 59,030 | 5,277 | 64,307 |
| BEACH ENFORCE | 1,380.00 | 5.018 | 61,295 | | 61,295 | 5,480 | 66,775 |
| SEWER SYSTEM | 4,615.00 | 16.780 | 204,984 | | 204,984 | 18,326 | 223,310 |
| LEGISLATIVE | 297.00 | 1.080 | 13,192 | | 13,192 | 1,179 | 14,371 |
| PLANNING | 827.00 | 3.007 | 36,733 | | 36,733 | 3,284 | 40,017 |
| TRANS FUND 101 | 2,092.00 | 7.607 | 92,920 | | 92,920 | 8,307 | 101,227 |
| BLDG/FUND 169 | 685.00 | 2.491 | 30,426 | | 30,426 | 2,720 | 33,146 |
| SEMP | 12.00 | 0.044 | 533 | | 533 | 48 | 581 |
| GARBAGE/SW | 64.00 | 0.233 | 2,843 | | 2,843 | 254 | 3,097 |
| SENIORS PROG | 173.00 | 0.629 | 7,684 | | 7,684 | 687 | 8,371 |
| BIG ARTS FAC | 12.00 | 0.044 | 533 | | 533 | 48 | 581 |
| HIS MUS/VILLAG | 174.00 | 0.633 | 7,729 | | 7,729 | 691 | 8,420 |
| ELE PARK MAINT | 291.00 | 1.058 | 12,925 | | 12,925 | 1,156 | 14,081 |
| DEBT SERVICE | 840.00 | 3.054 | 37,310 | | 37,310 | 3,336 | 40,646 |
| CAP PROJECTS | 1,089.00 | 3.960 | 48,370 | | 48,370 | 4,324 | 52,694 |
| CHR/BMRH | 284.00 | 1.033 | 12,614 | | 12,614 | 1,128 | 13,742 |
| GEN PENSION TR | 1,413.00 | 5.138 | 62,761 | | 62,761 | 5,611 | 68,372 |
| FR MADDEN EST | 1.00 | 0.004 | 44 | | 44 | 4 | 48 |
| SHELL HARBOR | 44.00 | 0.160 | 1,954 | | 1,954 | 175 | 2,129 |
| SANI EST CANAL | 7.00 | 0.025 | 311 | | 311 | 28 | 339 |
| W/S DREDGING | 0.24 | 0.001 | 11 | | 11 | 1 | 12 |
| WTR QUAL EDUC | 105.00 | 0.382 | 4,665 | | 4,665 | 417 | 5,082 |
| Total: | 27,502.24 | 100.000 | 1,221,566 | | 1,221,566 | 64,459 | 1,286,025 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: FY 2014 EXPENDITURES EXCL TRANSFERS (1,000'S)

Source: DETAIL BUDGET DOCUMENT

CITY MANAGER
 Detail Allocation of
 GENERAL GOVERNMENT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| GENERAL GOVT | 100.00 | 100.000 | 207,417 | | 207,417 | 10,943 | 218,360 |
| Total: | 100.00 | 100.000 | 207,417 | | 207,417 | 10,943 | 218,360 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE ANALYSIS

CITY MANAGER

Departmental Cost Allocation Summary

| Departments | Total | DEPARTMENT COORD | GENERAL GOVERNMENT |
|----------------|-----------|------------------|--------------------|
| INSURANCE | 30,115 | 30,115 | |
| PW DIR/GARAGE | 37,177 | 37,177 | |
| CITY ATTORNEY | 25,273 | 25,273 | |
| PUB FACILITIES | 22,741 | 22,741 | |
| INFO TECH | 36,733 | 36,733 | |
| FINANCE | 40,242 | 40,242 | |
| POLICE ADMIN | 185,041 | 185,041 | |
| PKS & REC ADM | 87,368 | 87,368 | |
| CITY MANAGER | 35,889 | 35,889 | |
| NAT RES MGMT | 24,098 | 24,098 | |
| BEACH MAINT | 64,307 | 64,307 | |
| BEACH ENFORCE | 66,775 | 66,775 | |
| SEWER SYSTEM | 223,310 | 223,310 | |
| LEGISLATIVE | 14,371 | 14,371 | |
| PLANNING | 40,017 | 40,017 | |
| TRANS FUND 101 | 101,227 | 101,227 | |
| BLDG/FUND 169 | 33,146 | 33,146 | |
| SEMP | 581 | 581 | |
| GARBAGE/SW | 3,097 | 3,097 | |
| SENIORS PROG | 8,371 | 8,371 | |
| BIG ARTS FAC | 581 | 581 | |
| HIS MUS/VILLAG | 8,420 | 8,420 | |
| ELE PARK MAINT | 14,081 | 14,081 | |
| DEBT SERVICE | 40,646 | 40,646 | |
| CAP PROJECTS | 52,694 | 52,694 | |
| CHR/BMRH | 13,742 | 13,742 | |
| GEN PENSION TR | 68,372 | 68,372 | |
| FR MADDEN EST | 48 | 48 | |
| SHELL HARBOR | 2,129 | 2,129 | |
| SANI EST CANAL | 339 | 339 | |
| W/S DREDGING | 12 | 12 | |
| WTR QUAL EDUC | 5,082 | 5,082 | |
| GENERAL GOVT | 218,360 | | 218,360 |
| Reimbursement: | | | |
| Total: | 1,504,385 | 1,286,025 | 218,360 |
| | ===== | ===== | ===== |

FISCAL 2014
NATURAL RESOURCES
NATURE AND EXTENT OF SERVICES

The Natural Resources Department 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. In addition, the department provides support to Beach Maintenance.

A salary and wage analysis report was prepared to allocate salaries and benefits in support of Beach Maintenance. These costs were then directly assigned to Beach Maintenance.

NAT RES MGMT

Costs to be Allocated

| | 1st Allocation | 2nd Allocation | Sub-total | Total |
|---------------------------------------|----------------|----------------|-----------|---------|
| Expenditures per Financial Statement: | 498,020 | | | 498,020 |
| Allocated Additions: | | | | |
| BLDG USE ALLO | 1,912 | | 1,912 | |
| INSURANCE | 3,845 | 419 | 4,264 | |
| PW DIR/GARAGE | 336 | 78 | 414 | |
| CITY ATTORNEY | 32,200 | 3,990 | 36,190 | |
| PUB FACILITIES | 11,454 | 1,431 | 12,885 | |
| INFO TECH | 16,872 | 1,045 | 17,917 | |
| FINANCE | 6,980 | 495 | 7,475 | |
| CITY MANAGER | 22,120 | 1,978 | 24,098 | |
| Total Allocated Additions: | 95,719 | 9,436 | 105,155 | 105,155 |
| Total to be Allocated: | 593,739 | 9,436 | | 603,175 |
| | ===== | ===== | | ===== |

NAT RES MGMT

Schedule of Costs to be
Allocated by Function

| | Total | G & A | BEACH MAINTENANCE | GENERAL GOVERNMENT |
|-----------------------------------|---------|---------|-------------------|--------------------|
| Expenses: | | | | |
| SALARY AND WAGES | 119,951 | | 7,309 | 112,642 |
| FRINGE BENEFITS | 90,720 | | 5,528 | 85,192 |
| OPERATING EXPENSES | 287,349 | | | 287,349 |
| Departmental Expenditures: | 498,020 | | 12,837 | 485,183 |
| Functional Cost: | 498,020 | | 12,837 | 485,183 |
| Additions 1st | | | | |
| Others: | 95,719 | 95,719 | 2,467 | 93,252 |
| Reallocate Admin: | | -95,719 | | |
| 1st Allocation: | 593,739 | | 15,304 | 578,435 |
| | ----- | | ----- | ----- |
| Additions 2nd | | | | |
| Others: | 9,436 | 9,436 | 243 | 9,193 |
| Reallocate Admin: | | -9,436 | | |
| 2nd Allocation: | 9,436 | | 243 | 9,193 |
| | ----- | | ----- | ----- |
| Total Allocated: | 603,175 | | 15,547 | 587,628 |
| | ===== | | ===== | ===== |

NAT RES MGMT
Detail Allocation of
BEACH MAINTENANCE

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|-------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| BEACH MAINT | 100.00 | 100.000 | 15,304 | | 15,304 | 243 | 15,547 |
| Total: | 100.00 | 100.000 | 15,304 | | 15,304 | 243 | 15,547 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE ANALYSIS REPORT

NAT RES MGMT
 Detail Allocation of
 GENERAL GOVERNMENT

| Departments | Allocation Units | Percent | Gross Allocated | Reim- bursement | First Allocation | Second Allocation | Total Allocated |
|--------------|---------------------|---------|--------------------|--------------------|---------------------|----------------------|--------------------|
| GENERAL GOVT | 100.00 | 100.000 | 578,435 | | 578,435 | 9,193 | 587,628 |
| Total: | 100.00 | 100.000 | 578,435 | | 578,435 | 9,193 | 587,628 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Allocation Basis: DIRECT ASSIGNMENT

Source: SALARY AND WAGE ANALYSIS REPORT

NAT RES MGMT

Departmental Cost Allocation Summary

| Departments | Total | BEACH MAINTENANCE | GENERAL GOVERNMENT |
|----------------|---------|-------------------|--------------------|
| BEACH MAINT | 15,547 | 15,547 | |
| GENERAL GOVT | 587,628 | | 587,628 |
| Reimbursement: | | | |
| Total: | 603,175 | 15,547 | 587,628 |
| | ===== | ===== | ===== |

**CITY OF SANIBEL
FULL-COST INDIRECT COST PLAN
COMPARISON OF FY 2013 YEAR END and FY 2014 YEAR END (FINAL)**

| | 2014 Year End | 2013 Year End | Increase (Decrease) | |
|--|-----------------------------|-----------------------------|--------------------------|--|
| ENTERPRISE FUNDS | | | | |
| Sewer System | 442,489 | 447,590 | (5,101) | CHARGED TO ENTERPRISE FUND |
| Beach Maint | 141,688 | 133,209 | 8,479 | CHARGED TO ENTERPRISE FUND |
| Beach Enforcement | 340,330 | 304,247 | 36,083 | CHARGED TO ENTERPRISE FUND |
| GENERAL FUND | | | | |
| Legislative | 203,566 | 194,304 | 9,262 | General Fund Departments are not charged for indirect costs, but the amounts can be used for establishing fees to recover the cost of operations |
| Planning | 252,259 | 261,178 | (8,919) | |
| Police | 340,618 | 345,402 | (4,784) | |
| SEMP | 16,631 | 6,509 | 10,122 | |
| Garbage | 8,459 | 7,486 | 973 | |
| Natural Resources | - | - | - | |
| Non-Beach Parks | 160,454 | 183,873 | (23,419) | |
| Business Tax Receipts | 162,511 | 161,998 | 513 | |
| CHR/BMRH | 37,299 | 34,709 | 2,590 | |
| BIG Arts | 16,333 | 17,214 | (881) | |
| Historical Museum/Village | 56,466 | 61,085 | (4,619) | |
| Interfund Trans | 613 | 576 | 37 | |
| SPECIAL REVENUE FUNDS | | | | |
| Transportation Fund | 488,518 | 501,370 | (12,852) | Funded by Toll Revenues & Gas Taxes |
| Water Quality Education | 5,295 | - | 5,295 | Fund not charged |
| Father Madden | 363 | 414 | (51) | Fund not charged |
| Shell Harbor | 3,285 | 2,386 | 899 | Fund not charged |
| Sanibel Estate Canal T | 1,287 | 1,369 | (82) | Fund not charged |
| WaterShadows Dredg | 870 | 887 | (17) | Fund not charged |
| Rec Ctr Operations | 338,207 | 395,915 | (57,708) | Funded by General Government & user fees |
| Seniors | 111,981 | 103,355 | 8,626 | Funded by General Government & user fees |
| Building | 161,265 | 156,975 | 4,290 | CHARGED TO FUND |
| Ballfield Maint | 138,935 | 113,920 | 25,015 | CHARGED TO FUND |
| DEBT SERVICE | | | | |
| Debt Service | 42,330 | 48,721 | (6,391) | Funded by General Government |
| CAPITAL PROJECTS | | | | |
| Capital Projects | 79,305 | 75,164 | 4,141 | Funded by General Government |
| OPEB, PENSIONS & AGENCY FUNDS | | | | |
| Trust Funds | 69,886 | 94,117 | (24,231) | Trust Funds-not charged-Funded by Gen. Gov. |
| GENERAL GOVERNMENT | | | | |
| Gen'l Govt | 6,531,132 | 6,255,195 | 275,937 | General Government |
| All Others | 160,216 | 131,741 | 28,475 | General Government |
| TOTAL | <u>\$ 10,312,591</u> | <u>\$ 10,040,909</u> | <u>\$ 271,682</u> | |

Sewer/Fund 450

| | 2014 | 2013 | |
|----------------|---------|---------|----------|
| Insurance | 67,010 | 70,172 | (3,162) |
| PW Garage | 18,633 | 23,888 | (5,255) |
| CA | 41,361 | 40,867 | 494 |
| Pub Facilities | 1,858 | 1,780 | 78 |
| IT | 9,997 | 31,261 | (21,264) |
| Finance | 80,320 | 84,196 | (3,876) |
| CM | 223,310 | 195,426 | 27,884 |
| Total | 442,489 | 447,590 | (5,101) |

Beach Maintenance/Fund 470

| | 2014 | 2013 | |
|---------------|---------|---------|---------|
| Insurance | 9,257 | 8,727 | 530 |
| PW Garage | 5,385 | 6,555 | (1,170) |
| CA | 5,170 | 5,108 | 62 |
| IT | - | - | - |
| Finance | 42,022 | 47,010 | (4,988) |
| Police Admin | - | - | - |
| Pks/Rec Admin | - | - | - |
| CM | 64,307 | 58,857 | 5,450 |
| Nat Resources | 15,547 | 6,952 | 8,595 |
| Total | 141,688 | 133,209 | 8,479 |

Beach Enforcement/Fund 470

| | 2014 | 2013 | |
|---------------|---------|---------|---------|
| Insurance | 10,074 | 9,150 | 924 |
| PW Garage | 21,834 | 24,881 | (3,047) |
| CA | 5,170 | 5,108 | 62 |
| IT | 15,449 | 11,396 | 4,053 |
| Finance | 43,628 | 51,619 | (7,991) |
| Police Admin | 157,046 | 119,008 | 38,038 |
| Pks/Rec Admin | 20,354 | 18,462 | 1,892 |
| CM | 66,775 | 64,623 | 2,152 |
| Nat Resources | - | - | - |
| Total | 340,330 | 304,247 | 36,083 |

Building/Fund 169

| | 2014 | 2013 | |
|-----------|---------|---------|---------|
| Build Use | 3,501 | 3,501 | - |
| Insurance | 7,089 | 7,120 | (31) |
| CA | 36,190 | 35,759 | 431 |
| Pub Fac | 23,588 | 19,473 | 4,115 |
| IT | 20,347 | 22,471 | (2,124) |
| Finance | 37,404 | 40,726 | (3,322) |
| CM | 33,146 | 27,925 | 5,221 |
| Total | 161,265 | 156,975 | 4,290 |

Recreation/Fund 170

| | 2014 | 2013 | |
|-----------|---------|---------|----------|
| Build Use | 2,947 | 2,582 | 365 |
| Insurance | 48,783 | 50,756 | (1,973) |
| PW Garage | 3,063 | 2,723 | 340 |
| CA | 15,510 | 15,325 | 185 |
| IT | 93,100 | 151,424 | (58,324) |
| Finance | 87,436 | 99,108 | (11,672) |
| CM | 87,368 | 73,997 | 13,371 |
| Total | 338,207 | 395,915 | (57,708) |

Ballfield/Fund 173

| | 2014 | 2013 | |
|-----------------|---------|---------|--------|
| Insurance | 2,284 | 2,387 | (103) |
| Finance | 4,332 | 3,718 | 614 |
| Pks & Rec Admin | 118,238 | 96,444 | 21,794 |
| CM | 14,081 | 11,371 | 2,710 |
| Total | 138,935 | 113,920 | 25,015 |

**CITY OF SANIBEL
RESOLUTION 15-017**

**APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-014 AND
PROVIDING AN EFFECTIVE DATE**

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

SECTION 1. The revised General, Building Department, Ballpark Maintenance, Sewer, and Beach Parking funds budget for fiscal year 2014-2015, Budget Amendment BA 2015-014, a true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and accepted.

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 3rd day of March, 2015.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler, City Attorney Date _____

Vote of Councilmembers:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

Date filed with City Clerk: _____

CITY OF SANIBEL
BUDGET AMENDMENT

FUND: VARIOUS FUNDS
DEPT: Various Departments

| FUND | ORG | OBJECT | DESCRIPTION | Project | Amount Prior To Change | Incr/(Decr) REVENUE | Incr/(Decr) EXPENSE | Amount After Change |
|----------------------------------|---------|--------|--|---------|------------------------|---------------------|---------------------|---------------------|
| GENERAL FUND | | | | | | | | |
| 001 | 001 | 341936 | Indirect cost charges from sewer fund | | 447,590 | (5,101) | - | 442,489 |
| 001 | 001 | 341937 | Indirect cost charges from beach parking | | 437,456 | 44,562 | - | 482,018 |
| 001 | 001 | 341938 | Indirect cost charges from special revenue | | 270,619 | 29,305 | - | 299,924 |
| 001 | 0018100 | 991730 | Transfer to Ballpark Maintenance | | 97,163 | - | 15,603 | 112,766 |
| 001 | 001 | 389020 | Ending Fund Balance | | 825,000 | - | 53,163 | 878,163 |
| BUILDING DEPARTMENT FUND | | | | | | | | |
| 169 | 169 | 389020 | Ending Fund Balance | | 614,814 | - | (4,290) | 610,524 |
| 169 | 1692400 | 449990 | Indirect cost charges | | 156,975 | - | 4,290 | 161,265 |
| BALLPARK MAINTENANCE FUND | | | | | | | | |
| 173 | 1737250 | 449990 | Indirect cost charges | | 113,920 | - | 25,015 | 138,935 |
| 173 | 173 | 337700 | Lee County BOCC Interlocal revenue | | 90,000 | 8,338 | - | 98,338 |
| 173 | 173 | 337701 | Lee County School Board Interlocal rev | | 50,000 | 1,074 | - | 51,074 |
| 173 | 173 | 381010 | Transfer from General fund | | 97,163 | 15,603 | - | 112,766 |
| SEWER FUND | | | | | | | | |
| 450 | 450 | 389020 | Ending Fund Balance | | 2,680,194 | - | 5,101 | 2,685,295 |
| 450 | 4503500 | 449990 | Indirect cost charges | | 396,828 | - | (5,101) | 391,727 |
| BEACH PARKING FUND | | | | | | | | |
| 470 | 470 | 389020 | Ending Fund Balance | | 1,047,439 | - | (44,562) | 1,002,877 |
| 470 | 4702101 | 449990 | Indirect cost charges | | 183,065 | - | 21,711 | 204,776 |
| 470 | 4702105 | 449990 | Indirect cost charges | | 121,182 | - | 14,372 | 135,554 |
| 470 | 4704101 | 449990 | Indirect cost charges | | 133,209 | - | 8,479 | 141,688 |
| | | | | | TOTAL: | \$ 93,781 | \$ 93,781 | |

PURPOSE:

Based on the FY14 completed indirect cost study, adjust expense in the following funds:

- 1) Building Department Fund increase expense by \$4,290;
- 2) Ballfield Maintenance Fund increase expense by \$25,015;
- 3) Sewer Fund decrease expense by \$5,101;
- 4) Beach Parking Fund increase enforcement expense by \$36,083 and maintenance expense by \$8,479.

Increase revenue to the general fund by \$68,766. Increase revenue to the ballfield maintenance fund by \$25,015 (includes \$15,603 transfer from general fund).

This total amendment increases the FY 2015 budget by \$93,781.

Prepared by: S. Chaipel Date: 2/20/2015 Resolution #: 15-017 Council Date: 3/3/2015 Legistar: _____ Journal #: _____ Date: _____

**CITY OF SANIBEL
RESOLUTION 15-019**

**APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-016 AND
PROVIDING AN EFFECTIVE DATE**

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

SECTION 1. The revised General fund budget for fiscal year 2014-2015, Budget Amendment BA 2015-016, a true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and accepted.

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 3rd day of March, 2015.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler, City Attorney Date

Vote of Councilmembers:

Ruane _____
Congress _____
Denham _____
Harrity _____
Jennings _____

Date filed with City Clerk: _____



MEMORANDUM

DATE: February 24, 2015

TO: Steve Chaipel

FROM: Chief William Tomlinson 

SUBJECT: Rotary Club of Ft Myers

Enclosed is a donation in the amount of \$2,300.00 that was given to the Sanibel Police Department from the Rotary Club of Fort Myers South Foundation Inc. for the School Resource Officer Program. Please do a Budget Amendment for the City Council meeting.



City of Sanibel

800 Dunlop Road
Sanibel, FL 33957

Meeting Minutes - Draft City Council

Tuesday, February 3, 2015

9:00 AM

City Hall

1. Call to Order

Mayor Ruane called the meeting to order at 9:00 a.m.

Present: 5 - Mayor Kevin Ruane, Vice Mayor Doug Congress, Councilman Mick Denham, Councilman Marty Harrity, and Councilman Jim Jennings

2. Invocation and Pledge of Allegiance (Councilman Denham)

Councilman Denham gave the Invocation and led the Pledge of Allegiance.

3. Presentation(s):

a. Healthy Heart Month Proclamation 2015

Mayor Ruane read the Proclamation and presented to the Chairman of the 2015 Heart Walk. The Chairman spoke to the Healthy Heart Walk festivities.

b. Jennifer Pellechio, MBA Deputy Director/Grants Manager regarding Southwest Florida Regional Planning Liaison Initiative

Ms. Pellechio gave a brief PowerPoint presentation.

4. Planning Commission Report (Vice Chair Chris Heidrick)

Vice Chair Heidrick gave the following report:

January 13, 2015

- Two development permit applications were unanimously approved: 4235 West Gulf Drive for an elevated swimming pool; and 1191 Bird Lane for the demolition of an existing and non-conforming boat dock
- Discussion of the Dark Skies ordinance and recommendations to City Council

January 27, 2015

- Workshop regarding waiver process for existing non-conforming structures within the General Town Center District and the Town Center Limited Commercial District

5. Public Comments for non-Agenda items

Public Comment
- Herb Rubin
- Richard Johnson

6. Council Comments

Councilman Harrity spoke to the Super Bowl and never giving up.

Mayor Ruane spoke to traveling to London on behalf of Florida Municipal Insurance Trust.

Ms. Zimomra requested that an item be added to the agenda under Water Quality regarding staff receiving authorization to proceed with the necessary steps to abate the erosion situation at the location southeast of Blind Pass, if it gets to the point of threatening the roadway.

Moved by Mayor Ruane, seconded by Councilman Denham, to amend the agenda to add an item under Water Quality. The motion carried.

7. First Reading of an Ordinance and scheduling of public hearing.

- a. **ORDINANCE 15-004 AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 126 "ZONING", ARTICLE XIV, "SUPPLEMENTARY DISTRICT REGULATIONS", ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4 - "OUTDOOR LIGHTING"; AMENDING SECTION 126-996. "DEFINITIONS" - ADDING UNSHIELDED LIGHTING, POLE-MOUNTED LIGHTING, LANDSCAPING LIGHTING, AND PATHWAY LIGHTING DEFINITIONS; CLARIFYING UPLIGHTING DEFINITION; AND AMENDING SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" - REDEFINING APPLICABILITY PROVISIONS, ESTABLISHING NEW CONSTRUCTION STANDARDS AND EXEMPTIONS REGARDING UNSHIELDED POLE-MOUNTED LIGHTING, UPLIGHTING, LANDSCAPE LIGHTING AND PATHWAY LIGHTING, ADDRESSING EXISTING NONCONFORMING LUMINAIRES; PROHIBITING UNSHIELDED POLE-MOUNTED LIGHTING AND UPLIGHTING; PROVIDING A PROHIBITION DATE; AND REPEALING "APPENDIX A" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" GRAPHICALLY ILLUSTRATING NONCONFORMING AND CONFORMING LUMINAIRES AND MODIFYING EXISTING FIXTURES; AND ADDING "APPENDIX A, APPENDIX B AND APPENDIX C - CITY OF SANIBEL DARK SKY LIGHT FIXTURE GUIDE" IN SECTION 126-997. "OUTDOOR LIGHTING GENERALLY" ILLUSTRATING COMPLIANT AND**

NONCOMPLIANT LUMINAIRES; AND ADDING A NEW SECTION 126-998. "CERTIFICATE OF LUMINAIRE COMPLIANCE" - ESTABLISHING A VOLUNTARY CITY DATABASE INDICATING PROPERTY STATUS REGARDING LUMINAIRE COMPLIANCE; AND RENUMBERING SECTION 126-998. "BEACH WALKOVER LIGHTING" AS 126-999; AMENDING SAME TO ESTABLISH ARTIFICIAL LIGHT ILLUMINATION LEVEL LIMITS; AND RENUMBERING SECTION 126-999. "BEACHFRONT LIGHTING FOR MARINE TURTLE PROTECTION - NEWLY INSTALLED ARTIFICIAL LIGHTING SOURCES" AS 126-1000; AMENDING SAME TO UPDATE EXTERIOR ARTIFICIAL LIGHT FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1000. "SAME - EXISTING ARTIFICIAL LIGHTING SOURCES" AS 126-1001; AMENDING SAME TO UPDATE FIXTURE AND LAMP REQUIREMENTS; AND RENUMBERING SECTION 126-1001. "ALTERNATIVE LIGHTING PLAN" AS 126-1002; AND RENUMBERING SECTION 126-1002. "INTERPRETATION" AS 126-1003; AND RENUMBERING SECTIONS 126-1003 - 126-1020. "RESERVED" TO 126-1004 - 126-1020; AND SPECIFYING THAT COMPLIANCE WITH MARINE TURTLE LIGHTING IS CURRENTLY REQUIRED AND IS NOT BEING AFFECTED BY THE AMENDMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Ms. Zimomra read the title of Ordinance 15-004.

Council set the Second Reading and Public Hearing for March 03, 2015 at 9:10 a.m.

- b. ORDINANCE 15-005 AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B, LAND DEVELOPMENT CODE, CHAPTER 90, FEES, ARTICLE II DEVELOPMENT PERMITS, ADDING, AMENDING AND RENUMBERING SECTIONS IN DIVISION 4, ACCESSORY USES AND STRUCTURES; AMENDING SECTION 90-110 TO ESTABLISH A FEE FOR DEVELOPMENT PERMIT APPLICATIONS FILED FOR AN OSPREY NESTING PLATFORM AND RENUMBERING SECTION 90-110, USES AND STRUCTURES NOT SPECIFICALLY LISTED, AS 90-111; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Ms. Zimomra read the title of Ordinance 15-005.

City Council set the Second Reading and Public Hearing for March 03, 2015 at 9:10 a.m.

8. 9:10 - Second Reading and Public Hearing

- a. **ORDINANCE 15-001 ESTABLISHING THE BASIS AND CRITERIA FOR A RECLAIMED WATER FEE CREDIT; AMENDING THE CODE OF ORDINANCES, CHAPTER 70 - UTILITIES, ARTICLE IV RECLAIMED WATER, BY ADDING A NEW SECTION 70-150 - APPLICATIONS AND CRITERIA FOR A RECLAIMED WATER FEE CREDIT; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Ms. Zimomra read the title of Ordinance 15-001.

Discussion ensued regarding changing the second whereas to read: "Whereas, the Sanibel City Council finds it necessary and appropriate to establish criteria to address any instances where a reclaimed water customer may apply for a refund for any justifiable reason."

Public Comment
- Sonja Smith

Moved by Councilman Harrity, seconded by Mayor Ruane, to adopt Ordinance 15-001 as amended. The motion carried.

- b. **ORDINANCE 15-002 ESTABLISHING THE BASIS AND CRITERIA FOR A RESIDENTIAL SEWER SYSTEM CONNECTION FEE OR SEWER SERVICE FEE CREDIT; AMENDING THE CODE OF ORDINANCES, CHAPTER 70 - UTILITIES, ARTICLE III SANITARY SEWER SYSTEM, BY ADDING A NEW SECTION 70-121 - APPLICATIONS AND CRITERIA FOR A RESIDENTIAL SEWER SYSTEM CONNECTION FEE OR SEWER SERVICE FEE CREDIT; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Ms. Zimomra read the title of Ordinance 15-002.

Discussion ensued regarding amending the second whereas to read: "Whereas, the Sanibel City Council finds it necessary and appropriate to establish criteria to address any instances where a reclaimed water customer may apply for a refund for any justifiable reason."

Public Comment
None

Moved by Vice Mayor Congress, seconded by Councilman Harrity, to adopt Ordinance 15-002 as amended. The motion carried.

- c. **ORDINANCE 15-003 AMENDING THE SANIBEL CODE OF ORDINANCES, SUBPART B, LAND DEVELOPMENT CODE, CHAPTER 126 ZONING, ARTICLE XV, OFF-STREET PARKING AND LOADING, DIVISION 4. DESIGN STANDARDS, SECTIONS 126-1404 SERVICE AISLES AND 126-1406 DESIGN SPECIFICATIONS, MODIFYING THE SERVICE AISLES FOR TWO-WAY TRAFFIC AND THE PARKING SPACE DIMENSION AND AISLE WIDTH FOR 90 DEGREE ANGLE PARKING; PROVIDING FOR CONFLICT AND SEVERANCE; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE**

Ms. Zimomra read the title of Ordinance 15-003.

City Attorney Cuyler suggested that Councilman Harranty abstain from the vote on the ordinance.

Public Comment

None

Moved by Councilman Denham, seconded by Vice Mayor Congress, to adopt Ordinance 15-003. The motion carried.

Abstain: 1 - Councilman Harranty

9. CONSENT AGENDA

Vice Mayor Congress pulled agenda items c, d, and e.

- c. **RESOLUTION 15-006 AMENDING THE PERSONNEL RULES AND REGULATIONS MANUAL, CHAPTER 3, SECTION 3-17, EDUCATIONAL ASSISTANCE AND PROVIDING AN EFFECTIVE DATE**

Vice Mayor Congress noted that the resolution related to an expense reimbursement for an educational program for employees. He referred to Section 2d of the resolution which states that the employee must receive a passing grade for the approved courses to be eligible for reimbursement and suggested a sliding scale for reimbursement based on the passing grade; A and B full reimbursement, C 50% reimbursement, and D no reimbursement. Ms. Zimomra noted that an employee has never received a grade of D.

Discussion ensued.

Public Comment

None

Vice Mayor Congress moved, seconded by Councilman Denham, that passing grades of A or B will be eligible for full reimbursement, passing grade of C will be eligible for 50% reimbursement, and below a passing grade of C there will be no reimbursement, and to adopt Resolution 15-006 as amended. The motion carried.

d. RESOLUTION 15-009 AUTHORIZING THE CITY MANAGER TO DISPOSE OF OBSOLETE OR SURPLUS CAPITAL ASSETS; AND PROVIDING AN EFFECTIVE DATE

Vice Mayor Congress asked staff for clarification regarding the age of the equipment proposed for disposal. Chief Tomlinson provided an explanation regarding the beach patrol ATV, noting that due to the conditions and environment that the ATVs are used in, they rust out fairly quick and the electronics corrode. Discussion ensued regarding depreciation of the beach equipment.

Public Comment
None

Vice Mayor Congress moved, seconded by Councilman Denham, to adopt Resolution 15-009. The motion carried.

e. RESOLUTION 15-010 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-012 AND PROVIDING AN EFFECTIVE DATE

(To budget and appropriate funding related to the production of a bicycle safety video to explain and educate visitors to the City of Sanibel about the City's Shared Use Path system and bicycle safety by the Sanibel Bicycle Club, in conjunction with the City, as detailed: A - Reclassifying \$4,000 already received by the City into a project account as per the agreement with the Sanibel Bike Club; B - To budget receipt and appropriation of \$6,000 from the Sanibel Trails in Motion Fund; C - To budget and appropriate the City's \$4,000 contribution to the project. This amendment increases the FY2015 by \$6,000)

Vice Mayor Congress stated that the funds being spent on the video would be a legitimate transportation fund expense; he believed that there were surplus funds in the transportation fund, therefore this expenditure would not impact the general fund.

Ms. Zimomra read the titles of Resolution 15-006, Resolution 15-009, and Resolution 15-010.

Public Comment
None

Vice Mayor Congress moved, seconded by Mayor Ruane, to take \$4,000 directly from the transportation fund, rather than taking \$4,000 out of the contingency fund, which is ultimately supplemented by the general fund, and to adopt Resolution 15-010 as amended. The motion carried.

a. RESOLUTION 15-014 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-013 AND PROVIDING AN EFFECTIVE DATE

(To appropriate and budget \$1,659,683 in grants from the Lee County Tourist Development Council (TDC) for various projects in fiscal year 2014-2015: A) \$1,302,400 for Sanibel beach/facility maintenance; B) \$85,000 for beach dune walkover repairs; C) \$40,000 for beach erosion monitoring activities; D) \$200,000 for construction of a boardwalk

at Bowman's Beach; E) \$20,000 for construction of a shade structure at Gulfside City Park; F) \$12,283 for Sanibel Beach Park habitat protection activities. These are new sources of funds for fiscal year 2014-2015 and collectively increase the FY2015 budget by \$1,659,683).

- b. RESOLUTION 15-005 APPROVING BUDGET AMENDMENT/TRANSFER NO. 2015-011 AND PROVIDING AN EFFECTIVE DATE** (To budget and appropriate \$8,500 in fees and expenditures for the Recreation Fund to cover an additional week of summer camp. Since the passing of the FY2015 budget, the Lee County School District calendar was finalized and included an extra week of summer break. This amendment increases the FY2015 budget by \$8,500)
- f. RESOLUTION 15-011 DESIGNATING THE QUALIFIED CANDIDATES FOR THE OFFICE OF CITY COUNCIL FOR MARCH 3, 2015 CITY OF SANIBEL MUNICIPAL ELECTION; AND PROVIDING AN EFFECTIVE DATE**
- g. RESOLUTION 15-012 APPROVING THE INSTALLATION OF A MARKED CROSSWALK AT 3075 SANIBEL-CAPTIVA ROAD (ENTRANCE TO THE BAILEY-MATTHEWS SHELL MUSEUM); AND PROVIDING AN EFFECTIVE DATE**

Ms. Zimomra read the titles of Resolution 15-014, Resolution 15-005, Resolution 15-011, and Resolution 15-012.

Public Comment

None

Councilman Harrity moved, seconded by Councilman Denham, to adopt Resolution 15-014, Resolution 15-005, Resolution 15-011, and Resolution 15-012. The motion carried.

- h.** Approval of Minutes - January 06, 2015 Regular Meeting
- i.** Request from Children's Education Center of the Islands to waive rental fees of Sanibel Community Park for Spring Festival 2015
- j.** Approval of a letter agreement establishing a corporate membership for the Sanibel Sea School inconjunction with a vendor contract for summer snorkeling and Marine Ecosystem education and authorize for the City Manager to execute
- k.** Request by Sanibel Isles Water Shadows Home Owners Association to hold their 24th Annual Picnic and serve alcohol at Bock Park (at the end of Dixie Beach) on March 21, 2015

Public Comment

None

Mayor Ruane moved, seconded by Councilman Denham, to approve Consent Agenda items h, i, j, and k. The motion carried.

10. OLD BUSINESS

- a. Water Quality Issues
- i. Reports from Director Evans
 1. Report regarding Lake Okeechobee releases
 2. Report from attending the January 13, 2015 Lee County Legislative Delegation meeting
 3. Governor Scott's announcement regarding funding in the amount of \$5 billion over 20 years to restore the Everglades
 4. South Florida Water Management District approves work to boost Caloosahatchee Water Storage (C-43)
 5. Governor Scott's January 15th Press Release regarding restoring Lake Okeechobee
 - ii. Letter thanking Governor Scott and Cabinet for providing funding to acquire the Bond Ranch as part of the Charlotte Flatwoods Initiative
 - iii. Letter of support dated September 20, 2014 from Mayor Ruane and City Council regarding the State's Bond Ranch Land Acquisition, which was approved by the Cabinet and Governor Scott
 - iv. Letter of support from Mayor Carolyn Freland, City of Punta Gorda, regarding the Caloosahatchee Watershed Regional Water Management Issues Paper (Councilman Denham)

Mayor Ruane spoke to the amendment to the agenda that was included at the beginning of the meeting regarding the erosion situation at a location southeast of Blind Pass.

Director Evans stated that, as a result of staff monitoring the erosion of Blind Pass for the past few months, they have noticed quite a bit of erosion occurring adjacent to the curve in the road across from the Lazy Flamingo parking lot. He noted there was a 4 foot escarpment, approximately 30 feet from the shoulder of the road, which will eventually impact trees. He further noted the immediate options available: A) apply for a DEP permit to put approximately 600 cubic yards of beach-compatible sand on the beach, placed in an upland area, which would probably protect the coconut palm and some of the other vegetation; B) obtain a DEP administrative permit, which would allow placement of more than 600 cubic yards of sand above the mean high water line; or C) if the City felt that public safety, infrastructure, or private property was in jeopardy, the City could take advantage of a Florida Statute that allows the City to declare a local emergency in that area and armor the shoreline with boulders.

Director Williams noted that a similar situation occurred in 2005; staff monitored the escarpment through the Winter, however took no action because sand began to deposit as the Spring season came around. He indicated that Public Works staff will monitor the area and take measurements on a daily basis.

Discussion ensued regarding Option A.

Ms. Zimomra noted that Public Works reports would be forwarded to Council on a daily basis. She also spoke to preparations that are being made in advance in order to take imminent action should the situation become critical. Ms. Zimomra requested, in addition to the policy action, authority to utilize beach funds as necessary.

Discussion ensued regarding TDC funds for erosion issues.

Public Comment

- Larry Schopp

Moved by Mayor Ruane, seconded by Councilman Denham, to support Option A - apply for a DEP permit to put approximately 600 cubic yards of beach-compatible sand on the beach, placed in an upland area and to authorize utilizing beach funds and TDC funds, if available, should the situation become critical at Blind Pass. The motion carried.

Director Evans gave a brief report regarding Lake Okeechobee and the Caloosahatchee River. Discussion ensued regarding the Caloosahatchee River C-43 West Basin Reservoir. Director Evans spoke to the \$18 million appropriated by the Legislature last year that would allow construction of a large berm and create up to 5,000 acre feet of semi-permanent water storage. He also spoke to another project in the eastern Caloosahatchee that would store approximately 34,000 acre feet of water.

In response to an inquiry regarding the Tamiami Trail Bridging project, Director Evans stated that one mile of bridging was complete. Discussion ensued.

Director Evans spoke to attending the January 13, 2015 Lee County Legislative Delegation meeting and the acquisition of the Bond Ranch as part of the Charlotte Flatwoods Initiative.

Councilman Denham spoke to mailing the water quality strategy along with a letter and a sample resolution to the members of the Energy and Environmental Committee. He noted that he had received two written replies as well as verbal replies, indicating that they would be introducing the information to their Councils. Councilman Denham also spoke to the Sanibel Comprehensive Nutrient Management Plan Phase II Report and Recommendations that was presented at the January 6, 2015 Council meeting. Brief discussion ensued.

The meeting went into recess at 10:23 a.m. and reconvened at 10:37 a.m.

- b.** Continued discussion of Scope of Services for Shared Use Path pavement markings and signage

Ms. Zimomra provided background information related to the Scope of Services.

Director Williams stated that, to achieve the goals as directed by Council in January, staff met with representatives of the bike club. He then spoke to the following tasks as outlined in the revised scope:

- Task #1 Review appropriate background information
- Task #2 Consultant to prepare recommendations
- Task #3 Present recommendations for a representative sample of intersections at a public open house
- Task #4 Prepare draft report of recommendations to include input from the open house
- Task #5 Present to City Council

Discussion ensued, including contacting the MPO for consultant recommendations; avoiding giving the consultant the solution; identifying the unique requirements that a consultant should know; the need for a public open house; eliminating references to markings and signage in the project title; the bike club's support of the scope of services; and revising the title of the scope to City of Sanibel Shared Use Path Intersection Project.

Public Comment

- Mike Miller
- Karen Storijohan
- Gloria Hannan
- Candy Mather

Mayor Ruane moved, seconded by Vice Mayor Congress, to accept the revised scope entitled City of Sanibel Shared Use Path Intersection Project, contact the MPO to obtain at least 3 consultant recommendations, and to come up with a timeline for the project. The motion carried.

11. COMMITTEES BOARDS COMMISSION

- a. RESOLUTION 15-008 APPOINTING A LICENSED FLORIDA ELECTRICAL CONTRACTOR TO THE CITY OF SANIBEL CONTRACTOR REVIEW BOARD; AND PROVIDING AN EFFECTIVE DATE**

Ms. Zimomra read the title of Resolution 15-008.

Councilman Jennings noted that he interviewed both candidates and either one would be a good candidate for the Contractor Review Board. His

recommendation to fill the position was Kent Reisdorph.

Moved by Councilman Jennings, seconded by Mayor Ruane, to adopt Resolution 15-008 appointing Kent Reisdorph to the Contractor Review Board. The motion carried.

b. RESOLUTION 15-013 APPOINTING AN ADJUNCT MEMBER TO THE VEGETATION COMMITTEE AND PROVIDING AN EFFECTIVE DATE

Ms. Zimomra read the title of Resolution 15-013.

Councilman Jennings noted that he interviewed the candidate and recommended Lori Chrisman be appointed as an adjunct member to the Vegetation Committee.

Moved by Councilman Jennings, seconded by Councilman Denham, to adopt Resolution 15-013 appointing Lori Chrisman an adjunct member to the Vegetation Committee. The motion carried.

c. Report regarding Lee County Human Services Committee by Jean Ann DeWalt

Ms. Zimomra stated that Ms. DeWalt reported that she is traveling today and could not attend the meeting.

12. CITY MANAGER

a. Informational Items

i. Traffic Consultant offered to install speed and volume tubes in the Dunes at no cost.

Ms. Zimomra noted that, when Council authorized and directed staff to lower the speed limits and install speed limit signs in The Dunes at the January meeting, Council had asked the residents to come back in March to provide input regarding whether implementation had been effective. At the January meeting, Director Williams asked Council if they wanted actual speed and volume counters reinstalled and Council direction was "no" and they would rely on resident's input. In the interim, the consultants working with the City on the recommendations offered to install volume and speed counters at no cost, in order to evaluate the effectiveness of the recommendations. Ms. Zimomra stated that since it would be contrary to what Council had previously said, she did not want to proceed with this even though there was no cost involved.

Discussion ensued including implementation and impacts to the neighborhood; possibility of noise; the ability to obtain a traffic count to find out if there is a reduction of traffic cutting through the Dunes. Director Williams anticipated that there would be one set of tube counters for less than one week on the south section of Sand Castle and on one of the straight-aways to evaluate whether there had been an impact from the sign installation and the consultants would provide a basic memorandum noting what they had observed from the count and

speed data.

Mayor Ruane noted that the people he has heard from in The Dunes were opposed to the speed and volume tubes and they did not think that it was necessary. Consensus was to not move forward with the offer from the consultants.

Public Comment

None

- ii.** Response from Don Scott, Executive Director, Metropolitan Planning Organization (MPO) to be included in the Lee County Roundabout Feasibility Study

Ms. Zimomra noted that staff was directed to contact the MPO regarding the possibility of the City becoming a member of the Lee County Roundabout Feasibility Study, particularly with the intersection at Periwinkle and Causeway Boulevard. She reported that Director Williams has been added to the study group.

Public Comment

None

- iii.** Discussion regarding Farmer's Market lease, expiring on April 20, 2015

Ms. Zimomra spoke to the Farmer's Market lease and recommended extending the term of the lease from 3 years to 5 years. She further noted that an RFQ would need to be let and past experience could be considered as one of the evaluation criteria.

Public Comment

None

- iv.** PowerPoint presentation of the 2014 Traffic Study

<http://www.mysanibel.com/Media/Files/Public-Works-Department-2015>

Director Williams gave a PowerPoint presentation highlighting the type of conclusions available for the recently-compiled traffic counts that were taken last year.

Brief discussion ensued.

Public Comment

None

- v. 2014 Crime Stats for Sanibel Police Department
- Chief Tomlinson gave a PowerPoint presentation.
- Brief discussion ensued.
- Public Comment
None
- vi. Public Works Staff Reports
1. Capital Improvement Projects
 2. Grease Trap Monthly Report
- vii. Recreation Staff Report
1. Recreation Revenue and Membership Report as of December 31, 2014
- viii. Legislative Department December/2014 Year End Report
- ix. Building Department Monthly Permit and Revenue Report
- x. Planning Department Reports
1. Permit Activity Report
 2. Code Enforcement Activity Report
 3. Project Task List
- xi. Causeway Counts October and November, 2014
- xii. Staff report regarding the status of the Eastern Screech Owls and recommendations
- Ms. Zimomra noted that a situation was brought up recently by a resident regarding the Eastern Screech Owl mortality rates on Sanibel-Captiva Road.
- Discussion ensued regarding the report and recommendations; signs to slow down for low flying owls; alerting drivers to the specific threat to owls.
- Acting Director Milbrandt spoke to the problem and determining an effective solution. She noted that this is common throughout the Screech Owl range and spoke to sharing the information with local partners, SCCF and "Ding" Darling, to find out if anyone else had dealt with this issue. She also noted that the staff memo included an immediate short-term recommendation for a small number of temporary signs to bring immediate awareness of the owl activity in the area to drivers. Consensus was to bring the issue back next month.

Public Comment
- Doris Hardy

- xiii. Sanibel Historical Museum & Village, Inc. Financial Report - October through December 2014
- xiv. Community Housing Resources (CHR) Financial Report
- xv. Press Release regarding Iguanas
- xvi. Approval of an agreement with Christian Hanners for Adult Softball League Umpire in the amount of \$55.00 per game and authorize Mayor Ruane to execute same.
- xvii. Interim Entry Level Pay Increase Lifeguard Positions
- xvii
i. Temporary over-time authorization for the Planning Department

Ms. Zimomra noted that the temporary over-time is due to peak demands and less personnel.

Ms. Zimomra referred to a memorandum from the City Attorney regarding Charter Section 3.03 relating to actual and necessary expenditures for Council Members. She apologized for following the long-standing policy for adhering to a reimbursement schedule for Council that was the same for City employees, which was clearly not consistent with the Charter and not the intention of the administration to hinder any Council member from performing their duties or hindering them from reimbursement that they are entitled to. She introduced a new reimbursement form which would have the Council member attest that the expenses meet the standard of actual and necessary.

Mayor Ruane stated that he appreciated the reimbursement form and his interpretation of the Charter indicated all necessary and reimburseable expenses were to be paid for. He said that his objective was to get this rectified from an expense point of view and was never to have a stipend or comeupance, but rather reasonable expenditures reimbursed. He stated with that in mind, he wanted to pull his motion for Council compensation.

Discussion ensued regarding reimbursement of reasonable expenses incurred while traveling on City business and the basis for the Mayor pulling back the motion for Council compensation. Vice Mayor Congress disagreed and believed that it should move forward.

Public Comment
- Mike Gillespie
- Karen Storijohan

Moved by Mayor Ruane, seconded by Councilman Denham, to pull the Mayor's motion for Council compensation and not pursue the ballot measure. The motion carried.

Opposed: 1 - Vice Mayor Congress

13. CITY ATTORNEY'S REPORT

No additional report.

14. COUNCIL MEMBER'S REPORT

- a.** Attendance at the Metropolitan Planning Organization (MPO) meeting (Councilman Denham)
- Councilman Denham gave a brief report, noting that he spoke to the roundabout study and bicycle safety at the MPO meeting.
- b.** Attendance at the Regional Planning Council (RPC) meeting (Vice Mayor Congress)
- Vice Mayor Congress gave a brief report, noting that Solar Ready was one of the items discussed at the RPC. He suggested that Council may want to contemplate at some point in time whether this topic should be placed on the Planning Commission's priority list due to ramifications to land development codes.
- Brief discussion ensued.
- c.** Report regarding the Bike Friendly Ride and visit with Stephen Clark, Bike League on January 12, 2015 (Vice Mayor Congress)
- Vice Mayor Congress gave a brief report, noting that Stephen Clark had a number of nice things to say regarding Sanibel's biking community as well as some recommendations.
- d.** Request from Captiva Yacht Club for a letter of support regarding a floating dock (Councilman Harrity)
- Councilman Harrity spoke to the Captiva Island Yacht Club Sailing School Program, which has become part of the youth programs offered by the Sanibel Recreation Center. He noted that although the agenda indicated the Yacht Club was requesting a letter of support from the City regarding a floating dock, they were actually requesting a letter of support and endorsement for the Sailing School Program expanding the program by permitting Sanibel children to be involved on a more frequent and flexible schedule as well as offering additional courses.
- Public Comment
- Ed Stringer

Moved by Councilman Harrity, seconded by Councilman Jennings, to approve the draft letter in the agenda packet to be signed and sent. The motion carried.

Mayor Ruane spoke to an item that was not on the agenda, which was to proceduralize the process for evaluation of the City Manager and City Attorney. He noted that the Charter states the Council is to perform an annual evaluation. Brief discussion ensued regarding an email he sent to the Council related to an evaluation form, which is to be forwarded to Director Isom. The Director will compile the information and provide it to the Mayor for one-on-one discussions with the City Manager and City Attorney.

15. PUBLIC COMMENT

None

16. ADJOURNMENT

No further business. Therefore, the City Council February 3, 2015 regular meeting was adjourned at 12:16 p.m.

Respectfully submitted,

Pamela Smith, MMC
Sanibel City Clerk

YOUTH LEAGUE AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2015 by the **Sanibel Flag Football League, Inc.**, a Florida not-for-profit corporation, whose mailing address is: P.O. Box 13, Sanibel, Florida 33957; hereinafter called "League" and The City of Sanibel whose mailing address is 800 Dunlop Road, Sanibel, FL 33957, hereinafter called the "City".

WHEREAS, League and the City recognize the need for public recreational facilities that contribute to a better quality of life for all facility patrons; and

WHEREAS, the League and the City are mutually interested in promoting youth sports and are aware of the beneficial effect on the youth, their families and the community; and

WHEREAS, in the interest of providing the best possible youth sports program at the least cost to participants and users of City facilities, full cooperation between League and the City is necessary; and

WHEREAS, League agrees to assist City with respect to maintenance of the Sanibel Ball Fields and Related Facilities in exchange for the right to schedule league games at the facility; and

WHEREAS, it is in the best interest of the parties to outline the details of such cooperation.

NOW, THEREFORE, in consideration of the covenants set forth below and other good and valuable consideration acknowledged by the parties to be sufficient, the City and the League agree as follows:

A. RECITALS

The above recitals are true and correct and incorporated herein as though fully set forth below.

B. CITY FACILITY; PROGRAM SEASONS

1. League agrees to participate in the maintenance of the following facility in exchange for the right to schedule games for various youth programs:

Name of facility: Sanibel Ball Fields and Related Facilities (hereinafter "Sanibel Ball Fields").

Address/location of facility: 3840 Sanibel Captiva Road, Sanibel, FL 33957

League Sport: **Sanibel Youth Baseball and Softball.**

2. The length of each individual season is as follows:

Soccer: October 13 – December 21, 2014 and Two Soccer Camps

Flag Football: January 11 – March 22, 2015

Baseball/Softball: March 23 – May 31, 2015

Other tournaments and all-star games may be added with written consent of the City.

3. League understands that the Sanibel Ball Fields may not meet the High School Athletic Association requirements, specifications or guidelines. The City is neither responsible for ensuring compliance with these requirements, nor liable for any repercussions in the event the facility does not meet the requirements, specifications or guidelines.

4. League, on behalf of itself and its participants, acknowledges that all sports activities have the possibility of, or inherent risk of, minor or serious injury to the participants and the League, on behalf of itself and its participants, accepts such risks by participating in sports activities at the Sanibel Ball Fields.

C. CITY MAINTENANCE RESPONSIBILITIES

The City is responsible for and agrees to do the following:

1. Mowing of the athletic fields and common areas.
2. Coordinating the irrigation and lighting of the fields.
3. Coordinating the fertilization, herbicide treatment, pesticide treatment and fungicide treatment.
4. Public restroom maintenance.
5. Maintenance of building infrastructure.
6. Set field lighting timers based on schedules submitted by League.
7. Painting or chalk lining of athletic fields. City will provide the equipment, materials and chalk and paint fields.
8. Providing trash bags and receptacles, and the removal of trash from receptacles and into dumpsters.

D. LEAGUE MAINTENANCE RESPONSIBILITIES

League is responsible for and agrees to do the following:

1. Picking up and proper disposal of trash and litter from all areas used by the League no later than the conclusion of each and every practice or game at the Sanibel Ball Fields.
2. Collection of all equipment and return of all equipment to its proper storage location upon the conclusion of each and every practice or game.
3. Monitoring and regulation of League participants to assure that no damage, vandalism or abuse of the facilities occur, excepting only reasonable wear and tear associated with normal use of the facilities.
4. Reporting to the City's contact person of League participants who fail to observe and comply with the City's requirements for League use of the Sanibel Ball Fields.

E. GENERAL COOPERATION

1. City's contact person is the Recreation Department's Athletic Program Coordinator, or designee:

Name: Kayla Schuneman
Address: 3880 Sanibel Captiva Road, Sanibel, FL 33957
Phone: (239) 472-0345

League contact person(s) is:

Name: **Tim Drobnyk, Sanibel Flag Football League President**
Address: **P.O. Box 13, Sanibel, Florida 33957**
Phone: **(239) 281-3530**

2. City will advise League of any requests by other parties for field usage during permitted dates and times. League will have priority for use of the facility during primary League season but will cooperate with other parties approved by the City who wish to use the Sanibel Ball Fields. The City will be the final authority in the event of any dispute.

3. League will provide City the written season schedule at least 2 weeks prior to the start of the sport season. In the event that City does not approve the use of the Sanibel Ball Fields in accordance with the League's written season schedule, the City shall notify the League within 3 business days, in writing. In such event, the League and the City shall coordinate to establish a mutually acceptable season schedule. In no event shall a season schedule be established that is not approved by the City.
4. League will advise the City Recreation Department of changes in League Representative within 3 business days of any change (e.g. change in term of president). League will provide the name and telephone number of the new president, if applicable. City staff and new president will review existing contract. It shall be the obligation of the League pursuant to this Agreement to assure that the City is provided, in writing, within 3 business days, of any changes to the League representative or League contact person.
5. Any damages to the facility by League or any of its League participants during their usage will be repaired at City's discretion by assignment to an outside vendor to be performed and billed directly to League. League agrees to pay bill within 30 days after receipt.
6. All League representatives must ensure that: (a) all coaches sign the Coaches Code of Conduct form provided by the City; and, (b) all parents or guardians sign the Youth Sports Parent Code of Conduct. Both Code of Conduct forms are attached as Exhibit "A".
7. All League representatives shall monitor and enforce the City's Code of Conduct policies (Exhibit C) in order to provide children using the City sports fields and facilities with a safe sports environment that is free from drugs, tobacco and alcohol, all of which are prohibited on school district property.
8. All League representatives are responsible for verifying and coordinating with City staff that the League coaches have had background screenings prior to the beginning of their respective seasons. No League coach shall commence any sports activities at the Sanibel Ball Fields prior to completion of the background screening. All coaches are required obtain CPR/AED and First Aid

Certifications. The City will provide these courses at no cost to the coaches or league. A "coach" is defined as any individual who has direct contact with program participants (i.e. players), is on the playing fields and/or in the dugouts/sidelines during practices and/or games.

9. All League representatives are responsible for coordinating and providing a "Field Marshall" to be at the ball fields to provide an unbiased presence and to ensure that all rules & regulations are adhered to by spectators and players alike. The "Field Marshall" shall not have any other program commitments as their sole responsibility is to monitor the ball field areas. The League must provide a Field Marshall schedule to the City at least one week in advance. If the League cannot provide a "Field Marshall" to fulfill these duties, then the City will provide a staff member to fulfill this responsibility at the League's expense.

F. CAPITAL IMPROVEMENTS PROJECTS

1. Currently budgeted or future project requests by the League will only be considered for approval upon successful performance of this Agreement.
2. Facility additions, structures or construction of any kind by the League is not permitted at the Sanibel Ball Fields without the prior written approval of the City.

G. TERM

The Agreement must be reviewed annually and may be amended by the City as needed prior to any new term or agreement. The term of this Agreement begins on **March 3, 2015** and ends on **May 31, 2015** City or League may terminate this Agreement at any time upon 30 days prior written notice.

H. INSURANCE

1. Evidence of insurance must be provided prior to the beginning of the season in accordance with the requirements of Exhibit B. The City must be named as an additional insured.
2. League, on behalf of itself and its participants, hereby indemnifies and holds the City harmless from any and all claims, liability, losses,

and causes of action that may arise out of the willful, negligent, or unlawful acts or omissions of League in its operations in any way relating to this Agreement and, when applicable, including appellate proceedings and pay all costs, judgments, and attorney's fees, that may issue thereon; provided, however, nothing herein may be construed to require League to indemnify City against liability solely resulting from the willful, negligent, or unlawful acts or omissions of the City, its employees or agents acting or purportedly acting within the scope of their employment pursuant to the provisions of this Agreement. This provision survives the termination of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day written above by their respective officers, therein duly authorized.

Sanibel Youth Flag Football League, Inc.


BY: _____ Date _____ Telephone _____
Tim Drobnyk , League President

City of Sanibel

BY: _____ Date _____ Telephone _____
Judith A. Zimomra, City Manager

Approved by Recreation Director:

Andrea Miller Date

Approved as to Form by City Attorney:
 3/1/15
Kenneth B. Cuyler Date

- Attachments:**
Exhibit A - Youth Sports Coaches Conduct Form & Youth Sports Participant and Parent/Guardian Code of Conduct Forms
Exhibit B - Insurance Requirements
Exhibit C - Recreation Code of Conduct, Ball Field & Pavilion Rules Signage

EXHIBIT A

Youth Sports Coaches Code of Conduct

This code of conduct has been developed to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the development of youth sports on Sanibel.

1. The coaches must be cleared by a Criminal Background History Check before the league starts.
2. The coach shall never place the value of winning over the safety and welfare of players.
3. Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat. Teach and practice good sportsmanship.
4. Demands on players' time should never be so extensive as to interfere with academic goals or progress.
5. Coaches should direct players to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery.
6. Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the sport they are coaching.
7. Respect the coaches and players of the opposing team before, during, and after the game.
8. The City of Sanibel recreation complex is located on school grounds. The use of drugs, alcohol and tobacco are strictly prohibited.
9. Ensure that fans of his or her team exhibit sportsmanship and maturity at all times. Coaches must assist league and game officials in maintaining control of spectators during games.
10. Before, during and after the game, be an example of dignity, patience and positive spirit.

I understand that by signing below I can be held accountable for any violation of the codes of conduct and will accept any penalty which has been deemed necessary by a board consisting of your League President and The City of Sanibel Recreation Staff.

Coach Signature _____

Date _____

Print Name _____

Youth Sports Participant and Parent/Guardian Code of Conduct

Preamble:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character"

I therefore agree:

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disabilities or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect, courtesy and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing or taunting, refusing to shake hands or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will praise my child for competing fairly, trying hard and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.

Youth Sports Participant and Parent/Guardian Code of Conduct

(Continued)

- I will provide the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field and will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and I will refrain from their use at all sporting events.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I understand that by signing below I can be held accountable for any violation of the codes of conduct and will accept any penalty which has been deemed necessary by a board consisting of your League President and The City of Sanibel Recreation Staff.

Participant Signature: _____

Date _____

Print Name: _____

Parent/Guardian Signature: _____

Date _____

Print Name: _____

EXHIBIT B

Insurance Requirements for Sports Events Held at the Sanibel Ball fields 3840 Sanibel Captiva Road, Sanibel, FL 33957

A. Commercial General Liability

Coverage must apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposure with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage.

B. Accident Medical

Coverage must apply to all participants in the Sports event providing a minimum:

Accidental death with a principal sum of \$2,500 (per person); accidental dismemberment with a principal sum of \$2,500 (per person); accidental medical expense with a principal sum of \$2,500 (per person); accident dental with a principal sum of \$500 (per person).

Said coverage is acceptable on an excess basis.

The organization will provide The City of Sanibel with evidence of the above referenced insurance by submission of a **Certificate of Insurance** to be on file with and approved by The City of Sanibel prior to onset of this agreement.

You should provide your insurance agent with a copy of this sheet.

EXHIBIT C

Sanibel Recreation Center Code of Conduct

To enhance the enjoyment and protect the safety of all users of the Sanibel Community Recreation Center and to retain the Center as a clean, well-maintained public facility, all members, visitors and employees are required to adhere to the following Code of Conduct. A condition of membership and visitation to the Center is adhering to the Code of Conduct. Failure to adhere to the Code of Conduct may result in revocation of membership, removal from the Center or both.

1. Every member, visitor and employee will respect all others while utilizing the facility. All users are required to conduct themselves in a manner that does not interfere with another person's enjoyment of the facility.
2. Every member, visitor and employee is required to demonstrate good sportsmanship. At all times, the dignity of others will be respected. Fighting, spitting, profanity, and/or abusive, insulting or obscene language are strictly prohibited.
3. Every member, visitor and employee will care for the facility. Activity such as dropping weights and hanging from the basketball rims and volleyball nets is not permitted. Bicycles, roller blades and skateboards are not permitted on the premises or inside the facility. Food will only be consumed in designated areas. Chewing gum will not be used in the facility. All members, guests and employees shall properly dispose of all trash and recyclables. Vandalism and the willful or malicious destruction, defacement or theft of any equipment or property is strictly prohibited and should be reported immediately. Other than guide or assistant animals for disabled persons, animals are not permitted in the facility.
4. Members, visitors and employees will wear proper attire. This includes wearing non-marking shoes. Wet bathing suits are to be worn only in the pool and restroom areas.
5. Parents and guardians will directly supervise their children in the facility. Unless in a registered program, youth younger than 12 years old are not permitted in the facility without an accompanying adult.
6. All members, visitors and employees are to keep the Center a drug, alcohol, and smoke-free environment and will promptly report all illegal drug, alcohol or prohibited tobacco usage immediately.
7. The Sanibel Community Recreation Center is a controlled access facility. Membership and daily admission passes are available at the front desk.
8. Members, visitors and employees will responsibly secure their own personal belongings.
9. Members and visitors utilize the facility at their own risk.

I affirm that no one listed on this application is a convicted sexual predator and that all household members will comply with the Code of Conduct. Providing false information may result in the revocation of membership. For security reasons this site is video monitored.

Signature

Date

Memorandum

DATE: March 3, 2015
TO: City Council
THROUGH: City Manager Judie Zimomra
FROM: Public Works Director Keith Williams
RE: Lift Station and Manhole Rehabilitation

Recommendation: Approve the use of Paints and Coatings, Inc. to rehabilitate lift stations and manholes utilizing City of Cape Coral contract #CON-UT14-15/TM pricing. This pricing will remain valid until August 12, 2017.

Infiltration and inflow, which is the introduction of ground or surface water into the sanitary sewer system, causes increased pumping and treatment costs. Although most infiltration and inflow enters the sewer system through cracked pipes, a significant amount can enter the system through leaking manholes and lift station wet wells. Hydrogen sulfide gas, which is released from the wastewater, causes the corrosion of the concrete and reinforcing steel in the structure. Over the years the City has tried elastics, fiberglass, liners, and gels to repair the deteriorated structures. The IET Coating system is the only product that has been successful, and Paints & Coatings, Inc. is the sole source applicator of the IET product in the State of Florida. Also, IET is the only vendor that provides a standard product and application warranty for 10 years.

Paints and Coatings, Inc currently has a contract with the City Cape Coral and the City proposes to utilize the pricing within this contract #CON-UT14-15/TM for our manhole and lift station rehabilitation to include the removal of any failed existing lining, sandblasting the entire internal surface until clean, repairing of any steel and concrete cracks, resurfacing of entire wetwell interior, and application of the IET sealing compound. Within the FY-15 utility repair and maintenance budget there are two projects to be completed. Repairs to the Donax Treatment Plant headworks in the amount of \$37,350 and rehabilitation of the Donax in-plant pump station in the amount of \$26,717.

Staff recommends that Council approve the use of Paints and Coatings, Inc. for lift station and manhole rehabilitation utilizing the pricing from the City of Cape Coral contract #CON-UT14-15/TM. This pricing will remain in effect until August 12, 2017. Also approve the rehabilitation work required at the Donax Wastewater Treatment plant listed above in the total amount of \$64,067. The FY-15 Utility Division budget (Fund 450) has \$100,000 for manhole repairs and linings and another \$130,000 for infiltration and inflow corrections allocated for this type of work.

cc: Finance Director Sylvia Edwards
City Attorney Ken Cuyler

PURCHASING REQUIREMENTS

- 1) Departments shall enter a requisition for issuance of a PO and send a copy of the fully executed SOW to Procurement. CIP requisitions will need a separate PO.
- 2) Supervisors shall verify contract rates on all invoices prior to authorizing payment of invoices.

| Item | Description | UOM | Unit Price |
|---|---|-----|------------|
| 1 | Mobilization/Demobilization | LS | \$0.00 |
| Manhole Surface Preparation | | | |
| 2 | Sand blasting and/or pressure washing & removal of existing coating material | | |
| | 48" Diameter | VF | \$62.80 |
| | 60" Diameter | VF | \$78.50 |
| | 72" Diameter | VF | \$94.20 |
| 3 | Hydroblasting | | |
| | 48" Diameter | VF | NB |
| | 60" Diameter | VF | NB |
| | 72" Diameter | VF | NB |
| 4 | Demolition & removal of preexisting mechanically fastened or embedded liner materials | | |
| | 48" Diameter | VF | \$62.80 |
| | 60" Diameter | VF | \$78.50 |
| | 72" Diameter | VF | \$94.20 |
| Lift Station Surface Preparation | | | |
| 5 | Sand blasting and/or pressure washing & removal of existing coating material | | |
| | 4' Diameter | VF | \$62.80 |
| | 6' Diameter | VF | \$94.20 |
| | 8' Diameter | VF | \$125.60 |
| | 10' Diameter | VF | \$127.00 |
| | 12' Diameter | VF | \$188.40 |
| 6 | Demolition & removal of preexisting mechanically fastened or embedded liner materials | | |
| | 4' Diameter | VF | \$62.80 |
| | 6' Diameter | VF | \$94.20 |
| | 8' Diameter | VF | \$125.60 |
| | 10' Diameter | VF | \$127.00 |
| | 12' Diameter | VF | \$188.40 |
| Additional Pricing Information for Manhole & Lift Station Repair Items | | | |
| 7 | Manhole Bypass Pumping: 8" Flow | Day | \$400.00 |
| 8 | Manhole Bypass Pumping: 10" Flow | Day | \$400.00 |
| 9 | Manhole Bypass Pumping: 12" Flow | Day | \$500.00 |
| 10 | Lift Station Bypass Pumping 8" Diameter | Day | \$400.00 |

| Item | Description | UOM | Unit Price |
|-------------------------|--|------------|-------------------|
| 11 | Lift Station Bypass Pumping 10" Diameter | Day | \$400.00 |
| 12 | Lift Station Bypass Pumping 12" Diameter | Day | \$500.00 |
| 13 | Resetting of existing Manhole cover frame assembly | EA | \$300.00 |
| 14 | Installation of new Manhole cover frame assembly (City Supplied) | EA | \$500.00 |
| 15 | Rebuild existing Manhole bench & invert channel (4-ft dia manhole) | EA | \$495.00 |
| 16 | Rebuild existing Manhole bench & invert channel (5-ft dia manhole) | EA | \$695.00 |
| 17 | Rebuild existing Manhole bench & invert channel (6-ft dia manhole) | EA | \$900.00 |
| 18 | Lift Station Floor work (slope of floor) 4' Radius (fillet) | EA | \$500.00 |
| 19 | Lift Station Floor work (slope of floor) 6' Radius (fillet) | EA | \$900.00 |
| 20 | Lift Station Floor work (slope of floor) 8' Radius (fillet) | EA | \$1,200.00 |
| 21 | Lift Station Floor work (slope of floor) 10' Radius (fillet) | EA | \$1,400.00 |
| 22 | Lift Station Floor work (slope of floor) 12' Radius (fillet) | EA | \$1,600.00 |
| 23 | Removal of existing Manhole steps | EA | N/C |
| 24 | Chemical Grouting of Manholes – AV202 Avanti | GAL | \$100.00 |
| 25 | Chemical Grouting of Lift Stations – AV202 Avanti | GAL | \$100.00 |
| 26 | Traffic Control to meet FDOT Standards | | |
| | Flagman | HOUR | \$50.00 |
| | Arrow Board | HOUR | NB |
| | Barricades | HOUR | N/C |
| 27 | Sodding | SY | NB |
| APPLICATIONS | | | |
| #1 - Manhole | Description | UOM | Unit Price |
| Manufacturer | Mfg: IET Systems | | |
| Approach/Scope | Abrasive blast, prime coat, intermediate, top coat | | |
| Recommended Application | Wastewater structures | | |
| Mfg Product Warranty | 10 year unconditional | | |
| Bidder Service Warranty | 10 year unconditional | | |
| | Injection Grouting - Avanti | GAL | \$100.00 |
| | Chemical based Epoxy Coating - 125 ml thickness | VF | \$250.00 |
| | Chemical based Epoxy Coating - 250 ml thickness | VF | \$350.00 |

| #2 - Lift Station | Description | UOM | Unit Price |
|--------------------------|---|------------|-------------------|
| Manufacturer | Mfg: IET Systems | | |
| Approach/Scope | Abrasive blast, prime coat, intermediate, top coat | | |
| Recommended Application | Wastewater structures | | |
| Mfg Product Warranty | 10 year unconditional | | |
| Bidder Service Warranty | 10 year unconditional | | |
| | Injection Grouting - Avanti | GAL | \$100.00 |
| | Chemical based Epoxy Coating - 125 ml thickness - 4ft ID | VF | \$250.00 |
| | Chemical based Epoxy Coating - 125 ml thickness - 6ft ID | VF | \$375.00 |
| | Chemical based Epoxy Coating - 125 ml thickness - 8ft ID | VF | \$500.00 |
| | Chemical based Epoxy Coating - 125 ml thickness - 10ft ID | VF | \$625.00 |
| | Chemical based Epoxy Coating - 125 ml thickness - 12ft ID | VF | \$750.00 |
| | Chemical based Epoxy Coating - 250 ml thickness - 4ft ID | VF | \$350.00 |
| | Chemical based Epoxy Coating - 250 ml thickness - 6ft ID | VF | \$475.00 |
| | Chemical based Epoxy Coating - 250 ml thickness - 8ft ID | VF | \$600.00 |
| | Chemical based Epoxy Coating - 250 ml thickness - 10ft ID | VF | \$725.00 |
| | Chemical based Epoxy Coating - 250 ml thickness - 12ft ID | VF | \$850.00 |
| | | | |
| #3 - Manhole | Description | UOM | Unit Price |
| Manufacturer | Mfg: Sewpercoat | | |
| Approach/Scope | Abrasive blast, coat with Sewpercoat | | |
| Recommended Application | Wastewater | | |
| Mfg Product Warranty | 10 Year | | |
| Bidder Service Warranty | 10 Year | | |
| | Cementitious Mortar - 1/2" thickness | VF | \$190.00 |
| | Injection Grouting - Avanti | GAL | \$100.00 |
| | | | |
| #4 - Lift Station | Description | UOM | Unit Price |
| Manufacturer | Mfg: Sewpercoat | | |
| Approach/Scope | Abrasive blast, coat with Sewpercoat | | |
| Recommended Application | Wastewater | | |
| Mfg Product Warranty | 10 Year | | |
| Bidder Service Warranty | 10 Year | | |
| | Injection Grouting - Avanti | GAL | \$100.00 |
| | Cementitious Mortar - 1" thickness - 4' ID | VF | \$380.00 |

| #4 - Lift Station (Continued) | Description | UOM | Unit Price |
|----------------------------------|---|-----|------------|
| | Cementitious Mortar - 1" thickness - 6' ID | VF | \$565.00 |
| | Cementitious Mortar - 1" thickness - 8' ID | VF | \$760.00 |
| | Cementitious Mortar - 1" thickness - 10' ID | VF | \$940.00 |
| | Cementitious Mortar - 1" thickness - 12' ID | VF | \$1,130.00 |

1) CONTRACT REQUIREMENTS

a) EMERGENCY OPERATIONS SUPPORT

- i) The Contractor may be required to provide services and/or commodities after an emergency event, such as a hurricane.
- ii) The City will notify the Contractor if a need arises for furnishing services and/or commodities through a telephone call, fax or email communication. The City will provide the location for service or delivery.
- iii) Contractor shall be responsible to begin the immediate search for repair parts for the critical facilities. Repairs not performed due to lack of parts shall be completed immediately upon the Contractor's receipt of the parts.
- iv) Compensation for services shall be based on the Emergency-Standard Contract Hours and Emergency-After hours/Emergency Contract Hours rates, portal to portal, and the applicable discount from retail or manufacturer's price list.

2) SCOPE

a) Contractor(s) shall have the capability of performing services which include the following:

- i) Sandblasting and/or hydroblasting (minimum 10,000 psi) the entire substrate preparing the surface so that it is structurally intact and clean of all corrosion.
 - ii) Power washing ridding the substrate of all dust and sand.
 - iii) Removal of all sand and water from the hole along with other debris.
 - iv) Applying coatings to the entire surface.
 - v) Drying the complete work area for superior adhesion of coatings and linings.
 - vi) Adding primer to the cleaned substrate to provide maximum adhesion as well as waterproofer for the final coating/liner.
- b) Services shall consist of but not be limited to, mobilization, safety equipment, flow diversion, interior cleaning, interior repair, interior rebuild, liner installation, resetting or replacement of manhole frame and covers, chemical grouting, return of the manhole and/or lift station to service, traffic control, demobilization, site cleanup for a complete and operational liner rehabilitation system.

3) SITEWORK

- a) The Contractor shall schedule and lay out his work in a manner to minimize the inconvenience of the general public and private property owners and to cause minimum damage to public property.
- b) Coordination with all affected City departments will be essential to properly execute the work.

I.E.T. Inc.

Regional Office
166 Juniper Circle
Bermuda Run, NC 27006
(336) 940-2281

November 6, 2013

To: Denis Morgan, Maintenance Supervisor
City of Cape Coral, Florida
Fax (239) 574-0886

From: Robert G. Hughes, CEO
I.E.T. Inc.

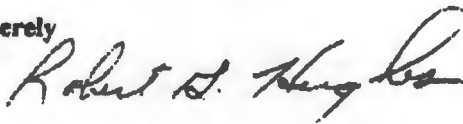
Subject: Authority for the installation of IET RESIN for the State of Florida.

Denis

In recognition of their continued excellent performance, Paints and Coatings Inc. of North Fort Myers, Florida was awarded an exclusive contract as the sole applicator for IET Resin in the State of Florida for years 2013 and 2014.

If you have any additional questions, please don't hesitate to call me.

Sincerely



Robert G. Hughes



17660 East Street
North Fort Myers, FL 33917

| |
|---|
| Bill To |
| City of Sanibel Dave Harding 800 Dunlop Road Sanibel, FL 33957 |

| | |
|---------------------------|--------------|
| www.paintsandcoatings.net | |
| Phone # | Fax # |
| 239-997-6645 | 239-997-7117 |

Estimate

| | |
|-------------|-------------------|
| Date | Estimate # |
| 2/16/2015 | E13-1232 |

| | |
|---------------------|--------------------|
| Project Name | Headworks Chambers |
|---------------------|--------------------|

| | | |
|-------------------------|---------|-----------------|
| Project Location | Sanibel | Donax Headworks |
|-------------------------|---------|-----------------|

| | |
|-----------------|--|
| P.O. No. | |
|-----------------|--|

| | |
|------------------------|------|
| Project Contact | Dave |
|------------------------|------|

| | |
|--------------|--------------|
| Terms | Upon Receipt |
|--------------|--------------|

| Product ID | Description | Total |
|--------------|--|----------|
| RH-IET Resin | Chamber # 1, 3' x 3' x 15' - Rebuild concrete walls, abrasive blast, apply IET Systems coating | 7,950.00 |
| RH-Removal | Remove existing fiberglass liner | 4,500.00 |
| RH-IET Resin | Chamber # 2, 3' x 3' x 15' - Rebuild concrete walls, abrasive blast, apply IET Systems coating | 7,950.00 |
| RH-Removal | Remove existing fiberglass liner | 4,500.00 |
| RH-IET Resin | Chamber # 3, 3' x 3' x 15' - Rebuild concrete walls, abrasive blast, apply IET Systems coating | 7,950.00 |
| RH-Removal | Remove existing fiberglass liner | 4,500.00 |
| Acceptance | I accept this quotation & the terms stated: _____ Name/Title _____ Date | 0.00 |

| | |
|--------------|-------------|
| Total | \$37,350.00 |
|--------------|-------------|



17660 East Street
North Fort Myers, FL 33917

| |
|---|
| Bill To |
| City of Sanibel Dave Harding 800 Dunlop Road Sanibel, FL 33957 |

| | |
|---------------------------|--------------|
| www.paintsandcoatings.net | |
| Phone # | Fax # |
| 239-997-6645 | 239-997-7117 |

Estimate

| | |
|-------------|-------------------|
| Date | Estimate # |
| 1/3/2013 | E13-1002 |

| | |
|---------------------|----------------|
| Project Name | Donax LS Rehab |
|---------------------|----------------|

| | | |
|-------------------------|---------|----------|
| Project Location | Sanibel | Donax LS |
|-------------------------|---------|----------|

| | |
|-----------------|--|
| P.O. No. | |
|-----------------|--|

| | |
|------------------------|------|
| Project Contact | Dave |
|------------------------|------|

| | |
|--------------|--------------|
| Terms | Upon Receipt |
|--------------|--------------|

| Product ID | Description | Total |
|----------------------------------|---|--------------------------|
| CONFINED SPAC... RH-IET Resin | Confined Space Permit Required (2) Donax LS - approx 24' deep, 12' ID - prep and coat with IET Systems | 100.00 22,620.00 |
| RH-Water Leaks | Repair water leak infiltrations <i>NUMBER OF LEAKS??</i> | 1,499.00 |
| RH-Concrete Work | Rebuild walls and seams where corroded away <i>NUMBER OF SEAMS??</i> | 1,499.00 |
| RH-Concrete Work | Rebuild liftstation lid where corroded away | 999.00 |
| | * City of Sanibel to provide bypass pump during project | |
| Acceptance | I accept this quotation & the terms stated: Name/Title _____ Date _____ <i>SCOTT, This is one of the estimates for projects that we've been wanting to get done for quite some time. Any movement on completing this??</i> | 0.00 |
| <i>Dave</i> | | Total \$26,717.00 |

AGREEMENT

THIS AGREEMENT effective this _____ day of _____ 2015, by and between the CITY OF SANIBEL (hereinafter "City"), a Florida municipal corporation, and Kimberly Kouril.

WITNESSETH:

WHEREAS, the City operates a Recreation Center adjacent to the Sanibel School; and

WHEREAS, Kimberly Kouril is able and willing to provide certain fitness classes and services to the City at the Recreation Center through its designated primary Fitness Instructor, Kimberly Kouril, (hereinafter sometimes referred to as "Fitness Instructor") or a substitute fitness instructor approved in accordance with the requirements for this Agreement; and

WHEREAS, the parties wish to set forth the circumstances and conditions under which such Fitness Instructor services shall be provided to the City;

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, agreed by the parties to be good and sufficient consideration, the City and Kimberly Kouril hereby agree as follows:

1. Fitness Instructor shall be a certified, insured and experienced instructor, qualified to provide fitness classes at the City Recreation Center as follows (if absent the Fitness Instructor shall provide, in accordance with the requirements of this Agreement, a pre-approved substitute instructor who meets the same requirements):

- (a) Beginning March 1, 2015 through September 30, 2015 the following group fitness classes will be conducted by the Fitness Instructor:

Yoga Classes

City, through the Recreation Director, reserves the right to change the name of a fitness class, revise the type of fitness class offered, change the time or day a class is given or otherwise adjust the class offering provided such change does not exceed the approved budget for payment pursuant to this Agreement. Any change to a fitness class will be coordinated with the Fitness Instructor to assure that a change in time/day, or a change in the fitness class name or the content of the class, can be accommodated by the Fitness Instructor. The City reserves the right at its sole discretion to cancel any fitness class or category of fitness classes, and Kimberly Kouril understands and agrees that no future classes are guaranteed to occur.

- (b) The Fitness Instructor must maintain applicable fitness certifications and CPR/AED certifications in a valid and current status at all times.
- (c) There shall be a mandatory fingerprint background check of Fitness Instructor (and any substitute fitness instructors used) prior to any fitness class being provided by such Fitness Instructor. The cost of the above fingerprint background check will be at the expense of the Fitness Instructor and deducted from the monthly invoice.
- (d) The Fitness Instructor and all substitute instructors shall wear a uniform shirt or cap supplied by the City while instructing classes for the Recreation Center.
- (e) Classes will be held on holidays that the Recreation Center is open.
- (f) Each fitness class shall be 60 minutes and include a variety of creative choreography.
- (g) Each fitness class will include an adequate warm-up (approximately 10 minutes), aerobic or strength training segment (approximately 40

minutes), and an appropriate cool-down and stretch (approximately 10 minutes). These time periods may vary slightly depending upon the fitness class being taught. If equipment is used, proper training will be provided by the instructor to the patrons.

- (h) Fitness Instructor will be available 5 minutes before and after each class to prepare, answer questions and provide any necessary clean up or organization.
- (i) Fitness Instructor will provide music for operation with the stereo provided by the City as described below.
- (j) Fitness Instructor shall make announcements whenever requested by the Recreation Staff, regarding upcoming City of Sanibel events at the beginning of each class. **Fitness Instructor shall also be responsible for marketing classes to promote attendance.**
- (k) Fitness Instructors are to report to the Fitness Contracts Coordinator assigned to handle fitness programming and contracts. If the Fitness Contracts Coordinator is not available, the Fitness Instructor will report to the Recreation Director or his/her designee.
- (l) Fitness Instructor shall report any accident to staff and fill out accident reports if an accident occurs in the Fitness Instructor's class.
- (m) Fitness Instructor shall fill out an incident/facility report form if they see any equipment broken, facility safety hazard, inappropriate actions taking place by facility patrons or violations of the Recreation Center Code of Conduct.
- (n) There will be a mandatory orientation/training session for all Fitness Instructors and pre-approved substitute fitness instructors, which will

include AED locations, emergency procedures and the Recreation Center Code of Conduct

- (o) There will be quarterly meetings as needed of all Fitness Instructors for the purpose of on-going communication with the Recreation Staff.
2. (a) The City of Sanibel shall compensate the Fitness Instructor at the rate of \$55.00 for each fitness class, or other City-approved class, conducted in accordance with this Agreement. The Fitness Instructor shall submit a monthly invoice to City specifying the number of classes conducted during the previous month including the time, date and instructor for each such class. After approval of the invoice, the City shall pay the Fitness Instructor's monthly invoice in accordance with the City's prompt payment requirements. The total amount invoiced to City for the Fitness Instructor's services shall not exceed the City's proposed budget of \$4075.00.
- (b) In the event that a scheduled fitness class does not take place or starts more than 5 minutes past the scheduled time, through no fault of the City (e.g. the Fitness Instructor is not available at the scheduled time and no approved substitute fitness instructor is present), no payment from the City shall be applicable for that scheduled class and, in addition, a penalty in the amount of \$55.00 shall be effective and shall be deducted from that month's invoice submitted by Fitness Instructor (with such \$55.00 penalty being applicable to any and all scheduled classes which do not take place or which start more than 5 minutes past the scheduled time).

3. The City shall make available, for Fitness Instructor, an adequate air-conditioned room at the City Recreation Center. In addition, the City shall provide a stereo unit which can be operated in conjunction with a wireless microphone.
4. **Class size (number in attendance) shall be monitored on a weekly basis. If the number of participants drops below 10 class members for two weeks in a row, the class will be evaluated by the City for possible replacement or cancellation at the City's sole discretion.**
5. Fitness Instructor is and shall be construed as an independent contractor with respect to the City and the services provided pursuant to this Agreement. Fitness Instructor is not, and shall not represent him/herself as an employee or agent of the City.
6. **Fitness Instructor will not solicit, promote or sell personal products or services while providing contract services for the City or while on City property.**
7. **Fitness Instructor shall not accept any gifts, monetary or otherwise, from patrons of the Recreation Center.**
8. This Agreement shall remain in full force and effect until September 30, 2015 unless terminated earlier pursuant to law and/or the terms of this Agreement.
9. The City may terminate this Agreement at any time, with or without cause, upon 30 days' prior written notice to the other party to this Agreement. In the event this Agreement is terminated by the City, Fitness Instructor shall be paid for all services rendered through the date of termination.
10. Kimberly Kouril shall defend, hold harmless and indemnify the City from and against any and all liability, loss, claims, injuries, damages, costs, attorneys'

fees and expenses of whatever kind or nature which City may incur by reason of the intentional or negligent acts, errors or omissions arising out of Kimberly Kouril, or substitute fitness instructors or their agents, representatives, subcontractors and/or employees performance of, or in any way connected with, Fitness Instructor's services as set forth in this Agreement. Upon completion of all services, obligations and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this section shall survive. The first \$10.00 paid under the terms of this Agreement shall constitute separate consideration for this indemnity and hold harmless provision, such consideration acknowledged by Fitness Instructor to be sufficient.

11. Fitness Instructor must provide the City with the Florida Department of Agriculture and Consumer Services Certificate of Health Studios Registration or Affidavit of Exemption.

12. Fitness Instructor and all substitute fitness instructors shall procure and maintain the following insurance coverage:

| | |
|---|-------------|
| (a) General Aggregate Limit (Other than products - Completed Operations) | \$2,000,000 |
| (b) Products - Completed Operations Aggregate Limit | \$2,000,000 |
| (c) Each Occurrence Limit | \$1,000,000 |
| (d) Personal and Advertising Injury Limit | \$1,000,000 |
| (e) Fire Damage Limit, any one fire | \$ 100,000 |

City shall be notified immediately by Fitness Instructor in the event that insurance coverage is amended or modified in any way. In the event of a cancellation of such insurance coverage, such Fitness Instructor and all

substitute fitness instructors shall be prohibited from conducting any class until such coverage has been reinstated.

13. No delay or failure to exercise any right, power or remedy accruing to either party upon breach or default by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or failure be construed as a waiver of any such breach or default, or any similar breach or default thereafter.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and their official seals affixed hereto on the day and year first written above.

(SEAL)

CITY OF SANIBEL

ATTEST: BY: _____
Kevin Ruane, Mayor

Pamela Smith, City Clerk

WITNESS:

Witness #1 Signature

Witness #1 Printed Name

BY: _____

Print Name: _____

Title: Fitness Instructor

Witness #2 Signature

Witness #2 Printed Name

APPROVED AS TO FORM: *Kenneth B. Cuyler* 2/11/15
Kenneth B. Cuyler, City Attorney Date

Sylvia A. Edwards
APPROVED FINANCIAL SUFFICIENCY
Sylvia A. Edwards, Finance Director

From: [Yali Zawady](#)
To: [Barbara Gennity](#); [Andrea L. Miller](#)
Subject: Yali's cancellation of Yoga Contract.
Date: Tuesday, February 10, 2015 1:10:07 PM
Attachments: [PastedGraphic-2.tiff](#)

Dear Barbara and Andrea,

I am writing this letter to inform you that I would like to discontinue my contract with the City of Sanibel, for the Tuesday and Thursday 8am Slow Flow Yoga classes I teach at the Recreational center of Sanibel, to be effective on Tuesday March 3rd, being the last class taught under my contract, Thursday february 26th 2015. I'm lucky to have the opportunity to explore new business-teaching ventures, that demand all my care and attention.

If my schedule allows me to, I'll be happy to support my fellow teachers at the rec. You can keep me in the subs list. If you have any questions, or concerns, you can always reach me at 239-314-9642. Thanks for allowing me to share my love and passion, teaching yoga to the members of the Sanibel Rec Center!

Best regards and Namasté,

Yali Zawady

Yali Zawady, E-RYT 200
239.314.YOGA(9642)
Sanibel & Captiva Islands

 Facebook
www.ambuyoga.com



09/08/14

TO: Requesting Parties to Data Exchange MOU's with DHSMV

FROM: Maureen Johnson, Bureau Chief
Division of Motorist Services



SUBJECT: Memorandum of Understanding (MOU)

Enclosed is a Memorandum of Understanding (MOU) regarding data exchange with your agency. Please review, sign and return the MOU to the Department as soon as possible. You may forward a signed facsimile to the Department followed by the original if you wish to expedite the process.

The Florida Department of Highway Safety and Motor Vehicles is currently drafting a new MOU to replace the existing MOU that will include provisions that allow for enhanced monitoring. Once finalized, the new MOU will be forwarded to your agency for your review and signature and will replace the existing Data Exchange MOU.

If you have any questions please send to DataListingUnit@flhsmv.gov. Thank you for your assistance.

MJ/dv



**MEMORANDUM OF UNDERSTANDING
DRIVERS LICENSE AND/OR MOTOR VEHICLE RECORD DATA EXCHANGE
Contract Number _____**

This Memorandum of Understanding (MOU) is made and entered into by and between _____ hereinafter referred to as the Requesting Party and the Department of Highway Safety and Motor Vehicles hereinafter referred to as the Providing Agency.

I. Purpose of the Data Exchange

The purpose of this MOU is to establish conditions under which the Providing Agency agrees to provide electronic access to driver license and motor vehicle data to the Requesting Party as follows:

| Type of Data Requested | Statutory Fees (subject to change by the Legislature) |
|---|--|
| <input type="checkbox"/> DL/DMV transaction data | <input type="checkbox"/> No Charge |
| <input type="checkbox"/> Driver license status | <input type="checkbox"/> \$0.50/record, per s. 320.05 |
| <input type="checkbox"/> Motor vehicle status | <input type="checkbox"/> \$0.50/record, per s. 320.05, F.S. |
| <input type="checkbox"/> Driver license transcript (3-year) | <input type="checkbox"/> \$8.00/record, per s. 322.20, F.S. |
| <input type="checkbox"/> Driver license transcript (7-year or complete) | <input type="checkbox"/> \$10.00/record, per s. 322.20, F.S. |
| <input type="checkbox"/> Cost recovery fee for TML, Inc.* | <input type="checkbox"/> \$0.02/record (rounded to nearest \$0.01 daily prior to electronic funds transfer. TML will determine fee on an annual basis) |
| <input type="checkbox"/> Motor vehicle list | <input type="checkbox"/> \$0.01/record, per s. 320.05, F.S. |
| <input type="checkbox"/> Driver license list | <input type="checkbox"/> \$0.01/record, per s. 322.20, F.S. |
| <input type="checkbox"/> Driver record search | <input type="checkbox"/> \$0.01/record or \$2.00/record if no record is found, per s. 322.20, F.S. |
| <input type="checkbox"/> Motor vehicle record | <input type="checkbox"/> \$0.50/record, per s. 320.05, F.S. |
| <input type="checkbox"/> Residency verification | <input type="checkbox"/> \$0.01/record, per s. 322.20, F.S. |
| <input type="checkbox"/> DAVID | N/A |
| <input type="checkbox"/> DAVE (government agencies only) <input type="checkbox"/> with Photos/Signatures | N/A |
| <input type="checkbox"/> Motor Vehicle Insurance Data Exchange/Verification | N/A |

* TML Information Services, Inc. owns and operates the computer hardware and software that allows remote interactive access to the databases of the Providing Agency for the Requesting Party. For each single transaction received by the system, one type driver license history will be returned.

The Requesting Party is not requesting personal information and/or is not qualified to obtain personal information pursuant to the Driver's Privacy Protection Act.

The Requesting Party is requesting personal information and declares that it is qualified to obtain personal information under the following exception numbers, as listed in Attachment 1, authorized by the Driver Privacy Protection Act: _____. Personal information will be used as follows:

The Requesting Party is authorized to receive a ____9-digit social security number ____a 4-digit social security number, pursuant to Chapter 119, F.S., or other applicable laws.

The Requesting Party is authorized to receive insurance data on a per record basis for the purposes, pursuant to section 713.78(4)(b), F.S., or other applicable laws. The Requesting Party may only re-release this information to parties authorized to receive it under section 713.78(4)(b), F.S.

Received by (Initial/Date) _____

II. Definitions

- A. "Driver's Privacy Protection Act" (DPPA) – 18 United States Code section 2721 et seq.
- B. "Providing Agency" – The Department of Highway Safety and Motor Vehicles. The agency responsible for granting access to driver license and/or motor vehicle data to the Requesting Party.
- C. "Requesting Party" – Any entity type that is expressly authorized by section 119.0712(2), Florida Statutes and DPPA to receive personal information and highly restricted personal information that requests information contained in a driver license, motor vehicle, or traffic crash record.
- D. "Parties" – The Providing Agency and the Requesting Party.
- E. "Third Party" – Any individual, association, organization, or corporate entity who receives driver license and/or motor vehicle data maintained and released by the Providing Agency or Requesting Party.
- F. "Government Entity" – Any federal, state, county, county officer, or city government, including any court or law enforcement agency.
- G. "Network Provider" – A Requesting Party whose access is provided by remote electronic means through the System to request specific types of data at a minimum of 5,000 transactions per month. A six (6) month startup period will be allowed for new Network Providers, during which time, less than 5,000 transactions per month will be accepted.
- H. "Personal Information" – Information found in the motor vehicle or driver record which includes, but is not limited to, the subject's driver identification number, name, address, telephone number, and medical or disability information. Personal information does not include information related to vehicular crashes, driving violations, and driver's status.
- I. "Vendor Number" – A unique number assigned to the Requesting Party by the Providing Agency that identifies the type of record authorized for release and its associated fees. Misuse of a vendor number to obtain information is strictly prohibited and shall be grounds for termination in accordance with Section IX.
- J. "Driver license information" – driver license and identification card data collected and maintained by the Providing Agency.
- K. "Motor vehicle information" – title and registration data collected and maintained by the Providing Agency for vehicles, and mobile homes.

III. Legal Authority

The Providing Agency maintains computer databases containing information pertaining to driver licenses and motor vehicles pursuant to Chapters 319, 320, and 322, Florida Statutes; and

The driver license and motor vehicle data contained in the Providing Agency databases is defined as public record pursuant to Chapter 119, Florida Statutes; and

The Providing Agency as custodian of the foregoing records may provide access by remote electronic means and charge a fee for the direct and indirect costs of providing such access, pursuant to sections 119.0712(2), 320.05, 321.23, and 322.20, Florida Statutes, and other applicable rules and policies; and

The Requesting Party might obtain via remote electronic means blocked personal information exempt from public disclosure as provided pursuant to section 119.0712(2), Florida Statutes, the Requesting Party shall maintain the confidential and exempt status of such data. Anyone accessing records obtained per this agreement must ensure that the end users of the records are complying with section 119.0712(2), Florida Statutes and DPPA.

The Parties, in consideration of the promised and mutual covenants hereinafter contained, do hereby enter into this MOU.

IV. **Statement of Work**

A. The Providing Agency agrees to:

1. Provide the Requesting Party with the technical specifications required to access driver license and/or motor vehicle information in accordance with the access method being requested.
2. Allow the Requesting Party/Network Provider to electronically access driver license and/or motor vehicle data.
3. Accept the Requesting Party/Network Provider's electronic requests and respond with appropriate data. At a minimum, 90% of the responses to electronic requests from Network Providers will occur within 15 seconds of receiving the transaction.
4. Collect all fees, pursuant to applicable Florida Statutes, rules and policies for providing the electronically requested data. The fee shall include all direct and indirect costs of providing remote electronic access, according to section 119.07(2)(c), Florida Statutes.
5. Collect all fees due for electronic requests through the Automated Clearing House account of the banking institution which has been designated by the treasurer of the State of Florida for such purposes.
6. Discontinue access of the Requesting Party for non-payment of required fees. The Providing Agency shall not be responsible for the failure, refusal, or inability of the Requesting Party/Network Provider to make the required payments, or interest on late payments for periods of delay attributable to the action or inaction of Network Providers.
7. Not indemnify or be liable to the Requesting Party/Network Provider for any driver license or motor vehicle information, programs, job streams, or similar items delayed, lost, damaged, or destroyed as a result of the electronic exchange of data pursuant to this MOU, except as provided in section 768.28, Florida Statutes.
8. Notify the Requesting Party/Network Provider thirty (30) days prior to changing any fee schedules when it is reasonable and necessary to do so, as determined by the Providing Agency. All fees are established by Florida law. Any changes in fees shall be effective on the effective date of the corresponding law change. The Requesting Party/Network Provider may continue with this MOU as modified or it may terminate the MOU in accordance with Section IX., subject to the payment of all fees incurred prior to termination.
9. Perform all obligations to provide access under this MOU contingent upon an annual appropriation by the Legislature.
10. Provide electronic access for Network Providers to driver license and/or motor vehicle information 24 hours a day, 7 days per week other than scheduled maintenance or other uncontrollable disruptions. Scheduled maintenance normally occurs Sunday mornings between the hours of 6:00AM and 10:00AM.
11. Provide an agency contact person for assistance with the implementation of this MOU.

B. The Requesting Party agrees to:

1. For the Requesting Party, driver license and/or motor vehicle, information may only be used for the express purposes described herein. Information obtained from the Providing Agency by the Requesting Party shall not be retained by the Requesting Party, unless obtained for a law enforcement purpose or resold to any Third Party.
2. Be responsible for interfacing with any and all Third Party end users. The Providing Agency will not interact directly with any Third Party end users. Requesting Party shall not give Third Party end users the name, E-mail address, and/or telephone number of any Providing Agency employee without the express written consent of the Providing Agency. *[This does not apply to Government Entities.]*

3. Maintain a help desk for its Third Party end users. Personnel assigned to this help desk shall be fully trained on all aspects of the electronic access and shall be prepared to answer all Third Party end user questions. In cases where the Requesting Party/Network Provider help desk personnel are unable to answer a question from a Third Party end user and that question must be answered by Providing Agency personnel; the Requesting Party shall obtain the answer from the Providing Agency and then relay the answer to the Third Party end user. *[This does not apply to Government Entities.]*
4. Ensure that its employees and agents comply with Section V. Safeguarding Information procedures of this MOU.
5. Not assign, sub-contract, or otherwise transfer its rights, duties, or obligations under this MOU without the express written consent and approval of the Providing Agency.
6. Use the information received from the Providing Agency only for the purposes authorized by this agreement.
7. Protect and maintain the confidentiality and security of driver license and/or motor vehicle information received from the Providing Agency in accordance with this MOU and applicable state and federal law.
8. To the extent allowed by law, the Requesting Party shall defend, hold harmless and indemnify the Providing Agency and its employees or agents from any and all claims, actions, damages, or losses which may be brought or alleged against its employees or agents for the Requesting Party's negligent, improper, or unauthorized use or dissemination of information provided by the Providing Agency.
9. Update user access permissions upon termination or reassignment of users within 5 working days and immediately update user access permissions upon discovery of negligent, improper, or unauthorized use or dissemination of information. Conduct quarterly quality control reviews to ensure all current users are appropriately authorized.
10. For all records containing personal information released to a Third Party, maintain for a period of 5 years, records identifying each person or entity that receives the personal information and the permitted purpose for which it will be used. The Requesting Party shall make these records available for inspection upon request by the Providing Agency. *[This does not apply to Government Entities.]*
11. Pay all costs associated with electronic access of the Providing Agency's driver license and/or motor vehicle information; such costs shall include all one time, recurring, and usage charges for all hardware, software, and services required to connect to and use the electronic access. Payment must be in advance of receiving any information or using electronic means as follows:
 - Complete and sign the appropriate document(s) to allow the Providing Agency's designated banking institution to debit the Requesting Party's designated account.
 - Maintain an account with a banking institution as required by the Providing Agency.
 - Pay all fees due the Providing Agency by way of the Automated Clearing House account of the Providing Agency's designated banking institution. Collection of transaction fees from eligible and authorized Third Party end users is the responsibility of the Requesting Party.
12. Minimum Transaction Level – In order to qualify for direct connection to a port, the Network Provider must agree to submit a minimum of 5,000 transactions per month for driver transcripts or 2,500 transactions for public records access program for motor vehicle/driver license status checks. A six-month startup period will be allowed, during which time less than the minimum will be acceptable. In the event the Network Provider does not maintain the minimum transaction per month beginning with the first day of the seventh month and every month thereafter, the Network Provider's direct connection to a port will be terminated.

V. Safeguarding Information

The Parties shall access, use and maintain the confidentiality of all information received under this agreement in accordance with Chapter 119, Florida Statutes, and DPPA. Information obtained under this agreement shall only be disclosed to persons to whom disclosure is authorized under Florida law and federal law. Any person who willfully and knowingly violates any of the provisions of this section is guilty of a misdemeanor of the first degree punishable as provided in sections 119.10 and 775.083, Florida Statutes. In addition, any person who knowingly discloses any information in violation of DPPA may be subject to criminal sanctions and civil liability.

The Parties mutually agree to the following:

- A.** Information exchanged will not be used for any purposes not specifically authorized by this agreement. Unauthorized use includes, but is not limited to, queries not related to a legitimate business purpose, personal use, and the dissemination, sharing, copying or passing of this information to unauthorized persons.
- B.** Information exchanged by electronic means will be stored in a place physically secure from access by unauthorized persons.
- C.** Access to the information exchanged will be protected in such a way that unauthorized persons cannot review or retrieve the information.
- D.** All personnel with access to the information exchanged under the terms of this agreement will be instructed of, and acknowledge their understanding of, the confidential nature of the information. These acknowledgements must be maintained in a current status by the Requesting Party.
- E.** All personnel with access to the information will be instructed of, and acknowledge their understanding of, the criminal sanctions specified in state law for unauthorized use of the data. These acknowledgements must be maintained in a current status by the Requesting Party.
- F.** All access to the information must be monitored on an on-going basis by the Requesting Party. In addition, the Requesting Party must complete an annual audit to ensure proper and authorized use and dissemination.
- G.** By signing the MOU, the representatives of the Providing Agency and Requesting Party, on behalf of the respective Parties attest that their respective agency procedures will ensure the confidentiality of the information exchanged will be maintained.

VI. Compliance and Control Measures

- A. Internal Control Attestation** - This MOU is contingent upon the Requesting Party having appropriate internal controls over personal data sold or used by the Requesting Party to protect the personal data from unauthorized access, distribution, use, modification, or disclosure. Upon request from the Providing Agency, the Requesting Party must submit an attestation from a currently licensed Certified Public Accountant performed in accordance with American Institute of Certified Public Accountants (AICPA) "Statements on Standards for Attestation Engagement." In lieu of submitting the attestation from a currently licensed Certified Public Accountant, Requesting Party may submit an alternate certification with pre-approval from the Department. In the event the Requesting Party is a governmental entity, the attestation may be provided by the entity's internal auditor or inspector general. The attestation must indicate that the internal controls over personal data have been evaluated and are adequate to protect the personal data from unauthorized access, distribution, use, modification, or disclosure. The attestation must be received by the Providing Agency within 180 days of the written request. The Providing Agency may extend the time to submit the attestation upon written request and for good cause shown by the Requesting Agency.

- B. Misuse of Personal Information** – The Requesting Party must immediately notify the Providing Agency and the affected individual following the determination that personal information has been compromised by any unauthorized access, distribution, use, modification, or disclosure. The statement to the Providing Agency must provide the date and the number of records affected by any unauthorized access, distribution, use, modification, or disclosure of personal information. Further, the requesting party agrees to comply with the provisions of section 501.171, Florida Statutes. The Parties agree that any subsequent changes to this law will be binding upon both parties.
- C.** The Providing Agency shall receive an annual affirmation from the Requesting Party indicating compliance with the requirements of this agreement no later than 45 days after the anniversary date of this agreement.

VII. Period of Performance

This MOU shall be effective upon the last signature of the Parties to this agreement and will remain in effect for three years from the date of execution, as provided on the next page. Once executed, this MOU supersedes all previous agreements for these conditions of services defined in Section I.

VIII. Amendments

- A.** This MOU incorporates all prior negotiations, interpretations, and understandings between the Parties, and is the full expression of their agreement.
- B.** This MOU may be subsequently amended by written agreement between the Parties. Any change, alteration, deletion, or addition to the terms set forth in this MOU and its numbered addendums must be by written agreement executed by both Parties.
- C.** All provisions not in conflict with the amendment(s) shall remain in effect and are to be performed as specified in this MOU.

IX. Termination

- A.** This agreement may be terminated for cause by either party upon finding that the terms and conditions contained herein are not being followed. No written notice or notifying period will be required.
- B.** This agreement is subject to unilateral cancellation by the Providing Agency without notice for failure of the Requesting Party to comply with any of the requirements of the MOU and applicable Florida Statutes, including section 119.0712(2), Florida Statutes.
- C.** The Contract may be terminated upon thirty (30) days' notice in writing to the Contract Manager without penalty to either party. All obligations of either party under the contract will remain in force during the thirty (30) day notice period.

IN WITNESS HERETO, the PARTIES have executed this Agreement by their duly authorized officials.

Requesting Party:

Company / Agency Name

Street Address

Suite

City, State Zip Code

By: _____

Printed/Typed Name

Title

Date

E-Mail Address

Phone Number

Fax Number

Technical Contact for FTP, Program Access

Printed/Typed Name

E-Mail Address

Phone Number

Point of contact for Web Application Access

Printed/typed Name

E-Mail Address

Phone Number

Providing Agency:

**Florida Department of Highway Safety
and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, Florida 32399**

By: _____

Lisa M. Bassett
Printed/Typed Name

Chief of Purchasing & Contracts
Title

Date

DRIVER PRIVACY PROTECTION ACT EXEMPTIONS

Pursuant to section 119.0712(2), F. S., personal information in motor vehicle and driver license records can be released for the following purposes, as outlined in 18 United States Code, section 2721.

1. Personal information referred to in subsection (a) shall be disclosed for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of titles I and IV of the Anti Car Theft Act of 1992, the Automobile Information Disclosure Act (15 U.S.C. 1231 et seq.), the Clean Air Act (42 U.S.C. 7401 et seq.), and chapters 301, 305, and 321-331 of title 49, and, subject to subsection.
2. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
3. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
4. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only -
 - (a) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - (b) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
5. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
6. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
7. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
8. For use in providing notice to the owners of towed or impounded vehicles.
9. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
10. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of title 49.
11. For use in connection with the operation of private toll transportation facilities.
12. For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
13. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
14. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
15. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

Memorandum

DATE: March 3, 2015

TO: City Council

THROUGH: City Manager Judie Zimomra

FROM: Public Works Director Keith Williams

RE: Replacement of City Hall Air Conditioning Units

Recommendation: Approve replacement of MacKenzie Hall and Legal Office air conditioning systems and repairs to Administrative Wing IT room with FHSI Mechanical Contractor in the amount of \$95,642 as an emergency project.

MacKenzie Hall and the Legal Office air conditioning systems were installed in 2006 and are scheduled for replacement in FY-16. Prior to this planned replacement, one of the two condensing coils of the MacKenzie Hall air handler unit has failed. MacKenzie Hall has also experienced issues with the significant distance between the compressor unit and the building. This project proposes to relocate the condenser unit to the roof of City Hall to improve operational efficiency. The Legal Office air handler coil has an unrepairable refrigerant leak. Repairs to the existing units would be costly and due to the age of the existing systems a full replacement of each system is recommended. The existing Administration Wing IT room system has control and cooling issues, which has been problematic for the IT Department in maintaining the technology equipment located within the space.

FHSI Mechanical Contractor, who installed and currently maintains the Police Wing IT room system, was asked to provide a proposal for design/build for each of the three required repairs:

- MacKenzie Hall = \$66,516
- Legal Office = \$4,887
- Administrative IT room = \$24,239
- PROJECT TOTAL = \$95,642

The FY-15 Public Works Capital budget includes \$150,000 for the scheduled replacement of the air conditioning units in the Administrative/Finance Wing. This funding will be utilized for the necessary replacement work in MacKenzie, Legal and Administrative IT Room in FY-15 and the replacement project for Administration/Finance is proposed to be delayed until FY-16.

Staff recommends that Council approve the replacement of MacKenzie Hall and Legal Office air conditioning systems and repairs to the Administrative Wing IT room with FHSI Mechanical Contractor in the amount of \$95,642 in accordance with the City's emergency procurement policy. The Public Works Department FY-15 Capital Improvement budget includes \$150,000 to fund this project.

cc: Finance Director Sylvia Edwards
City Attorney Ken Cuyler



Proposal #90123

To (customer): Sanibel Police Dept I/T
 Mailing address: 800 Dunlop Rd
 City, State, Zip Sanibel, FL 33957
 Phone:
 Email:

Date: 9/30/2014
 Job Location: Server room
 Street Address 800 Dunlop Road
 Street Address
 City, State, Zip Sanibel, FL 33957

Florida Hydronic Solutions Inc. is pleased to submit a proposal for labor and materials to perform:

Mackenzie Hall

Scope of work

The removal of the 10 ton Aaon air conditioning unit and Two 4 ton Aaon 100% outside air units. Provide engineered drawings for this design build project. Install a new 10 ton Daikin roof top air conditioning unit and a new 5 ton Daikin Rebel 18 SEER 100% outside air unit.

Daikin Maverick Mod#MPS010B 10TON RTU

Daikin Rebel Mod#DPS005A 100% OAU

Mackenzie hall Inclusions:

- Design Build Engineered drawings
- Removal of the old Aaon equipment 1= ac unit and 2= 100% outside air units
- Reconfiguration of the ductwork to accommodate the new units.
- Re-use the existing grills and flex off branches
- Provide a crane for removal of old equipment and installation of the new roof top units
- Install 1 Daikin Packaged roof top air conditioner
- 1 Daikin Rebel 100% outside air Roof Top unit 18 SEER (Variable speed High Efficiency)
- All units will have coil coating for corrosion resistance
- New steel duct work 24 Gauge for Trunk lines
- Installation of Plasma air device in ductwork
- DDC controls with network interface cards. Allows remote access to system
- Factory start up

Exclusions:

- No overtime- all work during regular business hours

Warranty

Manufacturer to provide 1 year parts warranty and 5 year compressor

FHSI to provide a one year labor warranty during regular business hours.

Cost:

Labor \$ 5,985

Materials/ Equipment \$60,531

TOTAL \$66,516

Administration Building I/T room

Scope of work

Removal of the Liebert I/T room unit that has numerous refrigerant leaks and replace with a new Liebert I/T room unit. Install Liebert controls to allow remote access, alarm notification, duty cycling of the system, and Lead lag operation to ensure a constant temperature in the I/T room.

LIEBERT Mod#DME027E-P07 Air Handler

LIEBERT Mod#PFH027A-PL7 Condenser

LIEBERT control cards for both systems

Administration Building I/T room Inclusions.

- Recovery of old refrigerant per ARI specs prior to equipment disposal
- Lock out tag out unit
- Remove the old Air handler/ condenser and set new Air Handler Condenser
- Pressurize lineset to confirm there are no leaks (repair if possible replace if necessary)
- Connect lineset and braze- test with nitrogen
- Evacuate and charge system
- Start-up unit and confirm correct operation.
- Install new network cards and lead lag operation control card for both systems in I/T room (Liebert Factory Start-up)
- Test operation and set up per customers specifications

Exclusions:

- No Overtime all work during normal business hours

Warranty:

- Manufacturer to provide 1 year factory warranty on all parts
- FHSI to provide a 1 year labor warranty

Cost:

| | |
|----------------------------|-----------------|
| Labor | \$ 1,915 |
| Materials/Equipment | \$22,234 |
| TOTAL | \$24,239 |



City Attorney's Office

Scope of Work:

Replacement of the 3 ton Air conditioning system with a new Lennox 3 ton system with outside air and an outside air damper.,

City Attorney's office inclusions:

- Recover the refrigerant for equipment disposal
- Lock out tag out the electrical
- Disconnect the fresh air duct from the Mackenzie meeting hall outside air system Permanently
- Disconnect all the copper refrigerant lines, drain line, and electrical.
- Disconnect the ductwork
- Remove the air handler and condenser
- Set the new air handler and condenser. ; Hurricane strap the condenser.
- Reconnect all the refrigerant lines, drain line, electrical and ductwork.
- Install a new duct with a low voltage damper to allow the introduction of outside air.
- Pressure test system with nitrogen and confirm no leaks.
- Evacuate and charge system per manufactures specifications.
- Start up the system and confirm correct operation.

Exclusions:

- No overtime all work is to be completed during regular business hours.

Warranty:

Manufacture to provide a 1 year warranty
FHSi to provide a 1 year labor warranty.

Cost:

| | |
|----------------------|----------------|
| Labor | \$ 1,438 |
| Materials/ Equipment | \$ 3,449 |
| TOTAL | \$4,887 |

Combined total:

| | |
|-------------------------|-----------------|
| Mackenzie Hall | \$66,516 |
| Administration I/T room | \$24,239 |
| City Attorney office | \$ 4,887 |
| TOTAL | \$95,642 |

TERMS: \$47,821 due on equipment delivery, \$23,910 at 50% completion and final installment \$23,911 Due on completion



Phone: (239) 472-4648

Fax: (239) 472-2277

950 Dunlop Road, Sanibel, FL 33957

Mailing Address: P.O. Box 413, Sanibel FL 33957

email: info@sanibelmuseum.org

website: sanibelmuseum.org

February 3, 2015

Judie Zimomra, Sanibel City Manager
800 Dunlop Road
Sanibel, FL 33957

RE: Request to Serve Alcohol

Dear Ms. Zimomra:

I am writing to request City Council permission to serve alcohol at the village's March 19 "Garden Party and Dance." The event will take place from 6 to 10 p.m. on the grounds of the Sanibel Historical Museum and Village.

Please let me know if anything else is required.

Sincerely,

Emilie Alfino
Museum Manager

Cc: Dorothy Donaldson, Board President
File

Memorandum

DATE: March 3, 2015
TO: City Council
THROUGH: City Manager Judie Zimomra
FROM: Public Works Director Keith Williams

RE: Approve the repair and recondition of the existing Parkson Bar/Filter Screens used for grit removal to Parkson Corporation as a sole source in the amount of \$75,090 and authorize the City Manager to execute same. (The Utility Division Capital Budget for FY-15 includes the retrofit of the grit removal system and does not increase the FY-15 budget).

RECOMMENDATION: Approve the contract for the repair and recondition of the bar/filter screens to Parkson Corporation for \$75,090.

The Donax Wastewater Reclamation Facility was expanded in 2000. The first operation encountered in wastewater pretreatment is bar screening. The screen is used to retain and remove the course solids found in wastewater. During the expansion, the City installed a Parkson Continuous Self-Cleaning Bar/Filter Screen and Rotopress. Removing grit and course solids helps in protecting pumps, valves, pipelines, and other appurtenances from damage or clogging by rags and large objects.

The bar screen teeth have broken and the screen assembly and guide rails have deteriorated from normal use and need to be replaced. Due to the age, the motor will also be replaced while the equipment is disassembled.

This work is being sole sourced from the manufacturer and comes with 1 year warranty.

Staff recommends that City Council approve the reconditioning of the Parkson Bar/Filter Screens to Parkinson Corporation. Funding is available in the FY15 Utility budget to perform the work.

cc: City Attorney Ken Cuyler
Finance Director Sylvia Edwards

Quotation

NUMBER: B02010553 Rev 1

DATE: October 22, 2014

TO: Donax WRF
930 Donax Street
Sanibel, FL 33957
Attn: David Harding
Tel: 239-910-3031
Fax: 239-472-1962
E-Mail: David.harding@mysanibel.com

REF.: Project Name: Donax WRF
Project Location: Sanibel, FL
Original Serial #: 210056
Rebuild #: B02010553

Parkson Corporation proposes the reconditioning of your existing Aqua Guard® Continuous Self-Cleaning Bar/Filter Screen and Rotopress. Parkson is pleased to provide this **Rebuild Quotation** for the following:

ITEM 1 AQUA GUARD SELF-CLEANING BAR/FILTER SCREEN & ROTOPRESS® COMPACTOR

Existing Units: 1 AG Screen, 1 RP-200 Compactor
Unit #: 210056
Model: AG-MN-A

1.A Existing Equipment:

Description

Screen Width: 2 ft. 10.5 in.
Solids Discharge Height: 9 ft.
[as measured from the bottom of the channel to the discharge point]
Screen Angle: 75 °
Screen Opening: 3 mm
Application / Industry: Municipal

Materials of Construction

Elements: high impact polycarbonate alloy
Frame: 316 SS
Conveyor Chain: 316/410
Filter Element Shafts: 316 SS
Side Plate: high impact phenolic

Total
\$ 75,090

1.B The following parts are recommended for replacement on 1 AG Unit

RECONDITIONING WILL CONSIST OF THE FOLLOWING (per unit):

| 210056 | | |
|---|--------------------|-----------------|
| Sanibel, FL Donax WRF | | |
| AG-MN-A (RH) 2'10-1/2" x 9' DH, 316ss, 3mm | | |
| <u>Item Description</u> | <u>Item Number</u> | <u>Quantity</u> |
| Complete Screen Assembly | * | 1 |
| Front Seal Brush Set | ** | 1 |
| Rotating Brush | 3815-041-105/6 | 1 |
| Guide Rails, 316SS | Custom | 2 |
| Upper Guide Rail, 316SS | 1009827 | 2 |
| Rotating Front Rail, 316SS | 1005038 | 1 |
| Lower Guide Rails, 316SS | 1001678 | 2 |
| Lower Guide Rail Mtg. Spacers, 316SS | 1000124 | 4 |
| Filler Plates, 316SS | 1000116 | 2 |
| Discharge Pan Seal, Neoprene | 1005057 | 1 |
| Side Seals, Neoprene | 1003341 | 2 |
| Brush Chain | 0004729 | 1 |
| Sprocket, Drive Shaft | 0000270 | 1 |
| Sprocket, Brush | 0000269 | 1 |
| Drive Shaft Flange Bearing | 0000266 | 1 |
| Pillowblock, Rotating Front Guide Rail Bearing | 0000265 | 2 |
| Brush Bearing | 0000264 | 2 |
| Bushing | 0000268 | 1 |
| Bushing | 0000267 | 1 |
| Chain Tightener | 3384-006/M | 1 |
| Misc. Hardware | | 1 |
| Nameplates & Labels | 3027-087/D | 1 |
| Nameplates & Labels | 3824-002/D | 1 |
| Nameplates & Labels | 3824-065/D | 2 |
| <u>Screen Assembly Components</u> | * | |
| Side Plates | 1000737 | 164 |
| Conveyor Chain, Side, 316/410 | 1005072 | 164 |
| Filter Shaft, 316ss | 1005043 | 82 |
| Filter Elements, EL311CB | 1001868 | 5502 |
| Washer, 1/8" Thick | 1000740 | 164 |
| <u>Front Seal Brush Set</u> | ** | |
| Brush, 2" x 28-1/4" | 0002962 | 1 |
| Brush, 3" x 28-1/4" | 0000453 | 1 |

1.C The following parts are recommended for replacement on 1 RP Unit

RECONDITIONING WILL CONSIST OF THE FOLLOWING (per unit):

210056
Sanibel, FL Donax WRF
RP - 200

| <u>Item Description</u> | <u>Item Number</u> | <u>Quantity</u> |
|-------------------------------|--------------------|-----------------|
| Screw Weldment, RP, 316SS | 1009837 | 1 |
| Inlet Gasket, RP200, Neoprene | 1000730 | 1 |
| Gasket, 10", RP | 0001926 | 1 |
| V-Ring | 0001065 | 1 |
| Reducer, EHYJS-A6105Y-F4-74 | 3007-288/M | 1 |
| Motor, 2hp, MDR-734A | 0000849 | 1 |
| Nameplates & Labels | 3027-087/D | 1 |
| Nameplates & Labels | 3824-002/D | 1 |
| Nameplates & Labels | 3824-065/D | 2 |

ITEM 2 OFFERINGS - PURCHASE PRICE

2.A Parkson Certified AG Rebuild On-site with OEM Parts & Technicians\$58,450 USD

1. ~~To ensure work site safety, customer/owner is responsible for removing unit from the channel; placing unit on a level surface; thoroughly cleaning and disinfecting the unit; and reinstalling unit in channel.~~
2. All parts listed in [1B] above.
3. Parts will be shipped F.O.B. Point of Manufacture, freight included to jobsite.
4. Removal and reinstallation of the unit in the channel is excluded.
5. Work performed by Parkson certified personnel.
6. Taxes excluded.

Field Service / Start-Up Assistance - Included

Parkson will furnish one certified crew as required to rebuild unit, provide start-up and operator training. Dates of service to be scheduled upon receipt of Buyer's written request.

Additional start-up service can be purchased for \$1,000 per day plus travel and living expenses.

2.B Parkson Certified RP Rebuild On-site with OEM Parts & Technicians\$16,640 USD

1. To ensure work site safety, customer/owner is responsible for locking out the unit and thoroughly cleaning and disinfecting the unit.
2. All parts listed in [1C] above.
3. Parts will be shipped F.O.B. Point of Manufacture, freight included to jobsite.
4. Work performed by Parkson certified personnel.
5. Taxes excluded.

Field Service / Start-Up Assistance - Included

Parkson will furnish one certified crew as required to rebuild unit, provide start-up and operator training. Dates of service to be scheduled upon receipt of Buyer's written request.

Additional start-up service can be purchased for \$1,000 per day plus travel and living expenses.

SCHEDULE, VALIDITY, PAYMENT TERMS

Schedule:

- Submittal Phase not required on this project.

- Parts availability: 12 to 14 Weeks following receipt of acceptable written Purchase Order.

- Field/on-site rebuild will be within 4 weeks after parts are delivered to customer.

- Rebuild must be completed within 90 days after parts arrive on-site.

Dates are subject to confirmation upon receipt of written Purchase Order.

Validity:

Price is valid for sixty (60) calendar days from Quotation date, for shipment of Equipment within the timetable stated above.

Payment Terms:

90% net 30 days upon shipment of parts to site, 10% upon rebuild completion, not to exceed 90 days after shipment of parts should rebuild be delayed by other than Parkson.

ITEM 3 WARRANTY, DRAWINGS & MANUALS

3.A Mechanical Warranty:

As defined in Section XVI on the attached Standard Conditions of Sale, Parkson offers a one (1) year mechanical warranty for all new parts installed on the Aqua Guard screen by a) Parkson certified rebuild {Option 2A} and one (1) year mechanical warranty for all new parts installed on the Rotopress Compactor by b) Parkson certified rebuild {Option 2B}.

3.B Drawings and Installation, Operation and Maintenance (IO&M) Manuals:

- | | |
|------------------------|--------------|
| 1. Approval Drawings: | Not required |
| 2. Certified Drawings: | Not required |
| 3. IO&M Manuals: | Not required |

TERMS AND CONDITIONS:

Parkson's Standard Conditions of Sale, as stated on the attached, shall apply.

PATENTS:

The Equipment and/or process quoted herein may operate under one or more U.S. patents. The Purchase Price includes a one-time royalty payment (if any), which provides the Buyer with immunity to operate the Equipment specified in the Quotation under any applicable patents.

BUYER / OWNER RESPONSIBILITY UNLESS OTHERWISE STATED:

- Upon disassembly in our shop or on-site if any unforeseen parts or structural repairs are required, Parkson Corporation will notify the customer prior to commencement of any repairs beyond original quoted scope. The costs for these items will be added to the scope of work.
- Removal and installation of Aqua Guard unit in channel (disassembled from adjoining equipment / electrical / controls).
- High pressure wash the unit / removal of all solids. Additional charges and delays will occur if our crew / factory has to send equipment out for cleaning and solids disposal.
- Shower water connections and water supply.
- Controls / electrical connection and interconnecting wiring removal (including any of the following, but not limited to: E-stop button, solenoids, motors, interlock switches; wiring and conduit from each unit-mounted electrical device to a terminal box or control panel).
- Loading, unloading, crating, uncrating and installation of replacement parts. Installation will, at minimum, require a forklift and possibly a crane / hoist.
- Readiness of the equipment before requesting [rebuild or start-up] service. Non-readiness may result in additional charges.
- Interconnecting piping.
- Piping connections, platforms, gratings and railings unless stated otherwise.
- Any other auxiliary equipment or service not detailed above.
- Dumpster for all old parts [on-site rebuild].
- Redirect channel flow.
- Provide clean, dry channel.

Please return one signed copy of this quotation and Purchase Order to Parkson Corporation at the address below. Refer to this quotation, date, and related correspondence.

Issued By: Ray Coulter

Accepted By: (Herein called the Buyer)

PARKSON CORPORATION

1401 West Cypress Creek Road, Ste. 100
Fort Lauderdale, FL 33309



Name: Marty Unger
Title: Regional Sales Manager
Phone: 954-383-1757
E-Mail: munger@parkson.com
Fax: 817-599-9725
Date: October 22, 2014

Title:
Date:

Enclosures: Standard Conditions of Sale, Quotation Addendum

Local Rep: Barry Gregoire
The Mack Company
518 LeMaster Dr
Ponte Vedra Beach, FL 32082
904-553-1539
bgregoire@mackcompany-fl.com

cc: Louise Dunevant, Marty Unger

AG Aqua Guard Rebuild 01/18/13 Supersedes 01/9/13



Quotation Addendum

As a result of dramatic cost increases in the cost of both stainless and carbon steel, please be advised that the following provisions shall be strictly enforced pursuant to the Equipment advertised in this Quotation:

1. The Quotation's Purchase Price shall be firm for thirty (30) calendar days unless stated otherwise in the Quotation. Any Purchase Order issued beyond this timeframe may result in a Purchase Price review by Parkson Corporation whereby the Purchase Price may be increased to cover the increases in material costs. This Purchase Price review shall be at Parkson Corporation's sole discretion.
2. For those customers that have requested a firm Purchase Price commitment in excess of thirty (30) calendar days, Parkson has utilized an escalation clause tied to an appropriate commodity index to determine the Purchase Price.
3. All Purchase Orders that have a delivery schedule stretching beyond six (6) months from the time a Purchase Order is placed will be subject to price escalation tied to a proportionate increase in total material costs as a result of either stainless or carbon steel surcharges in effect at the time Parkson Corporation places its orders for any fabricated steel components for the Equipment. Parkson Corporation will notify you of any changes in prices once all orders for said components have been completed.

JCG
Effective 4/27/04



Standard Conditions of Sale

I. GENERAL: All references to Parkson (or any derivative thereof) shall mean Parkson Corporation and all references to Buyer shall mean the customer named in a purchase order, quotation or proposal (collectively referred to herein as "quotation"). All quotations from Parkson shall be considered solicitations of offers and all purchase orders placed by Buyer shall be considered offers, which can only be accepted in writing by Parkson. Buyer shall either sign Parkson's quotation, or in the alternative, issue a non-conflicting purchase order containing necessary information, such as site name, price schedule, type and quantity of product, requested delivery date and delivery instructions. Parkson hereby objects to and rejects any and all additional or different terms proposed by Buyer, whether contained in Buyer's request for quotation, purchase order, purchasing or shipping release forms. Notwithstanding any terms or conditions that may be included in Buyer's purchase order form or other communications, Parkson's acceptance is conditional upon Buyer's assent to the terms and conditions set forth herein. It is agreed that sales are made only on the terms and conditions herein and any other terms or conditions shall not become a part of the agreement unless expressly agreed to in writing by Parkson. Parkson's failure to object to any terms or conditions contained in Buyer's purchase order or other communication shall not be deemed to be acceptance of such terms or conditions. These terms and conditions shall be deemed incorporated (as though set forth in full) into any agreement entered into between Parkson and Buyer unless otherwise noted in writing. Parkson reserves the right, without any increase in price, to modify the design and specifications of Parkson products, provided that the modification does not adversely affect the original performance specifications as specified by Parkson or as requested by Buyer. Shipments, deliveries and performance of work shall at all times be subject to the approval of Parkson's Credit Department. Parkson may at any time decline to make any shipment or delivery or perform any work except upon receipt of payment or security or upon terms and conditions satisfactory to Parkson.

II. PRICES, TERMS OF PAYMENT & TAXES: (a) **PRICES:** Unless expressly stated to be firm for a definite period, Parkson's offers are subject to change without notice, and in all cases are subject to withdrawal at any time before acknowledgment by Buyer. Quoted prices are firm for only thirty (30) days. Orders placed after thirty (30) days are subject to price increases in Parkson's sole discretion. Prices on acknowledged orders are firm for the agreed upon delivery time. Customer requests to extend originally agreed upon delivery date(s) will be subject to price escalation. If a price is stated in the quotation, it is based upon shipment of the quantities and quality requested by Buyer and on the basis of Parkson's internal delivery schedule at the time of preparation of said quotation. (b) **TERMS OF PAYMENT:** Payments against invoices shall be due and payable thirty (30) days from the date of delivery to a carrier, or upon receipt of an invoice from Parkson, whichever first occurs. If in Parkson's opinion, Buyer's financial condition does not justify continuation of production or shipment on the terms of payment specified, Parkson may, upon written notice to Buyer, cancel or suspend any outstanding order or part thereof, unless Buyer shall promptly pay for all goods delivered or shall make advance payments to Parkson as it, at its option, shall determine. If Buyer delays shipment for any reason, date of readiness for shipment shall be deemed to be the date of shipment for payment purposes. If Buyer delays manufacture for any reason, a payment shall be made based on purchase price and percentage of completion, with the balance payable in accordance with the terms as stated. If payments are not made in conformance with the terms stated herein, the contract price shall, without prejudice to Parkson's right to immediate payment, be increased by 1½% per month on the unpaid balance, not to exceed the maximum amount permitted by law. If at any time in Parkson's judgment Buyer may be or may become unable or unwilling to meet the terms specified herein, Parkson may require satisfactory assurance or full or partial payment as a condition to commencing, or continuing manufacture, or in advance of shipment. (c) **TAXES:** Except for the amount, if any, of tax stated in a Parkson quotation, the prices set forth therein are exclusive of any amount for federal, state, local, excise, sales, use, property, in-country, import, VAT or similar taxes or duties. Such prices also exclude permit, license, customs and similar fees levied upon shipment of Parkson products.

III. SHIPMENT/STORAGE: (a) **SHIPMENT:** The anticipated shipment date(s) set forth in the quotation is/are approximate and subject to change. Notwithstanding other limitations set forth by Parkson, Parkson shall not be liable for any delays in shipment which are caused by events beyond the control of Parkson including, but not limited to, delays caused by inaccurate or incomplete data, changes or revisions in the work to be performed, tardy approval of drawings by Buyer, acts of Buyer or Buyer's agent, Force Majeure, accidents, strikes, inability to obtain labor or materials, or delay in transportation. Parkson shall have the right to extend the anticipated shipment date for up to ten (10) business days, for any reason, provided Parkson shall give Buyer written notice of such delay prior to the scheduled shipping date. Buyer's order will be crated for domestic truck shipment and Parkson assumes no responsibility for loss of, or damage to, the equipment following delivery to a carrier, who shall be deemed to be acting as agent for Buyer, and the equipment shall thereafter be at the Buyer's sole risk. It is Parkson's policy to ship its equipment "Bill Collect," and the carrier will mail its invoice(s) directly to Buyer's billing address, unless otherwise agreed to in writing. (b) **STORAGE:** Once Buyer has been notified that its order is ready for shipment, if Buyer requests that the order (in whole or in part) not be shipped until a later date, the equipment will be segregated from other inventory and Buyer shall execute Parkson's Transfer of Title form evidencing transfer of title and transfer of risk of loss from Parkson to Buyer pursuant to Section IV below. In the event that Buyer shall refuse to execute Parkson's Transfer of Title form and/or if the fabricator is unable to withstand storage of the equipment, Parkson shall have the right, at its sole discretion, to transfer the equipment to an intermediate storage facility, all at Buyer's cost, whereby transfer of title and risk of loss will be deemed to pass, pursuant to Section IV below, when the products are delivered to the carrier at the factory. All costs associated with shipping the equipment to said storage facility or from said storage facility to the job site (or any other site requested by Buyer) shall be the responsibility of Buyer. Buyer shall reimburse Parkson upon demand for any costs incurred by Parkson in connection with said storage, including without limitation, steps taken to protect the equipment from the elements, transport, storage facility fees, insurance, etc. Any delay in shipment requested or caused by Buyer or its agents will not affect the Terms of Payment above.

IV. TITLE & RISK OF LOSS: Parkson's prices are F.O.B. Parkson's Factory and are exclusive of taxes, shipping, handling and insurance. Title to all equipment and risk of loss, deterioration or damage shall pass to Buyer upon delivery to a carrier; except that a security interest in the equipment or any replacement shall remain in Parkson's name, regardless of mode of attachment to realty or other property, until the full purchase price has been received by Parkson. Buyer agrees to do all acts necessary to perfect and maintain said security interest, and to protect Parkson's interest by adequately insuring the products against loss or damage from any external cause, including during any storage or transport, with Parkson named as insured or co-insured.



Any claim by Buyer against Parkson for shortage or damage occurring prior to delivery must be made in writing within ten (10) calendar days after receipt of shipment and accompanied by an original transportation bill signed by the carrier noting that carrier received goods from Parkson in the condition claimed. Parkson shall have the right to ship all goods at one time or in portions, within the time for shipping provided in such order, unless specifically requested in writing by the Buyer that these shipments be made in total. Any shipments returned to Parkson as a result of Buyer's unexcused delay or failure to accept delivery will require Buyer to pay all additional costs incurred by Parkson, including any storage costs as set forth in Section III above.

V. ERECTION: Unless otherwise agreed in writing, products are assembled, installed and/or erected by and at the full expense of Buyer.

VI. CANCELLATION & BREACH: Buyer agrees that Parkson products are specially manufactured goods that are not suitable for sale to others in the ordinary course of business. Therefore, purchase orders placed with Parkson cannot be canceled without recourse, nor shipments of goods made up, or in process, be deferred beyond the original shipment dates specified, except with Parkson's written consent and upon terms which shall indemnify Parkson against all loss. In the event of cancellation or the substantial breach of the agreement between Buyer and Parkson, including without limitation, failing to make payment when due, Buyer agrees that Parkson will suffer serious and substantial damage which will be difficult, if not impossible, to measure, both at the time of entering the agreement and as of the time of such cancellation or breach. Therefore, the parties agree that upon such cancellation or breach, the Buyer shall pay to Parkson the sums set forth below which Parkson and Buyer do hereby agree shall constitute agreed and liquidated damages in such event:

- a. If cancellation or breach shall occur after the acceptance of the purchase order but prior to mailing of general arrangement drawings by Parkson to Buyer, liquidated damages shall be 10% of the selling price.
- b. If cancellation or breach shall occur within thirty (30) days from the mailing of general arrangement drawings by Parkson to Buyer, the liquidated damages shall be 30% of the selling price.
- c. If the cancellation or breach occurs after thirty (30) days from the mailing of general arrangement drawings by Parkson to Buyer, but prior to notification that the order is ready for shipment, the liquidated damages shall be the total of 30% of the selling price plus the expenses incurred, cost of material, and reasonable value of the work expended to fill the respective order by Parkson's engineers and other employees, agents and representatives after the mailing of general arrangement drawings by Parkson to Buyer. All sums will be determined at the sole reasonable discretion of Parkson provided, however, that the total liquidated damages under this provision shall not exceed the total selling price.
- d. If cancellation or breach shall occur after Parkson has notified Buyer that the order is ready for shipment, then the liquidated damages shall be the total selling price.

VII. DRAWINGS & SPECIFICATIONS: In the event that drawings are sent to Buyer for approval after an order is placed, the drawings must be returned marked "Approved" or "Approved As Noted" within twenty (20) calendar days after receipt unless otherwise noted. In the event that Buyer's written comments are not given within the twenty (20) day period, Parkson shall deem the items approved.

VIII. CORRECTIVE WORK & "BACK CHARGES". In no event shall any work be done, or services or material be purchased or expense otherwise incurred by the Buyer for the account of Parkson until after full and complete particulars (including an estimate of material cost) have been submitted in writing and approved in writing by Parkson. Parkson must be given the opportunity to discuss and research alternative methods to lower the costs involved in such corrective work. Unless agreed-upon in writing by Parkson, Parkson will not be liable for labor costs, overhead, administrative costs, interest or any other consequential or indirect costs Buyer incurs. Returned items will not be accepted unless Parkson has previously agreed to such return in writing and supplied written return-shipping instructions to Buyer.

IX. SELECTION OF MATERIALS: Because all Parkson products are specially manufactured products, the material make-up of many of Parkson's products varies from project to project. The determination of the materials' suitability and adaptability (including without limitation, paints and/or coatings) to the specific needs of the Buyer is solely the Buyer's choice and responsibility.

X. CONFIDENTIAL INFORMATION & IMPROVEMENTS: The design, construction, application and operation of Parkson's products, services and relevant documentation embody proprietary and confidential information; therefore, Buyer will maintain this information in strict confidence, will not disclose it to others, and will only use this information in connection with the use of the products or to facilitate the provision of services sold by Parkson. Buyer will not copy or reproduce any written or printed materials or drawings furnished to Buyer by Parkson. Buyer agrees to immediately return all confidential material to Parkson if requested in writing by Parkson. Buyer will not copy any information provided by Parkson or make any design drawings of Parkson's equipment and will not permit others to copy or make any design drawings of the equipment. Parkson shall have a royalty-free license to make, use and sell, any changes or improvements in the products invented or suggested by Buyer or its employees. Buyer acknowledges that a remedy at law for any breach or attempted breach of this Section will result in a harm to Parkson for which monetary damages alone will not be adequate. Buyer covenants and agrees that neither it nor any of its affiliates will oppose any demand for specific performance and injunctive and other equitable relief in case of any such breach or attempted breach. Notwithstanding anything to the contrary herein, Parkson may seek enforcement of any breach of this Section without the necessity of complying with the provisions regarding resolution of disputes herein.

XI. FIELD SERVICE: Field Service included in the quotation will only be scheduled upon written request and may be subject to credit approval. Should the Buyer have outstanding balances due Parkson, no start-up / field service will be scheduled until such payments are received by Parkson. The Buyer assumes all responsibility for the readiness of the system when it requests start-up service. Should Parkson's Field Service Engineer arrive at the jobsite and determine that the system cannot be started up within a reasonable time, Parkson shall have the option to bring the Field Service Engineer home and bill the Buyer for time, travel and living expenses. Additional field service is available from Parkson at the prevailing per-diem rate at the time of the



request for service plus all travel and living expenses, portal-to-portal. A purchase order or change order will be required prior to scheduling this additional service.

XII. LIMITATION OF LIABILITY: Unless expressly agreed to in writing by Parkson, all damages not direct and actual in nature, including without limitation, consequential, incidental, indirect, exemplary and punitive damages, shall be expressly prohibited damages. Such prohibited damages include, but are not limited to, lost rent or revenue; rental payments; costs (increased or not) of administration or supervision; costs or delays suffered by others unable to commence work or provide services as previously scheduled for which a party to this contract may be liable; increased costs of borrowing funds devoted to the project (including interest); delays in selling all or part of the project upon completion; damages caused by reason of Force Majeure or acts of God (with the broadest statutory or court of law definition possible); termination of agreements to lease or buy all or part of the project, whether or not suffered before completion of services or work; forfeited bonds, deposits, or other monetary costs or penalties due to delay of the project; interest for any reason assessed to Buyer; increased taxes (federal, state, local, or international) due to delay or recharacterization of the project; lost tax credits or deductions due to delay; impairment of security; attorney and other legal fees for any reason assessed to Buyer, loss of use of the Equipment or any associated Equipment, costs of substitute Equipment, facilities or services, down time costs, claims of customers of Buyer for such other damages; or any other indirect loss arising from the conduct of the parties. Parkson only agrees to responsibility for damages from proven negligent and willful acts of its direct employees only.

XIII. APPLICABLE LAWS & GOVERNING LAW: To the best of Parkson's knowledge, Parkson products comply with most laws, regulations and industrial practices; however, Parkson does not accept responsibility for any state, city or other local law not specifically brought to Parkson's attention. For OSHA compliance, (1) Parkson is only liable for those OSHA standards that are in effect as of the date of the quotation, and to the extent they are applicable to the performance of Parkson. (2) Parkson is only responsible for the physical characteristics of the product(s) and not for the circumstances of the use of the product(s). (3) Parkson's liability through any noncompliance to OSHA shall be limited to the cost of modifying the product(s) or replacing the non-complying product(s) or component(s) after receipt of prompt written notice of noncompliance. The rights and obligations of Buyer and Parkson shall be governed by and interpreted in accordance with the substantive laws of the state of Florida including the uniform commercial code of Florida, excluding conflicts of law and choice of law principles.

XIV. DISPUTE RESOLUTION: Any issue, difference, claim or dispute ("Action") that may arise out of or in connection with the project referenced in the quotation, including these terms and conditions, shall be first resolved by negotiation at the highest executive levels between the Buyer and Parkson. If said negotiation is unsuccessful, any said Action or any transactions contemplated hereby or in the Quotation shall be finally settled under BINDING ARBITRATION in Broward County, Florida. Any such arbitration shall be governed by the Commercial Arbitration Rules of the American Arbitration Association and shall be overseen by one (1) single arbitrator. Buyer and Parkson shall agree upon a single arbitrator or, if Buyer and Parkson cannot agree upon an arbitrator within thirty (30) days, then the Buyer and Parkson agree that the American Arbitration Association shall appoint a single arbitrator. In the event that an Action is brought, the prevailing party shall be entitled to be reimbursed for, and/or have judgment entered with respect to, all of its costs and expenses, including reasonable attorney's fees' and legal expenses. The award of the arbitrator shall be binding and may be entered as a judgment in any court of competent jurisdiction.

XV. PATENTS: Parkson shall indemnify Buyer against any judgment for damages and costs which may be rendered against Buyer in a suit brought on account of the alleged infringement of any United States patent by any product supplied by Parkson, unless (a) the alleged infringement occurs as a result of any alteration or modification to the product or the use of the product in combination with the products or services of any party other than Parkson, or (b) the product was made in accordance with materials, designs or specifications furnished or designated by Buyer, in which case Buyer shall indemnify Parkson against any judgment for damages and costs which may be rendered against Parkson in any suit brought on account of the alleged infringement of any United States patent by such product or by such materials, designs or specifications; provided that prompt written notice be given to the party from whom indemnity is sought of the bringing of the suit and an opportunity be given to such party to settle or defend it as that party may see fit and that every reasonable assistance in settling or defending it shall be rendered. Parkson shall in no event be liable to Buyer for special, indirect, incidental or consequential damages arising out of allegation of patent infringement.

XVI. MECHANICAL WARRANTY: For a period of one (1) year following the Equipment shipment date ("Warranty Period"), Parkson's Equipment is limitedly warranted to be free from defective material and workmanship, under normal use and service and when installed, operated and maintained in accordance with installation instructions, this policy and maintenance/operating procedures. To make claim under this Warranty, Buyer must notify Parkson within ten (10) business days after the date of discovery of any nonconformity and make the affected Equipment immediately available for inspection by Parkson or its service representative. Parkson Equipment may be deemed nonconforming only by an authorized Parkson representative. Returns will not be accepted unless Parkson has authorized said return in writing. If Parkson's inspection indicates nonconforming materials and/or workmanship, the Equipment will, at Parkson's option, either be repaired or replaced without charge. Upon receipt of Parkson's written consent, Equipment may be promptly returned to Parkson, F.O.B. its factory. However, under certain circumstances, Parkson may decide, in its sole discretion, to repair or replace the Equipment at the Project site. Buyer hereby agrees to provide Parkson, its employees and/or representatives, free of charge, on-site access to the Project site, and any necessary utilities and plant personnel needed by Parkson for the purpose of repairing and/or replacing nonconforming Equipment per this Warranty.

The following will void this Warranty:

- (A) Equipment is used for purposes other than those for which it was designed;
- (B) Equipment is not used in accordance with generally approved practices;
- (C) Disasters, whether natural or manmade, such as fire, flood, wind, earthquake, cave-in, lightning, war, or vandalism;



- (D) Unauthorized alterations to or modifications of the Equipment not approved by Parkson, in writing;
- (E) Abuse, neglect or misuse of Equipment, including without limitation, operation of Equipment after a defect is discovered;
- (F) Operation of Equipment by persons not properly trained for that purpose;
- (G) Failure to operate the Equipment in accordance with Parkson's specifications, O&M manuals or other written guidelines; and/or
- (H) Failure to perform regular cleaning, inspection, adjustment and/or preventative maintenance.

BE ADVISED: Parkson is not liable for any corrective work or expenditure that has not been authorized by Parkson in writing prior to the commencement of such work and prior to committing to such expenditures. Inspection service calls, requested by Buyer, where no evidence of nonconforming materials and/or workmanship is found, will be invoiced to the Buyer at Parkson's current per diem, plus all travel and living expenses. Onsite labor and freight are not covered by this Warranty. This Warranty does not cover normal wear and tear. Following a Warranty claim, verification of proper operation and maintenance is required. Physical damage due to external forces and/or accident is not covered by this Warranty. The effects of corrosion and unforeseeable influent characteristics are excluded from this Warranty. Actions by 3rd parties in causing nonconformity of the Equipment are not covered under this Warranty.

THE FOREGOING LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER GUARANTEES AND WARRANTIES OF ANY KIND WHATSOEVER, WRITTEN, ORAL OR IMPLIED; ALL OTHER WARRANTIES INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

XVII. INDEMNIFICATION: Buyer shall comply and require its employees to comply with all instructions given by Parkson regarding installation, use and maintenance of the Equipment sold by Parkson and shall require its employees to use reasonable care and all safety devices in the operation and maintenance of said Equipment. Buyer shall not remove or permit removal or modification of any safety device, warning sign or label. Buyer shall immediately give Parkson written notice of any personal injury or property damage arising out of the use of the Equipment and cooperate with Parkson in investigating any such accident or malfunction. Buyer agrees to indemnify and hold Parkson and its suppliers harmless from any and all claims, demands, liabilities, causes of action, suits, costs and expenses of any kind and nature (including attorney's fees) for personal injury or property damage arising from or in any way connected with the operations, activities or use of the Equipment sold by Parkson if Buyer fails to fulfill any of the foregoing obligations. Buyer agrees to indemnify and hold Parkson and its suppliers harmless from any and all claims, demands, liabilities, causes of action, suits, costs and expenses of any kind or nature (including attorney's fees) which may be asserted against Parkson and its suppliers by any person relating to any portion of the Equipment which includes Buyer's existing equipment or equipment furnished by Buyer and to defend Parkson and its suppliers at Buyer's expense against any suit which may be commenced relating to the foregoing. Buyer agrees to indemnify and hold Parkson and its suppliers harmless from any and all claims, demands, liabilities, causes of action, suits, costs and expenses of any kind or nature (including attorney's fees) for loss or damage to persons or property, other than the Equipment sold hereby or Buyer's possession or use of said Equipment.

XVIII. MISCELLANEOUS: Parkson does not assume responsibility for nor warrant the performance or accuracy of Buyer's furnished design, design criteria, or specifications. The parties agree that the foregoing terms and conditions constitute the entire terms and conditions between Buyer and Parkson and that there are no other agreements, terms or conditions, expressed or implied, unless otherwise agreed to in writing by Parkson. The terms and conditions herein shall supersede any terms and conditions of any other document that may apply to the transaction between the Buyer and Parkson. This document may not be modified or superseded other than by an instrument in writing signed by both Buyer and Parkson. This document shall be binding upon and inure to the benefit of Buyer and Parkson and their heirs, assignees, legal representatives and the project Owner for the project referenced in the quotation. The invalidity or non-enforceability of any particular provision of this document shall not affect the other provisions hereof, and this document shall be construed in all respects as if such invalid or unenforceable provisions were omitted.



1401 W. Cypress Creek Road
Fort Lauderdale, FL 33309

Phone 954-974-6610
Fax 954-974-6182

Page 1

Sole Source Letter

To: David Harding
Company: Sanibel, FL
Tel: 239-910-3031
Fax: 239-472-1962
Email: david.harding@mysanibel.com
Pages: 1
Subject: Product: Aqua Guard®

Date: 10-23-2014
From: Marty Unger
Tel: 954-383-1757
Fax: 954-252-3775
Email: munger@parkson.com
Cc:

This document is to confirm that Parkson Corporation is the sole source provider for OEM parts for the subject product. Parkson Corporation is the original manufacturer/supplier of the subject product and is the only source for OEM replacement parts.

If I can be of further assistance or should you have any questions, please feel free to contact me.

Sincerely,

Parkson Corporation

Fort Lauderdale ♦ Chicago ♦ Montreal ♦ Dubai

www.parkson.com
technology@parkson.com

Rev3 AF-008

Memorandum

DATE: March 3, 2015
TO: City Council
THROUGH: City Manager Judie Zimomra
FROM: Public Works Director Keith Williams
RE: Purchase of a 4X4 Pickup Truck

Recommendation: Approve purchase of a ½ ton extended cab pickup truck with 4-wheel drive from Bartow Ford for a cost of \$26,092.00.

The FY-15 Public Works Capital budget includes the purchase of a new pickup truck that is utilized by a Public Facilities maintenance personnel. The truck scheduled for replacement is Unit #530, a 2006 model year vehicle, with over 110,000 miles and front wheel bearing issues.

On January 19, 2014, an advertisement was placed in the Fort Myers News-Press for the purchase of a ½ ton extended cab 4x4 pickup truck with the Bid Add/Alternate option of a factory installed backup camera system. In response to the ad, one bid was submitted and read aloud on February 19, 2015 in the presence of Terri Russell, Britton Garmanger and Kelsey Reed, City of Sanibel staff.

In an attempt to increase the number of competitive bids received, several local vendors were sent a bid packages directly. Bartow Ford was the only bid submitted, meeting all specifications and the added option of a backup camera system for a net price of \$26,092.00.

Staff recommends that Council approve the purchase of the pickup truck from Bartow Ford for \$26,092.00. The Public Works Department FY-15 Capital Improvement budget includes the funding for this purchase.

cc: Finance Director Sylvia Edwards
City Attorney Ken Cuyler

DEP AWARDS \$1 MILLION FOR RESTORATION OF ST. LUCIE AND CALOOSAHATCHEE ESTUARIES

Florida Department of Environmental Protection sent this bulletin at 02/05/2015 04:48 PM EST

FOR IMMEDIATE RELEASE: Feb. 5, 2015

CONTACT: DEP Press Office, 850-245-2112, DEPNews@dep.state.fl.us

DEP AWARDS \$1 MILLION FOR RESTORATION OF ST. LUCIE AND CALOOSAHATCHEE ESTUARIES

~Funds will be used to re-establish oyster populations and seagrass beds~

TALLAHASSEE – The Florida Department of Environmental Protection (DEP) has awarded two \$500,000 grants to re-establish oyster populations and seagrass beds in the Indian River Lagoon’s St. Lucie Estuary on Florida’s east coast and the Caloosahatchee Estuary on the west coast. The grants were awarded to the Florida Oceanographic Society and the Sanibel-Captiva Conservation Foundation respectively, allowing these organizations to create restoration and monitoring programs in each of the regions.

“The St. Lucie and Caloosahatchee estuaries are vital natural resources that must be maintained and supported,” said DEP Deputy Secretary for Ecosystem Restoration Drew Bartlett. “These projects will help restore healthy oyster populations and seagrass beds, which are important to these ecosystems and our economy.”

Harmful freshwater discharges have resulted in losses of oysters and seagrasses in both estuaries. The grants will be used to re-establish critical estuarine habitats of shellfish and submerged aquatic vegetation beds.

Since 2005, the Florida Oceanographic Society has been actively working to restore oyster reefs and seagrasses. Their shellfish hatchery has produced millions of oysters for oyster restoration programs. Additionally, they have grown five common native species of seagrasses for testing and success studies. This grant will enable the Society to continue these restoration efforts, focused in this case on the St. Lucie Estuary and the southern Indian River Lagoon.

To offset habitat impacts and build resiliency, the Sanibel-Captiva Conservation Foundation (SCCF) will use its grant to begin a four-part restoration and monitoring plan for the Caloosahatchee Estuary. They will replace and restore damaged habitats to a pre-2013 level and will provide substrate to promote healthy oyster reef development. SCCF will also grow and replant founder colonies of submerged aquatic vegetation to build resiliency by providing a source of healthy reefs and vegetation.

The Caloosahatchee River was originally a shallow, meandering river, but over the past 120 years it has experienced extensive modifications in the interest of navigation, flood control and development. As a result, heavy rainfall brings large influxes of freshwater and polluted stormwater runoff from both the watershed and releases from Lake Okeechobee. These events degrade water quality and the health of oysters and seagrasses in the estuary. DEP, the Southwest Florida Water Management District, the Department of Agriculture and Consumer Services and local governments are promoting or

implementing best management practices, stormwater controls and other water quality restoration projects to bring the Caloosahatchee Estuary back to health.

The Sanibel-Captive Conservation Foundation is dedicated to the conservation of coastal habitats and aquatic resources on Sanibel and Captiva and in the surrounding watershed. <http://www.sccf.org>

The Florida Oceanographic Society's mission is to inspire environmental stewardship of Florida's coastal ecosystems through education and research. www.FloridaOcean.org



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

NEWS RELEASE

February 19, 2015

MEDIA CONTACT:

Randy Smith

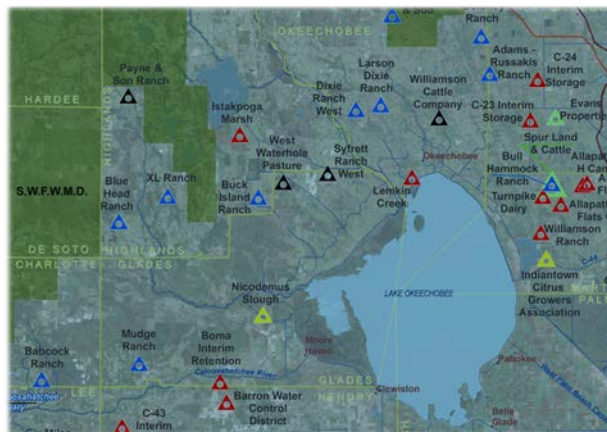
South Florida Water Management District

Office: (561) 682-2800 or Cellular: (561) 389-3386

www.sfwmd.gov/news

follow us on 

SFWMD Ramps Up Pumping at Water Storage Areas *Expanded storage is being utilized in response to lake releases*



(Click on the map to see water storage projects.)

West Palm Beach, FL – To help protect South Florida’s estuaries, the South Florida Water Management District (SFWMD) has begun boosting and also starting up pumping operations at several water storage sites in response to an increase in water releases from Lake Okeechobee.

“We have been continuously working to capture and store water before it reaches the lake and estuaries,” said Jeff Kivett, SFWMD Division Director of Operations, Engineering and Construction. “With releases from the lake increasing because of water conditions, our engineers are working to get every ounce of storage from available areas.”

With Lake Okeechobee’s level at 14.78 feet NGVD today – almost a foot higher than this time last year – the U.S. Army Corps of Engineers has been increasing releases from the lake to both estuaries.

To address impacts from those releases, the District has taken a host of actions to store water at key sites across several counties, including:

Starting Up at BOMA (Glades County)

This week, SFWMD engineers activated all three pumps at the District's Caloosahatchee Water Quality Treatment and Testing Project site (property formerly owned by BOMA Corp.), strategically located in the Caloosahatchee watershed. The site has approximately 1,500 acre-feet, or about 489 million gallons, of water storage capacity, with pumps pulling water directly from the Caloosahatchee River before it reaches the estuary.



(Click the image for a larger version.)

While the site will one day become a nitrogen removal project to improve water quality, District engineers determined water could be stored there on an interim basis. The site was also used in 2014 for emergency storage.

Pumping Started at Mirror Lakes (Lehigh Acres in Lee County)

Pumping into the Mirror Lakes property began last week. The project was built to rehydrate Mirror Lakes Preserve with 1,000 acre-feet, or about 326 million gallons, of water storage. The project will also restore flow south of State Road 82 with 500 acre-feet, or about 163 million gallons, of water storage and move water to the Estero watershed with 2,000 acre-feet, or about 653 million gallons, of water storage.

The SFWMD helped fund Phase 1 of the effort, and engineers determined there is capacity now to pump water into the site. The District is working with its local partners in the project to begin pulling water onto the site from the surrounding watershed. This water would have otherwise flowed to the Caloosahatchee Estuary.

Caulkins Water Farm (Martin County)

Engineers completed planned testing and maintenance work early to restart pumps on Valentine's Day at the 450-acre pilot project to store water on fallow citrus land. The project can pump approximately 40.7 million gallons of water a day directly out of the C-44 Canal, preventing it from reaching the St. Lucie Estuary.

The site became fully operation in February 2014 and was successfully utilized during the 2014 wet season to store approximately 8,942 acre-feet, or about 3 billion gallons, of water. Currently, approximately 125 acre-feet of water is being pumped into the site per day.

Nicodemus Slough (Glades County)

In January, the District began full-capacity pumping into the new Nicodemus Slough water storage area in Glades County. To send water onto the 16,000-acre project area, four pumps are each moving approximately 30,000 gallons of water per minute.

Through early February, about 6,700 acre-feet, or 2.2 billion gallons, of water has been pumped onto the site, which has a full pumping capacity of 120,000 gallons per minute.

Public Information on SFWMD Water Management

In concert with a host of web-based tools that capture ecological, rainfall and water level data, the District provides an operational “water tracker” map to tell the story of how much water SFWMD moves from Lake Okeechobee and where it goes. The map is updated weekly.

The online water tracker displays:

- Information, photos and weekly flow data from the four SFWMD structures that move water south from Lake Okeechobee
- Routes that water take from the lake
- Color-coded map of storage capacity in the three Everglades Water Conservation Areas

For More Information:

- Operational Planning documents & data: www.sfwmd.gov/opsreports
- Interactive “Moving Water South” map: www.sfwmd.gov/movingwatersouth

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About the South Florida Water Management District

The South Florida Water Management District is a regional, governmental agency that oversees the water resources in the southern half of the state – 16 counties from Orlando to the Keys. It is the oldest and largest of the state’s five water management districts. The agency mission is to manage and protect water resources of the region by balancing and improving water quality, flood control, natural systems and water supply. A key initiative is cleanup and restoration of the Everglades.

From: Pete Quasius [<mailto:pquasius@msn.com>]

Sent: Thursday, February 19, 2015 8:54 PM

To: James Evans; Lee nat Res. - Kurt Harclerode

Cc: AudubonSWFL PPres, Roger Clark; Audubon SWFL - Conservation - Brad Cornell

Subject: Caloosahatchee Watershed Issues White Paper - Audubon of SWF endorsement

Please add Audubon of Southwest Florida to the list of endorsing organizations of the Caloosahatchee Watershed Issues White Paper. The ASWF board approved signing-on at their conservation committee and board of directors meetings tonight, Feb. 19th, 2015

James: excellent job at FGCU this afternoon. Please provide me a copy of your presentation that I can share with other boards I am associated with as I seek additional endorsements of the plan.

Best,

PQ

RESOLUTION NO. 15R-02-34

A RESOLUTION ACCEPTING AND ENDORSING THE "CALOOSAHATCHEE WATERSHED - REGIONAL WATER MANAGEMENT ISSUES" REPORT DATED NOVEMBER 18, 2014, WHICH SETS FORTH SHORT TERM AND LONG TERM STRATEGIC PLANNING GOALS TO ADDRESS WATER STORAGE AND TREATMENT WITHIN THE KISSIMEE, LAKE OKEECHOBEE AND CALOOSATCHEE WATERSHEDS; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY COMMISSIONER M. MARGARET BATES)

WHEREAS, our community shares the concerns of the five municipalities within Lee County the common interests and concerns with respect to water quality within the Kissimmee, Lake Okeechobee and Caloosahatchee watersheds; and

WHEREAS, a document entitled "Caloosahatchee Watershed - Regional Water Management Issues" has been developed and prepared to concisely set forth a comprehensive strategy to address water storage and treatment within the Kissimmee, Lake Okeechobee and Caloosahatchee watersheds, as well as to identify land and infrastructure needed to convey excess water south into Everglades National Park and Florida Bay where it is needed; and

WHEREAS, our community generally agrees upon the comprehensive goals and strategies to address the Kissimmee, Lake Okeechobee and Caloosahatchee water resource issues;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF LAUDERHILL, THAT:

SECTION 1. Our community hereby accepts and endorses the "Caloosahatchee Watershed - Regional Water Management Issues" document dated December 16, 2014, a copy of which is attached hereto and incorporated herein as Attachment "A", and which is intended to be revised and updated periodically to address current best practices and approaches with respect to water quality and water resource protection.

SECTION 2. Our Community encourages all governing bodies throughout the State of Florida to also accept and endorse the "Caloosahatchee Watershed - Regional Water Management Issues" document attached hereto in order to provide general agreement on a collective and comprehensive approach to the Kissimmee, Lake Okeechobee and Caloosahatchee watershed resource issues that are of paramount importance to the residents and visitors to Lee County and Southwest Florida.

SECTION 3. The City Clerk is hereby directed to distribute a copy of this Resolution to the Florida League of Cities, the South Florida Water Management District and the Broward County Board of County Commissioners.

SECTION 4. Effective Date. This Resolution shall take effect immediately upon adoption.

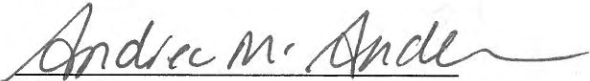
DATED this 9 day of February, 2015.

PASSED AND ADOPTED on first reading this 9 day of February, 2015.



PRESIDING OFFICER


ATTEST:



CITY CLERK

MOTION Bates
SECOND Thurston

M. BATES Yes
H. BENSON Yes
H. BERGER Yes
K. THURSTON Yes
R. KAPLAN Yes

Approved as to Form


W. Earl Hall
City Attorney



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM
THE CAPITOL

February 20, 2015

RECEIVED BY
15 FEB 23 AM 10:20
CITY OF SANIBEL
ADMIN/LEGIS.

Honorable Kevin Ruane and
City of Sanibel Councilmembers
800 Dunlop Road
Sanibel, Florida 33957-4096

Dear Mayor Ruane and City Councilmembers,

Thank you for your letter regarding the Governor and Cabinet's approval to acquire the Bond Ranch property as part of the Charlotte Harbor Flatwoods Florida Forever Project. I appreciate your support on this project which goes above and beyond purchasing land to place in conservation. Upon acquisition, and with some minor adjustments, it will also serve as an important piece in restoring historic sheetflows and improving water quality for Charlotte Harbor and the surrounding waterbodies.

I would also highlight the importance of partnering with other state agencies and local governments to accomplish compatible goals, and this project is a perfect example of how that level of cooperation can benefit everyone. I look forward to supporting future projects that continue to provide for the furtherance of our state's water quality and quantity needs.

Thank you again for your thoughtful correspondence. Please do not hesitate to reach out to my Deputy Cabinet Affairs Director, Jessica Field, at (850) 617-7700 if my office can be of any assistance in the future.

Sincerely,

Adam H. Putnam
Commissioner of Agriculture



Blind Pass Erosion Update February 11, 2015

Background and History

The area south of Blind Pass along northern Sanibel was identified as a critical erosion area in the late 1990's and periodically exhibits high rates of erosion. Erosion in this area is often greatest during the winter when cold fronts generate strong north, northwest, or west winds. It is not uncommon experience high rates of erosion along this stretch of beach following strong cold fronts. As a result, City staff regularly monitors beach conditions along this area from Blind Pass to Clam Bayou (see attached map, survey monument's R-109 to R-118). Along this stretch of beach there are several rental beach cottages, the Mad Hatter Restaurant, and several single family homes that are subject to impacts from erosion. Sanibel-Captiva Road, the only evacuation route from Captiva Island, is located in close proximity to the Gulf of Mexico in the vicinity of survey monuments R-111 and R-112, where high rates of erosion can occur.

Current Status

On February 2, 2015, Natural Resources staff conducted a beach inspection at Blind Pass Beach in response to a citizen complaint concerning beach erosion across from Pine Avenue. During the inspection, staff noted significant erosion that had occurred as a result of recent cold fronts. The erosion was focused in the area just south of the SCCF beach access located across from Pine Avenue between monuments R-111 and R112 (see aerial map with approximate location of erosion and attached photos). During the inspection a 4 to 5-foot tall escarpment was present midway between R-111 and R-112. Several buttonwood and seagrape trees and a very tall coconut palm were located within 2 to 3 feet of the existing escarpment. On February 2nd, staff estimated that the erosion was approximately 30 feet from the shoulder of Sanibel Captiva Road. On February 10th, Natural Resources staff re-inspected the area. The erosion had not increased significantly compared to the previous week and the measured distance between the edge of the escarpment and the road shoulder at its closest point was 29 feet (see attached photos).

City Action to Date

On Tuesday February 3, 2015, City staff provided Sanibel City Council an update on the status of the erosion at their regularly scheduled meeting. Staff provided Council with a list of emergency options on how to address the erosion, including the following:

- 1.) Obtain a Field Permit from the Florida Department of Environmental Protection (FDEP) to place up to 600 cubic yards of beach compatible fill above the mean high water line. This is a relatively simple process and the permit could be obtained immediately. Fill would need to be trucked in from an upland location. Access could be challenging, since all work must be done above the mean high water line.
- 2.) If more than 600 cubic yards of fill are needed or if the City wanted to implement other protective measures above the mean high water line, the City would need to obtain an FDEP Administrative Permit through the Coastal Construction Control Line Program. This would be a

lengthier process, but would not require a federal permit if all work is performed above the mean high water line.

- 3.) If work is needed below the mean high water line the City would need to obtain a FDEP Joint Coastal Permit (JCP) and would be subject to federal permitting requirements. This could take the longest (potentially months) and may not be an option in a true emergency situation.
- 4.) Another option is for the City to exercise the emergency provision under Florida Statutes 161.085 (3). If the City felt that private property or public infrastructure were in jeopardy the City could declare it an emergency and install ridged coastal armoring measures, but the City would need to obtain an after-the-fact permit at a later date and meet the conditions of the permit.

Based on information provided by staff and staff's concerns that some action may need to be taken prior to the March City Council meeting, Council authorized staff to move forward with obtaining a Field Permit from the FDEP to allow for the placement of up to 600 cubic yards of beach compatible sand above the mean high water line. Natural Resources staff was directed to obtain the FDEP Field Permit, while Public Works staff were tasked with obtaining quotes for transporting sand to the affected area and continuing to monitor the erosion daily to determine if and when to take further action.

Natural Resources staff has contacted the FDEP and is working directly with our Local FDEP Coastal Construction Control Line Field Representative to obtain a Field Permit. The permit should be secured within one to two weeks.

Next Steps

- City Public Works to obtain quotes for transporting up to 600 cubic yards of beach compatible fill upland of the mean high water line to help mitigate the existing erosion.
- Work with Lee County Natural Resources and Lee County Tourist Development Council (TDC) to obtain funding assistance for mitigation efforts.
- Continue to monitor the area throughout the winter and determine if action beyond what has been authorized by Sanibel City Council is necessary to address the erosion and protect the roadway.

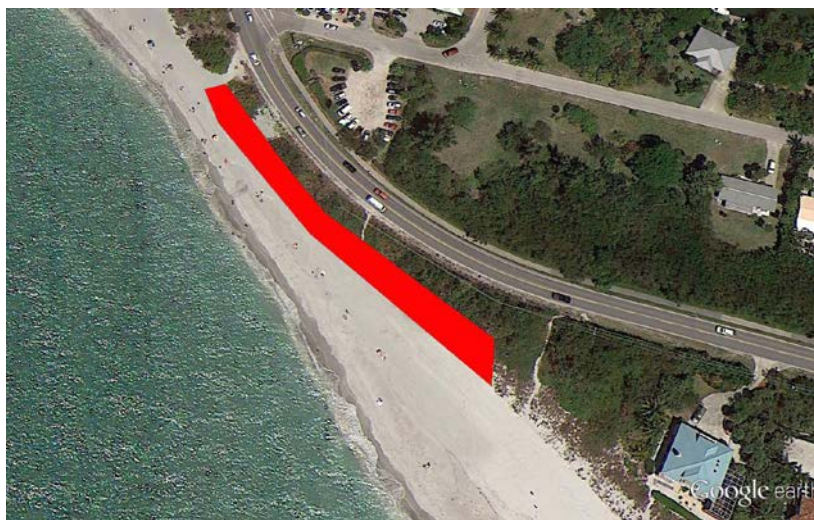


Figure 1: Map showing approximate location of erosion south of Blind Pass



Figure 2: Photo of beach escarpment adjacent to Sanibel-Captiva Rd. 2/2/15



Figure 3: Photo of beach escarpment adjacent to Sanibel-Captiva Rd. 2/2/15



Figure 4: Photo of erosion south of Blind Pass beach showing proximity of erosion to power pole guy-wires 2/10/15



Figure 5: Photo showing distance between Sanibel-Captiva Rd. and beach escarpment 2/10/15

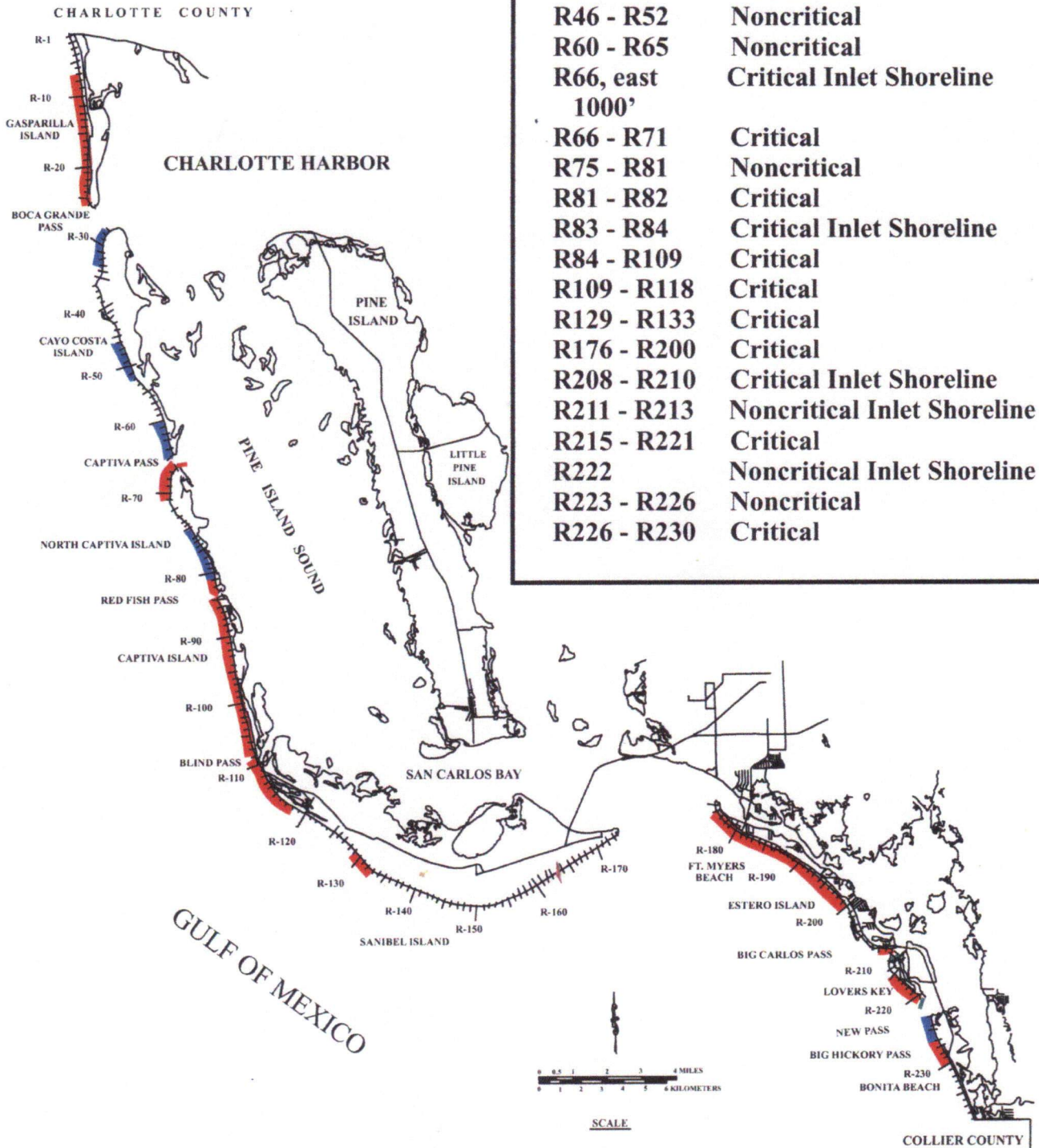


Figure 6: Photo of beach escarpment adjacent to Sanibel-Captiva Rd. 2/10/15



Figure 7: Photo of beach escarpment adjacent to Sanibel-Captiva Rd. 2/10/15

CRITICAL EROSION AREAS MAP - January 1, 2000



Impacts of Erosion along Southern Blind Pass Beach



Photos of erosion occurring along southern Blind Pass Beach 2/2/15 to 2/10/15



Southern Blind Pass Beach on Sanibel Island is currently experiencing significant erosion as a result of recent cold fronts. The erosion has resulted in a 4 to 5-foot escarpment along the beach dune within 30 feet of Sanibel-Captiva Road, the only evacuation route from northern Sanibel and Captiva Island. The City of Sanibel is very concerned about the timing of this erosion and as a precaution is obtaining a Field Permit from the FDEP to place up to 600 cubic yards of sand above the mean high water line in the event the erosion continues.



From: Dorn, Tricia <Tricia.Dorn@lcec.net>
Sent: Wednesday, February 18, 2015 10:30 AM
To: Judie A. Zimomra
Subject: Re: Part 2 of Email Two: Status of Erosion Southeast of Blind Pass

As a result of an on-site inspection of our facilities around Blind Pass, there are two poles that concern us. The one with the most concern is located at Blind Pass. Concrete has chipped away toward to top part of the pole exposing the steel rebar. We are scheduling the change out of that pole next Thursday.

The pole in the photos has been evaluated and determined that the anchor has not been compromised to the point of failure. The beach has eroded, exposing a portion of the anchor extension revealing rust. We are in the process of scheduling the replacement of the anchor extensions.

It is not uncommon for these anchors to be in water. The head of the anchor is what maintains tension which depending on the number of extensions, is pretty far down into the earth.

We really appreciate you bringing this to our attention Judie, I will advise you when our work is complete.

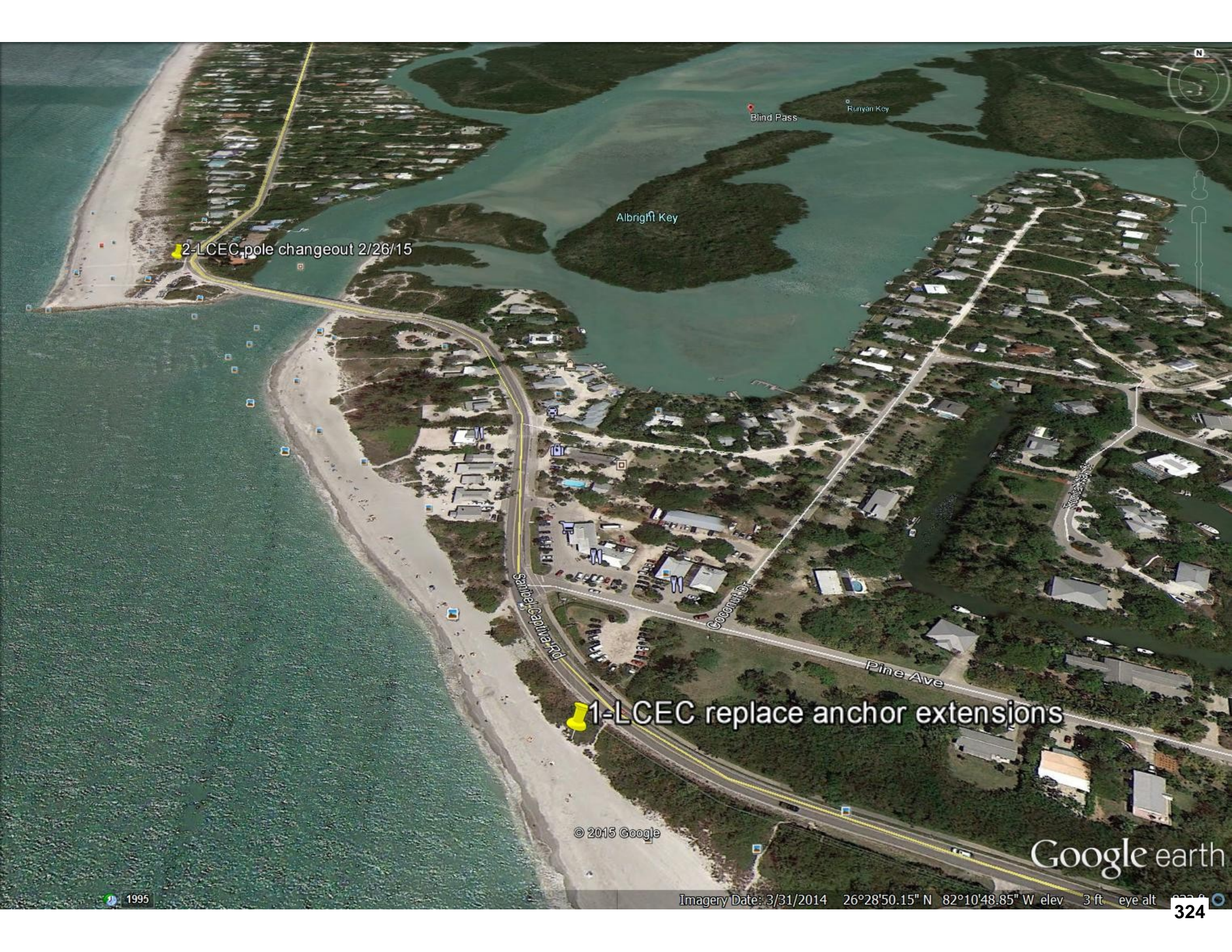
The attached image will show you both locations we are working on:

Pole #1 - We will be changing out the anchor extensions. As mentioned below we have determined that the anchor has not been compromised to the point of failure. That anchor is at a minimum of 12ft - 15ft below the earth. The anchor extensions will be replaced and we also will continue to monitor this pole.

Pole #2 - is rendered an emergency and we are working with the proper agencies to move forward ASAP with a scheduled date of next Thursday 2/26/15. We will follow all proper protocols in dealing with this emergency in terms of required permits, flaggers, etc.

Thank you again Judie, let me know if you have any other questions,

Tricia Dorn
Key Account Executive
LCEC



2-LCEC pole changeout 2/26/15

1-LCEC replace anchor extensions

© 2015 Google

Google earth

1995

Imagery Date: 3/31/2014 26°28'50.15" N 82°10'48.85" W elev 3 ft eye alt

From: Judie A. Zimomra
Sent: Tuesday, February 24, 2015 9:47 PM
To: Pigott, Tamara
Cc: sancouncil; rdesjarlais@leegov.com; Doug Meurer (dmeurer@leegov.com); dloveland@leegov.com; Loomis, Kathleen (LOOMISKA@leegov.com); zviskovic@leegov.com; 'Dorn, Tricia'; Sanibel - Captiva Chamber of Commerce; 'NMacphee@leegov.com'
Subject: Request for TDC Funds: Emergency Erosion Mitigation in the Area Southeast of Blind Pass in the amount of \$25,000

Dear Director Piggott,

As Mayor Kevin Ruane reported during the February TDC meeting significant shoreline erosion has occurred during the recent strong winter fronts in an area southeast of Blind Pass. A copy of his report is attached. Mayor Ruane also reported that we are closely monitoring the erosion to determine if mitigation will be required. As of yesterday have now obtained an Emergency Field Permit from the DEP (attached) as well as obtained a quote from a contractor (attached) to proceed if conditions warrant. At this time we are requesting an allocation in the amount of up to \$25,000 for placing up to 600 cubic yards of beach compatible fill in the affected area. These funds will only be utilized if the emergency mitigation is required. We would access these funds as a reimbursement for actual expenditures.

On a side but related note we received notification from LCEC that this afternoon the work on Pole #1 (as illustrated in the above attachments) changing out the anchor extensions was completed. They remain on schedule to change out Pole #2 (as illustrated above) this Thursday, February 26, 2015.

Please let me know if you need any additional information to proceed with this allocation.

Thank you very much for your efforts to protect & maintain our beaches & shorelines.

Judie Zimomra
Sanibel City Manager



**Public Works Department
Capital Improvement Projects
As of March 1, 2015**

| Planning / Bidding Status | | | | | | Construction Project Status | | | |
|---|--|----------------|----------------|-----------------|--------------------------|-----------------------------|-----------------|---------------------|---|
| PROJECT TITLE | PROJECT SUMMARY | BUDGETED FUNDS | FUNDING SOURCE | BIDDING PROCESS | ANTICIPATED CONSTRUCTION | CONTRACT AWARDED | CONTRACT AMOUNT | CONTRACTOR | STATUS |
| <i>Lighthouse Beach Restroom Construction</i> | Construct restroom at lighthouse gulfside beach. | \$701,950 | *TDC | Early 2014 | Fall 2014 | September 16, 2014 | \$636,329.00 | Stultz, Inc. | Under Construction |
| <i>Bowman's Beach Road Shared Use Path</i> | Install proposed path along Bowman's Beach Road from San-Cap Road to Beach Park. | \$200,000 | BEACH PARKING | Spring 2014 | Summer 2015 | September 6, 2014 | \$190,000.00 | Bateman Contracting | Received State Recreational Trails Grant on September 16, 2014 in the amount of \$200,000 |
| <i>City Hall HVAC Replacement</i> | Replace HVAC units in Building / Planning wing | \$120,000 | General | Spring 2015 | Summer 2015 | N/A | N/A | N/A | Design complete. |
| <i>Periwinkle @ Casa Ybel</i> | Intersection improvements | \$250,000 | General | Winter 2014 | Summer 2014 | N/A | N/A | N/A | Preliminary Design |
| <i>Tarpon Bay @ Island Inn</i> | Intersection improvements | | General | Spring 2015 | Summer 2014 | N/A | N/A | N/A | Preliminary Design |
| <i>Wulfert/Wildlife Drive Roadway and Path Improvements</i> | Shared Use Path construction and roadway improvements | \$180,000 | General | 2015 | 2015 | N/A | N/A | N/A | FLAP Grant in Progress |
| <i>Tarpon Bay Road (north) Shared Use Path</i> | Shared Use Path construction | | | 2015 | 2015 | N/A | N/A | N/A | FLAP Grant in Progress |

* (TDC) indicates Tourist Development Council Funding

** Includes Private Funding Contribution



City of Sanibel
 Public Works - Utility Division
 800 Dunlop Road
 Sanibel, FL 33957

Grease Trap Monthly Activity Report

February-15

NOV=Notice of Violation
AL=Advisory Letter

* click on the links to see attached documentation. (Inspection Forms, Letters and Notice of Violations)

| Date | Business | Site Address | Mailing Address | Property Owner | Inspection Dates | Inspection Report | Notice | Status |
|------|-------------------------------|---|---|--|-------------------|--|--------------------------------|------------------------------------|
| G-20 | Sundial Beach and Golf Resort | 1451 Middle Gulf Drive Sanibel, FL 33957 | 1451 Middle Gulf Drive Sanibel, FL 33957 | RLR Investment LLC 600 Gilliam Rd Wilmington, OH 45177 | 2/5/15 2/20/15 | Interceptor needs to be pumped Interceptor was pumped | AL sent 2/6/15 | reinspection 2/20 in compliance |

FY 15 Summary of Recreation Revenue/Memberships/Passes Report Through January 31, 2015

| | 2013-2014 | 2014-2015 | Difference | Percentage |
|-------------------------------------|--------------------------------|-----------|------------|------------|
| Total Revenue | \$264,965 | \$270,933 | \$5,968 | 2.25% |
| Membership Revenue | \$193,919 | \$211,601 | \$17,683 | 9.12% |
| Beach Parking Revenue | \$77,694 | \$90,171 | \$12,477 | 16.06% |
| Renewal Memberships / Passes | * Previous users | | | |
| Daily / Weekly Resident | 937 | 759 | -178 | -19.00% |
| Daily / Weekly Visitor | 586 | 560 | -26 | -4.44% |
| Member Guest | 266 | 193 | -73 | -27.44% |
| Six Month Members | 383 | 382 | -1 | -0.26% |
| Annual Members | 360 | 364 | 4 | 1.11% |
| New Memberships / Passes | *First time users | | | |
| Daily / Weekly Resident | 328 | 316 | -12 | -3.66% |
| Daily / Weekly Visitor | 512 | 510 | -2 | -0.39% |
| Member Guest | 388 | 344 | -44 | -11.34% |
| Six Month Members | 121 | 146 | 25 | 20.66% |
| Annual Members | 192 | 191 | -1 | -0.52% |
| TOTAL Memberships / Passes | *Total of New & Renewed Passes | | | |
| Daily / Weekly Resident | 1265 | 1075 | -190 | -15.02% |
| Daily / Weekly Visitor | 1098 | 1070 | -28 | -2.55% |
| Member Guest | 654 | 537 | -117 | -17.89% |
| Six Month Members | 504 | 528 | 24 | 4.76% |
| Annual Members | 552 | 555 | 3 | 0.54% |

FY 15 Summary of Recreation Revenue/Memberships/Passes Report Through January 31, 2015

| MONTH/YEAR 15 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | TOTAL |
|--------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Beginning Balance | \$ - | \$ 58,478.86 | \$ 126,783.99 | \$ 196,725.05 | |
| Memberships | \$ 43,019.99 | \$ 49,517.11 | \$ 57,346.36 | \$ 61,717.69 | \$ 211,601.15 |
| Summer Rec | \$ - | \$ - | \$ - | \$ - | \$ - |
| After School Program | \$ 7,511.00 | \$ 11,223.75 | \$ 443.50 | \$ 1,869.75 | \$ 21,048.00 |
| Holiday Rec | \$ - | \$ - | \$ 4,877.25 | \$ (267.75) | \$ 4,609.50 |
| Fun Days | \$ 1,312.00 | \$ 1,627.45 | \$ 2,352.50 | \$ 1,251.75 | \$ 6,543.70 |
| Rec Activity Wellness Classes | \$ 765.50 | \$ 1,461.50 | \$ 1,566.75 | \$ 961.40 | \$ 4,755.15 |
| Youth Activities | \$ 3,280.00 | \$ 689.25 | \$ 635.25 | \$ 2,533.25 | \$ 7,137.75 |
| Teen Activities | \$ 33.75 | \$ 20.50 | \$ - | \$ 1,163.00 | \$ 1,217.25 |
| Additional Afterschool Lessons | \$ 1,752.50 | \$ 1,869.00 | \$ 241.50 | \$ 744.00 | \$ 4,607.00 |
| Other Misc Activity | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Misc. Fees | \$ - | \$ 275.00 | \$ - | \$ 581.62 | \$ 856.62 |
| Donations | \$ 345.00 | \$ 163.00 | \$ 102.25 | \$ 361.73 | \$ 971.98 |
| Facility Rental Fees | \$ 78.00 | \$ - | \$ 189.00 | \$ 42.00 | \$ 309.00 |
| Sanctuary Memberships | \$ - | \$ - | \$ - | \$ - | \$ - |
| Product Sales | \$ 381.12 | \$ 1,100.07 | \$ 1,967.70 | \$ 2,915.22 | \$ 6,364.11 |
| Recreation Trips | \$ - | \$ 358.50 | \$ 219.00 | \$ 334.50 | \$ 912.00 |
| GRAND TOTALS | \$ 58,478.86 | \$ 126,783.99 | \$ 196,725.05 | \$ 270,933.21 | \$ 270,933.21 |

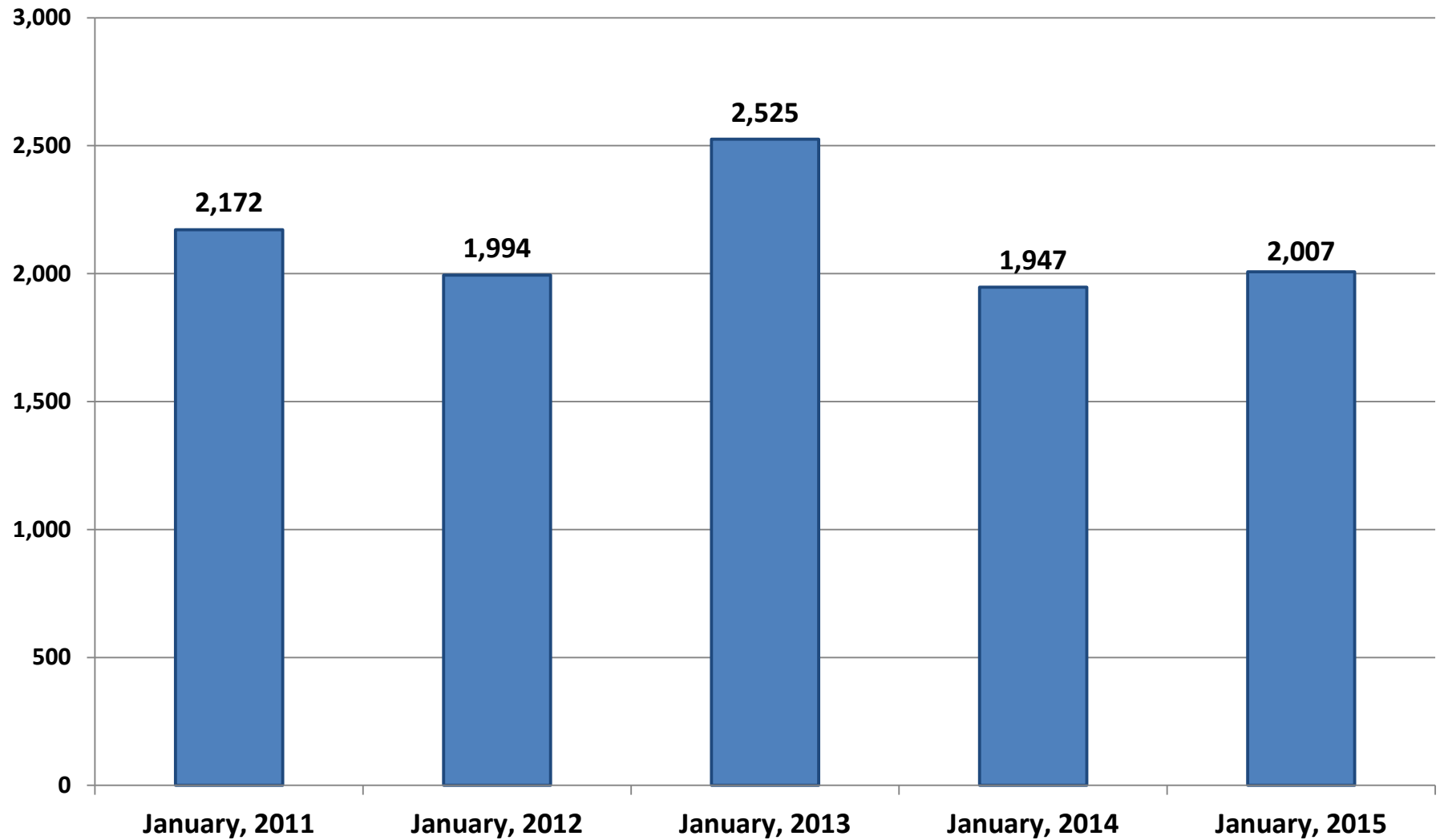
| Activity / Item | FY15 | FY14 | Increase / Decrease |
|-----------------------------|---------------------|---------------------|---------------------|
| Memberships | \$ 211,601.15 | \$ 193,918.63 | \$ 17,682.52 |
| Summer Rec | \$ - | \$ - | \$ - |
| After School Program | \$ 21,048.00 | \$ 15,026.66 | \$ 6,021.34 |
| Holiday Rec | \$ 4,609.50 | \$ 4,076.00 | \$ 533.50 |
| Fun Days | \$ 6,543.70 | \$ 4,648.00 | \$ 1,895.70 |
| Rec Activity Wellness Class | \$ 4,755.15 | \$ 8,533.76 | \$ (3,778.61) |
| Youth Activities | \$ 7,137.75 | \$ 7,544.00 | \$ (406.25) |
| Teen Activities | \$ 1,217.25 | \$ 203.25 | \$ 1,014.00 |
| *Addtl Afterschool Lessons | \$ 4,607.00 | \$ 9,302.50 | \$ (4,695.50) |
| *Other Misc Activity | \$ - | \$ 10,239.00 | \$ (10,239.00) |
| Other Misc Fees | \$ 856.62 | \$ 981.00 | \$ (124.38) |
| Donations | \$ 971.98 | \$ 5,367.65 | \$ (4,395.67) |
| Facility Rental Fees | \$ 309.00 | \$ 330.00 | \$ (21.00) |
| Sanctuary Memberships | \$ - | \$ - | \$ - |
| Product Sales | \$ 6,364.11 | \$ 2,284.79 | \$ 4,079.32 |
| Recreation Trips | \$ 912.00 | \$ 2,509.75 | \$ (1,597.75) |
| TOTAL REVENUE | \$270,933.21 | \$264,964.99 | \$ 5,968.22 |

*Other Misc Activity -\$10,239 (did not hold New Year's Eve Event in FY15)

*Addtl Afterschool Lessons -\$4,695 (not currently offering private music lessons)

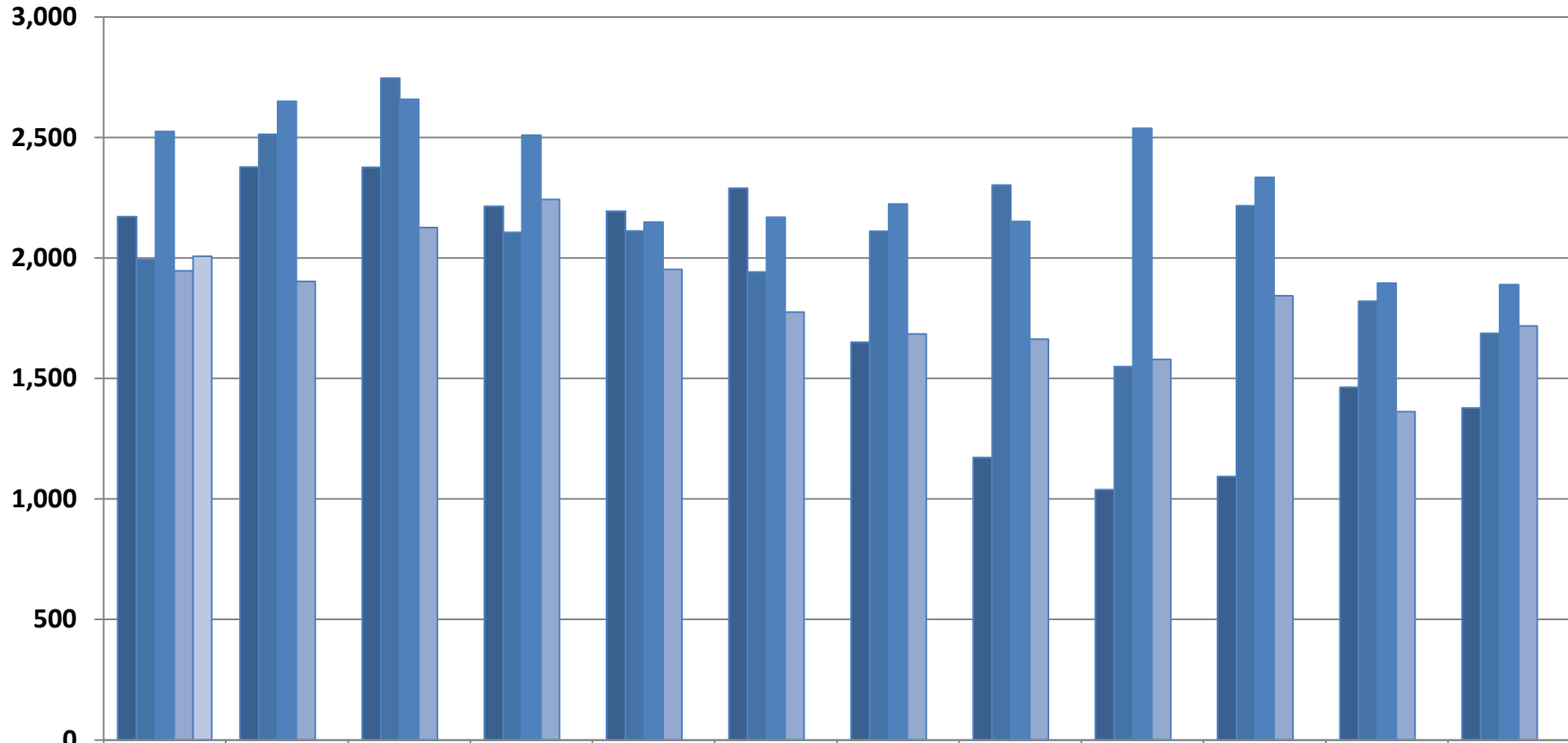
| MONTH/YEAR 14 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | TOTAL |
|--------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Beginning Balance | \$ - | \$ 37,274.95 | \$ 112,552.06 | \$ 170,806.25 | |
| Memberships | \$ 22,454.50 | \$ 55,368.00 | \$ 43,016.00 | \$ 73,080.13 | \$ 193,918.63 |
| Summer Rec | \$ - | \$ - | \$ - | \$ - | \$ - |
| After School Program | \$ 4,493.66 | \$ 8,394.00 | \$ 169.00 | \$ 1,970.00 | \$ 15,026.66 |
| Holiday Rec | \$ - | \$ - | \$ 2,865.00 | \$ 1,211.00 | \$ 4,076.00 |
| Fun Days | \$ 480.00 | \$ 1,281.00 | \$ 2,304.00 | \$ 583.00 | \$ 4,648.00 |
| Rec Activity Wellness Classes | \$ 1,240.07 | \$ 983.33 | \$ 2,236.00 | \$ 4,074.36 | \$ 8,533.76 |
| Youth Activities | \$ 3,125.00 | \$ 2,542.75 | \$ 681.25 | \$ 1,195.00 | \$ 7,544.00 |
| Teen Activities | \$ 70.50 | \$ 42.75 | \$ 16.50 | \$ 73.50 | \$ 203.25 |
| Additional Afterschool Lessons | \$ 4,540.00 | \$ 2,930.00 | \$ 575.00 | \$ 1,257.50 | \$ 9,302.50 |
| Other Misc Activity | \$ - | \$ 394.00 | \$ 3,719.00 | \$ 6,126.00 | \$ 10,239.00 |
| Other Misc. Fees | \$ 509.00 | \$ 463.00 | \$ - | \$ 9.00 | \$ 981.00 |
| Donations | \$ 169.21 | \$ 1,912.19 | \$ 1,121.75 | \$ 2,164.50 | \$ 5,367.65 |
| Facility Rental Fees | \$ 60.00 | \$ - | \$ 270.00 | \$ - | \$ 330.00 |
| Sanctuary Memberships | \$ - | \$ - | \$ - | \$ - | \$ - |
| Product Sales | \$ 133.01 | \$ 498.09 | \$ 554.69 | \$ 1,099.00 | \$ 2,284.79 |
| Recreation Trips | \$ - | \$ 468.00 | \$ 726.00 | \$ 1,315.75 | \$ 2,509.75 |
| GRAND TOTALS | \$ 37,274.95 | \$ 112,552.06 | \$ 170,806.25 | \$ 264,964.99 | \$ 264,964.99 |

**Legislative Department
Monthly Phone Call Tracking
January, 2011 - January, 2015
Through January 31, 2015**



Legislative Department Monthly Phone Call Tracking

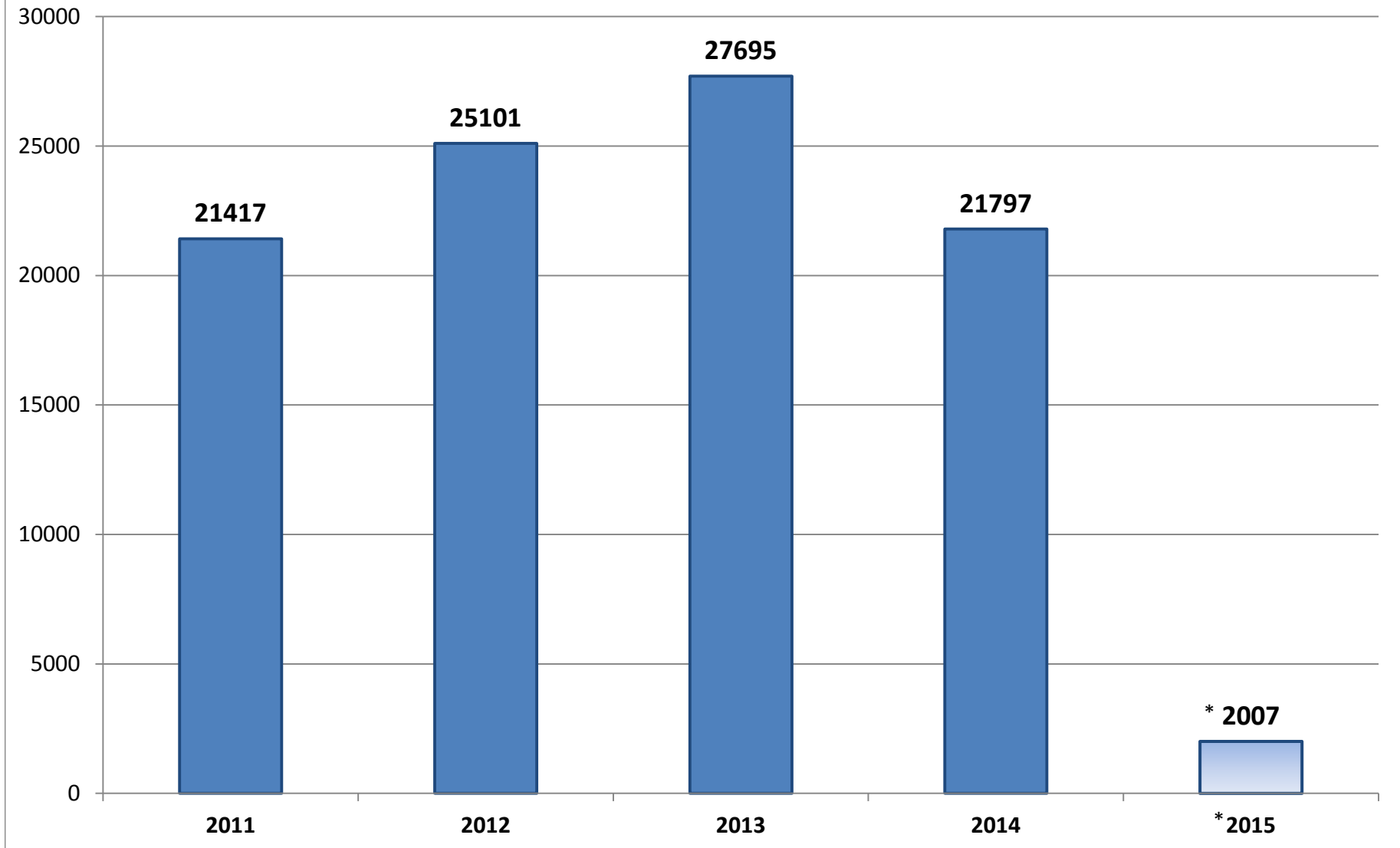
Through January 31, 2015



| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| ■ 2011 | 2,172 | 2,377 | 2,376 | 2,214 | 2,194 | 2,289 | 1,650 | 1,172 | 1,039 | 1,093 | 1,463 | 1,378 |
| ■ 2012 | 1,994 | 2,513 | 2,747 | 2,106 | 2,112 | 1,942 | 2,111 | 2,302 | 1,549 | 2,217 | 1,821 | 1,687 |
| ■ 2013 | 2,525 | 2,650 | 2,658 | 2,510 | 2,149 | 2,169 | 2,224 | 2,152 | 2,538 | 2,335 | 1,896 | 1,889 |
| ■ 2014 | 1,947 | 1,903 | 2,126 | 2,243 | 1,953 | 1,775 | 1,685 | 1,663 | 1,579 | 1,843 | 1,362 | 1,718 |
| ■ 2015 | 2,007 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Legislative Department
Annual Phone Call Tracking
*Through January 31, 2015**

*Partial Year



Information Calls

1/26/15 – 1/30/15

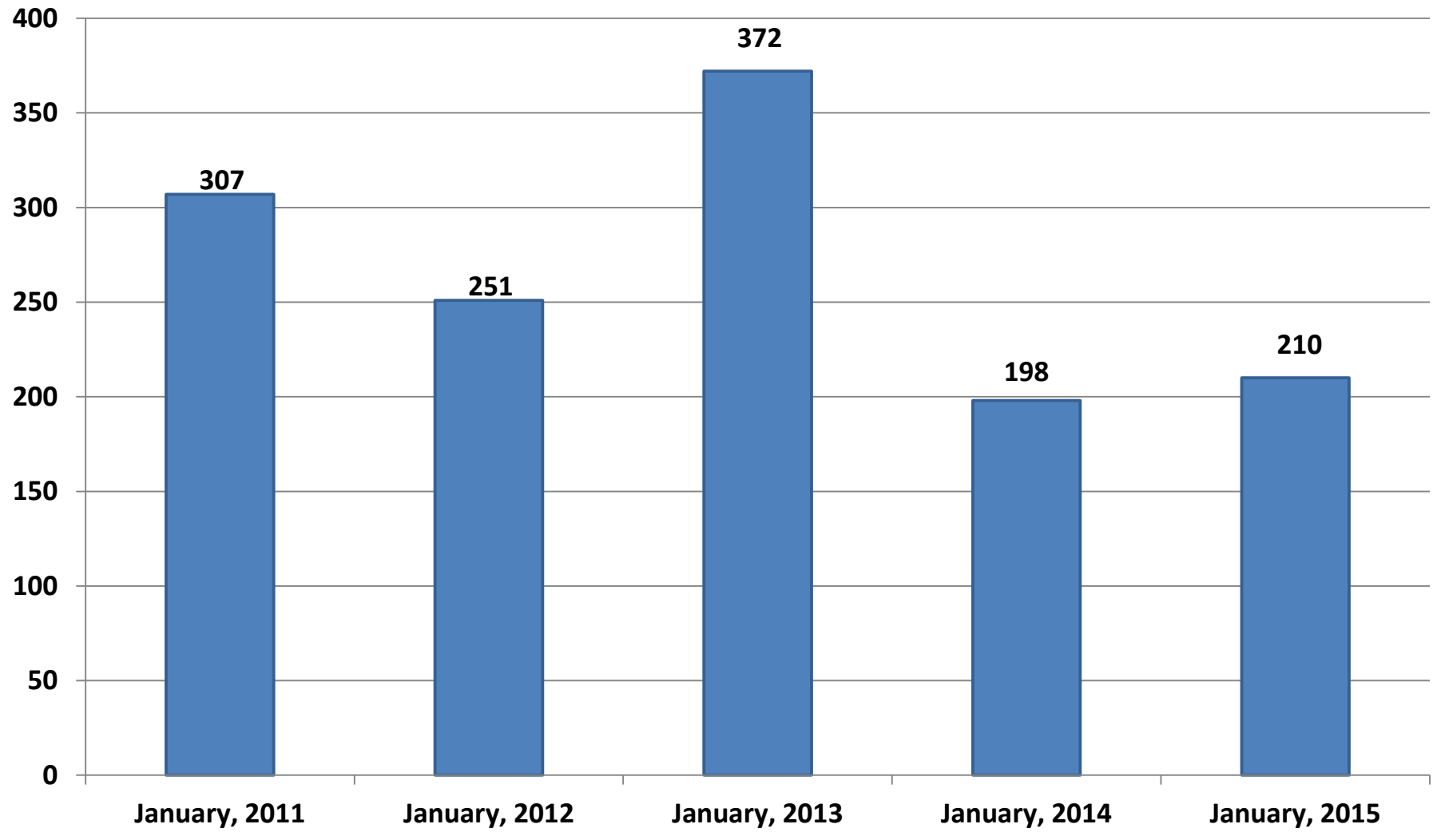
Native Plant Info
Ding Darling
Spiny-tailed Lizard Sighting
Hazardous Waste

Public Walk-Ins

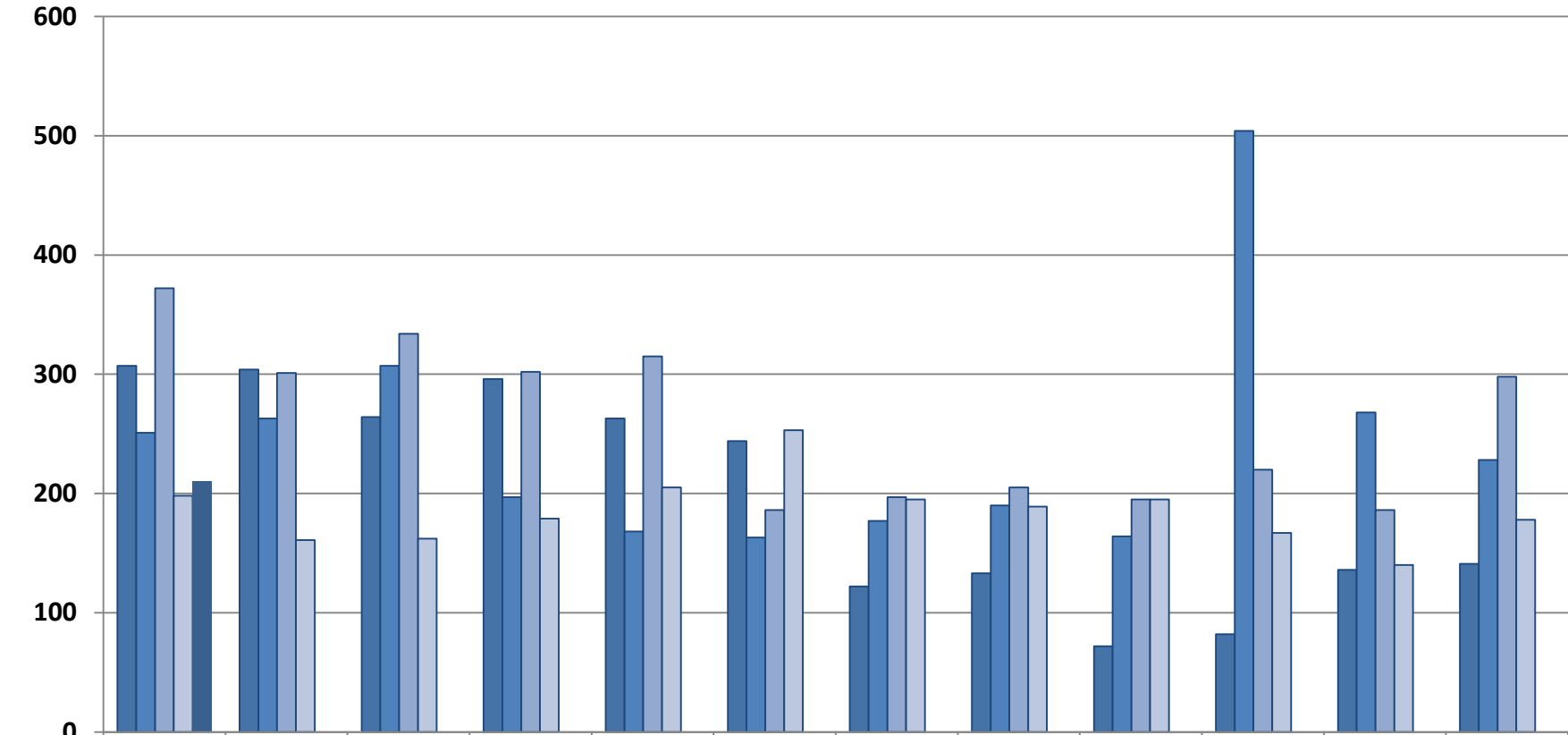
1/26/15 – 1/30/15

To see Jocelyn
Directed to Police
Meeting with City Manager
To pick up Charlotte Harbor Calendar
To see Crystal
Special Event Permit
Directed to Finance
Yard Sale Info
To see Sara
Directed to Rec Center
Directed to Building
Records Request
Directed to Rec Center (Beach Parking)
To see Pamela
Garage Sale
Directed to Public Works (Recycle Bins)

**Legislative Department
Monthly Walk-In Visitor Tracking
January, 2011 - January, 2015
Through January 31, 2015**



Legislative Department Monthly Walk-In Tracking Through January 31, 2015

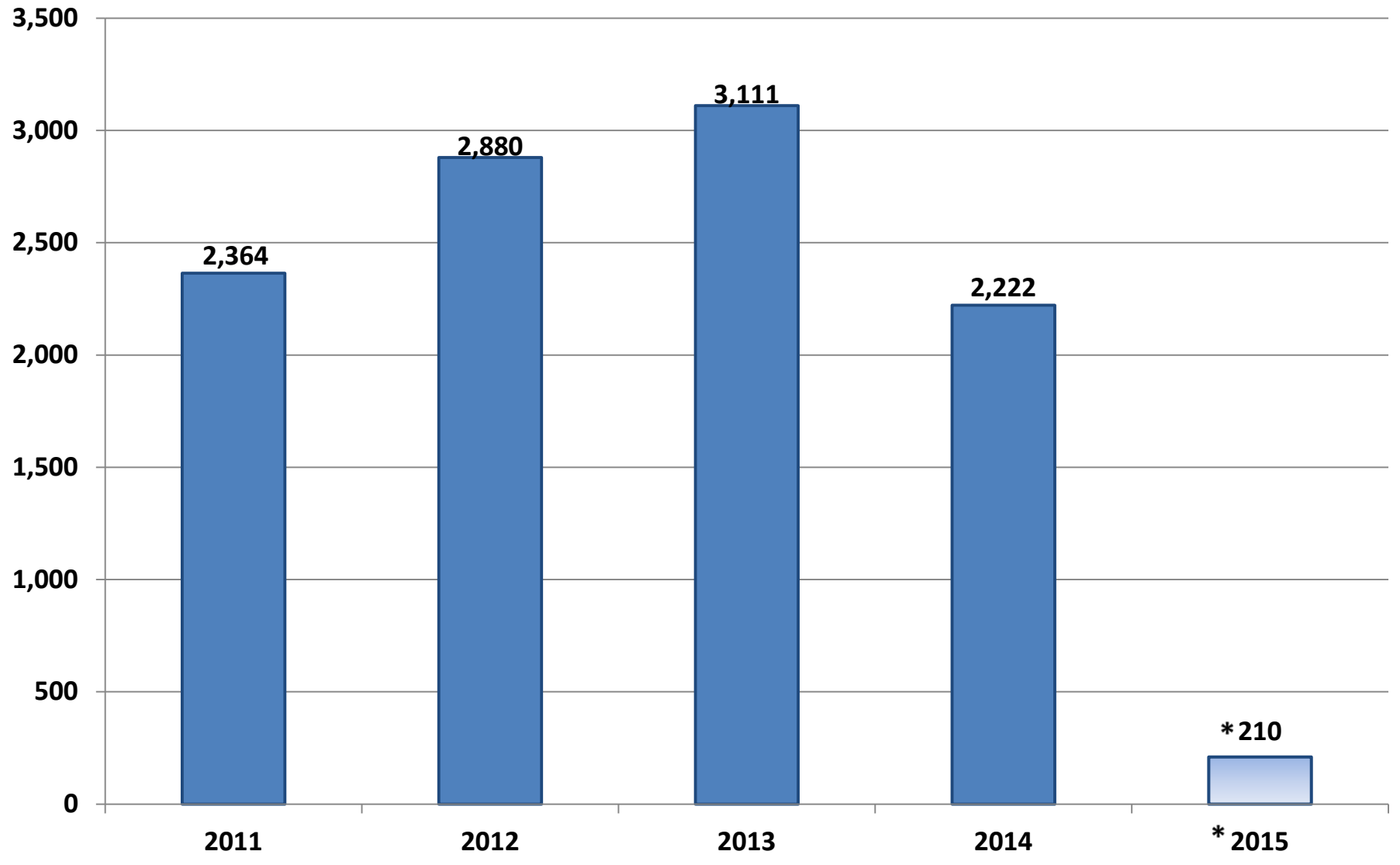


| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2011 | 307 | 304 | 264 | 296 | 263 | 244 | 122 | 133 | 72 | 82 | 136 | 141 |
| 2012 | 251 | 263 | 307 | 197 | 168 | 163 | 177 | 190 | 164 | 504 | 268 | 228 |
| 2013 | 372 | 301 | 334 | 302 | 315 | 186 | 197 | 205 | 195 | 220 | 186 | 298 |
| 2014 | 198 | 161 | 162 | 179 | 205 | 253 | 195 | 189 | 195 | 167 | 140 | 178 |
| 2015 | 210 | | | | | | | | | | | |

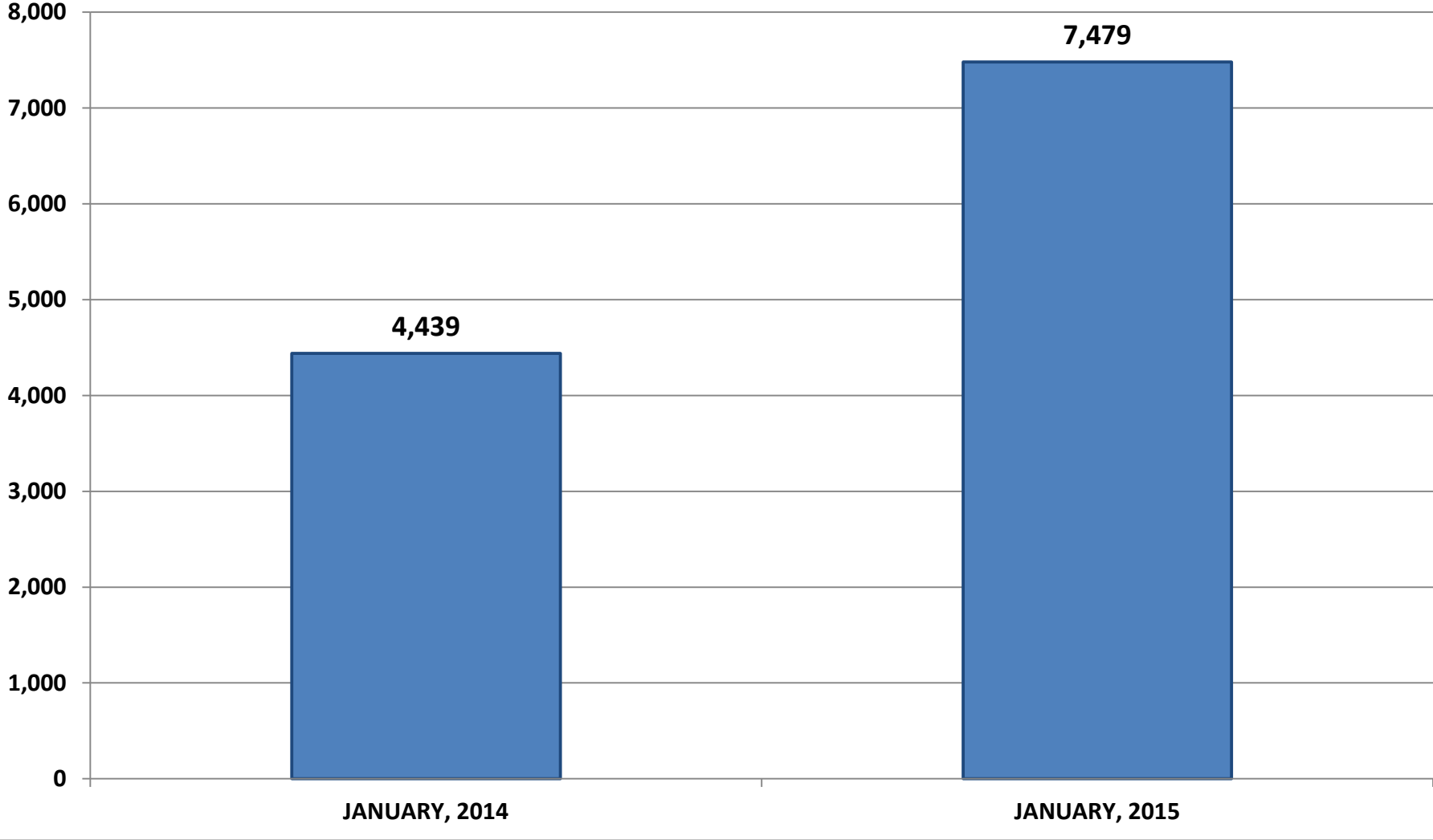
Legislative Department Annual Walk-In Tracking

*Through January 31, 2015

*Partial Year



**Legislative Department
Monthly Email Tracking
(Press Release Responses, Sanibel City Council, and Legislative Staff)
Through January 31, 2015**



Legislative Department Monthly Email Tracking

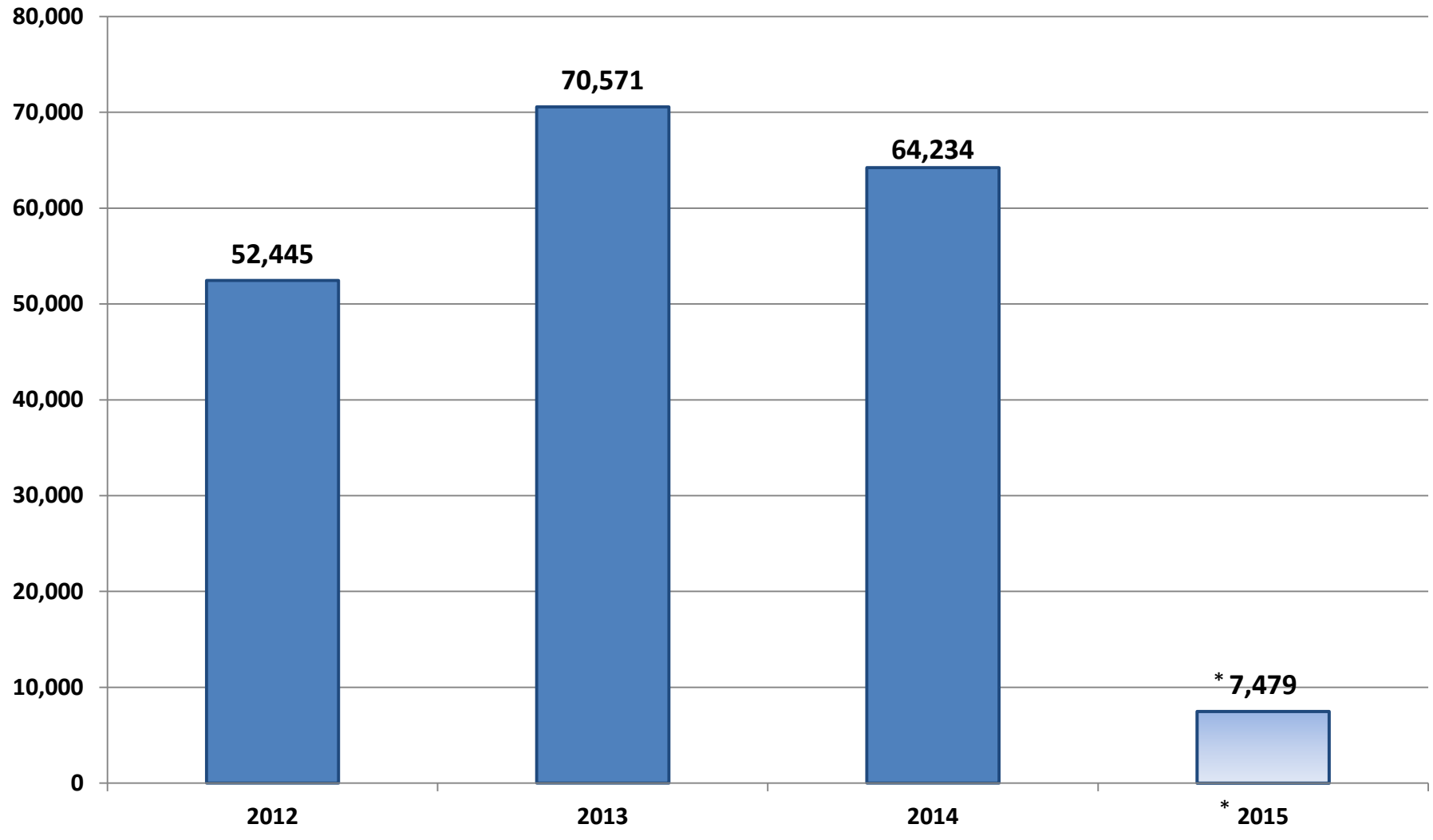
Through January 31, 2015

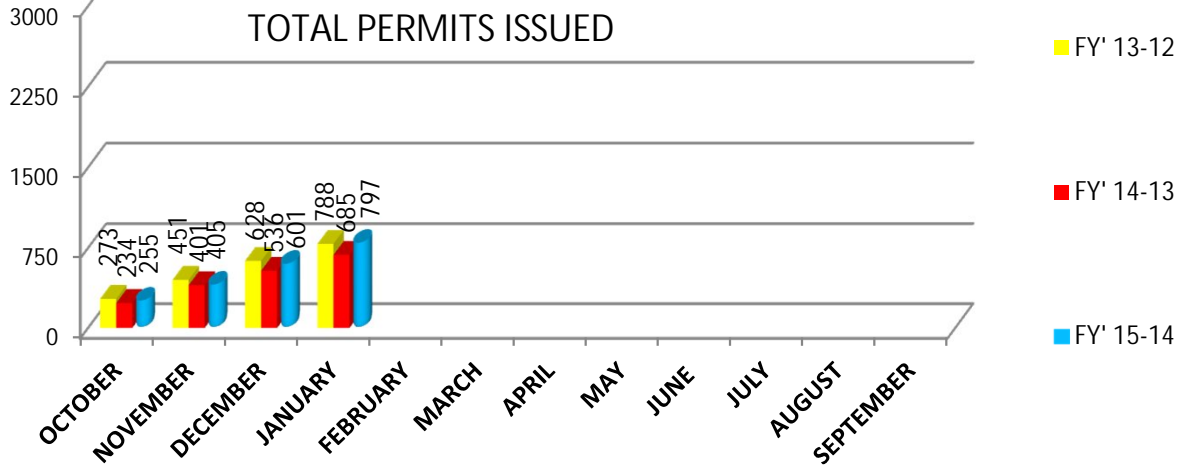


| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| LEGISLATIVE STAFF EMAIL | 6655 | | | | | | | | | | | |
| SAN COUNCIL EMAIL | 500 | | | | | | | | | | | |
| PRESS RELEASE RESPONSE EMAILS | 324 | | | | | | | | | | | |

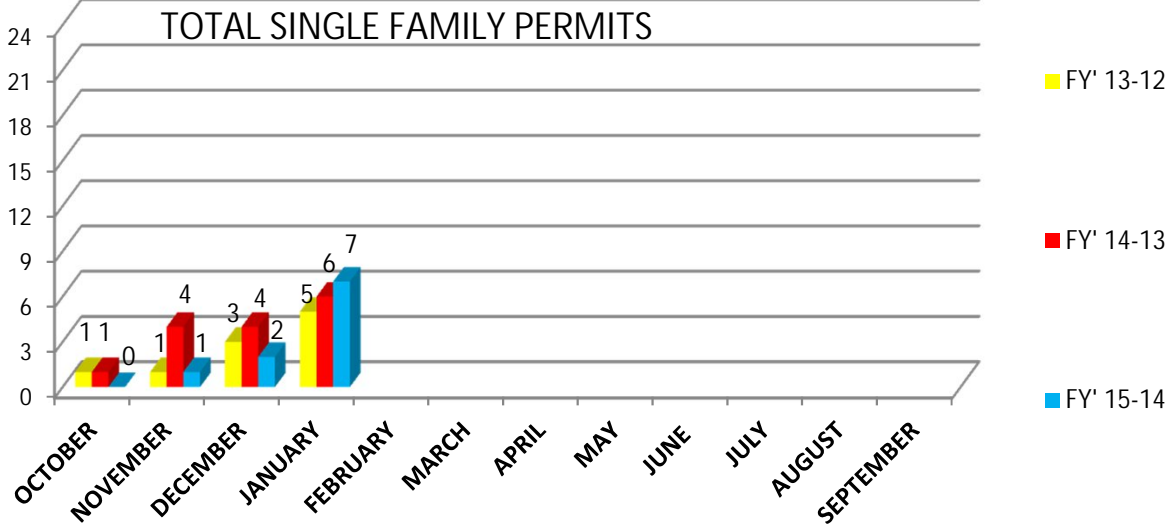
**Legislative Department
Annual Email Tracking
(Press Release Responses, Sanibel City Council, and Legislative Staff)
* Through January 31, 2015**

* Partial Year

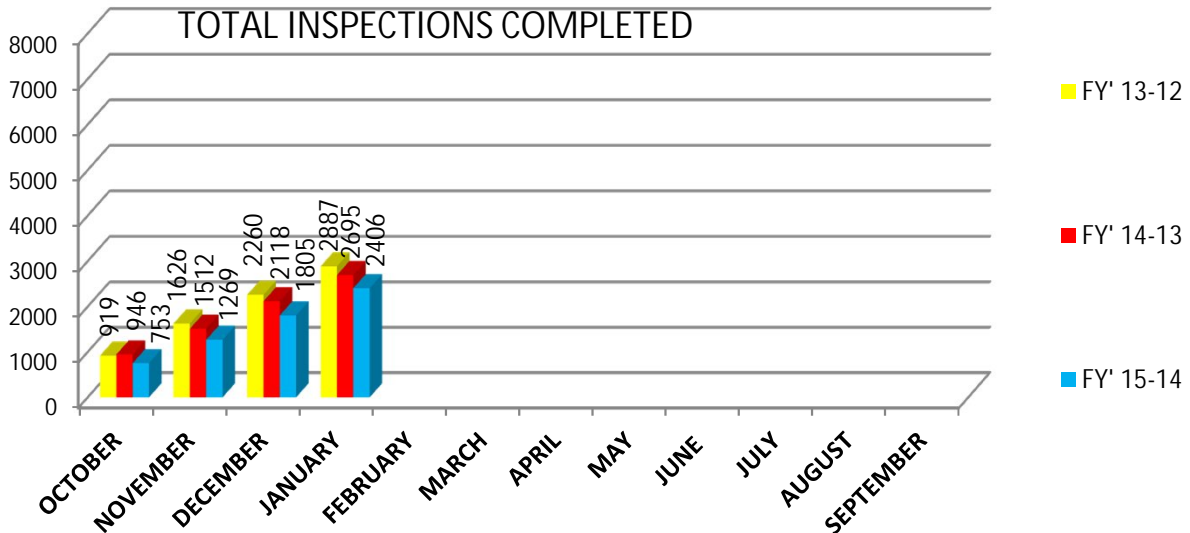




BY THE SANIBEL BUILDING DEPARTMENT



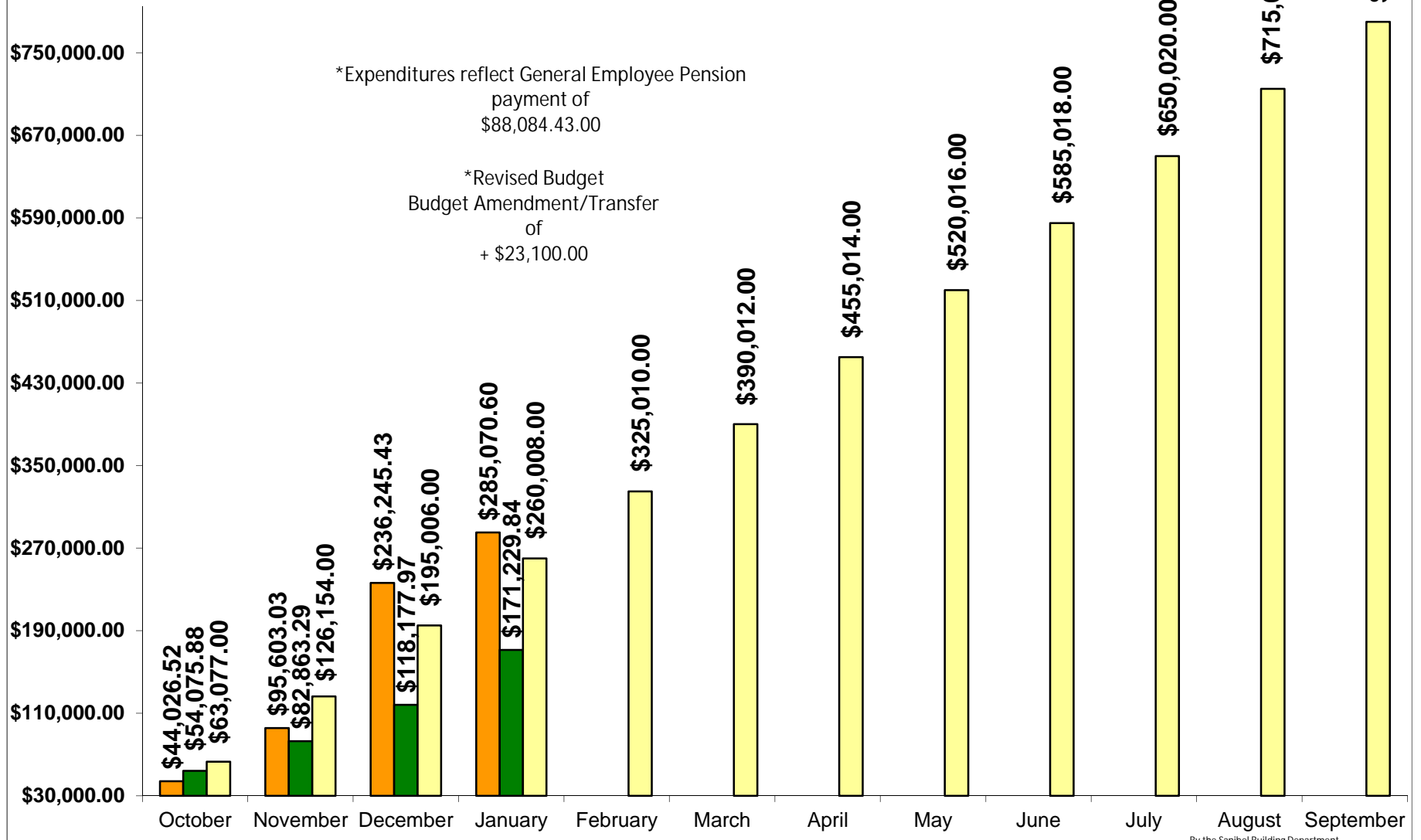
BY THE SANIBEL BUILDING DEPARTMENT



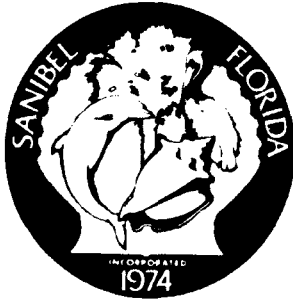
BY THE SANIBEL BUILDING DEPARTMENT

City of Sanibel Building Department Monthly Revenue Budget Year 2015-2014

- Total Expenditures to Date
- Accumulative Revenue to Date
- Budgeted Revenue Projected



By the Sanibel Building Department




City of Sanibel

Planning Department

MEMORANDUM

DATE: February 20, 2015

TO: Judie Zimomra, City Manager

FROM: James Jordan, Planning Director 

SUBJECT: **January 2015 Development Permit Activity Report**

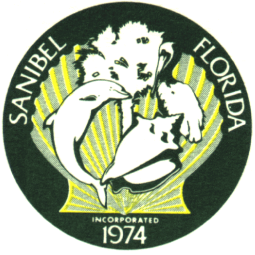
Attached for your information and consideration is the January 2015 Development Permit Application Activity Report.

If you have any questions or comments, please let me know.

JCJ/mav

Enc (1)

C: City Council
Planning Commission
Planning Department



City of Sanibel

Planning Department

PC = Planning Commission
 CC = City Council
 LDC = Land Development Code
 DP = Development Permit
 CUP = Conditional Use Permit
 TUP = Temporary Use Permit
 SFR= Single Family Residence
 HOA= Home Owner's Association

January, 2015 Permit Activity Report - Permit Nos. 15-8371 to 15-8415

SHORT FORM

| Permit No. | Address | Strap No. | Owner | Filing Date | Description | Status | Issue Date |
|------------|------------------------|------------------------|--|-------------|--|--------|------------|
| 15-8371 | 1480 Angel Drive | 18-46-23-T1-0010B.0160 | Wolff, Alexander | 1/02/15 | Wolff – Modify swimming pool deck and remove excess driveway materials | Issued | 2/18/15 |
| 15-8373 | 446 Lagoon Drive | 20-46-23-T3-01802.0060 | Tanzer, Lowell E + Magdolna S | 1/02/15 | Tanzer – Fence | Issued | 1/29/15 |
| 15-8374 | 1256 Anhinga Lane | 20-46-23-T2-01700.0010 | Debeck, Thomas G + Deborah | 1/05/15 | Debeck – Paver driveway | Active | |
| 15-8375 | 1233 Middle Gulf Drive | 30-46-23-T2-00309.001A | Baugh, Stephan D + Ellen E | 1/05/15 | Baugh – Exterior cargo lift | Issued | 1/13/15 |
| 15-8376 | 1341 Middle Gulf Drive | 30-46-23-T4-03215.00A0 | Scoville, Addiston B III TR + Ki | 1/06/15 | Scoville – Enclose screen porch with sgds with impact and turtle glass | Issued | 1/14/15 |
| 15-8377 | 3400 West Gulf Drive | 29-46-22-T3-00007.0010 | Simmons, Jayne TR + Simmons, John D TR for Jayne E Simmons | 1/07/15 | Simmons – Replace glass block walls with windows | Issued | 1/15/15 |
| 15-8378 | 1605 Bunting Lane | 24-46-22-T3-0010C.0100 | Laskey, David R + Judith A | 1/07/15 | Laskey – Remove large strangler fig | Active | |

| Permit No. | Address | Strap No. | Owner | Filing Date | Description | Status | Issue Date |
|------------|-----------------------------|------------------------|---------------------------------------|-------------|---|--------|------------|
| 15-8379 | 1689 Sabal Palm Drive | 18-46-23-T4-00500.0120 | Mondelli, Joseph J + Linda R | 1/07/15 | Mondelli – Swimming pool, spa, deck, screen enclosure | Issued | 1/15/15 |
| 15-8380 | 1646 Middle Gulf Drive | 25-46-22-T3-0020.005A | Ethridge, E Huntington III TR + | 1/07/15 | Ethridge – Addition remodel | Issued | 1/15/15 |
| 15-8381 | 1376 Tahiti Drive | 19-46-22-T2-00500.0750 | Green, Nancy C TR | 1/08/15 | Green – Paver driveway | Active | |
| 15-8382 | 6111 Sanibel Captiva Drive | 11-46-21-T1-00010.0120 | Scribante, A J Co TR | 1/08/15 | Scribante – Plant 24 natives in reference to code violation #2014-445 forward of the CCCL | Issued | 1/12/15 |
| 15-8383 | 3537 West Gulf Drive | 28-46-22-T3-00006.0170 | Dubuque, John G D TR + Kathryn O TR | 1/09/15 | Dubuque – SFR with pool | Active | |
| 15-8384 | 3537 West Gulf Drive | 28-46-22-T3-00006.0170 | Dubuque, John G D TR + Kathedryn O TR | 1/09/15 | Dubuque – Demolition of SFR | Active | |
| 15-8385 | 1451 Middle Gulf Drive | 30-46-23-T4-00009.0010 | RLR Investments, LLC | 1/09/15 | RLR Investments – Replace canopy roof over sundial's poolside tiki bar | Issued | 2/13/15 |
| 15-8386 | 3449 West Gulf Drive | 28-46-22-T3-00006.0080 | KKP, LLC | 1/08/15 | Parent – remove dead gumbo limbo from property | Active | |
| 15-8388 | 1846 Ardsley Way | 25-46-22-T1-00100.0050 | Dieckman, Joseph A | 1/13/15 | Dieckman – Swimming pool, spa, deck, enclosure | Issued | 1/15/15 |
| 15-8389 | 1293 Par View Drive | 25-46-22-T1-0120A.0470 | Bradley, Henry J + Elizabeth TR | 1/13/15 | Bradley – Pervious paver driveway | Issued | 2/05/15 |
| 15-8390 | 1206 Bay Drive | 18-46-23-T3-00300.0030 | Stilwell, Sandra K TR | 1/13/15 | Stilwell – Pervious paver driveway | Issued | 1/15/15 |
| 15-8391 | 1811 Olde Middle Gulf Drive | 36-46-22-T2-00900.00CE | Signal Inn Condo | 1/13/15 | Signal Inn – Reconstruct existing beach dune boardwalk | Issued | 1/23/15 |

| Permit No. | Address | Strap No. | Owner | Filing Date | Description | Status | Issue Date |
|------------|-------------------------|------------------------|--|-------------|--|--------|------------|
| 15-8392 | 1625 Serenity Lane | 24-46-22-T3-0010D.0200 | Murza, Gary C + Barbara G | 1/14/15 | Murza – Fence | Issued | 1/29/15 |
| 15-8394 | 970 Beach Road | 20-46-23-T4-00002.1170 | Lujic, Ante + Dorothe | 1/15/15 | Lujic – Boat lift for PWC | Active | |
| 15-8395 | 1251 Sand Castle Road | 19-46-23-T4-0100G.0460 | Raboy, Josef + Paula | 1/15/15 | Raboy – Pervious pavers in driveway and walkway | Issued | 2/18/15 |
| 15-8396 | 112 Periwinkle Way | 21-46-23-T2-00038.0000 | City of Sanibel | 1/15/15 | City of Sanibel – Gazebo at Lighthouse Park | Issued | 1/15/15 |
| 15-8397 | 2512/2514 Wulfert Road | 12-46-21-T1-00100.008D | Babcock, Doug + Paige H | 1/20/15 | Babcock – SFR and pool and screen enclosure or pool safety barrier | Issued | 2/9/15 |
| 15-8398 | 966 Greenwood Court | 20-46-23-T1-01301.0010 | Gansfried, Myles S | 1/20/15 | Gansfried – replace blacktop with pavers | Issued | 1/26/15 |
| 15-8399 | 227 Daniel Drive | 36-46-22-T1-00100.0160 | Wysocki, John F + Christine Y | 1/20/15 | Wysocki – Exterior cargo lift | Issued | 1/21/15 |
| 15-8400 | 630 Tarpon Bay Road #10 | 26-46-22-T1-0229.0060 | RLR Investments, LLC | 1/21/15 | Amy Jo's Ladies Boutique – New 9 SF building sign | Issued | 1/21/15 |
| 15-8401 | 4472 Waters Edge Lane | 20-46-22-T4-00008.0270 | Moss, Geoffrey S + Karen L | 1/21/15 | Moss – Remove section of driveway (Info) | Issued | 1/21/15 |
| 15-8402 | 4954 Joewood Drive | 19-46-22-T1-00200.0090 | O'brien, Paula Therese +O'brien Shelagh Marcelle T/C | 1/22/15 | O'brien – SFR | Active | |
| 15-8403 | 1391 Jamaica Drive | 19-46-22-T2-00400.0170 | Janovsky + Dongoske | 1/23/15 | Janovsky and Dongoske – Stair lift (Info) | Issued | 1/23/15 |
| 15-8404 | 1101 Seagrape Lane | 21-46-23-T1-01300.00CE | Tanglewood Condominium Assoc | 1/27/15 | Tanglewood – Beachfront trimming forward of the CCCL | Active | |

| Permit No. | Address | Strap No. | Owner | Filing Date | Description | Status | Issue Date |
|------------|-------------------------|-------------------------|--|-------------|---|--------|------------|
| 15-8405 | 1208 Par View Drive | 30-46-23-t4-0190a.1270 | Olnen, Sam + Einarsson Olnen | 1/27/15 | Olnen – Single family residence, at-grade swimming pool, safety pool barrier | Issued | 2/16/15 |
| 15-8406 | 547 Kinzie Island Court | 20-46-23-t3-03600.0040 | Metz, Sandra Rowan + Horst J | 1/28/15 | Metz – Mangrove trimming | Issued | 1/30/15 |
| 15-8407 | 629 Lighthouse Way | 20-466-23-t2-01500.0400 | Lighthouse 2011 LLC | 1/29/15 | Lighthouse 2001 LLC – New pole and panel to provide electric service for existing dock only | Issued | 1/29/15 |
| 15-8408 | 1426 Causey Court | 18-46-23-t4-00400.0260 | Thoeren, Konstantin M + Thorsch-Thoeren Karoline M H/W | 1/29/15 | Thoeren – Pool, deck, enclosure; elevator; interior/exterior remodel sfr with new windows | Active | |
| 15-8409 | 446 Lagoon Drive | 20-46-23-t3-01802.0060 | Tanzer, Lowell E + Magdolna S | 1/29/15 | Tanzer – Construct accessory garage and add entry stairs, deck to be remodeled sfr | Active | |
| 15-8410 | 513 Sea Walk Court | 28-46-22-t3-00800.04010 | Stanek, Rosemarie | 1/15/15 | Stanek – Relocate 2 sabal palms | Active | |
| 15-8411 | Shearwater Drive | Not Applicable | Heron's Landing HOA | 1/15/15 | Heron's Landing HOA – Removal of Brazilian pepper from entrance of Heron's Landing II to roundabout | Issued | 2/5/15 |
| 15-8412 | 3180 Twin Lakes Lane | 27-46-22-T4-00700.0250 | Napier, Paul G + Maureen C | 1/30/15 | Napier – Remove cattails by Lee County Hyacinth Control | Issued | 2/2/15 |
| 15-8413 | 626 Nerita Street | 30-46-23-t2-01201.00A0 | Sanibel Beach Club Assoc | 1/30/15 | Sanibel Beach Club – Access ramp along retaining wall | Active | |
| 15-8414 | 3196 Twin Lakes Lane | 27-46-22-T4-00700.0260 | Czerepak, Robert J + Pamela H | 1/30/15 | Czerepak – Remove cattails by Lee County Hyacinth Control | Issued | 2/2/15 |
| 15-8415 | 1663 Bunting Lane | 24-46-22-T3-0010E.0710 | Cunningham, Steve + Lisa | 1/30/15 | Cunningham – Replace windows; new siding and lattice | Issued | 1/30/15 |

LONG FORM

| Permit No. | Address | Strap No. | Owner | Filing Date | Description | Status |
|----------------|------------------------|------------------------|--------------------------------------|-------------|---|--|
| 13-7193 LDC | City-Wide | N/A | City of Sanibel: LDC Amendment | N/A | City of Sanibel – Bicycle Parking Standards | 2/12/13-Prelim review and discussion at PC. To return to PC after cont'd research. 10/22/13 PC revisited. 12/10 determined Bicycle Parking to be rolled into Parking Study – pending. |
| 14-8202 | 1470 Periwinkle Way | 19-46-23-T4-00904.0030 | TT Poppa, LLC | 9/17/14 | TT Poppa LLC – Variance to floor area ratio, developed area, setbacks and landscape buffers for Billy's bike rentals | To be scheduled for future PC Meeting. |
| 14-8203 | 1470 Periwinkle Way | 19-46-23-T4-00904.0030 | TT Poppa, LLC | 9/17/14 | TT Poppa LLC – Amend CUP for billy's bike rentals; 400 bikes in lieu of 190 bikes; increase floor area ration and dev'd area | To be scheduled for future PC Meeting. |
| 14-8204 | 1470 Periwinkle Way | 19-46-23-T4-00904.0030 | TT Poppa, LLC | 9/17/14 | TT Poppa LLC – DP to implement CUP and site improvements for Billy's rentals. | To be scheduled for future PC Meeting. |
| 14-8292 | 600 Tarpon Bay Road | 26-46-22-T4-01031.0010 | Tarpon Bay Road LLC | 11/07/14 | Tarpon Bay Road LLC – CUP for new 214 seat restaurant (Doc Ford's) | To be scheduled for future PC Meeting. |
| 14-8293 | 600 Tarpon Bay Road | 26-46-22-T4-01031.0010 | Tarpon Bay Road LLC | 11/07/14 | Tarpon Bay Road LLC – New 9184 SF commercial building (proposed Doc Ford's restaurant) | To be scheduled for future PC Meeting. |

| Permit No. | Address | Strap No. | Owner | Filing Date | Description | Status |
|------------|------------------------------|------------------------|---|-------------|--|--|
| 14-8318 | 4235 West Gulf Drive | 39-46-22-T2-00007.0020 | Glick, Robert A TR For R A Glick Trust + Glick Joann Z TR for J Z Glick Trust | 11/25/14 | Glick – SFR with elevated swimming pool | 1/13/15 Planning Com. Hearing – Commission voted to approve the application, with the Chair authorized to execute the Resolution without return to PC. |
| 14-8322 | 1191 Bird Lane | 18-46-23-T3-00200.0100 | Van Haastreht, Louis W + | 11/26/14 | Van Haastreht – Dock and 2 boat lifts, dredging, removal of existing bay beach dock/lift | 1/13/15 Planning Com. Hearing – Commission voted to approve the application, with the Chair authorized to execute the Resolution without return to PC. |
| 14-8335 | City Wide | Not Applicable | City of Sanibel | 12/05/14 | City of Sanibel – LDC Amendment to Sect. 126-1406 Parking Standards | 12/9/2014 Planning Commission voted to adopt Res. 14-21 forwarding the proposed Ord. to City Council. 1/6/2015 First Reading at Council. |
| 15-8387 | City Wide | City Wide | City of Sanibel | 1/13/15 | City of Sanibel – Outdoor lighting standards | 1/13/15 Planning Com. voted to forward Draft Ord to City Council with their recommendation to approve. Council scheduled for First Reading 2/3/15. |
| 15-8393 | 2330 Palm Ridge Road #6/7 | 26-46-22-T2-0030A.0010 | Sanibel Vacations | 1/14/15 | Sanibel Vacations – CUP for rental of 100 bikes, 12 paddleboards, and 5 kayaks | Scheduled for Planning Commission hearing 2/10/2015. |



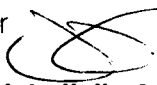
City of Sanibel

Planning Department

MEMORANDUM

DATE: February 20, 2015

TO: Judie Zimomra, City Manager

FROM: James Jordan, Planning Director 

SUBJECT: **January 2015 Code Enforcement Activity Summary**

Enclosed for your review and consideration is the January 2015 Code Enforcement Activity Summary.

If you have any questions regarding this report, please let me know.

JCJ/mav

Enc (1)

C: City Council



City of Sanibel Planning Department

JANUARY, 2015 CODE ENFORCEMENT ACTIVITY REPORT

CASE NUMBERS: 2015-002 to 2015-057

NOH = Notice of Hearing
NOV = Notice of Violation
SWO = Stop Work Order
AL = Advisory Letter

| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|--------|------------------|---------------------------------|-----------------|---|--------|-------------|
| 15-002 | 1/6/15 | 9428 Moonlight | Report of work without a permit | 1/6/15 | Observed driveway paving without a permit. Posted SWO on mailbox. NOV sent to property owner and contractor. Contractor applied for permit. | SWO | CLOSED |
| 15-003 | 1/7/15 | 6190 Henderson | Generator sound test | 1/7/15 | Conducted generator sound test. No exotic invasives observed. | | CLOSED |
| 15-004 | 1/7/15 | 392 Periwinkle | Report of noise violation | 1/7/15 | Report of garbage pickup at 6:20 a.m. by resident. Contacted waste disposal company and problem was later resolved. | | CLOSED |
| 15-005 | 1/7/15 | 1269 Par View | Report of distressed property | 1/7/15 | Report of house and lawn in deteriorated condition | | ACTIVE |
| 15-006 | 1/8/15 | Lighthouse Beach | Observed illegal deliveries | 1/8/15 | Observed cycle company making illegal deliveries to lighthouse beach. NOV sent to business owner. Violation abated | NOV | CLOSED |

| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|--------|-----------------|---------------------------------|-----------------|---|--------|-------------|
| 15-007 | 1/8/15 | Palm Ridge | Report of sign violation | 1/8/15 | Report of sign violation. NOV sent to business owner. Violation later abated | NOV | CLOSED |
| 15-008 | 1/9/15 | 2555 Coconut | Report of property encroachment | 1/9/15 | Report of illegal shed. AL sent to property owner. Owner working with planner. | AL | ACTIVE |
| 15-009 | 1/9/15 | 1101 Periwinkle | Observed sign violation | 1/9/15 | Observed sign alteration without a permit. | | ACTIVE |
| 15-010 | 1/9/15 | 975 Rabbit | Observed sign violation | 1/9/15 | Observed window signs added on all windows. All signs removed after educating owner. | | CLOSED |
| 15-011 | 1/9/15 | 2411 Periwinkle | Observed multiple violations | 1/9/15 | Observed multiple violations including junk, stagnant water, debris, grease trap, storage, no garbage collection contract. NOV sent. Violations in parking lot was removed. | NOV | ACTIVE |
| 15-012 | 1/9/15 | Periwinkle | Report of sign violation | 1/9/15 | Sign requested for a special event was reported to large. Applicant was educated and condition corrected. | | CLOSED |

NOH = Notice of Hearing
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AL = Advisory Letter

| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|--------|----------------|-----------------------------------|-----------------|---|--------|-------------|
| 15-013 | 1/9/15 | 1362 Tahiti | Report of work without a permit | 1/9/15 | Complainant reported cabinets at curb and commercial truck in drive. Inspection revealed no debris at curb. Contractor stated was making a sales call. No violation | | CLOSED |
| 15-014 | 1/9/15 | 312 Periwinkle | Report of trimming violation | 1/9/15 | Report of trimming violation. No violation observed. No violation. | | CLOSED |
| 15-015 | 1/9/15 | 5100 Seabell | Public record request | 1/9/15 | Received public record request for case file 03-492. City Clerk was advised. | | CLOSED |
| 15-016 | 1/9/15 | At Large | Report of tree encroachment | 1/9/15 | Report that neighbor's tree is overhanging of her property. Complainant was educated on the 25% rule and advised that trimming is a civil issue | | CLOSED |
| 15-017 | 1/9/15 | 392 Periwinkle | Report of early trash pick up | 1/9/15 | Report of garbage pickup at 6:20 a.m. by resident. Contacted waste disposal company and problem was later resolved. | | CLOSED |
| 15-018 | 1/9/15 | 2500 Sanibel | Report of illegal vehicle parking | 1/9/15 | Report of 5 th wheel parked illegally in yard. No 5 th wheel observed. | | CLOSED |

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| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|----------------------|---|-----------------|---|--------|-------------|
| 15-019 | 1/9/15 | Rue Bayou | Information inquiry regarding use of shared use path | 1/9/15 | Information was provided to the caller. | | CLOSED |
| 15-020 | 1/9/15 | 2330 Palm Ridge | Multiple sign questions | 1/9/15 | Information was provided to the caller. | | CLOSED |
| 15-021 | 1/9/15 | 1147 Buttonwood | Questions about vehicle parking | 1/9/15 | Complainant told OK to park an RV in the driveway but needed to check with the HOA. | | CLOSED |
| 15-022 | 1/9/15 | 4115 Sanibel Captiva | Report of debris | 1/9/15 | Report of debris at curb with no contract for pick up. Sent NOV to property owner. Owner will work with disposal company. | NOV | ACTIVE |
| 15-023 | 1/12/15 | Middle Gulf | Report of distressed property | 1/12/15 | Report of rotted handrails at condominium. Director of Building Dept. was notified for his input | | ACTIVE |
| 15-024 | 1/12/15 | 1622 Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |

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AL = Advisory Letter

| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|-----------------|---|-----------------|--|--------|-------------|
| 15-025 | 1/12/15 | 2075 Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-026 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-027 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-028 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-029 | 1/12/15 | 2075 Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |

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| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|---------------------|---|-----------------|--|--------|-------------|
| 15-030 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-031 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-032 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-033 | 1/12/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-034 | 1/12/15 | Periwinkle | Observed sign violation | 1/12/15 | Observed sign violation, Manager was informed and the sign was later removed | | CLOSED |
| 15-035 | 1/12/15 | 634 North Yachtsman | Observed holiday decorations in place after permitted timeframe | 1/12/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |

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| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|-------------------|---|-----------------|---|--------|-------------|
| 15-036 | 1/13/15 | 3111 West Gulf | Observed holiday decorations in place after permitted timeframe | 1/13/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-037 | 1/13/15 | 630 Tarpon Unit10 | Observed sign violation | 1/13/15 | Observed new sign on wall without a permit. Manager notified of the violation by email. | | CLOSED |
| 15-038 | 1/13/15 | 2737 West Gulf | Observed holiday decorations in place after permitted timeframe | 1/13/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-039 | 1/13/15 | Harbour Lane | Report of sign dislike | 1/13/15 | Complainant reported that she did not like the sign in the area. Issue later resolved. | | CLOSED |
| 15-040 | 1/14/15 | 2411 Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/14/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-041 | 1/14/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/14/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |

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| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|---------------------|---|-----------------|--|--------|-------------|
| 15-042 | 1/14/15 | Palm Ridge | Observed holiday decorations in place after permitted timeframe | 1/14/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-043 | 1/14/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/14/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-044 | 1/14/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/14/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-045 | 1/14/15 | 1634 Periwinkle | Observed work without a permit | 1/14/15 | Observed demolition of interior without a permit. SWO posted. Permit later received | SWO | CLOSED |
| 15-046 | 1/14/15 | 1525 San Carlos Bay | Observed holiday decorations in place after permitted timeframe | 1/14/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-047 | 1/14/15 | 1516 Angel | Report of debris | 1/14/15 | Report of debris around new dock. Contractor was educated. | | CLOSED |

NOH = Notice of Hearing
NOV = Notice of Violation
SWO = Stop Work Order
AL = Advisory Letter

| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|------------|---|-----------------|--|--------|-------------|
| 15-048 | 1/20/15 | Periwinkle | Observed holiday decorations in place after permitted timeframe | 1/20/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-049 | 1/20/15 | Tarpon Bay | Observed holiday decorations in place after permitted timeframe | 1/20/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-050 | 1/20/15 | Tarpon Bay | Observed holiday decorations in place after permitted timeframe | 1/20/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-051 | 1/20/15 | Palm Ridge | Observed holiday decorations in place after permitted timeframe | 1/20/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |
| 15-052 | 1/20/15 | West Gulf | Observed holiday decorations in place after permitted timeframe | 1/20/15 | Observed holiday decorations, Manager was educated and decorations were later removed. | | CLOSED |

NOH = Notice of Hearing
NOV = Notice of Violation
SWO = Stop Work Order
AL = Advisory Letter

| CASE NO. | DATE | ADDRESS | COMPLAINT | INSPECTION DATE | INSPECTION REPORT | NOTICE | CASE STATUS |
|----------|---------|-------------------|--|-----------------|--|--------|-------------|
| 15-053 | 1/29/15 | Middle Gulf Drive | Report of trimming vegetation more than 25% | 1/29/15 | Inspection revealed several natives cut more than 25%. NOV sent to property owner. Working with property owner with mitigation | NOV | ACTIVE |
| 15-054 | 1/30/15 | 3705 West Gulf | Report of illegal parking of vehicles | 1/30/15 | Report of landscape company parking vehicles illegally on west gulf drive. Business owner educated. | | CLOSED |
| 15-055 | 1/30/15 | 1817 Buckthorn | Generator sound test | 1/30/15 | Conducted generator sound test. No exotic invasives observed. | | CLOSED |
| 15-056 | 1/30/15 | At Large | Request for validation of restaurant seating | 1/30/15 | Completed seating count of all restaurants having over 100 seats. | | CLOSED |
| 15-057 | 1/30/15 | 1209 Junonia | Report of distressed property | 1/30/15 | Report of abandoned home. No violation observed upon site inspection. Overgrown lawn, but no loose roofing or siding. Sent AL to property owners of neighbors' concerns. | AL | CLOSED |

NOH = Notice of Hearing
NOV = Notice of Violation
SWO = Stop Work Order
AL = Advisory Letter

Planning Department Project Tasks List 2015

Tuesday, March 03, 2015

Note: The order of the tasks shown are not intended to indicate a particular priority

| Tasks | Description | Status |
|--|--|--|
| Projects | | |
| Commercial Redevelopment | Site Specific Waivers for Parking, Nonconforming Structures and Setbacks | City Council first reading of proposed ordinance 2/10/2015 |
| Dark Skies | Modify current standards | City Council 2nd Reading/Public Hearing 3/3/2015 |
| Architectural Standards | Resort Commercial and Multi-Family | Power Point Presentation to Council for Guidance and Direction 4/7/2015 |
| Pervious Pavers for Multi-Family | To include multi-family in recent Pervious Pavers legislation adopted for Single Family, Duplex and Tri-Plex Development | Being drafted into Ordinance form consistent with City Council Direction. |
| Incidental Dining | Ancillary seating for retail food uses / establishments | |
| Walking Tours | Develop best practices for regulating this activity. | |
| Clean-up Legislation | | |
| Notification to Adjacent Property Owners for Dev. Permits | Revise notifications requirements for minor development projects and renovations | Refer to LDC Review Subcommittee with recommendations. |
| Scrivners errors within the LDC | Correct all identified scrivener errors found within the text of the LDC | Refer to LDC Review Subcommittee with recommendations. |
| Consultants Projects | | |
| FEMA/FIRM MAPS | Review current FEMA FIRM maps for potential Flood Elevation Revisions | |
| Flood Historical | Flood exemption for historical structures | Draft product and recommendation to be presented at future City Council Meeting. |
| Special Internal Projects | | |
| Digitization of Planning Documents | Prioritize next-steps for digitizing Planning docs. Including the indexing of off-island records. | Planning Commission documents through 2012 have been scanned. |
| Upgrade Permitting Software | Implementation of new tracking and permitting software. | Pending. |

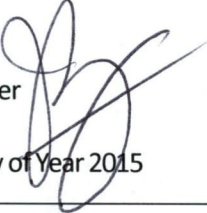
| Tasks | Description | Status |
|---|--|---|
| (Special Internal Projects - Continued) | | |
| Digitized Zoning Maps | Finalize remaining Official Zoning Maps for digital conversion and approval by City Council (Ecological Zone and Density Maps) | 85% Completed. Commence after Sanibel Plan is finished. |
| Planning Commission Sub-Committee Meetings | | |
| Land Development Code Review | Annual review of Land Development Code | Scheduling of 2015 Planning Commission Subcommittees - 3/10/2015 |
| Capital Improvements Review | Annual review of Capital Improvements Element of the Sanibel Plan | Scheduling of 2015 Planning Commission Subcommittees - 3/10/2015 |
| Below Market Rate Housing Review | Annual review of Below Market Rate Housing | Scheduling of 2015 Planning Commission Subcommittees - 3/10/2015 |
| Permitting Process Review | Annual review of Permitting Process | Scheduling of 2015 Planning Commission Subcommittees - 3/10/2015 |



MEMORANDUM

DATE: February 12, 2015

TO: Sanibel City Council

FROM: Judie Zimomra, City Manager 

SUBJECT: Causeway Counts – January of Year 2015

Please find attached January 2015 Sanibel Causeway vehicular counts.

January 2015 total vehicles increased by 16,855 to 307,302 (5.80%); as compared to January 2014. The highest recorded traffic for January was experienced in 2001 when 322,154 vehicles crossed during the course of the month.

| | 2014 | 2015 | -/+ |
|--------------|------------------|---------|-----------------------|
| January | 290,447 | 307,302 | +16,855(5.80%) |
| February | 299,537 | | |
| March | 344,119 | | |
| April | 303,528 | | |
| May | 266,028 | | |
| June | 240,195 | | |
| July | 256,779 | | |
| August | 234,804 | | |
| September | 197,119 | | |
| October | 245,090 | | |
| November | 254,257 | | |
| December | 277,597 | | |
| TOTAL | 3,209,500 | | |

JAZ/sjt

Xc: Executive Staff
Ric Base, President, Sanibel & Captiva Islands Chamber of Commerce
Tamara Pigott, Director, Lee County Visitor & Convention Bureau
Daniel Duncan, Chief, Sanibel Fire Department

TOTAL VEHICLES THROUGH SANIBEL CAUSEWAY BY MONTH

| | <u>JAN</u> | <u>FEB</u> | <u>MAR</u> | <u>APR</u> | <u>MAY</u> | <u>JUN</u> | <u>JUL</u> | <u>AUG</u> | <u>SEP</u> | <u>OCT</u> | <u>NOV</u> | <u>DEC</u> | <u>TOTAL</u> |
|-------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| 1975 | 71,497 | 77,820 | 92,725 | 70,355 | 60,632 | 59,139 | 62,322 | 62,201 | 45,480 | 53,450 | 59,084 | 78,668 | 795,348 |
| 1976 | 84,299 | 96,545 | 111,476 | 89,794 | 71,553 | 70,031 | 75,252 | 71,522 | 58,676 | 62,895 | 71,382 | 89,853 | 953,278 |
| 1977 | 94,447 | 108,599 | 129,246 | 103,187 | 82,152 | 77,932 | 83,723 | 79,071 | 65,662 | 75,735 | 85,564 | 97,797 | 1,083,115 |
| 1978 | 104,193 | 115,285 | 145,573 | 108,652 | 95,454 | 90,836 | 99,998 | 98,175 | 80,288 | 89,577 | 99,901 | 107,774 | 1,235,706 |
| 1979 | 120,611 | 133,867 | 161,086 | 132,023 | 106,364 | 97,850 | 99,924 | 101,007 | 78,769 | 98,014 | 108,945 | 118,275 | 1,356,735 |
| 1980 | 132,655 | 148,630 | 171,790 | 144,903 | 123,261 | 117,852 | 124,672 | 120,338 | 98,302 | 115,265 | 119,052 | 136,561 | 1,553,281 |
| 1981 | 141,531 | 158,419 | 187,929 | 159,416 | 139,422 | 126,940 | 134,746 | 127,094 | 111,486 | 123,591 | 131,986 | 142,354 | 1,684,914 |
| 1982 | 151,598 | 172,210 | 205,406 | 171,080 | 142,796 | 123,004 | 133,581 | 125,851 | 108,680 | 123,777 | 138,525 | 150,133 | 1,746,641 |
| 1983 | 165,687 | 175,371 | 206,486 | 175,982 | 155,029 | 137,686 | 140,377 | 138,763 | 123,577 | 145,603 | 155,938 | 167,072 | 1,887,571 |
| 1984 | 177,772 | 202,219 | 238,398 | 198,917 | 172,520 | 155,093 | 157,527 | 161,249 | 136,934 | 161,877 | 172,336 | 185,437 | 2,120,279 |
| 1985 | 195,656 | 214,378 | 260,947 | 218,871 | 189,217 | 166,656 | 170,963 | 171,472 | 144,877 | 171,828 | 184,240 | 201,856 | 2,290,961 |
| 1986 | 222,671 | 237,844 | 277,318 | 233,768 | 205,791 | 184,725 | 192,522 | 190,157 | 165,626 | 189,818 | 199,923 | 218,970 | 2,519,133 |
| 1987 | 237,853 | 253,132 | 292,300 | 256,283 | 228,039 | 202,271 | 212,669 | 198,889 | 179,830 | 203,003 | 218,186 | 227,822 | 2,710,277 |
| 1988 | 240,333 | 263,684 | 298,358 | 261,259 | 227,835 | 211,278 | 219,390 | 202,843 | 185,991 | 211,476 | 225,141 | 232,510 | 2,780,098 |
| 1989 | 262,812 | 275,217 | 319,506 | 265,334 | 240,919 | 217,282 | 223,224 | 217,561 | 194,282 | 224,655 | 234,250 | 226,305 | 2,901,347 |
| 1990 | 263,259 | 283,752 | 330,219 | 286,758 | 247,651 | 226,605 | 227,423 | 228,836 | 196,113 | 229,494 | 248,957 | 251,114 | 3,020,181 |
| 1991 | 284,739 | 287,309 | 327,890 | 285,819 | 249,680 | 220,757 | 225,596 | 223,316 | 191,537 | 225,082 | 238,544 | 253,706 | 3,013,975 |
| 1992 | 280,819 | 297,992 | 325,286 | 282,992 | 254,534 | 220,681 | 240,321 | 221,543 | 208,241 | 241,442 | 250,092 | 264,262 | 3,088,205 |
| 1993 | 290,670 | 296,725 | 337,653 | 302,459 | 261,192 | 233,296 | 246,572 | 233,370 | 212,183 | 239,421 | 259,123 | 270,798 | 3,183,462 |
| 1994 | 293,531 | 300,002 | 357,362 | 308,596 | 264,426 | 228,980 | 240,589 | 234,362 | 212,574 | 246,573 | 265,715 | 272,408 | 3,225,118 |
| 1995 | 299,559 | 308,171 | 348,594 | 307,534 | 268,757 | 230,841 | 243,361 | 199,379 | 209,803 | 241,521 | 270,379 | 271,923 | 3,199,822 |
| 1996 | 304,407 | 326,104 | 347,728 | 311,173 | 271,955 | 238,613 | 250,166 | 241,345 | 212,542 | 246,955 | 264,623 | 268,229 | 3,283,840 |
| 1997 | 306,316 | 310,880 | 359,236 | 305,966 | 277,043 | 243,687 | 253,515 | 244,433 | 208,686 | 253,406 | 264,595 | 269,812 | 3,297,575 |
| 1998 | 307,702 | 312,839 | 354,579 | 323,198 | 278,057 | 244,061 | 257,095 | 244,650 | 194,238 | 261,953 | 276,278 | 281,724 | 3,336,374 |
| 1999 | 309,901 | 321,124 | 364,627 | 321,078 | 277,797 | 245,719 | 266,201 | 245,368 | 220,735 | 248,747 | 282,998 | 280,212 | 3,384,507 |
| 2000 | 314,885 | 334,888 | 362,049 | 318,087 | 284,199 | 256,539 | 263,139 | 244,603 | 224,860 | 261,497 | 284,445 | 284,578 | 3,433,769 |
| 2001 | 322,154 | 333,949 | 373,881 | 330,856 | 289,756 | 262,558 | 265,127 | 257,564 | 209,826 | 253,214 | 280,433 | 281,029 | 3,460,347 |
| 2002 | 318,784 | 324,030 | 372,848 | 322,133 | 283,490 | 249,509 | 266,951 | 254,452 | 218,476 | 262,318 | 279,067 | 278,258 | 3,430,316 |
| 2003 | 292,127 | 299,200 | 334,043 | 298,465 | 269,750 | 240,791 | 261,964 | 243,152 | 208,777 | 261,425 | 274,091 | 273,962 | 3,257,747 |
| 2004 | 304,643 | 318,535 | 356,220 | 316,083 | 275,031 | 253,718 | 270,112 | 144,277 | 169,391 | 235,888 | 231,622 | 236,781 | 3,112,301 |
| 2005 | 267,889 | 273,111 | 319,514 | 273,327 | 243,571 | 220,531 | 232,041 | 212,698 | 183,277 | 183,538 | 239,412 | 241,946 | 2,890,855 |
| 2006 | 268,038 | 266,706 | 322,245 | 276,324 | 240,382 | 219,615 | 218,316 | 196,253 | 180,467 | 213,190 | 236,941 | 237,016 | 2,875,493 |
| 2007 | 271,923 | 267,015 | 317,457 | 272,220 | 240,125 | 224,222 | 227,500 | 215,347 | 184,663 | 217,740 | 238,781 | 241,586 | 2,918,579 |
| 2008 | 273,912 | 291,589 | 325,814 | 280,186 | 245,084 | 216,491 | 226,915 | 201,964 | 174,041 | 214,334 | 229,541 | 244,711 | 2,924,582 |
| 2009 | 273,234 | 280,538 | 323,380 | 285,150 | 235,716 | 218,375 | 231,610 | 205,751 | 180,175 | 217,507 | 232,254 | 243,172 | 2,926,862 |
| 2010 | 261,120 | 270,500 | 325,113 | 283,061 | 241,916 | 217,699 | 224,456 | 200,719 | 180,493 | 213,581 | 232,349 | 235,598 | 2,886,605 |
| 2011 | 259,151 | 280,964 | 334,523 | 289,364 | 240,349 | 222,098 | 234,623 | 208,694 | 183,962 | 213,083 | 240,131 | 246,690 | 2,953,632 |
| 2012 | 271,691 | 292,491 | 340,172 | 282,961 | 245,846 | 221,719 | 240,786 | 209,467 | 189,037 | 224,850 | 242,704 | 247,159 | 3,008,883 |
| 2013 | 285,060 | 287,624 | 334,060 | 288,245 | 257,262 | 233,178 | 248,063 | 226,855 | 191,824 | 233,944 | 251,694 | 263,481 | 3,101,290 |
| 2014 | 290,447 | 299,537 | 344,119 | 303,528 | 266,028 | 240,195 | 256,779 | 234,804 | 197,119 | 245,090 | 254,257 | 277,597 | 3,209,500 |
| 2015 | 307,302 | | | | | | | | | | | | |

8/27/12 Toll Facility closed due to Tropical Storm Isaac

8/18/08-8/19/08 Toll Facility closed due to Tropical Storm Fay

10/23/05-10/25/05 Toll Facility closed due to Hurricane Wilma

09/01-09/05/04 - Causeway closed to non-residents & non-business owners

08/19-08/31/04 - Causeway closed to non-residents & non-business owners

08/12/04-08/18/04 - Toll Facility closed due to Hurricane Charley

01/20/03 - Causeway shut down for emergency repairs to Span "B"

09/24/98-09/27/98 - Toll Facility closed due to Hurricane Georges

11/96-12/96 - Estimated; new toll equipment installed

08/95 - Computer "crashed" - estimated total

Lee County Toll System
PERIODIC DAILY AVI TRAFFIC REPORT
 Sanibel Island

Start Date: 01/01/2015

End Date: 01/31/2015

| Revenue Date | Prepaid Variable | | | Prepaid | | | AVI Exempt | Total |
|--------------|------------------|---------|----------|---------|---------|----------|------------|--------|
| | AVI | AVI Red | AVI Full | AVI | AVI Red | AVI Full | | |
| 01/01/2015 | 0 | 0 | 0 | 1032 | 1572 | 1300 | 16 | 3920 |
| 01/02/2015 | 0 | 0 | 0 | 1385 | 2633 | 2221 | 18 | 6257 |
| 01/03/2015 | 0 | 0 | 0 | 1385 | 2383 | 1755 | 15 | 5538 |
| 01/04/2015 | 0 | 0 | 0 | 1108 | 1969 | 1315 | 23 | 4415 |
| 01/05/2015 | 0 | 0 | 0 | 913 | 2932 | 2459 | 29 | 6333 |
| 01/06/2015 | 0 | 0 | 0 | 1125 | 3028 | 2518 | 45 | 6716 |
| 01/07/2015 | 0 | 0 | 0 | 1027 | 2912 | 2476 | 46 | 6461 |
| 01/08/2015 | 0 | 0 | 0 | 988 | 2985 | 2484 | 33 | 6490 |
| 01/09/2015 | 0 | 0 | 0 | 1135 | 3003 | 2496 | 33 | 6667 |
| 01/10/2015 | 0 | 0 | 0 | 998 | 2456 | 1729 | 14 | 5197 |
| 01/11/2015 | 0 | 0 | 0 | 959 | 1937 | 1277 | 21 | 4194 |
| 01/12/2015 | 0 | 0 | 0 | 935 | 2844 | 2415 | 29 | 6223 |
| 01/13/2015 | 0 | 0 | 0 | 1115 | 2991 | 2545 | 38 | 6689 |
| 01/14/2015 | 0 | 0 | 0 | 1061 | 2915 | 2533 | 36 | 6545 |
| 01/15/2015 | 0 | 0 | 0 | 1140 | 3004 | 2527 | 33 | 6704 |
| 01/16/2015 | 0 | 0 | 0 | 1199 | 3051 | 2451 | 31 | 6732 |
| 01/17/2015 | 0 | 0 | 0 | 1428 | 2540 | 1746 | 19 | 5733 |
| 01/18/2015 | 0 | 0 | 0 | 1086 | 2007 | 1305 | 20 | 4418 |
| 01/19/2015 | 0 | 0 | 0 | 1281 | 2872 | 2211 | 21 | 6385 |
| 01/20/2015 | 0 | 0 | 0 | 1069 | 3091 | 2505 | 33 | 6698 |
| 01/21/2015 | 0 | 0 | 0 | 1240 | 3110 | 2568 | 40 | 6958 |
| 01/22/2015 | 0 | 0 | 0 | 1315 | 3071 | 2473 | 26 | 6885 |
| 01/23/2015 | 0 | 0 | 0 | 1259 | 3091 | 2543 | 38 | 6931 |
| 01/24/2015 | 0 | 0 | 0 | 1038 | 2549 | 1734 | 20 | 5341 |
| 01/25/2015 | 0 | 0 | 0 | 915 | 2073 | 1373 | 17 | 4378 |
| 01/26/2015 | 0 | 0 | 0 | 951 | 2854 | 2429 | 28 | 6262 |
| 01/27/2015 | 0 | 0 | 0 | 1172 | 3083 | 2557 | 35 | 6847 |
| 01/28/2015 | 0 | 0 | 0 | 1148 | 3149 | 2571 | 33 | 6901 |
| 01/29/2015 | 0 | 0 | 0 | 1152 | 3096 | 2540 | 39 | 6827 |
| 01/30/2015 | 0 | 0 | 0 | 1218 | 3197 | 2568 | 27 | 7010 |
| 01/31/2015 | 0 | 0 | 0 | 1299 | 2691 | 1810 | 22 | 5822 |
| Total: | 0 | 0 | 0 | 35076 | 85089 | 67434 | 878 | 188477 |

PERIODIC DAILY LANE TRAFFIC REPORT

Sanibel Island

Start Date: 01/01/2015

End Date: 01/31/2015

| Date | Lane 1 | Lane 2 | Lane 3 | Total |
|------------|--------|--------|--------|--------|
| 01/01/2015 | 2,144 | 1,917 | 3,981 | 8,039 |
| | | - 3 | | |
| 01/02/2015 | 2,420 | 2,076 | 6,202 | 10,694 |
| | - 3 | - 1 | | |
| 01/03/2015 | 2,693 | 2,249 | 5,541 | 10,478 |
| | - 1 | - 4 | | |
| 01/04/2015 | 2,013 | 1,732 | 4,404 | 8,147 |
| | - 2 | | | |
| 01/05/2015 | 1,897 | 1,570 | 6,232 | 9,698 |
| | - 1 | | | |
| 01/06/2015 | 2,013 | 1,771 | 6,571 | 10,350 |
| | - 3 | - 2 | | |
| 01/07/2015 | 1,944 | 1,548 | 6,327 | 9,814 |
| | | - 5 | | |
| 01/08/2015 | 1,917 | 1,596 | 6,290 | 9,801 |
| | | - 2 | | |
| 01/09/2015 | 1,992 | 1,587 | 6,476 | 10,023 |
| | - 31 | - 1 | | |
| 01/10/2015 | 2,181 | 1,694 | 5,117 | 8,986 |
| | - 3 | - 3 | | |
| 01/11/2015 | 1,774 | 1,415 | 4,136 | 7,321 |
| | - 2 | - 2 | | |
| 01/12/2015 | 1,792 | 1,402 | 6,021 | 9,214 |
| | - 1 | | | |
| 01/13/2015 | 1,980 | 1,722 | 6,520 | 10,221 |
| | - 1 | | | |
| 01/14/2015 | 2,022 | 1,706 | 6,390 | 10,113 |
| | - 4 | - 1 | | |
| 01/15/2015 | 2,037 | 1,723 | 6,507 | 10,264 |
| | - 2 | - 1 | | |
| 01/16/2015 | 2,202 | 1,814 | 6,525 | 10,533 |
| | - 5 | - 3 | | |
| 01/17/2015 | 2,615 | 2,262 | 5,663 | 10,536 |
| | - 2 | - 2 | | |
| 01/18/2015 | 1,973 | 1,547 | 4,339 | 7,859 |
| 01/19/2015 | 2,260 | 1,984 | 6,257 | 10,500 |
| | - 1 | | | |
| 01/20/2015 | 2,075 | 1,680 | 6,517 | 10,272 |
| | | | | |
| 01/21/2015 | 2,432 | 2,209 | 6,607 | 11,241 |
| | - 2 | - 5 | | |

PERIODIC DAILY LANE TRAFFIC REPORT

Sanibel Island

Start Date: 01/01/2015

End Date: 01/31/2015

| <u>Date</u> | <u>Lane 1</u> | <u>Lane 2</u> | <u>Lane 3</u> | <u>Total</u> |
|-------------|---------------|---------------|---------------|--------------|
| 01/22/2015 | 2,359 | 2,105 | 6,737 | 11,194 |
| | - 2 | - 5 | | |
| 01/23/2015 | 2,235 | 1,914 | 6,745 | 10,891 |
| | - 2 | - 1 | | |
| 01/24/2015 | 2,218 | 1,833 | 5,265 | 9,312 |
| | | - 4 | | |
| 01/25/2015 | 2,133 | 1,746 | 4,337 | 8,212 |
| | - 3 | - 1 | | |
| 01/26/2015 | 1,924 | 1,675 | 6,110 | 9,705 |
| | | - 4 | | |
| 01/27/2015 | 2,214 | 1,923 | 6,634 | 10,770 |
| | - 1 | | | |
| 01/28/2015 | 2,215 | 2,039 | 6,492 | 10,740 |
| | - 3 | - 3 | | |
| 01/29/2015 | 2,122 | 2,097 | 6,655 | 10,870 |
| | - 1 | - 3 | | |
| 01/30/2015 | 2,371 | 1,881 | 6,802 | 11,051 |
| | - 1 | - 2 | | |
| 01/31/2015 | 2,599 | 2,109 | 5,750 | 10,453 |
| | - 3 | - 2 | | |
| Total: | 66,686 | 56,466 | 184,150 | 307,302 |

COMMUNITY HOUSING & RESOURCES, INC.
MONTHLY TREASURER REPORT
As of December 30, 2014

Below is an analysis of the CHR Balance Sheet, Profit & Loss Statement, followed by additional reports for referencing which include Cash Flow, A/P and a detail of the TAF account.

BALANCE SHEET

Current Assets

- 1.) 100 – 109 - Checking Accounts - The cash in CHR's 5 checking accounts total \$241,633.52.

| | |
|--------------------------|-----------|
| Operating Account | 77,016.50 |
| Replacement Reserves | 90,182.02 |
| LEO Appreciation | 28,570.17 |
| TAF Account | 6,939.83 |
| Security Deposit Account | 38,925.00 |

Other Current Assets

- 1.) 125 - Prepaid insurance – Most of our insurance is being paid in full. A few policies are paid on a payment plan. The prepaid portion of insurance is adjusted at the time of our yearly audit.

Fixed Assets

- 1.) Depreciation has been recorded for the 1st quarter of 2014-15 fiscal year.

Current Liabilities

- 1.) 402 - Accounts Payable – This account shows bills received but not yet due with the exception of the Tuscan bill which is being paid monthly according to our agreement. (Balance due to Tuscan – \$,9500) We are current on all bills. The amount showing also include \$4,300 in insurance bills due in January.
- 2.) 404 and 412 - Payroll liabilities are for accrued sick and vacation time.
- 3.) 403 – State re-employment taxes were paid in January for the 4th Quarter.
- 4.) 409 – Simple IRA Payable This account is current a stop payment had to be issued for the November IRA check that was never received by Edward Jones. The check was reissued in January.
- 5.) 419 - Security Deposit liability matches what is in the Security Deposit checking account.

Long Term Liabilities

- 1.) 504-505 Loans Payable – Both Riverview & Center Place are current and match bank statements.

PROFIT & LOSS COMPARISON

The following describes the December 2014 budget to actual activity.

Total income received is \$74,636.28. This includes two Mardi Gras sponsorship and donations from the November members mailing and a few from the island wide letter that went out in late December.

The discrepancies are as follows.

- 1.) 700 - Personnel Services – We are still under budget for the month due to Ken's accident in October. He was being paid thru Worker's Compensation. Ken returned to work on December 29th.
- 2.) 704 – Life & health insurance – Some insurance was paid in December for January due to the holidays.
- 3.) 877 – Professional fees – Accounting – CHR's 990 filing.
- 4.) 888 – Printing expense – This includes the island wide mailing.
- 5.) 898 – Postage – Postage for the island wide mailing.
- 8.) 907 - Insurance property-all types - Property insurance is correct as we are paying most polices in full as due.
- 9.) 897 - Unit fixtures/Appliances – We are significantly under budget because we did not need to replace any appliances or fixtures in December.
- 10.) 913 – Repairs & Maintenance – We are significantly under budget because with Ken out of work, maintenance has been on an emergency only basis.
- 11.) 920 – Landscaping Services – The December bill was not received until January 6th.

COMMUNITY HOUSING & RESOURCES, INC.
Profit & Loss Budget Performance

December 2014

| | Dec 14 | Budget | % of Budget | Oct - Dec 14 |
|--|------------------|------------------|----------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 600 · Home Sales | 0.00 | 0.00 | 0.0% | 0.00 |
| 608 · Rental income | | | | |
| 864 · Rent Sponsorship Expense | (115.00) | (208.34) | 55.2% | (565.00) |
| 608 · Rental income - Other | 47,945.00 | 45,833.34 | 104.61% | 141,108.00 |
| Total 608 · Rental income | 47,830.00 | 45,625.00 | 104.83% | 140,543.00 |
| 609 · Rental Payment Plan Fee-Tenant | 40.00 | 50.00 | 80.0% | 120.00 |
| 610 · Late Fees-Tenant | 160.00 | 125.00 | 128.0% | 640.00 |
| 611 · Credit check/NSF income | 75.00 | 208.34 | 36.0% | 325.00 |
| 613 · Utility contribution | 5,704.00 | 5,833.34 | 97.78% | 17,060.00 |
| 616 · Contracts-Washers @ RV | 38.50 | 33.34 | 115.48% | 84.13 |
| 620 · HOA fees | 0.00 | 0.00 | 0.0% | 0.00 |
| 622 · Interest income | 37.21 | 25.00 | 148.84% | 105.92 |
| 628 · From Tenants for repairs | 0.00 | 291.67 | 0.0% | 255.00 |
| 630 · Public Support | | | | |
| 631 · Mardi Gras | 5,500.00 | 0.00 | 100.0% | 7,000.00 |
| 632 · Other Event | 0.00 | 0.00 | 0.0% | 0.00 |
| 635 · Tenant assistance income | 0.00 | 416.67 | 0.0% | 500.00 |
| 636 · Rent sponsorship fund | 0.00 | 83.34 | 0.0% | 1,000.00 |
| 637 · Grants received | 500.00 | 2,500.00 | 20.0% | 2,500.00 |
| 630 · Public Support - Other | 14,751.57 | 3,333.34 | 442.55% | 15,826.57 |
| Total 630 · Public Support | 20,751.57 | 6,333.35 | 327.66% | 26,826.57 |
| 645 · City of Sanibel | 0.00 | 0.00 | 0.0% | 72,883.75 |
| Total Income | 74,636.28 | 58,525.04 | 127.53% | 258,843.37 |
| Cost of Goods Sold | | | | |
| 675 · Cost of Construction | 0.00 | 0.00 | 0.0% | 0.00 |
| 676 · Closing Costs | 0.00 | 0.00 | 0.0% | 0.00 |
| 851 · Grants to Individuals | 0.00 | 0.00 | 0.0% | 0.00 |
| Total COGS | 0.00 | 0.00 | 0.0% | 0.00 |
| Gross Profit | 74,636.28 | 58,525.04 | 127.53% | 258,843.37 |
| Expense | | | | |
| 700 · PERSONNEL SERVICES-ADMIN. | | | | |
| 701 · Salaries & wages | 25,902.19 | 30,119.43 | 86.0% | 56,926.35 |
| 703 · FICA match | 1,979.56 | 1,500.00 | 131.97% | 4,249.58 |
| 704 · Life & health insurance | 4,820.65 | 4,500.00 | 107.13% | 13,896.99 |
| 856 · State reemployment taxes | (33.92) | 250.00 | (13.57%) | 81.09 |
| 867 · Worker's Compensation | 584.00 | 0.00 | 100.0% | 953.00 |
| 939 · Simple IRA Expense | 637.70 | 894.93 | 71.26% | 1,545.51 |

COMMUNITY HOUSING & RESOURCES, INC.
Profit & Loss Budget Performance

December 2014

| | Dec 14 | Budget | % of Budget | Oct - Dec 14 |
|--|-----------|-----------|-------------|--------------|
| Total 700 · PERSONNEL SERVICES-ADMIN. | 33,890.18 | 37,264.36 | 90.95% | 77,652.52 |
| 800 · OPERATING EXPENSES | | | | |
| 850 · Closing costs expense | 0.00 | 0.00 | 0.0% | 0.00 |
| 859 · Credit check expense | 20.00 | 100.00 | 20.0% | 140.00 |
| 860 · Bank charges | 14.55 | 20.00 | 72.75% | 32.55 |
| 861 · Late Charges | 0.00 | 4.17 | 0.0% | 0.00 |
| 863 · Membership Fees | 185.00 | 200.00 | 92.5% | 185.00 |
| 865 · Tenant assistance expense | 1,473.84 | 500.00 | 294.77% | 2,141.84 |
| 876 · Professional Services-Attorney | 0.00 | 291.67 | 0.0% | 148.50 |
| 877 · Professional Service-Auditing | 0.00 | 0.00 | 0.0% | 14,000.00 |
| 878 · Professional Service-Accounting | 1,000.00 | 0.00 | 100.0% | 1,180.00 |
| 879 · Contract Labor (Ex.Dir) | 0.00 | 0.00 | 0.0% | 0.00 |
| 880 · Web communications | 0.00 | 41.67 | 0.0% | 0.00 |
| 881 · CHR-Office Technology | 0.00 | 291.67 | 0.0% | 0.00 |
| 882 · Office internet | 0.00 | 0.00 | 0.0% | 923.76 |
| 883 · Transportation | 0.00 | 0.00 | 0.0% | 2,064.75 |
| 888 · Printing expense | 1,836.69 | 291.67 | 629.72% | 1,977.57 |
| 891 · Promotional activities | 0.00 | 333.34 | 0.0% | 289.45 |
| 892 · Fundraising & Development | | | | |
| 893 · Mardi Gras | 84.32 | 0.00 | 100.0% | 127.09 |
| 894 · FGCU Golf | 0.00 | 0.00 | 0.0% | 0.00 |
| 892 · Fundraising & Development - Other | 0.00 | 100.00 | 0.0% | 0.00 |
| Total 892 · Fundraising & Development | 84.32 | 100.00 | 84.32% | 127.09 |
| 895 · Office supplies | 205.53 | 216.67 | 94.86% | 920.11 |
| 896 · Copier maintenance & toner | 0.00 | 0.00 | 0.0% | 0.00 |
| 898 · Postage | 600.00 | 208.34 | 287.99% | 1,091.61 |
| 899 · Licenses & taxes | 0.00 | 0.00 | 0.0% | 0.00 |
| 905 · Office Ins.Liability/D&O | 0.00 | 0.00 | 0.0% | 681.78 |
| 907 · Insurance-property-all types | 9,427.71 | 9,333.34 | 101.01% | 21,324.13 |
| 913 · Repairs and maintenance | | | | |
| 897 · Unit Fixtures/Appliances | 0.00 | 5,000.00 | 0.0% | 8,053.57 |
| 901 · Maintenance Agreements | 1,582.67 | 1,250.00 | 126.61% | 4,374.85 |
| 916 · Repairs & maintenance-units | 2,579.72 | 4,000.00 | 64.49% | 8,242.35 |
| 920 · Landscaping Services | 0.00 | 3,000.00 | 0.0% | 6,375.00 |
| Total 913 · Repairs and maintenance | 4,162.39 | 13,250.00 | 31.41% | 27,045.77 |
| 918 · Professionals-Survey/Engin/Appr | 0.00 | 208.34 | 0.0% | 1,380.00 |
| 945 · Utilities | 1,726.11 | 2,225.00 | 77.58% | 17,193.62 |
| 947 · Solid waste assesments | 8,403.05 | 8,300.00 | 101.24% | 10,082.99 |
| 971 · Board & Staff Development | 110.00 | 222.76 | 49.38% | 898.47 |
| 975 · Sanibel Land Trust HOA | 0.00 | 600.00 | 0.0% | 1,200.00 |
| 976 · Condo association fees | 0.00 | 2,800.00 | 0.0% | 2,900.00 |

COMMUNITY HOUSING & RESOURCES, INC.

Profit & Loss Budget Performance

December 2014

| | Dec 14 | Budget | % of Budget | Oct - Dec 14 |
|---------------------------------------|--------------------|---------------------|---------------|--------------------|
| 979 · Net rental/ground lease to COS | 12,500.00 | 12,500.00 | 100.0% | 12,500.00 |
| 980 · Ground lease payment Sanibel | 0.00 | 0.00 | 0.0% | 1.00 |
| 982 · Interest expense (Riverview) | 4,134.06 | 4,166.67 | 99.22% | 12,154.83 |
| 983 · Interest expense (Centre) | 4,018.37 | 4,230.98 | 94.98% | 11,816.51 |
| 990 · LEO Appreciation Expense | 0.00 | | | 0.00 |
| Total 800 · OPERATING EXPENSES | 49,901.62 | 60,436.29 | 82.57% | 144,401.33 |
| | | | | |
| 852 · Bad Debt Expense | 0.00 | 0.00 | 0.0% | 0.00 |
| Total Expense | 83,791.80 | 97,700.65 | 85.76% | 222,053.85 |
| | | | | |
| Net Ordinary Income | (9,155.52) | (39,175.61) | 23.37% | 36,789.52 |
| | | | | |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| Reportable Health Coverage | 0.00 | | | 0.00 |
| 956 · Depreciation | 61,871.61 | 61,871.61 | 100.0% | 61,871.61 |
| Total Other Expense | 61,871.61 | 61,871.61 | 100.0% | 61,871.61 |
| | | | | |
| Net Other Income | (61,871.61) | (61,871.61) | 100.0% | (61,871.61) |
| | | | | |
| Net Income | (71,027.13) | (101,047.22) | 70.29% | (25,082.09) |

COMMUNITY HOUSING & RESOURCES, INC.
Profit & Loss Budget Performance

December 2014

| | YTD Budget | % of Budget | Annual Budget |
|--|-------------------|----------------|---------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 600 · Home Sales | 0.00 | 0.0% | 0.00 |
| 608 · Rental income | | | |
| 864 · Rent Sponsorship Expense | (625.02) | 90.4% | (2,500.08) |
| 608 · Rental income - Other | 137,500.02 | 102.62% | 550,000.08 |
| Total 608 · Rental income | 136,875.00 | 102.68% | 547,500.00 |
| 609 · Rental Payment Plan Fee-Tenant | 150.00 | 80.0% | 600.00 |
| 610 · Late Fees-Tenant | 375.00 | 170.67% | 1,500.00 |
| 611 · Credit check/NSF income | 625.02 | 52.0% | 2,500.08 |
| 613 · Utility contribution | 17,500.02 | 97.49% | 70,000.08 |
| 616 · Contracts-Washers @ RV | 100.02 | 84.11% | 400.08 |
| 620 · HOA fees | 0.00 | 0.0% | 0.00 |
| 622 · Interest income | 75.00 | 141.23% | 300.00 |
| 628 · From Tenants for repairs | 875.01 | 29.14% | 3,500.04 |
| 630 · Public Support | | | |
| 631 · Mardi Gras | 0.00 | 100.0% | 40,000.00 |
| 632 · Other Event | 0.00 | 0.0% | 10,000.00 |
| 635 · Tenant assistance income | 1,250.01 | 40.0% | 5,000.04 |
| 636 · Rent sponsorship fund | 250.02 | 399.97% | 1,000.08 |
| 637 · Grants received | 7,500.00 | 33.33% | 30,000.00 |
| 630 · Public Support - Other | 10,000.02 | 158.27% | 40,000.08 |
| Total 630 · Public Support | 19,000.05 | 141.19% | 126,000.20 |
| 645 · City of Sanibel | 72,883.75 | 100.0% | 291,535.00 |
| Total Income | 248,458.87 | 104.18% | 1,043,835.48 |
| Cost of Goods Sold | | | |
| 675 · Cost of Construction | 0.00 | 0.0% | 0.00 |
| 676 · Closing Costs | 0.00 | 0.0% | 0.00 |
| 851 · Grants to Individuals | 0.00 | 0.0% | 0.00 |
| Total COGS | 0.00 | 0.0% | 0.00 |
| Gross Profit | 248,458.87 | 104.18% | 1,043,835.48 |
| Expense | | | |
| 700 · PERSONNEL SERVICES-ADMIN. | | | |
| 701 · Salaries & wages | 70,278.67 | 81.0% | 261,035.06 |
| 703 · FICA match | 4,500.00 | 94.44% | 18,000.00 |
| 704 · Life & health insurance | 13,500.00 | 102.94% | 54,000.00 |
| 856 · State reemployment taxes | 750.00 | 10.81% | 3,000.00 |
| 867 · Worker's Compensation | 690.00 | 138.12% | 6,900.00 |
| 939 · Simple IRA Expense | 2,088.17 | 74.01% | 7,756.06 |

COMMUNITY HOUSING & RESOURCES, INC.
Profit & Loss Budget Performance

December 2014

| | YTD Budget | % of Budget | Annual Budget |
|--|------------------|---------------|-------------------|
| Total 700 · PERSONNEL SERVICES-ADMIN. | 91,806.84 | 84.58% | 350,691.12 |
| 800 · OPERATING EXPENSES | | | |
| 850 · Closing costs expense | 0.00 | 0.0% | 0.00 |
| 859 · Credit check expense | 300.00 | 46.67% | 1,200.00 |
| 860 · Bank charges | 60.00 | 54.25% | 240.00 |
| 861 · Late Charges | 12.51 | 0.0% | 50.04 |
| 863 · Membership Fees | 200.00 | 92.5% | 350.00 |
| 865 · Tenant assistance expense | 1,500.00 | 142.79% | 6,000.00 |
| 876 · Professional Services-Attorney | 875.01 | 16.97% | 3,500.04 |
| 877 · Professional Service-Auditing | 15,000.00 | 93.33% | 15,000.00 |
| 878 · Professional Service-Accounting | 200.00 | 590.0% | 200.00 |
| 879 · Contract Labor (Ex.Dir) | 0.00 | 0.0% | 0.00 |
| 880 · Web communications | 125.01 | 0.0% | 500.04 |
| 881 · CHR-Office Technology | 875.01 | 0.0% | 3,500.04 |
| 882 · Office internet | 1,000.00 | 92.38% | 1,000.00 |
| 883 · Transportation | 2,000.00 | 103.24% | 4,000.00 |
| 888 · Printing expense | 875.01 | 226.01% | 3,500.04 |
| 891 · Promotional activities | 1,000.02 | 28.94% | 4,000.08 |
| 892 · Fundraising & Development | | | |
| 893 · Mardi Gras | 0.00 | 100.0% | 10,000.00 |
| 894 · FGCU Golf | 0.00 | 0.0% | 0.00 |
| 892 · Fundraising & Development - Other | 300.00 | 0.0% | 1,200.00 |
| Total 892 · Fundraising & Development | 300.00 | 42.36% | 11,200.00 |
| 895 · Office supplies | 650.01 | 141.55% | 2,600.04 |
| 896 · Copier maintenance & toner | 0.00 | 0.0% | 390.00 |
| 898 · Postage | 625.02 | 174.65% | 2,500.08 |
| 899 · Licenses & taxes | 0.00 | 0.0% | 500.00 |
| 905 · Office Ins.Liability/D&O | 500.00 | 136.36% | 4,000.00 |
| 907 · Insurance-property-all types | 28,000.02 | 76.16% | 112,000.08 |
| 913 · Repairs and maintenance | | | |
| 897 · Unit Fixtures/Appliances | 15,000.00 | 53.69% | 60,000.00 |
| 901 · Maintenance Agreements | 3,750.00 | 116.66% | 15,000.00 |
| 916 · Repairs & maintenance-units | 12,000.00 | 68.69% | 48,000.00 |
| 920 · Landscaping Services | 9,000.00 | 70.83% | 36,000.00 |
| Total 913 · Repairs and maintenance | 39,750.00 | 68.04% | 159,000.00 |
| 918 · Professionals-Survey/Engin/Appr | 625.02 | 220.79% | 2,500.08 |
| 945 · Utilities | 17,875.00 | 96.19% | 71,500.00 |
| 947 · Solid waste assesments | 10,000.00 | 100.83% | 10,000.00 |
| 971 · Board & Staff Development | 995.52 | 90.25% | 3,000.36 |
| 975 · Sanibel Land Trust HOA | 1,800.00 | 66.67% | 7,200.00 |
| 976 · Condo association fees | 5,600.00 | 51.79% | 11,200.00 |

COMMUNITY HOUSING & RESOURCES, INC.

Profit & Loss Budget Performance

December 2014

| | <u>YTD Budget</u> | <u>% of Budget</u> | <u>Annual Budget</u> |
|---------------------------------------|--------------------|--------------------|----------------------|
| 979 · Net rental/ground lease to COS | 12,500.00 | 100.0% | 50,000.00 |
| 980 · Ground lease payment Sanibel | 1.00 | 100.0% | 1.00 |
| 982 · Interest expense (Riverview) | 12,500.01 | 97.24% | 50,000.04 |
| 983 · Interest expense (Centre) | 12,502.37 | 94.51% | 48,223.30 |
| 990 · LEO Appreciation Expense | | | 0.00 |
| Total 800 · OPERATING EXPENSES | 168,246.54 | 85.83% | 588,855.26 |
| | | | |
| 852 · Bad Debt Expense | 0.00 | 0.0% | 0.00 |
| Total Expense | 260,053.38 | 85.39% | 939,546.38 |
| | | | |
| Net Ordinary Income | (11,594.51) | (317.3%) | 104,289.10 |
| | | | |
| Other Income/Expense | | | |
| Other Expense | | | |
| Reportable Health Coverage | | | |
| 956 · Depreciation | 61,871.61 | 100.0% | 250,866.27 |
| Total Other Expense | 61,871.61 | 100.0% | 250,866.27 |
| | | | |
| Net Other Income | (61,871.61) | 100.0% | (250,866.27) |
| | | | |
| Net Income | (73,466.12) | 34.14% | (146,577.17) |

| | Dec 31, 14 | Dec 31, 13 |
|---------------------------------------|-------------------|-------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 100 · Operating Acct. | 77,016.50 | 91,236.07 |
| 101 · Capital Replacement Reserves | 90,182.02 | 30,032.56 |
| 102 · LEO Apprecation | 28,570.17 | 30,031.58 |
| 106 · TAF Acct. | 6,939.83 | 5,917.61 |
| 109 · Security Deposit Acct. | 38,925.00 | 40,025.00 |
| Total Checking/Savings | 241,633.52 | 197,242.82 |
| Accounts Receivable | | |
| 1200 · Accounts Receivable | 2,203.87 | 2,171.01 |
| Total Accounts Receivable | 2,203.87 | 2,171.01 |
| Other Current Assets | | |
| 125 · Prepaid Insurance | 28,241.43 | 40,911.41 |
| 151 · LCEC Security Deposit | 0.00 | 465.23 |
| Total Other Current Assets | 28,241.43 | 41,376.64 |
| Total Current Assets | 272,078.82 | 240,790.47 |
| Fixed Assets | | |
| 259 · No Location | (10,419.71) | (7,007.91) |
| 261 · Signs | 4,830.00 | 4,830.00 |
| 262 · Accumulated Depreciation-Signs | (4,144.46) | (4,144.46) |
| 263 · Machinery & equipment | 14,500.22 | 14,500.22 |
| 264 · Accumulated Depreciation-M&E | (16,957.46) | (14,263.78) |
| 265 · Lease hold improvements-Algiers | 28,091.70 | 28,091.70 |
| 266 · Accum Deprec- Algiers | (5,150.19) | (4,128.67) |
| 267 · Rental Units - Riverview | 409,913.12 | 407,949.12 |
| 268 · Accumulated Depreciation - RV | (88,442.78) | (75,629.05) |
| 269 · Rental units - Beach | 3,750.00 | 3,750.00 |
| 270 · Accumulated Depreciation - Beac | (999.96) | (250.00) |
| 271 · Rental units - SH | 175,123.53 | 175,123.53 |
| 272 · Accumulated Depreciation - SH | (118,525.39) | (112,741.55) |
| 275 · Rental units - Wstr. | 165,445.41 | 165,445.41 |
| 276 · Accumulated Depreciation-Wstr | (113,841.82) | (107,557.94) |
| 277 · Rental units - AW | 776,490.46 | 742,334.46 |
| 278 · Accumulated Depreciation - AW | (591,617.43) | (559,485.60) |
| 279 · Rental units - MW | 754,155.66 | 754,155.66 |
| 280 · Accumulated Depreciation - MW | (581,605.93) | (548,821.37) |
| 281 · Rental units - CM | 1,252,299.07 | 1,234,531.07 |
| 282 · Accumulated depreciation - CM | (471,542.45) | (439,357.03) |
| 283 · Rental Units - WH | 1,908,690.58 | 1,904,940.58 |

| | | |
|--|---------------------|---------------------|
| 284 · Accumulated Depreciation -WH | (632,541.98) | (562,237.24) |
| 287 · Land - Wooster Lane | 33,206.00 | 33,206.00 |
| 288 · Land - Centre Place | 105,589.50 | 105,589.50 |
| 293 · Land - Riverview | 630,117.60 | 630,117.60 |
| 294 · Rental Units - Ctr. | 1,395,209.07 | 1,392,837.07 |
| 295 · Accum Depr-Rental Units-Ctr. | (230,894.65) | (180,193.34) |
| 296 · Accumulated Depreciation - Othe | (15,670.92) | (15,670.92) |
| 297 · Vehicles | 8,725.00 | 8,725.00 |
| 298 · Accumulated Depreciation-Vehicl | (145.42) | (145.42) |
| Total Fixed Assets | 4,783,636.37 | 4,974,492.64 |
| TOTAL ASSETS | 5,055,715.19 | 5,215,283.11 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 402 · Accounts payable | 16,836.65 | 35,209.70 |
| Total Accounts Payable | 16,836.65 | 35,209.70 |
| Other Current Liabilities | | |
| Payroll Liabilities | | |
| 404 · Vacatio | 11,465.18 | 8,444.43 |
| 412 · Sick tin | 4,024.62 | 3,881.29 |
| Total Payroll Liabilities | 15,489.80 | 12,325.72 |
| 403 · State re-employment | 207.52 | 92.51 |
| 409 · Simple IRA Payable | 1,238.02 | 0.00 |
| 419 · Security deposits | 38,925.00 | 40,125.00 |
| 430 · NP-1st Insurance Fu | 0.00 | 368.15 |
| Total Other Current Liabilities | 55,860.34 | 52,911.38 |
| Total Current Liabilities | 72,696.99 | 88,121.08 |
| Long Term Liabilities | | |
| 504 · Loan payable - Riverview | 737,523.98 | 751,131.46 |
| 505 · Loan Payable - Centre Place | 716,771.76 | 731,294.77 |
| 506 · LEO Appreciation Liability | 151,363.99 | 112,844.86 |
| Total Long Term Liabilities | 1,605,659.73 | 1,595,271.09 |
| Total Liabilities | | |
| Equity | | |
| 558 · Net assets, beginning of year | | |
| Net Income | | |
| Total Equity | | |
| TOTAL LIABILITIES & EQUITY | | |

| \$ Change | % Change |
|------------------|-----------------|
| (14,219.57) | (15.59%) |
| 60,149.46 | 200.28% |
| (1,461.41) | (4.87%) |
| 1,022.22 | 17.27% |
| (1,100.00) | (2.75%) |
| 44,390.70 | 22.51% |
| 32.86 | 1.51% |
| 32.86 | 1.51% |
| (12,669.98) | (30.97%) |
| (465.23) | (100.0%) |
| (13,135.21) | (31.75%) |
| 31,288.35 | 12.99% |
| (3,411.80) | (48.69%) |
| 0.00 | 0.0% |
| 0.00 | 0.0% |
| 0.00 | 0.0% |
| (2,693.68) | (18.89%) |
| 0.00 | 0.0% |
| (1,021.52) | (24.74%) |
| 1,964.00 | 0.48% |
| (12,813.73) | (16.94%) |
| 0.00 | 0.0% |
| (749.96) | (299.98%) |
| 0.00 | 0.0% |
| (5,783.84) | (5.13%) |
| 0.00 | 0.0% |
| (6,283.88) | (5.84%) |
| 34,156.00 | 4.6% |
| (32,131.83) | (5.74%) |
| 0.00 | 0.0% |
| (32,784.56) | (5.97%) |
| 17,768.00 | 1.44% |
| (32,185.42) | (7.33%) |
| 3,750.00 | 0.2% |

| | |
|----------------------------|-----------------------|
| (70,304.74) | (12.5%) |
| 0.00 | 0.0% |
| 0.00 | 0.0% |
| 0.00 | 0.0% |
| 2,372.00 | 0.17% |
| (50,701.31) | (28.14%) |
| 0.00 | 0.0% |
| 0.00 | 0.0% |
| 0.00 | 0.0% |
| <u>(190,856.27)</u> | <u>(3.84%)</u> |
| <u>(159,567.92)</u> | <u>(3.06%)</u> |

| | |
|--------------------|-----------------|
| <u>(18,373.05)</u> | <u>(52.18%)</u> |
| (18,373.05) | (52.18%) |

| | |
|-----------------|---------------|
| 3,020.75 | 35.77% |
| 143.33 | 3.69% |
| <u>3,164.08</u> | <u>25.67%</u> |
| 115.01 | 124.32% |
| 1,238.02 | 100.0% |
| (1,200.00) | (2.99%) |
| (368.15) | (100.0%) |
| <u>2,948.96</u> | <u>5.57%</u> |

(15,424.09) (17.5%)

| | |
|------------------|--------------|
| (13,607.48) | (1.81%) |
| (14,523.01) | (1.99%) |
| 38,519.13 | 34.14% |
| <u>10,388.64</u> | <u>0.65%</u> |

COMMUNITY HOUSING & RESOURCES, INC.

A/P Aging Detail

As of December 31, 2014

| Type | Date | Num | Name | Due Date | Aging | Open Balance |
|----------------|------------|-------------------|-----------------------------------|------------|-------|-------------------------|
| Current | | | | | | |
| Bill | 12/22/2014 | 800593 | Island Locksmith {V} | 12/31/2014 | | 140.00 |
| Bill | 12/23/2014 | 2154 | All About FIRE Protection, Inc. | 12/31/2014 | | 125.00 |
| Bill | 12/23/2014 | 2155 | All About FIRE Protection, Inc. | 12/31/2014 | | 125.00 |
| Bill | 12/29/2014 | Jan. 2015 | US Life Insurance Co. | 01/01/2015 | | 84.00 |
| Bill | 12/29/2014 | January 2015 | Principal Financial Group | 01/01/2015 | | 442.51 |
| Bill | 12/30/2014 | Dec.14 statement | Staples | 01/04/2015 | | 85.44 |
| Bill | 11/24/2014 | Wind 708-10 MW | Citizens Property Insurance Corp. | 01/06/2015 | | 1,044.00 |
| Bill | 12/29/2014 | 3rd '14 - MW Wind | Citizens Property Insurance Corp. | 01/12/2015 | | 3,348.00 |
| Bill | 12/29/2014 | Jan. 15 statement | CenturyLink-CM | 01/15/2015 | | 120.67 |
| Bill | 12/29/2014 | Jan. 15 statement | CenturyLink-WH | 01/15/2015 | | 104.40 |
| Bill | 12/30/2014 | Jan. 15 statement | Lowe's | 01/15/2015 | | 1,217.63 |
| Total Current | | | | | | <u>6,836.65</u> |
| 1 - 30 | | | | | | |
| Total 1 - 30 | | | | | | |
| 31 - 60 | | | | | | |
| Total 31 - 60 | | | | | | |
| 61 - 90 | | | | | | |
| Total 61 - 90 | | | | | | |
| > 90 | | | | | | |
| Bill | 02/23/2011 | 107935 | Tuscan & Company, PA | 03/05/2011 | 1,397 | 10,000.00 |
| Total > 90 | | | | | | <u>10,000.00</u> |
| TOTAL | | | | | | <u><u>16,836.65</u></u> |

Statement of Cash Flows

December 2014
Dec 14

OPERATING ACTIVITIES

| | |
|--|-------------------|
| Net Income | (71,027.13) |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| 1200 · Accounts Receivable | (1,789.00) |
| 402 · Accounts payable | (9,186.29) |
| Payroll Liabilities:404 · Vacation accrual | 119.29 |
| Payroll Liabilities:412 · Sick time accrual | (117.40) |
| 419 · Security deposits | <u>(1,100.00)</u> |
| Net cash provided by Operating Activities | (83,100.53) |

INVESTING ACTIVITIES

| | |
|---|------------------|
| 259 · No Location | 852.95 |
| 264 · Accumulated Depreciation-M&E | 673.42 |
| 266 · Accum Deprec- Algiers | 255.38 |
| 268 · Accumulated Depreciation - RV | 3,189.79 |
| 272 · Accumulated Depreciation - SH | 1,445.96 |
| 276 · Accumulated Depreciation-Wstr | 1,570.97 |
| 278 · Accumulated Depreciation - AW | 7,603.49 |
| 280 · Accumulated Depreciation - MW | 8,196.14 |
| 282 · Accumulated depreciation - CM | 7,923.30 |
| 284 · Accumulated Depreciation -WH | 17,498.06 |
| 295 · Accum Depr-Rental Units-Ctr. | <u>12,662.15</u> |
| Net cash provided by Investing Activities | 61,871.61 |

FINANCING ACTIVITIES

| | |
|---|-------------------|
| 504 · Loan payable - Riverview | (1,067.39) |
| 505 · Loan Payable - Centre Place | <u>(1,150.63)</u> |
| Net cash provided by Financing Activities | <u>(2,218.02)</u> |

Net cash increase for period (23,446.94)

Cash at beginning of period 265,080.46

Cash at end of period 241,633.52

COMMUNITY HOUSING & RESOURCES, INC.

A/P Aging Detail

As of December 31, 2014

| Type | Date | Num | Name | Due Date | Aging | Open Balance |
|----------------|------------|-------------------|-----------------------------------|------------|-------|-------------------------|
| Current | | | | | | |
| Bill | 12/22/2014 | 800593 | Island Locksmith {V} | 12/31/2014 | | 140.00 |
| Bill | 12/23/2014 | 2154 | All About FIRE Protection, Inc. | 12/31/2014 | | 125.00 |
| Bill | 12/23/2014 | 2155 | All About FIRE Protection, Inc. | 12/31/2014 | | 125.00 |
| Bill | 12/29/2014 | Jan. 2015 | US Life Insurance Co. | 01/01/2015 | | 84.00 |
| Bill | 12/29/2014 | January 2015 | Principal Financial Group | 01/01/2015 | | 442.51 |
| Bill | 12/30/2014 | Dec. 14 statement | Staples | 01/04/2015 | | 85.44 |
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| Bill | 12/29/2014 | 3rd '14 - MW Wind | Citizens Property Insurance Corp. | 01/12/2015 | | 3,348.00 |
| Bill | 12/29/2014 | Jan. 15 statement | CenturyLink-CM | 01/15/2015 | | 120.67 |
| Bill | 12/29/2014 | Jan. 15 statement | CenturyLink-WH | 01/15/2015 | | 104.40 |
| Bill | 12/30/2014 | Jan. 15 statement | Lowe's | 01/15/2015 | | 1,217.63 |
| Total Current | | | | | | <u>6,836.65</u> |
| 1 - 30 | | | | | | |
| Total 1 - 30 | | | | | | |
| 31 - 60 | | | | | | |
| Total 31 - 60 | | | | | | |
| 61 - 90 | | | | | | |
| Total 61 - 90 | | | | | | |
| > 90 | | | | | | |
| Bill | 02/23/2011 | 107935 | Tuscan & Company, PA | 03/05/2011 | 1,397 | 10,000.00 |
| Total > 90 | | | | | | <u>10,000.00</u> |
| TOTAL | | | | | | <u><u>16,836.65</u></u> |

CITY OF SANIBEL TREASURY
INVESTMENT PERFORMANCE
PERIOD ENDING
DECEMBER 31, 2014

The following investment information was prepared by BCA, relying upon data from statements provided by the plan custodian and/or investment manager(s).
BCA reviews transactions provided by the custodian and uses reasonable care to ensure the accuracy of the data contained herein.
However, BCA cannot guarantee the accuracy of the custodian's statement.



City of Sanibel Treasury BCA Market Perspective ©

Oil Freefall

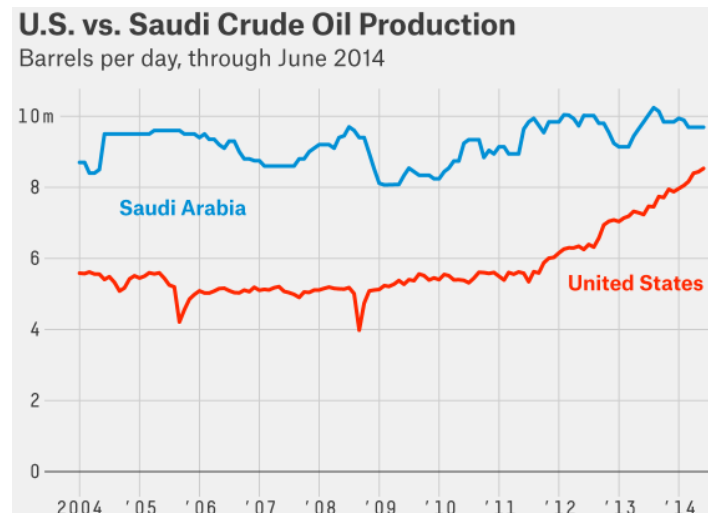
January 2015

Since June 20th, when oil peaked at \$107.95 a barrel, West Texas Intermediate (WTI) has plummeted, resulting in the price of oil dropping to a low of \$44.20. That's more than a 59% drop over the past 6 months. Drastic moves in the price of oil are not an anomaly; in fact it's happened 6 times since 1980: 1987, 1991, 1999, 2002, 2009, and 2014.¹ So what is causing this free fall in the price of oil? Two words: supply and demand. Currently, the world is producing about 1.8 million barrels of oil in excess of the current demand.²

From the supply side, the shale boom in the U.S. is a key contributor to this glut in oil. With prices of crude hovering around \$100 per barrel and new drilling techniques making extraction more cost efficient, it became profitable for companies to drill for oil in hard-to-drill places, specifically in shale areas throughout North Dakota and Texas and in the thick oil sands throughout Alberta, Canada. Since 2008, the U.S. has added 4 million barrels per day of crude to the global market, significant as a percentage, since global crude production is around 93 million barrels per day. Up until this year, the growth in U.S. production was almost completely offset by the reduction of 3 million barrels per day in production out of areas like Iran, Libya, and Iraq.

From the demand side, a slowing global economy has led to lower demand for oil in Asia and Europe, especially with the anticipated decline of growth rates in countries like China and Germany. In 2014, China's GDP grew +7.4%, the slowest since 1990. More broadly, oil demand has simply been flat. Governments and individuals have become much more cognizant of the impact of fossil fuels on the environment, and are seeking to reduce their carbon footprint on the Earth. Gasoline consumption has fallen in the U.S. as car manufacturers have not only begun making cars that are much more fuel-efficient, but also vehicles that run without the need of gasoline at all, for example Tesla.

Interestingly, four out of the five times crude oil has dropped by 50% or more in a six month window, the S&P 500 has been up six months later, averaging +3.7% for that period. All five times, WTI rebounded in the subsequent six month period, averaging a +52% recovery.² Not to mention, the average price per gallon for consumers across America is trickling down to \$2.00, with several states already seeing lower prices. The average price per gallon in the U.S. sits at \$2.12, down 46 cents in the past month, and down \$1.01 from this time last year.³ That means the U.S. consumer is saving around \$750 at the pump per year, which is a potential boost to the economy as that cash goes right back into Americans wallets.



¹ CNBC.com "Here's what happens to stocks when oil drops 50%"

² Bloomberg.com "Oil Recovery Seen by Gulf Producers as Slump Spurs Demand"

³ USAToday.com "National gas prices to soon fall below \$2"

Disclosure: All expressions of opinion reflect the judgment of the author as of the date of publication and are subject to change. Content should not be regarded as a complete analysis of the subjects discussed or as personalized investment advice. All investment strategies have the potential for profit or loss. References to market performance in publications do not represent the returns achieved by Burgess Chambers & Associates or any of its advisory clients.

**City of Sanibel Treasury
Total Fund
Investment Policy Review
December 31, 2014**

| | YES | NO |
|---|------------|-----------|
| All investments of the fund are authorized within the current Investment Policy Statement. | ✓ | |
| Prime commercial paper of a US corporation, finance company or banking institution is rated at least P-1 by Moody's or at least A-1 by S&P and is stated to mature in not more than 270 days. | ✓ | |
| Bonds or other debt securities issued or guaranteed by a corporation organized under the laws of the US or the District of Columbia have an investment grade rating of A or better by S&P or Moody's. | ✓ | |
| Operating Account: | | |
| Investments are limited to demand deposits, mm funds and other short term securities of the highest quality. | ✓ | |
| Reserves Account: | | |
| Investments are limited to securities with maturities not exceeding 24 months. | ✓ | |
| The average maturity does not exceed one year. | ✓ | |
| No more than 10% is invested in corporate bonds with a minimum rating of A by S&P | ✓ | |
| No more than 2% is invested in corporate bonds with any one issuer. | ✓ | |
| Surplus Account: | | |
| Investments maximum maturities do not exceed 5 years. | ✓ | |
| The average maturity does not exceed 3 years. | ✓ | |
| No more than 15% is invested in corporate bonds with a minimum rating of A by S&P. | ✓ | |
| No more than 2% is invested in corporate bonds with any one issuer. | ✓ | |



**City of Sanibel Treasury
Total Fund
Asset Maturity Ranges and Projected Income
December 31, 2014**

| Portfolio | Principal Cost Value* | Yield to Maturity on Amortized Cost (Gross of Fees) | Projected Annual Income |
|---|------------------------|---|-------------------------|
| Operating (0-1 yr) | \$4,776,006.52 | 0.7% | \$33,432 |
| Reserves (0-2 yr) | \$6,488,403.86 | 0.9% | \$58,396 |
| Surplus (3-5 yr) | \$5,429,805.00 | 1.8% | \$97,736 |
| Total | \$16,694,215.38 | 1.1% | \$189,564 |
| Less Projected Custody and Investment Management Fees @ 0.175% of Market Value | | | (29,137) |
| Projected Net Relationship Annual Income | | | \$160,427 |

*Principal Cost Value is calculated by taking the Total Portfolio Cost Value from the custodial statement and subtracting accrued income.

Source: Integrity Fixed Income Management



**City of Sanibel Treasury
Total Fund
Investment Summary
December 31, 2014**

- For the quarter, the combined accounts earned \$32K or +0.2%.
 - For the 12-month period, the combined accounts earned \$289K or +1.8%. For the trailing three-year period, the investment program earned \$689K (averaging +1.3% per year).
 - Yield to maturity gross of fees:
 - Operating 0.7%
 - Reserve 0.9%
 - Surplus 1.8%
- Projected net annual income: \$189,564



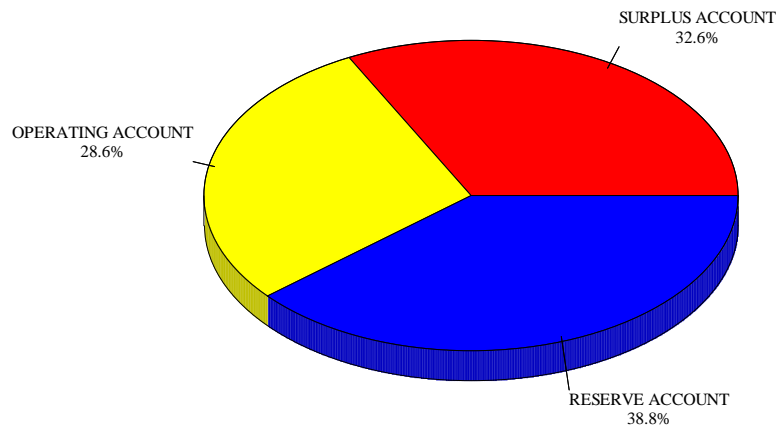
**City of Sanibel Treasury
Total Fund
Gross Opportunity Gains & Loss Report
December 31, 2011 Through December 31, 2014**

| | <u>Quarter To Date</u> | <u>One Year</u> | <u>Two Years</u> | <u>Three Years</u> |
|-----------------------------------|------------------------|-------------------|-------------------|--------------------|
| BEGINNING MKT VALUE | 16,617,657 | 16,360,986 | 16,382,683 | 21,312,063 |
| NET CONTRIBUTIONS | 0 | 0 | 0 | (5,351,200) |
| INVESTMENT EARNINGS | 32,140 | 288,811 | 267,114 | 688,934 |
| ENDING MKT VALUE | 16,649,797 | 16,649,797 | 16,649,797 | 16,649,797 |
| | | | | |
| GROSS TIME WEIGHTED RETURN | 0.19 | 1.77 | 0.81 | 1.25 |



City of Sanibel Treasury Total Fund Asset Allocation

TOTAL MARKET VALUE
AS OF DECEMBER 31, 2014
\$ 16,649,797



| | VALUE | PERCENT |
|---|-----------|---------|
| ■ RESERVE ACCOUNT | 6,460,285 | 38.80 |
| ■ SURPLUS ACCOUNT | 5,420,528 | 32.56 |
| ■ OPERATING ACCOUNT | 4,768,984 | 28.64 |



City of Sanibel Treasury
Total Fund
December 31, 2014
Gross of Fees

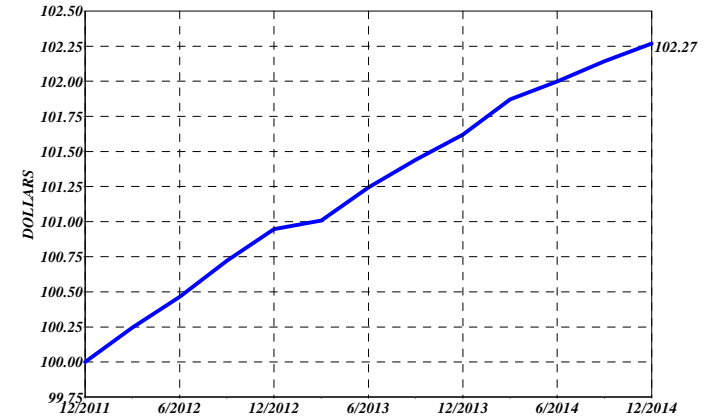
| Name | Market Values | QTR ROR | 1 Year ROR | 2 Year ROR | 3 Year ROR |
|--------------------|-------------------|-------------|---------------|---------------|---------------|
| TOTAL FUND | | | | | |
| Operating Account | 4,768,984 | 0.1% | 0.6% | 0.7% | 0.8% |
| ML 0-3M TBil | | 0.0% | 0.0% | 0.0% | 0.0% |
| Reserve Account | 6,460,285 | 0.1% | 0.8% | 0.8% | 0.9% |
| ML US Treas 0-1 Yr | | 0.0% | 0.1% | 0.1% | 0.2% |
| Surplus Account | 5,420,528 | 0.4% | 2.7% | 1.7% | 2.0% |
| ML US Treas 3-5 Yr | | 0.9% | 2.1% | 0.6% | 0.9% |
| TOTAL: | 16,649,797 | 0.2% | 1.8% | 0.8% | 1.2% |



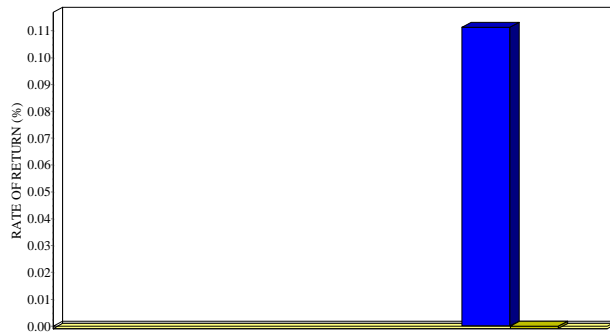
City of Sanibel Treasury Operating Account Performance Profile Period Ending December 31, 2014

| PERIOD | RETURN | BETA | ALPHA | STD DEV | SHARPE RATIO |
|-------------|--------|--------|-------|---------|--------------|
| ONE YEAR | 0.64 | -10.77 | 0.50 | 0.12 | 5.13 |
| THREE YEARS | 0.75 | -1.71 | 0.64 | 0.14 | 4.89 |

| | QTD | ONE YEAR | THREE YEARS |
|----------------|------|----------|-------------|
| TOTAL FUND | 0.12 | 0.64 | 0.75 |
| ML 0-3M TBIL | 0.00 | 0.03 | 0.05 |
| EXCESS | 0.12 | 0.61 | 0.70 |
| RISKLESS INDEX | 0.00 | 0.04 | 0.07 |
| REAL ROR | 1.53 | -0.07 | -0.52 |

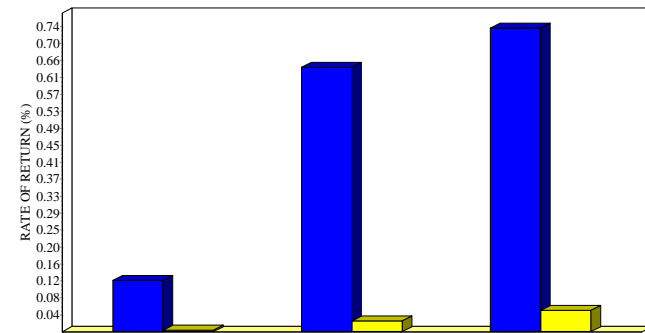


DOWN MARKET PERFORMANCE



| | QTD | ONE YEAR | THREE YEARS |
|--------------|-----|----------|-------------|
| TOTAL FUND | N/A | N/A | 0.11 |
| ML 0-3M TBIL | N/A | N/A | 0.00 |
| DIFFERENCE | N/A | N/A | 0.11 |
| RATIO | N/A | N/A | -113.98 |
| DOWN PERIODS | 0 | 0 | 1 |

UP MARKET PERFORMANCE

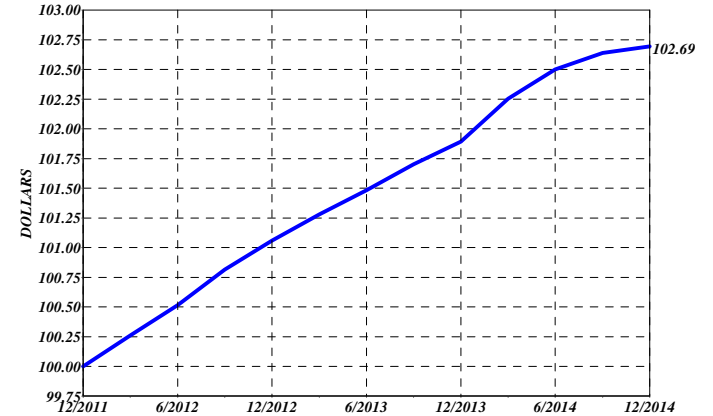


| | QTD | ONE YEAR | THREE YEARS |
|--------------|-------|----------|-------------|
| TOTAL FUND | 0.12 | 0.64 | 0.73 |
| ML 0-3M TBIL | 0.00 | 0.03 | 0.05 |
| DIFFERENCE | 0.12 | 0.61 | 0.68 |
| RATIO | 31.05 | 24.54 | 14.25 |
| UP PERIODS | 3 | 12 | 35 |

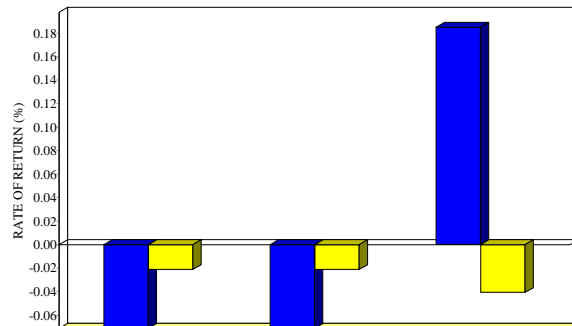
City of Sanibel Treasury Reserve Account Performance Profile Period Ending December 31, 2014

| PERIOD | RETURN | BETA | ALPHA | STD DEV | SHARPE RATIO |
|-------------|--------|------|-------|---------|--------------|
| ONE YEAR | 0.79 | 2.22 | 0.60 | 0.23 | 3.31 |
| THREE YEARS | 0.89 | 1.33 | 0.71 | 0.17 | 4.80 |

| | QTD | ONE YEAR | THREE YEARS |
|--------------------|-------|----------|-------------|
| TOTAL FUND | 0.05 | 0.79 | 0.89 |
| ML US TREAS 0-1 YR | -0.01 | 0.10 | 0.15 |
| EXCESS | 0.07 | 0.68 | 0.74 |
| RISKLESS INDEX | 0.00 | 0.04 | 0.07 |
| REAL ROR | 1.46 | 0.08 | -0.39 |

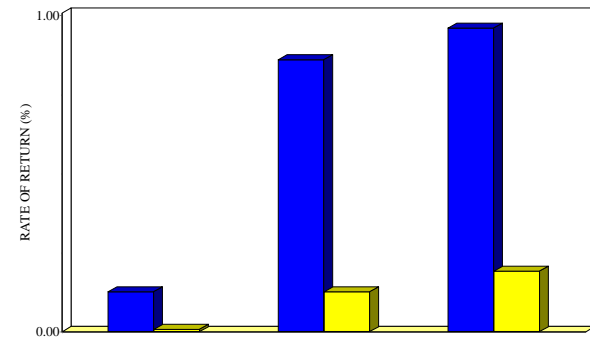


DOWN MARKET PERFORMANCE



| | QTD | ONE YEAR | THREE YEARS |
|--------------------|-------|----------|-------------|
| TOTAL FUND | -0.07 | -0.07 | 0.19 |
| ML US TREAS 0-1 YR | -0.02 | -0.02 | -0.04 |
| DIFFERENCE | -0.05 | -0.05 | 0.23 |
| RATIO | 3.33 | 3.33 | -4.51 |
| DOWN PERIODS | 2 | 2 | 5 |

UP MARKET PERFORMANCE

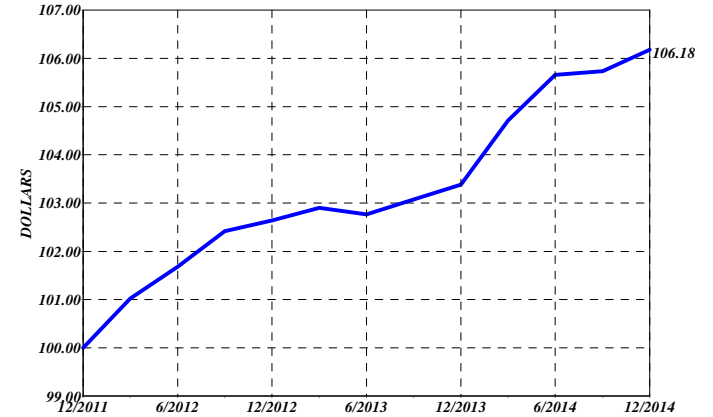


| | QTD | ONE YEAR | THREE YEARS |
|--------------------|-------|----------|-------------|
| TOTAL FUND | 0.13 | 0.86 | 0.96 |
| ML US TREAS 0-1 YR | 0.01 | 0.13 | 0.19 |
| DIFFERENCE | 0.12 | 0.74 | 0.77 |
| RATIO | 15.86 | 6.83 | 5.01 |
| UP PERIODS | 1 | 10 | 31 |

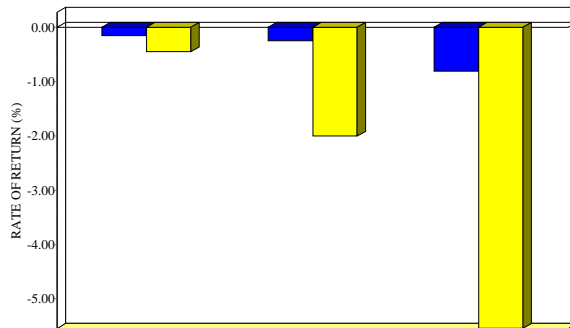
City of Sanibel Treasury Surplus Account Performance Profile Period Ending December 31, 2014

| PERIOD | RETURN | BETA | ALPHA | STD DEV | SHARPE RATIO |
|-------------|--------|------|-------|---------|--------------|
| ONE YEAR | 2.70 | 0.44 | 1.72 | 0.97 | 2.74 |
| THREE YEARS | 2.02 | 0.43 | 1.56 | 0.97 | 2.02 |

| | QTD | ONE YEAR | THREE YEARS |
|--------------------|-------|----------|-------------|
| TOTAL FUND | 0.42 | 2.70 | 2.02 |
| ML US TREAS 3-5 YR | 0.94 | 2.14 | 0.92 |
| EXCESS | -0.51 | 0.57 | 1.09 |
| RISKLESS INDEX | 0.00 | 0.04 | 0.07 |
| REAL ROR | 1.83 | 1.98 | 0.73 |

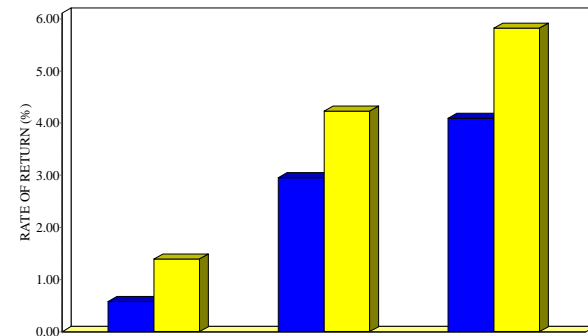


DOWN MARKET PERFORMANCE



| | QTD | ONE YEAR | THREE YEARS |
|--------------------|-------|----------|-------------|
| TOTAL FUND | -0.16 | -0.25 | -0.82 |
| ML US TREAS 3-5 YR | -0.45 | -2.01 | -5.55 |
| DIFFERENCE | 0.29 | 1.76 | 4.73 |
| RATIO | 0.36 | 0.12 | 0.15 |
| DOWN PERIODS | 1 | 5 | 15 |

UP MARKET PERFORMANCE



| | QTD | ONE YEAR | THREE YEARS |
|--------------------|-------|----------|-------------|
| TOTAL FUND | 0.58 | 2.96 | 4.09 |
| ML US TREAS 3-5 YR | 1.40 | 4.23 | 5.82 |
| DIFFERENCE | -0.81 | -1.27 | -1.73 |
| RATIO | 0.42 | 0.70 | 0.70 |
| UP PERIODS | 2 | 7 | 21 |

City of Sanibel Treasury Glossary of Terms

- ACCRUED INTEREST- Bond interest earned since the last interest payment, but not yet received.
- ALPHA- A linear regressive constant that measures expected return independent of Beta.
- ASSET ALLOCATION- The division of portfolio asset classes in order to achieve an expected investment objective.
- BALANCED UNIVERSES - BNY Mellon Public Funds, Endowments & Foundations, Corporate peer groups, and PSN peer groups.
- BETA- A measure of portfolio sensitivity (volatility) in relation to the market, based upon past experience.
- BOND DURATION- A measure of portfolio sensitivity to interest rate risk.
- COMMINGLED FUND- An investment fund which is similar to a mutual fund in that investors are permitted to purchase and redeem units that represent ownership in a pool of securities.
- CONVERTIBLE BONDS - Hybrid securities' that offer equity returns during rising equity markets and improved down-market protection.
- CORE- An equal weighting in both growth and value stocks.
- CORRELATION COEFFICIENT- A measure of how two assets move together. The measure is bounded by +1 and -1; +1 means that the two assets move together positively, while a measure of -1 means that the assets are perfectly negatively correlated.
- GROWTH MANAGER- Generally invests in companies that have either experienced above-average growth rates and/or are expected to experience above-average growth rates in the future. Growth portfolios tend to have high price/earnings ratios and generally pay little to no dividends.
- INDEXES- Indexes are used as "independent representations of markets" (e.g., S&P 500).
- INFORMATION RATIO- Annualized excess return above the benchmark relative to the annualized tracking error.
- LARGE CAP- Generally, the term refers to a company that has a market capitalization that exceeds \$10 billion.
- MANAGER UNIVERSE- A collection of quarterly investment returns from various investment management firms that may be subdivided by style (e.g. growth, value, core).
- MID CAP- Generally, the term refers to a company that has a market capitalization between \$2 and \$10 billion.
- NCREIF - A quarterly time series composite total rate of return measure of investment performance of a large pool of individual commercial real estate properties acquired in the private market for investment purposes only.
- NCREIF ODCE - Open End Diversified Core Equity index which consists of historical and current returns from 26 open-end commingled funds pursuing core strategy. This index is capitalization weighted, time weighted and gross of fees.



City of Sanibel Treasury Glossary of Terms

-NET- Investment return accounts only for manager fees.

-PROTECTING FLORIDA INVESTMENT ACT (PFIA) - SBA publishes a list of prohibited investments (scrutinized companies).

-RATE OF RETURN- The percentage change in the value of an investment in a portfolio over a specified time period, excluding contributions.

-RISK MEASURES- Measures of the investment risk level, including beta, credit, duration, standard deviation, and others that are based on current and historical data.

-R-SQUARED- Measures how closely portfolio returns and those of the market are correlated, or how much variation in the portfolio returns may be explained by the market. An R2 of 40 means that 40% of the variation in a fund's price changes could be attributed to changes in the market index over the time period.

-SHARPE RATIO- The ratio of the rate of return earned above the risk-free rate to the standard deviation of the portfolio. It measures the number of units of return per unit of risk.

-SMALL CAP- Generally refers to a company with a market capitalization \$300 million to \$2 billion.

-STANDARD DEVIATION- Measure of the variability (dispersion) of historical returns around the mean. It measures how much exposure to volatility was experienced by the implementation of an investment strategy.

-SYSTEMATIC RISK- Measured by beta, it is the risk that cannot be diversified away (market risk).

- TIME WEIGHTED (TW) RETURN - A measure of the investments versus the investor. When there are no flows the TW & DOLLAR weighted (DW) returns are the same and vice versa.

-TRACKING ERROR- A measure of how closely a manager's performance tracks an index; it is the annualized standard deviation of the differences between the quarterly returns for the manager and the benchmark.

-TREYNOR RATIO- A measure of reward per unit of risk. (excess return divided by beta)

-UP AND DOWN-MARKET CAPTURE RATIO- Ratio that illustrates how a manager performed relative to the market during rising and declining market periods.

-VALUE MANAGER- Generally invests in companies that have low price-to-earnings and price-to-book ratios and/or above-average dividend yields.



Integrity
Fixed Income Management, LLC

Presents:
The City of Sanibel
Operating, Reserve, & Surplus Funds
As of December 31, 2014

Investment Summary as of 12/31/2014

- Total Portfolio Market Value of \$16,649,797

- Total Portfolio Market Value Return¹ :

- Fiscal Year to Date :

- \$32,140
- 0.19%

- Inception to Date²:

- \$1,490,324
- 1.66% Annualized

- Total Portfolio Yield to Maturity³: 1.1%

1) Principal and Income Returns, Gross of Investment Management and Custody Fees. Figure is inclusive of Realized and Unrealized gains or losses, interest received, and the change in accrued interest from the beginning of the measurement period. Figure does not include cash contributions or withdrawals to or from the portfolios. Past performance does not guarantee future results.

2) Inception Date is June 9, 2010

3) Yield to maturity on cost basis. Portfolio cost basis was \$16,694,215.38 as of December 31, 2014.

Sanibel Investment Program Quarterly Summary

| | 9/30/2014 - 12/31/2014 |
|-------------------------------|------------------------|
| Beginning Principal Value | \$16,493,944.02 |
| Beginning Accrued Interest | 123,713.20 |
| Beginning Market Value | \$16,617,657.22 |
| Contributions/Transfers | 0.00 |
| Withdrawals | 0.00 |
| Realized Gains/(Losses) | (5,753.30) |
| Unrealized Gains/(Losses) | (58,593.67) |
| Interest | 115,754.09 |
| Change in Accrued Interest | (19,267.40) |
| Ending Principal Value | 16,545,351.14 |
| Ending Accrued Interest | 104,445.80 |
| Ending Market Value | \$16,649,796.94 |

Projected Annual Income as of 12/31/2014

| Portfolio | Principal Cost Value * | Yield to Maturity on Amortized Cost (Gross of Fees) | Projected Annual Income |
|---|------------------------|--|-------------------------|
| Operating (0-1 Yr) | \$4,776,006.52 | 0.7% | \$33,432 |
| Reserves (0-2 Yr) | \$6,488,403.86 | 0.9% | \$58,396 |
| Surplus (3-5 Yr) | \$5,429,805.00 | 1.8% | \$97,736 |
| Total | \$16,694,215.38 | 1.1% | \$189,564 |
| Less Projected Custody and Mgmt Fees @ 0.175% of Market Value | | | (\$29,137) |
| Projected Net Relationship Annual Income | | | \$160,427 |

* Principal Cost Value is calculated by taking the Total Portfolio Cost Value from the custodial statement and subtracting accrued income. Projected income assumes stable interest rates and does not take into consideration changes in principal value due to market interest rate changes.

Operating Portfolio Performance – Gross of Fees

| | 3 Months | Fiscal Year to Date | 1 Year | 3 Years | Inception to Date |
|--|----------|------------------------|--------|---------|----------------------|
| City of Sanibel Operating Fund | 0.13% | 0.13% | 0.63% | 0.74% | 0.75% |
| Merrill Lynch 0-3 Month Treasury Bills Index | 0.00% | 0.00% | 0.03% | 0.05% | 0.06% |
| Relative Performance | 0.13% | 0.13% | 0.60% | 0.69% | 0.69% |

Inception Date is June 9, 2010

Returns Reflect Principal and Income Returns

Returns Periods Longer Than One Year are Annualized

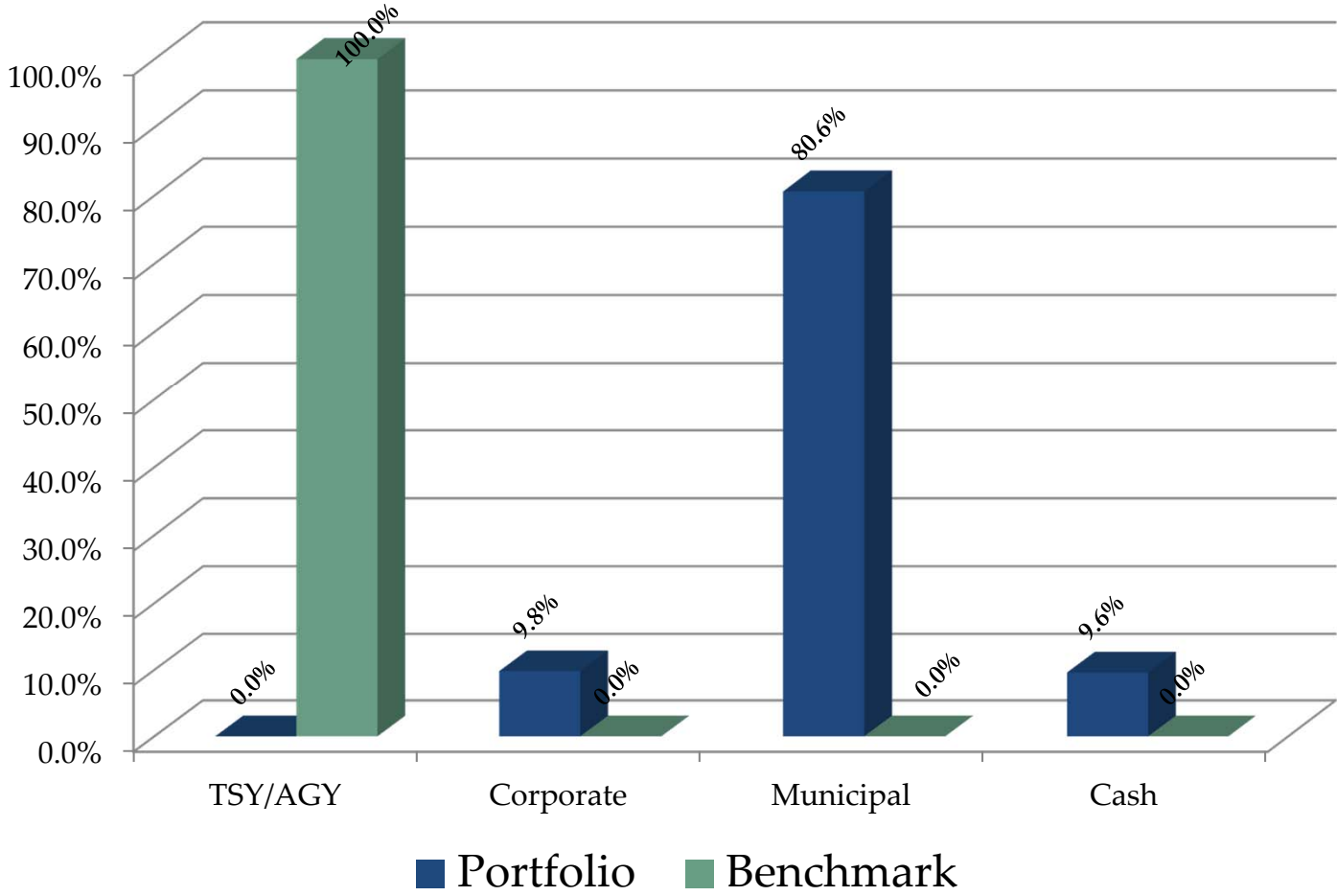
Operating Portfolio Summary

| | 9/30/2014 - 12/31/2014 |
|-------------------------------|------------------------|
| Beginning Principal Value | \$4,737,115.74 |
| Beginning Accrued Interest | 25,952.31 |
| Beginning Market Value | 4,763,068.05 |
| Contributions/Transfers | 0.00 |
| Withdrawals | 0.00 |
| Realized Gains/(Losses) | (673.00) |
| Unrealized Gains/(Losses) | (19,404.57) |
| Interest | 20,726.60 |
| Change in Accrued Interest | 5,267.07 |
| Ending Principal Value | 4,737,764.77 |
| Ending Accrued Interest | 31,219.38 |
| Ending Market Value | \$4,768,984.15 |

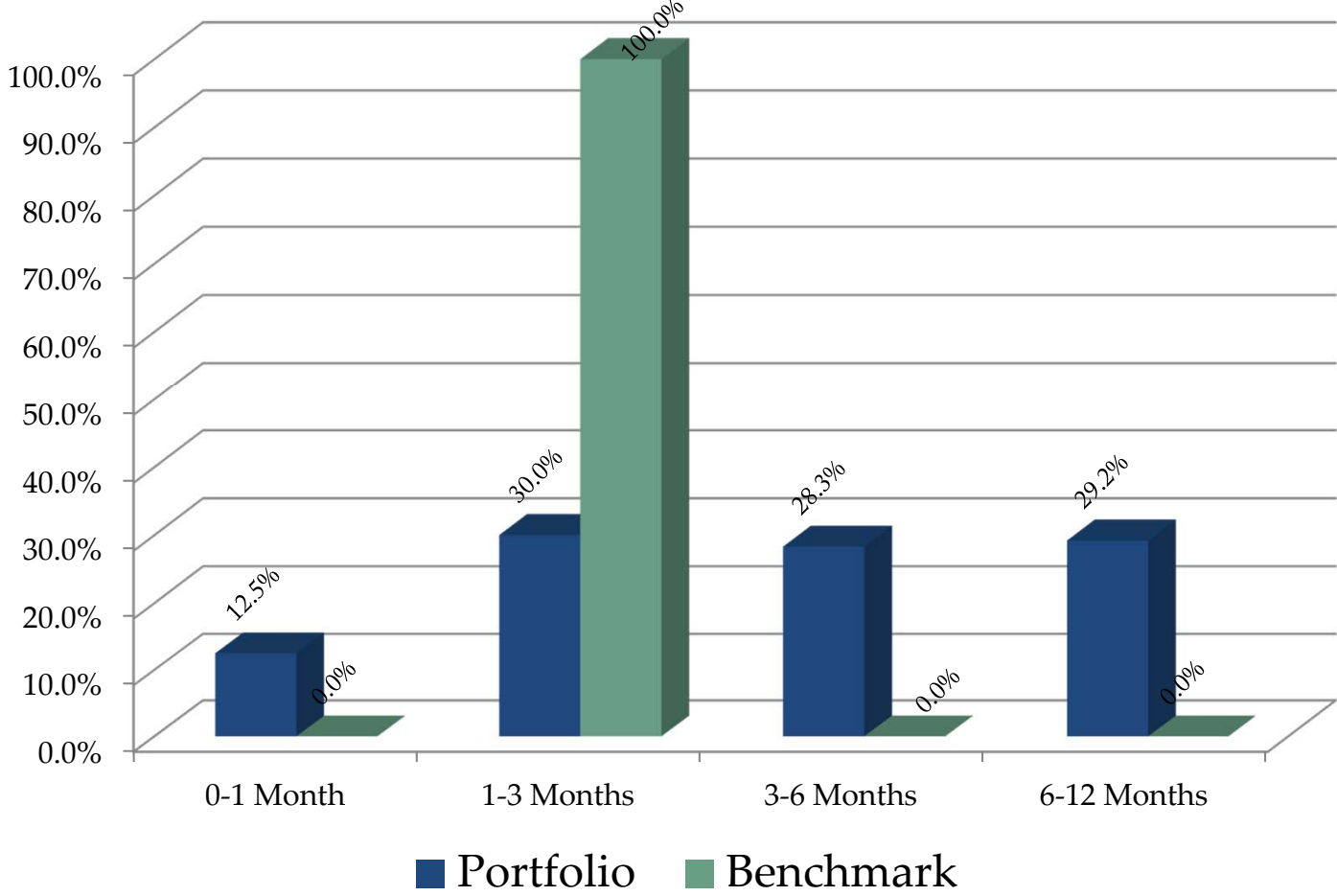
Operating Portfolio Characteristics

| | Portfolio | Index |
|-------------------------|------------------|--------------|
| Avg. Quality | AA | AAA |
| Yield to Amortized Cost | 0.7% | 0.0% |
| Avg. Maturity | 0.3 | 0.1 |
| Effective Duration | 0.2 | 0.1 |

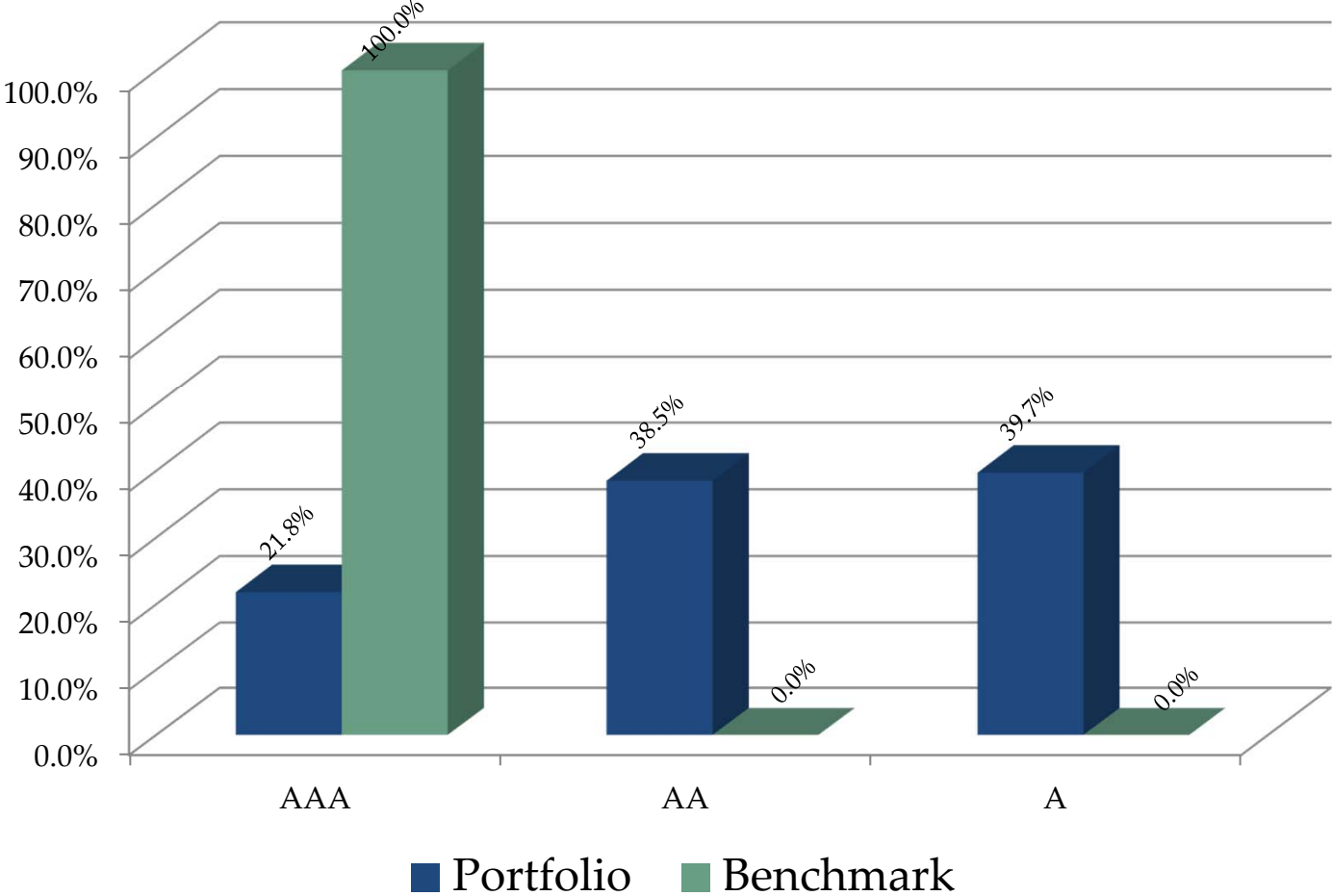
Operating Portfolio Sector Distribution



Operating Portfolio Maturity Distribution



Operating Portfolio Quality Distribution



Operating Portfolio Holdings

| Issuer | Coupon | Maturity | S&P Rating | Moody's Rating | Par Value | Market Value | Yield to Maturity | % of Portfolio |
|---------------------------------------|--------|-----------|------------|----------------|-----------|--------------------|-------------------|----------------|
| <u>CORPORATE BONDS</u> | | | | | | | | |
| AGL CAPITAL CORP | 4.95 | 1/15/2015 | BBB+ | A3 | 80,000 | \$80,070 | 0.2% | 1.7% |
| ABBVIE INC | 1.2 | 11/6/2015 | A | Baa1 | 50,000 | \$50,147 | 0.7% | 1.1% |
| BANK OF NY MELLON CORP | 4.95 | 3/15/2015 | A | A2 | 35,000 | \$35,279 | 0.1% | 0.7% |
| CITIGROUP INC | 2.65 | 3/2/2015 | A- | Baa2 | 75,000 | \$75,221 | 0.7% | 1.6% |
| GOLDMAN SACHS GROUP INC | 5.125 | 1/15/2015 | A- | Baa1 | 73,000 | \$73,093 | 0.6% | 1.5% |
| JPMORGAN CHASE & CO | 4.75 | 3/1/2015 | A | A3 | 85,000 | \$85,486 | 0.8% | 1.8% |
| PRUDENTIAL FINANCIAL INC | 6.2 | 1/15/2015 | A1 | A+ | 35,000 | \$35,063 | 0.6% | 0.7% |
| WELLS FARGO BANK NA | 4.75 | 2/9/2015 | A+ | A1 | 22,000 | \$22,088 | 0.5% | 0.5% |
| <i>Subtotal</i> | | | | | | <i>\$456,447</i> | | |
| <u>TAXABLE MUNICIPAL BONDS</u> | | | | | | | | |
| ALLENTOWN PA SCH DIST | 1.186 | 3/15/2015 | A | NR | 350,000 | \$350,077 | 1.0% | 7.3% |
| CINCINNATI OH ECON DEV REVENUE | 1.04 | 11/1/2015 | A+ | Aa3 | 200,000 | \$200,310 | 1.0% | 4.2% |
| CLINTON PRAIRIE IN SCH CORP | 0.75 | 1/15/2015 | AA+ | NR | 270,000 | \$270,008 | 1.1% | 5.7% |
| COLORADO ST EDUCATNL & CU | 4 | 6/1/2015 | AA | A3 | 165,000 | \$166,935 | 0.9% | 3.5% |
| COLORADO ST DEPT OF CORRS | 1.167 | 9/1/2015 | AA- | Aa2 | 45,000 | \$45,175 | 0.5% | 0.9% |
| CMWLTH FING AUTH PA | 4.18 | 6/1/2015 | A+ | A2 | 200,000 | \$202,890 | 0.2% | 4.3% |
| GRAND FORKS ND PUBLIC SCH | 2.5 | 8/1/2015 | NR | Aa2 | 275,000 | \$277,998 | 1.0% | 5.8% |
| HAMILTON AL | 2 | 8/1/2015 | A | NR | 170,000 | \$171,020 | 0.8% | 3.6% |
| INDIANA ST BOND BANK REVENUE | 3.234 | 2/1/2015 | AA+ | NR | 65,000 | \$65,145 | -0.8% | 1.4% |
| JASPER AL | 2 | 3/1/2015 | AA | A2 | 100,000 | \$100,259 | 0.6% | 2.1% |
| MICHIGAN ST | 2.65 | 4/15/2015 | AA- | Aa2 | 250,000 | \$251,523 | 0.7% | 5.3% |
| MOBILE CNTY AL | 3.5 | 6/1/2015 | AA | Aa2 | 185,000 | \$187,026 | 0.9% | 3.9% |
| NEW JERSEY ST SPORTS & EXPC | 1.86 | 3/1/2015 | A- | A3 | 300,000 | \$300,498 | 2.7% | 6.3% |
| N TEXAS ST MUNI WTR DIST W | 3.18 | 9/1/2015 | AAA | Aa2 | 250,000 | \$253,980 | 0.7% | 5.3% |
| PARKER CNTY TX | 0.393 | 2/15/2015 | AA | NR | 250,000 | \$249,968 | 0.6% | 5.2% |
| PENNSYLVANIA ST COPS | 2.75 | 4/1/2015 | NR | A1 | 400,000 | \$401,764 | 1.3% | 8.4% |
| SOUTH CAROLINA ST PUBLIC S | 4.27 | 1/1/2015 | AA- | A1 | 75,000 | \$75,000 | 0.2% | 1.6% |
| ST UNIV OF IOWA IA | 5 | 7/1/2015 | AA- | Aa2 | 75,000 | \$76,574 | 1.0% | 1.6% |
| STRATFORD CT | 1.519 | 8/15/2015 | AA | A1 | 100,000 | \$100,320 | 0.6% | 2.1% |
| WASHINGTON ST | 2.76 | 8/1/2015 | AA+ | Aa1 | 75,000 | \$75,911 | 0.3% | 1.6% |
| <i>Subtotal</i> | | | | | | <i>\$3,822,381</i> | | |

Operating Portfolio Holdings

| Issuer | Coupon | Maturity | S&P Rating | Moody's Rating | Par Value | Market Value | Yield to Maturity | % of Portfolio |
|---|--------|----------|------------|----------------|-----------|--------------|-------------------|----------------|
| <u>CASH AND CASH EQUIVALENTS</u> | | | | | | | | |
| FDIC INSURED MONEY MARKET AT SYNOVUS BANK | | | | | 249,000 | \$249,000 | 0.2% | 5.2% |
| FDIC INSURED MONEY MARKET AT AMERICAN MOMENTUM BANK | | | | | 209,852 | \$209,852 | 0.3% | 4.4% |
| CASH | | | | | 0 | \$0 | | 0.0% |
| PORTFOLIO ACCRUED INCOME | | | | | | \$31,219 | | 0.7% |
| PENDING TRADES | | | | | | \$0 | | 0.0% |
| Total Portfolio Value | | | | | | \$4,768,984 | | |

Reserves Portfolio Performance – Gross of Fees

| | 3 Months | Fiscal Year to Date | 1 Year | 3 Years | Inception to Date |
|---|----------|------------------------|--------|---------|----------------------|
| City of Sanibel Reserves Fund | 0.09% | 0.09% | 0.84% | 0.90% | 0.99% |
| Merrill Lynch 0-1 Year Treasury Bills Index | (0.01%) | (0.01%) | 0.11% | 0.15% | 0.21% |
| Relative Performance | 0.10% | 0.10% | 0.73% | 0.75% | 0.78% |

Inception Date is June 9, 2010

Returns Reflect Principal and Income Returns

Returns Longer Than One Year are Annualized

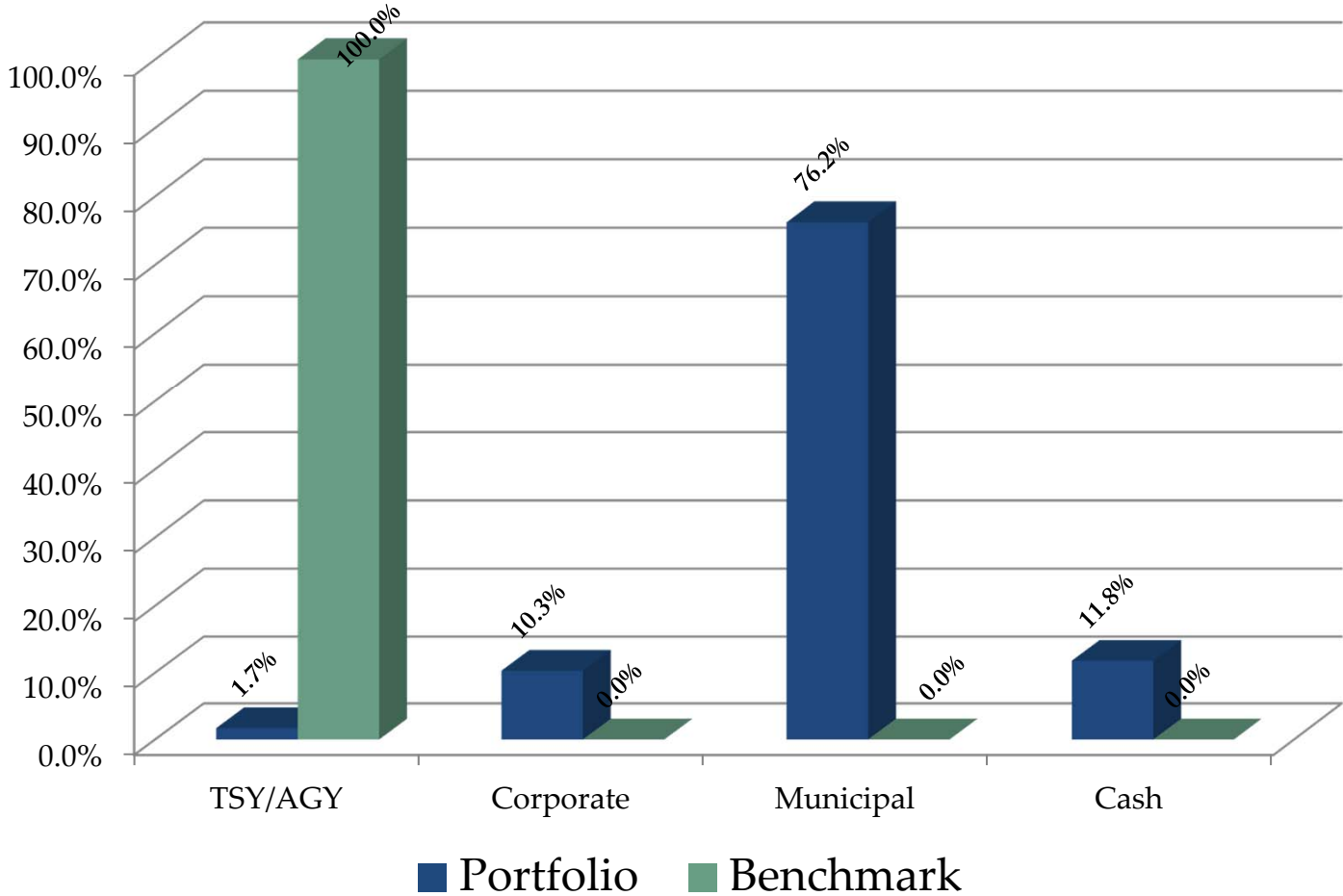
Reserves Portfolio Summary

| | 9/30/2014 - 12/31/2014 |
|-------------------------------|------------------------|
| Beginning Principal Value | \$6,406,513.33 |
| Beginning Accrued Interest | 50,309.09 |
| Beginning Market Value | 6,456,822.42 |
| Contributions/Transfers | 0.00 |
| Withdrawals | 0.00 |
| Realized Gains/(Losses) | (5,080.30) |
| Unrealized Gains/(Losses) | (23,086.95) |
| Interest | 50,039.32 |
| Change in Accrued Interest | (18,409.71) |
| Ending Principal Value | 6,428,385.40 |
| Ending Accrued Interest | 31,899.38 |
| Ending Market Value | \$6,460,284.78 |

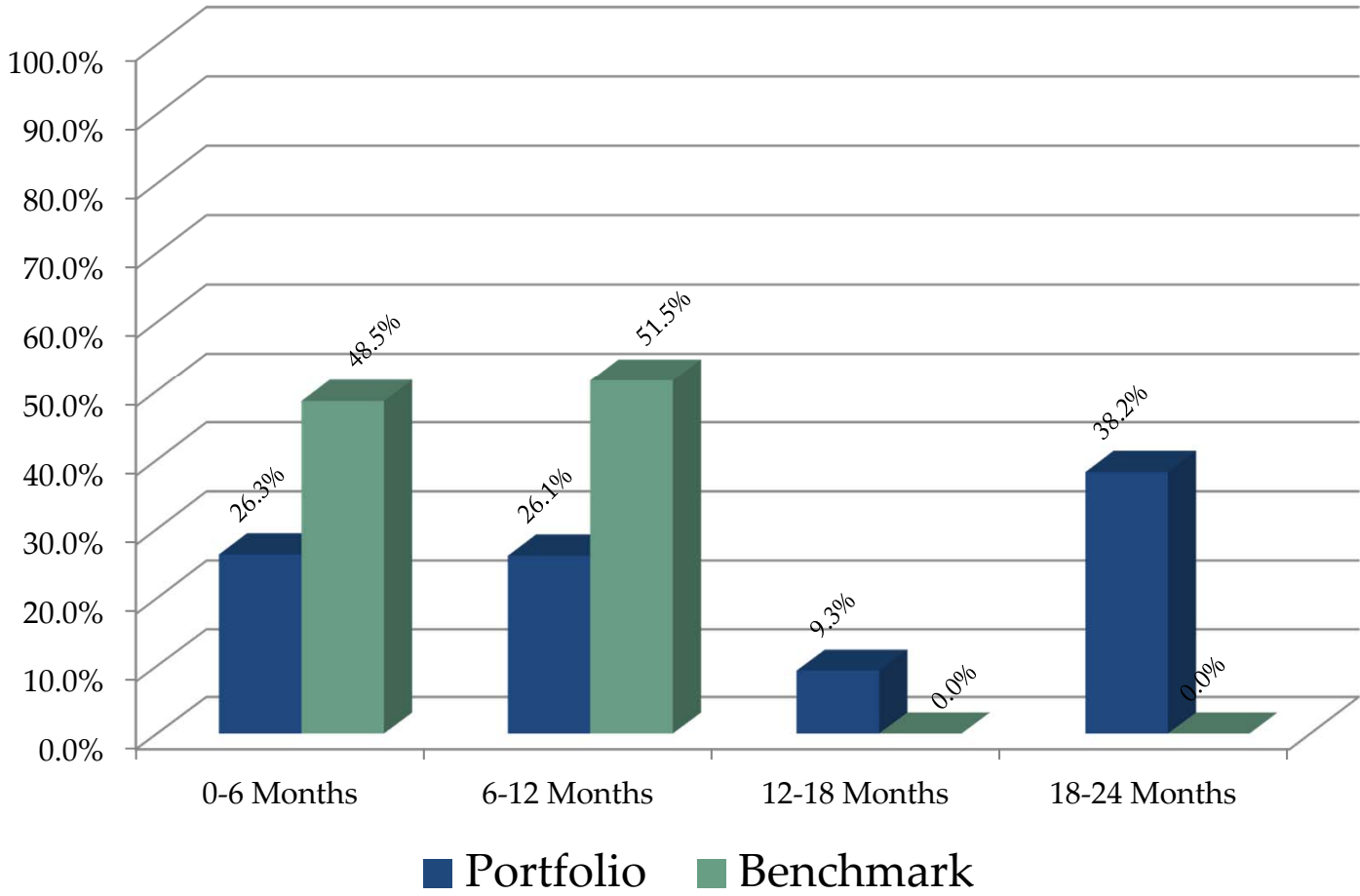
Reserves Portfolio Characteristics

| | Portfolio | Index |
|-------------------------|------------------|--------------|
| Avg. Quality | AA- | AAA |
| Yield to Amortized Cost | 0.9% | 0.2% |
| Avg. Maturity | 1.0 | 0.4 |
| Effective Duration | 1.0 | 0.4 |

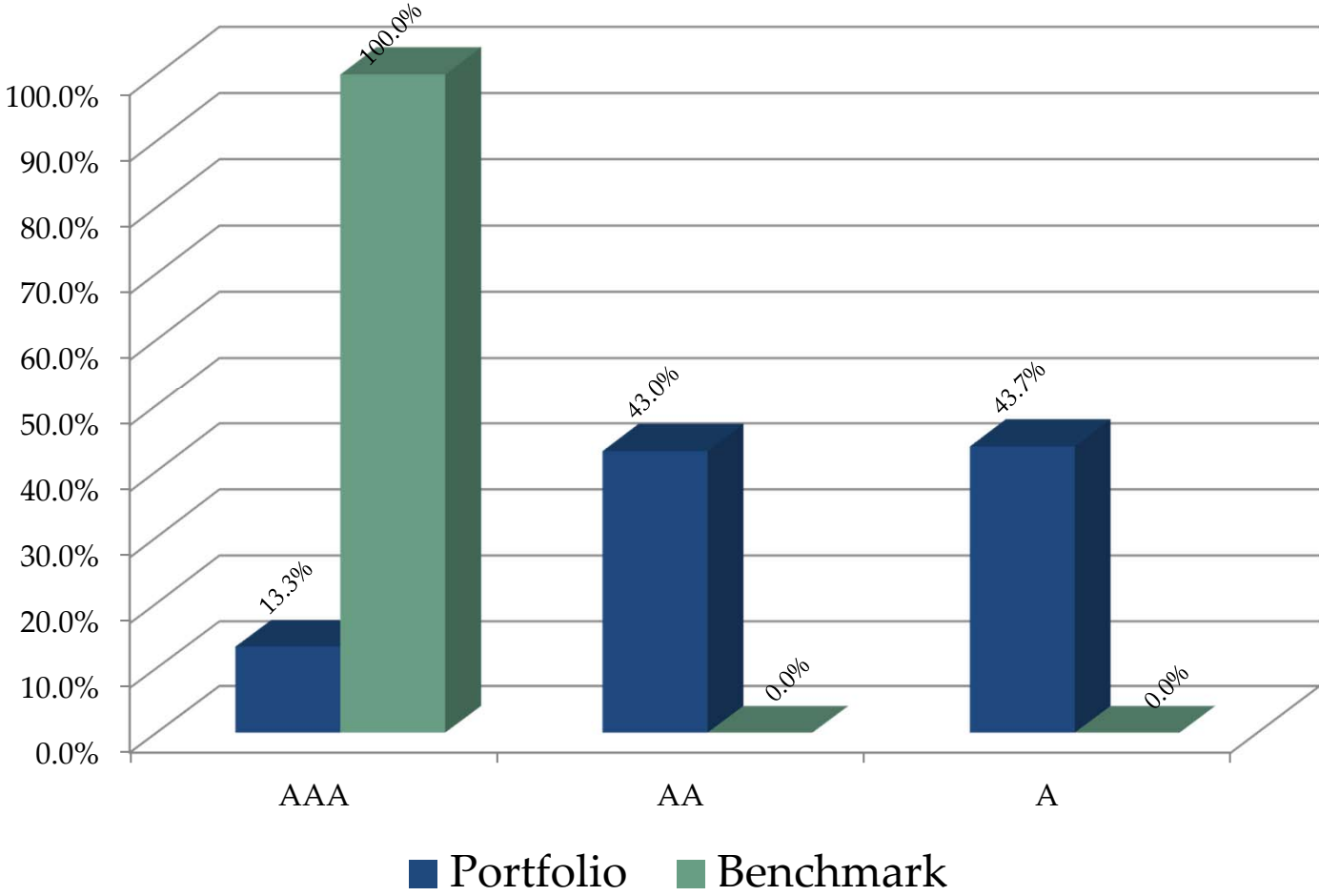
Reserves Portfolio Sector Distribution



Reserves Portfolio Maturity Distribution



Reserves Portfolio Quality Distribution



Reserves Portfolio Holdings

| Issuer | Coupon | Maturity | S&P Rating | Moody's Rating | Par Value | Market Value | Yield to Maturity | % of Portfolio |
|--------------------------------|--------|------------|------------|----------------|-----------|--------------|-------------------|----------------|
| <u>TAXABLE MUNICIPAL BONDS</u> | | | | | | | | |
| ARIZONA BRD OF RGTS ST UNIV S | 1.30 | 7/1/2015 | AA | Aa3 | 100,000 | \$100,329 | 0.7% | 1.6% |
| ATLANTIC CITY NJ | 3.10 | 12/15/2015 | AA | NR | 400,000 | \$406,032 | 1.1% | 6.3% |
| CINCINNATI OH ECON DEV REVE | 1.25 | 11/1/2016 | A+ | Aa3 | 500,000 | \$501,525 | 1.0% | 7.8% |
| DALLAS-FORT WORTH TX INTERI | 2.89 | 11/1/2016 | A+ | A2 | 300,000 | \$308,487 | 0.9% | 4.8% |
| EFFINGHAM CNTY GA INDL DEV | 2.25 | 4/1/2016 | NR | Aa3 | 50,000 | \$50,654 | 0.6% | 0.8% |
| ELK MOUND WI AREA SCH DIST | 4.10 | 4/1/2015 | AA | NR | 50,000 | \$50,337 | 1.1% | 0.8% |
| EVANSVILLE VANDERBURGH CNT | 1.05 | 8/1/2015 | AA- | NR | 200,000 | \$200,148 | 1.1% | 3.1% |
| JOBSONHO BEVERAGE SYS STWD I | 0.87 | 1/1/2015 | AA | Aa3 | 525,000 | \$525,000 | 0.9% | 8.1% |
| KENTUCKY ST ASSET/LIABILITY C | 3.93 | 4/1/2016 | A+ | Aa3 | 250,000 | \$259,093 | 1.1% | 4.0% |
| LANSING MI | 4.50 | 5/1/2015 | AA- | A1 | 100,000 | \$100,969 | 2.1% | 1.6% |
| LOUISIANA ST LOCAL GOVT ENVE | 3.00 | 8/1/2015 | NR | A3 | 250,000 | \$253,338 | 0.7% | 3.9% |
| LOUISVILLE KY REGL ARPT AUTH | 0.77 | 7/1/2016 | A+ | NR | 375,000 | \$374,846 | 0.7% | 5.8% |
| MAINE ST MUNI BOND BANK LIQ | 1.07 | 6/1/2015 | A+ | A1 | 500,000 | \$500,810 | 0.5% | 7.8% |
| MET GOVT NASHVILLE & DAVIDS | 1.46 | 7/1/2016 | AA- | Aa3 | 100,000 | \$100,343 | 0.6% | 1.6% |
| MUNI ELEC AUTH OF GEORGIA | 5.25 | 1/1/2015 | A | A2 | 70,000 | \$70,000 | 5.2% | 1.1% |
| NEW BRIGHTON MN | 2.40 | 2/1/2016 | AA | NR | 50,000 | \$50,786 | 0.5% | 0.8% |
| NEW ORLEANS LA | 1.82 | 9/1/2016 | A | A3 | 500,000 | \$505,155 | 1.2% | 7.8% |
| PHILADELPHIA PA ARPT REVENU | 5.00 | 6/15/2016 | AA | A2 | 100,000 | \$106,202 | 0.7% | 1.6% |
| SAINT MARY PARISH LA SOL WST | 2.00 | 3/1/2015 | A- | NR | 135,000 | \$135,243 | 1.1% | 2.1% |
| STRATFORD CT | 1.52 | 8/15/2015 | AA | A1 | 50,000 | \$50,160 | 0.6% | 0.8% |
| UNIV OF MASSACHUSETTS MA BL | 0.77 | 11/1/2016 | AA- | Aa2 | 250,000 | \$248,633 | 0.9% | 3.8% |
| <i>Subtotal</i> | | | | | | \$4,898,090 | | |
| <u>US TREASURY BONDS</u> | | | | | | | | |
| US TREASURY NOTE | 0.38 | 10/31/2016 | AA+ | AAA | 110,000 | \$109,545 | 0.5% | 1.7% |
| <i>Subtotal</i> | | | | | | \$109,545 | | |

Reserves Portfolio Holdings - continued

| Issuer | Coupon | Maturity | S&P Rating | Moody's Rating | Par Value | Market Value | Yield to Maturity | % of Portfolio |
|---|--------|------------|------------|----------------|-----------|--------------|-------------------|----------------|
| <u>CORPORATE BONDS</u> | | | | | | | | |
| ABBVIE INC | 1.20 | 11/6/2015 | A | Baa1 | 100,000 | \$100,294 | 0.7% | 1.6% |
| AMER EXPRESS CREDIT CO | 2.75 | 9/15/2015 | A- | A2 | 53,000 | \$53,818 | 0.6% | 0.8% |
| CITIGROUP INC | 6.01 | 1/15/2015 | A- | Baa2 | 75,000 | \$75,107 | 0.6% | 1.2% |
| COMERICA INC | 3.00 | 9/16/2015 | A- | A3 | 75,000 | \$76,120 | 0.6% | 1.2% |
| MORGAN STANLEY | 5.38 | 10/15/2015 | A- | Baa2 | 100,000 | \$103,434 | 0.9% | 1.6% |
| PRUDENTIAL FINANCIAL INC | 3.88 | 1/14/2015 | A | Baa1 | 100,000 | \$100,116 | 0.9% | 1.5% |
| ST JUDE MEDICAL INC | 2.50 | 1/15/2016 | A | Baa1 | 100,000 | \$101,469 | 0.8% | 1.6% |
| WELLS FARGO BANK NA | 4.75 | 2/9/2015 | A+ | A1 | 45,000 | \$45,179 | 1.0% | 0.7% |
| <i>Subtotal</i> | | | | | | \$655,537 | | |
| <u>CASH AND CASH EQUIVALENTS</u> | | | | | | | | |
| FEDERATED PRIME OBLIGATIONS FUND | | | | | 341,176 | \$341,176 | 0.1% | 5.3% |
| ALLY BANK CD | 1.15 | 8/3/2015 | NR | NR | 247,000 | \$248,008 | 1.1% | 3.8% |
| GE CAPITAL BANK CD | 1.35 | 8/24/2016 | NR | NR | 175,000 | \$176,022 | 1.3% | 2.7% |
| CASH | | | | | 0 | \$0 | 0.0% | 0.0% |
| PORTFOLIO ACCRUED INCOME | | | | | | \$31,899 | 0.0% | 0.5% |
| PENDING TRADES | | | | | | \$0 | | 0.0% |
| TOTAL PORTFOLIO VALUE | | | | | | \$6,460,285 | | |

Surplus Portfolio Performance – Gross of Fees

| | 3 Months | Fiscal Year to Date | 1 Year | 3 Years | Inception to Date |
|---------------------------------------|----------|------------------------|--------|---------|----------------------|
| City of Sanibel Surplus Fund | 0.44% | 0.44% | 2.67% | 2.00% | 2.40% |
| Merrill Lynch 3-5 Year Treasury Index | 0.93% | 0.93% | 2.14% | 0.92% | 2.43% |
| Relative Performance | -0.49% | -0.49% | 0.53% | 1.08% | -0.03% |

Inception Date is June 9, 2010

Returns Reflect Principal and Income Returns

Returns Longer Than One Year are Annualized

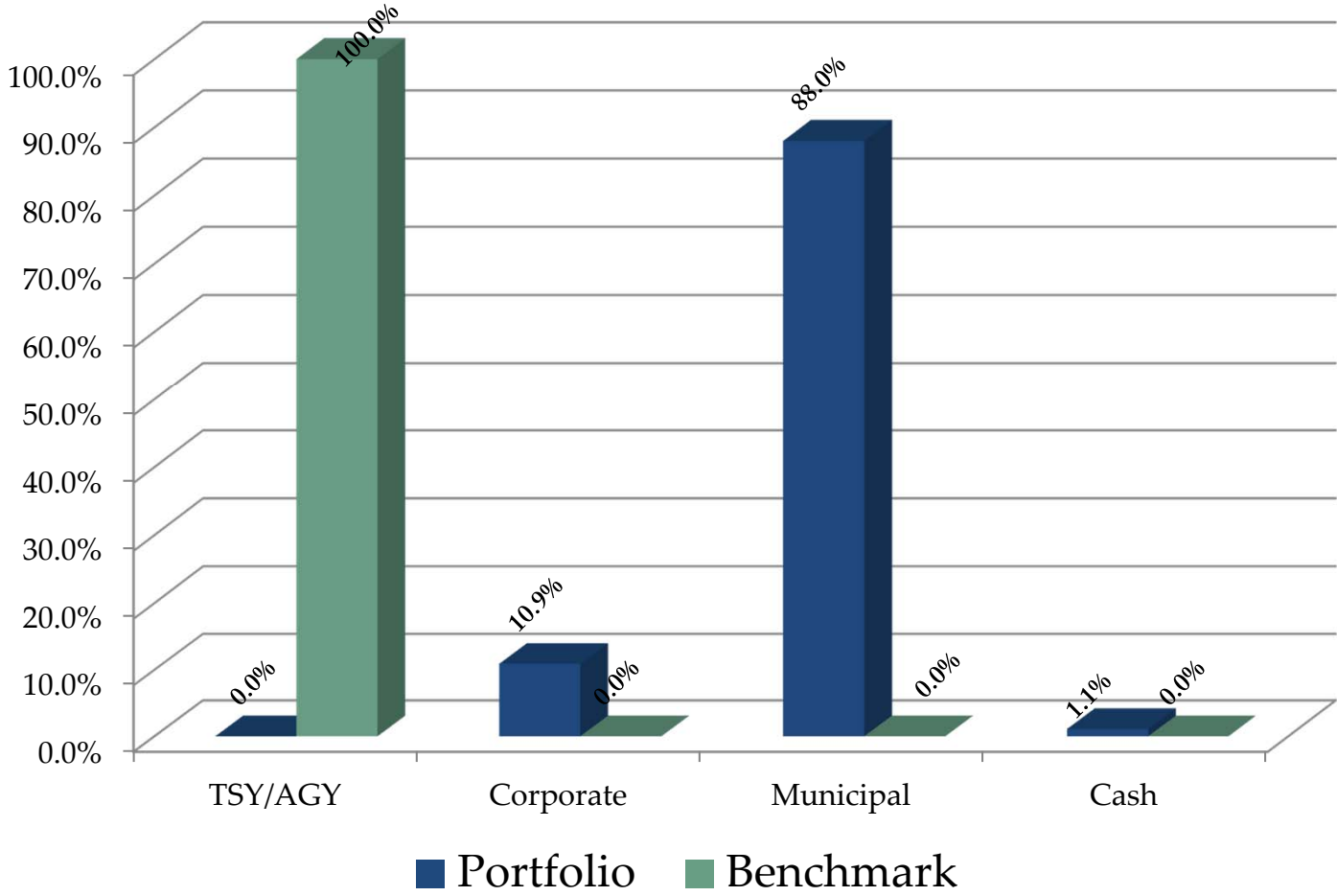
Surplus Portfolio Summary

| | 9/30/2014 - 12/31/2014 |
|-------------------------------|------------------------|
| Beginning Principal Value | 5,350,314.95 |
| Beginning Accrued Interest | 47,451.80 |
| Beginning Market Value | 5,397,766.75 |
| Contributions/Transfers | 0.00 |
| Withdrawals | 0.00 |
| Realized Gains/(Losses) | 0.00 |
| Unrealized Gains/(Losses) | (16,102.15) |
| Interest | 44,988.17 |
| Change in Accrued Interest | (6,124.76) |
| Ending Principal Value | 5,379,200.97 |
| Ending Accrued Interest | 41,327.04 |
| Ending Market Value | \$5,420,528.01 |

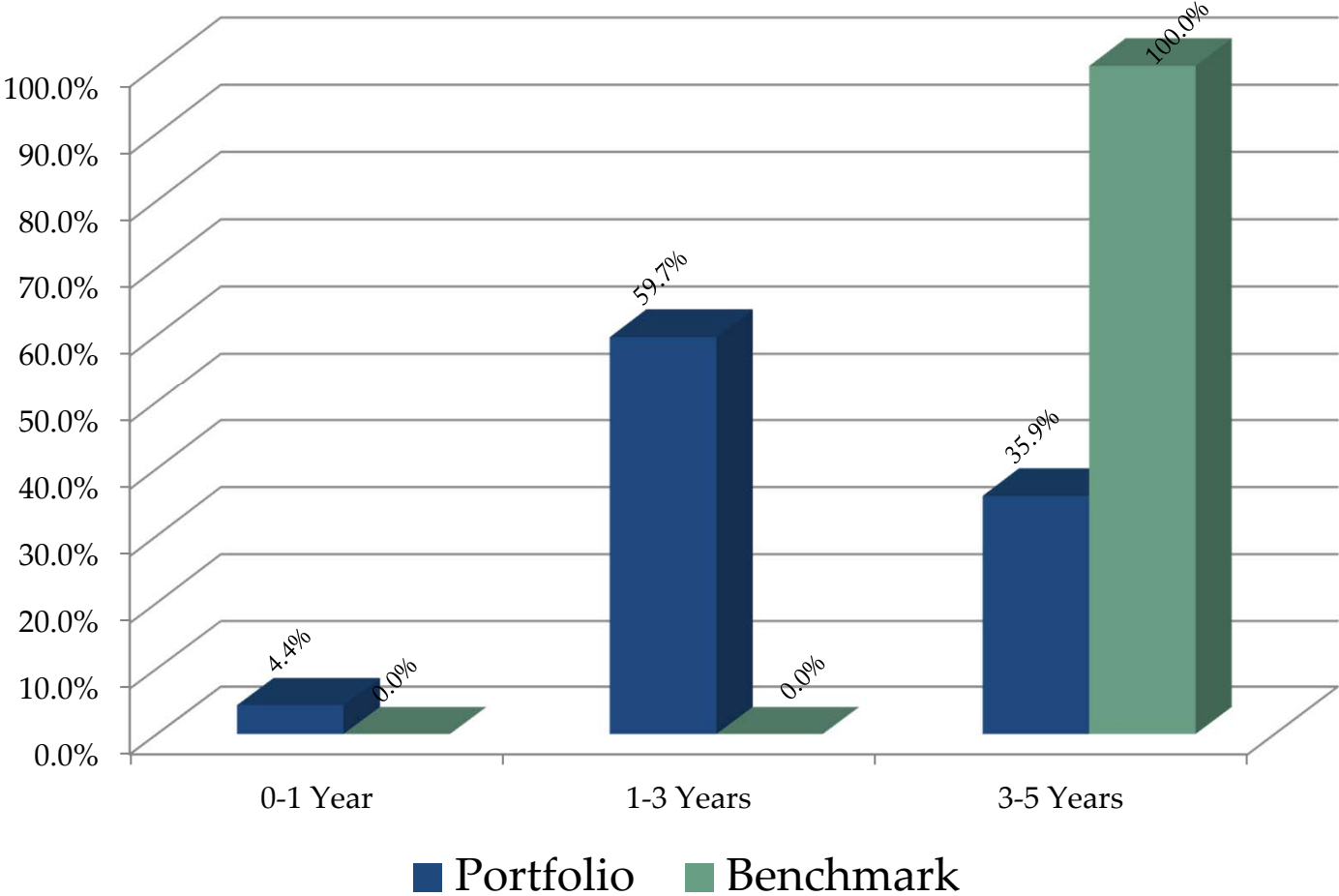
Surplus Portfolio Characteristics

| | Portfolio | Index |
|-------------------------|------------------|--------------|
| Avg. Quality | AA | AAA |
| Yield to Amortized Cost | 1.8% | 1.1% |
| Avg. Maturity | 2.3 | 3.9 |
| Effective Duration | 2.2 | 3.8 |

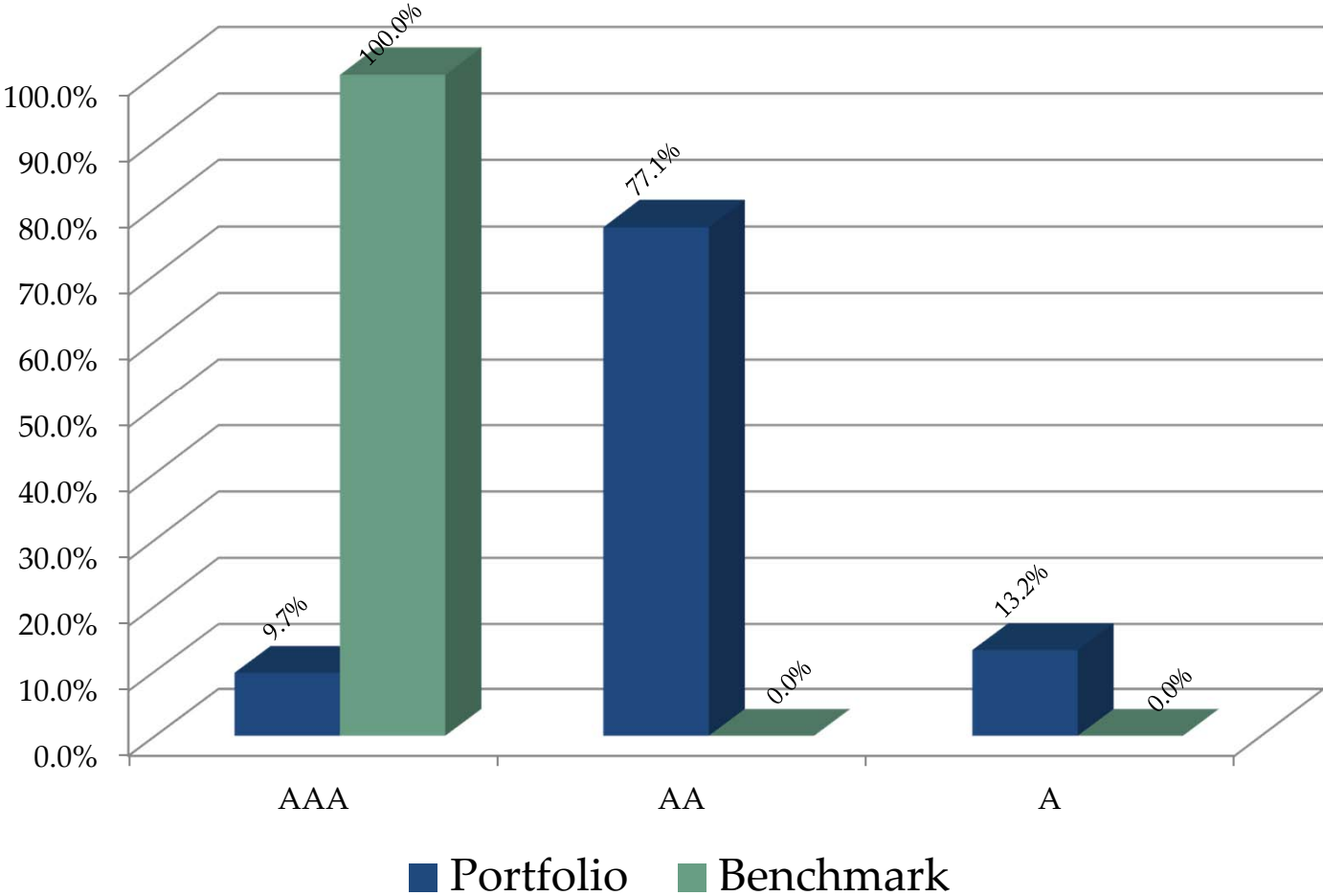
Surplus Portfolio Sector Distribution



Surplus Portfolio Maturity Distribution



Surplus Portfolio Quality Distribution



Surplus Portfolio Holdings

| Issuer | Coupon | Maturity | S&P Rating | Moody's Rating | Par Value | Market Value | Yield to Maturity | % of Portfolio |
|---------------------------------------|--------|------------|------------|----------------|-----------|--------------|-------------------|----------------|
| <u>CORPORATE BONDS</u> | | | | | | | | |
| AMERICAN EXPRESS CO | 6.15 | 8/28/2017 | BBB+ | A3 | 75,000 | \$83,565 | 1.7% | 1.5% |
| GENERAL ELEC CAP CORP | 5.63 | 9/15/2017 | AA+ | A1 | 65,000 | \$72,153 | 1.3% | 1.3% |
| GOLDMAN SACHS GROUP INC | 5.95 | 1/18/2018 | A- | Baa1 | 85,000 | \$94,432 | 1.9% | 1.7% |
| HERSHEY COMPANY | 5.45 | 9/1/2016 | A | A1 | 90,000 | \$96,769 | 0.1% | 1.8% |
| LOEWS CORP | 5.25 | 3/15/2016 | A+ | A2 | 90,000 | \$94,568 | 1.0% | 1.7% |
| CHARLES SCHWAB CORP | 2.20 | 7/25/2018 | A | A2 | 90,000 | \$91,157 | 1.6% | 1.7% |
| US BANCORP | 2.20 | 11/15/2016 | A+ | A1 | 50,000 | \$51,023 | 0.9% | |
| <i>Subtotal</i> | | | | | | \$583,667 | | |
| <u>TAXABLE MUNICIPAL BONDS</u> | | | | | | | | |
| ATLANTIC CITY NJ | 3.10 | 12/15/2015 | AA | NA | 75,000 | \$76,131 | 1.1% | 1.4% |
| BUTLER CNTY OH WTRWKS RE | 1.95 | 12/1/2018 | NA | Aa3 | 165,000 | \$165,061 | 1.5% | 3.0% |
| CLINTON PRAIRIE IN SCH CORF | 1.40 | 1/15/2017 | AA+ | NA | 50,000 | \$49,772 | 1.5% | 0.9% |
| COLORADO RIVER TX MUNI WTI | 2.63 | 1/1/2017 | AA- | A1 | 100,000 | \$102,774 | 0.8% | 1.9% |
| COLORADO ST DEPT OF CORRS | 1.69 | 9/1/2016 | AA- | Aa2 | 250,000 | \$252,548 | 1.0% | 4.7% |
| EVANSVILLE VANDERBURGH C | 2.35 | 2/1/2018 | AA- | NA | 500,000 | \$503,840 | 1.9% | 9.3% |
| FAIRFAX CNTY VA | 3.70 | 10/1/2016 | AAA | Aaa | 445,000 | \$464,406 | 0.9% | 8.6% |
| FORT LAUDERDALE FL SPL OBI | 2.09 | 1/1/2017 | AA- | A1 | 200,000 | \$203,574 | 1.0% | 3.8% |
| INDIANA ST BOND BANK REVEI | 3.91 | 8/1/2016 | AA+ | NA | 200,000 | \$209,610 | 0.7% | 3.9% |
| JOBSONHIO BEVERAGE SYS STWI | 1.12 | 1/1/2016 | AA | Aa3 | 100,000 | \$100,499 | 0.5% | 1.9% |
| JOBSONHIO BEVERAGE SYS STWI | 1.57 | 1/1/2017 | AA | Aa3 | 220,000 | \$222,068 | 1.0% | 4.1% |
| KENTUCKY ST ASSET/LIABILITY | 1.41 | 4/1/2017 | A+ | Aa3 | 25,000 | \$25,013 | 1.5% | 0.5% |
| MARYLAND ST STADIUM AUTH | 1.90 | 6/15/2018 | AA+ | Aa2 | 400,000 | \$404,068 | 1.6% | 7.5% |
| MISSISSIPPI ST LEASE REVENUE | 3.00 | 4/15/2016 | AA- | NA | 200,000 | \$206,276 | 0.7% | 3.8% |
| NORTH ADAMS IN CMNTY SCH | 1.65 | 1/15/2018 | AA+ | NA | 115,000 | \$114,259 | 1.4% | 2.1% |
| NORTH CAROLINA ST ESTRN M | 2.44 | 1/1/2017 | A- | Baa1 | 50,000 | \$50,617 | 1.4% | 0.9% |
| PENNSYLVANIA ST COPS | 3.20 | 4/1/2016 | NA | A1 | 140,000 | \$143,206 | 1.4% | 2.6% |
| PENNSYLVANIA ST HGR EDUCI | 4.46 | 4/1/2017 | A+ | Aa3 | 300,000 | \$316,797 | 1.1% | 5.8% |
| TAMPA FL REVENUE | 2.35 | 10/1/2016 | NA | Aa2 | 580,000 | \$587,871 | 1.0% | 10.8% |
| WILMINGTON NC LTD OBLG R | 4.60 | 6/1/2018 | AA+ | Aa2 | 500,000 | \$538,485 | 1.7% | 9.9% |
| <i>Subtotal</i> | | | | | | \$4,736,875 | | |

Surplus Portfolio Holdings - continued

| Issuer | Coupon | Maturity | S&P Rating | Moody's Rating | Par Value | Market Value | Yield to Maturity | % of Portfolio |
|------------------------------------|--------|----------|------------|----------------|-----------|--------------|-------------------|----------------|
| <u>CASH & CASH EQUIVALENTS</u> | | | | | | | | |
| FEDERATED PRIME OBLIGATIONS FUND | | | | | \$58,657 | \$58,657 | 0.1% | 1.1% |
| CASH | | | | | \$1 | \$1 | | 0.0% |
| PORTFOLIO ACCRUED INCOME | | | | | | \$41,327 | | 0.8% |
| PENDING TRADES | | | | | | \$0 | | 0.0% |
| TOTAL PORTFOLIO VALUE | | | | | | \$5,420,528 | | |

**CITY OF SANIBEL
GENERAL EMPLOYEES' PENSION PLAN
STATEMENT OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
(FORMERLY UNDER GASB 25: SCHEDULE OF FUNDING PROGRESS)**

GASB Statement No. 67 Reporting Requirements

| Actuarial Valuation Date | Plan Fiduciary Net Position (a) | Total Pension Liability (b) | Net Pension Liability (b-a) | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (a/b) | Covered Employee Payroll (c) | Net Pension Liability as a % of covered Employee Payroll ((b-a)/c) |
|--------------------------|---------------------------------|-----------------------------|-----------------------------|--|------------------------------|--|
| 10/01/2014 | \$ 24,213,810 | \$ 29,344,966 | \$ 5,131,156 | 82.51% | \$ 1,308,625 | 392.10% |
| *10/1/2013 | 21,346,473 | 28,529,824 | 7,183,351 | 74.82% | 1,298,166 | 553.35% |

*10/1/2013 funding disclosure was restated using GASB Statement No. 67 requirements.

GASB Statement No. 25 Reporting Requirements (Replaced by GASB 67, 9/30/2014)

| Actuarial Valuation Date | Actuarial Value of Assets (a) | Actuarial Accrued Liability (AAL) - Entry Age (*) (b) | Unfunded AAL (UAAL) (b-a) | Funded Ratio (a/b) | Covered Payroll (c) | UAAL as a % of covered Payroll ((b-a)/c) |
|--------------------------|-------------------------------|---|---------------------------|--------------------|---------------------|--|
| 10/01/2013 | \$ 21,346,473 | \$ 28,753,212 | \$ 7,406,739 | 74.24% | \$ 1,274,340 | 581.22% |
| 10/01/2012 | 18,689,248 | 28,065,758 | 9,376,510 | 66.59% | 1,325,935 | 707.16% |
| 10/01/2011 | 12,026,112 | 23,391,936 | 11,365,824 | 51.41% | 1,306,071 | 870.23% |
| 10/01/2010 | 11,943,146 | 24,759,926 | 12,816,780 | 48.24% | 4,706,046 | 272.35% |
| 10/01/2009 | 11,708,363 | 23,478,995 | 11,770,632 | 49.87% | 4,927,259 | 238.89% |
| 10/01/2008 | 11,596,243 | 21,420,310 | 9,824,067 | 54.14% | 5,448,952 | 180.29% |
| 10/01/2007 | 11,333,284 | 18,698,244 | 7,364,960 | 60.61% | 5,190,903 | 141.88% |
| 10/01/2006 | 9,777,203 | 16,121,010 | 6,343,807 | 60.65% | 4,732,869 | 134.04% |
| 10/01/2005 | 8,572,255 | 13,197,991 | 4,625,736 | 64.95% | 4,060,239 | 113.93% |
| 10/01/2004 | 7,033,600 | 12,601,998 | 5,568,398 | 55.81% | 3,900,248 | 142.77% |
| 10/01/2003 | 6,458,919 | 6,458,919 | - | 100.00% | 3,592,100 | 0.00% |
| 10/01/2002 | 5,661,751 | 5,661,751 | - | 100.00% | 3,249,973 | 0.00% |
| 10/01/2001 | 5,737,504 | 5,737,504 | - | 100.00% | 3,033,837 | 0.00% |

Note: Actuarial Valuation Reports prior to 10/1/2004 used the aggregate cost method. Under the aggregate cost method the unfunded liability is reported as zero.

REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF SANIBEL
MUNICIPAL POLICE OFFICERS' PENSION PLAN
STATEMENT OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
(FORMERLY UNDER GASB 25: SCHEDULE OF FUNDING PROGRESS)**

GASB Statement No. 67 Reporting Requirements

| Actuarial Valuation Date | Plan Fiduciary Net Position (a) | Total Pension Liability (b) | Net Pension Liability (b-a) | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (a/b) | Covered Employee Payroll (c) | Net Pension Liability as a % of covered Employee Payroll ((b-a)/c) |
|--------------------------|---------------------------------|-----------------------------|-----------------------------|--|------------------------------|--|
| 10/01/2014 | \$ 15,856,528 | \$ 20,369,200 | \$ 4,512,672 | 77.85% | \$ 1,433,491 | 314.80% |
| *10/1/2013 | 13,939,400 | 19,166,551 | 5,227,151 | 72.73% | 1,320,347 | 395.89% |

*10/1/2013 funding disclosure was restated using GASB Statement No. 67 requirements.

GASB Statement No. 25 Reporting Requirements (Replaced by GASB 67, 9/30/2014)

| Actuarial Valuation Date | Actuarial Value of Assets (a) | Actuarial Accrued Liability (AAL) - Entry Age (b) | Unfunded AAL (UAAL) (b-a) | Funded Ratio (a/b) | Covered Payroll (c) | UAAL as a % of covered Payroll ((b-a)/c) |
|--------------------------|-------------------------------|---|---------------------------|--------------------|---------------------|--|
| 10/01/2013 | \$ 13,244,866 | \$ 19,248,381 | \$ 6,003,515 | 68.81% | \$ 1,450,942 | 413.77% |
| 10/01/2012 | 11,069,940 | 17,500,154 | 6,430,214 | 63.26% | 1,284,662 | 500.54% |
| 10/01/2011 | 8,870,573 | 15,524,832 | 6,654,259 | 57.14% | 1,527,468 | 435.64% |
| 10/01/2010 | 8,863,410 | 14,990,803 | 6,127,393 | 59.13% | 1,582,903 | 387.10% |
| 10/01/2009 | 8,488,652 | 13,588,596 | 5,099,944 | 62.47% | 1,727,615 | 295.20% |
| 10/01/2008 | 8,049,862 | 13,735,278 | 5,685,416 | 58.61% | 2,089,004 | 272.16% |
| 10/01/2007 | 7,812,757 | 12,596,035 | 4,783,278 | 62.03% | 2,047,406 | 233.63% |
| 10/01/2006 | 6,838,598 | 10,482,647 | 3,644,049 | 65.24% | 1,683,737 | 216.43% |
| 10/01/2005 | 5,999,240 | 8,630,348 | 2,631,108 | 69.51% | 1,480,349 | 177.74% |
| 10/01/2004 | 5,413,097 | 8,161,752 | 2,748,655 | 66.32% | 1,382,306 | 198.85% |
| 10/01/2003 | 5,142,892 | 5,627,227 | 484,335 | 91.39% | 1,150,972 | 42.08% |
| 10/01/2002 | 4,968,713 | 5,520,045 | 551,332 | 90.01% | 976,875 | 56.44% |
| 10/01/2001 | 4,956,770 | 5,065,971 | 109,201 | 97.84% | 1,011,619 | 10.79% |

February 25, 2015

Ms. Margaret Wuerstle
Southwest Florida Regional Planning Council
1926 Victoria Avenue
Fort Myers, FL 33901

Dear Ms. Wuerstle:

The City of Sanibel is pleased to support the Southwest Florida Regional Planning Council's application for the Florida Humanities Council grant. Thousands of visitors come to Sanibel each year for vacations or business. Alerting visitors as well as residents to the presence of Sanibel's art works will help them learn about the area and the history that inspired these works.

The City of Sanibel will assist with this important project by providing information on City art works to be included in the guide and assisting as possible in providing background information on the sites. A City staff member will also participate in reviewing the draft Art Field Guide and online map to ensure the accuracy of information on Sanibel art works. Last, the City will assist in the distribution of the Field Guides by making them available at the City offices.

Should you have any questions about our support for this project, please feel free to contact me at

Sincerely,

2015

Day at the Stadium
**You're
Invited**

 **HORIZON**
FOUNDATION




LEE COUNTY
ECONOMIC DEVELOPMENT
SOUTHWEST FLORIDA

Special Invitation

ANNUAL "DAY AT THE STADIUM"

Dear Horizon Council Voting Members and Horizon Foundation Investors:

On behalf of the Horizon Foundation and Lee County Industrial Development Authority you are invited to attend the Day at the Stadium, a thank you to the Horizon Council voting members, and business partners.

Friday, March 27, 2015

Noon - Lunch is Served

1:05 p.m. - Minnesota Twins vs. Pittsburgh Pirates

Location:

**Lee County Suite 4
14100 Six Mile Cypress Parkway
Fort Myers 33912**

Hosted by:

**Lee County Economic Development Office, Horizon Foundation,
Inc. and Lee County Industrial Development Authority**

We have a non-transferable ticket for you that will be available on a first come, first serve basis and will be sent upon reservation.

Unfortunately, due to limited space we are not able to accommodate guests, spouses or children for the game. Please make your reservation no later than **Friday, March 20, 2015**. We hope you will be able to join us at the game. If you receive a ticket and are not able to attend, please let us know and we will make arrangements to retrieve the ticket. Parking cost is \$10 and the main entrance to the stadium complex is on Six Mile Cypress Parkway.

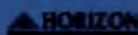
PLEASE RSVP TO: eamold@leegov.com.

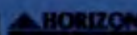
Lee County Economic Development

2201 Second Street, Suite 300, Fort Myers, FL 33901

www.LeeCountyBusiness.com

800.330.3161

 **HORIZON**

 **HORIZON**



SWFRPC Resolution #2015-02

A RESOLUTION IN SUPPORT OF REGIONAL PLANNING COUNCILS MAINTAINING CURRENT STATUTORY ROLE, DUTIES AND BOUNDARIES; AND OPPOSING THE ADOPTION OF SENATE BILLS 484, 562 AND 832.

Summary

This resolution is designed to bring attention to three bills that have been introduced that directly threaten the future of Florida's Regional Planning Councils. Senate bills 484, 562 and 832, introduced by Senator Simpson, are all targeted at the Regional Planning Councils (RPC). The Regional Planning Councils serve many important purposes, including economic and cultural development, emergency planning and preparedness, and land development and other growth related services. The role of the Regional Planning Councils is essential because these functions cannot be equally served by local or state agencies; a regionally minded perspective is essential to adequate and fair planning and distribution of resources. For these reasons, the resolution concludes that the Southwest Florida Regional Planning Council should oppose the adoption of Senate Bills 484, 562 and 832.

WHEREAS, Florida's Regional Planning Councils have played an integral role in economic and cultural growth, emergency preparedness, and conscientious land development in the State of Florida since their inception; and that the intergovernmental coordination required by the RPC system is of paramount importance to continued successes in our state.

WHEREAS, the issues associated with growth and development often transcend the boundaries of localized governmental bodies; the decisions made by one governmental body inherently impact surrounding areas; and the Legislature recognized the necessity of regional coordination and cooperation in order to combat these difficulties by enacting the Florida Regional Planning Council Act, thereby providing an essential platform for intergovernmental communication and coordination.

WHEREAS, the complex environmental systems that span multiple jurisdictions could be damaged by not having any entity that seeks to identify and protect these larger systems in order to insure the overall healthy functioning of Florida's valuable natural systems.

WHEREAS, currently existing RPC boundaries align with the Federal Economic Development Districts, and the alteration of existing RPC boundaries would harm Florida's economic development and require revisions to the existing EDA agreements as well as rewrites of the established Comprehensive Economic Development Strategies - both of which were created using extensive public input and public support.

WHEREAS, recently filed SB 484, if enacted, would drastically limit and alter the traditional roles and duties of RPC's, effectively removing Regional Planning Councils as we know them to be from state legislation.

WHEREAS, recently filed SB 562, if enacted, would remove the assessment of Developments of Regional Impact (DRI) from the realm of Regional Planning Councils, leaving this important duty to a state-coordinated review process which would hinder consideration of local and regional impacts.

WHEREAS, recently filed SB 832, if enacted, could allow certain major, long-term development projects to move forward without a comprehensive assessment of local and regional factors.

NOW, THEREFORE, BE IT RESOLVED that the Southwest Florida Regional Planning Council opposes the adoption of any legislation that would act to restrict Florida's Regional Planning Councils - specifically Senate Bills 484, 562 and 832.

IMPLEMENTATION: This resolution, upon adoption by this Council, will be presented to the Representatives and Senators that represent the interests of the six-county area encompassing Charlotte, Collier, Glades, Hendry, Lee and Sarasota Counties, urging them to strongly consider our position on the proposed legislation; to support Regional Planning Councils; and to vote against any legislation that would be detrimental to the continued functioning of Florida's Regional Planning Councils.

DULY ADOPTED by the Southwest Florida Regional Planning Council on the 13th day of March, 2015.

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL

Robert "Bob" Mulhere, Chair

Margaret Wuerstle, Executive Director