

**Regular Meeting of the
Captiva Erosion Prevention District**

Tween Waters Inn – Wakefield Room
15951 Captiva Drive
Captiva, Florida 33924

Wednesday, February 11, 2009 @ 12:00 PM

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**Regular Meeting of the
Captiva Erosion Prevention District**
Tween Waters Inn – Wakefield Room
15951 Captiva Drive
Captiva Island, Florida 33924

Wednesday, February 11, 2009 @ 12:00 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
Regular Meeting of January 14, 2009
- IV. Public to Be Heard
- V. Financial Report
- VI. Report of the Administrator
 - a) Blind Pass Update
 - b) TDC Meeting – Feb. 13
 - c) Beach Tilling
- VII. Old Business
 - a) Three Year Beach Monitoring Survey and Scope of Professional Services
 - b) Partners in Progress Contract Update
- VIII. New Business
 - a) Sanibel-Captiva Conservation Foundation Donation
 - b) Mileage rate for District business
 - c) Strategic Plan – Bob Gray

Adjourn

Minutes of the General Meeting of the Captiva Erosion Prevention District
The Celebration Center
11513 Andy Rosse Lane, Unit 4, Captiva, Florida 33924
Wednesday, January 14, 2009 @ 12:00 P.M.

Commissioners Present: Rene Miville (Chairman), Mike Mullins, Doris Holzheimer (Secretary), Henry Kaiser, Dave Jensen (Treasurer).
Administration Present: Kathy Rooker (Administrator)

I. Call to Order

Chairman Miville called the meeting to order at 12:00 P.M.

II. Roll Call

Chairman Miville performed the roll call, the results which are detailed above.

III. Approval of CEPD Meeting Minutes

a) December 10, 2008 General Meeting Minutes

Commissioner Kaiser made a motion that the December 10, 2008 General Meeting Minutes be approved. The motion was seconded and passed unanimously.

b) January 5, 2009 Emergency Meeting Minutes

Commissioner Jensen made a motion that the January 5, 2009 Emergency Meeting Minutes be approved. The motion was seconded and passed unanimously.

IV. Public to Be Heard

Jack Cunningham commented on the overall cost of operation and outsourcing.

Mr. Cunningham was informed of the need to outsource and develop documentation of procedures versus the nature of the past operations. The request for proposals and the process of choosing an outsourcing firm was explained. It was noted that the current expense budget is essentially the same.

V. Financial Report

Kathy Rooker reported that the quarterly financial report will be presented to the Board at the February General Meeting. Mrs. Rooker will continue to provide supporting documentation for the 2007-2008 fiscal year to the auditor.

VI. Report of the Administrator

- a) The Blind Pass Project was discussed and the following points made:
 - o The County needs to resume issuing weekly status reports.
 - o A third dredge may increase production.
 - o Steve Keehn will monitor the county project for CEPD.
- b) Parking lot revenue enhancements include a new sign directing beach goers to the parking lot at the end of Captiva Drive and the addition of a machine that will accept credit card payments.
- c) A discussion of the 3 Year Beach Monitoring Survey and Report Scope of Professional Services proposed by Coastal Planning and Engineering included the following points:

- Coastal Planning and Engineering should provide additional information on the amount that will be cost shared between the County and CEPD.
- CEPD needs assurance that the DEP will agree with the timeline provided by CP&E.
- Steve Keehn of CP&E should be contacted to determine a deadline for making a decision on the monitoring proposal.

The Board delayed a decision on the proposal and requested that CP&E revise the Monitoring Survey proposal and prepare a new proposal within 2 weeks.

VII. Old Business

The Board discussed the idea of a coastal coalition to find revenues for beach nourishment and made the following points:

- The Coastal Advisory Committee does not appear to have played a leading role.
- Support for the beaches can be developed through a coalition.

VIII. New Business

The Commissioners agreed to move agenda item a) Annual Organization of District Board to the last item of New Business.

- a) Commissioner Mullins moved that the Board accept Option 3 with a shared limit of \$3,000,000 per claim for D&O Insurance from Great American Insurance Company. The motion passed unanimously.
- b) The Commissioners discussed a date to hold a CEPD Open House. It was agreed that the Open House would be on March 12, 2009 from 5-7 P.M.
- c) The Commissioners commented on the CEPD logo. Commissioner Harry Kaiser agreed to bring forward at the next general meeting design ideas for a new logo.
- d) The Annual Organization and Reorganization of the Board of Commissioners was conducted. The results are as follows:
 - Chairman Milville nominated Commissioner Mullins as the new Chairman. The roll call vote was 5-0 in favor of Commissioner Mullins as Chairman.
 - Commissioner Jensen nominated Doris Holzheimer as Vice Chairperson. The roll call vote was 5-0 in favor of Commissioner Holzheimer as Vice Chairperson.
 - Commissioner Holzheimer resigned her position as Secretary.
 - Commissioner Mullins nominated Commissioner Kaiser as Secretary. The roll call vote was 5-0 in favor of Commissioner Kaiser as Secretary.
 - Commissioner Jensen agreed to continue in his position as Treasurer.

The Meeting adjourned at 1:45 P.M.

A Guide to Addressing the District Board

- a) Any citizen shall be entitled to speak on any matter **appearing on the official agenda under the section “Public to be Heard”**.
- b) A public comment period will be held at the beginning of every regular monthly meeting, immediately after the approval of minutes.
- c) Each person addressing the District Board shall give his/her name and address in an audible tone for the minutes.
- d) Each person addressing the District Board shall limit his/her address to **three minutes**.
- e) All remarks shall be addressed to the District Board as a body and not to any member thereof.
- f) **No person, other than the Commissioners and the person having the floor, shall be permitted to enter into any discussion, either directly or through a Commissioner, without the permission of the presiding officer.**
- g) No question shall be asked a Commissioner except through the presiding officer.
- h) Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the District Board shall be barred from further audience at that meeting before the District Board by the presiding officer, unless permission to continue or again address the District Board is granted by the majority vote of the Commissioners present.

Captiva Erosion Prevention District
 General Fund
 Profit and Loss - Budget vs Actual
 For the One Month Ended December 31, 2008
 Summary

	<u>Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Ad Valorem Tax	143,442.11	20,330.00	123,112.11
Interest income - Other	0.00	125.00	(125.00)
Total Income	<u>143,442.11</u>	<u>20,455.00</u>	<u>122,987.11</u>
Gross Profit	143,442.11	20,455.00	122,987.11
Expense			
Administrative expenses	8,589.63	4,717.00	3,872.63
Contingency	0.00	833.00	(833.00)
Cost of collecting Ad Valorem	2,884.29	150.00	2,734.29
Legal and professional fees	12,482.06	3,334.00	9,148.06
Parking lot expenses	69.99	0.00	69.99
Payroll and benefits	0.00	10,126.00	(10,126.00)
Capital outlay	<u>2,686.02</u>	<u>1,171.00</u>	<u>1,515.02</u>
Total Expense	<u>26,711.99</u>	<u>20,331.00</u>	<u>6,380.99</u>
Net Ordinary Income	<u>116,730.12</u>	<u>124.00</u>	<u>116,606.12</u>
Net Income	<u><u>116,730.12</u></u>	<u><u>124.00</u></u>	<u><u>116,606.12</u></u>

Captiva Erosion Prevention District
 General Fund
 Profit and Loss - Budget vs Actual
 For the Three Months Ended December 31, 2008
 Summary

	<u>Oct - Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Ad Valorem Tax	179,776.72	60,986.00	118,790.72
Interest income - Other	136.27	375.00	(238.73)
Interest - Ad Valorem Tax	1,488.74	0.00	1,488.74
Total Income	<u>181,401.73</u>	<u>61,361.00</u>	<u>120,040.73</u>
Gross Profit	181,401.73	61,361.00	120,040.73
Expense			
Administrative expenses	18,177.38	14,147.00	4,030.38
Contingency	0.00	2,503.00	(2,503.00)
Cost of collecting Ad Valorem	1,812.11	450.00	1,362.11
Legal and professional fees	24,642.76	9,994.00	14,648.76
Parking lot expenses	69.99	0.00	69.99
Payroll and benefits	0.00	30,366.00	(30,366.00)
Capital outlay	2,686.02	3,517.00	(830.98)
Total Expense	<u>47,388.26</u>	<u>60,977.00</u>	<u>(13,588.74)</u>
Net Ordinary Income	<u>134,013.47</u>	<u>384.00</u>	<u>133,629.47</u>
Net Income	<u><u>134,013.47</u></u>	<u><u>384.00</u></u>	<u><u>133,629.47</u></u>

Captiva Erosion Prevention District
 General Fund
 Budget Performance
 For the One and Three Months Ended December 31, 2008
 Summary

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Ordinary Income/Expense						
Income						
Ad Valorem Tax	143,442.11	20,330.00	179,776.72	60,986.00	243,956.00	64,179.28
Interest income - Other	0.00	125.00	136.27	375.00	1,500.00	1,363.73
Interest - Ad Valorem Tax	0.00	0.00	1,488.74	0.00	0.00	(1,488.74)
Total Income	<u>143,442.11</u>	<u>20,455.00</u>	<u>181,401.73</u>	<u>61,361.00</u>	<u>245,456.00</u>	<u>64,054.27</u>
Gross Profit	143,442.11	20,455.00	181,401.73	61,361.00	245,456.00	64,054.27
Expense						
Administrative expenses	8,589.63	4,717.00	18,177.38	14,147.00	56,600.00	38,422.62
Contingency	0.00	833.00	0.00	2,503.00	10,000.00	10,000.00
Cost of collecting Ad Valorem	2,884.29	150.00	1,812.11	450.00	1,800.00	(12.11)
Legal and professional fees	12,482.06	3,334.00	24,642.76	9,994.00	40,000.00	15,357.24
Parking lot expenses	69.99	0.00	69.99	0.00	0.00	(69.99)
Payroll and benefits	0.00	10,126.00	0.00	30,366.00	121,500.00	121,500.00
Capital outlay	2,686.02	1,171.00	2,686.02	3,517.00	14,056.00	11,369.98
Total Expense	<u>26,711.99</u>	<u>20,331.00</u>	<u>47,388.26</u>	<u>60,977.00</u>	<u>243,956.00</u>	<u>196,567.74</u>
Net Ordinary Income	<u>116,730.12</u>	<u>124.00</u>	<u>134,013.47</u>	<u>384.00</u>	<u>1,500.00</u>	<u>(132,513.47)</u>
Net Income	<u>116,730.12</u>	<u>124.00</u>	<u>134,013.47</u>	<u>384.00</u>	<u>1,500.00</u>	<u>(132,513.47)</u>

Captiva Erosion Prevention District
 Captial Projects Fund
 Profit and Loss - Budget vs Actual
 For the One Month Ended December 31, 2008
 Summary

	<u>Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Grant Income - State	0.00	16,667.00	(16,667.00)
Interest Income	1,428.94	14,042.00	(12,613.06)
Parking lot revenue	8,217.45	7,917.00	300.45
Special Assessments	335,181.09	38,583.00	296,598.09
	<u>344,827.48</u>	<u>77,209.00</u>	<u>267,618.48</u>
Total Income	344,827.48	77,209.00	267,618.48
Expense			
Annual memberships & fees	5,000.00	0.00	5,000.00
Beach maintenance	0.00	9,750.00	(9,750.00)
Blind Pass project	0.00	112,500.00	(112,500.00)
Consultants (CP)	21,795.96	29,000.00	(7,204.04)
Engineering (CP)	415.75	2,917.00	(2,501.25)
Parking lot expenses	18,069.82	2,000.00	16,069.82
Storage of records	149.46	0.00	149.46
Uncategorized Expenses	10.39	0.00	10.39
	<u>45,441.38</u>	<u>156,167.00</u>	<u>(110,725.62)</u>
Total Expense	45,441.38	156,167.00	(110,725.62)
Net Ordinary Income	<u>299,386.10</u>	<u>(78,958.00)</u>	<u>378,344.10</u>
Net Income	<u><u>299,386.10</u></u>	<u><u>(78,958.00)</u></u>	<u><u>378,344.10</u></u>

Captiva Erosion Prevention District
 Captial Projects Fund
 Profit and Loss - Budget vs Actual
 For the Three Months Ended December 31, 2008
 Summary

	<u>Oct - Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Grant Income - State	0.00	50,001.00	(50,001.00)
Interest Income	11,900.00	42,122.00	(30,222.00)
Parking lot revenue	28,182.00	23,747.00	4,435.00
Special Assessments	409,463.73	115,753.00	293,710.73
Total Income	449,545.73	231,623.00	217,922.73
Expense			
Advertising	2,034.00	0.00	2,034.00
Annual memberships & fees	5,675.00	0.00	5,675.00
Beach maintenance	0.00	29,250.00	(29,250.00)
Blind Pass project	28,248.45	337,500.00	(309,251.55)
Consultants (CP)	31,389.75	87,008.00	(55,618.25)
Engineering (CP)	8,332.75	8,747.00	(414.25)
Parking lot expenses	22,006.68	6,000.00	16,006.68
Storage of records	820.78	0.00	820.78
Uncategorized Expenses	10.39	0.00	10.39
Total Expense	98,517.80	468,505.00	(369,987.20)
Net Ordinary Income	351,027.93	(236,882.00)	587,909.93
Net Income	351,027.93	(236,882.00)	587,909.93

Captiva Erosion Prevention District
 Capital Projects Fund
 Budget Performance
 For the One and Three Months Ended December 31, 2008
 Summary

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Ordinary Income/Expense						
Income	-	-	-	-	-	-
Grant Income - State	-	16,667.00	-	50,001.00	200,000.00	200,000.00
Interest Income	1,428.94	14,042.00	11,900.00	42,122.00	168,500.00	156,600.00
Parking lot revenue	8,217.45	7,917.00	28,182.00	23,747.00	95,000.00	66,818.00
Special Assessments	335,181.09	38,583.00	409,463.73	115,753.00	463,000.00	53,536.27
Total Income	344,827.48	77,209.00	449,545.73	231,623.00	926,500.00	476,954.27
Expense	-	-	-	-	-	-
Advertising	-	-	2,034.00	-	-	(2,034.00)
Annual memberships & fees	5,000.00	-	5,675.00	-	-	(5,675.00)
Beach maintenance	-	9,750.00	-	29,250.00	117,000.00	117,000.00
Blind Pass project	-	112,500.00	28,248.45	337,500.00	1,350,000.00	1,321,751.55
Consultants (CP)	21,795.96	29,000.00	31,389.75	87,008.00	348,000.00	316,610.25
Engineering (CP)	415.75	2,917.00	8,332.75	8,747.00	35,000.00	26,667.25
Parking lot expenses	18,069.82	2,000.00	22,006.68	6,000.00	24,000.00	1,993.32
Storage of records	149.46	-	820.78	-	-	(820.78)
Uncategorized Expenses	10.39	-	10.39	-	-	(10.39)
Total Expense	45,441.38	156,167.00	98,517.80	468,505.00	1,874,000.00	1,775,482.20
Net Ordinary Income	299,386.10	(78,958.00)	351,027.93	(236,882.00)	(947,500.00)	(1,298,527.93)
Total Other Expense	-	-	-	-	3,000,000.00	3,000,000.00
Net Income	299,386.10	(78,958.00)	351,027.93	(236,882.00)	(3,947,500.00)	(4,298,527.93)

Captiva Erosion Prevention District
 General Fund
 Profit and Loss - Budget vs Actual
 For the One Month Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
311.000 · Ad Valorem Tax			
Ad Valorem taxes	149,336.51	20,330.00	129,006.51
Ad Valorem discounts	(5,897.55)	0.00	(5,897.55)
Ad Valorem penalties collected	3.15	0.00	3.15
Total 311.000 · Ad Valorem Tax	<u>143,442.11</u>	<u>20,330.00</u>	<u>123,112.11</u>
Interest income - Other	0.00	125.00	(125.00)
Total Income	<u>143,442.11</u>	<u>20,455.00</u>	<u>122,987.11</u>
Gross Profit	143,442.11	20,455.00	122,987.11
Expense			
Administrative expenses			
Advertising	0.00	167.00	(167.00)
Board meeting expenses	67.00	83.00	(16.00)
Copier lease expense	0.00	217.00	(217.00)
Dues and subscriptions	0.00	625.00	(625.00)
General insurance	1,419.66	750.00	669.66
Office expense	757.23	458.00	299.23
Postage	46.70	83.00	(36.30)
Rent expense	3,685.48	1,250.00	2,435.48
Repairs	2,265.00	42.00	2,223.00
Shipping/courier	0.00	42.00	(42.00)
Telephone	266.20	333.00	(66.80)
Travel and per diem	0.00	417.00	(417.00)
Utilities	82.36	83.00	(0.64)
Web site maintenance	0.00	167.00	(167.00)
Total Administrative expenses	<u>8,589.63</u>	<u>4,717.00</u>	<u>3,872.63</u>
Contingency			
General contingency	0.00	833.00	(833.00)
Total Contingency	<u>0.00</u>	<u>833.00</u>	<u>(833.00)</u>
Cost of collecting Ad Valorem			
Property tax appraiser fees	0.00	150.00	(150.00)
Tax collector commissions	2,884.29	0.00	2,884.29
Total Cost of collecting Ad Valorem	<u>2,884.29</u>	<u>150.00</u>	<u>2,734.29</u>

Captiva Erosion Prevention District
 General Fund
 Profit and Loss - Budget vs Actual
 For the One Month Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Legal and professional fees			
Accounting and auditing	2,635.44	2,917.00	(281.56)
Administrator Assistant	9,095.63	0.00	9,095.63
Computer support	679.24	0.00	679.24
Legal fees - general	71.75	417.00	(345.25)
Total Legal and professional fees	<u>12,482.06</u>	<u>3,334.00</u>	<u>9,148.06</u>
Parking lot expenses			
Parking Lot Maintenance	69.99	0.00	69.99
Total Parking lot expenses	<u>69.99</u>	<u>0.00</u>	<u>69.99</u>
Payroll and benefits			
Administrator salary	0.00	7,917.00	(7,917.00)
Payroll taxes	0.00	750.00	(750.00)
Health insurance	0.00	625.00	(625.00)
W/C insurance	0.00	42.00	(42.00)
Retirement	0.00	792.00	(792.00)
Total Payroll and benefits	<u>0.00</u>	<u>10,126.00</u>	<u>(10,126.00)</u>
Capital outlay			
Equipment purchases	2,686.02	1,171.00	1,515.02
Total Capital outlay	<u>2,686.02</u>	<u>1,171.00</u>	<u>1,515.02</u>
Total Expense	<u>26,711.99</u>	<u>20,331.00</u>	<u>6,380.99</u>
Net Ordinary Income	<u>116,730.12</u>	<u>124.00</u>	<u>116,606.12</u>
Net Income	<u>116,730.12</u>	<u>124.00</u>	<u>116,606.12</u>

Captiva Erosion Prevention District
General Fund
Profit and Loss - Budget vs Actual
For the Three Months Ended December 31, 2008
Detail

	<u>Oct - Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Ad Valorem Tax			
Ad Valorem taxes	187,017.00	60,986.00	126,031.00
Ad Valorem discounts	(7,248.07)	0.00	(7,248.07)
Ad Valorem penalties collected	7.79	0.00	7.79
Total Ad Valorem Tax	<u>179,776.72</u>	<u>60,986.00</u>	<u>118,790.72</u>
Interest income - Other	136.27	375.00	(238.73)
Interest - Ad Valorem Tax	1,488.74	0.00	1,488.74
Total Income	<u>181,401.73</u>	<u>61,361.00</u>	<u>120,040.73</u>
Gross Profit	181,401.73	61,361.00	120,040.73
Expense			
Administrative expenses			
Advertising	2,034.00	497.00	1,537.00
Board meeting expenses	118.77	253.00	(134.23)
Copier lease expense	451.54	647.00	(195.46)
Dues and subscriptions	849.13	1,875.00	(1,025.87)
General insurance	1,419.66	2,250.00	(830.34)
Office expense	1,882.78	1,378.00	504.78
Postage	75.80	253.00	(177.20)
Rent expense	7,250.48	3,750.00	3,500.48
Repairs	2,520.00	122.00	2,398.00
Shipping/courier	0.00	122.00	(122.00)
Telephone	860.75	1,003.00	(142.25)
Travel and per diem	468.50	1,247.00	(778.50)
Utilities	245.97	253.00	(7.03)
Web site maintenance	0.00	497.00	(497.00)
Total Administrative expenses	<u>18,177.38</u>	<u>14,147.00</u>	<u>4,030.38</u>
Contingency			
General contingency	0.00	2,503.00	(2,503.00)
Total Contingency	<u>0.00</u>	<u>2,503.00</u>	<u>(2,503.00)</u>
Cost of collecting Ad Valorem			
Property tax appraiser fees	(1,794.90)	450.00	(2,244.90)
Tax collector commissions	3,607.01	0.00	3,607.01

Captiva Erosion Prevention District
General Fund
Profit and Loss - Budget vs Actual
For the Three Months Ended December 31, 2008
Detail

	<u>Oct - Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Cost of collecting Ad Valorem	1,812.11	450.00	1,362.11
Legal and professional fees			
Accounting and auditing	2,635.44	8,747.00	(6,111.56)
Administrator Assistant	19,194.89	0.00	19,194.89
Computer support	2,740.68	0.00	2,740.68
Legal fees - general	71.75	1,247.00	(1,175.25)
Total Legal and professional fees	<u>24,642.76</u>	<u>9,994.00</u>	<u>14,648.76</u>
Parking lot expenses			
Parking Lot Maintenance	69.99	0.00	69.99
Total Parking lot expenses	<u>69.99</u>	<u>0.00</u>	<u>69.99</u>
Payroll and benefits			
Administrator salary	0.00	23,747.00	(23,747.00)
Payroll taxes	0.00	2,250.00	(2,250.00)
Health insurance	0.00	1,875.00	(1,875.00)
W/C insurance	0.00	122.00	(122.00)
Retirement	0.00	2,372.00	(2,372.00)
Total Payroll and benefits	<u>0.00</u>	<u>30,366.00</u>	<u>(30,366.00)</u>
Capital outlay			
Equipment purchases	2,686.02	3,517.00	(830.98)
Total Capital outlay	<u>2,686.02</u>	<u>3,517.00</u>	<u>(830.98)</u>
Total Expense	<u>47,388.26</u>	<u>60,977.00</u>	<u>(13,588.74)</u>
Net Ordinary Income	<u>134,013.47</u>	<u>384.00</u>	<u>133,629.47</u>
Net Income	<u>134,013.47</u>	<u>384.00</u>	<u>133,629.47</u>

Captiva Erosion Prevention District
 General Fund
 Budget Performance
 For the One and Three Months Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Ordinary Income/Expense						
Income						
Ad Valorem Tax						
Ad Valorem taxes	149,336.51	20,330.00	187,017.00	60,986.00	243,956.00	56,939.00
Ad Valorem discounts	(5,897.55)	0.00	(7,248.07)	0.00	0.00	7,248.07
Ad Valorem penalties collected	3.15	0.00	7.79	0.00	0.00	(7.79)
Total Ad Valorem Tax	<u>143,442.11</u>	<u>20,330.00</u>	<u>179,776.72</u>	<u>60,986.00</u>	<u>243,956.00</u>	<u>64,179.28</u>
Interest income - Other	0.00	125.00	136.27	375.00	1,500.00	1,363.73
Interest - Ad Valorem Tax	0.00	0.00	1,488.74	0.00	0.00	(1,488.74)
Total Income	<u>143,442.11</u>	<u>20,455.00</u>	<u>181,401.73</u>	<u>61,361.00</u>	<u>245,456.00</u>	<u>64,054.27</u>
Gross Profit	143,442.11	20,455.00	181,401.73	61,361.00	245,456.00	64,054.27
Expense						
Administrative expenses						
Advertising	0.00	167.00	2,034.00	497.00	2,000.00	(34.00)
Board meeting expenses	67.00	83.00	118.77	253.00	1,000.00	881.23
Copier lease expense	0.00	217.00	451.54	647.00	2,600.00	2,148.46
Dues and subscriptions	0.00	625.00	849.13	1,875.00	7,500.00	6,650.87
General insurance	1,419.66	750.00	1,419.66	2,250.00	9,000.00	7,580.34
Office expense	757.23	458.00	1,882.78	1,378.00	5,500.00	3,617.22
Postage	46.70	83.00	75.80	253.00	1,000.00	924.20
Rent expense	3,685.48	1,250.00	7,250.48	3,750.00	15,000.00	7,749.52
Repairs	2,265.00	42.00	2,520.00	122.00	500.00	(2,020.00)
Shipping/courier	0.00	42.00	0.00	122.00	500.00	500.00
Telephone	266.20	333.00	860.75	1,003.00	4,000.00	3,139.25

Captiva Erosion Prevention District
 General Fund
 Budget Performance
 For the One and Three Months Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Travel and per diem	0.00	417.00	468.50	1,247.00	5,000.00	4,531.50
Utilities	82.36	83.00	245.97	253.00	1,000.00	754.03
Web site maintenance	0.00	167.00	0.00	497.00	2,000.00	2,000.00
Total Administrative expenses	<u>8,589.63</u>	<u>4,717.00</u>	<u>18,177.38</u>	<u>14,147.00</u>	<u>56,600.00</u>	<u>38,422.62</u>
Contingency						
General contingency	0.00	833.00	0.00	2,503.00	10,000.00	10,000.00
Total Contingency	<u>0.00</u>	<u>833.00</u>	<u>0.00</u>	<u>2,503.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
Cost of collecting Ad Valorem						
Property tax appraiser fees	0.00	150.00	(1,794.90)	450.00	1,800.00	3,594.90
Tax collector commissions	2,884.29	0.00	3,607.01	0.00	0.00	(3,607.01)
Total Cost of collecting Ad Valorem	<u>2,884.29</u>	<u>150.00</u>	<u>1,812.11</u>	<u>450.00</u>	<u>1,800.00</u>	<u>(12.11)</u>
Legal and professional fees						
Accounting and auditing	2,635.44	2,917.00	2,635.44	8,747.00	35,000.00	32,364.56
Administrator Assistant	9,095.63	0.00	19,194.89	0.00	0.00	(19,194.89)
Computer support	679.24	0.00	2,740.68	0.00	0.00	(2,740.68)
Legal fees - general	71.75	417.00	71.75	1,247.00	5,000.00	4,928.25
Total Legal and professional fees	<u>12,482.06</u>	<u>3,334.00</u>	<u>24,642.76</u>	<u>9,994.00</u>	<u>40,000.00</u>	<u>15,357.24</u>
Parking lot expenses						
Parking Lot Maintenance	69.99	0.00	69.99	0.00	0.00	(69.99)
Total Parking lot expenses	<u>69.99</u>	<u>0.00</u>	<u>69.99</u>	<u>0.00</u>	<u>0.00</u>	<u>(69.99)</u>
Payroll and benefits						
Administrator salary	0.00	7,917.00	0.00	23,747.00	95,000.00	95,000.00

Captiva Erosion Prevention District
 General Fund
 Budget Performance
 For the One and Three Months Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Payroll taxes	0.00	750.00	0.00	2,250.00	9,000.00	9,000.00
Health insurance	0.00	625.00	0.00	1,875.00	7,500.00	7,500.00
W/C insurance	0.00	42.00	0.00	122.00	500.00	500.00
Retirement	0.00	792.00	0.00	2,372.00	9,500.00	9,500.00
Total Payroll and benefits	<u>0.00</u>	<u>10,126.00</u>	<u>0.00</u>	<u>30,366.00</u>	<u>121,500.00</u>	<u>121,500.00</u>
Capital outlay						
Equipment purchases	2,686.02	1,171.00	2,686.02	3,517.00	14,056.00	11,369.98
Total Capital outlay	<u>2,686.02</u>	<u>1,171.00</u>	<u>2,686.02</u>	<u>3,517.00</u>	<u>14,056.00</u>	<u>11,369.98</u>
Total Expense	<u>26,711.99</u>	<u>20,331.00</u>	<u>47,388.26</u>	<u>60,977.00</u>	<u>243,956.00</u>	<u>196,567.74</u>
Net Ordinary Income	<u>116,730.12</u>	<u>124.00</u>	<u>134,013.47</u>	<u>384.00</u>	<u>1,500.00</u>	<u>(132,513.47)</u>
Net Income	<u><u>116,730.12</u></u>	<u><u>124.00</u></u>	<u><u>134,013.47</u></u>	<u><u>384.00</u></u>	<u><u>1,500.00</u></u>	<u><u>(132,513.47)</u></u>

Captiva Erosion Prevention District
Captial Projects Fund
Profit and Loss - Budget vs Actual
For the One Month Ended December 31, 2008
Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Grant Income - State	0.00	16,667.00	(16,667.00)
Interest Income	1,428.94	14,042.00	(12,613.06)
Parking lot revenue	8,217.45	7,917.00	300.45
Special Assessments			
Special Assessments Principal	354,048.13	38,583.00	315,465.13
Special Assessment - discounts	(14,046.69)	0.00	(14,046.69)
Special assessment - expenses	(4,455.06)	0.00	(4,455.06)
Special Assessment Commission	(365.29)	0.00	(365.29)
Total Special Assessments	<u>335,181.09</u>	<u>38,583.00</u>	<u>296,598.09</u>
Total Income	344,827.48	77,209.00	267,618.48
Expense			
Annual memberships & fees	5,000.00	0.00	5,000.00
Beach maintenance			
Engineering - Monitoring	0.00	8,750.00	(8,750.00)
Tilling	0.00	1,000.00	(1,000.00)
Total Beach maintenance	<u>0.00</u>	<u>9,750.00</u>	<u>(9,750.00)</u>
Blind Pass project	0.00	112,500.00	(112,500.00)
Consultants (CP)			
Legal Fees	0.00	5,834.00	(5,834.00)
Lobbyist	0.00	8,333.00	(8,333.00)
Project Manual	16,895.96	10,833.00	6,062.96
Project manual support	4,900.00	4,000.00	900.00
Total Consultants (CP)	<u>21,795.96</u>	<u>29,000.00</u>	<u>(7,204.04)</u>
Engineering (CP)			
Engineering - Administration	0.00	2,917.00	(2,917.00)
Engineering - Federal Funding	415.75	0.00	415.75
Total Engineering (CP)	<u>415.75</u>	<u>2,917.00</u>	<u>(2,501.25)</u>
Parking lot expenses			
Parking Lot Equipment Purchased	14,910.00	0.00	14,910.00
Parking maintenance	2,579.34	0.00	2,579.34
Portable toilets	580.48	0.00	580.48
Sales tax expense	0.00	0.00	0.00

Captiva Erosion Prevention District
 Captial Projects Fund
 Profit and Loss - Budget vs Actual
 For the One Month Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Parking lot expenses - Other	0.00	2,000.00	(2,000.00)
Total Parking lot expenses	<u>18,069.82</u>	<u>2,000.00</u>	<u>16,069.82</u>
Storage of records	149.46	0.00	149.46
Uncategorized Expenses	<u>10.39</u>	<u>0.00</u>	<u>10.39</u>
Total Expense	<u>45,441.38</u>	<u>156,167.00</u>	<u>(110,725.62)</u>
Net Ordinary Income	<u>299,386.10</u>	<u>(78,958.00)</u>	<u>378,344.10</u>
Net Income	<u><u>299,386.10</u></u>	<u><u>(78,958.00)</u></u>	<u><u>378,344.10</u></u>

Captiva Erosion Prevention District
 Captial Projects Fund
 Profit and Loss - Budget vs Actual
 For the Three Months Ended December 31, 2008
 Detail

	<u>Oct - Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Grant Income - State	0.00	50,001.00	(50,001.00)
Interest Income	11,900.00	42,122.00	(30,222.00)
Parking lot revenue	28,182.00	23,747.00	4,435.00
Special Assessments			
Interest - Special Assessments	0.40	0.00	0.40
Special Assessments Principal	443,269.70	115,753.00	327,516.70
Special Assessment - discounts	(17,172.47)	0.00	(17,172.47)
Special assessment - expenses	(15,903.31)	0.00	(15,903.31)
Special Assessment Commission	(365.29)	0.00	(365.29)
Tax Collector Commissions	(365.30)	0.00	(365.30)
Total Special Assessments	<u>409,463.73</u>	<u>115,753.00</u>	<u>293,710.73</u>
Total Income	449,545.73	231,623.00	217,922.73
Expense			
Advertising	2,034.00	0.00	2,034.00
Annual memberships & fees	5,675.00	0.00	5,675.00
Beach maintenance			
Engineering - Monitoring	0.00	26,250.00	(26,250.00)
Tilling	0.00	3,000.00	(3,000.00)
Total Beach maintenance	<u>0.00</u>	<u>29,250.00</u>	<u>(29,250.00)</u>
Blind Pass project			
Blind pass	8,824.00	0.00	8,824.00
Blind Pass Coordination	19,424.45	0.00	19,424.45
Blind Pass project - Other	0.00	337,500.00	(337,500.00)
Total Blind Pass project	<u>28,248.45</u>	<u>337,500.00</u>	<u>(309,251.55)</u>
Consultants (CP)			
Legal Fees	222.35	17,502.00	(17,279.65)
Lobbyist	0.00	25,003.00	(25,003.00)
Project Manual	26,007.40	32,503.00	(6,495.60)
Project manual support	4,900.00	12,000.00	(7,100.00)
Consultants (CP) - Other	260.00	0.00	260.00
Total Consultants (CP)	<u>31,389.75</u>	<u>87,008.00</u>	<u>(55,618.25)</u>
Engineering (CP)			

Captiva Erosion Prevention District
Captial Projects Fund
Profit and Loss - Budget vs Actual
For the Three Months Ended December 31, 2008
Detail

	<u>Oct - Dec 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Engineering - Administration	5,833.75	8,747.00	(2,913.25)
Engineering - Federal Funding	415.75	0.00	415.75
Engineering (CP) - Other	2,083.25	0.00	2,083.25
Total Engineering (CP)	<u>8,332.75</u>	<u>8,747.00</u>	<u>(414.25)</u>
Parking lot expenses			
Parking Lot Equipment Purchased	14,910.00	0.00	14,910.00
Parking lot supplies	579.97	0.00	579.97
Parking maintenance	4,270.53	0.00	4,270.53
Portable toilets	1,741.44	0.00	1,741.44
Sales tax expense	504.74	0.00	504.74
Parking lot expenses - Other	0.00	6,000.00	(6,000.00)
Total Parking lot expenses	<u>22,006.68</u>	<u>6,000.00</u>	<u>16,006.68</u>
Storage of records	820.78	0.00	820.78
Uncategorized Expenses	10.39	0.00	10.39
Total Expense	<u>98,517.80</u>	<u>468,505.00</u>	<u>(369,987.20)</u>
Net Ordinary Income	<u>351,027.93</u>	<u>(236,882.00)</u>	<u>587,909.93</u>
Net Income	<u><u>351,027.93</u></u>	<u><u>(236,882.00)</u></u>	<u><u>587,909.93</u></u>

Captiva Erosion Prevention District
Capital Projects Fund
Budget Performance
For the One and Three Months Ended December 31, 2008
Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Ordinary Income/Expense						
Income						
Grant Income - State	0.00	16,667.00	0.00	50,001.00	200,000.00	200,000.00
Interest Income	1,428.94	14,042.00	11,900.00	42,122.00	168,500.00	156,600.00
Parking lot revenue	8,217.45	7,917.00	28,182.00	23,747.00	95,000.00	66,818.00
Special Assessments						
Interest - Special Assessments	0.00	0.00	0.40	0.00	0.00	(0.40)
Special Assessments Principal	354,048.13	38,583.00	443,269.70	115,753.00	463,000.00	19,730.30
Special Assessment - discounts	(14,046.69)	0.00	(17,172.47)	0.00	0.00	17,172.47
Special assessment - expenses	(4,455.06)	0.00	(15,903.31)	0.00	0.00	15,903.31
Special Assessment Commission	(365.29)	0.00	(365.29)	0.00	0.00	365.29
Tax Collector Commissions	0.00	0.00	(365.30)	0.00	0.00	365.30
Total Special Assessments	<u>335,181.09</u>	<u>38,583.00</u>	<u>409,463.73</u>	<u>115,753.00</u>	<u>463,000.00</u>	<u>53,536.27</u>
Total Income	344,827.48	77,209.00	449,545.73	231,623.00	926,500.00	476,954.27
Expense						
Advertising	0.00	0.00	2,034.00	0.00	0.00	(2,034.00)
Annual memberships & fees	5,000.00	0.00	5,675.00	0.00	0.00	(5,675.00)
Beach maintenance						
Engineering - Monitoring	0.00	8,750.00	0.00	26,250.00	105,000.00	105,000.00
Tilling	0.00	1,000.00	0.00	3,000.00	12,000.00	12,000.00
Total Beach maintenance	<u>0.00</u>	<u>9,750.00</u>	<u>0.00</u>	<u>29,250.00</u>	<u>117,000.00</u>	<u>117,000.00</u>
Blind Pass project						
Blind pass	0.00	0.00	8,824.00	0.00	0.00	(8,824.00)
Blind Pass Coordination	0.00	0.00	19,424.45	0.00	0.00	(19,424.45)
Blind Pass project - Other	0.00	112,500.00	0.00	337,500.00	1,350,000.00	1,350,000.00
Total Blind Pass project	<u>0.00</u>	<u>112,500.00</u>	<u>28,248.45</u>	<u>337,500.00</u>	<u>1,350,000.00</u>	<u>1,321,751.55</u>

Captiva Erosion Prevention District
Capital Projects Fund
Budget Performance
For the One and Three Months Ended December 31, 2008
Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Consultants (CP)						
Legal Fees	0.00	5,834.00	222.35	17,502.00	70,000.00	69,777.65
Lobbyist	0.00	8,333.00	0.00	25,003.00	100,000.00	100,000.00
Project Manual	16,895.96	10,833.00	26,007.40	32,503.00	130,000.00	103,992.60
Project manual support	4,900.00	4,000.00	4,900.00	12,000.00	48,000.00	43,100.00
Consultants (CP) - Other	0.00	0.00	260.00	0.00	0.00	(260.00)
Total Consultants (CP)	<u>21,795.96</u>	<u>29,000.00</u>	<u>31,389.75</u>	<u>87,008.00</u>	<u>348,000.00</u>	<u>316,610.25</u>
Engineering (CP)						
Engineering - Administration	0.00	2,917.00	5,833.75	8,747.00	35,000.00	29,166.25
Engineering - Federal Funding	415.75	0.00	415.75	0.00	0.00	(415.75)
Engineering (CP) - Other	0.00	0.00	2,083.25	0.00	0.00	(2,083.25)
Total Engineering (CP)	<u>415.75</u>	<u>2,917.00</u>	<u>8,332.75</u>	<u>8,747.00</u>	<u>35,000.00</u>	<u>26,667.25</u>
Parking lot expenses						
Parking Lot Equipment Purchased	14,910.00	0.00	14,910.00	0.00	0.00	(14,910.00)
Parking lot supplies	0.00	0.00	579.97	0.00	0.00	(579.97)
Parking maintenance	2,579.34	0.00	4,270.53	0.00	0.00	(4,270.53)
Portable toilets	580.48	0.00	1,741.44	0.00	0.00	(1,741.44)
Sales tax expense	0.00	0.00	504.74	0.00	0.00	(504.74)
Parking lot expenses - Other	0.00	2,000.00	0.00	6,000.00	24,000.00	24,000.00
Total Parking lot expenses	<u>18,069.82</u>	<u>2,000.00</u>	<u>22,006.68</u>	<u>6,000.00</u>	<u>24,000.00</u>	<u>1,993.32</u>
Storage of records	149.46	0.00	820.78	0.00	0.00	(820.78)
Uncategorized Expenses	10.39	0.00	10.39	0.00	0.00	(10.39)
Total Expense	<u>45,441.38</u>	<u>156,167.00</u>	<u>98,517.80</u>	<u>468,505.00</u>	<u>1,874,000.00</u>	<u>1,775,482.20</u>
Net Ordinary Income	299,386.10	(78,958.00)	351,027.93	(236,882.00)	(947,500.00)	(1,298,527.93)

Captiva Erosion Prevention District
 Captial Projects Fund
 Budget Performance
 For the One and Three Months Ended December 31, 2008
 Detail

	<u>Dec 08</u>	<u>Budget</u>	<u>Oct - Dec 08</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Residual Budget</u>
Other Income/Expense						
Other Expense						
Debt Service - Interest	0.00	0.00	0.00	0.00	227,942.00	227,942.00
Debt Service - Principal	0.00	0.00	0.00	0.00	2,772,058.00	2,772,058.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000,000.00</u>	<u>3,000,000.00</u>
Net Other Income	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>(3,000,000.00)</u>	<u>(3,000,000.00)</u>
Net Income	<u>299,386.10</u>	<u>(78,958.00)</u>	<u>351,027.93</u>	<u>(236,882.00)</u>	<u>(3,947,500.00)</u>	<u>(4,298,527.93)</u>

DEP AGREEMENT NO. 05LE1
COST ALLOCATION

Date	Vendor	Amount	Task No. 1.0 Design & Permitting			Task No. 2.0 Construction			Task No. 3.0 Monitoring			TOTAL			
			Eligibility	FDEP	Lee	CEPD	FDEP	Lee	CEPD	FDEP	Lee	CEPD	FDEP	Lee	CEPD
				0.3105	0.34475	0.34475	0.3105	0.34475	0.34475	0.3105	0.34475	0.34475			
			45061	50031.5	50031.5	1081469	1200761.5	1200761.5	23393	25973.5	25973.5	1149923	1276766.5	1276766.5	
12/19/07	Erickson Consulting	15025	7512.5	2332.63	2589.94	2589.93						2332.63	6346.19	6346.18	
01/23/08	Erickson Consulting	3027.25	1513.62	469.98	521.82	521.82						469.98	1278.63	1278.64	
TOTAL SUBMITTAL 8		18052.25	9026.12	2802.61	3111.76	3111.75	0	0	0	0	0	2802.61	7624.82	7624.82	
TOTAL ALL SUBMITTALS		253611.61	146941.96	45060.38	50030.8	50030.78	0	0	0	0	0	45060.38	104275.61	104275.62	
02/25/08	Ecosystem Technology	5625					1746.56	1939.22	1939.22			1746.56	1939.22	1939.22	
02/25/08	Ecosystem Technology	3825					1187.66	1318.67	1318.67			1187.66	1318.67	1318.67	
02/25/08	Ecosystem Technology	1260					391.23	434.39	434.38			391.23	434.39	434.38	
07/21/08	Coastal Engineering	25475.35					7910.09	8782.63	8782.63			7910.09	8782.63	8782.63	
08/22/08	Coastal Engineering	13040.23					4048.99	4495.62	4495.62			4048.99	4495.62	4495.62	
09/03/08	Woods & Wetlands	6000					1863	2068.5	2068.5			1863	2068.5	2068.5	
09/30/08	Lee Co County Lands	1118					347.14	385.43	385.43			347.14	385.43	385.43	
TOTAL SUBMITTAL 9		56343.58	0	0	0	0	17494.67	19424.46	19424.45	0	0	0	17494.67	19424.46	
TOTAL ALL SUBMITTALS		309955.19	146941.96	45060.38	50030.8	50030.78	17494.67	19424.46	19424.45	0	0	0	62555.05	123700.07	
09/26/08	Coastal Engineering	20067.07					6230.83	6918.12	6918.12			6230.83	6918.12	6918.12	
10/17/08	Coastal Engineering	2562.12					795.54	883.29	883.29			795.54	883.29	883.29	
10/31/08	Coastal Engineering	21218.65					6588.39	7315.13	7315.13			6588.39	7315.13	7315.13	
11/05/08	Greengrass Holdings	46543.6					14451.79	16045.91	16045.9			14451.79	16045.91	16045.9	
11/12/08	Greengrass Holdings	29175.65					9059.04	10058.3	10058.31			9059.04	10058.3	10058.31	
11/19/08	Greengrass Holdings	20839.75					6470.74	7184.51	7184.5			6470.74	7184.51	7184.5	
TOTAL SUBMITTAL 10		140406.84	0	0	0	0	43596.33	48405.26	48405.25	0	0	0	43596.33	48405.26	
TOTAL ALL SUBMITTALS		450362.03	146941.96	45060.38	50030.8	50030.78	61091	67829.72	67829.7	0	0	0	106151.38	172105.33	

Blind Pass

Microsoft Word - JANUARY 2009 TDC AGENDA.doc

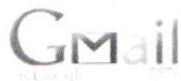
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AGENDA

February 13, 2009

- I. Call to Order
- II. Roll Call
- III. Approval of January 9, 2008 TDC Meeting Minutes
- IV. Public to be Heard
- V. Municipalities to be Heard
- VI. Report of the Executive Director
 - a) Tourist Tax Report
 - b) Smith Travel Report (STR Report)
 - c) RSW Passenger Activity Report
 - d) Administration Activity Report
 - e) Sales Report
 - f) Communications Report
 - g) Visitor Services Report
 - h) New Product Development Report
 - i) Report of the Sports Authority Executive Director
- VII. Consultants' Reports
 - a) Advertising Report
 - b) Travel Trends Affecting Visitation in 2009 - Jennifer Simons, BVK
 - c) Research Report, Nicole Devine, Davidson-Peterson Associates (DPA)
- VIII. Old Business
 - None
- IX. New Business
 - a) First Quarter FY 2008-2009 Budget Report
 - b) Reach and Sheraline Program Discussion



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FW: REQUEST FOR DELAY IN MONITORING SURVEYs - CAPTIVA & SANIBEL ISLANDS 2005-6 RENOURISHMENT PROJECT FDEP (FDEP Permit No. 0200269-001-JC Inbox X

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Chats

Steve Keehn to me, CEPD, F show details 12:48 PM (11 minutes ago) Reply |

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We have an extension to the survey requirements for this year (see below).

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Drafts (3)

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We can combine the Captiva and Blind Pass Surveys with a delayed monitoring date for Captiva.

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Stephen Keehn, PE

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Kathleen Rooker

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Options Add Contact

From: George, Vincent [mailto:Vincent.George@dep.state.fl.us]

Sent: Thursday, January 29, 2009 12:03 PM

To: Steve Keehn

Subject: RE: REQUEST FOR DELAY IN MONITORING SURVEYs - CAPTIVA & SANIBEL ISLANDS 2005-6 RENOURISHMENT PROJECT FDEP (FDEP Permit No. 0200269-001-JC

Labels

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Steve,

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Please consider this an approval for the below referenced Captiva Island 3-Year Monitoring Survey and Report SOW.

Take care,

Vince

SW FL Program manager

The Department of Environmental Protection values your feedback as a customer. DEP Secretary Michael W. Sole is committed to continuously assessing and improving the level and quality of services provided to you. Please take a few minutes to comment on the quality of service you received. Simply click on this link to the DEP Customer Survey. Thank you in advance for completing the survey.

From: Steve Keehn [mailto:Skeehn@coastalplanning.net]
Sent: Wednesday, January 21, 2009 10:30 AM
To: JCP Compliance
Cc: Edwards, Lainie; Neal, Robert B.; Kathleen Rooker; George, Vincent; Jeff Andrews; Mike Lowiec
Subject: REQUEST FOR DELAY IN MONITORING SURVEYS - CAPTIVA & SANIBEL ISLANDS 2005-6 RENOURISHMENT PROJECT FDEP (FDEP Permit No. 0200269-001-JC)

This is a request to delay the aerial photographs and profile surveys for the Captiva and Sanibel Island project a couple of months for the following reasons:

The permit and physical monitoring plan require monitoring surveys and aerial photographs of the CAPTIVA & SANIBEL ISLANDS 2005-6 RENOURISHMENT PROJECT in the March-April time frame. The coastal aeriels and surveys overlap with the requirements for the Blind Pass Restoration Project (FDEP Permit No. 02643-001-JC) by 34%. The Blind Pass requirements also call for an extra profile line and aeriels of the inlet that can benefit from the economy of scale being conducted jointly. The Blind Pass dredging is slated to be completed by May 2009, but weather and mechanical problems common to dredging projects could delay it a month or two more. This is a request to allow a delay in the Captiva and Sanibel Island portion of the monitoring so that they can be done jointly. The surveys and aerial will be taken as soon as practical after inlet dredging is complete.

A scope of work was provided to FDEP for review of this joint project.

Thanks

Stephen Keehn, PE

Senior Coastal Engineer

Coastal Planning & Engineering, Inc

2481 NW Boca Raton Blvd.

Boca Raton, Florida 33431

Phone 561-391-8102 (fax 9116)

Mobile 561-441-5499

skeehn@coastalplanning.net

Reply Reply to all Forward



COASTAL PLANNING & ENGINEERING, INC.

2481 NW BOCA RATON BOULEVARD, BOCA RATON, FL 33431

(561) 391-8102 Telephone (561) 391-9116 Facsimile

Web Site: <http://www.coastalplanning.net>

E-mail: mail@coastalplanning.net

January 21, 2009

Kathleen Rooker
Captiva Erosion Prevention District
11513 Andy Rosse Lane
P.O. Box 365
Captiva, FL 33924

**Subject: Captiva Island 3-Year Monitoring Survey and Report
Scope of Work**

Dear Kathy:

This is a revised cover letter. The scope of work (SOW) and fee proposal for the 3-Year monitoring survey and report of the 2006 nourishment project was previously submitted for your review and approval. The SOW has been coordinated with Lee County and includes items required by FDEP permits for both the beach and Blind Pass, so that duplication of effort is avoided. The Blind Pass Restoration Project monitoring covers Gulf shoreline survey requirements similar to the beach project and additional aerial photographs for the Blind Pass. The timing of this survey will be one year after last year's monitoring survey (March), one year after last year's Corps emergency project (April) or at completion of Blind Pass dredging (April-May), whichever is latest.

The FDEP is planning to conduct their 4-year periodic survey of southwest Florida this year, but as of now, Captiva Island is not included in their plans and there should be no duplication of effort.

A copy of this Scope of Work and Fee Proposal will be provided to the FDEP for their review.

The breakdown of cost among the Captiva Island & Sanibel Island Beach Project, Blind Pass Restoration Project and cost common to the two is shown on the table inserted below. The contract for the Blind Pass channel aerials is attached.

If you have any questions, please call me.

Sincerely,

COASTAL PLANNING & ENGINEERING, INC.



Stephen Keehn, P.E.
Senior Coastal Engineer

cc: Vincent George, FDEP
Jim Taylor, CPE
Jeffrey Andrews, PSM, CPE

SURVEY AND AERIAL PHOTOGRAPHIC COST BREAKDOWN
CAPTIVA AND SANIBEL ISLANDS RENOURISHMENT PROJECT
& BLIND PASS RESTORATION PROJECT

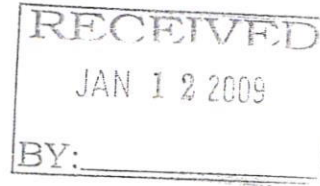
	Total	C.I. & S.I. Project	Blind Pass	Common to Both Projects
Profiles Limits	R83-R123	R83-R105 & R119-R123	R113.5	R106-R118 ##
Profile Numbers	47	30	1	16
Survey Per Cent		63.83%	2.13%	34.04%
Survey	\$44,272.00	\$28,258.72	\$941.96	\$15,071.32
Data Reduction & Survey Report	\$10,408.00	\$6,643.40	\$221.45	\$3,543.15
Engineering	\$14,811.00	\$14,811.00		
Aerial Photograph				
CI & SI Coast	\$11,655.00	\$7,439.36		\$4,215.64
Blind Pass	\$8,069.00		\$8,069.00	
TOTAL	\$89,215.00	\$57,152.49	\$9,232.40	\$22,830.11

Limits common for both aerials and surveys based on physical monitoring requirement



January 8, 2009

Mr. Michael Lowiec
COASTAL PLANNING AND ENGINEERING, INC.
2481 NW Boca Raton Blvd.
Boca Raton, FL 33431-6639



Subject: Blind Pass Aerials
ACA Proposal # 14898

Dear Mr. Loweic:

Thank you for your request for Aerial Cartographics of America to supply a quotation to secure aerial photography and to prepare raster image files of your area of interest in Lee County, Florida. We understand the area is approximately 4 linear flight miles. All work to be done as per OBCS 2000 monitoring specifications.

We propose the following:

Flight

ACA will accomplish the color aerial flight utilizing a precision aerial camera to obtain 1:6000 scale negatives suitable for the preparation of raster imagery in accordance with the scales you require. Photography will be secured with the Captiva Island Project.

Photo Lab

Process the aerial negatives and prepare one (1) complete set of color 9" x 9" contact prints.

Control Targets

ACA will require six (6) photo identified control points and two (2) GPS base stations collecting one second data during the aerial flight. An option to provide base station support is provided. 2006 photo id locations will be used unless locations are changed since last flight. If supplemental photo ids are necessary, we understand that they will be provided by Coastal Planning & Engineering, Inc. at no expense to ACA.

Analytical Triangulation

ACA will triangulate the aerial photography to expand the horizontal control to each corner of the image file. This process is a cost effective alternative to targeting each image corner.

Raster Imagery

ACA will scan the film diapositives at a scan rate suitable for imagery at the scales you require. Photogrammetric software will be used to semi ortho correct the raster imagery. Imagery will be supplied in TIFF / TFW format on CD-ROM disks.

Items to be Delivered

- A. One (1) set of 9" x 9" stereoscopic photographs, including flight, film and analytical triangulation.
- B. One (1) set of 1" = 100' scale color raster image files as specified above. One (1) set full frame.
- C. Meta data files

Fee Schedule

A Pre-Flight					
1 Mobilization	1 Ls	N/A	1	N/A	
2 Pre-Flight Reports	1 each	\$150	1	\$150.00	
B Flight					
1 Photo Acquisition					
a. Color	per mile	\$72	4	\$295.20	
C Post-Flight					
1 Flight Log Report	1 each	\$75	1	\$75.00	
D Hardcopy Products					
1 9" X 9" Contact Prints (1 Full Set)	per mile	\$15	4	\$61.50	
2 Photo Index Map	1 each	\$335	1	\$335.00	
3 Rectification Computations/AT	per mile	\$250	4	\$1025.00	
E Digital Products					
Scans(Color)	per mile	\$285	4	\$1,168.50	
2 Semi-ortho 9" X 9" Digital Images (TIF and World Files)	per mile	\$328	4	\$1,344.80	
4 Metadata Files	1 Ls	\$400	1	<u>\$400.00</u>	
Total				\$4,855.00	
Optional GPS Base Station Support				\$700.00	
Oblique Photo Images				\$2,514.00	
				Grand Total.....	\$8,069.00

Fees will be valid for a period of sixty days (60) from date of proposal.

Delivery Schedule

Delivery is anticipated within thirty (30) days from completion of photography.

Page 3

Mr. Michael Loweic
Coastal Planning & Engineering, Inc.
ACA Proposal # 14898
January 8, 2009

Payment Terms

ACA will invoice monthly in accordance with percent complete. Payment terms are 30 days. It is understood that this agreement is between ACA and the addressee and payment is not contingent on payment from a third party unless other written agreements or guarantees are agreed to by both parties and attached hereto.

If ACA incurs any expense, including but not limited to, attorney's fees and court costs, in connection with actions or proceedings brought or joined by ACA to enforce any provision, duty or obligation of Coastal Planning & Engineering, Inc. under this Agreement, Coastal Planning & Engineering, Inc. shall compensate ACA for attorney's fees, damages, losses, costs or expenses of enforcement.

No waiver shall be construed as a modification or amendment to these payment terms unless expressly stated in writing by ACA.

We appreciate the opportunity of submitting this proposal and look forward to working with you on this project. If acceptable, a space is provided for an authorized signature. We will consider the return of the signed original letter as our legal contract and Notice to Proceed.

APPROVED AND ACCEPTED:

By: _____ Date:

(Authorized Signature)

Typed or Printed Name:

I have read and agree to payment terms: _____ (please initial)

Authorized Fee: _____ Purchase Order No.:

Very truly yours,

AERIAL CARTOGRAPHICS OF AMERICA, INC.



Steven Swenson, PHO
Project Manager

C:\2002 ACA\Masters-Letters\RASTER Revised.wpd

PHOTOGRAMMETRIC SURVEY REQUIREMENTS
(GPS GROUND BASE STATIONS)

In order to allow photogrammetry to meet the accuracies required for this project, the field survey base station data must be collected and provided according to the following specifications.

Station Location and Placement

A known or established location shall be selected for each base station according to the requirements of the photogrammetrist.

The base station and antenna shall be set up in accordance with established land survey practices.

Complete location information of each base station will be provided, including the X,Y position as WGS 84, the base station height (ellipsoidal in meters), and the antenna height (if not included in the base station height).

The type and model of the receiver must also be provided.

Collection Process

Uninterrupted Raw GPS data shall be collected at one second epochs with a 0 degree mask for the entirety of the flight mission.

Proper coordination between the Ground Station and Flight personnel is essential. Contact before and after the flight is necessary to establish the beginning and ending times of data collection. Collection of the ground base station data will be continuous until notified by the flight personnel that the flight is complete.

It is the Surveyors responsibility to insure that their stations have adequate memory and battery capacity to collect the required data for the flight. As a guide, the flight may last in excess of 6(six) hours

Data Deliverables

Raw data files in the receiver's native format as well as a separate set of Rinex files shall be delivered.

Survey and Map Report

A signed, sealed report shall be provided to comply with Florida Minimum Technical Standards.

**SCOPE OF ENGINEERING AND SURVEY SERVICES
3-YEAR BEACH MONITORING SURVEY AND REPORTS
CAPTIVA & SANIBEL ISLANDS 2005-6 RENOURISHMENT PROJECT
January 8, 2009**

Introduction:

This scope of work will provide the survey and engineering services required to conduct the 3-year monitoring survey and report required per the state permit (FDEP Permit No. 0200269-001-JC) and Physical Monitoring Plan of the Captiva Island and Sanibel Island Beach Renourishment Project; March 2005. All surveys and reports will be conducted in accordance with the March 2004 Bureau Monitoring Standards for Beach Erosion Control Projects. The monitoring tasks include a beach profile survey, aerial photographs, a survey report, and an engineering monitoring report. The services will include some of the monitoring requirements in support of the Blind Pass Restoration Project (FDEP Permit No. 02643-001-JC), so that the cost of any duplication is avoided. The lump sum fee for the task is \$89,215. The work will begin on completion of the Blind Pass dredging or April 2009, whichever is late.

I. Beach and Hydrographic Survey \$54,680

All work will be conducted under the direct supervision of a Florida Registered Professional Surveyor and Mapper and in accordance to Section 01000 (Beach Profile Topographic Surveying) and 01100 (Offshore Profile Surveying) of the March 2004 Bureau of Beaches and Coastal Systems Monitoring Standards for Beach Erosion Control Projects including field methodology and final deliverables.

Prior to the start of the survey a reconnaissance of FDEP 2nd order monuments will be conducted to confirm that survey control is in place and undisturbed using Real Time Kinematic Global Positioning System (RTK GPS). In order to achieve required accuracy, the survey will be controlled using FDEP 2nd order monuments. All assessable 2nd and 3rd order FDEP control monuments in the project area will be located using RTK GPS.

Topographic and Hydrographic profile surveys will be collected from R83 through R123 including intermediate monuments R83.5, R83.7, R84.6, R110.5, R111.5, and R112.5. Profile R84 will be run at two azimuths. Profile line R13.5 will be a new survey line in support of Blind Pass Restoration permit requirements. Profile lines R106-R118 are required by both the beach and inlet permits. All data seaward of the dune will be collected using RTK GPS technology. Upland areas inaccessible to RTK GPS will be collected using standard differential leveling techniques. Upland topography will extend approximately 150 feet landward of the vegetation line or until an obstacle is encountered.

Hydrographic portions of the profile line will be collected from CPE's 24-foot survey vessel equipped with RTK GPS technology and a dynamic motion sensor. Standard hydrographic procedures will be followed including all necessary quality control

checks. In order to maintain the vessel navigation along the profile lines HYPACK navigation software will be used. This software provides horizontal position to the sounding data allowing real-time review of the profile data in plan view or cross section format. HYPACK also provides navigation to the helm to control the deviation from the online azimuth. The landward limits of the hydrographic survey will be based on a minimum of 50 feet beyond the seaward extent of the beach profile. Profiles will extend seaward beyond the depth of closure, approximately 2,000 feet offshore. The survey results will be reduced and quality controlled in CPE office. The survey will be conducted using NAVD 88 and Florida State Plane Coordinate System NAD 83.

Upon completion of the survey and aerial photography, a certified survey report will be prepared that compares the two-year post construction conditions with surveyed beach conditions. The report will consist of the required FDEP Monitoring Standards, which include: Beach Profile Survey Report Notes and Certification/Charts, Monument Information Report, Federally Compliant Metadata, xyz data, DEP ASCII files, Profile Plots, Field Book Pages, and Ground Digital Photography.

II. Controlled Aerial Photography \$19,724

Color aerial photography will be obtained for the Captiva Island Project between Redfish Pass and Bowmans Beach (R83 through R123). The Blind Pass ebb shoal complex and the dredge area within the inlet will be photograph in a similar fashion in support of the Blind Pass Restoration Project. The aerial photographs between R106 and R118 are required by both permits. Surveyors from CPE will coordinate ground control and targeting with the designated sub-contractor, but the sub-contractor will provide RTK control. The sub-contractor will provide 9"x9" photographs and CD-ROM controlled raster imagery files. The photography will be collected following FDEP's standards for Aerial Photography Acquisition for Beach Erosion Control Projects (section 02000: March 2004). The aerials will be used in the survey report described in paragraph I above. Two oblique aerial photographs of Blind Pass will be taken from to duplicate historic photograph views of the region.

III. One-Year Engineering Monitoring Report: \$14,811

An engineering monitoring report will be prepared containing survey monitoring results compared to the pre- and post-construction conditions. The changes in shoreline width, beach sand volume placed and remaining and other pertinent beach characteristics will be described and illustrated in tables and figures. The report will summarize and discuss the data, the performance of the beach fill project, and identify erosion and accretion patterns within the monitored area. In addition, the report will include a comparative review of project performance to expectations and identification of impacts attributable to the project and recent storms. Appendices will include plots of survey profiles and graphical representations of volumetric and shoreline position changes for the monitoring area. Results will be analyzed for patterns, trends, or changes between annual surveys and cumulatively since project construction. Results of the survey and engineering report will be presented at a time

and place determined by CEPD. The report will not cover the post-construction requirements for the Blind Pass Restoration Project, although its benefit to the Captiva and Sanibel Island Renourishment Project will be described.

F:\Marketing_Proposals\Lee\Captiva\2009 survey\ 3-year Beach Monitoring Survey and Report Captiva & Sanibel 120808.doc

2009 CEPD 3-Year Beach Monitoring Survey and Engineering Report

Activity Type/ Task	Type	Resource Hours/ Units	Billing Rate	Resource Contract
Captiva 2009 Annual Monitoring		662.0		89,215
Administration		36.0		3,884
Labor	Project Surveyor	8.0	100.00	800
Labor	Engineer	4.0	145.00	580
Labor	& Mapper	8.0	145.00	1,160
Labor	Surveyor	8.0	90.00	720
Labor	Survey Technician	8.0	78.00	624
Mobilization & Travel		84.0		9,204
Expense	Meals	16.0		576
Expense	Lodging	6.0		600
Expense	Tolls	1.0		24
Expense	Truck (2WD road use)	1,000.0	0.50	500
Labor	Survey Technician	28.0	78.00	2,184
Labor	Surveyor	28.0	90.00	2,520
Labor	Project Surveyor	28.0	100.00	2,800
Topo		192.0		19,652
Labor	Survey Technician	64.0	78.00	4,992
Labor	Surveyor	64.0	90.00	5,760
Labor	Project Surveyor	64.0	100.00	6,400
Expense	VEHICLE	3.0	105.00	315
Expense	TIME)	3.0	495.00	1,485
Expense	Level/Tripod/Rod/Tide	3.0	65.00	195
Expense	Digital Camera	3.0	10.00	30
Expense	Mileage	50.0	0.50	25
Expense	Insurance	6.0	75.00	450
Hydro		80.0		11,532
Labor	Survey Technician	36.0	78.00	2,808
Labor	Surveyor	36.0	90.00	3,240
Labor	Project Surveyor	4.0	100.00	400
Labor	& Mapper	4.0	145.00	580
Expense	Privateer)	3.0	790.00	2,370
Expense	Fathometer w/Digitizer	3.0	165.00	495
Expense	Compensator	3.0	215.00	645
Expense	Velocity Meter	3.0	63.00	189
Expense	System	3.0	260.00	780
Reduction & Reporting		106.0		10,408
Labor	& Mapper	16.0	145.00	2,320
Labor	Senior CAD Operator	10.0	100.00	1,000
Labor	Project Surveyor	24.0	100.00	2,400
Labor	Surveyor	24.0	90.00	2,160
Labor	Survey Technician	8.0	78.00	624
Labor	CADD Operator	16.0	85.00	1,360
Aerial Photography		16.0		19,724
Labor	Surveyor	8.0	90.00	720
Labor	Project Surveyor	8.0	100.00	800
Expense	Aerial Photographs	1.0		17,709

2009 CEPD 3-Year Beach Monitoring Survey and Engineering Report

Activity Type/ Task	Type	Resource Hours/ Units	Billing Rate	Resource Contract
Engineering Monitoring Report		148.0		14,811
Labor	Engineer	24.0	145.00	3,480
Labor	Principal Engineer	1.0	215.00	215
Labor	Engineer	74.0	95.00	7,030
Labor	& Mapper	2.0	145.00	290
Labor	Project Surveyor	6.0	100.00	600
Labor	CADD Operator	24.0	85.00	2,040
Labor	Clerical	17.0	68.00	1,156



Sanibel-Captiva Conservation Foundation

Trustees

Bill Fenniman

President

Linda Uhler

Vice President

Ron Gibson

Treasurer

Bruce Rogers

Secretary

January 23, 2009

01-30-09

Dear Valued Member,

The New Year, while still a time to wish happiness to our members, is also a time of great concern for us. The unprecedented economic challenges we all face are sinking in. It seems like no one is immune, including our organization. We are doing all we can to cut expenses. Executive pay cuts, foregoing professional conferences, and printing the Update newsletter in black & white rather than color – these are just a few examples of our ongoing efforts to cut costs.

Expense reduction will only go so far in helping us steer through this extraordinary economy. Truthfully, we were never an extravagant operation to begin with. But with the reduced value of our endowments, income from our 2008-2009 Annual Fund Drive is more important than ever before.

Between now and June 30, we hope our members will help us raise \$750,000 through the Annual Fund Drive (AFD). Beyond the support this will provide our program areas, we also hope to use AFD funding to create habitat viewing areas in specific sites along our preserve boundaries. I encourage you to read more about this in the enclosed brochure.

And please remember there is strength in numbers. Do you know if every one of our members gave \$300 we would reach our \$750,000 goal? The AFD is our members' contribution to our annual operations. It augments the revenues raised by the SCCF staff through grants and program activities.

I believe our work is worth \$25/month, or just 82¢ a day, to SCCF members like you. If you agree, please consider making an AFD contribution of \$300 or more.

As I've written before, we have challenged ourselves to receive an AFD gift from as many of our 2,691 members as possible. To encourage that increased giving, all donors of \$300 or more will have their names included on the educational panels at one of our preserve viewing areas. Can we include your name in those listings?

Sincerely,



Erick Lindblad
Executive Director

EL/mb

Enclosures

Janie Howland

Jim Haggart

Tom Lagan

John LaGorce

David Lowden

Paul McCarthy

Greg Tolley

Barbara VonHarten

Nanelle Wehmann

Art Weissbach

Carol Zell

Erick Lindblad

Executive Director

A not-for-profit organization dedicated to the preservation of natural resources and wildlife habitat on and around Sanibel and Captiva through:

- Environmental Education
- Land Acquisition
- Landscaping for Wildlife
- Marine Research
- Natural Resource Policy
- Sea Turtle Conservation
- Wildlife Habitat Management



RECYCLED PAPER

Select Year:

The 2008 Florida Statutes

Title X PUBLIC OFFICERS, EMPLOYEES, AND RECORDS	Chapter 112 PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS	View Entire Chapter
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112.061 Per diem and travel expenses of public officers, employees, and authorized persons.--

(1) LEGISLATIVE INTENT.--To prevent inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, it is the intent of the Legislature:

(a) To establish standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.

(b) To preserve the standardization established by this law:

1. The provisions of this section shall prevail over any conflicting provisions in a general law, present or future, to the extent of the conflict; but if any such general law contains a specific exemption from this section, including a specific reference to this section, such general law shall prevail, but only to the extent of the exemption.

2. The provisions of any special or local law, present or future, shall prevail over any conflicting provisions in this section, but only to the extent of the conflict.

(2) DEFINITIONS.--For the purposes of this section, the following words shall have the meanings indicated:

(a) Agency or public agency--Any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, body politic, county, city, town, village, municipality, or any other separate unit of government created pursuant to law.

(b) Agency head or head of the agency--The highest policymaking authority of a public agency, as herein defined.

(c) Officer or public officer--An individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor.

(d) Employee or public employee--An individual, whether commissioned or not, other than an officer or authorized person as defined herein, who is filling a regular or full-time authorized position and is responsible to an agency head.

(e) Authorized person--

1. A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.

2. A person who is called upon by an agency to contribute time and services as consultant or adviser.

3. A person who is a candidate for an executive or professional position.

(f) Traveler--A public officer, public employee, or authorized person, when performing authorized travel.

(g) Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature--The usual ordinary and incidental expenditures necessarily incurred by a traveler.

(h) Common carrier--Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

(i) Travel day--A period of 24 hours consisting of four quarters of 6 hours each.

(j) Travel period--A period of time between the time of departure and time of return.

(k) Class A travel--Continuous travel of 24 hours or more away from official headquarters.

(l) Class B travel--Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

(m) Class C travel--Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

(n) Foreign travel--Travel outside the United States.

(3) AUTHORITY TO INCUR TRAVEL EXPENSES.--

(a) All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel.

(b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.

(c) Travel by public officers or employees serving temporarily in behalf of another agency or partly in behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the agency head. Complete explanation and justification must be shown on the travel expense voucher or attached thereto.

(d) Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the agency head or his or her designee, candidates for executive or professional positions may be allowed travel expenses pursuant to this section.

(e) Travel expenses of public officers or employees for the purpose of implementing, organizing, directing, coordinating, or administering, or supporting the implementation, organization, direction, coordination, or administration of, activities related to or involving travel to a terrorist state shall not be allowed under any circumstances. For purposes of this section, "terrorist state" is defined as any state, country, or nation designated by the United States Department of State as a state sponsor of terrorism.

(f) The agency head, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs of per diem of travelers for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

(g) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive subsistence as provided in subsection (6) during this period of illness or injury until such time as he or she is able to perform the official business of the agency or returns to his or her official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or his or her designee.

(h) The State Surgeon General or a designee may authorize travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health. The Department of Health may establish rates lower than the rate provided in this section for these travel expenses.

(4) OFFICIAL HEADQUARTERS.--The official headquarters of an officer or employee assigned to an office shall be the city or town in which the office is located except that:

(a) The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person.

(b) When any state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be deemed to be the employee's official headquarters, and he or she shall not be allowed per diem or subsistence, as provided in this section, after the said period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the agency head or his or her designee.

(c) A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

(5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.--For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

(a) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

(b) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

1. Breakfast--When travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch--When travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner--When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.--For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

1. Breakfast \$6
2. Lunch \$11
3. Dinner \$19

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

(7) TRANSPORTATION.--

(a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The agency head or his or her designee shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

1. The nature of the business.
2. The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the agency head, jet service offered by any airline, whether on state contract or not, may be used when the cost is within an approved threshold determined by the agency head or his or her designee.
3. The number of persons making the trip and the amount of equipment or material to be transported.

(b) The Department of Financial Services may provide any form it deems necessary to cover travel

requests for traveling on official business and when paid by the state.

(c) Transportation by common carrier when traveling on official business and paid for personally by the traveler, shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the agency head is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.

(d)1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee. Whenever travel is by privately owned vehicle:

a. A traveler shall be entitled to a mileage allowance at a rate of 44.5 cents per mile; or

b. A traveler shall be entitled to the common carrier fare for such travel if determined by the agency head to be more economical.

2. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (8).

3. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(e) Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to paragraph (d).

(f) The agency head or his or her designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph (d). Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to paragraph (d).

(g) No contract may be entered into between a public officer or employee, or any other person, and a public agency, in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.

(h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(8) OTHER EXPENSES.--

(a) The following incidental travel expenses of the traveler may be reimbursed:

1. Taxi fare.
2. Ferry fares; and bridge, road, and tunnel tolls.
3. Storage or parking fees.
4. Communication expense.
5. Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (6).

(b) Other expenses which are not specifically authorized by this section may be approved by the Department of Financial Services pursuant to rules adopted by it. Expenses approved pursuant to this paragraph shall be reported by the Department of Financial Services to the Auditor General annually.

(9) RULES.--

(a) The Department of Financial Services shall adopt such rules, including, but not limited to, the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, and prescribe such forms as are necessary to effectuate the purposes of this section. The department may also adopt rules prescribing the proper disposition and use of promotional items and rebates offered by common carriers

and other entities in connection with travel at public expense; however, before adopting such rules, the department shall consult with the appropriation committees of the Legislature.

(b) Each state agency shall adopt such additional specific rules and specific criteria to be used by it to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, not in conflict with the rules of the Department of Financial Services or with the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions, as may be necessary to effectuate the purposes of this section.

(10) FRAUDULENT CLAIMS.--Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

(11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.--

(a) *Authorization forms.*--The Department of Financial Services shall furnish a uniform travel authorization request form which shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the state, and a statement of benefits accruing to the state by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the travel authorization request form on file with the agency. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the state. The head of the agency or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the agency's copy of the travel voucher.

(b) *Voucher forms.*--

1. The Department of Financial Services shall furnish a uniform travel voucher form which shall be used by all state officers, employees, and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment by the Chief

Financial Officer unless made on the form prescribed and furnished by the department. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section. The original copy of the executed uniform travel authorization request form shall be attached to the uniform travel voucher on file with the respective agency.

2. Statements for travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health shall be on forms approved by the Department of Financial Services.

(12) ADVANCEMENTS.--Notwithstanding any of the foregoing restrictions and limitations, an agency head or his or her designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.

(13) DIRECT PAYMENT OF EXPENSES BY AGENCY.--Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the agency head or his or her designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The agency head or his or her designee may also grant prior approval for a state agency to make direct payments of travel expenses in other situations that result in cost savings to the state, and such cost savings shall be documented in the voucher submitted to the Chief Financial Officer for the direct payment of travel expenses. The provisions of this subsection shall not be deemed to apply to any legislator or to any employee of the Legislature.

(14) APPLICABILITY TO COUNTIES, COUNTY OFFICERS, DISTRICT SCHOOL BOARDS, SPECIAL DISTRICTS, AND METROPOLITAN PLANNING ORGANIZATIONS.--

(a) The following entities may establish rates that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7) (d) if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year:

1. The governing body of a county by the enactment of an ordinance or resolution;
2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;

3. The governing body of a district school board by the adoption of rules;
4. The governing body of a special district, as defined in s. 189.403(1), except those special districts that are subject to s. 166.021(10), by the enactment of a resolution; or
5. Any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member, by the enactment of a resolution.

(b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, special district, or metropolitan planning organization.

(c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, special districts, and metropolitan planning organizations, other than those subject to s. 166.021(10), remain subject to the requirements of this section.

(15) CLASS C TRAVEL.--Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.

¹(16) SUPREME COURT JUSTICES.--Notwithstanding any provision of this section to the contrary, the Chief Justice of the Supreme Court is authorized to reimburse justices of the Supreme Court for travel expenses, including travel, per diem, and subsistence allowances, associated with travel to Tallahassee on official business for the state from the county in which the justice resides for no more than 36 trips per justice, provided that reimbursement may not be made for travel to Tallahassee if the justice resides within 50 miles of the headquarters of the Supreme Court. This subsection expires July 1, 2009.

History.--ss. 1, 3, ch. 22830, 1945; ss. 1, 2, 3, ch. 23892, 1947; ss. 1, 3, ch. 25040, 1949; ss. 1, 3, ch. 26910, 1951; s. 1, ch. 28303, 1953; s. 1, ch. 29628, 1955; s. 1, ch. 57-230; s. 1, ch. 61-183; s. 1, ch. 61-43; s. 1, ch. 63-5; s. 1, ch. 63-192; s. 1, ch. 63-122; s. 1, ch. 63-400; ss. 2, 3, ch. 67-371; ss. 1, 2, ch. 67-2206; s. 1, ch. 69-193; s. 1, ch. 69-381; ss. 12, 23, 31, 35, ch. 69-106; s. 65, ch. 71-136; s. 1, ch. 72-213; s. 1, ch. 72-217; s. 1, ch. 72-324; s. 26, ch. 72-404; s. 1, ch. 73-169; s. 1, ch. 74-15; s. 1, ch. 74-246; s. 1, ch. 74-365; ss. 1, 2, ch. 75-33; s. 1, ch. 76-166; s. 2, ch. 76-208; ss. 1, 2, ch. 76-250; s. 1, ch. 77-174; s. 1, ch. 77-231; ss. 1, 2, ch. 77-437; s. 2, ch. 78-95; s. 51, ch. 79-190; s. 1, ch. 79-205; s. 1, ch. 79-303; s. 1, ch. 79-412; ss. 1, 2, ch. 81-207; ss. 1, 2, ch. 83-307; s. 1, ch. 85-140; s. 1, ch. 87-407; s. 4, ch. 88-235; s. 12, ch. 89-291; s. 18, ch. 91-45; s. 1, ch. 94-139; s. 1403, ch. 95-147; s. 26, ch. 95-312; s. 5, ch. 96-310; s. 43, ch. 96-399; s. 23, ch. 98-136; s. 9, ch. 99-8; s. 7, ch. 99-155; s. 16, ch. 99-399; ss. 48, 53, ch. 2001-254; ss. 46, 79, ch. 2002-402; s. 2, ch. 2003-125; s. 123, ch. 2003-261; s. 49, ch. 2003-399; s. 5, ch. 2004-5; s. 32, ch. 2004-269; s. 23, ch. 2005-71; s. 12, ch. 2006-1; s. 6, ch. 2006-18; ss. 14, 53, ch. 2006-26; s. 1, ch. 2006-41; s. 3, ch. 2006-54; s. 2, ch. 2007-196; s. 6, ch. 2008-6; s. 13, ch. 2008-153.

¹**Note.**--Section 13, ch. 2008-153, added subsection (16) "[i]n order to implement Specific Appropriation