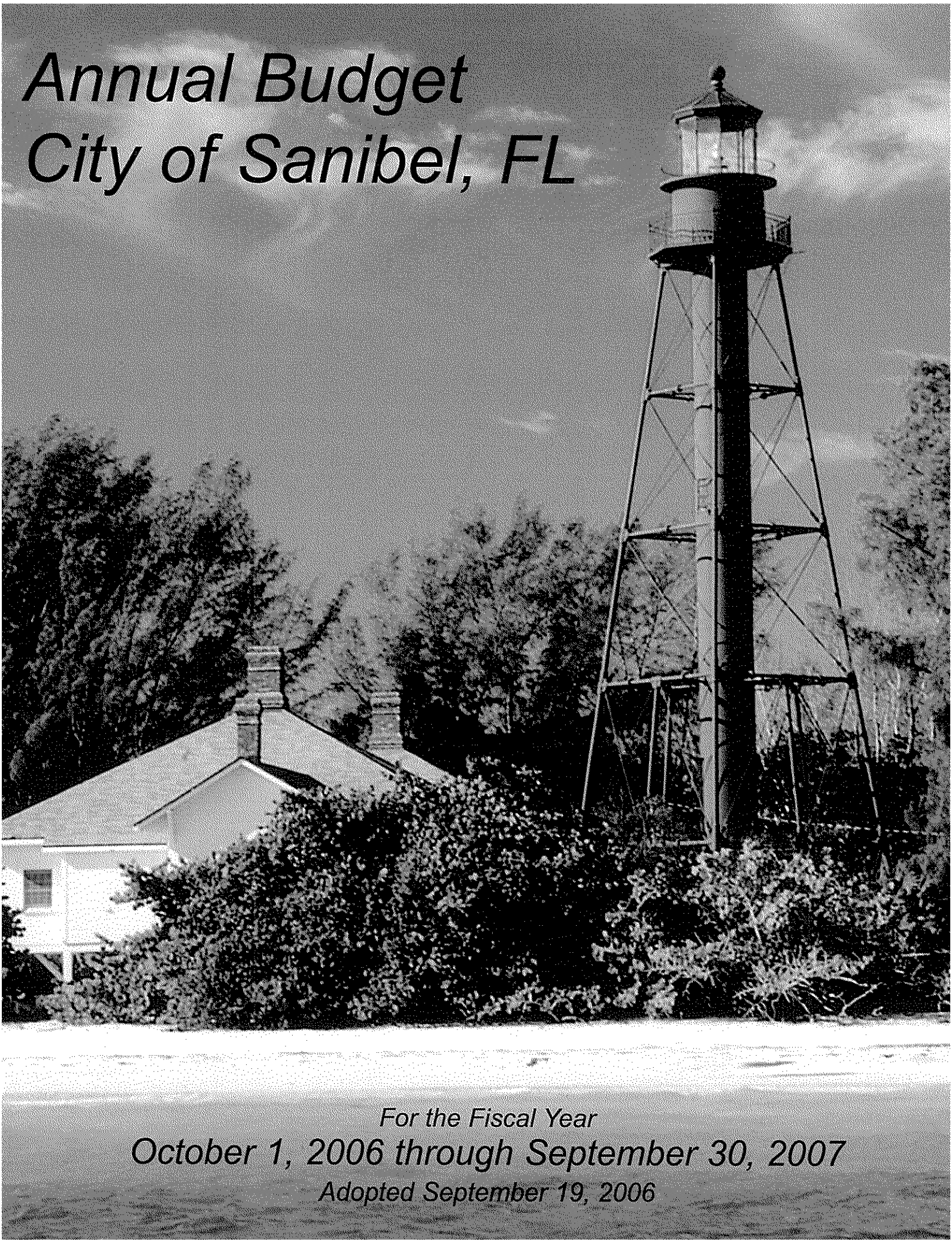
Annual Budget
City of Sanibel, FL



For the Fiscal Year

October 1, 2006 through September 30, 2007

Adopted September 19, 2006

City of Sanibel, FL
Annual Budget

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Prepared by the Finance Department
Renee M. Lynch, CGFO, Finance Director

City of Sanibel
Principal Officers

City Council

Carla Brooks Johnston, Mayor
Mick Denham, Vice-Mayor
Steve Brown
Jim Jennings
Tom Rothman

City Manager
Judith Ann Zimomra

City Attorney
Kenneth B. Cuyler, Esq.

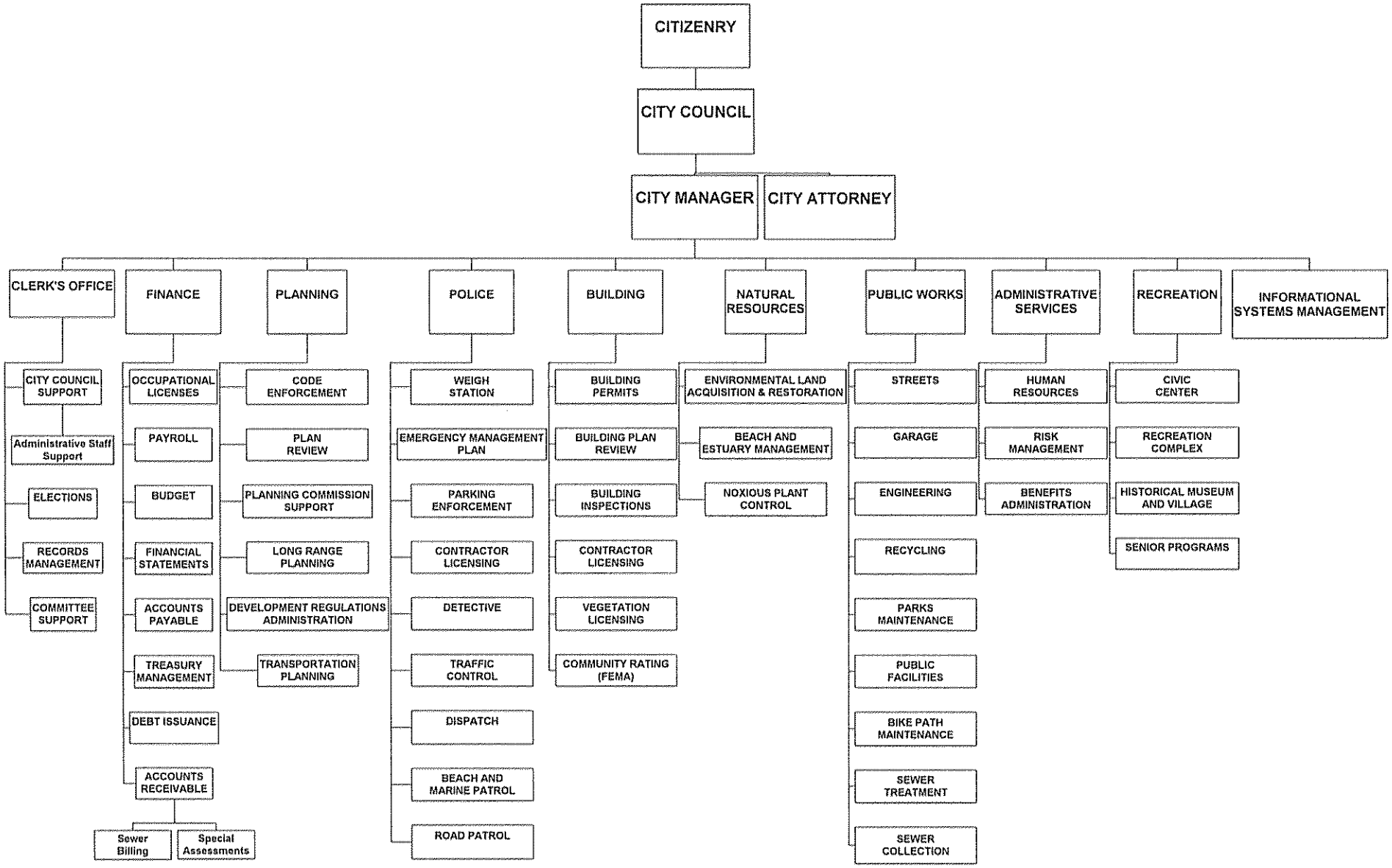
City Clerk
Pamela Smith

Department Directors

Administrative Services Director	Jim Isom
Building Official	R. Harold Law Jr.
Chief of Police	William Tomlinson
Finance Director	Renee M. Lynch
Information Services Director	Bert Smith
Natural Resources Director	Robert K. Loflin, Ph.d.
Planning Director	Robert J. Duffy, AICP
Public Works Director/City Engineer	Gates Castle
Recreation Director	Helene Phillips

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

CITY OF SANIBEL FUNCTIONAL ORGANIZATIONAL CHART - 2007



SANIBEL CITY COUNCIL
2006-2007
GOALS
(NOT IN PRIORITY ORDER)

Approve and Implement a Redevelopment Work Plan

Protect the Quality of Sanibel's Water by completing installation of the Sanitary Sewer System, investigate the feasibility of a Storm Water Utility, and Developing a Fertilizer Control Program

Develop a Consortium and Commence a Beach Carrying Capacity Study

Continue efforts to support Sanibel's locally owned businesses through Roundtables and legislation facilitating outdoor dining and protecting local retailers

Improve Communications with Citizens

Actively monitor Recreation Center Construction

Conserve the Island's Water Resources

Complete the Shared Use Path Master Plan and Develop Implementation Schedule for the Plan

Budget Message

BUDGET MESSAGE

TO: City Council and Citizens of the City of Sanibel

FROM: Judie Zimomra, City Manager

SUBJECT: Fiscal Year 2006-07 Annual Budget

Presented herein is the Annual Budget for Fiscal Year 2006-07. As adopted, the 2006-07 City of Sanibel Annual Budget totals **$50,368,973,** which is broken down as follows:

	FY 2006-07	FY 2005-06 as Adopted	FY 2005-06 as Amended
Governmental Funds			
Operating	$27,589,265	$28,578,449	$32,982,856
Capital	19,057,869	4,710,100	21,770,108
Total Governmental	44,852,634	33,288,549	54,752,964
Enterprise Funds	5,516,338	14,622,810	16,289,653
Total Budget	$50,368,973	$47,911,359	$71,042,617

The reduction in the Operating Budget is the result of the completion in fiscal year 2005-06 of the response and clean-up efforts related to Hurricanes Charley and Wilma. The fiscal year 2007 Capital Budget includes the re-appropriation of bond proceeds plus grant revenue from Lee County and the School Board to complete the $14 million Recreation Facility project. The decrease in the enterprise funds budget is due to the completion of the Phases 3A and 3B Sanibel Sewer System expansion projects in fiscal year 2005-06.

The millage (tax) rates adopted to fund the budget are shown with comparative rates for the prior year as follows:

	FY 2007	FY 2006
Operating Millage Rate	2.5000	2.4801
Voted Debt Service - Land Acquisition	0.0475	0.0611
Voted Debt Service – Recreation Facility	0.1145	N/A
Voted Debt Service – Sewer	0.2363	0.2607

A mill equals $1 tax for every $1,000 of taxable property value. Therefore, the 2.5000 operating millage rate applied to the average Sanibel residential property value of $619,946 costs $1,549.87 to the average residential taxpayer.

The adopted budget was revised from the Tentative Budget at the September 19, 2006 final budget hearing by appropriating $2,124,805 for specific projects from the $2,358,446 reserve for initiatives and capital projects. These modifications are itemized as follows:

Amount	Description
$ 22,155	Historical Committee request to add 0.8 Full-time equivalent position
5,000	Historical Committee request for historical structure rehabilitation grant
150	Arbor Day Tree
130,000	Police staff to meet patrol coverage demands, convert 2 part-time officer to full-time equivalents (FTE's) and add 2 officer FTE's
33,000	Adjust Police officer benefits package to be comparable with other local law enforcement agencies, including 3% pension COLA and health benefit package
80,000	Adjust police officer pay scale by 10% to gain a competitive edge for retaining and recruiting police officers
13,000	Hardware to backup primary data line for web site updates, reverse 911 notifications and e-mail in emergencies
40,000	Security/traffic cameras
6,500	Mobile emergency HAM communication trailer & equipment. Backup emergency communications for safety inspection teams
1,500,000	Periwinkle shared-use path; roadway improvements from Sanibel Steakhouse to Casa Ybel
165,000	Upgrade City's financial, planning, building, utility billing, code enforcement and occupational license software - GIS data management/integration
70,000	Sanibel River clearing
60,000	Water-quality public affairs consultant

These above changes result in a balance in the Reserve for Initiatives of $233,641, from which City Council may, during the course of the fiscal year, identify projects for funding.

Budget Overview

It is our collective responsibility to adopt a financially sound budget that addresses the City's challenges consistent with the values and mission statement of the Sanibel Plan. The City staff is prepared to work together with City Council to implement the 2006-07 Annual Budget to enhance the quality of life for the residents of Sanibel.

The City's number one source of revenue is property tax. The value of real and personal property within the City of Sanibel continues to remain solid. The total taxable assessed value in the City of Sanibel, as determined by the Lee County Property Appraiser, increased 21.12% over the previous year, from $4,092,905,540 to $4,957,185,155. **This increase includes the reintegration of properties that were granted a tax relief by the Lee County Property Appraiser while uninhabitable due to damage sustained from Hurricane Charley.** With the addition of new construction of $27,127,925, the gross taxable property value for Tax (calendar) Year 2006 is $4,984,313,080.

The 10-year history of property values and the annual percent change is shown on the next page:

Tax Year	Taxable Value	Percent Change
2006	$ 4,984,313,080	21.8%
2005	4,092,905,540	-3.1%
2004	4,223,982,460	5.6%
2003	3,999,633,810	9.4%
2002	3,655,765,340	13.3%
2001	3,226,396,010	20.3%
2000	2,682,897,770	12.1%
1999	2,393,659,200	5.6%
1998	2,266,696,270	3.9%
1997	2,180,750,880	3.6%

Fiscal 2006-2007 Budget Challenges

The City's commitment to remain a sanctuary island places the highest priority on protecting the environment and presents unique financial challenges to the annual budget for this upcoming year. During fiscal year 2006, releases of polluted fresh water from Lake Okeechobee (Lake "O") down the Caloosahatchee River negatively impacted the estuarine water on the bay side of Sanibel Island and increased red tide outbreaks on the Gulf of Mexico side of the island. The degradation of water quality significantly affects the island's tourist industry and the quality of life of island residents. City Council immediately addressed this issue with the South Florida Water Management District and the U.S. Army Corps of Engineers who jointly regulate Lake "O" water releases. With the issues related to water quality at the forefront, significant resources were encumbered in fiscal year 2006 and are anticipated to remain a major investment in the upcoming years. As adopted, the Annual Budget includes a $300,000 increase in the Legal Department budget for potential expenses related to water quality. Additionally, a new Reserve Fund for Environmental Initiatives in the amount of $500,000 is included in the Annual Budget to provide financial resources to address water quality and related issues. In addition to water quality issues, there are several other major factors which influence the Annual Budget as adopted:

- **Loss of the revenue from the Vehicle Weigh Station.** Since Lee County, which owns and operates the Sanibel Causeway, intends to no longer allow the City's Weigh Station to be located on the causeway islands after reconstruction of the bridges, no revenue has been budgeted from this source for fiscal year 2007.

- **Replacing the revenue stream from Causeway Surplus, which was previously pledged for debt repayment.** Historically, $164,275 of the Causeway Revenue has been pledged toward the City's repayment of below market rate housing (BMRH) debt. Based upon the Causeway lawsuit settlement, these funds are no longer available to cover debt service and alternative non ad-valorem revenues from the General Fund are now required to cover the debt obligations.

- **Completing re-payment of Hurricane Charley debt.** Of the $10 million dollar debt the City incurred responding to Hurricane Charley a principal balance of $1,707,000

remains as of September 30, 2006. The Adopted Budget allocates one-half of this amount for the FY 2007 principal repayment.

- **Slow-down in development permits fee revenues.** During fiscal year 2007, the City anticipates a reduction in development permit revenue. This reduction is a result in a marked slowdown in residential construction that began with Hurricane Charley and the reconstruction of the Sanibel Causeway. Permits for single family dwellings fell from 39 units in Fiscal Year 2004 to 15 units in Fiscal Year 2005 with a projected 17 units in Fiscal Year 2006. Given national and regional trends in housing markets, the City may continue to experience a slowdown in new development and redevelopment of single-family dwellings.

Budget Funds

The Annual Budget is comprised of 2 fund groups, Governmental and Enterprise. Within the Governmental Group, there are four (4) types of funds. These four fund types are the General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds.

Governmental Funds

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

  The General Fund budget in the Annual Budget is $24.1 million, a $2.8 million decrease from the FY 2006 amended budget of $26.9 million. $2,060,000 of this reduction is attributable to the Sanibel Public Library evolution to an Independent Taxing District in FY 2007 and reducing the City's General Fund expenditures for funding the Library, which was included in the FY 2006 budget. Additionally, the Recreation Center operating budget is reduced by $69,016 during the construction period of the new facility. The Police Department budget has been reduced by $95,679. Additionally, the Building Department revenues and expenditures have been transferred to a Special Revenue Fund to appropriately account for these activities due to recent State of Florida legislation regarding the use of building permit fees..

- **Special Revenue** - Special Revenue Funds are legally restricted to the use for which the revenue is granted or contributed to the City. The Annual Budget total Special Revenue Funds are $3.26 million. This total is $4.3 million less than the amended FY 2006 budget. The decrease is attributable to grants that were received and expended during fiscal year 2006.. The Annual Budget includes only those grant funds, which have already been awarded by contract or interlocal agreement. However, if grant funds are awarded after the beginning of FY 2007, City Council will be presented with resolutions for budget amendments to appropriate the funds.

- **Debt Service Funds** - Debt Service Funds are used to account for the accumulation of resources for and the payment of principal and interest on long-term debt. As of September 30, 2006, the outstanding debt of the City is projected to be $17,919,176 in the Governmental Funds and $52,167,007 in the Enterprise (Sewer System) fund. A schedule of the City's Total Debt, including the purpose of the debt, the interest rate, maturity date and the pledged revenue follows:

CITY OF SANIBEL, FLORIDA
SCHEDULE OF PROJECTED OUTSTANDING DEBT at September 30, 2006

Amount Borrowed	Purpose	Interest Rate	Year of Final Maturity	Estimated Principal Balance at 9/30/06	Average Annual P & I Debt Service	Pledged Revenue Source
Operating Budget						
$ 10,000,000	FLGFC-Hurricane Charley Clean-up	Variable	2008	$ 1,707,000	$ 908,660	FEMA Reimbursements & Covenant to Budget
$ 3,190,000	Land Acquisition (Gulfside/Boat Ramp)	5.00%	2020	1,854,401	187,477	Franchise & Occupational
$ 1,250,000	Land Acquisition (Paulsen)	4.98%	2012	610,882	120,260	Any non-ad valorem revenue
$ 3,825,000	Land Acquisition (Pond Apple Park)	2.0% to 4.75%	2031	3,525,000	237,945	GO-Voted Debt Service Ad Valorem Taxes
$ 8,350,000	Recreation Facility	4.0% to 4.35%	2036	8,350,000	542,311	GO-Voted Debt Service Ad Valorem Taxes
$ 1,082,000	Suntrust Note #59-BMRH-Woodhaven	3.35%	2019	937,734	91,145	Any non-ad valorem revenue
$ 583,946	Suntrust Note #34-BMRH Refinancing (Reissued 9/30/05 to replace security pledge from Causeway Surplus)	3.85%	2009	439,922	164,267	Any non-ad valorem revenue
$ 650,000	Suntrust Note #42-BMRH-Casa Mariposa	4.21%	2014	392,455	59,033	Any non-ad valorem revenue
$ 252,843	Capital Lease-Grinder		2008	101,782	52,000	Any non-ad valorem revenue
			Operating Total:	$ 17,919,176	$ 2,363,098	
Sewer System Enterprise Fund						
$ 5,620,000	Refunding of 1993 Bonds	2.0% to 3.9%	2021	$ 4,568,446	$ 422,409	User Fees
$ 5,722,696	State Revolving Loan-Phase I SRF # 504P	1.59%	2020	4,363,847	400,292	Special Assessments, Ad valorem taxes and User Fees
$ 7,615,755	State Revolving Loan-Phase 2A SRF # 5060	1.56%	2021	6,589,034	539,385	Special Assessments, Ad valorem taxes and User Fees
$ 5,136,352	State Revolving Loan-Phase 3A WWG # 511	1.34%	2023	4,950,870	539,385	Special Assessments, Ad valorem taxes and User Fees
$ 7,122,926	State Revolving Loan-Phase 3B WWG # 512	1.70%	2026	7,122,926	600,000	Special Assessments, Ad valorem taxes and User Fees
$ 16,593,392	State Revolving Loan-Plant SRF # 5080	1.54%	2022	12,674,118	1,191,740	User Fees & Connection Fees
$ 6,180,728	State Revolving Loan-Phase 2B SRF # 5090	1.54%	2022	4,457,533	364,955	Special Assessments, Ad valorem taxes and User Fees
$ 8,501,591	State Revolving Loan-Phase 2C WWG # 510	1.56%	2023	7,440,233	598,530	Special Assessments, Ad valorem taxes and User Fees
			Sewer Total:	$ 52,167,007	$ 4,656,696	
			GRAND TOTAL:	$ 70,086,183	$ 7,019,794	

- **Capital Project Funds** - Capital Project Funds account for all resources used for the acquisition and/or construction of major capital facilities. Capital project funds budgeted in the Tentative Annual Budget are $19,057,869, a $2.7 million decrease from the amended FY 2006 budget. The single largest expenditure in the Capital Budget is the appropriation of $13,691,551 for the Recreation Center Construction Project. The Annual Budget also includes a detailed 5-Year Capital Improvement Plan (CIP), the first year of which is included in the Annual Budget.

Enterprise Funds

- **Sanibel Sewer System Funds** – the Sanibel Sewer System budget is decreasing from $13.7 million to $4.1 million due to the completion of Phase 3A and near completion of Phase 3B expansion projects in FY 2006. Service levels will be increasing, however, with the addition of the Phase 3B customers during FY 2007. The negative unrestricted FY 2007 ending fund balance of $4.2 million is due to the use of restricted net assets from special assessments to meet the $4.8 million debt service requirements.

- **Beach Parking Fund** – the budgeted operating expenses of the Beach Parking Fund is decreasing from $2.4 million to $2.1 million in FY 2007 for the same service levels as FY 2006.. The reduction is due to the timing of the grant award from the Tourist Development Council (TDC) for Beach Maintenance estimated to be $495,000. Like other governmental units, the TDC is holding its budget hearings concurrently with the City of Sanibel. When the grant award is received in early FY 2007, a budget amendment resolution will be presented to City Council.

Fund Balances

The General Fund beginning fund balance projected to be available on October 1, 2006 is $6,956,631 compared to $9,752,261 available at October 1, 2005. The major reason for this $2.8 million decrease in available fund balance is due to recent changes in governmental reporting which now requires the pre-existing long-term interfund loan of $3.5 million to the Sewer Fund from the General Fund be reserved and thereby reduces the available expendable fund balance in the General Fund.

In 1998, the Department of Environmental Protection (DEP) placed a consent order on the Sanibel Sewer System requiring alternative methods of effluent disposal. Subsequently, the City and Island Water Association constructed a transmission and deep well injection effluent disposal system. This consent order had to be satisfied prior to the DEP allowing new customers to connect to the sewer system. The cost of these improvements as well as subsequent retrofitting of the sleeve for the deep well were funded through loans from the General Fund.

As of September 30, 2005, the amount of outstanding interfund loan from the General Fund to the Sewer Fund was $3.5 million. According to generally accepted accounting principles, the interfund loan was appropriately recorded in the General Fund as a Reserve of Fund Balance. This reduces the amount of General Fund balance that was available for appropriation in fiscal year 2006 and consequently the amount of beginning fund balance available in the General Fund for the fiscal year 2007 Annual Budget.

A repayment schedule for the Sewer System to repay the General Fund for this loan was adopted by resolution of City Council on August 15, 2006. A 10-year repayment schedule was adopted and sewer system rates were established, commencing on October 1, 2006, to effect this repayment schedule.

Issues on the Horizon

It is important to note that, other than a 5 year CIP, the Annual Budget is a one-year document. As City Manager, it is my responsibility to identify issues on the longer horizon that have the potential to impact the quality of life of all of us who live, work and visit Sanibel, and thus our budget. In addition to the current water crisis, at this time the issues that I believe have the greatest opportunity to impact our future financial resources are:

- **Costs of Deferring Routine Maintenance on Major Capital Assets** – Due to fiscal restraints, available staff and diversions due to Hurricanes Charley, Francis and Wilma, a backlog of road and shared use path maintained has developed. To protect the long-term value of these assets it is critical that over the next several years we place high priority on basic road and public asset maintenance.

- **Crime Trends** – Recently we have experienced alarming increases in crimes such as burglaries, drugs, and driving while under the influence of alcohol. Adequate police resources, both technological and human, to stem these trends will be necessary to maintain our sense of security, public safety and property values.

  Redevelopment – Based on a series of joint City Council and Planning Commission public work sessions, the Planning Department prepared a comprehensive Redevelopment Planning Work Program. The Work Program report was presented to City Council on July 18, 2006. The Work Program defines the following priority projects and programs consistent with the Sanibel plan and goals established by City Council: preparation of a Town center district master plan; updating the environmental based economic, market and land use analysis last completed in 1981; and completion of an inventory and assessment of single family residential land uses and corresponding Land Development code regulations and permitting processes and procedures. The Work Program also advances the first phase of work associated with City Council's Beach Carrying Capacity goal.

  The Work program will require not only a significant commitment of the Planning Department's FY 2006-06 and future year operating budgets. Additional funding to provide for professional and related redevelopment planning services is also necessary to insure the Redevelopment Planning Work Program can successfully continue. Attachment F provides City Council with several alternative budgets for FY 2006-07 that will insure the prioriti9es established by City Council can be initiated during FY 2006-07. It should be noted that additional funding will be necessary in FY 2007-08 to complete the redevelopment planning efforts. It is foreseeable that implementation of the result of the Redevelopment Planning Work program will also require future private and public capital investment.

- **Increasing Demands for Active Recreation Areas** – Changing demographics and life-styles are increasing demands on the City to provide our residents with more opportunities to walk, cycle, canoe, kayak, and recreate actively. When designed and constructed properly, these activities all can be consistent with the Sanibel Plan. In

addition to any potential design and compatibility issues, our challenge will not only be capital construction cost, but on-going maintenance and operation costs. While it is feasible that grants may be obtained towards construction for these types of active recreation facilities there is a very low possibility of obtaining grants for maintenance or operation funds.

- **Managing Communications and Technology** – Sanibel is a world-renowned destination for which many persons have an affinity and love. This is a tremendous benefit to us as a community. Unlike most cities, we have a large number of persons from around the globe who have various levels of investment in our town. As a government we welcome and encourage their input. Evolving technology continues to afford citizens and property owners additional avenues to continue to provide input even when they are not physically in the City. This is a positive trend. The challenge in managing these communiqués is not limited to the volume but also the timeliness and quality of responses. We also know that it is beneficial to communicate proactively with the residents and visitors about our many unique laws and ordinances which protect Sanibel's environment. At our current staffing levels we do not have the current internal capacity to fill this increasing demand.

- **Post-Causeway Construction Alterations to Vehicle Traffic Conditions** – Even when accommodations are not filled to capacity, during peak season vehicular traffic exiting the Island has a negative impact on our community. It is anticipated that upon the completion of the Sanibel Causeway, combined with other off-Island roadway projects such as the six-lane widening of Summerlin Road and construction of the flyover at Gladiolus and Summerlin, and continued off-Island population growth, we may see alterations in our current vehicular traffic patterns. It is anticipated that the City will need additional financial resources in the foreseeable future to analyze and manage traffic.

Conclusion

As citizens of Sanibel, our primary responsibility is to provide sound stewardship for the resources of our Island. As elected officials and appointed staff, the annual budget process provides us an opportunity to allocate and align our financial resources with our town's values and priorities. Collectively we have faced many challenges in the 32 years Sanibel has existed as an independent City governed by home rule. We are now presented the opportunity to work together to develop a fair and equitable budget that will meet the challenges of tomorrow.

JAZ/RML

CITY OF SANIBEL, FLORIDA

RESOLUTION NO. 06- 145

A RESOLUTION ADOPTING THE FINAL OPERATING AND VOTED DEBT SERVICE AD VALOREM MILLAGE RATES FOR TAX YEAR 2006 FOR THE CITY OF SANIBEL, LEE COUNTY, FLORIDA.

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

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Sanibel, Lee County, Florida has been certified by the Lee County Property Appraiser to the City of Sanibel as $4,984,313,080.00.

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

Section 1. Operating Millage

The Final Ad Valorem Operating Millage Rate for Tax (Calendar) Year 2006 is hereby adopted at 2.5000 mills and the levy of an annual tax for said year is made. The final operating millage rate exceeds the rolled-back rate of 2.0477 mills by 22.09%.

Section 2. Voted Debt Service Millage Rates

A. The Final Sewer Voted Debt Service Millage Rate for Tax (Calendar) Year 2006 is hereby adopted at 0.2363 mills and the levy of an annual tax for said year is made.

B. The Final Land Acquisition Voted Debt Service Millage Rate for Tax (Calendar) Year 2006 is hereby adopted at 0.0475 mills and the levy of an annual tax for said year is made.

C. The Final Recreation Center Voted Debt Service Millage Rate for Tax (Calendar) Year 2006 is hereby adopted at 0.1145 mills and the levy of an annual tax for said year is made.

Section 3. Effective Date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this 19th day of September, 2006 at 6:42 P.M.

AUTHENTICATION:

Carla Brooks Johnston, Mayor

Pamela Smith, City Clerk

Approved as to Form: Kenneth B. Cuyler, City Attorney Date 9/12/06

Vote of Council Members:

Johnston	yea
Denham	yea
Brown	yea
Jennings	yea
Rothman	

Date filed with City Clerk: September 19, 2006

CITY OF SANIBEL, FLORIDA

RESOLUTION NO. 06- 146

A RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2006-07 FOR THE CITY OF SANIBEL FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, after receiving public comments and questions, the City Council has adopted the Final Operating and Voted Debt Service Ad Valorem Millage Rates for Tax (Calendar) Year 2006; and

WHEREAS, the City of Sanibel, Lee County, Florida, set forth the appropriations and revenue estimates in the amount of $ 50,368,972 for the Fiscal Year 2006-2007 Budget, as amended.

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

Section 1. Budget Adoption

The Final Fiscal Year 2006-2007 Budget is hereby adopted as amended.

Section 2. Effective Date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Lee County, Florida, this 19th day of September, 2006 at 6:43P.M.

AUTHENTICATION:

Carla Brooks Johnston, Mayor

Pamela Smith, City Clerk

Approved as to Form: Kenneth B. Cuyler, City Attorney 9/12/06 Date

Vote of Council Members:

Johnston	yea
Denham	yea
Brown	yea
Jennings	yea
Rothman	

Date filed with City Clerk: September 19, 2006

Budget Summary

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Budget Summary
City of Sanibel - Fiscal Years 2005-2007

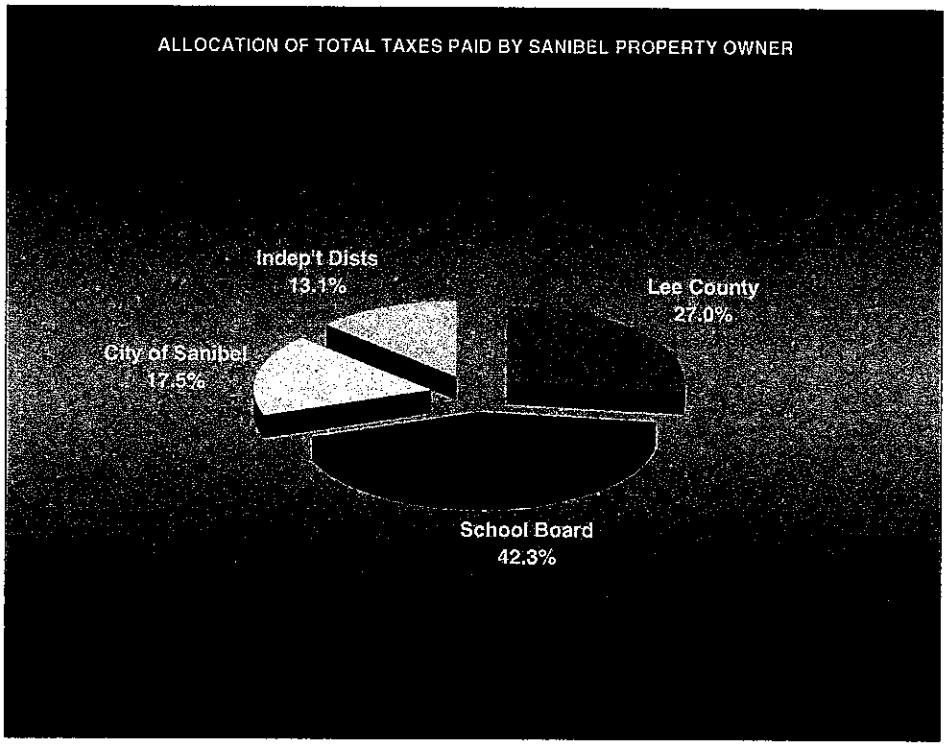
	FY 04-05 Actual	FY 05-06 Budget	FY 05-06 Projected Actual	FY 06-07 Adopted	FY07 Adopted Budget to FY06 Amended Budget Amount of Increase (Decrease)	% Change Estimate To Amended	FY07 Adopted Budget to FY06 Projected Actual Amount of Increase (Decrease)	% Change Estimate To Adopted
Est Beginning Fund Balance	14,797,338	21,202,915	15,219,800	14,917,099	(6,285,816)	-29.65%	(302,700)	-1.99%
Revenues								
Ad Valorem Taxes	10,447,129	11,467,871	11,014,514	14,446,263	2,978,392	25.97%	3,431,748	31.16%
Other Taxes	2,564,405	2,647,000	2,843,991	2,797,000	150,000	5.67%	(46,991)	-1.65%
Licenses & Permits	2,073,532	1,317,684	1,627,435	1,105,172	(212,512)	-16.13%	(522,263)	-32.09%
Intergovernmental Revenue	10,827,692	12,985,216	6,563,600	7,399,851	(5,585,365)	-43.01%	836,251	12.74%
Charges for Services	5,992,781	6,807,876	6,248,435	7,312,356	504,481	7.41%	1,063,921	17.03%
Fines & Forfeitures	168,848	190,350	167,975	174,943	(15,407)	-8.09%	6,968	4.15%
Miscellaneous Revenue	1,861,296	1,371,237	1,795,693	6,483,566	5,112,329	372.83%	4,687,873	261.06%
Non-Revenue	6,872,579	13,627,878	14,119,056	968,304	(12,659,574)	-92.89%	(13,150,752)	-93.14%
Reserve for Undercollection	-	(575,410)	-	(765,568)	(190,158)	33.05%	(765,568)	
Total Revenue	40,808,262	49,839,702	44,380,700	39,921,887	(9,917,814)	-19.90%	(4,458,812)	-10.05%
Total Sources of Funds	55,605,600	71,042,617	59,600,499	54,838,986	(16,203,630)	-22.81%	(4,761,513)	-7.99%
Expenditures								
Operating Expenditures								
General Government	4,039,229	5,321,115	4,635,375	5,120,697	(200,418)	-3.77%	485,322	10.47%
Public Safety	3,802,872	4,804,339	4,205,724	4,342,178	(462,161)	-9.62%	136,454	3.24%
Physical Environment	9,891,288	13,970,710	10,339,705	5,910,131	(8,060,579)	-57.70%	(4,429,574)	-42.84%
Transportation	5,156,860	8,398,541	4,347,026	7,273,634	(1,124,907)	-13.39%	2,926,608	67.32%
Economic Environment	739,460	269,170	270,170	245,904	(23,266)	-8.64%	(24,266)	-8.98%
Human Services	580	1,030	974	974	(56)	-5.44%	-	0.00%
Culture/Recreation	4,403,550	18,459,583	3,569,465	15,593,957	(2,865,626)	-15.52%	12,024,492	336.87%
Non-Expenditure Disbursement	6,499,075	11,947,938	14,946,803	16,298,156	4,350,218	36.41%	1,351,353	9.04%
Total Operating Expenditures	34,532,914	63,172,426	42,315,242	54,785,630	(8,386,796)	-13.28%	12,470,388	
Estimated Ending Fund Balance	21,072,686	7,870,191	17,285,257	53,356	(7,816,835)	-99.32%	(17,231,902)	-99.69%
Total Uses of Funds	55,605,600	71,042,617	59,600,499	54,838,986	(16,203,630)	-22.81%	(4,761,513)	-7.99%

Budget Summary
City of Sanibel - Fiscal Year 2006-2007

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Total
Est Beginning Fund Balance	6,956,631	904,484	539,416	10,609,379	(4,092,810)	14,917,099
Revenues						
Ad Valorem Taxes	12,460,783	-	807,855	-	1,177,625	14,446,263
Other Taxes	2,247,000	550,000	-	-	-	2,797,000
Licenses & Permits	5,991	1,029,181	-	-	70,000	1,105,172
Intergovernmental Revenue	1,033,590	148,670	-	5,837,851	379,740	7,399,851
Charges for Services	1,324,328	5,000	-	-	5,983,029	7,312,356
Fines & Forfeitures	146,743	2,500	-	-	25,700	174,943
Miscellaneous Revenue	603,886	646,249	1,543,726	2,610,850	1,078,855	6,483,566
Non-Revenue	-	-	-	-	968,304	968,304
Reserve for Undercollection	(620,373)	(25,227)	(45,653)	(210)	(74,105)	(765,568)
Total Revenue	17,201,948	2,356,372	2,305,928	8,448,491	9,609,148	39,921,887
Total Sources of Funds	24,158,578	3,260,856	2,845,344	19,057,869	5,516,338	54,838,986
Expenditures						
Operating Expenditures						
General Government	4,702,697	-	-	418,000	-	5,120,697
Public Safety	3,458,351	768,826	-	115,000	-	4,342,178
Physical Environment	468,052	-	-	1,044,869	4,397,210	5,910,131
Transportation	1,856,151	-	-	3,309,854	2,107,629	7,273,634
Economic Environment	-	245,904	-	-	-	245,904
Human Services	-	974	-	-	-	974
Culture/Recreation	1,531,989	433,928	-	13,628,040	-	15,593,957
Non-Expenditure Disbursements	7,354,071	1,232,038	2,323,491	447,741	4,940,816	16,298,156
Total Operating Expenditures	19,371,310	2,681,670	2,323,491	18,963,504	11,445,655	54,785,630
Estimated Ending Fund Balance	4,787,268	579,186	521,853	94,365	(5,929,317)	53,356
Total Uses of Funds	24,158,578	3,260,856	2,845,344	19,057,869	5,516,338	54,838,986

City of Sanibel
Fiscal Year 2006-07
Total
Budget Summary

		FISCAL YEAR 2006-07 ADOPTED BUDGET				
		GOVERNMENTAL FUNDS			BUSINESS-TYPE FUNDS	TOTAL
SOURCES OF FUNDS		OPERATING BUDGET	CAPITAL BUDGET	TOTAL OPERATING & CAPITAL BUDGET	ENTERPRISE BUDGETS	
EST BEGINNING FUND BALANCE		8,400,530	10,609,379	19,009,909	(4,092,810)	14,917,099
REVENUES	2006					
Taxes	Millage					
Ad Valorem -Operating	2.5000	12,460,783	-	12,460,783	-	12,460,783
Ad Valorem -Voted Debt Land	0.0475	237,000	-	237,000	-	237,000
Ad Valorem -Voted Debt Rec Ctr	0.1145	570,855	-	570,855	-	570,855
Ad Valorem -Voted Debt Sewer	0.2363	-	-	-	1,177,625	1,177,625
Other Taxes		2,797,000	-	2,797,000	-	2,797,000
Licenses & Permits		1,035,172	-	1,035,172	70,000	1,105,172
Intergovernmental Revenue		1,182,260	5,837,851	7,020,111	379,740	7,399,851
Charges for Services		1,329,328	-	1,329,328	5,983,029	7,312,356
Fines & Forfeitures		149,243	-	149,243	25,700	174,943
Miscellaneous Revenue		892,569	42,128	934,697	1,078,855	2,013,552
TOTAL REVENUE		20,654,209	5,879,979	26,534,188	8,714,949	35,249,137
OTHER FINANCING SOURCES						
Capital Contributions		-	-	-	12,304	12,304
Debt Proceeds		-	-	-	956,000	956,000
Reserve for Undercollection		(691,253)	(210)	(691,463)	(74,105)	(765,568)
TOTAL SOURCES OF FUNDS		28,363,486	16,489,148	44,852,634	5,516,338	50,368,973
USES OF FUNDS						
EXPENDITURES						
General Government		4,702,697	418,000	5,120,697	-	5,120,697
Public Safety		4,227,178	115,000	4,342,178	-	4,342,178
Physical Environment		468,052	1,044,869	1,512,921	4,397,210	5,910,131
Transportation		1,856,151	3,309,854	5,166,005	2,107,629	7,273,634
Economic Environment		245,904	-	245,904	-	245,904
Human Servirces		974	-	974	-	974
Culture/Recreation		1,965,917	13,628,040	15,593,957	-	15,593,957
Total Operating Expenditures		13,466,872	18,515,763	31,982,635	6,504,839	38,487,474
OTHER USES						
Reserve for Contingencies		275,000	-	275,000		275,000
Reserve for Environmental Initiatives		500,000	-	500,000		500,000
Reserve for Capital Projects		233,641	-	233,641		233,641
Reserve for Pay Adj's		238,583	-	238,583	51,562	290,145
Reserve for Classification Adjustments		42,781	-	42,781	-	42,781
Reserve for Recreation Facility Capital Project		500,000	415,511	915,511	-	915,511
Reserve for Future Projects		26,090	-	26,090	-	26,090
Reserve for Continuing Capital Projects		-	32,230	32,230	-	32,230
Reserve for Insurance Deductibles		300,000	-	300,000	-	300,000
Reserve for Disaster/Capital		2,000,000	-	2,000,000	-	2,000,000
Redemption of Long-term Debt		2,323,491	-	2,323,491	4,889,254	7,212,745
Ending Fund Balance/Ret Earnings		5,888,307	94,365	5,982,672	(5,929,317)	53,356
Total Other Uses		12,327,893	542,106	12,870,000	(988,501)	11,881,498
TOTAL USES OF FUNDS		25,794,765	19,057,869	44,852,634	5,516,338	50,368,973



Average Taxable Value of Residence
$ 619,946

Taxing Authority	Tax Year 2006 Millage Rate	Percent of Total Millage	Average Residential Taxes Paid
Lee County			
General	3.5216	21.3%	$ 2,183.20
Capital	0.9536	5.8%	591.18
School Board			
State	4.4080	26.6%	2,732.72
Local	2.6040	15.7%	1,614.34
City of Sanibel			
Operating	**2.5000**	**15.1%**	**1,549.87**
Voted Debt	**0.2363**	**1.4%**	**146.47**
Voted Debt-Land	**0.0475**	**0.3%**	**29.48**
Voted Debt-Rec Ctr	**0.1145**	**0.7%**	**71.00**
Independent Districts			
Sanibel Public Library	0.4200	2.5%	260.38
SFWMD-Everglades	0.1000	0.6%	61.99
WCIND	0.0400	0.2%	24.80
SFWMD	0.5970	3.6%	370.11
Fire District	0.8258	5.0%	511.95
Hyacinth Control	0.0223	0.1%	13.82
Mosquito Control	0.1695	1.0%	105.08
	16.5601	100.0%	$ 10,266.40

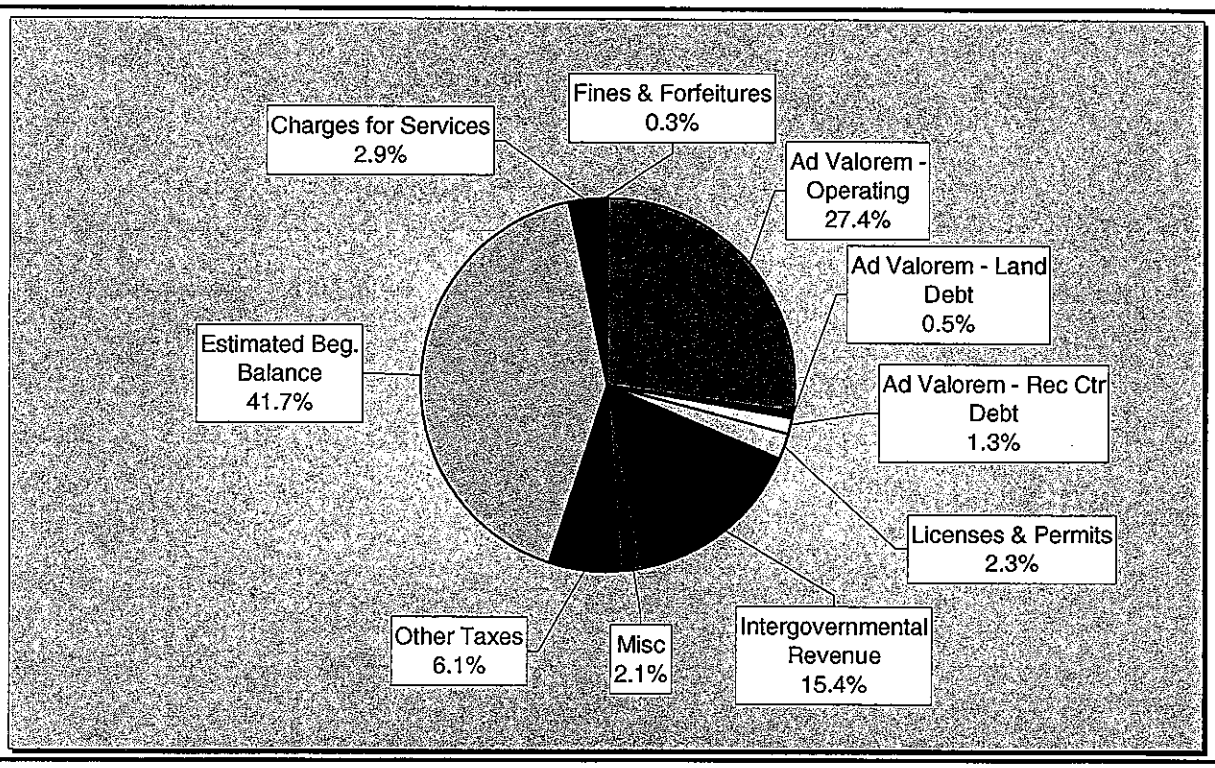
CITY OF SANIBEL
FISCAL YEAR 2006-07 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION

		FY 2006-07 GOVERNMENTAL FUNDS BUDGET						
		OPERATING BUDGET				CAPITAL BUDGET	FISCAL YEAR 2006-07 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2005-06
		GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
SOURCES OF FUNDS								
EST BEGINNING FUND BALANCE		6,956,631	904,484	539,416	8,400,530	10,609,379	19,009,909	17,838,473
	Tax Year							
REVENUES	2006							
Taxes	Millage							
Ad Valorem -Operating Millage	2.5000	12,460,783	-	-	12,460,783	-	12,460,783	10,150,871
Ad Valorem -Land Acq Debt Serv	0.0475	-	-	237,000	237,000	-	237,000	250,000
Ad Valorem -Rec Ctr. Debt Serv	0.1145			570,855	570,855		570,855	-
Other Taxes		2,247,000	550,000	-	2,797,000	-	2,797,000	2,647,000
Licenses & Permits		5,991	1,029,181	-	1,035,172	-	1,035,172	1,227,684
Intergovernmental Revenue		1,033,590	148,670	-	1,182,260	5,837,851	7,020,111	12,045,216
Charges for Services		1,324,328	5,000	-	1,329,328	-	1,329,328	1,570,371
Fines & Forfeitures		146,743	2,500	-	149,243	-	149,243	164,650
Miscellaneous Revenue		603,886	226,094	62,589	892,569	42,128	934,697	1,058,069
TOTAL REVENUE		17,822,321	1,961,445	870,444	20,654,209	5,879,979	26,534,188	29,113,861
OTHER FINANCING SOURCES								
Transfers from Other Funds		-	420,155	1,481,137	1,901,292	2,568,721	4,470,014	7,198,607
Debt Proceeds		-	-	-	-	-	-	8,350,000
Reserve for Undercollection		(620,373)	(25,227)	(45,653)	(691,253)	(210)	(691,463)	(549,370)
TOTAL OTHER FINANCING SOURCES		(620,373)	394,928	1,435,485	1,210,039	2,568,511	3,778,551	14,999,237
TOTAL SOURCES OF FUNDS		24,158,578	3,260,856	2,845,344	30,264,779	19,057,869	49,322,648	61,951,571
LESS: TRANSFERS BETWEEN FUNDS							(4,470,014)	(7,198,607)
NET SOURCES							44,852,634	54,752,964

CITY OF SANIBEL
FISCAL YEAR 2006-07 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION

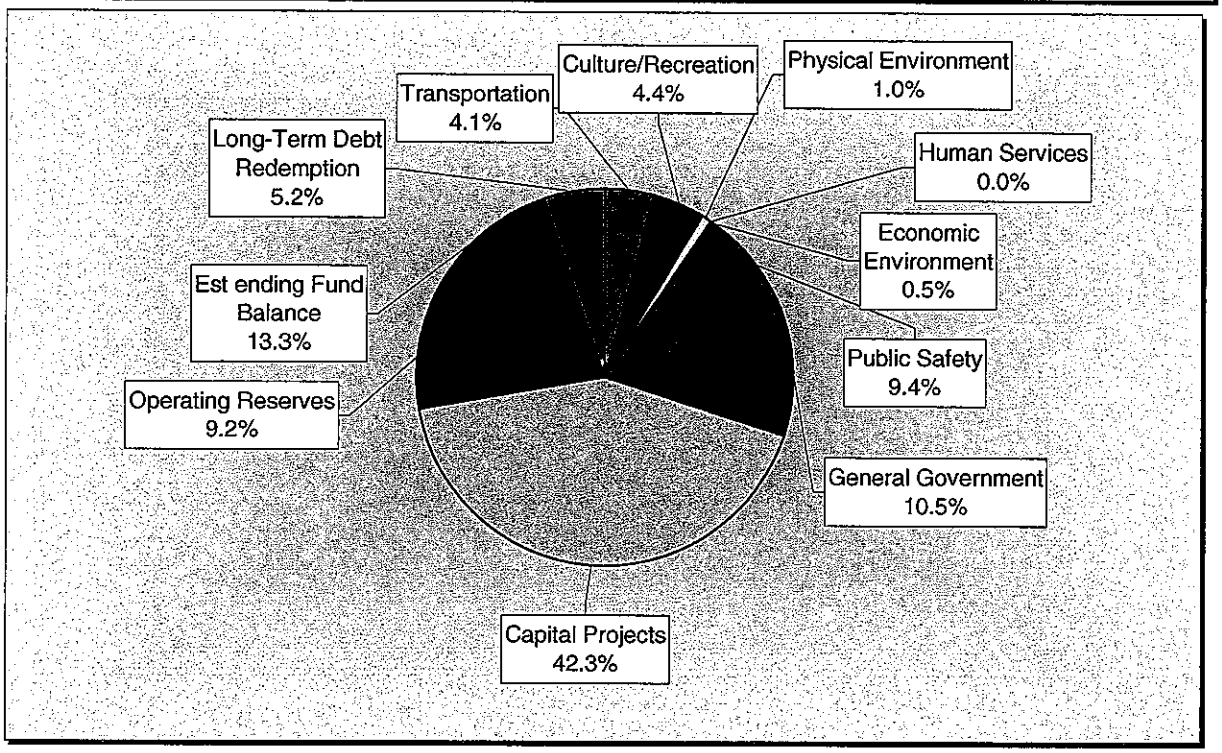
	FY 2006-07 GOVERNMENTAL FUNDS BUDGET						
	OPERATING BUDGET				CAPITAL BUDGET	FISCAL YEAR 2006-07 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2005-06
USES OF FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
EXPENDITURES							
Operating Expenditures							
General Government	4,702,697	-	-	4,702,697	-	4,702,697	4,936,157
Public Safety	3,458,351	768,826	-	4,227,178	-	4,227,178	4,552,833
Physical Environment	468,052	-	-	468,052	-	468,052	1,988,231
Transportation	1,856,151	-	-	1,856,151	-	1,856,151	2,530,949
Economic Environment	-	245,904	-	245,904	-	245,904	269,170
Human Services	-	974	-	974	-	974	1,030
Culture/Recreation	1,531,989	433,928	-	1,965,917	-	1,965,917	4,251,833
Total Operating Expenditures	12,017,240	1,449,632	-	13,466,872	-	13,466,872	18,530,203
Capital Projects	-	-	-	-	18,515,763	18,515,763	20,946,143
TOTAL EXPENDITURES	12,017,240	1,449,632	-	13,466,872	18,515,763	31,982,635	39,476,346
NON-OPERATING EXPENDITURES							
Reserve for Contingencies	275,000	-	-	275,000	-	275,000	-
Reserve for Environmental Initiatives	500,000	-	-	500,000	-	500,000	-
Reserve for Capital Projects	233,641	-	-	233,641	-	233,641	-
Reserve for Pay Adjustments	232,635	5,948	-	238,583	-	238,583	2,936
Reserve for Classification Adj's	42,781	-	-	42,781	-	42,781	-
Reserve for Continuing Capital Projects	-	-	-	-	32,230	32,230	-
Reserve for Recreation Facility Capital Project	500,000	-	-	500,000	415,511	915,511	1,049,400
Reserve for Future Projects		26,090	-	26,090	-	26,090	-
Reserve for Grant Matches	-	-	-	-	-	-	200,000
Reserve for Insurance Deductibles	300,000	-	-	300,000	-	300,000	50,000
Reserve for City Hall Repairs	-	-	-	-	-	-	200,000
Reserve for Disasters	2,000,000	-	-	2,000,000	-	2,000,000	1,275,272
Transfer to Other Funds	3,270,013	1,200,000	-	4,470,013	-	4,470,013	7,198,607
Redemption of Long-Term Debt	-	-	2,323,491	2,323,491	-	2,323,491	5,364,345
TOTAL NON-OPERATING EXPENDITURES	7,354,071	1,232,038	2,323,491	10,909,600	447,741	11,357,341	15,340,560
TOTAL APPROPRIATIONS	19,371,310	2,681,670	2,323,491	24,376,471	18,963,504	43,339,975	54,816,906
ESTIMATED ENDING FUND BALANCE	4,787,268	579,186	521,853	5,888,307	94,365	5,982,672	7,134,665
TOTAL USES OF FUNDS	24,158,578	3,260,856	2,845,344	30,264,778	19,057,869	49,322,648	61,951,571
LESS: TRANSFERS BETWEEN FUNDS						(4,470,013)	(7,198,607)
NET USES						44,852,634	54,752,964

CITY OF SANIBEL
WHERE THE MONEY COMES FROM
GOVERNMENTAL FUNDS
Fiscal Year 2006-07



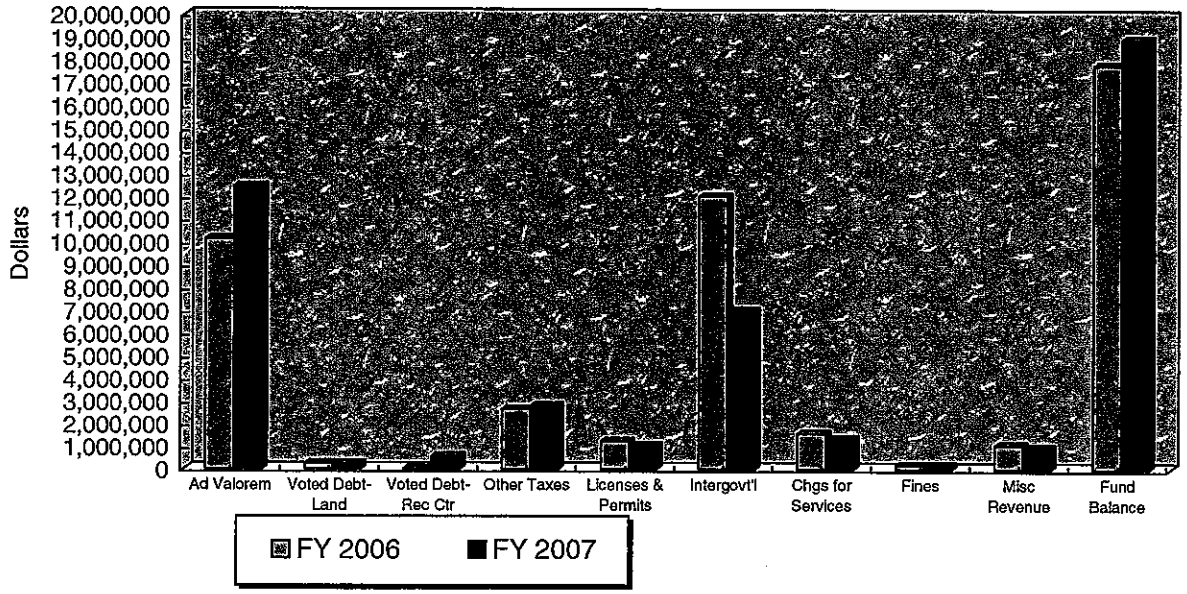
GOVERNMENTAL FUNDS			
SOURCES OF FUNDS		AMOUNT	PERCENT OF TOTAL
Est . Beginning Fund Balance	$	19,009,909	41.7%
REVENUES			
Ad Valorem Taxes - Operating Millage	$	12,460,783	27.4%
Ad Valorem Taxes - Land Voted Debt		237,000	0.5%
Ad Valorem Taxes - Rec Center Debt		570,855	1.3%
Other Taxes		2,797,000	6.1%
Licenses & Permits		1,035,172	2.3%
Intergovernmental Revenue		7,020,111	15.4%
Charges for Services		1,329,328	2.9%
Fines & Forfeitures		149,243	0.3%
Miscellaneous Revenue		934,697	2.1%
Debt Proceeds		0	0.0%
TOTAL REVENUE	$	26,534,188	100.0%
Reserve for Undercollection		(691,463)	
NET SOURCES OF FUNDS	$	44,852,634	

CITY OF SANIBEL
WHERE THE MONEY GOES
GOVERNMENTAL FUNDS
Fiscal Year 2006-07



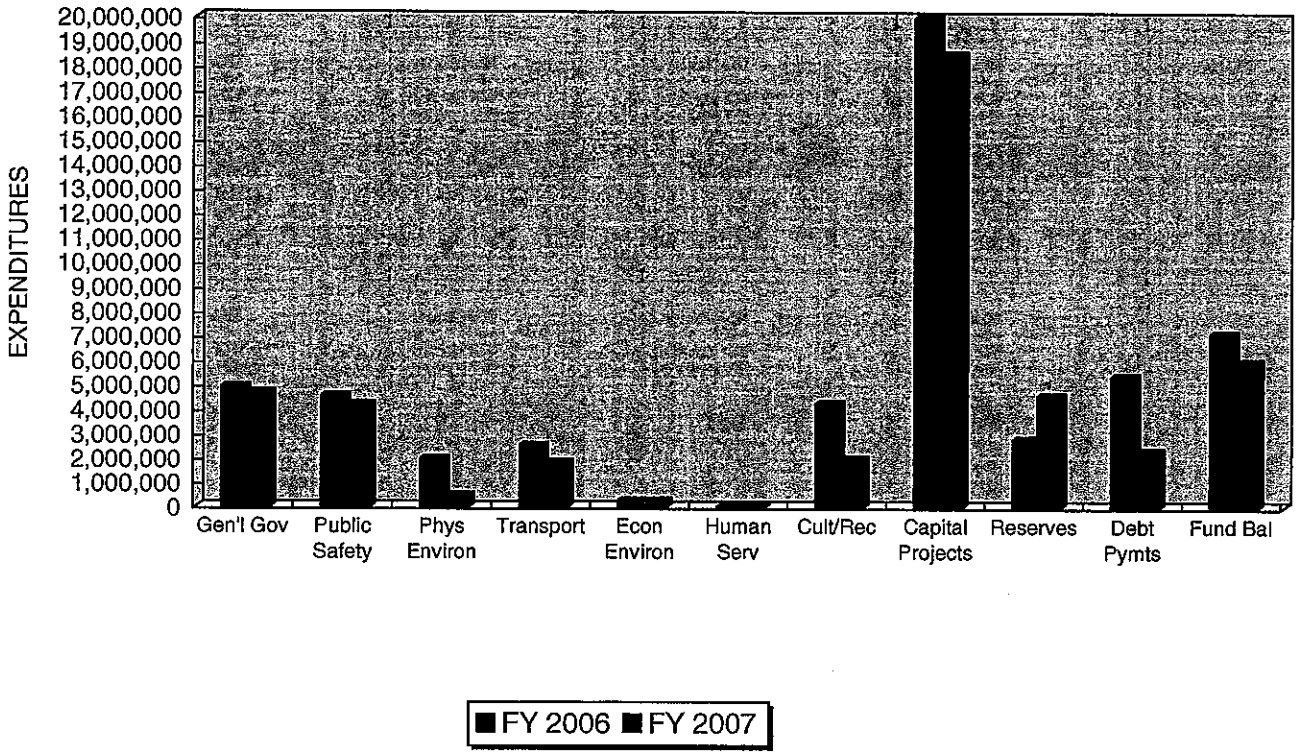
GOVERNMENTAL FUNDS		
USES OF FUNDS	AMOUNT	PERCENT OF TOTAL
OPERATING EXPENSES		
General Government	$ 4,702,697	10.5%
Public Safety	4,227,178	9.4%
Physical Environment	468,052	1.0%
Transportation	1,856,151	4.1%
Economic Environment	245,904	0.5%
Human Services	974	0.0%
Culture & Recreation	1,965,917	4.4%
TOTAL OPERATING EXPENDIETURES	$ 13,466,872	
OPERATING RESERVES	4,116,095	9.2%
CAPITAL PROJECTS and RESERVES	18,963,504	42.3%
REDEMPTION OF LONG-TERM DEBT	2,323,491	5.2%
Estimated Ending Fund Balance	5,982,672	13.3%
TOTAL USES OF FUNDS	$ 44,852,634	100.0%

CITY OF SANIBEL
COMPARISON OF SOURCES OF FUNDS
GOVERNMENTAL FUNDS BUDGET



	FY 2006 BUDGET AS AMENDED	FY 2007 ADOPTED BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
OPERATING SOURCES OF FUNDS				
Reveue				
Ad Valorem Taxes-Operating	$ 10,150,871	$ 12,460,783	$ 2,309,912	18.5%
Ad Valorem Taxes-Land DS	250,000	237,000	(13,000)	-5.5%
Ad Valorem Taxes-Rec Ctr DS	-	570,855	570,855	100.0%
Other Taxes	2,647,000	2,797,000	150,000	5.4%
Licenses & Permits	1,227,684	1,035,172	(192,512)	-18.6%
Intergovernmental Revenue	12,045,216	7,020,111	(5,025,105)	-71.6%
Charges for Services	1,570,371	1,329,328	(241,044)	-18.1%
Fines & Forfeitures	164,650	149,243	(15,407)	-10.3%
Miscellaneous Revenue	1,058,069	934,697	(123,372)	-13.2%
TOTAL REVENUE	$ 29,113,861	$ 26,534,188	$ (2,579,673)	-9.7%
OTHER FINANCING SOURCES				
Debt Proceeds	$ 8,350,000	$ -	$ (8,350,000)	
Estimated Beginning Fund Balance	17,838,473	19,009,909	1,171,436	6.2%
TOTAL SOURCES OF FUNDS	55,302,334	45,544,097	(9,758,237)	-21.4%
Reserve for Undercollection	(549,370)	(691,463)	(142,093)	20.5%
NET BUDGET	$ 54,752,964	$ 44,852,634	$ (9,900,330)	-22.1%

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



	FY 2006 BUDGET AS AMENDED	FY 2007 ADOPTED BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
USES OF FUNDS by Function				
Expenditures				
General Government	$ 4,936,157	$ 4,702,697	$ (233,460)	-5.0%
Public Safety	4,552,833	4,227,178	(325,655)	-7.7%
Physical Environment	1,988,231	468,052	(1,520,179)	-324.8%
Transportation	2,530,949	1,856,151	(674,798)	-36.4%
Economic Environment	269,170	245,904	(23,266)	-9.5%
Human Services	1,030	974	(56)	-5.7%
Culture/Recreation	4,251,833	1,965,917	(2,285,916)	-116.3%
Total Operating Expenditures	$ 18,530,203	$ 13,466,872	$ (5,063,331)	-37.6%
Capital Projects	$ 20,946,143	$ 18,515,763	(2,430,380)	-13.1%
Reserve for Contingency & Capital	2,777,608	4,563,836	1,786,228	39.1%
Redemption of Long-term Debt	5,364,345	2,323,491	(3,040,854)	-130.9%
Ending Fund Balance	7,134,665	5,982,672	(1,151,993)	-19.3%
NET BUDGET	$ 54,752,964	$ 44,852,634	$ (9,900,330)	-22.1%

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Governmental Funds

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

Operating Budget - The operating budget includes the:

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

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

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

Capital Budget - Reflects the current year of the 5-year Capital Improvement Plan as budgeted in the Capital Projects Funds.

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

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City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

General Fund
Fund No. 001

Sources of Funds

Beginning Fund Balance:

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

It is estimated that $6,956,631 of fund balance will be available at the end of FY 2006 to carry-forward to FY 2007. This assumes that the use of the $1,275,272 million reserved for disasters will not be used prior to September 30, 2006.

Taxes:

Property (ad valorem) tax, determined by the levy of an operating millage rate, is the City's primary revenue source providing $12,460,783 (52%) of general fund sources. This amount of tax revenue is calculated based on the levy of a 2.5000 operating millage rate on Sanibel's 2006 assessed taxable value of $4,990,360,370, which is 22.08% above the rolled-back tax rate of 2.0477 mills.

To calculate the property tax revenue to be derived from a mill rate divide the assessed taxable value by 1000, and multiple by the mill rate.

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

Other taxes in the General Fund include Local Option Gas taxes, Communications Services Tax and Casualty Insurance Premium Tax estimated to generate $1.66 million, $540,000 and $47,000 respectively in FY 2007. These taxes are estimated to increase by 6.4%, 0% and 0% respectively over the previous year's budget.

Revenue projections for these taxes are based on trend analysis of prior year's activity which is then compared to year-to-date actual revenues; projections may be adjusted to reflect a deviation from the trend based on current revenues and staff's expert judgment.

Licenses and Permits:

Licenses and permits provide $5,991 or .02% of general fund revenues. In prior years primary permit revenue came from building-type permits, which were established by ordinance based upon the results of a September 2005 User Fee Study, at rates sufficient to recover the direct and indirect

costs of the Building Department. However, pursuant to Florida statute, which requires that building permit-type fees be expended solely for building department inspections, plan review, fee collection and other building-related expenditures, these fees have been moved from the General Fund to a special revenue fund to directly account for Building Department revenue and expenditures.

Intergovernmental Revenue:

Intergovernmental Revenue is estimated to generate $1.033 million or 4.3% of the General Fund sources of funds. These revenue types include state-shared revenues such as State Revenue Sharing, Alcoholic Beverage Licenses, Half-cent Sales Tax, etc. and are collected by the state and re-distributed to the cities and counties based on state-mandated formulas.

Revenue projections for these taxes are based on trend analysis of prior year's activity which is then compared to year-to-date actual revenues; projections may be adjusted to reflect a deviation from the trend based on current revenues or any current economic conditions which would cause a deviation from the trend.

Noticeably, the Sanibel Causeway surplus revenue that, since 1977, had also been received from Lee County (the owner of the Causeway) is budgeted at zero for FY 2007. This is due to the settlement of a lawsuit between the City and the County wherein the City pledged its share of the Causeway surplus to toll reductions until the County repays the junior lien on the causeway. This is estimated to occur in FY 2010 at which time the City should once again receive this revenue source.

Charges for Services:

Charges for Services are estimated to provide $1,324,328 or 5.5% to the General Fund. These sources include Planning-type (development) permits, Solid Waste Tipping Fees, Recreation Department program fees and indirect costs charged to the Enterprise Funds for central services provided to those self-supporting funds.

Planning-type fees have been established based on the results of a September 2005 User Fee Study, at rates sufficient to recover the direct and indirect costs of the Planning Department's permit-issuance activities. A 3% rate indexing will be applied on October 1, 2006.

Solid Waste Tipping Fees are collected pursuant to the terms of an interlocal agreement with Lee County. Indirect costs are collected based on an independent Indirect Cost study conducted annually to calculate the allocated costs of the central services provided to each program activity of the City.

Charges for recreation center program fees such as the after-school program are also established per the outcome of the 2005 user Fee Study and include an annual 3% index.

Fines and Forfeitures:

Fines and Forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute $146,743 (0.6%) of General Fund sources. Projections are based on trend analysis of prior year's activity.

Miscellaneous Revenues:

Miscellaneous revenue includes interest earnings, rents and contributions. This revenue source is estimated at $603,886 (2.5%) of General Fund sources. The estimated increase is due to the anticipated continuation of increased interest earnings from higher interest rates which began in FY06. Projections are based on trend analysis of prior year's activity in addition to adjustments for any current economic conditions which would cause a deviation from the trend.

Other Non-revenues:

Non-revenues include a reserve for under-collection of other revenues in the amount of $620,373. This amount is equal to 5% of ad valorem tax revenue. Ad valorem tax revenue is budgeted at 100% of the 2.5000 millage rate levy; however, because taxpayers take advantage of the discount afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

Uses of Funds

The Uses of Funds are broken down by functional classification, as they are required to be reported to the State of Florida each year. Although the City's budget is legally adopted at the fund level, each of the departments, included in their functional classification has a respective line-item detail budget included in the Supplemental Schedule section of this document. Each department has also included an organization chart and department narrative describing its mission, activities and goals for FY 2007. Please see the Supplemental Schedules section of this document for this information.

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

General Government

The Legislative and Administrative department's budgets equal $396,271 and $700,538 respectively for FY 2007. The MIS department is also included as a General Government function and its FY 2007 budget is $512,273. The Finance Department is budgeted at $776,709 and the Legal Department at $691,314. Planning has a budget of $1,334,949 and the city-wide insurance (excluding workers compensation) is estimated to cost $290,643 in FY 2007.

The respective percent increases of each department's FY 2007 budget over or under the prior year's budget and the explanation of the changes is included in the Supplemental Schedules section of this document.

Public Safety

The Police Department is included in the budget at $3,422,511 and the Sanibel Emergency Management Plan (SEMP) at $35,840.

Physical Environment

The Physical Environment function includes the Recycling department, budgeted at $141,644 and the Natural Resources Management department, budgeted at $326,408 for FY 2007.

Transportation

The Public Works department, including the garage activities, comprises the Transportation function in the General Fund and is budgeted at $1,856,151 for FY 2007.

Culture/Recreation

Parks and Recreation activities include the reduced operation of the Recreation Complex budgeted at $856,558 during construction of the new recreation facility. Public Facilities maintenance budgeted is at $550,452, the Seniors Program at $113,380 and the Performing (BIG) Arts facility costs of $11,600.

Non-Operating Expenditures

Non-operating expenditures include the City's various reserves and transfers to other funds (interfund transfers). Interfund transfers represent revenue that is collected in one fund (like the General Fund) but is used in another fund (like debt service or capital project funds). For example, several of the City's debts are secured by a covenant to budget and appropriate legally available non-ad valorem revenue. Most of the City's non-ad valorem revenue is accounted for in the General Fund. The non-ad valorem revenue that is not used in the General Fund for essential services is available to pay the debt obligations. Therefore, the revenue is collected in the General Fund, transferred to the debt service fund, where it is expended to make the required principal and interest payment on the debt. There is a Schedule of Interfund Transfers included in the Supplemental Schedules section of this document.

The City's reserves for FY 2007 include $275,000 for the annual contingency reserve to meet unexpected events. There are two new reserves; the first of $500,000 for environmental initiatives and the second of $233,641 for capital projects. Pay adjustments are budgeted at $232,635, and adjustments as a result of reclassifications are budgeted at $42,781. $500,000 has been set aside as a reserve for unexpected costs associated with the building of the new recreation facility and $300,000 for the purpose of meeting insurance deductibles. There is also $2,000,000 that has been set-aside for disasters as was recommended by the 5-Year Budget Committee.

Ending Fund Balance

The ending fund balance has 3 components. The first is a 17% cash flow reserve dictated by the City's Fund Balance Policy and funds which are available for appropriation in FY07. This $1.93 million cash flow reserve provides operational cash for October and November of FY07 until the first distribution of ad valorem tax revenue is received from the Lee County Tax Collector in early December. The second component is the first repayment of $350,000 to the General Fund from the Sewer Fund of a loan between the two funds pursuant to Resolution #06-118 adopted August 15, 2006. The loan is scheduled to be paid annually over ten years. The remainder of ending fund balance is the amount planned to be available for appropriation in the subsequent fiscal year (FY 2008) as beginning fund balance and is projected to be $3.2 million at the end of FY 2007.

CITY OF SANIBEL
GENERAL FUND
SUMMARY

		2003-04 ACTUAL	2004-05 ACTUAL	2005-06 ADOPTED BUDGET	2005-06 AMENDED BUDGET	2005-06 ESTIMATED ACTUAL	FY 07 ACTUAL
SOURCES OF FUNDS							
BEGINNING FUND BALANCE,							-
Unreserved, Undesignated		8,046,841	9,533,952	8,589,738	9,752,261	9,752,261	6,956,631
ESTIMATED REVENUE	Tax Year 2006						
TAXES	Millage						
Ad Valorem Taxes	2.5000	6,671,663	10,198,461	10,150,871	10,150,871	9,744,836	12,460,783
Local Option Gas Tax		849,266	912,684	900,000	900,000	970,929	970,000
$.05 Local Option Gas Tax		627,713	661,499	660,000	660,000	692,203	690,000
Communications Services Tax		461,392	511,747	540,000	540,000	524,159	540,000
Local Alternative Fuel Tax		-	-	-	-	-	-
Casualty Insurance Premium Tax		46,642	-	47,000	47,000	95,820	47,000
TOTAL TAXES		8,656,676	12,284,391	12,297,871	12,297,871	12,027,946	14,707,783
LICENSES & PERMITS							
Building Permits							
Building		288,157	732,993	441,864	-	-	-
Electrical		18,144	60,884	29,204	-	-	-
Plumbing & Sprinkler		34,724	44,057	53,056	-	-	-
HVAC		21,985	58,184	33,638	-	-	-
Roofing		54,109	257,183	82,719	-	-	-
Plans Review Fee-Residential		42,665	123,153	65,747	-	-	-
Plans Review Fee-Non-residential		7,406	36,120	11,315	-	-	-
Contractor Competency		2,908	3,765	4,434	-	-	-
Contractor Licensing		-	25,550	4,434	-	-	-
Sponsorship Exam Fees		-	300	-	-	250	250
Other Licenses & Permits						930	930
Dog Licenses		1,481	1,471	1,500	1,500	1,521	1,521
Utility		120	60	100	100	40	40
Vehicle Weight Permits		-	1,148	-	-	-	-
Mangrove Trimming		1,250	1,500	1,250	1,250	3,250	3,250
TOTAL LICENSES & PERMITS		472,949	1,346,368	729,261	2,850	5,991	5,991
INTERGOVERNMENTAL REVENUE							
Federal Grants		3,297	-	-	40,000	40,000	-
Payment in Lieu of Taxes-Federal		56,973	50,406	60,000	60,000	152,185	50,000
State Grants		-	-	-	2,017	2,017	-
State Shared Revenues:							
State Revenue Sharing Proceeds		120,879	188,369	151,200	151,200	206,774	200,000
Mobile Home License Rebate		834	2,467	2,500	2,500	2,456	2,500
Alcoholic Beverage License		20,312	14,798	20,000	20,000	15,143	20,000
Half-cent Sales Tax		567,244	603,042	600,000	600,000	658,533	660,000
Motor Fuel Tax Rebate		8,503	9,713	6,000	6,000	5,685	6,000
Purchasing Card Rebate		1,193	-	2,000	2,000	-	-
Locally Shared Revenues:							
Causeway Surplus		430,029	-	-	-	-	-
Municipal Solid Waste		30,362	32,126	32,000	32,000	45,361	45,000
Lee Co for Sanibel Library		2,368,089	1,574,204	2,060,000	2,060,000	1,456,598	-
Occupational License Rebate		3,172	6,112	3,000	3,000	6,526	6,500
Grants from Other Local Units		347,874	54,015	-	92,883	92,883	36,090
Grant-Lee Co-Wt Station Reimb		-	-		-	-	-
Payment in Lieu of Taxes-Local		-	7,500	7,500	7,500	7,500	7,500
TOTAL INTERGOVERN. REVENUES		3,958,761	2,542,752	2,944,200	3,079,100	2,691,661	1,033,590
CHARGES FOR SERVICES							
General Government							
Development Permit Fees		226,227	288,028	421,398	421,398	288,713	240,000
Wastewater Disposal Permits		(1,399)	560	1,000	1,000	-	1,000
Sign Permits		7,336	11,487	8,664	8,664	11,027	12,000
Other LDC Actions		20,774	25,475	19,000	19,000	24,884	29,000
Fee for Lien Research		5,845	9,055	7,800	7,800	6,030	6,030
Sale of Maps & Publications		7,874	17,000	15,000	15,000	13,136	13,136
Indirect Cost Services		696,800	716,746	630,550	753,254	699,162	700,000
Collection Administration Fees		1,478	3,120	2,000	2,000	2,163	2,000
SUB-TOTAL TO CARRY FORWARD		964,935	1,071,471	1,105,412	1,228,116	1,045,114	1,003,166

CITY OF SANIBEL
GENERAL FUND
SUMMARY

	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 ADOPTED BUDGET	2005-06 AMENDED BUDGET	2005-06 ESTIMATED ACTUAL	FY 07 ACTUAL
CHARGES FOR SERVICES (cont'd)						
SUB-TOTAL FORWARDED	964,935	1,071,471	1,105,412	1,228,116	1,045,114	1,003,166
Public Safety						
Police Services	11,919	5,285	4,000	4,000	13,695	10,000
Engineering Services	2,000	750	-	-	750	-
Building Code Adm & Insp Fee	1,210	943	1,000	1,000	700	1,000
Solid Waste Tipping Fees	206,922	187,659	210,000	210,000	196,333	210,000
Horticultural Rebate	78,879	66,377	-	-	-	-
Transportation	600	767	-	-	167	-
Culture/Recreation					-	
Program Activity Fees					-	
Summer Wreck	37,184	47,662	44,000	44,000	38,783	38,783
After School Program Fees	35,054	32,046	30,000	30,000	31,690	36,297
Senior Aerobics	7,456	9,001	8,000	8,000	9,870	9,802
Senior Line Dancing	916	1,030	1,000	1,000	709	1,000
Senior Computer Program	371	-	-	-	-	-
Rec Dept Athletic Fees	-	5,682	-	-	-	-
Special Facility Fees	-	735	-	-	-	-
Other Charges for Service	-	25	-	-	200	-
Swim Lessons	1,334	1,028	1,000	1,000	1,186	1,000
Holiday Programs	5,335	-	6,000	6,000	6,724	6,000
Enrichment Programs	30	941	-	-	4,235	4,235
Water Aerobics	4,919	4,032	3,500	3,500	3,045	3,045
Parent/Child Dinner Dance	550	-	-	-	-	-
TOTAL CHARGES FOR SERVICES	1,359,614	1,435,434	1,413,912	1,536,616	1,353,201	1,324,328
FINES & FORFEITURES						
Court Fines	59,642	46,401	50,000	50,000	45,187	44,743
Parking Violations	89,729	64,131	80,000	80,000	62,519	70,000
Violation of Local Ordinances	30,039	28,630	32,000	32,000	32,104	32,000
TOTAL FINES & FORFEITURES	179,410	139,162	162,000	162,000	139,810	146,743
MISCELLANEOUS REVENUES						
Interest Earnings	152,241	308,422	300,000	550,225	550,225	550,225
Rents & Royalties	17,753	19,828	20,000	20,000	25,661	25,661
Contributions	13,863	-	3,000	25,830	23,114	3,000
Ins Proceeds/Sale of Fixed Assets	4,701	750,000	2,000	34,163	33,387	20,000
Refund of Prior Years Expenditures	15,997	-	-	-	530	-
Other Miscellaneous Revenue	14,570	15,857	5,000	5,000	5,602	5,000
TOTAL MISCELLANEOUS REVENUE	219,125	1,094,107	330,000	635,218	638,519	603,886
TOTAL ESTIMATED REVENUE	14,846,535	18,842,214	17,877,244	17,713,655	16,857,129	17,822,321
OTHER FINANCING SOURCES						
NON-REVENUES						
Transfers In	-		-	-	-	-
Debt Proceeds	-		-	-	-	-
Less: Reserve for Undercollection	-	-	(507,674)	(507,674)	-	(620,373)
TOTAL OTHER FINANCING SOURCES	-	-	(507,674)	(507,674)	-	(620,373)
TOTAL BEGINNING FUND BALANCE, ESTIMATED REVENUE & OTHER FINANCING SOURCES	22,893,376	28,376,166	25,959,308	26,958,242	26,609,390	24,158,578

CITY OF SANIBEL
GENERAL FUND
SUMMARY

	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 ADOPTED BUDGET	2005-06 AMENDED BUDGET	2005-06 ESTIMATED ACTUAL	FY 07 ACTUAL
USES OF FUNDS						
GENERAL GOVERNMENT						
Legislative	266,577	330,864	301,255	403,403	436,198	396,271
Administrative	513,216	611,635	652,153	725,495	722,007	700,538
Management Information Systems	316,517	390,338	476,609	511,551	426,339	512,273
Finance	514,882	586,021	673,215	733,423	730,829	776,709
Legal	605,966	448,277	369,002	675,846	685,199	691,314
Planning	705,344	705,389	1,234,289	1,270,795	982,082	1,334,949
Insurance	296,970	284,809	295,800	295,800	330,834	290,643
TOTAL GENERAL GOVERNMENT	3,219,472	3,357,333	4,002,323	4,616,313	4,313,488	4,702,697
PUBLIC SAFETY						
Police	2,670,846	2,897,789	3,057,431	3,326,832	3,008,918	3,422,511
SEMP	28,436	27,495	29,550	29,550	30,550	35,840
Building	359,167	556,293	574,207	-	-	-
TOTAL PUBLIC SAFETY	3,058,449	3,481,577	3,661,188	3,356,382	3,039,468	3,458,351
PHYSICAL ENVIRONMENT						
Garbage-Recycling	74,661	98,783	124,664	141,674	145,164	141,644
Conservation & Resource Mgt	202,457	215,841	224,821	322,197	323,747	326,408
TOTAL PHYSICAL ENVIRONMENT	277,118	314,624	349,485	463,871	468,911	468,052
TRANSPORTATION						
Public Works	1,477,243	1,539,259	1,744,998	1,784,475	1,663,887	1,856,151
CULTURE/RECREATION						
Library	2,368,089	1,574,204	2,060,000	2,060,000	1,456,598	-
Parks & Recreation						
Recreation Complex	846,024	851,341	831,844	925,574	880,211	856,558
Public Facilities	755,985	377,499	466,459	533,466	529,172	550,452
Seniors Program	94,255	91,311	103,980	105,514	101,498	113,380
Performing Arts Facility	6,937	6,050	25,700	25,700	24,870	11,600
TOTAL CULTURE/RECREATION	4,071,290	2,900,405	3,487,983	3,650,254	2,992,349	1,531,989
TOTAL OPERATING EXPENDITURES	12,103,572	11,593,198	13,245,977	13,871,295	12,478,104	12,017,240
NON-OPERATING EXPENDITURES	-					
Reserve for Contingencies	-		300,000	-	-	275,000
Reserve for Environmental Initiatives			-	-	-	500,000
Reserve for Capital Projects			-	-	-	233,641
Reserve for Building Dept Hurricane Costs			150,000	-	-	-
Reserve for Pay Adjustments	-		250,000	-	-	232,635
Reserve for Classification Adj's	-		55,287	-	-	42,781
Reserve for Recreation Facility Capital Project	-		1,000,000	633,889	-	500,000
Reserve for Grant Match-CLEAN	-		20,000	-	-	-
Reserve for Insurance Deductibles	-		50,000	50,000	-	300,000
Reserve for City Hall Repairs	-		200,000	200,000	-	-
Reserve for Disasters	-		2,000,000	1,275,272	-	2,000,000
Transfer to other funds	1,386,982	3,509,126	3,286,425	4,922,839	4,922,839	3,270,013
TOTAL NON-OPERATING EXPENDITURES	1,386,982	3,509,126	7,311,712	7,082,000	4,922,839	7,354,071
TOTAL APPROPRIATIONS	13,490,554	15,102,324	20,557,689	20,953,295	17,400,943	19,371,310
ENDING FUND BALANCE						
17% Cash Flow Reserve per Policy	-		2,251,816	2,251,816	2,251,816	1,937,268
Change in Reserves or Designations	(121,695)	3,521,581	-	-	-	(350,000)
Available for Appropriation in subsequent fiscal year	9,524,517	9,752,261	3,149,804	3,753,131	6,956,631	3,200,000
TOTAL ENDING FUND BALANCE	9,402,822	13,273,842	5,401,620	6,004,947	9,208,447	4,787,268
TOTAL USES OF FUNDS	22,893,376	28,376,166	25,959,309	26,958,242	26,609,390	24,158,578

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CITY OF SANIBEL
SPECIAL REVENUE FUNDS SUMMARY

SOURCES OF FUNDS	2003-04 Actual	2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
Beginning Fund Balance	3,043,910	6,089,993	271,864	2,499,470	2,444,466	904,484
Estimated Revenues						
Taxes						
Franchise Taxes	500,304	478,475	500,000	500,000	560,881	550,000
Licenses & Permits						
Vehicle Weight Permits	242,089	384,850	220,000	220,000	385,000	-
Building Department Permits	-	-	-	735,834	886,774	749,181
Occupational Licenses	269,360	270,004	269,000	269,000	279,051	280,000
Total Licenses & Permits	511,449	654,854	489,000	1,224,834	1,550,825	1,029,181
Intergovernmental Revenue						
Federal & State Grants for Hurricane Charle	-	1,357,339	-	1,168,871	1,168,871	-
NRCS Grant # 69420951644-FY2005	-	659,337	-	-	-	-
FRDAP Grant Community Park Acquisition	161,236	-	-	-	-	-
C.L.E.A.N. Grant			-	36,024	36,024	-
DCA - Emergency Operations Van				50,000	50,000	-
SFWMD Grant-Sanibel River Restoration	-	50,000	-	150,000	150,000	-
Southwest Florida Foundation-Historical	75,000	75,000	-	23,368	23,368	10,598
WCIND-Tarpon Bay Dredging Project	-	76,919	126,810	126,810	126,810	-
US Fish & Wildlife-Fire Safe Grant	25,975	-	-	27,025	27,025	-
Lee County-Weigh Station Operations	59,241	48,303	60,000	60,000	43,498	-
Lee County Skate Park				99,213	99,213	-
Lee Co-Elementary Ball Park Maint	107,122	116,395	111,167	114,328	134,504	138,072
Total Intergovernmental	428,574	2,383,293	297,977	1,855,639	1,859,313	148,670
Charges for Services						
Police Causeway Escort-Hurricane Charley	-	36,210	-	-	-	-
Below Market Rate Housing Rents	18,090	1	-	-	-	-
Historical Committee Fund	5,896	4,717	4,000	33,755	33,188	5,000
Total Charges and Services	23,986	40,928	4,000	33,755	33,188	5,000
Fines & Forfeitures						
Total Fines & Forfeitures	2,467	10,692	2,650	2,650	15,054	2,500
Miscellaneous Revenue						
Interest Earnings	7,539	233,678	2,350	32,350	41,094	11,094
Weigh Station Rents from Lee County	43,329	39,996	39,996	39,996	60,556	-
Contributions & Donations	86,399	343,567	68,000	75,000	78,600	75,000
Refund of prior year's expenditures	-	-	-	-	-	-
Environmental Defense				1,000	2,000	-
Impact Fees	440,790	66,860	100,000	100,000	101,369	140,000
Total Miscellaneous Revenue	578,057	684,101	210,346	248,346	283,619	226,094
Total Revenue	2,044,837	4,252,343	1,503,973	3,865,224	4,302,880	1,961,445
Other Financing Sources						
Transfers In	664,865	789,900	430,000	1,191,828	1,191,828	420,155
Debt Proceeds	11,082,000	-	-	-	-	-
Reserve for Undercollection	-	-	(24,196)	(24,196)	-	(25,227)
Total Other Financing Sources	11,746,865	789,900	405,804	1,167,632	1,191,828	394,928
Total Beginning Fund Balance Revenue & Other Financing	16,835,613	11,132,236	2,181,641	7,532,326	7,939,174	3,260,856

CITY OF SANIBEL
SPECIAL REVENUE FUNDS SUMMARY

USES OF FUNDS	2003-04 Actual	2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
General Government						
Hurricane Charley 8/13/04	542,706	632,806	-	248,238	248,238	-
SW Florida Communiy Grant	-	49,041	-	1,881	3,924	-
NRCS Grant	-	48	-	-	-	-
Hurricane Wilma 10/21/05	-	-	-	69,725	69,725	-
Total General Government	542,706	681,895	-	319,844	321,887	-
Public Safety						
Weigh Station	64,856	79,913	71,993	71,993	86,850	41,919
Hurricane Charley 8/13/04	950,946	241,383	-	-	-	-
Hurricane Wilma 10/21/05			-	232,600	232,600	-
DCA - Emergency Operations Van				100,000	100,000	-
Building Department			-	735,834	690,781	726,908
C.L.E.A.N. Grant	-	-	-	56,024	56,024	-
Total Public Safety	1,015,802	321,296	71,993	1,196,451	1,166,255	768,826
Physical Environment						
Hurricane Charley 8/13/04	3,204,003	2,690,260	-	32,221	32,221	-
Hurricane Wilma 10/21/05	-	-	-	1,194,450	1,194,450	-
Environmental Defense Fund				1,000	-	-
NRCS Grant	-	2,293	-	-	-	-
SFWMD Grant-Sanibel River Restoration	-	47,221	-	152,779	152,779	-
US Fish & Wildlife Firesafe Grant	25,975	-	-	-	27,025	-
WCIND-Tarpon Bay Dredging Project	-	76,919	126,810	126,810	126,810	-
Water Quality	-	-	-	17,100	17,100	-
Total Physical Environment	3,229,978	2,816,693	126,810	1,524,360	1,550,385	-
Transportation						
Hurricane Charley 8/13/04	379,190	939,604	-	691,009	691,009	-
NRCS Grant	-	858,710	-	-	9,319	-
Hurricane Wilma 10/21/05	-	-	-	55,465	55,465	-
Total Transportation	379,190	1,798,314	-	746,474	755,793	-
Economic Environment						
Below Market Rate Housing Program	3,268,698	739,460	237,900	237,900	238,900	245,904
Hurricane Wilma 10/21/05	-	-	-	31,270	31,270	-
Total Economic Environment	3,268,698	739,460	237,900	269,170	270,170	245,904
Human Services						
Father Madden Estate Fund	-	580	551	1,030	974	974
Culture/Recreation						
Recreation Center Donation	23,280	26,270	30,200	30,200	28,900	31,725
Historical Committee Fund	164,260	289,880	120,819	241,006	216,477	190,106
Hurricane Charley 8/13/04	205,685	403,687	-	16,074	16,074	-
Community Park Impact Fee Fund	-	250,575	-	-	-	-
FRDAP Community Park Acq	341,367	-	-	-	-	-
Lee Co Elementary Ball Park Maint	168,225	228,262	209,143	215,086	216,452	212,097
Lee Co Skate Park	-	-	-	99,213	99,213	-
Total Culture/Recreation	902,817	1,198,674	360,162	601,579	577,116	433,928
Total Operating Expenditures	9,339,191	7,556,912	797,416	4,658,908	4,642,580	1,449,632
Non-Operating Expenditures						
Reserve for Compensation Adjustments	-	-	5,983	2,936	-	5,948
Reserve for Future Projects	-	-	-	-	-	26,090
Transfer to Other Funds	1,370,175	1,062,000	1,140,000	2,275,768	2,275,768	1,200,000
Redemption of Long-Term Debt	48,102	-	-	-	-	-
Total Non-Operating Expense	1,418,277	1,062,000	1,145,983	2,278,704	2,275,768	1,232,038
Total Appropriations	10,757,468	8,618,912	1,943,399	6,937,612	6,918,348	2,681,670
Ending Fund Balance	6,078,145	2,513,324	238,242	594,714	1,020,826	579,186
Total Uses of Funds	16,835,613	11,132,236	2,181,641	7,532,326	7,939,174	3,260,856

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Environmental Defense Fund
Fund No. 105

Sources of Funds

This fund was established in FY 2006 to provide a mechanism for citizens and other interested persons to contribute to the environmental protection of Sanibel's critical natural resources threatened by Lake Okeechobee fresh water releases.

Uses of Funds

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

Special Revenue Funds
Environmental Defense Fund
Fund No. 105

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	-	-	-	-	2,000
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	1,000	2,000	-
Total Revenue	-	-	-	1,000	2,000	-
Other Financing Sources						
Transfers In	-		-	-	-	-
Debt Proceeds						
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	-	-	-	1,000	2,000	2,000
						-
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	-	-	-	1,000	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	1,000	-	-
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	-	-	-	-	-	-
Total Appropriations	-	-	-	1,000	-	-
Ending Fund Balance	-	-	-	-	2,000	2,000
Total Uses of Funds	-	-	-	1,000	2,000	2,000

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Road & Street Improvement – Vehicle Weight Permit Fund
Fund No. 106

Sources of Funds

These revenues are generated pursuant to Section 17-6 of the Sanibel Code of Ordinances from the weigh station permit fee calculated at $7.50 per 1,000 pounds that a vehicle exceeds the weight limit per axle. Prior to 2003, revenue and expenditures of the Weigh Station were accounted for in the General Fund.

Prior to the Causeway damage in 2003 and the beginning of Causeway reconstruction in 2005, revenues from this source had been relatively consistent at between $220,000 and $240,000 per year.

This fund is estimated to have $369,217 of available beginning fund balance to be carried forward into FY 2007. The City received notice from Lee County that continued operation of the station's current site on the county-owned Sanibel Causeway would be terminated in FY07 upon completion of the construction of the new causeway. Therefore, the City is researching the possibility of relocating the facility to City-owned land as well as holding negotiations with the county for continued operation of the causeway site. Until resolution of this matter is reached, no revenue is being estimated for FY07.

Uses of Funds

The line-item costs for operating the weigh station, including personal services and operating expenses are shown in the Supplemental Schedule section of this document and total $41,919 for FY 2007. A reserve for compensation adjustments of $1,195 is budgeted and $26,090 is reserved for future projects. The balance of available funds, $300,000, is transferred to fund transportation-related capital projects. These transfers are detailed in the Schedule of Interfund Transfers included in the Supplemental Schedules section of this document.

Special Revenue Funds
Vehicle Weight Permits
Fund No. 106

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	72,015	126,113	266,507	266,507	369,217
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	242,089	384,850	220,000	220,000	385,000	-
Intergovernmental	59,241	48,303	60,000	60,000	43,498	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	181	1,256	450	450	506	-
Miscellaneous	43,329	39,996	39,996	39,996	60,556	-
Total Revenue	344,840	474,405	320,446	320,446	489,560	-
Other Financing Sources						
Transfers In	-		-	-	-	-
Debt Proceeds						
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	344,840	546,420	446,559	586,953	756,067	369,217
USES OF FUNDS						
Public Safety						
Personal Services	51,979	59,453	53,906	53,906	53,906	41,919
Operating Expense	12,877	20,460	18,087	18,087	32,944	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	64,856	79,913	71,993	71,993	86,850	41,919
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	2,118	2,118	-	1,195
Reserve for Future Projects	-	-	-	-	-	26,090
Transfer to Other Funds	207,968	200,000	300,000	300,000	300,000	300,000
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	207,968	200,000	302,118	302,118	300,000	327,285
Total Appropriations	272,824	279,913	374,111	374,111	386,850	369,204
Ending Fund Balance	72,016	266,507	72,448	212,842	369,217	13
Total Uses of Funds	344,840	546,420	446,559	586,953	756,067	369,217

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Historical Committee Fund
Fund No. 109

Sources of Funds

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

In FY 2007, $42,079 is carried forward from available, undesignated beginning fund balance; a grant award of $10,598 will partially fund a new .8 FTE administrative assistant position. $5,000 is estimated to be received from sales of goods at the Historical Village and $50,000 is estimated from contributions and donations.

An interfund transfer of $127,155 is budgeted to supplement the operations of the Historical Village. The Schedule of Interfund Transfers is included in the Supplemental Schedule section of this document.

Uses of Funds

$191,685 of line-item costs for operating the Historical Village and for fund-raising projects are shown in the Supplemental Schedules section of this document.

Of the original $223,842 donation from the Harriot Spoth Estate, $107,500 was appropriated and spent during FY 2005. The balance of $116,342 is Designated Ending Fund Balance to be appropriated by budget amendment resolution when a purpose has been identified.

Special Revenue Funds
Historical Committee Fund
Fund No. 109

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	242,883	287,218	2,466	156,925	156,925	42,079
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	75,000	75,000	-	23,368	23,368	10,598
Charges for Services	5,896	4,717	4,000	33,755	33,188	5,000
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	60,700	49,870	43,000	50,000	51,417	50,000
Total Revenue	141,596	129,587	47,000	107,123	107,973	65,598
Other Financing Sources						
Transfers In	67,000	30,000	110,000	110,000	110,000	127,155
Debt Proceeds						
Reserve for Undercollection	-	-	(1,000)	(1,000)	-	-
Total Other Financing Sources	67,000	30,000	109,000	109,000	110,000	127,155
Total Beginning Fund Balance Revenue and Other Financing	451,479	446,805	158,466	373,048	374,898	234,832
USES OF FUNDS						
Culture/Recreation						
Personal Services	1,978	1,163	4,945	13,493	10,476	36,687
Operating Expense	74,803	122,099	110,874	177,513	161,001	140,919
Capital Outlay	87,479	161,618	-	45,000	40,000	7,500
Grants & Aids	-	5,000	5,000	5,000	5,000	5,000
Total Operating Expenditures	164,260	289,880	120,819	241,006	216,477	190,106
Non-Operating Expenditures				-		
Reserve for Compensation Adj	-	-	265	-	-	1,580
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	-	-	265	-	-	1,580
Total Appropriations	164,260	289,880	121,084	241,006	216,477	191,685
Designated from Harriott Spoth	223,842	116,342	-		116,342	-
Available for Appropriation	63,377	40,583	37,382	132,042	42,079	43,147
Total Uses of Funds	451,479	446,805	158,466	373,048	374,898	234,832

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Recreation Center Donation Fund
Fund No. 111

Sources of Funds

This fund was established in FY 1986 with donations from the Jim Dvorin Memorial Contribution Fund. Since that time, this fund has been used to account for contributions received for the exclusive use of the Recreation Center.

In FY 2007, $53,862 is carried forward to available beginning fund balance; Miscellaneous Revenue includes $500 in expected interest earnings and $24,500 of contributions and donations.

Uses of Funds

The line-item costs of running the programs funded from these donations is detailed in the Supplemental Schedules section of this document and total $31,725 for FY 2007.

Programs to be funded in FY 2007 include teen basketball, youth volleyball, golf tournaments and various out-of-city teen trips.

Special Revenue Funds
Recreation Center Donation Fund
Fund No. 111

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	49,903	52,320	49,339	57,762	57,762	53,862
Estimated Revenues						
Taxes			-	-	-	
Licenses & Permits			-	-	-	
Intergovernmental			-	-	-	
Charges for Services			-	-	-	
Fines & Forfeitures			-	-	-	
Miscellaneous	25,699	31,712	25,000	25,000	25,000	25,000
Total Revenue	25,699	31,712	25,000	25,000	25,000	25,000
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	75,602	84,032	74,339	82,762	82,762	78,862
USES OF FUNDS						
Culture/Recreation						
Personal Services	-	-	-	-	-	-
Operating Expense	23,280	26,270	29,200	29,200	27,900	31,725
Capital Outlay	-	-	1,000	1,000	1,000	-
Total Operating Expenditures	23,280	26,270	30,200	30,200	28,900	31,725
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	-	-	-	-	-	-
Total Appropriations	23,280	26,270	30,200	30,200	28,900	31,725
Ending Fund Balance	52,322	57,762	44,139	52,562	53,862	47,137
Total Uses of Funds	75,602	84,032	68,957	82,762	82,762	78,862

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Road Impact Fee Fund
Fund No. 120

Sources of Funds

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

It is budgeted to have a beginning fund balance of $5,251 on October 1, 2006 from accumulated interest earnings.

The City only appropriates funds from this source after they have been collected. It is anticipated that $140,000 will have been collected and be available for appropriation in FY 2007.

Uses of Funds

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

No funds are budgeted for use in FY07.

Special Revenue Funds
Road Impact Fee Fund
Fund No. 120

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	1,430	2,234	2,233	3,882	3,882	5,251
Estimated Revenues						
Taxes			-	-	-	
Licenses & Permits			-	-	-	
Intergovernmental			-	-	-	
Charges for Services			-	-	-	
Fines & Forfeitures			-	-	-	
Miscellaneous	205,626	26,648	100,000	100,000	101,369	140,000
Total Revenue	205,626	26,648	100,000	100,000	101,369	140,000
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	207,056	28,882	102,233	103,882	105,251	145,251
USES OF FUNDS						
Transportation						
Personal Services	-	-	-	-	-	-
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	204,823	25,000	100,000	100,000	100,000	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	204,823	25,000	100,000	100,000	100,000	-
Total Appropriations	204,823	25,000	100,000	100,000	100,000	-
Ending Fund Balance	2,233	3,882	2,233	3,882	5,251	145,251
Total Uses of Funds	207,056	28,882	102,233	103,882	105,251	145,251

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Federal Forefeitures Fund
Fund No.124

Sources of Funds

This fund accounts for confiscated funds received by the City on a pro-rata basis pursuant to federal law enforcement. Beginning available fund balance in FY07 is expected to be $16,435.

Uses of Funds

There are no budgeted uses for these funds in FY07. If an authorized project is identified during the year, up to $16,435 is available and can be appropriated by budget amendment resolution of City Council.

Special Revenue Funds
Federal Forfeiture Fund
Fund No. 124

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	-	-	-	4,295	16,435
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures		4,265	-	-	12,000	-
Miscellaneous	-	30	-	-	140	-
Total Revenue	-	4,295	-	-	12,140	-
						-
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	-	4,295	-	-	16,435	16,435
USES OF FUNDS						
General Government	-		-	-	-	-
Public Safety	-		-	-	-	-
Physical Environment	-		-	-	-	-
Transportation	-		-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Ending Fund Balance	-	4,295	-	-	16,435	16,435
Total Uses of Funds	-	4,295	-	-	16,435	16,435

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Father Madden Estate Fund
Fund No. 125

Sources of Funds

This fund was established to account for the proceeds of a donation from the Father Madden Estate of approximately $27,000 which was bequeathed to the City for the goal of insuring the humane care of stray dogs and feral cats on the island. Interest earnings on the expected beginning fund balance of $28,977 are budgeted at $1,021 for FY07.

Uses of Funds

Since the time of donation, the City has maintained the principal of this gift and has used the interest earnings to build and maintain the "Kitty Condo" on Dunlop Road and to assist PAWS, a not for profit animal care agency, in its efforts of meeting the goal. Donations to Paws are budgeted at $974 for FY07.

Special Revenue Funds
Father Madden Estate Fund
Fund No. 125

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	28,550	28,832	28,451	28,930	28,930	28,977
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	281	678	100	100	1,021	1,021
Total Revenue	281	678	100	100	1,021	1,021
			-	-	-	-
Other Financing Sources						
Transfers In			-	-	-	-
Debt Proceeds						
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	28,831	29,510	28,551	29,030	29,951	29,997
USES OF FUNDS						
General Government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Physical Environment	-	-	-	-	-	-
Transportation	-	580	551	1,030	974	974
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	580	551	1,030	974	974
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	-	-	-	-	-	-
Total Appropriations	-	580	551	1,030	974	974
Ending Fund Balance	28,831	28,930	28,000	28,000	28,977	29,023
Total Uses of Funds	28,831	29,510	28,551	29,030	29,951	29,997

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Franchise And Occupational License Fund
Fund No. 162

Sources of Funds

Franchises are granted to Lee County Electric Co-op and to WastePro. Inc. at the respective tax rates of 3% and 5% of the grantee's gross revenues for the right to use City streets for the operation of its business.

Occupational licenses are issued pursuant to Section 18 of the Code of Ordinances.

For FY 2007 revenues are estimated to be $450,000 for the electric franchise and $100,000 for the solid waste franchise based on the continuation of the current franchise rates. Occupational license revenues are estimated to be $280,000.

A $25,227 (3%) reserve for undercollection is budgeted in the event actual revenue collections fall short of projections.

Uses of Funds

$900,000 of available funds is budgeted in FY 2007 for transfer to various Debt Service and Capital Projects funds. Please see the Schedule of Interfund Transfers in the Supplemental Schedules section o f this document for the specific uses.

Special Revenue Funds
Franchise & Occupational License Fund
Fund No. 162

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	57,743	54,097	-	12,183	12,183	123,075
Estimated Revenues						
Taxes	500,304	478,475	500,000	500,000	560,881	550,000
Licenses & Permits	269,360	270,004	269,000	269,000	279,051	280,000
Intergovernmental						
Charges for Services						
Fines & Forfeitures	2,286	5,171	2,200	2,200	2,548	2,500
Miscellaneous	1,698	4,436	2,000	2,000	8,412	8,412
Total Revenue	773,648	758,086	773,200	773,200	850,892	840,912
Other Financing Sources						
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	(23,196)	(23,196)	-	(25,227)
Total Other Financing Sources	-	-	(23,196)	(23,196)	-	(25,227)
Total Beginning Fund Balance Revenue and Other Financing	831,391	812,183	750,004	762,187	863,075	938,760
USES OF FUNDS						
General Government			-	-	-	-
Public Safety			-	-	-	-
Physical Environment			-	-	-	-
Transportation						
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	-	-	-	-
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	777,294	800,000	740,000	740,000	740,000	900,000
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	777,294	800,000	740,000	740,000	740,000	900,000
Total Appropriations	777,294	800,000	740,000	740,000	740,000	900,000
Ending Fund Balance	54,097	12,183	10,004	22,187	123,075	38,760
Total Uses of Funds	831,391	812,183	750,004	762,187	863,075	938,760

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Building Department Fund
Fund No. 169

Sources of Funds

This fund was established in FY 2006 pursuant to Florida statute, which requires that building permit-type fees be expended solely for building department inspections, plan review, fee collection and other building-related expenditures. Beginning available fund balance in FY 07 is expected to be $195,993; budgeted revenues for FY07 are $749,181. Revenues by type of permit are below.

Building	$ 470,000
Electrical	$ 26,936
Plumbing & Sprinkler	$ 22,745
HVAC	$ 39,000
Roofing	$ 65,000
Plan Review-Residential	$ 75,000
Plan Review-Nonresidential	$ 36,500
Contractor Competency	$ 3,000
Contractor Licensing	$ 11,000
Total	$ 749,181

Uses of Funds

The cost to run the Building Department is budgeted at $726,908 for direct and indirect costs. Of this amount $538,273 is for personal services and $188,635 is for operating expense.

Special Revenue Funds
Building Department Fund
Fund No. 169

	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Amended Budget	Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS					
Beginning Fund Balance	-	-	-	-	195,993
Estimated Revenues					
Taxes		-	-	-	-
Licenses & Permits		-	735,834	886,774	749,181
Intergovernmental					
Charges for Services					
Fines & Forfeitures		-	-	-	-
Miscellaneous		-	-	-	-
Total Revenue	-	-	735,834	886,774	749,181
Other Financing Sources					
Transfers In			-	-	-
Debt Proceeds					
Reserve for Undercollection	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	-	-	735,834	886,774	945,174
USES OF FUNDS					
General Government		-	-	-	-
Public Safety		-	735,834	690,781	726,908
Physical Environment		-	-	-	-
Transportation					
Economic Environment	-	-	-	-	-
Total Operating Expenditures	-	-	735,834	690,781	726,908
Non-Operating Expenditures					
Reserve for Compensation Adj		-	-	-	-
Reserve for Future Projects					
Transfer to Other Funds	-	-	-	-	-
Redemption of Long-Term Debt					
Total Non-Operating Expense	-	-	-	-	-
Total Appropriations	-	-	735,834	690,781	726,908
Ending Fund Balance	-	-	-	195,993	218,266
Total Uses of Funds	-	-	735,834	886,774	945,174

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Ball Park Maintenance Fund
Fund No. 173

Sources of Funds

The funding for this maintenance project comes from three sources, Lee County, the School Board and the City.

There is a carry-forward of $53,721 of unspent funds (beginning fund balance) from FY 2006.

Grants from Lee County and the School Board are expected to generate $138,072 in FY 2007. The City is contributing $50,000 by an interfund transfer and expects to receive $1,661 in interest earnings.

Uses of Funds

The line-item costs of maintaining the ball fields adjacent to the Sanibel School, including personal services, operating expenses and capital outlay are shown in the Supplemental Schedules section of this document and total $215,270 including a $3,173 reserve for compensation adjustments for FY 2007.

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	46,159	45,295	23,187	34,008	34,008	53,721
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	107,122	116,395	111,167	114,328	134,504	138,072
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	240	580	250	250	1,661	1,661
Total Revenue	107,362	116,975	111,417	114,578	136,165	139,733
Other Financing Sources						
Transfers In	60,000	100,000	100,000	100,000	100,000	50,000
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	60,000	100,000	100,000	100,000	100,000	50,000
Total Beginning Fund Balance Revenue and Other Financing	213,521	262,270	234,604	248,586	270,173	243,454
USES OF FUNDS						
Culture/Recreation						
Personal Services	79,814	97,947	96,585	99,367	98,790	102,671
Operating Expense	88,411	130,315	101,858	100,019	101,962	107,426
Capital Outlay	-	-	10,700	15,700	15,700	2,000
Total Operating Expenditures	168,225	228,262	209,143	215,086	216,452	212,097
Non-Operating Expenditures						
Reserve for Compensation Adj	-	-	3,600	818	-	3,173
Reserve for Future Projects	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	-	-	3,600	818	-	3,173
Total Appropriations	168,225	228,262	212,743	215,904	216,452	215,270
Ending Fund Balance	45,296	34,008	21,861	32,682	53,721	28,184
Total Uses of Funds	213,521	262,270	234,604	248,586	270,173	243,454

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Special Revenue Funds

Below Market Rate Housing Fund
Fund No. 180

Sources of Funds

In addition to the carry-forward of $13,874 from FY 2006, $243,000 is being transferred from the General Fund to meet the contractual obligations between the City and Community Housing and Resources, Inc. (CHR) for running the City's below market rate housing (BMRH) program.

The Schedule of Interfund Transfers in the Supplemental Schedule section of this document details the source of these transfers.

Uses of Funds

The City's contractual obligations to CHR include up to $5,500 in operating expenses including photocopy costs and postage. Additionally, the contract provides a fixed amount to be paid to CHR, increased by 3% annually, for operating the BMRH program. The FY 2007 grant to CHR for this purpose is $240,404.

Special Revenue Funds
Below Market Rate Housing
Fund No. 180

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	2,550,403	522,233	40,075	32,534	32,774	13,874
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	18,090	1	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	240	-	-	-	-	-
Total Revenue	18,330	1	-	-	-	-
Other Financing Sources						
Transfers In	163,467	250,000	220,000	220,000	220,000	243,000
Debt Proceeds	1,082,000	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	1,245,467	250,000	220,000	220,000	220,000	243,000
Total Beginning Fund Balance Revenue and Other Financing	3,814,200	772,234	260,075	252,534	252,774	256,874
USES OF FUNDS						
Economic Environment						
Operating Expenses	10,312	7,917	4,500	4,500	5,500	5,500
Capital Outlay - Land	2,474,204	-	-	-	-	-
Grants & Aids - Administrative	228,000	230,725	233,400	233,400	233,400	240,404
Grants & Aids - Capital Proj	556,182	500,818	-	-	-	-
Total Operating Expenditures	3,268,698	739,460	237,900	237,900	238,900	245,904
Debt Service	-	-	-	-	-	-
Principal	-	-	-	-	-	-
Interest	23,269	-	-	-	-	-
Other	-	-	-	-	-	-
Total Debt Service	23,269	-	-	-	-	-
Total Appropriations	3,291,967	739,460	237,900	237,900	238,900	245,904
Ending Fund Balance	522,233	32,774	22,175	14,634	13,874	10,970
Total Uses of Funds	3,814,200	772,234	260,075	252,534	252,774	256,874

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CITY OF SANIBEL
DEBT SERVICE FUNDS SUMMARY

		Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS							
Beginning Fund Balance		490,588	526,805	316,366	1,660,244	1,847,721	539,416
Estimated Revenues	2006						
Taxes	Millage						
Ad Valorem - Pond Apple	0.0475	229,587	248,668	250,000	250,000	250,000	237,000
Ad Valorem - Recreation Ctr.	0.1145	-	-	-	-	-	570,855
Total Taxes		229,587	248,668	250,000	250,000	250,000	807,855
Intergovernmental							
Federal Grant - FEMA		-	5,187,781	2,101,125	511,593	511,593	-
State Grant - 5% Share		-	258,550	102,056	38,913	38,913	-
Total Intergovernmental		-	5,446,331	2,203,181	550,506	550,506	-
Charges for Services							
Rents from CHR		30,287	47,433	50,000	50,000	50,000	50,000
Total Charges for Services		30,287	47,433	50,000	50,000	50,000	50,000
Miscellaneous		4,182	15,857	4,400	4,400	12,589	12,589
Total Miscellaneous Revenue		4,182	15,857	4,400	4,400	12,589	12,589
Total Revenue		264,056	5,758,289	2,507,581	854,906	863,095	870,444
Other Financing Sources							
Transfers In		557,017	601,000	2,057,477	3,193,245	3,193,245	1,481,137
Debt Proceeds		-	-	-	-	-	-
Reserve for Undercollection		-	-	(17,500)	(17,500)	-	(45,653)
Total Other Financing Sources		557,017	601,000	2,039,977	3,175,745	3,193,245	1,435,485
Total Beginning Fund Balance Revenue & Other Financing		1,311,661	6,886,094	4,863,924	5,690,895	5,904,061	2,845,344
USES OF FUNDS							
Debt Service							
Principal		410,766	4,435,774	4,018,318	4,878,318	4,878,318	1,538,114
Interest		372,240	552,366	514,529	468,717	468,717	768,217
Other		1,850	50,233	47,331	17,310	17,610	17,160
Total Appropriations		784,856	5,038,373	4,580,178	5,364,345	5,364,645	2,323,491
Ending Fund Balance		526,805	1,847,721	283,746	326,550	539,416	521,853
Total Uses of Funds		1,311,661	6,886,094	4,863,924	5,690,895	5,904,061	2,845,344

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Debt Service Funds

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

Sources of Funds

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

A transfer from other funds (non-ad valorem sources) in the amount of $120,000 will provide funding for this debt service fund.

Uses of Funds

This $1.25 million debt was issued as a 15-year Note to NationsBank, now known as Bank of America, at a fixed interest rate of 4.9794%.

In 1997, the proceeds of this debt issuance were used to acquire a 48.5 acre parcel of vacant land along Periwinkle Way commonly called the Paulsen Property. The approximate 6 acres fronting Periwinkle Way have since been developed for the 12-unit below market rate housing project named Casa Mariposa.

The future year's debt service on this obligation through the date of pay-off are as follows:

Fiscal Year	Principal	Interest	Total
2007-08	94,319.52	25,940.71	120,260.23
2008-09	99,016.07	21,244.16	120,260.23
2009-10	103,946.47	16,313.76	120,260.23
2010-11	109,122.39	11,137.84	120,260.23
2011-12	114,633.06	5,698.17	120,331.23

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	53,752	54,263	4,590	55,741	55,741	57,369
Estimated Revenues						
Taxes						
Intergovernmental						
Charges for Services						
Miscellaneous	797	1,764	900	900	1,938	1,938
Total Revenues	797	1,764	900	900	1,938	1,938
Other Financing Sources						
Transfers In	120,000	120,000	120,000	120,000	120,000	120,000
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	120,000	120,000	120,000	120,000	120,000	120,000
Total Beginning Fund Balance Revenue & Other Financing	174,549	176,027	125,490	176,641	177,679	179,307
USES OF FUNDS						
Debt Service						
Principal	77,567	81,546	85,584	85,584	85,584	89,846
Interest	42,719	38,740	34,676	34,676	34,676	30,414
Other	-	-	50	50	50	-
Total Appropriations	120,286	120,286	120,310	120,310	120,310	120,260
Ending Fund Balance	54,263	55,741	5,180	56,331	57,369	59,047
Total	174,549	176,027	125,490	176,641	177,679	179,307

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Debt Service Funds

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

Sources of Funds

Pursuant to the passage of a referendum in November 2001, ad valorem taxes from a separately levied Voted Debt Service millage rate support this debt. The ballot question was as follows:

> *"Shall the City of Sanibel issue bonds or other forms of indebtedness in an amount not more than $5.621 million at a marked interest rate not to exceed the amount allowed by law for not more than thirty (30) years payable from ad Valorem taxes? If approved, the bond money will be used to purchase 8.61 acres of mostly commercially zoned real property located on the north side of Periwinkle Way at Bailey Road."*

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

Tax Year	Fiscal Year	Millage Rate	Taxes Collected
2002	2002-03	0.1063	$367,188
2003	2003-04	0.0595	229,587
2004	2004-05	0.0625	248,668
2005	2005-06	0.0591	250,000

The proposed levy for the current tax year is:

Tax Year	Fiscal Year	Millage Rate	Taxes Budgeted
2006	2006-07	0.0475	$237,000

Uses of Funds

The proceeds of this debt plus the proceeds from a $2,122,800 grant from the Florida Communities Trust were used to repay a one-year $5,621,000 Bond Anticipation Note (BAN) issued in December 2001. The BAN was issued in order to expedite the closing on the land purchase. Under the terms of the Purchase and Sale Agreement the City saved $40,000 if the closing was accomplished by January 8, 2002.

At the time of closing, the City had applied for a grant from the Florida Communities Trust for this land acquisition, but the grant award had not been received nor had the amount of the grant been determined. When the grant award was received, the long-term bonds were issued for $3.825 million.

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

Debt Service Funds
2002 $3.825M GO Bonds - Pond Apple Park
Fund No. 204

		Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS							
Beginning Fund Balance		236,333	228,307	247,198	247,094	247,094	265,289
Estimated Revenues	2006						
Taxes	Millage						
Ad Valorem-Voted Debt	0.0475	229,587	248,668	250,000	250,000	250,000	237,000
Intergovernmental							
Miscellaneous		2,394	12,026	2,500	2,500	8,403	8,403
Total RevenueS		231,981	260,694	252,500	252,500	258,403	245,403
Other Financing Sources							
Transfers In		-	-	-	-	-	-
Debt Proceeds		-	-	-	-	-	-
Reserve for Undercollection		-	-	(7,500)	(7,500)	-	(7,110)
Total Other Financing Sources		-	-	(7,500)	(7,500)	-	(7,110)
Total Beginning Fund Balance Revenue & Other Financing		468,314	489,001	492,198	492,094	505,497	503,581
USES OF FUNDS							
Debt Service							
Principal		80,000	85,000	85,000	85,000	85,000	85,000
Interest		158,157	156,557	154,858	154,858	154,858	152,945
Other		1,850	350	50	50	350	-
Total Appropriations		240,007	241,907	239,908	239,908	240,208	237,945
Ending Fund Balance		228,307	247,094	252,290	252,186	265,289	265,636
Total		468,314	489,001	492,198	492,094	505,497	503,581

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Debt Service Funds

1979 $3.19M Debt Service
Fund No. 207

Sources of Funds

Franchise taxes and occupational license revenues are pledged to repay the principal and interest on this $3,190,000 bond issued December 17, 1979 to purchase tracts of land now known as Gulfside City Park, the boat ramp and Causeway Park. A transfer of $187,477 from the franchise and occupational license fund is being used to meet the fiscal year 2006-2007 debt service obligation.

Uses of Funds

The December 17, 2006 annual payment of $187,477 on this bond issue is allocated as follows:

Principal.....$94,740
Interest..... $92,737

The principal balance on the 5%, 40-year bonds as of December 17, 2005 was $1,854,738.94 per General Electric Corporation, which purchased these bonds from Farmers Home Administration in October 1987.

This debt will be paid off on December 17, 2019.

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	200,503	194,017	1,014	2,130	189,607	191,805
Estimated Revenues						
Taxes	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Miscellaneous	991	2,067	1,000	1,000	2,248	2,248
Total Revenue	991	2,067	1,000	1,000	2,248	2,248
Other Financing Sources						
Transfers In	180,000	181,000	187,477	187,477	187,477	187,477
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	180,000	181,000	187,477	187,477	187,477	187,477
Total Beginning Fund Balance Revenue & Other Financing	381,494	377,084	189,491	190,607	379,332	381,531
USES OF FUNDS						
Debt Service						
Principal	82,154	85,962	90,229	90,229	90,229	94,740
Interest	105,323	101,515	97,248	97,248	97,248	92,737
Other	-	-	50	50	50	-
Total Appropriations	187,477	187,477	187,527	187,527	187,527	187,477
Ending Fund Balance	194,017	189,607	1,964	3,080	191,805	194,054
Total	381,494	377,084	189,491	190,607	379,332	381,531

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Debt Service Funds

2004 $10.0 M Florida Local Government Commercial Paper Debt

for Hurricane Charley
Fund No. 213

Sources of Funds

In the immediate aftermath of Hurricane Charley, which struck Sanibel Island on August 13, 2004, it was determined that funding to pay for the costs of recovery, particularly the cost of debris removal, would exceed the City's $1 million disaster reserve and that reimbursement of eligible costs from FEMA would take many months to receive. Therefore, the City secured $10,000,000 from the Florida Local Government Finance Commission commercial paper (FLGFC) pool which carries a variable rate of interest, currently estimated at 3.97%.

The source of repayment of this debt is primarily reimbursements from FEMA and secondarily a covenant to budget and appropriate non-ad valorem revenues. FEMA reimbursements were completed in FY06; in fiscal year 2007 an interfund transfer from non-ad valorem revenue sources in the amount of $908,660 will meet this requirement.

Uses of Funds

The debt service schedule and the respective payments made through September 30, 2006 are as follows:

Fiscal Year Due	Principal Amount Due	Amount Paid	Balance Remaining
2004-05	$2,000,000	$2,000,000	0
2005-06	2,000,000	2,000,000	0
2006-07	2,000,000	2,000,000	0
2007-08	4,000,000	2,293,000	1,707,000

Therefore the principal balance remaining on this debt is $1,707,000 as of October 1, 2006.

The debt service requirement has been met for fiscal year 2006-07. However, in the interest of budget stability and smoothing the fiscal impact of the unreimburseable Hurricane Charley recovery costs, the second year of a three-year allocation in the amount of $908,660 from non-ad valorem revenue is included in the fiscal year 2006-07 budget to repay the costs that will not be reimbursed by FEMA or another agency.

Debt Service Funds
2004 $10M FLGFC Comm Paper-Hurricane Charley
Fund No. 213

	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Amended Budget	Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS					
Beginning Fund Balance	-	-	1,301,074	1,301,074	-
Estimated Revenues					
Taxes	-	-	-	-	-
Intergovernmental					
Federal Grant - FEMA	5,187,781	2,101,125	511,593	511,593	-
State Grant - 5% Share	258,550	102,056	38,913	38,913	-
Total Intergovernmental	5,446,331	2,203,181	550,506	550,506	-
Miscellaneous	-	-	-	-	-
Total Revenue	5,446,331	2,203,181	550,506	550,506	-
Other Financing Sources					
Transfers In		1,500,000	2,635,768	2,635,768	908,660
Debt Proceeds	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-
Total Other Financing Sources	-	1,500,000	2,635,768	2,635,768	908,660
Total Beginning Fund Balance Revenue & Other Financing	5,446,331	3,703,181	4,487,348	4,487,348	908,660
USES OF FUNDS					
Debt Service					
Principal	3,933,000	3,500,000	4,360,000	4,360,000	853,500
Interest	175,690	156,000	110,188	110,188	38,000
Other	36,567	47,181	17,160	17,160	17,160
Total Appropriations	4,145,257	3,703,181	4,487,348	4,487,348	908,660
Ending Fund Balance	1,301,074	-	-	-	-
Total	5,446,331	3,703,181	4,487,348	4,487,348	908,660

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget
Debt Service Funds

2006 $8.35M G.O. Bonds – Recreation Facility
Fund No. 270

Sources of Funds

A referendum held April 4, 2006 approved the June 6, 2006 issuance of $8,350,000 of general obligation bonds to build a new recreation center. Ad valorem taxes are pledged to repay the principal and interest on this debt over 30 years.

In fiscal year 2007 $570,855 in taxes will be levied on a millage rate of .1145. An allowance for undercollection of $28,543 in tax is budgeted to recognize the discount taken by those paying their taxes between November and February.

Uses of Funds

Interest payments are made bi-annually; on February 1 and August 1. An annual principal payment will be made on August 1st. The amortization schedule is as follows:

Fiscal Year	Principal	Interest	Total Payment
FY 2007	$ 150,000	$ 392,312	$ 542,312
FY 2008	$ 160,000	$ 346,200	$ 506,200
FY 2009	$ 165,000	$ 339,800	$ 504,800
FY 2010	$ 170,000	$ 333,200	$ 503,200
FY 2011	$ 180,000	$ 326,400	$ 506,400
FY 2012	$ 185,000	$ 319,200	$ 504,200
FY 2013	$ 195,000	$ 311,800	$ 506,800
FY 2014	$ 200,000	$ 303,513	$ 503,513
FY 2015	$ 210,000	$ 295,013	$ 505,013
FY 2016	$ 220,000	$ 286,088	$ 506,088
FY 2017	$ 230,000	$ 276,738	$ 506,738
FY 2018	$ 240,000	$ 266,963	$ 506,963
FY 2019	$ 250,000	$ 257,363	$ 507,363
FY 2020	$ 260,000	$ 247,363	$ 507,363
FY 2021	$ 270,000	$ 236,703	$ 506,703
FY 2022	$ 280,000	$ 225,633	$ 505,633
FY 2023	$ 295,000	$ 214,153	$ 509,153
FY 2024	$ 305,000	$ 202,058	$ 507,058
FY 2025	$ 320,000	$ 189,248	$ 509,248
FY 2026	$ 335,000	$ 175,808	$ 510,808
FY 2027	$ 345,000	$ 161,738	$ 506,738
FY 2028	$ 360,000	$ 147,248	$ 507,248
FY 2029	$ 380,000	$ 131,588	$ 511,588
FY 2030	$ 395,000	$ 115,058	$ 510,058
FY 2031	$ 415,000	$ 97,875	$ 512,875
FY 2032	$ 430,000	$ 79,823	$ 509,823
FY 2033	$ 450,000	$ 61,118	$ 511,118
FY 2034	$ 470,000	$ 41,543	$ 511,543
FY 2035	$ 240,000	$ 21,098	$ 261,098
FY 2036	$ 245,000	$ 5,329	$ 250,329

Debt Service Funds
2006 $8.35M G.O. Bonds - Recreation Facility
Fund No. 270

		Fiscal Year 2006			
		Adopted Budget	Amended Budget	Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS					
Beginning Fund Balance		-	-	-	-
Estimated Revenues	2006				
Taxes	Millage				
Ad Valorem	0.1145	-	-	-	570,855
Intergovernmental		-	-	-	
Miscellaneous		-	-	-	-
Total Revenue		-	-	-	570,855
Other Financing Sources					
Transfers In		-	-	-	-
Debt Proceeds		-	-	-	-
Reserve for Undercollection		-	-	-	(28,543)
Total Other Financing Sources		-	-	-	(28,543)
Total Beginning Fund Balance Revenue & Other Financing		-	-	-	542,312
USES OF FUNDS					
Debt Service					
Principal		-	-	-	150,000
Interest		-	-	-	392,312
Other		-	-	-	-
Total Appropriations		-	-	-	542,312
Ending Fund Balance		-	-	-	(0)
Total		-	-	-	542,312

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Debt Service Funds

Below Market Rate Housing Debt Service
Fund No. 280

Sources of Funds

This fund reflects the debt service requirements of the three (3) outstanding obligations issued to fund below market rate housing (BMRH) projects. The following revenue sources are pledged as repayment for the following obligations:

Purpose/BMRH Project	Revenue Pledge
$1.8 CHR Debt Refinancing	Causeway Surplus (*)
Casa Mariposa	Any legally available non-ad Valorem revenue
Woodhaven	Any legally available non-ad Valorem revenue

(*) Due to the settlement of the lawsuit with Lee County in 2005, causeway surplus revenue will not be available to the City until approximately fiscal year 2010 and this revenue pledge has been replaced with a covenant to budget and appropriate any legally available non-ad valorem revenue.

Therefore, in additional to the $50,000 net rents to be received from Community Housing & Resources, Inc. (CHR) pursuant to an Agreement dated March 16, 2004, a transfer from other funds, non-ad valorem revenue sources are the repayment sources for these debts.

Uses of Funds

Purpose/BMRH Project	Original Issue Amount	Interest Rate	Date of Maturity
$1.8 CHR Debt Refinancing	$ 962,811.40	3.850%	7/01/2009
Casa Mariposa	650,000.00	4.210%	7/22/2014
Woodhaven	1,082,000.00	3.348%	2/01/2019

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	50,218	63,564	54,205	54,205	24,954
Estimated Revenues						
Charges for Services					1	
Rents from CHR	30,287	47,433	50,000	50,000	50,000	50,000
Miscellaneous	-	-	-	-	-	-
Total Revenue	30,287	47,433	50,000	50,000	50,001	50,000
Other Financing Sources						
Transfers In	257,017	300,000	250,000	250,000	250,000	265,000
Debt Proceeds						
Reserve for Undercollection	-	-	(10,000)	(10,000)	-	(10,000)
Total Other Financing Sources	257,017	300,000	240,000	240,000	250,000	255,000
Total Beginning Fund Balance Revenue & Other Financing	287,304	397,651	353,564	344,205	354,206	329,954
USES OF FUNDS						
Debt Service						
Principal	171,045	250,266	257,505	257,505	257,505	265,028
Interest	66,041	79,864	71,747	71,747	71,747	61,809
Other	-	13,316	-	-	-	-
Total Appropriations	237,086	343,446	329,252	329,252	329,252	326,837
Ending Fund Balance	50,218	54,205	24,312	14,953	24,954	3,117
Total	287,304	397,651	353,564	344,205	354,206	329,954

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CITY OF SANIBEL
CAPITAL PROJECT FUNDS SUMMARY

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	2,649,613	2,667,384	2,546,816	3,926,498	3,974,123	10,609,379
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	202,928	455,316	198,000	6,559,971	922,120	5,837,851
Charges for Services	57,743	-	-	-	-	-
Fines and Forfeitures	110	-	-	-	-	-
Miscellaneous	445	-	-	32,443	33,685	-
Interest Earnings	19,368	59,752	17,000	40,000	97,708	35,128
Contributions	30,000	-	-	38,326	38,326	-
Special assessments	442	7,321	9,336	9,336	17,190	7,000
Total Revenue	311,036	522,389	224,336	6,680,076	1,109,029	5,879,979
Other Financing Sources						
Transfers In	1,535,275	3,180,226	1,938,948	2,813,534	2,813,534	2,568,721
Debt Proceeds				8,350,000	8,350,000	-
Reserve for Undercollections	-	-	-	-	-	(210)
Total Other Financing Sources	1,535,275	3,180,226	1,938,948	11,163,534	11,163,534	2,568,511
Total Beginning Fund Balance Revenue and Other Financing	4,495,924	6,369,999	4,710,100	21,770,108	16,246,686	19,057,869
USES OF FUNDS						
General Government						
Management Information Systems	73,830	28,631	303,100	384,958	296,958	418,000
Public Safety						
Police Department	142,714	89,184	91,000	251,506	230,942	115,000
Physical Environment						
Natural Resources Department	395,368	838,266	917,000	2,679,025	1,573,930	1,044,869
Transportation						
Public Works & Facilities	660,617	941,165	2,969,000	3,422,904	2,855,063	3,309,854
Culture/Recreation						
Recreation	424,886	433,578	10,000	14,207,750	643,710	13,628,040
Total Operating Expenditures	1,697,415	2,330,824	4,290,100	20,946,143	5,600,603	18,515,763
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	400,000	200,000	-	-
Reserve for Rec Ctr Contingencies	-	-	-	415,511		415,511
Reserve for Continuing Capital Proj				-	36,704	32,230
Transfer to Other Funds	131,125	-	-	-	-	-
Total Non-Operating Expenditures	131,125	-	400,000	615,511	36,704	447,741
Total Appropriations	1,828,540	2,330,824	4,690,100	21,561,654	5,637,307	18,963,504
Ending Fund Balance	2,667,384	4,039,175	20,000	208,454	10,609,379	94,365
Total Uses of Funds	4,495,924	6,369,999	4,710,100	21,770,108	16,246,686	19,057,869

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Capital Planning and Asset Acquisition Fund
Fund N0. 300

Sources of Funds

These projects are funded in fiscal year 2007 by the carry-forward of $776,173 of available beginning fund balance, intergovernmental revenue of $207,000, interest earnings of $9,327 and inter-fund transfers in the amount of $245,500.

Uses of Funds

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

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

Total outlays for FY07 are budgeted at $1,238,000.

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	1,281,541	728,632	1,017,984	1,316,505	1,316,507	776,173
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	79,244	20,000	-	380,000	173,000	207,000
Charges for Services	35,743		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	9,324	22,166	5,000	5,000	32,062	9,327
Total Revenue	124,311	42,166	5,000	385,000	205,062	216,327
Other Financing Sources		-				
Transfers In	253,619	1,080,254	485,116	453,044	453,044	245,500
Debt Proceeds	-	-	-	-	-	-
Total Other Financing Sources	253,619	1,080,254	485,116	453,044	453,044	245,500
Total Beginning Fund Balance Revenue and Other Financing	1,659,471	1,851,052	1,508,100	2,154,549	1,974,613	1,238,000
USES OF FUNDS						
General Government						
Management Information Systems	73,830	28,631	303,100	384,958	296,958	418,000
Public Safety						
Police Department	142,714	89,184	91,000	251,506	230,942	115,000
Physical Environment						
Natural Resources Department	91,219	67,619	220,000	340,000	143,540	20,000
Transportation						
Public Works	79,997	169,798	146,000	146,000	136,000	43,000
Public Facilities	171,626	50,208	348,000	375,928	299,000	270,000
Culture/Recreation						
Recreation	371,455	129,105	-	400,000	92,000	372,000
Total Operating Expenditures	930,841	534,545	1,108,100	1,898,392	1,198,440	1,238,000
Non-Operating Expenditures						
Reserve for Grant Matches	-		400,000	200,000	-	-
Reserve for Rec Ctr Contingencies						
Reserve for Continuing Capital Proj	-					
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	400,000	200,000	-	-
Total Appropriations	930,841	534,545	1,508,100	2,098,392	1,198,440	1,238,000
Ending Fund Balance	728,630	1,316,507	-	56,157	776,173	-
Total Uses of Funds	1,659,471	1,851,052	1,508,100	2,154,549	1,974,613	1,238,000

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Transportation Capital Projects
Fund No. 301

Sources of Funds

These projects are funded in fiscal year 2007 by the carry-forward of $107,529 of available beginning fund balance, interest earnings of $20,193 and inter-fund transfers in the amount of $712,279.

Uses of Funds

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

In the CIP, each of the projects in this fund, totaling $840,000 in FY 2007, is listed in the Public Works Department section of the CIP and then identified in the left hand column as Fund # 301.

To assist the reader, the FY 2007 projects are summarized are follows:

Drainage	
Water Quality Testing	30,000
Water Level Recorders	20,000
Contractual Maintenance	120,000
NPDES-Related Consulting Services	30,000
Sanibel river Clearing	70,000
Sub-total Drainage	270,000
Roads/Bridges/Shared-Use Paths	
Reshelling roads	50,000
Resurfacing roads	400,000
Bridge repairs	20,000
Shared-use paths maintenance	100,000
Sub-total Road/Bridges/Shared-Use Paths	570,000
Total Fund #301	840,000

Capital Project Funds
Transportation Capital Projects
Fund No. 301

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	389,033	390,663	499,814	695,150	695,150	107,529
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	22,000		-	-	-	-
Fines & Forfeitures	110		-	-	-	-
Miscellaneous	3,091	11,193	5,000	8,000	20,193	20,193
Total Revenue	25,201	11,193	5,000	8,000	20,193	20,193
Other Financing Sources						
Transfers In	337,968	668,551	190,186	171,023	171,023	712,279
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	337,968	668,551	190,186	171,023	171,023	712,279
Total Beginning Fund Balance Revenue and Other Financing	752,202	1,070,407	695,000	874,173	886,366	840,000
USES OF FUNDS						
Transportation						
Operating Expense	-	-	-	-	-	-
Capital Outlay	361,538	375,257	695,000	778,837	778,837	840,000
Total Operating Expenditures	361,538	375,257	695,000	778,837	778,837	840,000
Non-Operating Expenditures						
Reserve for Grant Matches	-		-	-	-	-
Reserve for Rec Ctr Contingencies	-		-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	361,538	375,257	695,000	778,837	778,837	840,000
Ending Fund Balance	390,664	695,150	-	95,336	107,529	-
Total Uses of Funds	752,202	1,070,407	695,000	874,173	886,366	840,000

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Rabbit Road Capital Projects
Fund No. 306

Sources of Funds

This project is funded in fiscal year 2007 by a beginning fund balance of $200,000.

Uses of Funds

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

This project is listed in the Public Works Department section of the CIP under Other Road Projects and then identified in the left hand column as Fund #306. The purpose of this project, costing $200,000 and described in more detail in the CIP, is to improve traffic flow, deter speeding and improve shared-use path safety on Rabbit Road.

Capital Project Funds
Rabbit Road
Fund No. 306

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	-	-	-	-	200,000
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-
Other Financing Sources						
Transfers In	-	-	250,000	250,000	250,000	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	250,000	250,000	250,000	-
Total Beginning Fund Balance Revenue and Other Financing	-	-	250,000	250,000	250,000	200,000
USES OF FUNDS						
Transportation						
Operating Expense	-		-	-	-	-
Capital Outlay	-	-	250,000	250,000	50,000	200,000
Total Operating Expenditures	-	-	250,000	250,000	50,000	200,000
Non-Operating Expenditures						
Reserve for Grant Matches	-		-	-	-	-
Reserve for Rec Ctr Contingencies						-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	250,000	250,000	50,000	200,000
Ending Fund Balance	-	-	-	-	200,000	-
Total Uses of Funds	-	-	250,000	250,000	250,000	200,000

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Periwinkle Way Road and Bikepath
Fund No. 307

Sources of Funds

These projects are funded in fiscal year 2007 by the carry-forward of $132,230 of available beginning fund balance, $200,000 of grant funds from the Economic Development Administration and an inter-fund transfer of $1,500,000.

Uses of Funds

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

These projects, totaling $1,800,000 in FY 2007, are listed in the Public Works Department section of the CIP under Periwinkle Way Road and Shared-Use Path Projects and then identified in the left hand column as Fund # 307.

The purpose of the first project is to shift the roadway to the north between Meridian and Dunlop Road in order to create space between the shared-use path and the roadway. The purpose of the second project, in the section between Roadside Park and the Community Church, is to improve shared-use path safety by reducing the number of conflict points, reduce the amount of pavement and better accommodate shared-use path users.

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	479,471	520,065	632,781	792,542	792,542	132,230
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	200,000
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	3,406	9,668	3,500	3,500	15,730	-
Total Revenue	3,406	9,668	3,500	3,500	15,730	200,000
Other Financing Sources						
Transfers In	45,714	147,514	33,719	33,719	33,719	1,500,000
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	45,714	147,514	33,719	33,719	33,719	1,500,000
Total Beginning Fund Balance Revenue and Other Financing	528,591	677,247	670,000	829,761	841,991	1,832,230
USES OF FUNDS						
Transportation						
Operating Expense	-	-	-	-	-	-
Capital Outlay	8,526	34,705	670,000	829,761	709,761	1,800,000
Total Operating Expenditures	8,526	34,705	670,000	829,761	709,761	1,800,000
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies		-	-	-	-	32,230
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	32,230
Total Appropriations	8,526	34,705	670,000	829,761	709,761	1,832,230
Ending Fund Balance	520,065	642,542	-	-	132,230	-
Total Uses of Funds	528,591	677,247	670,000	829,761	841,991	1,832,230

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Hazard Mitigation Fund
Fund No. 310

Sources of Funds

This project is partially funded by a $99,782 grant from the State of Florida's Department of Community Affairs for hazard mitigation for City Hall; the City is providing $32,072 from the Capital Acquisition Fund as match for the grant.

Uses of Funds

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

The project is listed in the Public Works Department section of the CIP and then identified in the left hand column as Fund # 310.

The $131,854 project will wind retrofit the building by removing existing window shutters and purchasing and installing aluminum rolling shutters and reinforcing the roof ridge and hip caps.

Capital Project Funds
Hazard Mitigation Fund
Fund No. 310

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	-	-	-	-	32,072
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	99,782	-	99,782
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Revenue	-	-	-	99,782	-	99,782
Other Financing Sources						
Transfers In	-	-	-	32,072	32,072	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	32,072	32,072	-
Total Beginning Fund Balance Revenue and Other Financing	-	-	-	131,854	32,072	131,854
USES OF FUNDS						
Transportation						
Operating Expense	-		-	-	-	-
Capital Outlay	-	-	-	131,854	-	131,854
Total Operating Expenditures	-	-	-	131,854	-	131,854
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	131,854	-	131,854
Ending Fund Balance	-	-	-	-	32,072	-
Total Uses of Funds	-	-	-	131,854	32,072	131,854

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Brazilian Pepper Control Program
Fund No. 316

Sources of Funds

This project is funded in fiscal year 2007 by the carry-forward of $109,133 of available beginning fund balance, interest earnings of $2,925 and an interfund transfer of $107,943.

Uses of Funds

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

The project, totaling $220,000 in FY 2007, is listed in the Natural Resources Department section of the CIP and then identified in the left hand column as Fund # 316.

The purpose of this project, described in more detail in the CIP, includes removal of Brazilian pepper plants from City-managed properties.

Capital Project Funds
Brazilian Pepper Control Program
Fund No. 316

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	(130)	93,788	93,789	129,997	129,997	109,133
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	105,000	20,000	-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	370	1,692	-	-	2,925	2,925
Total Revenue	105,370	21,692	-	-	2,925	2,925
Other Financing Sources						
Transfers In	240,130	219,875	126,211	126,211	126,211	107,943
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	240,130	219,875	126,211	126,211	126,211	107,943
Total Beginning Fund Balance Revenue and Other Financing	345,370	335,355	220,000	256,208	259,133	220,000
USES OF FUNDS						
Physical Environment						
Operating Expense	251,581		-	-	-	-
Capital Outlay	-	205,358	220,000	256,208	150,000	220,000
Total Operating Expenditures	251,581	205,358	220,000	256,208	150,000	220,000
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj						
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	251,581	205,358	220,000	256,208	150,000	220,000
Ending Fund Balance	93,789	129,997	-	-	109,133	-
Total Uses of Funds	345,370	335,355	220,000	256,208	259,133	220,000

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Environmentally Sensitive Land Restoration Program
Fund No. 317

Sources of Funds

This project is funded in fiscal year 2007 by the carry-forward of $29,184 of available beginning fund balance, grant awards of $370,000 and interest earnings of $2,184.

Uses of Funds

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

This project, totaling $370,000 in FY 2007, is listed in the Natural Resources Department section of the CIP and then identified in the left hand column as Fund # 317.

The purpose of this project, described in more detail in the CIP, includes removal of all exotic invasive plants from City-managed properties.

Capital Project Funds
Environmentally Sensitive Land Restoration
Fund No. 317

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	48,788	25,415	5,415	45,688	45,688	29,184
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-	20,000	-	898,120	528,120	370,000
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	407	273	-	-	2,184	2,184
Total Revenue	407	20,273	-	898,120	530,304	372,184
Other Financing Sources						
Transfers In	-		21,585	21,585	21,585	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	21,585	21,585	21,585	-
Total Beginning Fund Balance Revenue and Other Financing	49,195	45,688	27,000	965,393	597,577	401,368
USES OF FUNDS						
Physical Environment						
Operating Expense	-	-	-	-	-	-
Capital Outlay	23,780	-	27,000	938,393	568,393	370,000
Total Operating Expenditures	23,780	-	27,000	938,393	568,393	370,000
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	23,780	-	27,000	938,393	568,393	370,000
Ending Fund Balance	25,415	45,688	-	27,000	29,184	31,368
Total Uses of Funds	49,195	45,688	27,000	965,393	597,577	401,368

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Shell Harbor Dredging
Fund No. 329

Sources of Funds

This project is funded in fiscal year 2007 by the roll-forward of $47,537 to beginning fund balance and $500 of interest earnings.

Uses of Funds

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

This project is listed in the Public Works section of the CIP and then identified in the left hand column as Fund # 329. Residents pay 2/3 of the $45,000 cost and the City pays 1/3.

The purpose of this project, described in more detail in the CIP, is to maintain navigability of Shell Harbor and provide a release for stormwater to prevent roadway flooding, by dredging the entrance to Shell Harbor every three years.

Capital Project Funds
Shell Harbor Dredging
Fund No. 329

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	70,189	45,681	-	-	46,423	47,537
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	442	742	-	-	1,114	500
Total Revenue	442	742	-	-	1,114	500
Other Financing Sources						
Transfers In	-		-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Beginning Fund Balance Revenue and Other Financing	70,631	46,423	-	-	47,537	48,037
USES OF FUNDS						
Transportation						
Operating Expense	24,950	-	-	-	-	-
Capital Outlay	-	-	-	-	-	15,000
Total Operating Expenditures	24,950	-	-	-	-	15,000
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies						-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	24,950	-	-	-	-	15,000
Ending Fund Balance	45,681	46,423	-	-	47,537	33,037
Total Uses of Funds	70,631	46,423	-	-	47,537	48,037

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Periwinkle Landscaping
Fund No. 332

Sources of Funds

This project is funded in fiscal year 2007 by the roll-forward of $270,000 to beginning fund balance and $164,869 in grant revenue.

Uses of Funds

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

This project, totaling $434,869 in FY 2007, is listed in the Natural Resources Department section of the CIP and then identified in the left hand column as Fund # 332.

The purpose of this project, described in more detail in the CIP, is to provide funding to continue re-landscaping Periwinkle Way after Hurricane Charley.

Capital Project Funds
Periwinkle Landscaping
Fund No. 332

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	-	-	-	1,200	270,000
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	374,869	210,000	164,869
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	1,200	-	32,443	33,685	-
Total Revenue	-	1,200	-	407,312	243,685	164,869
Other Financing Sources						
Transfers In	-	-	250,000	250,000	250,000	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	250,000	250,000	250,000	-
Total Beginning Fund Balance Revenue and Other Financing	-	1,200	250,000	657,312	494,885	434,869
USES OF FUNDS						
Physical Environment						
Operating Expense	-	-	-		-	-
Capital Outlay	-	-	250,000	657,312	224,885	434,869
Total Operating Expenditures	-	-	250,000	657,312	224,885	434,869
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	250,000	657,312	224,885	434,869
Ending Fund Balance	-	1,200	-	-	270,000	-
Total Uses of Funds	-	1,200	250,000	657,312	494,885	434,869

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Sanibel Harbor Canal Trimming Special Assessment Project
Fund No. 341

Sources of Funds

This project is funded in fiscal year 2007 by rolling forward $10,170 to beginning fund balance, the collection of $7,000 of special assessments, representing the residents' 2/3 share of costs, and an inter-fund transfer in the amount of $3,000 representing the City's 1/3 share.

Uses of Funds

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

This project, totaling $10,000 in FY 2007, is listed in the Public Works Department section of the CIP, found at the end of this document, and then identified in the left hand column as Fund # 341.

The purpose of this project, described in more detail in the CIP, is to maintain the Sanibel Harbor canals to remain navigable and able to receive roadway drainage flow.

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

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	(1,936)	(2,336)	7,643	7,643	10,170
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	-	6,579	9,336	9,336	9,676	7,000
Total Revenue	-	6,579	9,336	9,336	9,676	7,000
Other Financing Sources						
Transfers In	-	3,000	3,000	3,000	3,000	3,000
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	(210)
Total Other Financing Sources	-	3,000	3,000	3,000	3,000	2,790
Total Beginning Fund Balance Revenue and Other Financing	-	7,643	10,000	19,979	20,319	19,960
USES OF FUNDS						
Transportation						
Operating Expense	1,936	-	-	-	131	-
Capital Outlay	-	-	10,000	10,018	10,018	10,000
Total Operating Expenditures	1,936	-	10,000	10,018	10,149	10,000
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Ctr Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	1,936	-	10,000	10,018	10,149	10,000
Ending Fund Balance	(1,936)	7,643	-	9,961	10,170	9,960
Total Uses of Funds	-	7,643	10,000	19,979	20,319	19,960

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Capital Project Funds

Recreation Facility
Fund No. 370

Sources of Funds

This project is funded in fiscal year 2007 by $8,895,351 of carry-forward to beginning fund balance and the receipt of $3,200,000 from Lee County and $1,596,200 from the Lee County School Board.

Uses of Funds

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

This project, totaling $13,256,040 in FY 2007, is listed in the Recreation Department section of the CIP and then identified in the left hand column as Fund # 370. A reserve for contingencies of $415,511 is included in the budget.

The purpose of this project, described in more detail in the CIP, is to finish construction begun in FY06, of a new recreation facility.

Capital Project Funds
Recreation Facility
Fund No. 370

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance	-	146,569	30,000	222,475	222,475	8,895,351
Estimated Revenues						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	4,796,200	-	4,796,200
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Revenue	-	-	-	4,796,200	-	4,796,200
Other Financing Sources						
Transfers In	200,000	380,379	-	874,586	874,586	-
Debt Proceeds	-	-	-	8,350,000	8,350,000	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	200,000	380,379	-	9,224,586	9,224,586	-
Total Beginning Fund Balance Revenue and Other Financing	200,000	526,948	30,000	14,243,261	9,447,061	13,691,551
USES OF FUNDS						
Recreation						
Operating Expense	53,431	304,473	-	224,360	224,360	-
Capital Outlay	-	-	10,000	13,583,390	327,350	13,256,040
Total Operating Expenditures	53,431	304,473	10,000	13,807,750	551,710	13,256,040
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	415,511	-	415,511
Reserve for Rec Ctr Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	415,511	-	415,511
Total Appropriations	53,431	304,473	10,000	14,223,261	551,710	13,671,551
Ending Fund Balance	146,569	222,475	20,000	20,000	8,895,351	20,000
Total Uses of Funds	200,000	526,948	30,000	14,243,261	9,447,061	13,691,551

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Proprietary Funds

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

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Proprietary Funds

Sanibel Sewer System 88

Beach Parking Fund 104

Summary of Enterprise Funds

	Mills	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
Sources of Funds							
Beginning Unrestricted Net Assets		600,320	(4,020,796)	2,637,598	3,364,442	(2,798,771)	(4,092,810)
Estimated Revenue							
Taxes	Mills						
Ad Valorem Taxes - Voted De	0.2363	1,263,404	925,113	1,067,000	1,067,000	1,019,678	1,177,625
Licenses & Permits							
Beach Parking Permits		88,469	72,311	90,000	90,000	70,619	70,000
Intergovernmental							
Grants from TDC		154,450	623,888	-	940,000	540,000	379,740
Grants Other Local Units		3,807	50,000	-	-	-	-
Total Intergovernmental		158,257	673,888	-	940,000	540,000	379,740
Charges for Services							
Sewer - Residential and Commercial User Fees		3,022,872	3,666,626	4,347,145	4,347,145	3,818,893	5,032,177
Guaranteed Revenue Charge		13,115	-	-	-	-	-
Sale of Treated Effluent		8,664	25,933	22,360	22,360	54,185	50,852
Other Charges		-	1,800	-	-	43,370	-
Parking Fees		888,797	774,628	868,000	868,000	895,598	900,000
Total Charges for Services		3,933,448	4,468,987	5,237,505	5,237,505	4,812,046	5,983,029
Fines and Forfeitures							
Penalties		22,234	18,995	25,700	25,700	13,111	25,700
Miscellaneous							
Insurance Proceeds on Loss		24,225	-	-	-	-	-
Interest Earnings		4,947	295,866	92,000	92,000	441,962	409,026
Special Assessments		56,693	176,247	221,168	221,168	232,095	669,829
Total Miscellaneous		85,865	472,113	313,168	313,168	674,057	1,078,855
Total Revenue		5,551,677	6,631,407	6,733,373	7,673,373	7,129,511	8,714,949
Other Financing Sources							
Capital Contributions		184,716	4,801,622	115,878	115,878	119,056	12,304
Debt Proceeds		-	-	5,162,000	5,162,000	5,650,000	956,000
Reserve for Undercollections		-	-	(26,040)	(26,040)	-	(74,105)
Sources		184,716	4,801,622	5,251,838	5,251,838	5,769,056	894,199
Total Sources of Funds		6,336,713	7,412,233	14,622,809	16,289,653	10,099,796	5,516,338

Summary of Enterprise Funds

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
Uses of Funds						
Physical Environment						
Personal Services	847,864	1,014,117	1,016,878	1,072,971	1,184,565	1,014,350
Operating Expense	1,751,903	1,642,349	1,587,707	1,619,439	1,842,782	1,812,860
Capital Outlay	-	-	5,842,400	6,611,044	5,293,062	1,570,000
Total Physical Environment	2,599,767	2,656,466	8,446,985	9,303,454	8,320,409	4,397,210
Transportation						
Personal Services	366,835	594,495	761,200	765,591	875,295	859,595
Operating Expense	761,027	724,436	517,110	688,097	584,050	568,294
Capital Outlay	-	-	511,000	991,000	468,000	679,740
Total Transportation	1,127,862	1,318,931	1,789,310	2,444,688	1,927,345	2,107,629
Total Operating & Capital Expenses	3,727,629	3,975,397	10,236,295	11,748,142	10,247,754	6,504,839
Non-Operating Expenses						
Reserve for Pay & Classification Adj	-	-	68,132	18,385	-	51,562
Grants & Aid (Reclaimed Water)	-	-	-	50,000	50,000	-
Reserve for Disasters	-	-	175,000	39,734	-	-
Debt Service	1,478,156	1,588,920	3,697,866	3,697,866	3,894,851	4,889,254
Depreciation and Amortization	2,154,893	2,064,299	-	-	-	-
Expenses	3,633,049	3,653,219	3,940,998	3,805,985	3,944,851	4,940,816
Total Appropriations	7,360,678	7,628,616	14,177,293	15,554,127	14,192,605	11,445,655
Change in Net Assets	(1,624,285)	3,804,413				
Beginning Net Assets	25,985,685	24,641,100				
Ending Net Assets	24,641,100	28,358,792	445,516	735,526	(4,092,810)	(5,929,317)
Restricted Net Assets	28,661,896	31,856,541				
Unrestricted Net Assets	(4,020,796)	(3,497,749)				
TOTAL USES OF FUNDS			14,622,809	16,289,653	10,099,796	5,516,338

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Enterprise Funds
Sanibel Sewer Funds
Funds No. 450 through 461

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

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

Beginning in 1995, a Wastewater Master Plan was developed in conformance with the Land Development Code, now known as the Sanibel Plan, which provided for a phased expansion to provide sewer service to the entire island. To date the following phases have been completed: Phase 1 which included South Capers, Sanibel Highlands, Sabal Sands, Lagoon Estates, Sanibel Place, Sanibel Lake Estates, Periwinkle Partners, Sanibel Pines, Dixie Beach, Sanibel Shores and Area U; Phase 2A on Rabbit Road; Phase 2B on the east end of the island; Phase 2C on the southwest end of the island; and Phase 3A included Gulf Pines and the San-Cap Commercial district. Phase 3B on the northwest end of the island is currently under construction with a planned availability date of October 2006. The engineering for the final phase, Phase 4, is currently being developed.

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

A special voted debt service ad valorem tax levy won voter approval at referendum in 1998, which provides an additional SRF repayment source so that assessments on benefiting properties could be reduced. For tax year 2007, this sewer voted debt service tax rate has been set at 0.2363 mills which will cost a taxpayer $23.63 per $100,000 of taxable property valuation.

In 1998, the Department of Environmental Protection (DEP) placed a consent order on the Sanibel Sewer System requiring alternative methods of effluent disposal. Subsequently, the City and Island Water Association constructed a transmission and deep well injection effluent disposal system. This consent order had to be satisfied prior to the DEP allowing new customers to connect to the sewer system. The cost of these improvements as well as subsequent retrofitting of the sleeve for the deep well were funded through loans from the General Fund.

As of September 30, 2005, the amount of outstanding interfund loan from the General Fund to the Sewer Fund was $3.5 million. A repayment schedule for the Sewer System to repay the General

Fund for this loan is not required and has not been employed in past years. However, with the July 18, 2006 Sanibel Sewer System Financial Feasibility Study, the consultant preparing the study was asked to calculate the needed rate structure to schedule repayment over both 20 and 10-year periods. At its meeting on August 15, 2006 the City Council approved increasing sewer rates beginning October 1, 2006 to allow a ten year repayment of the loan. Even with this rate increase Sanibel rates will still be below the average of the 7 benchmark communities used in the study. The 10-year history of Sanibel Sewer System rates is as follows:

		Monthly Rates Commercial						
				Meter Size				Commercial Consumption Per
Fiscal Year	Residential Flat Fee	5/8"	1"	1-1/2"	2"	3"	4"	1,000 gallons
1998	$ 34.03	$ 16.57	$ 41.40	$ 82.78	$ 118.66	$ 264.82	$ 415.22	$ 3.64
1999	35.06	17.07	42.64	85.26	122.22	272.77	427.68	3.75
2000	36.10	17.59	43.92	87.82	125.88	280.95	440.51	3.86
2001	30.60	17.77	44.40	88.77	127.23	283.95	445.22	4.48
2002	31.52	18.30	45.73	91.43	131.05	292.47	458.58	4.61
2003	32.47	18.85	47.10	94.17	134.98	301.24	472.34	4.75
2004	33.44	19.41	48.51	97.00	139.03	310.28	486.51	4.89
2005	38.46	22.33	55.79	111.55	159.89	356.82	559.48	5.62
2006	39.61	23.00	57.47	114.89	164.68	367.53	576.26	5.96
2007	47.53	27.60	68.96	137.87	197.62	441.03	691.51	7.15

(*) Restructuring of Rate Schedule effective 01/01/2001

Sources of Funds

In addition to the roll-forward of prior year balances, ad valorem tax revenue of $1,177,625 is budgeted from the levy of the 0.2363 millage rate. Residential and commercial user fees of $5,032,177 are estimated based on the result of the annual Feasibility Study Update conducted in July 2006 by Hartman Consulting and Design. The update recommended increasing user fees by

$7.92 per month to bring Sanibel's fees in line with other communities of similar size around the state and City Council voted for the increase at its August 15, 2006 meeting. Fees will also be earned by additional customers hooking up to the system as various stages of the expansion are completed. User fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves

Other sources of funds includes charges for the sale of treated effluent which was expanded in 2005 to customers other than the Sanctuary Golf Course, but is limited by the amount of available effluent since agreements with the Dunes and Beachview Golf courses currently provide a primary means of effluent disposal. A grant from the state has been awarded and fines from late payment of sewer bills provide other sources of funds. Miscellaneous revenue includes interest earnings and special assessments.

Capital Contributions is from payment of connection fees by new customers and debt proceeds from SRF loans provide funding for the construction of the expansion projects budgeted in FY 2007.

Uses of Funds

The operational expenses of the Sewer System are accounted for in the Donax and Wulfert funds. Seventeen (17) full-time positions manage, operate and provide engineering services to the system at a cost for salaries and fringe benefits of $1,014,350. Operating expenses including sludge removal, laboratory services, utilities, repair and maintenance, insurance, indirect (central services) costs and other contractual services cost $1,812,860. The capital budget, which is detailed in the 5-Year Capital Improvement Program (CIP) at the end of this document, is budgeted at $1,570,000. The principal and interest budgeted for debt service is $4,889,254 for the 2003 bonds and the SRF loans.

There is a budgeted reserve of $29,497 for classification and pay adjustments.

Enterprise Fund
Sanibel Sewer System
Summary
(Non-GAPP Budgetary Basis)

		Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS							
Beginning Unrestricted Net Assets		-	(4,459,569)	2,023,244	2,750,088	(3,341,678)	(4,220,700)
Estimated Revenues	2006 Millage						
Ad Valorem Taxes-Voted Debt	0.2363	1,263,404	925,113	1,067,000	1,067,000	1,019,678	1,177,625
Charges for Services		-	1,800	-	-	43,370	-
Residential and		-	-	-	-	-	-
Commercial User Fees		3,022,872	3,666,626	4,347,145	4,347,145	3,818,893	5,032,177
Guaranteed Revenue Charge		13,115	-	-	-	-	-
Sale of Treated Effluent		8,664	25,933	22,360	22,360	54,185	50,852
Fines and Forfeitures		21,984	18,965	25,700	25,700	13,111	25,700
Miscellaneous		346,955	288,852	88,000	88,000	435,850	405,026
Special Assessments		56,693	176,247	221,168	221,168	232,095	669,829
Total Revenue		4,733,687	5,103,536	5,771,373	5,771,373	5,617,182	7,361,209
Other Financing Sources							
Capital Contributions		184,716	4,801,622	115,878	115,878	119,056	12,304
Grants Other Governmental Units		3,807	50,000	-	-	-	-
Debt Proceeds		-	-	5,162,000	5,162,000	5,650,000	956,000
Reserve for Undercollection		-	-	-	-	-	(47,105)
Total Other Financing Sources		188,523	4,851,622	5,277,878	5,277,878	5,769,056	921,199
Total Estimated Revenue and Other Financing Sources		4,922,210	5,495,589	13,072,495	13,799,339	8,044,560	4,061,708
USES OF FUNDS							
Physical Environment							
Personal Services		847,864	1,014,117	1,016,878	1,072,971	1,184,565	1,014,350
Operating Expense		1,751,903	1,642,349	1,587,707	1,619,439	1,842,782	1,812,860
Capital Outlay		-	-	5,842,400	6,611,044	5,293,062	1,570,000
Total Operating Expenditures		2,599,767	2,656,466	8,446,985	9,303,454	8,320,409	4,397,210
Non-Operating Expenditures							183,000
Reserve for Classification & Pay Adj		-	-	44,359	-	-	29,497
Grants & Aid (Reclaimed Water)		-	-	-	50,000	50,000	-
Reserve for Disasters		-	-	175,000	39,734	-	-
Debt Service		1,478,156	1,588,920	3,697,866	3,697,866	3,894,851	4,889,254
Depreciation and Amortization		2,154,893	2,064,299	-	-	-	-
Total Non-Operating Expenditures		3,633,049	3,653,219	3,917,225	3,787,600	3,944,851	4,918,751
Total Appropriations		6,232,816	6,309,685	12,364,210	13,091,054	12,265,260	9,315,961
Change in Net Assets		(1,310,606)	3,645,473				
Beginning Net Assets		24,517,881	23,207,275				
Ending Net Assets		23,207,275	26,852,748	708,285	708,285	(4,220,700)	(5,254,254)
Restricted Net Assets		27,666,844	30,893,404				
Unrestricted Net Assets		(4,459,569)	(4,040,656)				
Total Uses of Funds				13,072,495	13,799,339	8,044,560	4,061,708

Enterprise Fund
Sanibel Sewer System - Donax Plant
Fund No. 450
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	246,828	(3,497,743)	(3,497,743)	(1,851,377)	(3,417,091)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-		-	-	-	-
Charges for Services	-	-	-	-	7,365	-
Residential and Commercial User Fees	1,405,675	2,035,596	2,715,322	2,715,322	2,181,681	2,500,341
Guaranteed Revenue Charge	13,115	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	21,302	18,278	25,000	25,000	12,044	25,000
Miscellaneous	15,578	9,633	8,000	8,000	30,097	12,400
Special Assessments	-	-	-	-	-	-
Total Revenue	1,455,670	2,063,507	2,748,322	2,748,322	2,231,187	2,537,741
Other Financing Sources						
Capital Contributions	53,675	18,977	10,000	10,000	62,060	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	53,675	18,977	10,000	10,000	62,060	-
Total Estimated Revenue and Other Financing Sources	1,509,345	2,329,312	(739,421)	(739,421)	441,870	(879,350)
USES OF FUNDS						
Physical Environment						
Personal Services	847,864	1,012,322	1,016,878	1,072,971	1,184,565	1,014,350
Operating Expense	1,624,002	1,490,614	1,482,545	1,514,277	1,745,387	1,701,180
Capital Outlay	-	-	549,000	590,800	456,800	175,000
Total Operating Expenditures	2,471,866	2,502,936	3,048,423	3,178,048	3,386,752	2,890,530
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	44,359	-	-	29,497
Grants & Aids Reclaimed Water	-		-	50,000	50,000	-
Reserve for Disasters	-	-	175,000	39,734	-	-
Debt Service	241,869	219,293	422,209	422,209	422,209	421,909
Depreciation and Amortization	518,655	330,244	-	-	-	-
Total Non-Operating Expenditures	760,524	549,537	641,568	511,943	472,209	451,406
Total Appropriations	3,232,390	3,052,473	3,689,991	3,689,991	3,858,961	3,341,936
Change in Net Assets	(1,723,045)	(969,989)				
Beginning Net Assets	1,551,384	(171,661)				
Ending Net Assets	(171,661)	(1,141,650)	(4,429,412)	(4,429,412)	(3,417,091)	(4,221,286)
Restricted Net Assets	(418,489)	709,727				
Unrestricted Net Assets	246,828	(1,851,377)				
Total Uses of Funds			(739,421)	(739,421)	441,870	(879,350)

Enterprise Fund
Sanibel Sewer System - Wulfert Plant
Fund No. 455
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	(195,001)	(891,006)	(863,144)	(198,003)	(199,227)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Residential and	-	-	-	-	-	-
Commercial User Fees	78,075	91,908	92,700	92,700	98,089	101,032
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	8,542	10,685	10,000	10,000	3,333	-
Fines and Forfeitures	682	657	700	700	1,067	700
Miscellaneous	9,551	-	-	-	2,083	25,000
Special Assessments	-	-	-	-	-	-
Total Revenue	96,850	103,250	103,400	103,400	104,572	126,732
Other Financing Sources						
Capital Contributions	-	24,594	-	-	3,378	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	24,594	-	-	3,378	-
Total Estimated Revenue and Other Financing Sources	96,850	(67,157)	(787,606)	(759,744)	(90,053)	(72,495)
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	121,228	75,232	105,162	105,162	91,912	111,680
Capital Outlay	-	-	31,400	59,262	17,262	8,000
Total Operating Expenditures	121,228	75,232	136,562	164,424	109,174	119,680
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Depreciation and Amortization	62,854	59,534	-	-	-	-
Total Non-Operating Expenditures	62,854	59,534	-	-	-	-
Total Appropriations	184,082	134,766	136,562	164,424	109,174	119,680
Change in Net Assets	(87,232)	(6,922)				
Beginning Net Assets	1,218,948	1,131,716				
Ending Net Assets	1,131,716	1,124,794	(924,168)	(924,168)	(199,227)	(192,175)
Restricted Net Assets	1,326,717	1,322,797				
Unrestricted Net Assets	(195,001)	(198,003)				
Total Uses of Funds			(787,606)	(759,744)	(90,053)	(72,495)

Enterprise Fund
Sanibel Sewer System - Capital Improvement Projects
Fund No. 451
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	-	-	-	-	-
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	-	-	-	-	-	431,000
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	431,000
Other Financing Sources						
Capital Contributions	-	-	-	-	-	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	-	-	-	431,000
USES OF FUNDS						
Physical Environment						
Personal Services			-	-		-
Operating Expense			-	-		-
Capital Outlay	-	-	-	-	-	431,000
Total Operating Expenditures	-	-	-	-	-	431,000
Non-Operating Expenditures						
Reserve for Classification & Pay Ac	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Depreciation and Amortization	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	431,000
Change in Net Assets	-	-	-	-	-	431,000
Beginning Net Assets	-	-				
Ending Net Assets	-	-	-	-	-	-
Restricted Net Assets	-	-				
Unrestricted Net Assets	-	-				
Total Uses of Funds			-	-	-	431,000

Enterprise Fund
Sanibel Sewer System - Expansion Phase I
Fund No. 452
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	3,528,503	788,232	788,232	724,707	762,764
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	267,164	151,481	216,000	216,000	225,629	216,000
Charges for Services						
Residential and Commercial User Fees	119,927	119,927	119,927	119,927	119,927	119,887
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Grant from State of Florida	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	18,142	39,804	30,000	30,000	59,012	30,000
Special Assessments	41,543	24,091	73,053	73,053	33,779	73,093
Total Revenue	446,776	335,303	438,980	438,980	438,347	438,980
Other Financing Sources						
Capital Contributions	76,801	40,621	-	-	-	-
Grants Other Governmental Units	-		-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	(8,640)
Total Other Financing Sources	76,801	40,621	-	-	-	(8,640)
Total Estimated Revenue and Other Financing Sources	523,577	3,904,427	1,227,212	1,227,212	1,163,054	1,193,104
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	795	1,181	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	795	1,181	-	-	-	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	153,256	152,145	400,292	400,292	400,290	400,290
Depreciation and Amortization	198,694	198,695	-	-	-	-
Total Non-Operating Expenditures	351,950	350,840	400,292	400,292	400,290	400,290
Total Appropriations	352,745	352,021	400,292	400,292	400,290	400,290
Change in Net Assets	170,832	23,903				
Beginning Net Assets	3,564,819	3,735,651				
Ending Net Assets	3,735,651	3,759,554	826,920	826,920	762,764	792,814
Restricted Net Assets	207,148	3,034,847				
Unrestricted Net Assets	3,528,503	724,707				
Total Uses of Funds			1,227,212	1,227,212	1,163,054	1,193,104

Enterprise Fund
Sanibel Sewer System - Expansion Phase IIA
Fund No. 453
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	2,419,990	1,236,716	1,236,716	2,726,353	2,454,910
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	47,164	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	121,577	121,577	121,577	121,577	121,577	121,577
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	41,419	87,242	50,000	50,000	133,727	133,727
Special Assessments	15,150	14,035	148,115	148,115	12,638	148,115
Total Revenue	225,310	222,854	319,692	319,692	267,942	403,419
Other Financing Sources						
Capital Contributions	4,359	6,442	-	-	-	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	4,359	6,442	-	-	-	-
Total Estimated Revenue and Other Financing Sources	229,669	2,649,286	1,556,408	1,556,408	2,994,295	2,858,329
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	6,379	523	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	6,379	523	-	-	-	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	219,067	218,631	539,385	539,385	539,385	539,384
Depreciation and Amortization	192,480	192,483	-	-	-	-
Total Non-Operating Expenditures	411,547	411,114	539,385	539,385	539,385	539,384
Total Appropriations	417,926	411,637	539,385	539,385	539,385	539,384
Change in Net Assets	(188,257)	(182,341)				
Beginning Net Assets	2,500,017	2,311,757				
Ending Net Assets	2,311,760	2,129,416	1,017,023	1,017,023	2,454,910	2,318,945
Restricted Net Assets	108,230	596,937				
Unrestricted Net Assets	2,419,990	2,726,353				
Total Uses of Funds			1,556,408	1,556,408	2,994,295	2,858,329

Enterprise Fund
Sanibel Sewer System - Expansion Phase IIIA
Fund No. 454
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	3,483,806	3,233,153	3,932,135	334,537	48,700
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	202,536	280,000	280,000	220,285	312,500
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	-	-	-	-	-	153,324
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	204	8,631	-	-	2,362	2,362
Special Assessments	-	5,613	-	-	19,967	186,792
Total Revenue	204	216,780	280,000	280,000	242,614	654,978
Other Financing Sources						
Capital Contributions	(5,038)	111,092	-	-	10,933	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	988,000	20,000
Reserve for Undercollection	-	-	-	-	-	(12,500)
Total Other Financing Sources	(5,038)	111,092	-	-	998,933	7,500
Total Estimated Revenue and Other Financing Sources	(4,834)	3,811,678	3,513,153	4,212,135	1,576,084	711,178
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	-	-	-	-	-	-
Capital Outlay	-	-	100,000	798,982	988,000	20,000
Total Operating Expenditures	-	-	100,000	798,982	988,000	20,000
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	-	137,330	209,400	209,400	539,384	680,232
Depreciation and Amortization	-	100,693	-	-	-	-
Total Non-Operating Expenditures	-	238,023	209,400	209,400	539,384	680,232
Total Appropriations	-	238,023	309,400	1,008,382	1,527,384	700,232
Change in Net Assets	(4,834)	89,849				
Beginning Net Assets	4,265,888	4,261,054				
Ending Net Assets	4,261,054	4,350,903	3,203,753	3,203,753	48,700	10,946
Restricted Net Assets	777,248	4,715,348				
Unrestricted Net Assets	3,483,806	(364,445)				
Total Uses of Funds			3,513,153	4,212,135	1,576,084	711,178

Enterprise Fund
Sanibel Sewer System - Phase II - Plant
Fund No. 456
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	(4,698)	612,897	612,897	128,382	305,217
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	-	-	-	8,139	-
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	1,191,740	1,191,740	1,191,740	1,191,740	1,191,740	1,040,098
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	6,346	11,282	-	-	17,054	17,054
Special Assessments	-	-	-	-	-	-
Total Revenue	1,198,086	1,203,022	1,191,740	1,191,740	1,216,933	1,057,152
Other Financing Sources						
Capital Contributions	-	-	-	-	-	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	1,198,086	1,198,324	1,804,637	1,804,637	1,345,315	1,362,369
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	-	4,053	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	4,053	-	-	-	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	507,589	474,243	1,191,740	1,191,740	1,040,098	1,040,098
Depreciation and Amortization	537,337	538,061	-	-	-	-
Total Non-Operating Expenditures	1,044,926	1,012,304	1,191,740	1,191,740	1,040,098	1,040,098
Total Appropriations	1,044,926	1,016,357	1,191,740	1,191,740	1,040,098	1,040,098
Change in Net Assets	153,160	186,665				
Beginning Net Assets	2,071,790	2,224,950				
Ending Net Assets	2,224,950	2,411,615	612,897	612,897	305,217	322,271
Restricted Net Assets	2,229,648	2,283,233				
Unrestricted Net Assets	(4,698)	128,382				
Total Uses of Funds			1,804,637	1,804,637	1,345,315	1,362,369

Enterprise Fund
Sanibel Sewer - Expansion Phase IIB (East End)
Fund No. 457
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	4,423,722	801,142	801,142	234,820	384,937
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	282,994	177,780	185,000	185,000	215,460	185,000
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	105,878	105,878	105,879	105,879	105,879	80,007
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	107,368	66,240	-	-	91,601	91,601
Special Assessments	-	90,842	-	-	89,856	97,471
Total Revenue	496,240	440,740	290,879	290,879	502,796	454,079
Other Financing Sources						
Capital Contributions	16,774	33,929	105,878	105,878	2,276	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	(7,400)
Total Other Financing Sources	16,774	33,929	105,878	105,878	2,276	(7,400)
Total Estimated Revenue and Other Financing Sources	513,014	4,898,391	1,197,899	1,197,899	739,892	831,616
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	-	5,368	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	5,368	-	-	-	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	164,115	146,657	423,514	423,514	354,955	354,955
Depreciation and Amortization	186,664	186,628	-	-	-	-
Total Non-Operating Expenditures	350,779	333,285	423,514	423,514	354,955	354,955
Total Appropriations	350,779	338,653	423,514	423,514	354,955	354,955
Change in Net Assets	162,235	136,016				
Beginning Net Assets	4,776,151	4,938,386				
Ending Net Assets	4,938,386	5,074,402	774,385	774,385	384,937	476,661
Restricted Net Assets	514,664	4,839,582				
Unrestricted Net Assets	4,423,722	234,820				
Total Uses of Funds			1,197,899	1,197,899	739,892	831,616

Enterprise Fund
Sanibel Sewer System - Reuse Project
Fund No. 458
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	(4,445,143)	(4,088,775)	(4,088,775)	(4,406,744)	(4,343,588)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	-		-	-	-	350,000
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	122	15,248	12,360	12,360	50,852	50,852
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	6,311	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Total Revenue	6,433	15,248	12,360	12,360	50,852	400,852
Other Financing Sources						
Capital Contributions	-	31,070	-	-	12,304	12,304
Grants Other Governmental Units	-	50,000	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	81,070	-	-	12,304	12,304
Total Estimated Revenue and Other Financing Sources	6,433	(4,348,825)	(4,076,415)	(4,076,415)	(4,343,588)	(3,930,432)
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	-	50,747	-	-		
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	50,747	-	-	-	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	-	-	-	-	-	350,000
Depreciation and Amortization	174,705	175,053	-	-	-	-
Total Non-Operating Expenditures	174,705	175,053	-	-	-	350,000
Total Appropriations	174,705	225,800	-	-	-	350,000
Change in Net Assets	(168,272)	(129,482)				
Beginning Net Assets	(436,762)	(605,034)				
Ending Net Assets	(605,034)	(734,516)	(4,076,415)	(4,076,415)	(4,343,588)	(4,280,432)
Restricted Net Assets	3,840,109	3,672,228				
Unrestricted Net Assets	(4,445,143)	(4,406,744)				
Total Uses of Funds			(4,076,415)	(4,076,415)	(4,343,588)	(3,930,432)

Enterprise Fund
Sanibel Sewer System - Expansion Phase IIC
Fund No. 459
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	3,664,060	3,828,628	3,828,628	92,141	23,940
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	666,082	393,316	386,000	386,000	350,165	386,000
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	-	-	-	-	-	134,911
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	142,036	66,020	-	-	92,882	92,882
Special Assessments	-	41,666	-	-	88,090	164,359
Total Revenue	808,118	501,002	386,000	386,000	531,137	778,152
Other Financing Sources						
Capital Contributions	38,145	1,760	-	-	4,483	-
Grants Other Governmental Units	3,807	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	-	-	-	(15,440)
Total Other Financing Sources	41,952	1,760	-	-	4,483	(15,440)
Total Estimated Revenue and Other Financing Sources	850,070	4,166,822	4,214,628	4,214,628	627,761	786,652
USES OF FUNDS						
Physical Environment						
Personal Services	-	1,795	-	-	-	-
Operating Expense	-	3,581	-	-	5,291	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	5,376	-	-	5,291	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	192,260	240,621	511,326	511,326	598,530	598,540
Depreciation and Amortization	283,504	282,908	-	-	-	-
Total Non-Operating Expenditures	475,764	523,529	511,326	511,326	598,530	598,540
Total Appropriations	475,764	528,905	511,326	511,326	603,821	598,540
Change in Net Assets	374,306	(26,143)				
Beginning Net Assets	5,006,147	5,380,453				
Ending Net Assets	5,380,453	5,354,310	3,703,302	3,703,302	23,940	188,112
Restricted Net Assets	1,716,393	5,262,169				
Unrestricted Net Assets	3,664,060	92,141				
Total Uses of Funds			4,214,628	4,214,628	627,761	786,652

Enterprise Fund
Sanibel Sewer System - Expansion Phase III B
Fund No. 460
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	(47,573)	-	-	(1,115,444)	(125,020)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	-	-	-	-	78,125
Charges for Services	-	1,800			36,005	-
Residential and Commercial User Fees	-	-	-	-	-	-
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	30	-	-	-	-
Miscellaneous	-	-	-	-	7,032	-
Special Assessments	-	-	-	-	(12,235)	-
Total Revenue	-	1,830	-	-	30,802	78,125
Other Financing Sources						
Capital Contributions	-	4,533,137	-	-	23,622	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	4,662,000	4,662,000	4,662,000	936,000
Reserve for Undercollection	-	-	-	-	-	(3,125)
Total Other Financing Sources	-	4,533,137	4,662,000	4,662,000	4,685,622	932,875
Total Estimated Revenue and Other Financing Sources	-	4,487,394	4,662,000	4,662,000	3,600,980	885,980
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	(501)	-	-	-	-	-
Capital Outlay	-	-	4,662,000	4,662,000	3,726,000	936,000
Total Operating Expenditures	(501)	-	4,662,000	4,662,000	3,726,000	936,000
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	-	-	-	-	-	503,846
Depreciation and Amortization	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	503,846
Total Appropriations	(501)	-	4,662,000	4,662,000	3,726,000	1,439,846
Change in Net Assets	501	4,534,967				
Beginning Net Assets	(501)	-				
Ending Net Assets	-	4,534,967	-	-	(125,020)	(553,866)
Restricted Net Assets	47,573	5,650,411				
Unrestricted Net Assets	(47,573)	(1,115,444)				
Total Uses of Funds			4,662,000	4,662,000	3,600,980	885,980

Enterprise Fund
Sanibel Sewer System - Expansion Phase IV
Fund No. 461
(Non-GAPP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	-	-	-	-	(11,050)	(116,242)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Residential and Commercial User Fees	-	-	-	-	-	-
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-
Other Financing Sources						
Capital Contributions	-	-	-	-	-	-
Grants Other Governmental Units	-	-	-	-	-	-
Debt Proceeds	-	-	500,000	500,000	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Other Financing Sources	-	-	500,000	500,000	-	-
Total Estimated Revenue and Other Financing Sources	-	-	500,000	500,000	(11,050)	(116,242)
USES OF FUNDS						
Physical Environment						
Personal Services	-	-	-	-	-	-
Operating Expense	-	11,050	-	-	192	-
Capital Outlay	-	-	500,000	500,000	105,000	-
Total Operating Expenditures	-	11,050	500,000	500,000	105,192	-
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-	-	-	-	-	-
Grants & Aids Reclaimed Water	-	-	-	-	-	-
Reserve for Disasters	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Depreciation and Amortization	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	11,050	500,000	500,000	105,192	-
Change in Net Assets	-	(11,050)				
Beginning Net Assets		-				
Ending Net Assets		(11,050)	-	-	(116,242)	(116,242)
Restricted Net Assets		-				
Unrestricted Net Assets		(11,050)				
Total Uses of Funds			500,000	500,000	(11,050)	(116,242)

City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

Enterprise Funds
Beach Parking Fund
Fund No. 470

Sources of Funds

Pursuant to Ordinance, parking fees are charged at $2.00 per hour at the City's eight (8) beach parking locations: Lighthouse, Gulfside City Park, Tarpon Bay, Bowman's, Blind Pass, Causeway, Boat Ramp and Turner Beach. Revenues from this source are budgeted at $900,000 for FY 2007. With the reconstruction of the Sanibel Causeway by Lee County, one location, Causeway Park, was closed during FY06 and is not expected to reopen due to the reconfiguration of the entrance of the Causeway onto the island. This location had only 20 parking spaces and was used infrequently, so there will be a negligible impact on revenues from this closure.

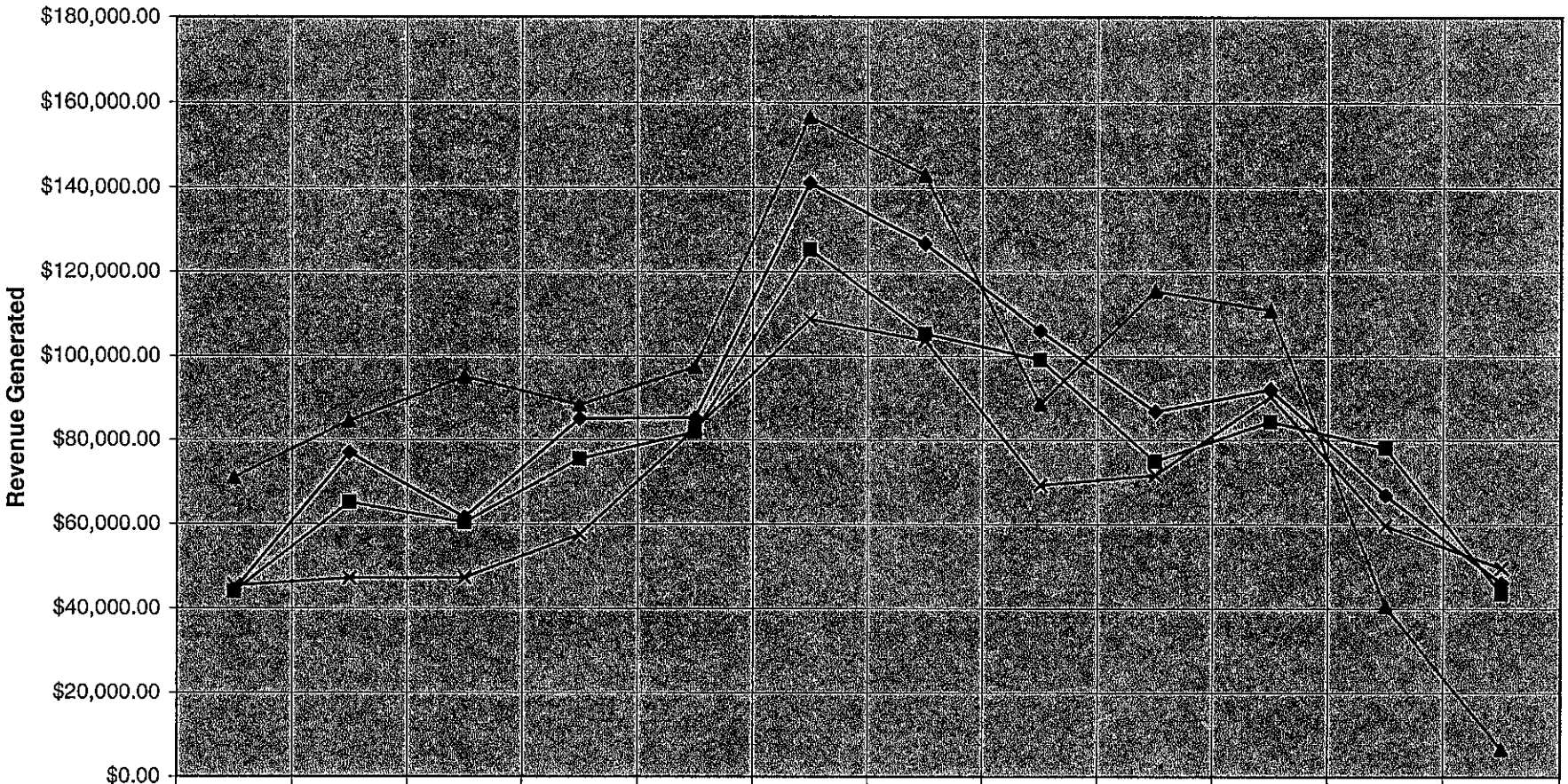
Uses of Funds

In addition to the enforcement of the ordinance, these user fee revenues are used to maintain the beach facilities as well as provide shared-use path access to the beaches. An operating line-item budget is included in the Transportation Function in the Supplemental Schedules section of this document and the 5-year Capital Improvement Plan is detailed in that section at the end of this document.

Enterprise Funds
Beach Parking
Fund No. 470
(Non-GAAP Budgetary Basis)

	Fiscal Year 2003-04 Actual	Fiscal Year 2004-05 Actual	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
SOURCES OF FUNDS						
Beginning Unrestricted Net Assets	600,320	438,773	614,354	614,354	542,907	127,891
Estimated Revenue						
Licenses and Permits						
Beach Parking Permits	88,469	72,311	90,000	90,000	70,619	70,000
Intergovernmental Revenue	154,450	623,888	-	940,000	540,000	379,740
Charges for Services						
Parking Fees	888,797	774,628	868,000	868,000	895,598	900,000
Fines and Forfeitures	250	30	-	-	-	-
Miscellaneous						
Interest Earnings	4,947	7,014	4,000	4,000	6,112	4,000
Total Revenue	1,161,138	1,477,871	962,000	1,902,000	1,512,329	1,353,740
Other Financing Sources						
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollections	-	-	(26,040)	(26,040)	-	(27,000)
Total Other Financing Sources	-	-	(26,040)	(26,040)	-	(27,000)
Total Estimated Revenue and Other Financing Sources	1,761,458	1,916,644	1,550,314	2,490,314	2,055,236	1,454,631
USES OF FUNDS						
Transportation						
Personal Services	366,835	594,495	761,200	765,591	875,295	859,595
Operating Expense	761,027	724,436	517,110	688,097	584,050	568,294
Capital Outlay	-	-	511,000	991,000	468,000	679,740
Total Operating Expenditures	1,127,862	1,318,931	1,789,310	2,444,688	1,927,345	2,107,629
Non-Operating Expenditures						
Depreciation	67,255	86,721	-	-	-	-
Reserve for Pay & Class Adj	-	-	23,773	18,385	-	22,064
Non-Operating Expenditures	67,255	86,721	23,773	18,385	-	22,064
Interfund Transfers	-	-	-	-	-	-
Total Appropriations	1,195,117	1,405,652	1,813,083	2,463,073	1,927,345	2,129,695
Change in Net Assets	(33,979)	72,219				
Beginning Net Assets	1,467,804	1,433,825				
Ending Net Assets	1,433,825	1,506,044	(262,769)	27,241	127,891	(675,064)
Restricted Net Assets	995,052	963,137				
Unrestricted Net Assets	438,773	542,907	-	-	-	-
Total Uses of Funds			1,550,314	2,490,314	2,055,236	1,454,631

Parking Revenue Graph By Fiscal Year



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2006	$44,422.25	$76,959.02	$61,555.77	$85,062.35	$85,256.76	$141,039.72	$126,640.23	$105,943.44	$86,795.95	$92,145.14	$66,923.67	$46,077.97
2005	$44,004.71	$65,159.55	$60,333.40	$75,470.43	$81,881.79	$125,242.74	$105,273.17	$99,119.98	$74,977.35	$84,451.43	$78,104.41	$43,629.55
2004	$71,099.51	$84,599.02	$95,110.85	$88,430.35	$97,421.79	$156,512.36	$142,953.90	$88,591.11	$115,461.74	$110,942.93	$40,682.37	$6,678.50
2003	$45,403.00	$47,203.00	$47,345.50	$57,515.25	$82,730.50	$108,689.75	$103,602.00	$69,272.25	$71,686.00	$90,416.25	$59,712.50	$49,629.00

Supplemental Schedules

This section contains the following subsections:

Departmental Line-item Budgets by Function

Schedule of Interfund Transfers

Classification and Pay Plan

Schedule of Personal Services

Summary of Changes to Authorized Positions

5 year Capital Improvement Plan

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City of Sanibel, Florida
Fiscal Year 2006-2007 Budget

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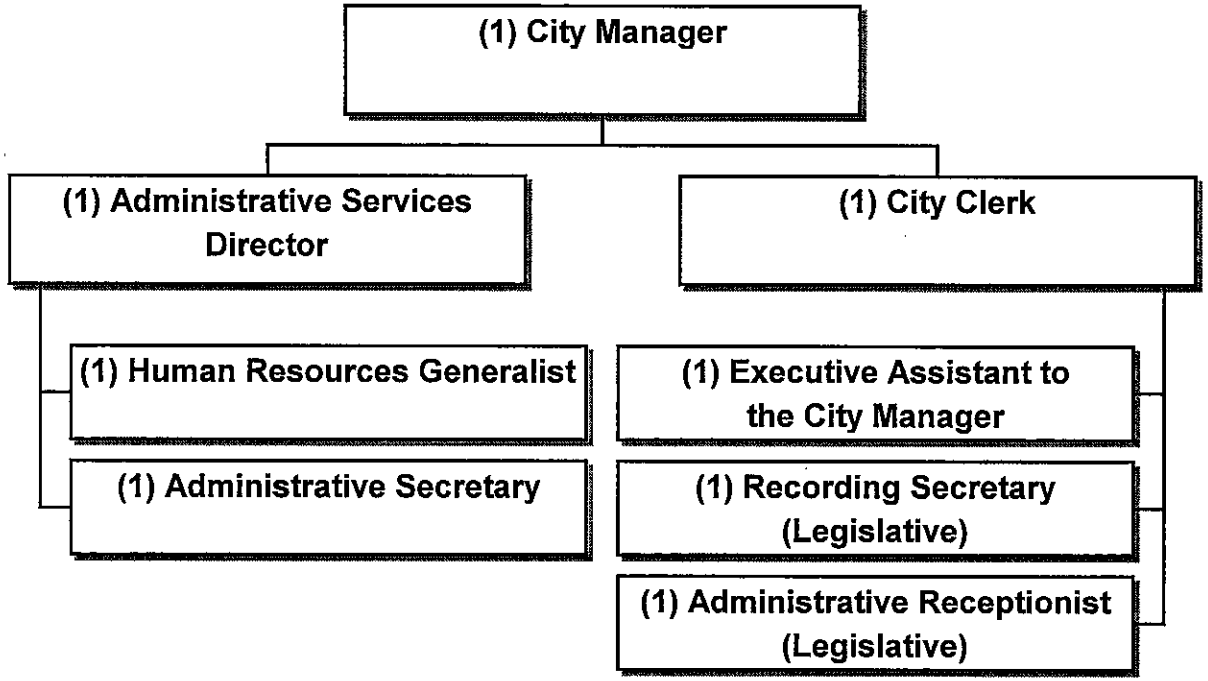
General Government Function

Legislative Department

ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS

Organizational Chart Fiscal Year 2006-2007



Legislative/Administrative Departments

City Manager's Background:

Judie Zimomra

Ms. Zimomra has 24 years of progressive experience as a local government administrator. Judie earned a Bachelor of Arts Degree in Communications from Kent State University; a Master's Degree in Public Administration with emphasis in Fiscal & Urban Management; and a Juris Doctorate from Capital University. Judie is also a graduate of Harvard University's John F. Kennedy School of Government Program for State and Local Government Offices.

City Clerk Background:

Pamela Smith
The City employed Pamela Smith December 1999. She is a Certified Municipal Clerk and presently enrolled in the Master Municipal Clerk Program through the International Institute Municipal Clerk Association (IIMC). She has 20 years of county and municipal governmental experience.

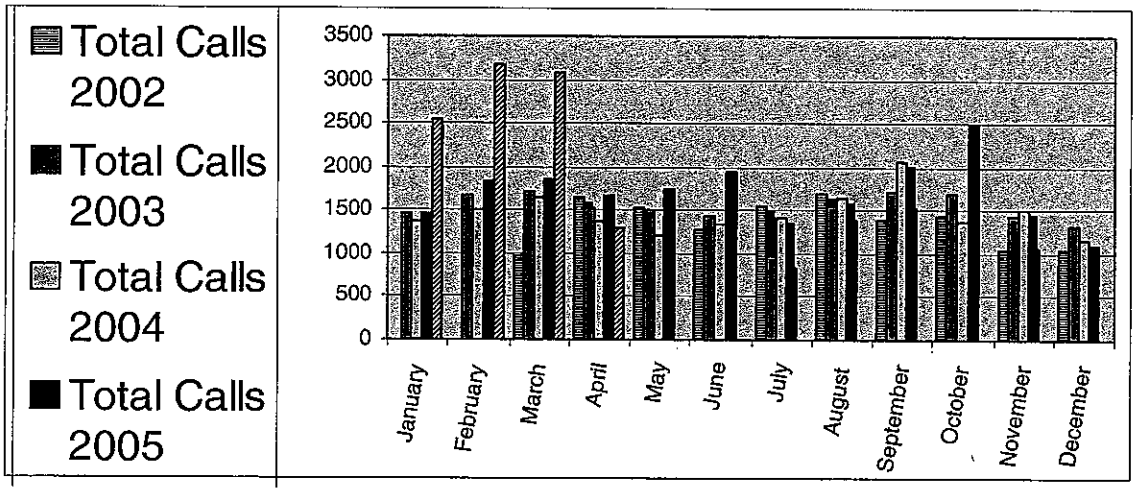
Department: Legislative
Fund: General Fund

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

Operational Responsibilities:

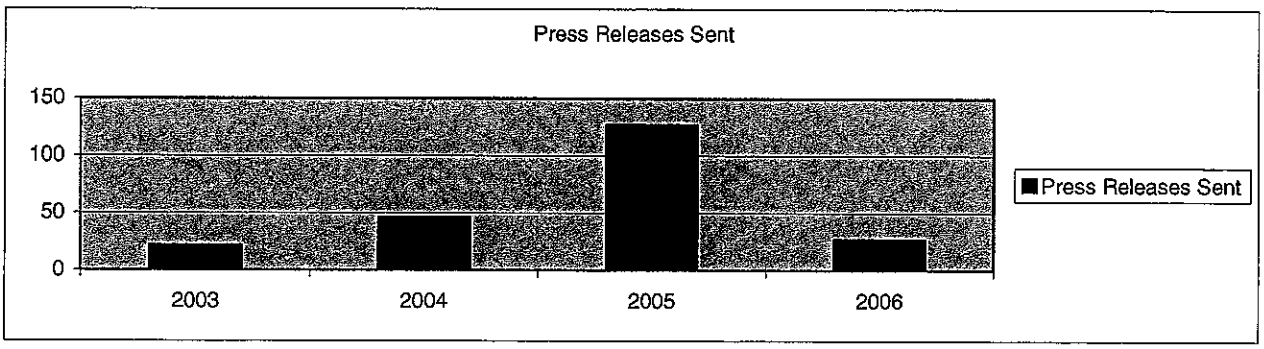
- Provide the general public both telephonic and person-to-person information relative to City services and related issues
- Email press releases and other special information releases to community leaders
- Provide administrative services as required to City Council
- Take and transcribe minutes of City Committee meetings
- Maintain records and documents for Committee meetings
- Coordinate the use of MacKenzie Hall
- Distribute City mail
- Maintain the master file of City contracts
- Maintain the City-wide telephone listing
- Maintain committee, J. N. "Ding" Darling, and SCCA brochures
- Maintain City brochures in the City Hall lobby
- Obtain procurement invoices
- Prepare requisitions or DEV's for payment of invoices
- Prepare City Council applications to be in parades
- Obtain rental cars for City Council parade appearance
- Decorate City Council's parade vehicles
- Purchase candy for City Council to throw at parades
- Drive City Council members in parades
- Return City Council parade cars to rental companies
- Organize City Council receptions including, mailing invitations, purchasing food and beverages and arranging food trays

Trend Analysis:
PHONE CALLS:



Calls Per Month 2002:		Calls Per Month 2003:		Calls Per Month 2004:		Calls Per Month 2005:	
January	0	January	1,467	January	1,363	January	1,455
February	0	February	1,674	February	1,501	February	1,820
March	981	March	1,716	March	1,648	March	1,861
April	1,642	April	1,537	April	1,364	April	1,667
May	1,520	May	1,506	May	1,215	May	1,748
June	1,279	June	1,446	June	1,351	June	1,937
July	1,543	July	967	July	1,425	July	827
August	1,701	August	1,542	August	1,653	August	1,391
September	1,390	September	1,724	September	2,070	September	1,519
October	1,445	October	1,681	October	1,361	October	2,488
November	1,045	November	1,442	November	1,503	November	1,072
December	1,034	December	1,311	December	1,154	December	1,092
2002 Cumulative Total:	13,580	2003 Cumulative Total:	18,013	2004 Cumulative Total:	17,608	2005 Cumulative Total:	18,877

b. PRESS RELEASES:



City of Sanibel, Florida
Legislative Department Narrative

Emerging Issues:

Issue #1: The volume of work continues to increase for the two employees who comprise the Legislative Department causing difficulty when one of the employees is on vacation or sick.

Issue #2: The number of meetings for the Parks and Recreation Committee will likely increase with the new Recreation Center under construction.

2005-2006 Goals and Status:

Goal	Status
Update the City-wide telephone listing quarterly	Completed on a consistent basis
Respond to all callers and visitors in a courteous and caring manner	No complaints lodged
Prepare City Committee Minutes within five working days following the meeting	Committee minutes have been completed within established time frame
Master file of contracts is updated weekly	File is updated weekly and/on with new contracts
Continue the implementation of document imaging for City Council resolutions and ordinances	Project on-going
Complete Council actions	Council actions have been completed in a timely manner

Accomplishments

- Answered a record number of calls in 2005.
- Completed all City Committee minutes within the time frame allotted.

2006-2007 Goals:

Goal	Measurement Criteria
Update the City-wide telephone listing quarterly	Telephone listing is updated quarterly
Respond to all callers and visitors in a courteous and caring manner	No complaints lodged
Prepare City Committee Minutes within five working days following the meeting	Committee minutes completed within established time frame
Master file of contracts is updated weekly	File is updated weekly

General Fund
Legislative Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	48,806	54,085	53,282	56,601	55,787	56,279
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	214	523	1,000	1,000	1,814	1,800
RHS/Shift Diff/Educ.Incentive			-	-	-	-
FICA Match	3,755	4,200	4,377	4,506	4,406	4,643
Retirement	12,903	13,894	10,186	10,186	10,186	11,447
Cafeteria Benefits	12,386	13,623	14,008	14,008	14,008	16,870
Workers' Comp	366	329	702	702	297	432
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	78,430	86,654	83,555	87,003	86,498	91,471
OPERATING EXPENSES						
Professional Serv	70,571	38,217	54,500	46,500	54,500	54,500
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	675	37,838	25,000	105,100	85,000	90,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	6,126	18,311	8,500	14,050	16,000	20,000
Communications	3,246	2,826	2,500	4,000	3,050	3,050
Transportation	11,248	5,895	10,500	11,500	10,500	10,500
Utilities	-	-	-	-	-	-
Rentals & Leases	2,099	3,141	1,700	2,550	2,250	2,250
Insurance	-	-	-	-	-	-
Repair & Maintenance	1,023	279	2,000	-	-	-
Printing	426	164	2,000	500	1,500	25,500
Promotional Activities	62,046	107,840	80,000	99,800	104,000	70,000
Other Current Charges	15,441	15,797	12,000	19,100	57,400	12,000
Office Supplies	4,574	4,185	9,500	2,500	4,000	8,500
Operating Supplies	2,494	3,306	2,500	1,800	1,500	2,500
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	6,178	6,411	7,000	9,000	10,000	6,000
SUB-TOTAL	186,147	244,210	217,700	316,400	349,700	304,800
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	2,000	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	2,000	-	-	-	-	-
GRANTS & AIDS	-	-				
Aid to Private Organizations	-	-	-	-	-	-
DEPARTMENTAL TOTAL	266,577	330,864	301,255	403,403	436,198	396,271
% CHANGE COMPARED TO PREVIOUS YEAR	8.73%	24.12%		21.92%		-1.77%

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General Government Function

Administrative Department

Department: Administrative
Fund: General Fund

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

Operational Responsibilities:

CITY MANAGER:

The department is composed of the City Manager, City Clerk, Administrative Services Director, the Executive Assistant to the City Manager, and Administrative Secretary supporting the Administrative Services Director. A Recording Secretary and Administrative Receptionist provide legislative support under the City Clerk and comprise the Legislative Department. The City Manager performs the Chief Administrative Officer operations for the City as outlined in the City Charter under the direct supervision of the Mayor and City Council Members. The responsibilities of the other members of the department are as outlined below:

CITY CLERK:

Legislative Support:

- Prepare Council chambers for City Council meetings
- Draft and finalize agendas for City Council meetings (i.e., regular, work sessions, special, joint or emergency meetings)
- Attend pre-agenda meetings with Mayor, City Manager and City Attorney
- Attest and record all ordinances, resolutions and other documents enacted or approved by City Council
- Arrange for recording of documents in the public records

- Design and administer resident surveys
- Gather and coordination of agenda packet material
- Prepare ceremonial proclamations and obtain framing of same
- Prepare talking points for Council members for various events
- Collect information from other cities of interest to Sanibel
- Conduct employee election for Police Officers' Pension Board
- Collate agenda packet information for delivery
- Coordinate staff for City Advisory Committees for meetings, minutes and public notices, copying, printing City brochures as needed
- Coordinate scheduling of MacKenzie Hall usage
- Research, as needed, legislation from other governmental entities
- Supply turtle brochures to SCCA
- Update City brochures where applicable

Council Support:

- Manage special events for City Council to include preparing invitations, ordering food and beverages, set up, and tear down
- Make reservations and registrations for City Council attendance at meetings, to include hotels airline and registrations at conferences and meetings (League of Cities Conference; National League of Cities Conference; National Hurricane Conference; Governor's Hurricane Conference; SW FL League of Cities meetings, etc.)
- Keep monthly calendars for Council members
- Schedule Council briefings for agenda discussions and legal discussions
- Post all City Council public notices
- Coordinate the filing of all City Financial Disclosures for Council, Department Directors and Committees
- Draft correspondence for City Council
- Maintain Council governmental contacts
- Prepare Council RSVP for all events
- Book meetings for Council with citizens and interviews for appointees
- Reconcile monthly credit card expenditures for Council members
- Coordinate City Council condolences (e.g., flowers, cards, proclamations, tree plantings, head stones, etc.)
- Coordinate obtaining tokens of appreciation as directed by City Council
- Provide transportation, reservations for rental vehicles for City Council participative functions (e.g., Island Night; Cape Coral Veterans' Parade, Edison Parade of Lights; Edison Children Parade; Independence Day Parade; including, but not limited to decorating vehicle, driving vehicle, providing necessary signs for the vehicles

Elections:

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

Maintain Public Records:

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

General Administration:

- Prepare annual budget of approximately $850,000 for Administration
- Prepare annual budget of approximately $300,000 for Legislative
- Monitor annual expenditures
- Obtain required quotes for purchases
- Prepare bid and request for proposal packages for purchases exceeding $25,000
- Prepare and request advertising requests for bids and requests for proposals
- Prepare purchase requests and other purchase vouchers
- Reconcile monthly credit card expenditures

Coordinate all City Council Special Events:

- Volunteer Luncheon
- Student Government Day
- City Annual Report
- Employee Appreciation Luncheon
- Breast Cancer Awareness Program

- Memorial Day Services
- Special Gifts
- Administrative Professionals' Day
- Veterans' Day
- Holiday Gifts to Employees

Supervise Administrative and Legislative Staff:

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

ADMINISTRATIVE SERVICES DIRECTOR:

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

Human Resources:

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

- Monitor and coordinate employee performance evaluation program

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

Risk Management:

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

- Administer property and liability claims.

Benefits Administration:

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

Training:

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

Purchasing:

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

Grants Administration:

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

General Administration:

- Prepare narrative and analysis of trends for annual budget

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

Miscellaneous:

- Serve as liaison to Lee County for the Sanibel Causeway construction
- Serve as liaison to Lee County Health Care Consortium
- Serve as liaison to CHR for employee housing issues

EXECUTIVE ASSISTANT TO THE CITY MANAGER:

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

ADMINISTRATIVE SECRETARY:

- Provide administrative support to the Administrative Services Director
- Administer the quarterly blood donation program
- Maintain Administration files
- Administer the visits of the Lee County Health Nurse for employee inoculations (Hepatitis B, Tetanus, Flu)

- Date stamp all applications for employment and resumes received
- Prepare letters of receipt of applications for employment
- Prepare letters of non-selection when positions are filled
- Prepare mailings to all employees as required
- Input bi-weekly payroll data
- Serve as back-up to the payroll administrator
- Develop brochures and pamphlets
- Type general correspondence
- Assist in collating the City Council agenda packet
- Maintain the employee address log for mail merging
- Update the HRIS Access database as necessary
- Prepare files for storage and/or destruction

Trend Analysis:

PENDING RETIREMENT eligibility for long-term City employees represents a potential severe loss of institutional knowledge and experience in the next 5 years:

Number of Employees	Years of Service
1	27
2	26
6	25
1	24
2	22
4	21
2	20

Approximately 20% of the City work force is at age to retire now or in the very near future based on the completion of a minimum of five years City service as follows:

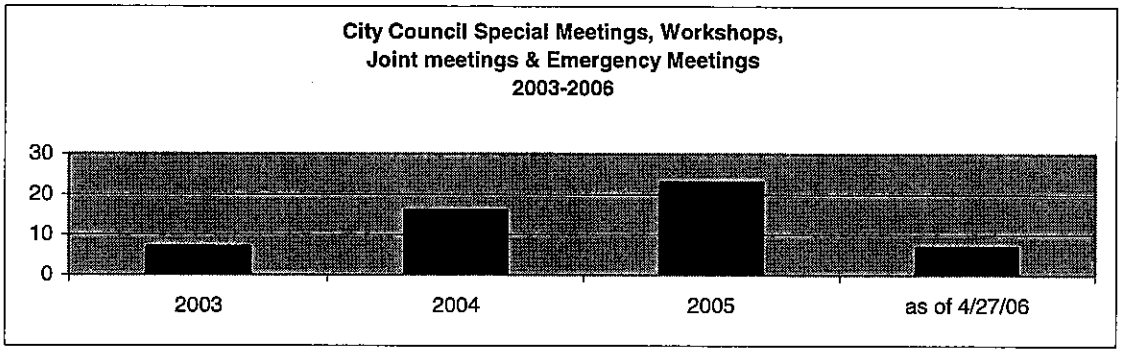
Employees Ages 55 to 59	Employees Age 60 +
11	17

EMPLOYEE TURNOVER at the current rate has a detrimental affect on City operations. Turnover reduces productivity. It increases costs due to recruiting new employees and the administrative work that is associated with the hiring process, training necessary to make the new hire proficient, supervisory time that must be spent with the new hire and overtime that is paid to employees who juggle to handle the additional workload. Turnover decreases accuracy and quality of work produced and detracts from staff operations in other work areas:

Calendar Year	Full-time Employees	Part-time Employees
2003	14	25
2004	13	18
2005	17	13
2006 (To Date)	9	3

[NOTE: This turnover does not include those positions vacated by internal fill action]

SPECIAL CITY COUNCIL MEETINGS have increased substantially requiring increased staff time to prepare, document and implement directives from City Council:



SPECIAL EVENT PERMIT requests continue to increase requiring additional staff time to process the requests:

Type of Event	2004	2005
Business Sales	56	58
Wedding	32	38
Public Event	20	14
Private Event	18	10
Fundraiser	10	20
Arts and Crafts	8	12
Grand Opening	8	4
Memorial Service	3	4
Photography	4	5
Religious Event	1	5
Concert	4	0
Total	164	170

Emerging Issues:

Issue #1: The City faces significant challenges relative to recruiting and retaining qualified employees as well as projected additional turnover in the foreseeable future as the City's first round of retirements arrive.

- Daily commuting time
- Lack of affordable housing in close proximity to Sanibel
- Unemployment rate of 2.1% in Lee County
- Opportunities to work for other local governments
- Traffic congestion
- Competitive wages and benefits for trades positions, Police Officers and other positions
- Less than competitive benefits compared with other government entities
- For some positions, work areas that are overly crowded and non-ergonomically friendly
- Work related stress generated from responding to hurricanes and alligator fatalities
- Increased workloads

Issue #2: Administrative office space in City Hall continues to present a challenge in providing adequate work areas for employees and necessary filing.

Issue #3: Requests for Special Event Permits continue to escalate occupying more staff time to process.

Issue #4: The number of City Council meetings also continues to grow consuming additional staff time in preparing for the meetings, preparing minutes and responding to the directions of City Council.

Issue #5: The City is experiencing an increase in demands for services from the public.

Issue #6: Maintaining a balance relating to state of the art incentives for the new age of workers while retaining full public accountability.

Issue #7: A higher public reliance on electronic media, website postings and email, requires a need to maintain a more current and user-friendly website.

2005-2006 Goals and Status:

Goal	Status
Implement the Human Resources Supervisory Development Program	Program development delayed due to other priority actions. Training to begin prior to 9/30/06
Develop and publish written safety plans	Written safety plans in draft form being reviewed

Continue random drug testing for Police Officers	Random testing continues with expansion to other safety-sensitive positions completed
Implement revised safety policy and procedures	Revised safety policy and procedures ready for approval
Maintain a document imaging system for long-term retention	Document imaging continues
Conduct mandatory employee training	AED training conducted. Sexual harassment to be scheduled
Maintain up-to-date emails for community leaders, businesses, homeowners and Condominium Associations and City Committees	Being maintained as planned

Accomplishments

- Developed and implemented the Retirement Health Savings Plan for City employees.
- Obtained an updated property value assessment.
- Developed and implemented a public records administrative policy and program.
- Reorganized the City's contract and agreement files in accordance with the State of Florida GSL schedule.

2006-2007 Goals:

Continue random drug testing for Police Officers	Random drug testing is conducted 3 times annually
Continue random drug testing for other safety-sensitive positions	Random drug testing is conducted 3 times annually
Conduct mandatory employee training	Mandatory training completed by September 30, 2007
Continue to provide safe and efficient storage of active and inactive records and ensure the proper destruction of obsolete records	Monthly records destruction notices are provided departments and obsolete records are destroyed within 30 days of identification
Continue to monitor Records Management and Document Imaging Programs and image vital, permanent and historic records to ensure access to them and their preservation	Vital, permanent and historic documents are imaged within 30 days of identification
City Council minutes are prepared for adoption within 3 regular meetings	No more than 1 instance of minutes being ready for adoption at

following the meeting the minutes were taken	a later meeting will occur
Administer the March 2007 election in accordance with statutory requirements, providing accurate information to candidates and the public regarding election requirements	No instances of failure to follow statutory requirements will occur and no instances of providing accurate information occurs
Develop and provide for implementation improved employee recognition programs	New employee recognition programs provided for implementation no later than September 30, 2007
Complete the Supervisory Development training series	Training completed prior to September 30, 2007
Process special event permits within 3 business days of receipt	No more than 3 special event permits processed in 4 or more business days

General Fund
Administrative Department

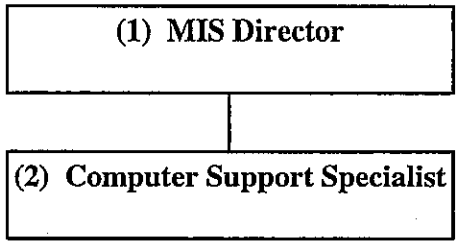
	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	296,801	332,209	352,039	386,179	384,599	381,848
Part-time	97	-	-	-	1,280	-
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	992	4,386	2,000	21,882	22,182	16,000
RHS/Shift Diff/Educ.Incentive	-	-	-	13,232	13,091	1,312
FICA Match	17,433	22,592	27,860	29,458	28,113	27,693
Retirement	68,524	45,148	36,454	40,944	41,085	45,233
Cafeteria Benefits	25,778	28,498	35,019	35,019	35,019	42,175
Workers' Comp	3,131	2,922	6,001	6,001	2,858	3,697
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	412,756	435,755	459,373	532,715	528,227	517,958
OPERATING EXPENSES						
Professional Serv	15,132	62,861	26,180	26,180	29,600	26,180
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	58,000	58,000	59,500	61,200
Investigations	-	-	-	-	-	-
Travel & Per Diem	36,599	47,175	42,600	42,600	42,300	41,100
Communications	7,181	5,425	5,200	8,000	8,000	5,200
Transportation	5,297	4,974	4,000	4,000	4,000	4,000
Utilities	-	-	-	-	-	-
Rentals & Leases	12,427	17,742	25,800	18,900	18,000	16,000
Insurance	-	-	-	-	-	-
Repair & Maintenance	1,513	2,039	2,000	2,000	2,000	2,000
Printing	1,660	3,858	2,000	4,180	4,180	2,000
Promotional Activities	6,025	9,902	8,000	8,000	7,000	8,000
Other Current Charges	2,094	3,343	3,000	3,970	4,000	3,000
Office Supplies	3,648	4,868	5,000	5,950	6,200	5,000
Operating Supplies	1,981	1,065	3,500	3,500	1,500	2,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	6,903	12,628	7,500	7,500	7,500	6,900
SUB-TOTAL	100,460	175,880	192,780	192,780	193,780	182,580
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	513,216	611,635	652,153	725,495	722,007	700,538
% CHANGE COMPARED TO PREVIOUS YEAR	11.56%	19.18%		41.36%		-3.44%

General Government Function

MIS Department

MIS DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



DEPARTMENT: MIS
FUND: General Fund

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

Summary
The department is responsible for supporting and implementing the technology projects for the City. The most pressing issue for the department is the timely support for user issues and moving forward with new technology projects. Almost all of the new projects require everyday MIS support in the form of user assistance, data backups, and process/server monitoring. So while these new projects have brought new efficiency to the departments requesting the technology, they increase the daily demands on the MIS department.

There are certain projects in planning and development that will demand significant MIS resources to routinely support:

- Paperless agendas and conversion of city documents to electronic format
- Technology tracking as recommended by the Annual Financial Audit
- Upgrades to Mackenzie hall to include new sound equipment, streaming content to the web and broadcasting meeting over cable
- Continued training of staff in technology use
- Expanded wireless remote access to city systems
- GIS technologies for PD reporting, disaster recovery and integration with Planning and Building permitting.

Lastly, the physical capacity and space available in the City to support the equipment and personnel needs of the MIS department have been exceeded.

Operational Responsibilities
The department is composed of the Department Director, and two Support Specialists.

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

Responsibility 1. **Secure Remote Access Non-Public Safety:** Maintain secure access to internal city systems by remote offices and users.

Responsibility 2. **Secure Remote Access Public Safety:** FDLE approved LAN for access to federal and state data services. In-car, wireless access to these systems for road patrol use and field reporting.

Responsibility 3. **Radio Communications**: Police Department Radio Coverage issues, FCC Licenses, and tower maintenance issues.

Responsibility 4. **HTE:** Payroll, Cash Receipts, AR, Payroll, UT Billing, GMBA, CAD, Crimes Reporting, Planning and Zoning, Building, Occupational Licenses, Cash Receipts, Code Enforcement. MIS is the first point of contact for HTE and Server issues. These are for performance issues, password lockouts, and use issues.

Responsibility 5. **Computer Systems:** 50 user desktops, 7 Win2000 and 8 Linux Servers, 1 AS400, Virus protection, intrusion detection and access security, email, very secure Internet and FDLE connectivity, 2 Remote Video Systems, and 5 remote facility VPN access.

Responsibility 6. **User Support:** PC troubleshooting, new PC setup and separate logon accounts for 7 different systems. These systems cannot be unified with a single sign on.

Responsibility 7. **Public Records Requests:** Many requests are now being created on CD's per the requestor. Since much of the content is electronic, the MIS department is usually required to assist with the retrieval as well.

Responsibility 8. **User Training:** New systems require ongoing training starting with basic introductions and continuing with advanced functionality. When users become proficient with individual systems, the City then realizes the productivity gains from technology.

Responsibility 9. **MacKenzie Hall Systems:** primary and backup audio, digital recorder and backup digital recorder. This also includes setting up temporary audio system, portable recorder for city meetings off site, and projector system for PowerPoint type presentations.

Responsibility 10. **Web Site:** press release updates, departmental forms, City Council agendas with packet, City Council Meeting audio and adopted minutes, Planning Commission agendas, and employment openings.

Responsibility 11. **Email List Server:** email to members of the City's list server press releases and council packets.

Responsibility 12. **Administrative Duties:** Timesheets, technology purchases, RFQ/RPF creation, Bid Specs, departmental annual budget and CIP, annual staff continuing education, and purchasing card reconciliation.

Responsibility 13. **Technology Task Force:** members from each department meet to discuss technology issues, particularly those that are inter-departmental.

Responsibility 14. **Digital Photo and Video:** assist PD with transfer of digital sources to servers and write once media. Transfer other digital media for departments as needed.

Responsibility 15. **Server Backups:** 4 tape backup systems are used for the city's 10 servers. Additionally, data is synched daily to a standby server that

is deployed to the off island command center in times of emergency. MIS also manages off site storage of backups.

Responsibility 16. **Email:** Microsoft Exchange server for 90 email accounts.

Responsibility 17. **Admin Copier and Copy Center Server:** Xerox's advanced technology copier/scanner. As users begin to use the advanced features of this system, MIS becomes more involved with user issues. This is a key component of the creation of the Council Packet.

Responsibility 18. **Community Alert Telephone System:** computer based dialer to notify the community of important information.

Responsibility 19. **Hurricane Hotline:** 800 number used to keep the community informed of hurricane related information during an emergency.

Responsibility 20. **City Cell Phones and Beepers:** billing, maintenance, emergency supplies and support. Maintain backup cell phones from a variety of providers for use in an emergency.

Responsibility 21. **Dedicated Data Lines:** 3 T1's, 1 56K, 1 cable modem, 5 DSL, and several alarm circuits.

Responsibility 22. **Telephone System:** AT&T long distance account billing maintenance. 55+ local voice phone lines, 90 desk phones, and two satellite phones.

Responsibility 23. **Technology Support for Evacuation and Off Island Command Center:** when evacuating due to an emergency, prepare on-island systems for evacuation and possible shutdown. Set up technology needed to support city functions off island.

Responsibility 24. **Technology Purchasing:** MIS handles research and pricing for most technology purchases.

Responsibility 25. **Billing and Online Banking:** maintain and support the capability for bimonthly payroll and quarterly utility billing.

Responsibility 26. **Administer City Electronic System:** biometric controlled access system to server rooms.

Responsibility 27. **Remote Video Systems:** maintain two remote video systems and obtain video copies of events as needed.

Responsibility 28. **Non-routine Data Reports:** many departmental mail merges. Also recurring special reports such as annual indirect cost study and Sanibel property top tax revenues.

Responsibility 29. **Security Email Lists:** member of several group email lists reporting security issues and update recommendations.

Responsibility 30. **HTE Account Maintenance:** maintain user accounts for technical support that allows users to access corporate HTE support by web.

Responsibility 31. **Technology Coordinator for Amateur Radio Volunteers:** reviews and facilitated technology recommendations from the radio volunteers.

Responsibility 32. **Electronic Public Requests:** sole source when a public record request is made of digital systems and/or the request is for the info to be provided digitally. This frequently includes CD copies of City meetings.

Responsibility 33. **City Technology Budget:** plan, deploy and maintain equipment based on 5 year CIP.

Responsibility 34. **In House Programming:** As needed programming for short term projects that will not require a significant commitment of long term support.
Responsibility 35. **FDLE Digital Certificates:**

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

Goals And Objectives

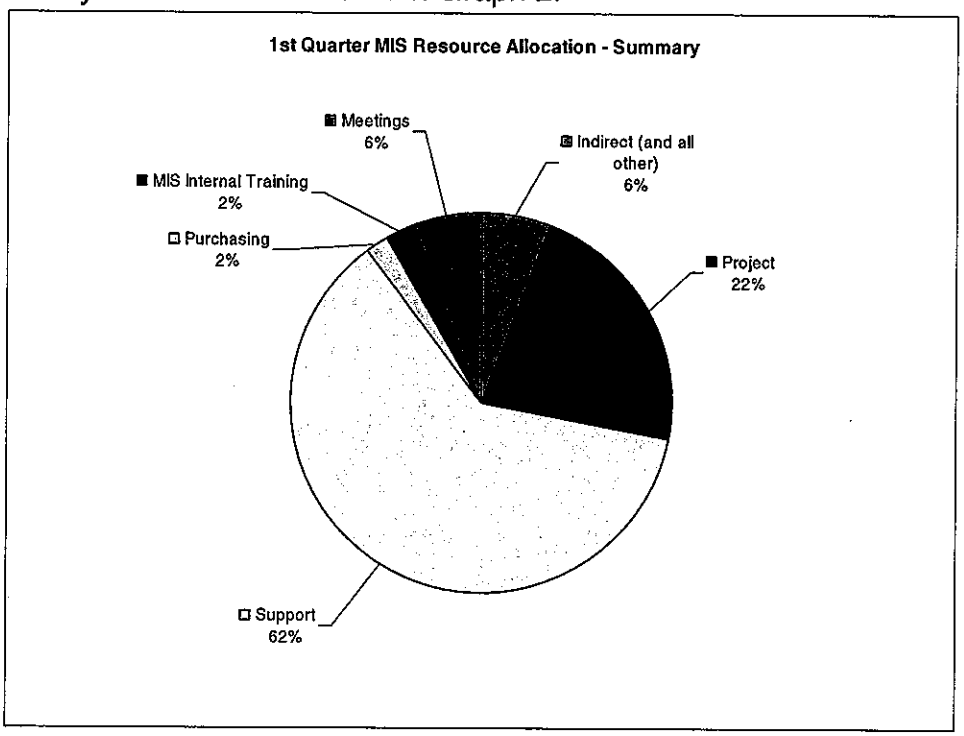
- Upgrade 20% of City's Computers and Software.
- Merge county GIS data with City data. The county creates and maintains significant GIS data. Using existing County data will save Sanibel the expense of recreating the data.
- Upgrade network to isolate devices that are susceptible to damage from lightning strikes and reduce chance of water damage from leaking roofs. The City's buildings are well constructed, but during a hurricane it is possible that roof leaks will develop, dripping water on to critical hardware. We can mitigate this concern by relocating equipment from wall mounts to free standing. Then, as part of evacuation preparation, the equipment will be draped under waterproof covers.
- Add additional areas of interest to the PD video system.

Productivity Measurements

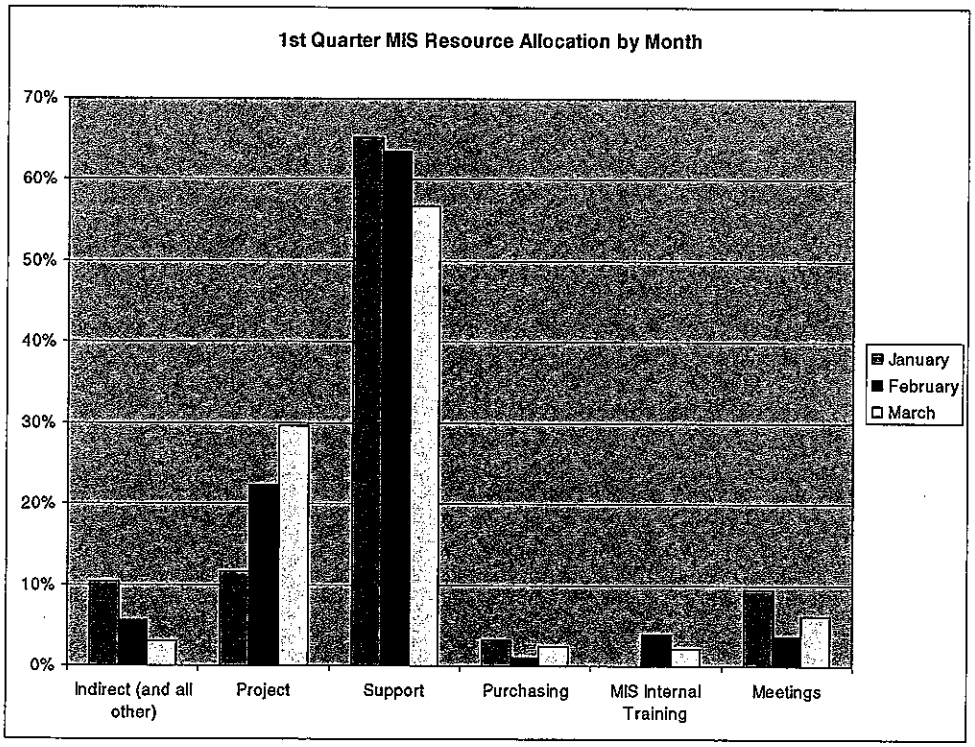
- Less than 10-minute response time for critical Public Safety technology issues, 24 hours a day, 365 days a year.
- Minimal un-scheduled system down time with maintenance performed off normal business hours.
- Current FCC radio licenses.
- Post all press releases and City Council agenda packets
- Maintain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

	May 2004	*2005*	*May 2006*
Open Projects (currently being worked)	*Not tracked*	*44*	*20*
Projects Awaiting Work	*Not tracked*	*54*	*123*
Council/Special Meeting Packets Posted and Emailed	*Not tracked*	*34*	*33 (FY to date)*
Press Releases Posted and Emailed	*Not tracked*	*163*	*291 (FY to date)*

On January 1, 2006, the MIS department began detailed tracking of resource allocation. The data shows that the department spent 62% of the resources on routine support and 22% on new projects. This information is shown the Graph 1. A monthly breakdown is shown in Graph 2.



Graph 1



Graph 2

Significant Budgetary Issues

Auditor's Findings: For the last two years, the auditors have made findings that resulted in unexpected projects for the MIS department. Specifically, the most recent audit addressed areas that resulted in significant additional effort for the MIS department: Technology Tracking/ Inventory, User Password Policy, and ensure City compliance with existing DEV Purchasing policies. There will be significant effort involved with tracking technology purchases, and enforcing the password policy. The MIS department manages most of the technology purchases, and compliance with the existing purchasing policy doubled monthly reporting effort.

Departmental Space Allocation: There is not enough space to support the operations of the Department. Currently, the 2 Support Specials are sharing a small office. Additionally, to address the immediate needs, on-site storage units are being utilized. The auditors found that the Main Server room should not be utilized for non-MIS functions. Finance is currently storing some mechanical equipment in this room, and therefore, Finance enters the server room daily.

The Police Department server room is full, and is operating with a supplemental AC unit. Due to the lack of space, some servers have been relocated to the main server room, but this arrangement increases network traffic, decreasing network efficiency.

Also, in the event that MacKenzie Hall's systems are upgraded to support web and cable broadcasting, a control area will be needed. To support this would most likely result in converting some existing MacKenzie Hall seating to an equipment area.

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

Positron (PD Software Replacement and Upgrade): This has required significant MIS support during installation and will continue to require MIS resources for regular operation. This is a full replacement of the core PD applications covering dispatching, in-car field reporting, departmental reporting, integrated 911, integrated radios, and state data interfaces. All police department and MIS personnel will receive extended training. Data from the existing HTE system will be exported, quality checked, corrected, imported and re-checked. The network has been upgraded to support the security and access needs for wireless, in car access to City data sources.

User Created Applications: There is a significant issue with programs and databases created outside of MIS that are used to aid in critical decisions. Departments have begun to write their own applications to fulfill business needs.

It is not possible for the staff in these departments to develop sufficient expertise to write, debug and maintain software and database development. Since MIS cannot devote appropriate resources to these efforts, it is difficult to provide the support needed for use of these applications in emergency operations.

MIS Resources: Over the past 5 years, we have completed and are currently working on over 180 projects, small and large. Most of these projects were to aid in the productivity of non-MIS departments, and/or bring new, cost effective technology to the City. Specifically, the effects of these on additional needs of MIS resources are:

- 63 no net change in MIS resources
- 18 decreased the need for MIS resources
- 105 increased the need for MIS resources

The increasing technology needs and demands of the City significantly exceed the hours available at current staffing levels. The result is increasing calendar time needed to complete projects. Also, between the new systems and disaster planning and recovery needs, the MIS department requires significantly more upper floor, secured space, at City Hall. With current staffing levels, it is impossible to address many departmental projects, which adversely affects those departments' efficiency and basic operations. Currently, the MIS department has found it necessary to place a moratorium on any new projects without the express approval of the City Manager.

These issues and trend of MIS Resource Allocation Tracking have lead to a strong recommendation to increase MIS funding for contractual assistance and increase staffing levels.

Current Issues and Tasks Currently on Hold Due to Insufficient MIS Resources

Internal Administrative Tasks

- The primary responsibility of the MIS department is maintaining the technology assets currently deployed so that employees can perform their daily work. This puts "internal paperwork" tasks low priorities, so there is a backlog for these tasks. MIS would benefit from administrative assistance with the process of technology procurement and departmental service reporting.

Projects

- **Police Department MugShot System.** The PD identified a system they require to manage mug shots electronically.
- **Remote Data Connectivity for Employees.** The Finance director has requested the ability to work on city projects while out of the office. We have the technology in place that is utilized by MIS, but extending this capability to non-MIS users will require MIS time to set up, and trouble shoot problems.

- **HTE Document Management Server ("DMS").** The Building department requested a more efficient process for printing out Permits, certificates and licenses. HTE has a product for this that will also allow this type of printing to be integrated with MS Word.
- **Cognos Reporting for HTE Data.** Finance has requested more detailed and flexible reporting to download data from HTE general ledger into Microsoft products like Word and Excel so that further data analysis can be performed.
- **Operating Policies Creation.** There are several processes that are currently performed, but should be backed up with written policies. For example:
  - Users are not supposed to add software or devices to their computers, but there is no official written policy.
  - City employees are aware of document handling requirements for letters, faxes, and memos and document retention. Email is no different, and users are supposed keep emails or print and file as necessary to comply with document retention, but there is no policy.
  - What to do with the email in the accounts of employees that are no longer working for the City.
- **New Information and Content for the City Web Site**
  - Natural Resources has worked with other local agencies to develop fire information they have called Firewise.
  - The historical committee has developed information regarding the historical village.

Current Year (FY 2006) Accomplishments

Accomplishment	Net Effect MIS Suppor
• Upgraded Communication Capabilities. Phone switch required additional equipment for more telephone stations and additional calling inbound lines.	None
• Upgraded City Data Backup Capability. During the evacuation for Charley, the time required to backup the data to tape was two overnights. This was too long, and spanned too many tapes. New tape systems were added that were higher capacity and faster.	More
• City-wide Anti-Spam system	More
• Secured and logged access to main server room (who and when). Prior to the inception of the KMIS department, finance was responsible for the server room and AS400. So Finance also utilized the space in the server room for non-MIS functions. Now, it is time to find alternate space	More

for these finance operations, the current free and un-monitored access to the server room is a serious security concern. A card key system will be installed.	
• Expand video system to remaining police department's critical areas like evidence room, and vehicle parking.	More
• Redesign of HTE sign accounts to ensure user accountability and access of only the data they need to do their jobs.	More
• Work with the PD to identify and install anti-crime technology.	More
• Arrange 3rd party support for MIS overloaded or not available	None
• Evaluated cell phone cameras for public safety and city inspectors. Technology does not provide photos of sufficient quality at this time.\	None
• Upgrade Mackenzie Hall digital recording PC.	Less
• Implement Password Policy	More
• Develop Sign-On Security System	More
• Switched city cell phone plan to city wide pooled minutes.	None
• Implement Bank of America Web Option For Transfers of City Payroll and Utility Billing	More
• Implemented two additional high speed data connects: to Lee County Sheriff, to the Internet to support in-car field reporting	More
• Implemented FDLE compliant remote authentication and encryption system to support PD in-car field reporting.	More
• Upgrade phone service to facilitate relocating city phone numbers to alternate location in the event of an emergency.	More
• Implemented automated solution for downloading current Lee County property owner information for city use.	Less
• Hired new MIS employee.	N/A
• Facilitated data processing and web posting information from several City surveys.	More
• Add capability to post video files to City web site.	None
• Redesigned Police server room to house new technology upgrades.	None
• Arranged and installed data access for trailer used in training all officers on new Police systems.	More

• Upgraded HTE's utility billing system to produce late sewer notices more quickly.	More
• Replaced entire alarm system at Historical Village.	More
• All MIS staff FLDE CJIS certified.	More
• Create technology specifications for new City Recreation facility.	More
• Implemented automated patch management system to keep user computers up to date with Microsoft updates.	Less
• New city web site for Water Quality.	More

Current Year (FY 2006) Expected Accomplishments

• AM traveler's information system. **	More
• Completion of Police Department upgrade to new Dispatching and Reporting software system ("Positron"). **	More
• Work with the PD to identify and install anti-crime technology. **	More
• Further migration of selected city network equipment to fiber to increase speed and decrease probability of damage from lightning. During several storms last year, lightning damaged some equipment. The city has adequate lightning suppression, and had a review last year. With our own communications tower adjacent to the PD, there is always an opportunity for lightning damage. Several network devices will be isolated by fiber, which cannot transfer electricity from lightning strikes, reducing the frequency of this type of damage.	Less
• Complete database program for management of hurricane passes **	More
• Video system for City's Recreation program van. **	More
• Repair of Police Department antennas and installation of safety guy wire system.	None
• Process to post valid contractor information to the web regularly.	More
• Completion of rebanding of Public Safety frequencies from 8ooMHz.	None
• Policy for data backups. **	More
• Complete review of current Building, Planning and Finance systems to determine is the current solution best meets departmental needs.	Unknown

• Policy for tracking technology purchases **	More

** The expected implementations of these projects will require very significant allocations of MIS resources for their day-to-day operations.

APPENDIX

City of Sanibel Software Applications Supported by MIS Department
As of June 14, 2006

MS Word
MS Excel
MS PowerPoint
MS Access
MS Outlook
MS Internet Explorer
MS Security Certificates
MS Media Player
MS SQL Server
MS FrontPage
MS Firewall
Microsoft Visio - Drawing and Maps
Windows 98, 2000, XP
IBM Client Access - AS400/HTE access
AutoCAD - CAD Drawing and GIS
Various CD and DVD Burning programs
FTR Digital Recorder/Player Software - Mackenzie Hall
PaintShop Pro
Adobe Acrobat Reader
Adobe Acrobat Professional
Adobe Audition Audio Editor
WinZip
Terminal Services Client - Server Access
VMWare
NT Backup
HP Network Print Manager
LaserFiche - Electronic Documents
Paintshop Pro
IfFanView Graphics Viewer
ESRI ArcView - GIS
Blackberry, Palm, Sony Clie PDA Applications
Think Database PDA
Norton Antivirus
Norton Firewall
Zone Alarm Firewall
ADT Video Camera and Archive
Rec Center Video Camera and Archive
Battery Backup Monitoring
Cognos Impromptu QRep
DCC Community Notification (Reverse Dialer)
Past Perfect - Museum Inventory
Total Recorder - Audio Copies of Meetings
Hurrivac
Hurritrak and SLOSH Modeling
Visual Statement - PD Accident Reporting
FDLE EAgent - FBI and All States Records
Lee County Locals - Wants and Warrants
PD Missing Persons National Notification
CJNet Intranet - Pawnshops, State Drivers License
Lee County Courts Booking System (UBS)
Bank of America Online Banking
Public Works Weather Station
DBase Planning Historical Database
POS Partner – transmits credit card transactions from PC to clearing house
Schlumberger Park Folio – downloads credit cards transactions from handhelds to PC
Positron Dispatching
Positron Records Management
Positron In Car Reporting
Net Motion Remote Access

General Fund
MIS Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	92,644	108,162	136,519	137,425	137,864	148,027
Part-time	-	-	-	-	624	-
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	1,206	4,009	8,000	8,000	6,937	8,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	7,462	8,613	11,483	11,219	11,125	12,463
Retirement	21,185	13,894	10,186	10,186	10,186	17,170
Cafeteria Benefits	12,829	13,583	21,011	21,011	21,011	25,305
Workers' Comp	355	319	681	681	393	420
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	135,681	148,580	187,880	188,522	188,140	211,384
OPERATING EXPENSES						
Professional Serv	13,489	25,864	36,520	68,920	40,520	45,520
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	22,880	22,880	520	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	37,888	37,501	14,900	14,900	14,900	14,900
Communications	48,188	59,555	60,140	60,140	50,140	72,740
Transportation	190	563	400	400	400	400
Utilities	-	-	-	-	-	-
Rentals & Leases	8,539	9,660	12,064	12,064	9,664	18,604
Insurance	-	-	-	-	-	-
Repair & Maintenance	8,852	77,433	106,900	106,900	92,500	111,900
Printing	68	241	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	2,820	1,210	-	-	-	-
Office Supplies	4,303	6,000	6,700	8,700	3,700	6,700
Operating Supplies	28,324	16,851	-	21,225	7,035	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	790	913	3,225	-	1,820	3,225
SUB-TOTAL	153,451	235,791	263,729	316,129	221,199	273,989
CAPITAL OUTLAY						
Land			-	-	-	
Building			-	-	-	
Improve Other Than Bldgs			-	-	-	
Machinery & Equipment	27,385	5,967	25,000	6,900	17,000	26,900
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	27,385	5,967	25,000	6,900	17,000	26,900
DEPARTMENTAL TOTAL	316,517	390,338	476,609	511,551	426,339	512,273
% CHANGE COMPARED TO PREVIOUS YEAR	8.96%	23.32%		31.05%		0.14%

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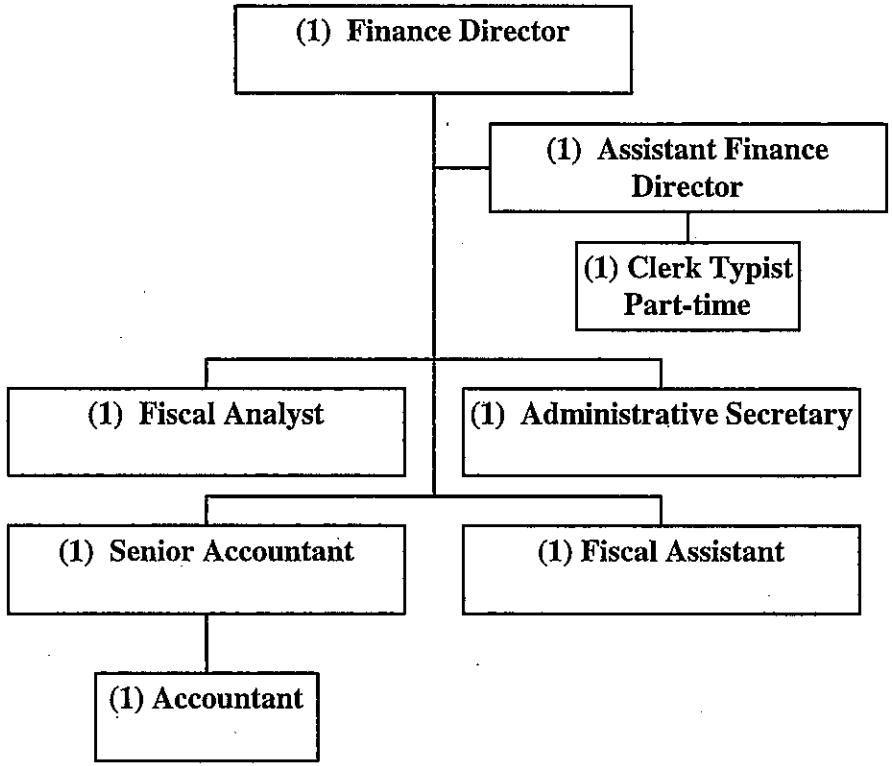
General Government Function

Finance Department

FINANCE DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



FINANCE DEPARTMENT

Director's Background:

Renee M. Lynch

- Bachelor of Science in Business Administration, University of Florida
- Certified Government Finance Officer
- Twenty (20) years as Finance Director at City of Sanibel
- Ten (10) years of progressively responsible accounting positions at other governmental entities

Department: Finance
Fund: General Fund

Mission Statement: To safeguard and accurately account for City assets, bill and collect funds due to the City, process payment of payroll and other expenses owed by the City, issue occupational licenses/registrations and collect associated taxes, prepare the annual City Budget and Comprehensive Annual Financial Report, provide timely budgetary and financial data to management, Council and Sanibel citizens and complete special financial projects, such as bond issuance, as they arise.

Operational Responsibilities:

- Preparation of the Annual Financial Statements and Annual Audit in accordance with and qualifying for the Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Finance Reporting.
- City-wide budget preparation formatted to meet the criteria of the GFOA.
- Accounts payable processing and purchasing documentation for all City expenditures including all VISA procurement card purchases, which will be approximately 3,000 transactions for FY2006.
- Accounts receivable collections including accounting and billing of grants, sewer service customers and special assessments due to the City.
- Payroll and benefits coordination for the current City staff of 160 full and part-time employees.
- Occupational License issuance for all on island business including private residential rentals and registration of all off island business offering services to the businesses and residents of Sanibel.
- Fixed asset inventory and accounting in accordance with State and GFOA guidelines for all assets held, acquired or discarded.
- Grants management, accounting and financial reporting required by the grant awards and other interlocal agreements of the City.
- Property, liability, flood, windstorm and workers' compensation insurance coordination with Administrative Services Director for values and coverage limits
- Treasury Management including daily cash management and investment of idle and reserve funds to provide the City with maximum investment earnings.
- Bond and other debt issuance for financing long-term capital acquisitions as directed by Council.

Emerging Issues:

- To increase efficiency with current computer technology. The Finance Department has been operating with computer technology purchased in 1995 with few upgrades since that time. Having the availability of updated software and hardware would provide more departmental efficiency as well as provide citizens and other customers an easier method of financial interaction with the City.

  With the upgrade of our current hardware (AS400) system, scheduled for September 2006, the City may also be able to upgrade the HTE accounting software to the current version thereby adding available features which promote operational efficiency, such as:

  a) Web-based method of accepting payment for City services.
  b) Automation of the VISA procurement card processing for all City purchases
  c) Increased document creation and reporting capabilities directly from software instead of manually entering data from paper reports to separately developed Excel spreadsheets and Word documents.

2005-2006 Goals and Status:

2005-2006 Goals and Objectives	Productivity Measurement	Current Status
Produce the FY 2006 budget document in a format which will meet the criteria of the GFOA for the Distinguished Budget Presentation Award	Once again producing an Annual Budget document which qualifies for the Government Finance Officers' Association (GFOA) Distinguished Budget Presentation Award	Not accomplished for FY06 budget, which was due November 2005. With added position of fiscal analyst, which started January 2006,will complete this goal for FY07 budget.
More quickly and accurately respond to inquiries and prepare analyses requested by Council and the City Manager.	Quarterly financial reports presented to City Council	1st and 2nd quarterly reports presented to Council. Future quarterly reports to be presented 2nd meeting of month following end of quarter
Develop and maintain City-wide policy manuals for Debt, Revenue and Capital projects, as well as general information on the city's operating and capital budgets	Have Debt, Revenue and Capital Project manuals completed by fiscal year-end	Fiscal analyst drafting manuals for completion by September 30, 2006
Issue approximately $13 million Bonds for financing the new Recreation Facility	Complete the issuance of bonds for financing the Recreation Center Capital Project	4/4/06 G.O. referendum passed. Bonds closed 6/21/06
Increase efficiency in collecting revenues by working with the MIS Department to institute Web-based bill payment on the City Website	Have a Web-based method of accepting payment for City services by the end of the fiscal year	Not on MIS Project schedule
Institute Positive Pay for increased security over potential check fraud	Instituting "Positive Pay" product through Bank of America	Not on MIS Project schedule
Completing Annual Audit within 180 days of the end of the fiscal year	Complete the Annual Audit by March 31, 2006	FY05 CAFR done 4/10/06

2006-2007 Goals:

Goal	Measurement Criteria
Produce the FY 2006 budget document in a format which will meet the criteria of the GFOA for the Distinguished Budget Presentation Award	Once again producing an Annual Budget document which qualifies for the Government Finance Officers' Association (GFOA) Distinguished Budget Presentation Award
Web-based method of accepting payment for City services	Ability for Customers to pay occupational licenses, dog licenses, sewer bills, etc., using the City's web-site
Institute Positive Pay for increased security over potential check fraud	Instituting "Positive Pay" product through Bank of America
Increased document creation and reporting capabilities directly from software instead of manually entering data from paper reports to separately developed Excel spreadsheets and Word documents.	Installation, support and training of HTE software packages called Document Management System (DMS), Extended Reporting, P-Card and COGNOS
Automation of the VISA procurement card processing for all City purchases	Ability to track and recover historic data on payments made using the VISA purchasing Card

Trend Analysis:

	2006 (a)	2005	2004	2003	2002
Grant Revenue (b)	**$2,006,232.**	**$3,598,350.**	**$1,100,928.**	**$2,500,491**	**$614,895**
Employee Processing Currently 160 Employees					
New Hires	**25**	**25**	**46**	**36**	**Not available**
Terminations	**23**	**21**	**38**	**31**	**Not available**
Budget Amendments	**76**	**53**	**36**	**16**	**29**
Occupational Licenses/Registrations	**3921**	**3981**	**3929**	**3944**	**3967**
Journal Entries	**677**	**1150**	**965**	**872**	**844**

(a) FY 2006 is a partial year from October 1, 2005 through July 1, 2006
(b) Does not include FEMA reimbursements for Hurricanes Charley, Frances and Wilma

General Fund
Finance Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	272,485	337,275	400,514	429,566	430,919	445,867
Part-time	10,588	11,420	13,018	13,018	12,474	13,905
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	4,800	5,318	-	10,100	9,291	10,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	7,529
FICA Match	20,661	25,620	33,580	35,496	34,630	37,197
Retirement	62,077	34,736	30,559	30,559	31,098	40,063
Cafeteria Benefits	32,193	40,648	49,027	49,027	53,570	59,045
Workers' Comp	1,357	1,232	2,602	2,602	1,100	1,603
Unemployment Comp	25	-	-	-	-	-
SUB-TOTAL	404,186	456,249	529,300	570,368	573,082	615,210
OPERATING EXPENSES						
Professional Serv	11,086	14,566	11,650	15,650	14,258	16,305
Accounting & Auditing	47,000	57,202	60,000	71,500	71,000	73,000
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	600	600	-	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	3,663	7,054	10,580	10,580	11,447	11,501
Communications	4,170	3,696	4,060	4,060	4,060	4,060
Transportation	4,694	5,608	7,500	7,500	7,500	8,060
Utilities	-	-	-	-	-	-
Rentals & Leases	1,997	2,833	5,165	5,165	2,940	3,940
Insurance	-	-	-	-	-	-
Repair & Maintenance	950	822	480	480	545	663
Printing	4,428	5,859	8,200	8,200	9,213	10,525
Promotional Activities	-	560	560	560	2,909	500
Other Current Charges	23,506	20,703	26,675	26,675	21,152	24,175
Office Supplies	4,055	4,381	4,900	4,900	5,200	4,700
Operating Supplies	4,892	6,303	3,145	5,445	3,178	3,380
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	255	185	400	400	505	690
SUB-TOTAL	110,696	129,772	143,915	161,715	153,907	161,499
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	1,340	3,840	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	1,340	3,840	-
DEPARTMENTAL TOTAL	514,882	586,021	673,215	733,423	730,829	776,709
TO PREVIOUS YEAR	12.77%	13.82%		25.15%		5.90%

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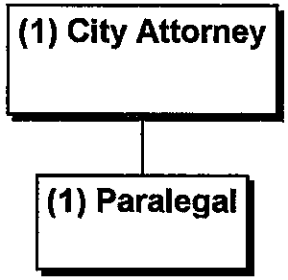
General Government Function

Legal Department

LEGAL DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



Legal Department

City Attorney's Background:

Kenneth B. Cuyler, Esq.

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

Department: Legal
Fund: General Fund

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

Operational Responsibilities:

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

Trend Analysis

- The City of Sanibel and its citizens have become increasingly aware of the extreme threat to our environment, including the bays and estuaries nearby, from the nutrient laden freshwater releases from Lake Okeechobee. This is an issue the City will deal with, environmentally and legally, for a number of years into the future.

Emerging Issues:

- The City of Sanibel has retained the law firm of Beveridge & Diamond to represent the City from the legal perspective in the matter of the Lake Okeechobee freshwater releases, which has emerged as a critical City issue in the last calendar year.

2005-2006 Goals and Status:

Goal	Status
Provide accurate, high quality and cost effective legal services to the City Council, Planning Commission, City Manager, Department Directors and City Staff	No lawsuits have been filed against the City during the 2005-06 fiscal year to date. Accurate, high quality and cost effective legal services have been provided to the City Council, Planning Commission, City Manager, Department Directors and City Staff.
Provide thorough and comprehensive review and analysis of city legal documentation and provide advice to the city council, Planning Commission, and upon request, Advisory Boards with respect to legal issues and procedural matters	No lawsuits have been filed against the City during the 2005-06 fiscal year to date. Thorough and comprehensive review and analysis of City legal documentation and accurate and effective legal advice has been provided to City Council and Planning Commission, and upon request, Advisory Boards with respect to legal issues and procedural matters.

Accomplishments

- The City of Sanibel Legal Department was successful in defending the City in the lawsuit of Steven Maxwell, et al vs. City of Sanibel and David and Francine Gomberg, Case No. 02-13281-CA-JSC, originally filed in the Lee County Circuit Court on December 5, 2002, with the lower Court Order later appealed to the Second District Court of Appeal in July of 2005. In an Order dated April 19, 2006, the Appellate Court ruled in favor of the City of Sanibel and the Gombergs, quashing the lower court's Order which granted Leave (for Maxwell, et al) to File an Amended Complaint and prohibiting the Circuit Court from taking any further actions with regard to any and all claims that had been, or could have been, asserted by Maxwell, et al.

- Although the City did not participate in the Appeal, Verizon Wireless (Case No. 2D04-2654) appealed to the Second District Court of Appeal a Circuit Court decision which overturned the City Council's approval of Verizon's

Communication Tower Application. The Second District Court of Appeals ruled in favor of Verizon, overruled the Circuit Court decision and held that the City Council had legally and properly followed all legal requirements in the consideration and granting of the Verizon Communication Tower

2006-2007 Goals:

Goal	Measurement Criteria
Establish a system and data bank resource of standard form contracts and similar legal documents for use by the City and City Staff. The resource will contain standard paragraphs and provisions that can be used on an interchangeable basis by the City and City Staff to consistently articulate the necessary legal position of the City in various situations. An example would be standard form contracts with standard provisions which can be deleted or inserted (e.g., insurance, indemnity, termination, etc.) based on the legal needs of the City and the applicable Departments. The purpose of this effort is to make all City contracts and associated documents more consistent and easier to negotiate, draft and review by City Staff and the City Attorney's Office.	The actual drafting, collection and consolidation of the necessary contracts, legal provisions, etc. which shall be reduced to writing, discussed with the City Manager and Department Directors and made available to the City Department for use in bid solicitation, contract negotiations and drafting and finalization of contracts for review by the City Attorney and the consideration, if applicable, by the City Council.

General Fund
Legal Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	152,971	180,223	170,934	184,159	183,388	180,335
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	650	1,421	1,400
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	5,549
FICA Match	9,287	11,482	13,240	13,959	11,394	11,452
Retirement	32,138	33,436	25,421	25,421	26,149	27,169
Cafeteria Benefits	20,267	22,124	14,008	14,008	15,976	16,870
Workers' Comp	626	563	1,199	1,199	507	739
Unemployment Comp	1,715	-	-	-	-	-
SUB-TOTAL	217,004	247,828	224,802	239,396	238,835	243,514
OPERATING EXPENSES						
Professional Serv	348,637	158,701	100,000	392,900	400,000	400,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	400	400	600	1,000
Other Contractual	167	-	5,500	4,210	5,500	5,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	27,493	31,767	29,100	29,100	31,000	32,000
Communications	2,880	2,579	3,100	3,100	3,100	3,100
Transportation	1,380	171	300	550	300	300
Utilities	-	991	-	-	-	-
Rentals & Leases	184	176	200	200	200	200
Insurance	-	-	-	-	-	-
Repair & Maintenance	781	1,284	800	800	864	900
Printing	1,245	-	300	300	300	300
Promotional Activities	-	-	-	-	-	-
Other Current Charges	1,612	990	900	900	900	900
Office Supplies	896	779	1,000	1,300	1,000	1,000
Operating Supplies	138	174	100	190	100	100
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	3,549	2,837	2,500	2,500	2,500	2,500
SUB-TOTAL	388,962	200,449	144,200	436,450	446,364	447,800
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-		-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	605,966	448,277	369,002	675,846	685,199	691,314
TO PREVIOUS YEAR	101.40%	-26.02%		50.77%		2.29%

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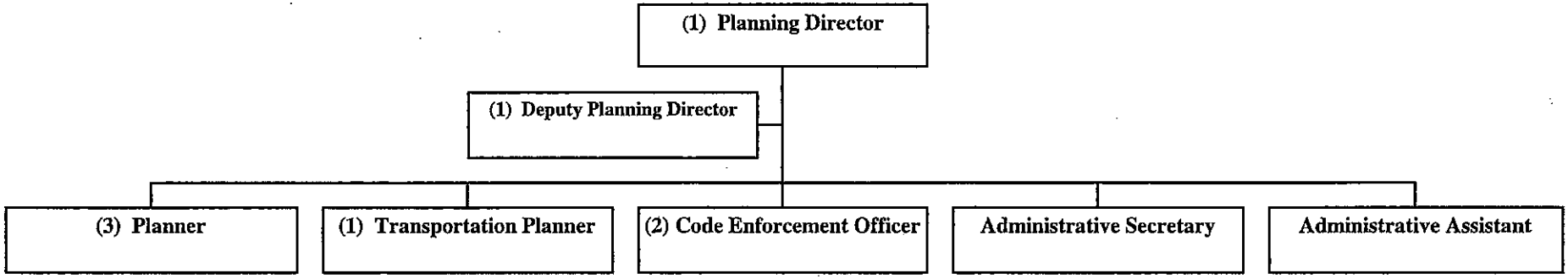
General Government Function

Planning Department

PLANNING DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



Planning Department

Director's Background:

Robert J. Duffy, AICP

Bob Duffy has over 25 years of professional planning experience. He is a graduate of the University of Cincinnati and has served as a planning director and land management administrator with city and town agencies in the Midwest, Northeast and New England. He has also served as a planning commissioner at both the city and county levels.

His planning and management experience includes: comprehensive and district level planning; zoning administration; code enforcement; design review; flood plain and coastal zone management; wetland, wildlife habitat and natural resource conservation and restoration; historic and cultural resource preservation; open space and farmland protection; growth management; capital improvement programming; bicycle, pedestrian and alternative transportation planning; affordable housing financing, rehabilitation and development; and small business assistance.

During his professional career he has been committed to team building, staff and organizational empowerment, timely communication and citizen participation, and the development of proactive and service oriented planning agencies and programs.

Department: Planning
Fund: General Fund

Mission Statement: Provide proactive planning and code enforcement services that: preserve Sanibel's unique ecological system; manage sustainable growth and redevelopment consistent with the Sanibel Plan; ensure compliance with the Land Development Code; preserve and restore natural and man-made resources; increase utilization of alternative forms of transportation; incorporate hazard mitigation strategies; and, (most importantly) provide the highest level of public service.

Operational Responsibilities:

- Responsibility 1 – Maintain, update and implement the Sanibel Plan.
- Responsibility 2 – Administer the Land Development Code through consistent and effective education and enforcement.
- Responsibility 3 – Review and act on development and land use applications in an efficient, uniform and thorough manner.
- Responsibility 4 - Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Responsibility 5 – Manage the City's redevelopment planning program consistent with priorities established by City Council.
- Responsibility 6 – Provide short and long range transportation planning that emphasizes alternative forms of travel.
- Responsibility 7 – Manage public records, consistent with the Florida State Statutes, the Sanibel Code and the City's policies and procedures.
- Responsibility 8 – Facilitate timely and accurate public notice, open communication, transparent planning and regulatory processes and procedures, effective citizen participation and innovation in service delivery.
- Responsibility 9 – Provide planning and related services to support and retain local businesses.
- Responsibility 10 – Provide natural hazard mitigation planning services and, in the event of an emergency, provide administrative, permitting, inspection and support services.

Trend Analysis:
The enclosed Charts 1, 2, 3 and 4 provide a summary of permitting trends for FY '04-'05 and FY '05-'06.

Chart 1 – Comparison of FY 04-05 and FY 05-06 permitting for the months of October through January.

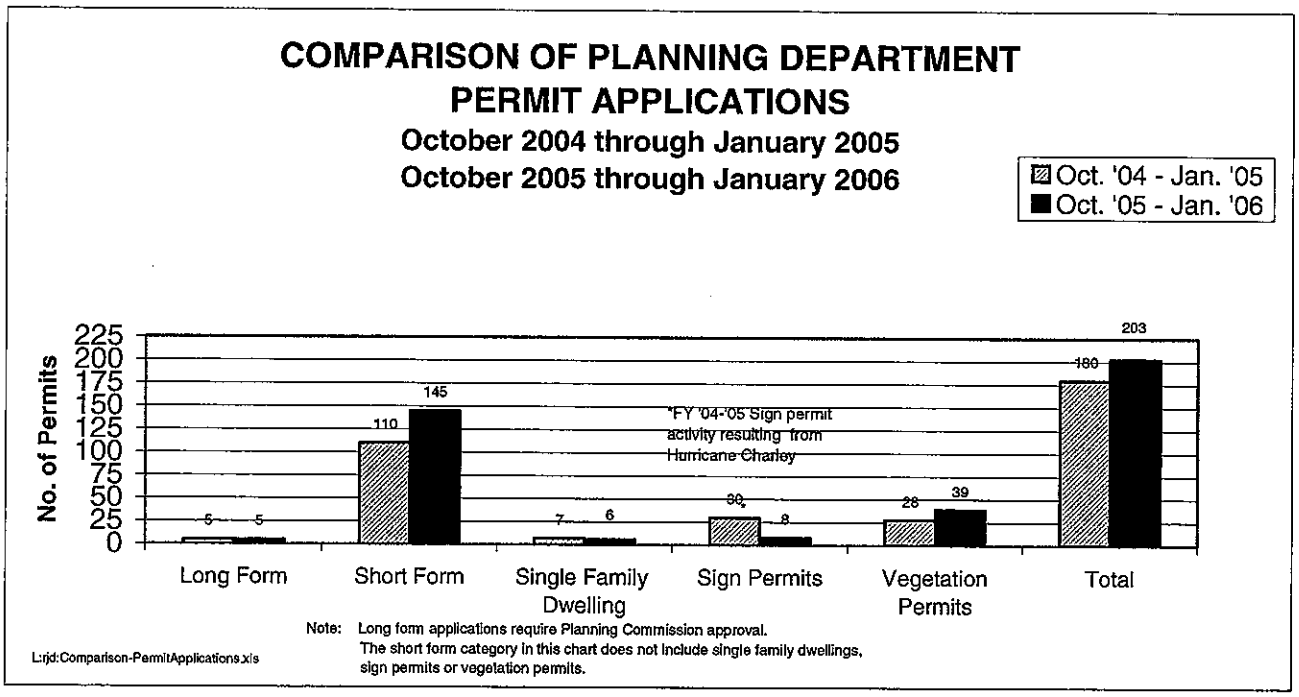


Chart 2 – Comparison of FY 04-05 and FY 05-06 permitting for the months of February through May.

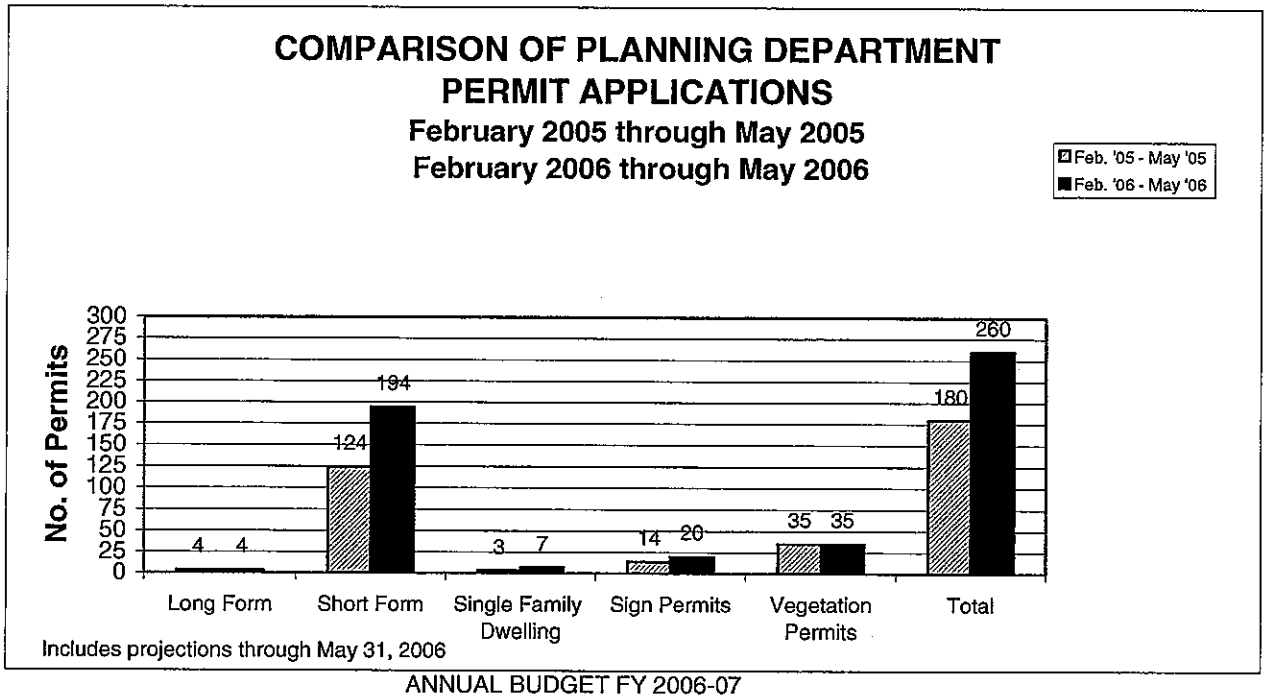


Chart 3 – Comparison of FY 04-05 and FY 05-06 permitting for the months of June through September.

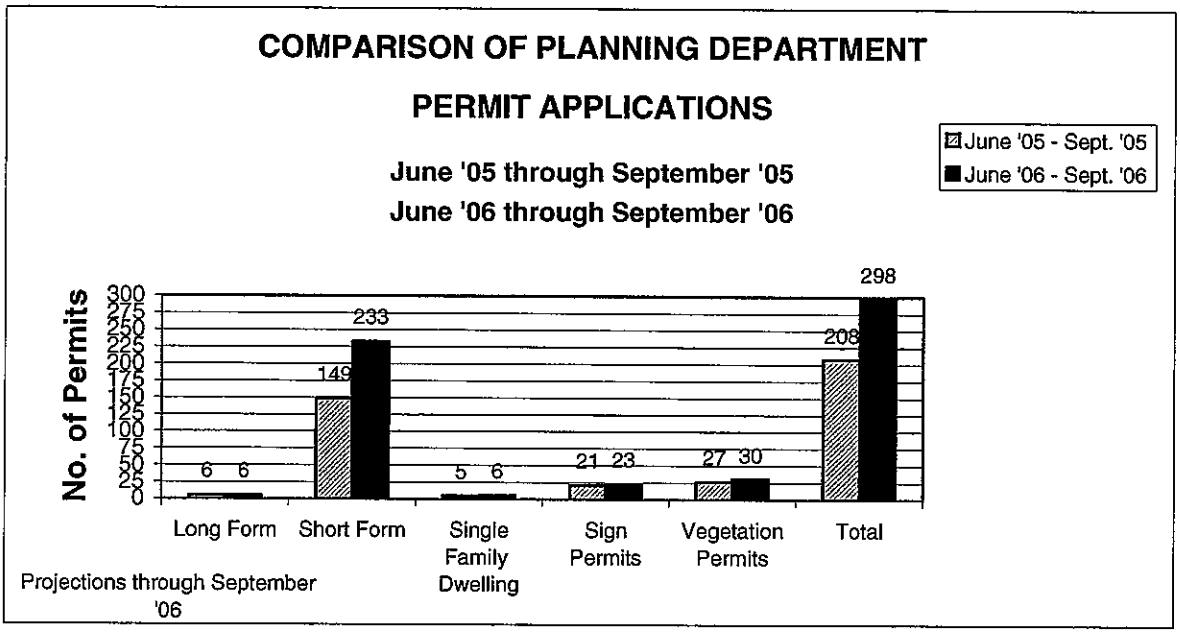
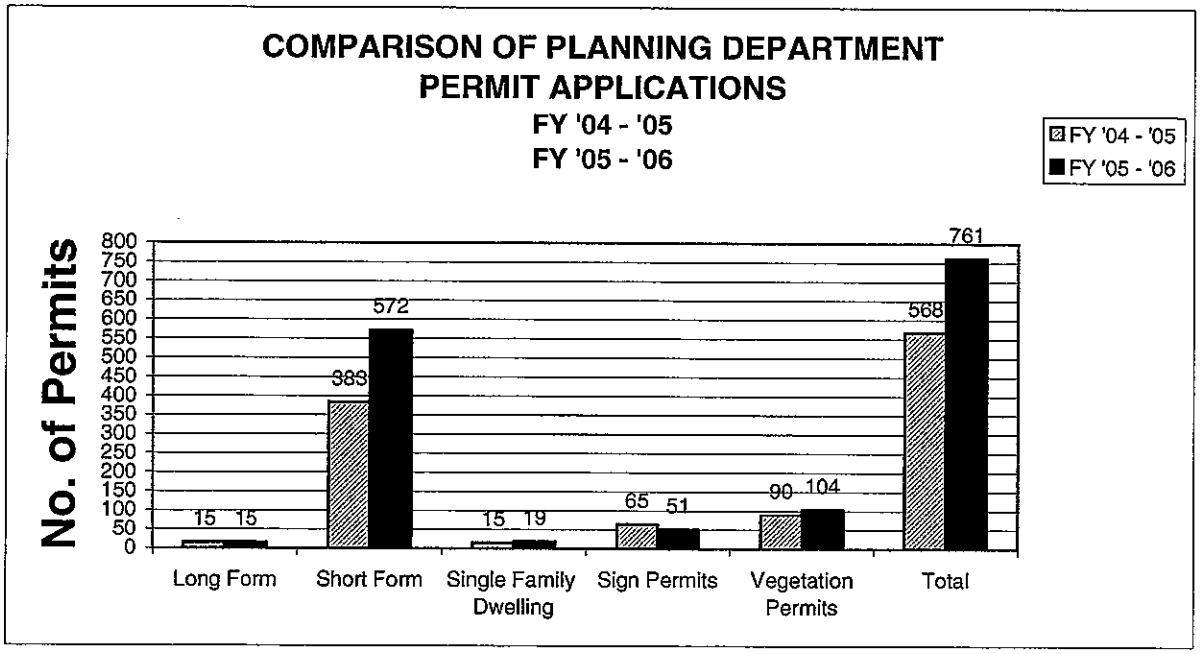


Chart 4 – Comparison of annual permitting activity for FY 04-05 and FY 05-06



Emerging Issues:

- Issue 1 – The completion of the Sanibel Causeway and Bridge project in FY 06-07 coupled with regional growth and visitation trends will result in traffic growth that will require renewed focus on planning for the Causeway Boulevard, Lindgren Boulevard and Periwinkle Way intersection and surrounding "Gateway East" district.

- Issue 2 – Regional growth and corresponding demands for access to recreational and natural resources will further strain Sanibel's beaches and natural resources requiring a partnership or consortium of stake-holders to cooperatively plan for and manage carrying capacity.

- Issue 3 – The age and condition of Sanibel's commercial building stock combined with local and regional trends in commercial real estate will require that Sanibel examine the stock of the Island's economy and implications for sustainable redevelopment policies and planning.

- Issue 4 – With the approaching buildout of residentially zoned vacant land for single-family construction, rising real estate values and the age and design of existing residential building stock, the current floor area and dimensional regulations of the Land Development Code should be re-examined as part of an updated inventory of residential land use trends.

- Issue 5 – Growth in peak period and average daily traffic volumes will continue to rise, resulting in greater congestion and reduced levels of service on arterial roadways and an increase in traffic seeking alternative routes through
  neighborhood streets resulting in greater demands for traffic calming, traffic demand management and planning for alternative forms of travel.

- Issue 6 – Trends in regional growth will require that Sanibel play an active role in regional land use and transportation planning and the review of development proposals of regional impact.

- Issue 7 – Sanibel, through the long-standing partnership with CHR, has been a regional leader in pursuing opportunities to provide Below Market Rate Housing. Accelerating real estate values, both on and off Island, will require that Sanibel expand its commitment to BMRH, particularly opportunities for work force housing.

- Issue 8 - During FY07, the City anticipates a reduction in development permit revenue. This reduction is a result in a marked slowdown in residential construction that began with Hurricane Charley and the reconstruction of the Sanibel Causeway. Permits for single family dwellings fell from 39 units in FY04 to 15 units in FY05 to a projected 17 units in FY06.

Given national and regional trends in housing markets, the City may continue to experience a slowdown in new development and redevelopment of single family dwellings.

2005-2006 Goals and Status:

Goal	Status
Draft revisions to the City's "Buildback" Policy: a City Council Goal to amend the *Sanibel Plan* and the Land Development Code	1) City Planning Commission report and resolution No. 05-16 approved November 22, 2005. 2) City Council Ordinance No. 05-017 duly passed and enacted January 3, 2006. Produced and distributed final "Guide to Build Back Regulations" to assist citizens, property owners and businesses.
Draft interim Commercial Regulations: "Zoning in Progress" to amendment to the Land Development Code addressing resident-serving businesses and architectural standards (prior to Redevelopment Study).	1) City Council Resolution No. 05-171 duly passed and enacted on December 6, 2005, 2) Commercial Land Use Inventory and Analysis reports completed in January and February 2006, 3) Commercial District Map conversions completed in January 2006, 4) Completed Local Business District regulations as amendments to the Land Development Code for public hearing by Planning Commission on May 23, 2006.
Commence the Redevelopment Study: a City Council Goal to determine the need for outside professional services and develop a work program scope of services, schedule and budget for the study.	1) Series of five joint City Council and Planning Commission public workshops were held between November 29, 2005 and March 9, 2006, 2) Draft Redevelopment Planning work Program presented at final joint City Council and Planning Commission public work session, 3) Submitted quarterly Redevelopment Work Programs and schedules to City Council in May 2006, 4) City Council action on final Redevelopment Planning Work program in June 2006.
Draft the EAR-based Plan Amendment: a state mandate to update Background Discussion and Address appropriate revisions to Objectives and Policies identified in the EAR.	Completed draft EAR based amendments to Sanibel Plan. Planning Commission conducted public hearings on EAR based amendments. Draft FY '05-'06 Sanibel Plan submitted to City Planning Commission in August 2006 for report and recommendation to City Council. City Council action on FY '05-'06 Sanibel Plan in November 2006. Submit FY '05-'06 Sanibel Plan to State of Florida Department of Community Affairs.

Provide staff assistance as directed by City Council in development of the Beach Carrying Capacity Initiative: (a City Council Goal).	Draft carrying capacity work program outline completed for review at March 9, 2006 joint City Council and Planning commission public workshop. Completed FY '05-'06 detailed work program and schedule for Beach and Resource Carrying Capacity Consortium for review by City Council. Assist City Council with creating and facilitating the Consortium through the initial Carrying Capacity work program phase.
Update the City's Federal Flood Insurance Program (FIP) Floodplain Management Plan, in accordance with the requirements of the Community Rating System (CRS).	1) 2005 Floodplain Management Plan adopted by City Council. 2) FIRM Mapping and Analysis phases completed by consultants. 3) Staff report and recommendations submitted to City Council. 4) Citizens' Guide to Coastal Management and Flood Regulations prepared as Power Point presentation and public information report.
Interpret and administer the Sanibel Plan and Land Development Code through: effective and timely education and community outreach; consultations with property owners, businesses and development permit applicants; facilitation and coordination of interdepartmental permit application and compliance reviews; preparation of reports and recommendations for consideration by the Planning Commission; and objective, fair and uniform Code enforcement.	Completed amendments to the Land Development Code and Sanibel Code, in consultation with the City Attorney, for consideration by City Council and Planning Commission. • Build Back • Timeshare Units • Above Ground Swimming Pools • Formula Retail • Beach Clubs • Outdoor Dining • Horses on Beaches • Noise Enforcement • Odor and Nuisance Enforcement • Special Business Events and Signage • Occupational Licensing • Special Event Licensing Completed an initial set of Citizen and Property Owner Guides to sections of the Land Development Code. • Build Back • Beach Equipment Storage and Rental • Vegetation Permitting • Real Estate Signs • Coastal Management and Flooding

Summary of FY '05 – '06 Planning Department Accomplishments

1. Completion of FY '05 - '06 EAR Based Update of the Sanibel Plan	Completed Evaluation and Appraisal Report (EAR) based update of the 17 elements of the Sanibel Plan. Facilitated 13 public hearings with the Planning Commission. Prepared comprehensive update of the Sanibel Plan for report and recommendation by the Planning Commission. Planning Commission submission of EAR based update of Sanibel Plan for action by City Council and submittal to the State of Florida's Department of Community Affairs.
2. Preparation of Land Development Code Amendments	Completed the following amendments to the Land Development Code and Sanibel Code for report and recommendation by the Planning Commission and action by City Council. • Build Back • Above Ground Swimming Pools • Time Share Units • Beach Clubs • Formula Retail and Commercial Districts • Outdoor Dining • Horses on Beaches • Noise Ordinance Enforcement • Odor and Environmental Nuisance Enforcement • Special Business Events and Signage • Occupational Licensing • Special Event Licensing
3. Prepared Public Notices for Planning Board Meetings, Subcommittee Meetings and Public Hearings	Prepared 29 notices for Planning Board meetings and public hearings.
4. Prepared Planning Board Agendas, Subcommittee Agendas, Staff Reports	Prepared 21 agendas and 18 staff reports for consideration by the Planning Commission, applicants and the public.
5. Prepared Planning Board and Subcommittee Minutes	Prepared minutes for 21 Planning Commission and 8 Subcommittee meetings.

Accomplishments (Cont'd.)

6. Submitted Redevelopment Planning Work Program	Prepared various reports and compiled research and information regarding existing local and regional conditions and facts influencing Island redevelopment. Facilitated a series of joint public meetings between the Planning Commission and City Council to define and prioritize elements of a redevelopment planning work program. Produced both draft and final Redevelopment Planning Work Program reports for City Council action.
7. Initiated Town Center District Planning Process	Pursuant to the Redevelopment Planning Work Program approved by City Council in consultation with the Planning Commission, the following initial efforts were undertaken to begin the Town Center District Planning Process: 1. Prepared report detailing the mission, objectives and planning area for approval by City Council. 2. Prepared RFP to secure consulting service. 3. Initiated GIS based survey and mapping of existing district conditions. 4. Initiated preparation of existing district planning conditions report.
8. Initiated Sanibel Economic Analyses	Defined preliminary scope of work to update the 1981 and 1997 economic analyses in conjunction with the City's Redevelopment Planning Work Program.
9. Initiated Single-Family Residential Land Use Survey	As part of the Redevelopment Planning Work Program and the conversion of Sanibel Plan Maps to GIS format, initiated a survey of existing single-family land use, construction trends and vacant land to serve as the basis for analysis to be completed in FY '06 - '07.
10. Facilitated Initial Carrying Capacity Consortium Process	Consistent with a FY '05-'06 goal of City Council, assisted with convening and facilitating the initial effort of a consortium to define the scope and priorities for the Sanibel Beach Carrying Capacity Study.

Accomplishments (Cont'd.)

11. Supported Local Business Initiative And Business Roundtables	Assisted with the following efforts associated with City Council's Local Business Initiative: • Assisted the City Manager with compilation and analysis of the results of the survey of Sanibel property owners. • Completed a survey and report on existing commercial land use, buildings and businesses. • Assisted with the development of Local Business Initiative website as part of the City's homepage. • In conjunction with the City Manager conducted outreach meetings with business owners. • Organized and facilitated three business roundtables to identify and address the issues facing local businesses. • Prepared power point and summary reports for local business, property owners and land use surveys.
12. Completed Mapping and Analysis of FEMA Proposed Amendments to FIRM	Retained consultants to provide comparative GIS based mapping of current and preliminary Flood Insurance Rate Maps and analysis of FEMA's methodology that served as the basis for the preliminary FIRM revisions. Submitted two phased report and analysis to City Council regarding FEMA's preliminary amendments to Sanibel's Flood Insurance Role Maps (FIRM).
13. Produced Citizen, Property Owner and Applicant Guides to Land Development Code	Completed the following initial guides to various sections of the Land Development Code. - Build Back - Real Estate Signs - Beach Equipment Rental and Storage - Vegetation Permitting - Coastal and Flooding Regulations

Accomplishments (Cont'd.)

14. Conducted Meetings with Citizens, Property Owners, Business Owners and Development Permit Applicants	Conducted 520 meetings and consultations with citizens, property owners, business owners and development permit applicants.
15. Responded to front counter, telephone and e-mail requests for information.	Responded to approximately 684 front counter inquiries, 6000 telephone calls and e-mail requests for information regarding the Sanibel Plan, Land Development Code and City of Sanibel and Planning Department activities.
16. Processed Applications for Land Development Permits	Processed 572 short form and 15 long form applications for Development Permits.
17. Resolution of Code Enforcement Cases	Initiated 418 code enforcement cases based on inspections and citizen contacts and resolved 308 cases through education and mediation. Scheduled 2 cases for action by hearing examiner.
18. Conducted Seasonal, Weekend and Evening Code Enforcement	Scheduled 10 weekend and evening code enforcement assignments during the peak season to both educate citizens and property owners and address code violations.
19. Conducted Outreach Program with Resort Hotels and Inns regarding Beach Management Regulations	Through correspondence and on-site meetings completed an outreach program with 16 resort accommodation owners and managers regarding beach equipment rental and storage.
20. Initiated Final Property Owner Notification of Zone 3 Brazilian Pepper Eradication Requirements	In conjunction with the Department of Natural Resources, notified 38 property owners regarding violations of Zone 3 Brazilian Pepper Eradication program.
21.Processed Sign Permit Applications	Processed 51 applications for sign permits.
22. Reviewed Occupational and Alcoholic Beverage Licenses for Consistency with Land Development Code	Assisted the Finance Department with the review of 300 new applications and renewals of occupational licenses and 20 applications for alcoholic beverage service licenses.
23 Processed Applications for Street Addresses	Processed 50 applications by property owners seeking clarification or a new street address.
24. Periwinkle Restoration Master Plan	Facilitated the efforts by DNR, DPW and Vanasse Daylor to complete the Phase 1 comprehensive native vegetation restoration master plan for the Periwinkle Corridor.

Accomplishments (Cont'd.)

25. Transportation Planner Recruitment	In conjunction with the Human Resources Director prepared position notice and conducted local, regional and national recruitment process. Contacted 8 potential candidates by telephone. Conducted 4 interviews with candidates. Recommended finalist to City Manager.
26. Supported Shared Use Path Master Plan Update	Reviewed the RFP and served on the consultant interview team. Reviewed and recommended revisions to the consultant's scope of work. Provided staff services as part of the intercept survey conducted in April 2006.
27. Served as City's Representative to the MPO's Technical Coordinating Committee	Attended 2 TCC meetings as the City's representative.
28. Served as Sanibel's Representative to the Value Pricing Study Committee	Represented the City of Sanibel on Lee County's Value/Congestion Toll Pricing Study for the Sanibel Causeway and Bridge.
29. Established Planning Department and Code Enforcement Access Line and Website	With assistance from MIS, established a separate Planning Department and Code Enforcement assistance line and website to assist with scheduling and violation reporting.
30. Preparation of US DOT FTA Grant Application	In association with the J.N. Ding Darling National Wildlife Refuge and Lee Tran prepared a grant application to the US DOT FTA to plan for and evaluate the feasibility of alternative fueled circulator alternatives to serve the Refuge and Sanibel.
31. Initiated Modifications of Planning Department's Web Site	In conjunction with MIS, began modifications to the Planning Department's website to provide direct links to: - Scheduling Meetings with Planning Staff - Planning Commission Meeting Schedules, Notices, Agendas, Staff Reports and Minutes - Planning Department Contacts - Land Development Code Access

Accomplishments (Cont'd.)

31. Initiated Modifications of Planning Department's Website (Cont'd.)	- Development Permit Application Forms - Guide to Land Development Code - Sanibel Planning Update (Monthly Report) - Sanibel Plan Access - Spreadsheet for Status Report on Permit Applications
32. Conversion of Sanibel Plan Maps to GIS format	Completed initital conversions, through GIS consultant, of Sanibel Plan Maps.
33. Initiated Assessment of HTE Permit Management System	In conjunction with the Building Department and MIS, completed an initial assessment and identified issues for consideration by HTE. Assisted the City Manager, MIS and other City Departments with the evaluation of HTE performance.
34. Completed Records Management Plan	In conjunction with the City Clerk, prepared a records' management plan consistent with City policies and procedures and Florida Statutes.
35. Completed Public Facility Reviews for Consistency with Sanibel Plan	Completed reviews of four proposed capital improvement projects for consistency with the Sanibel Plan.
36. Revised Vegetation Inspection Process	Based on recommendations of the Planning Commission's Permit Processing Subcommittee and in consultation with the Vegetation Committee revised the vegetation inspection form and process.
37. Updated Department's Emergency Response Plan	Updated the Department's FY '05-'06 Emergency Response Plan defining the Department's mission and responsibilities.
38. Submitted Report on Emergency Refuge Properties	Prepared a comprehensive inventory of properties and building subject to Sec. 126-471 of the Land Development Code defining Emergency Refuge Space.
39. Supported Efforts by CHR to Create Below Market Rate Housing Opportunities	Provided planning and related services to support CHR with the retention and creation of BMRH to serve Sanibel.

Planning Department FY 2006-2007 Goals and Objectives

Mission Statement: Provide proactive planning and code enforcement services that: preserve Sanibel's unique ecological system; manage sustainable growth and redevelopment consistent with the Sanibel Plan; ensure compliance with the Land Development Code; preserve and restore natural and man-made resources; increase utilization of alternative forms of transportation; incorporate hazard mitigation; and, most importantly, provide the highest level of public service.

The Planning Department's FY 2006-2007 Goals and Objectives focus on the following:

- Completion and implementation of the 2006-2007 Sanibel Plan.
- Administration and enforcement of the Land Development Code.
- Initiate the Redevelopment Planning Work Program and priorities established by City Council.
- Provide professional and proactive planning services to City Council, Planning Commission, appointed committees, City Departments and the Sanibel Community.
- Plan for alternative forms of transportation.
- Pursue improvements and innovations in service delivery and communication to citizens, property owners, applicants, businesses and visitors.

Goals	Productivity Measurement
1. Completion of the 2006-2007 Sanibel Plan	1.1 City Council adoption 1.2 State of Florida DCA Approval 1.3 Publication and distribution in print and electronic forms
2. Implementation of the 2006-2007 Sanibel Plan	2.1 Proceed with implementation of priority recommendations including: - Land Development Code Amendments - Preparation of specific district plans (See Goals 3 and 4)
3. Implementation of Redevelopment Planning Work Program	3.1 Complete preliminary Town Center District Plan, Land Development Code Amendments, Design Guidelines and Action Plan. 3.2 Update supporting Sanibel Economic Analysis. 3.3 Complete Residential Land Use Inventory and Trends Report.

Goals	Productivity Measurement
(Cont'd.)	
3. Implementation of Redevelopment Planning Work Program (Cont'd.)	3.4 Complete Resort Hotel and Inn Land Use and Building Inventory Report.
4. Provide Planning Services to the Gulf an Bay Beach Carrying Capacity Consortium	4.1 Assist City Council with defining mission statement, objectives and charge to the Consortium 4.2 Assist with facilitation of Consortium meetings and work sessions. 4.3 Assist with securing professional services as warranted. 4.4 Coordinate carrying capacity analyses from US DOT FTA grant program. (See Goal 10) 4.5 Assist with preparation of research and reports.
5. Provide Professional, Administrative and Technical Planning Services	5.1 Provide Planning services to City Council, Planning Commission and the Sanibel Community. 5.2 Prepare and publish notices for Planning Commission and Subcommittee meetings. 5.3 Prepare staff reports to the Planning Commission and Subcommittees. 5.4 Prepare Planning Commission and Subcommittee minutes. 5.5 Provide planning services to the City Manager and City Departments. 5.6 Provide planning services to CHR.
6. Administration and Enforcement of the Land Development Code	6.1 Expand publication of Citizen Guides to the Land Development Code. 6.2 In conjunction with Goal 8, integrate Code Enforcement as part of the interdepartmental permit management and tracking system. 6.3 Obtain Code compliance through: - Ongoing outreach and education - Timely response and follow-up to citizen complaints - Provide assistance to achieve compliance - Issue Notices of Violation

Goals	Productivity Measurement
(Cont'd.)	
6. Administration and Enforcement of the Land Development Code (Cont'd.)	- Prepare complete case reports - Assist City Attorney with case preparation - Presentation of cases to Hearing Examiner - Enforcement of Hearing Examiner decisions and stipulations 6.4 Conduct daily, evening and seasonal Code related inspections.
7. Improve Development Permitting Processes, Procedures, Coordination and Communication	7.1 Examine current application forms, processes and procedures. 7.2 Define specific service delivery improvements. 7.3 In conjunction with Goal 8, determine how an upgrade of a new permit management system will improve service delivery. 7.4 Schedule and implement priority improvements.
8. Update or Conversion of HTE Permit Management System	8.1 Evaluate potential upgrade of HTE System. 8.2A Proceed with plan to upgrade HTE System, or 8.2B Proceed with evaluation and selection of alternative system(s) 8.2 Develop and initiate system conversion plan.
9. Expand Application of Geographic Information System (GIS)	9.1 In conjunction with MIS and other City Departments, complete audit of current state and layers of ESRI ARC GIS 9.0. 9.2 Develop a plan and schedule for expanding GIS layers and applications. 9.3 Initiate addition of GIS layers and expand interdepartmental accessibility and applications. 9.4 Coordinate with Goals 6, 7 and 8. 9.5 Convert Sanibel Plan maps to GIS format.

Goals	Productivity Measurement
(Cont'd.)	
10. Provide Transportation Planning Services and Focus on Alternative Modes of Travel	10.1 Represent the City on the MPO/TAC. 10.2 Assist DPW and consultant team with completion of updated Shared Use Master Plan. 10.3 Plan for improvements to the Shared Use Path System. 10.4 Participate in Le County's Value-Congestion Toll Pricing Study. 10.5 Participate in US DOT FTA analysis of alternative forms of Island circulators. 10.6 Identify and plan for traffic mitigation and calming projects. 10.7 Initiate early planning efforts for Causeway Boulevard and Periwinkle Way intersection and "Gateway East" district.
11. Provide Emergency Management and Hazard Mitigation Planning Services	11.1 In conjunction with City and County EMS officials, provide planning services. 11.2 Update the Department's Emergency Response Mission and Responsibilities. 11.3 Continue to plan for hazard mitigation.
12. Provide Planning Services to Facilitate Implementation of Phase 2 of the Periwinkle Restoration Master Plan	12.1 Assist the DNR, DPW and the Periwinkle Partnership with the design and implementation of the intersection and native planting area phase of the restoration plan.
13. Complete Implementation of the Department's Records Management Plan	13.1 Assist the City Clerk with completion of the Department's Records Management Program consistent with City and State regulations.
14. Improve Communication of Planning Programs and Projects	14.1 Define format and content of monthly planning reports, both in print and electronic formats, for reporting the City's planning initiatives and Planning Commission activity. 14.2 Initiate monthly reporting.

General Fund
Planning Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	446,295	458,406	510,900	544,614	510,196	584,483
Part-time	-	140	-	41,291	38,465	38,563
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	1,089	2,712	-	11,000	9,598	13,000
RHS/Shift Diff/Educ.Incentive	-	-	-	5,296	-	5,549
FICA Match	33,593	34,593	41,002	47,349	42,707	49,400
Retirement	97,272	62,525	45,838	45,838	45,838	57,233
Cafeteria Benefits	51,915	50,939	70,038	70,038	70,038	84,350
Workers' Comp	1,618	1,454	3,101	3,101	1,310	1,911
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	631,782	610,769	670,879	768,527	718,152	834,489
OPERATING EXPENSES						
Professional Serv	28,698	33,131	442,000	378,058	169,000	390,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	673	90	25,000	25,600	10,000	10,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	12,808	18,540	42,850	42,850	39,920	42,850
Communications	5,941	6,028	6,600	6,600	6,100	6,100
Transportation	1,015	1,486	2,250	2,250	2,250	2,250
Utilities	-	-	-	-	-	-
Rentals & Leases	5,161	4,890	6,910	6,910	6,910	6,910
Insurance	-	-	-	-	-	-
Repair & Maintenance	281	435	1,000	1,000	1,000	1,000
Printing	1,351	1,402	5,700	5,700	1,000	8,700
Promotional Activities	-	1,815	1,000	3,000	1,850	-
Other Current Charges	6,573	10,971	14,700	14,700	9,200	14,200
Office Supplies	7,017	5,330	7,450	7,450	7,450	7,450
Operating Supplies	2,515	3,656	4,000	4,000	3,500	1,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	1,529	2,712	3,950	4,150	5,750	7,500
SUB-TOTAL	73,562	90,486	563,410	502,268	263,930	497,960
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-		-
Machinery & Equipment	-	4,134	-	-	-	2,500
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	4,134	-	-	-	2,500
DEPARTMENTAL TOTAL	705,344	705,389	1,234,289	1,270,795	982,082	1,334,949
% CHANGE COMPARED TO PREVIOUS YEAR	5.05%	0.01%		80.16%		5.05%

Insurance Department

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

During the most recent FMIT Client Conference members were informed that due to the hurricanes of the past two years property insurance rates could double. Based on this information the City worked with FMIT to obtain insurance quotes for fiscal year 2006-2007, with higher deductibles than our present coverage.

At its meeting on September 9, 2006 the City Council voted to increase deductibles from $50,000 to $300,000. The various changes are below:

Coverage Type	Deductible FY06	Deductible FY 07
General/Professional Liability	$25,000	$50,000
Automobile Liability	$25,000	$50,000
Automobile Comp/Damage	$250/500	$1000/2000
Property	$500	$100,000

A schedule of current and new rates, with the higher deductibles, is below:

Type	FY 2006 Budget	FY 2007 Budget
Flood	$ 31,000	$ 31,000
Windstorm	30,000	60,000
Boiler and Machinery	3,200	-
Pollution Liability	550	600
Position Fidelity	4,200	3,500
Property/Liability/Auto	225,550	190,893
Law Enf Death Benefits	1,300	1,000
Skate park insurance	-	3,000
Rec Ctr. Insurance	-	650
Total	$ 295,800	$ 290,643

General Fund
Insurance Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-		-	-	-
OPERATING EXPENSES						
Professional Serv	9,450	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	-	-	-	-
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	287,520	284,809	295,800	295,800	330,834	290,643
Repair & Maintenance	-	-	-	-	-	-
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Operating Supplies	-	-	-		-	-
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	296,970	284,809	295,800	295,800	330,834	290,643
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	296,970	284,809	295,800	295,800	330,834	290,643
% CHANGE COMPARED TO PREVIOUS YEAR	8.50%	-4.10%		3.86%		-1.74%

Public Safety Function

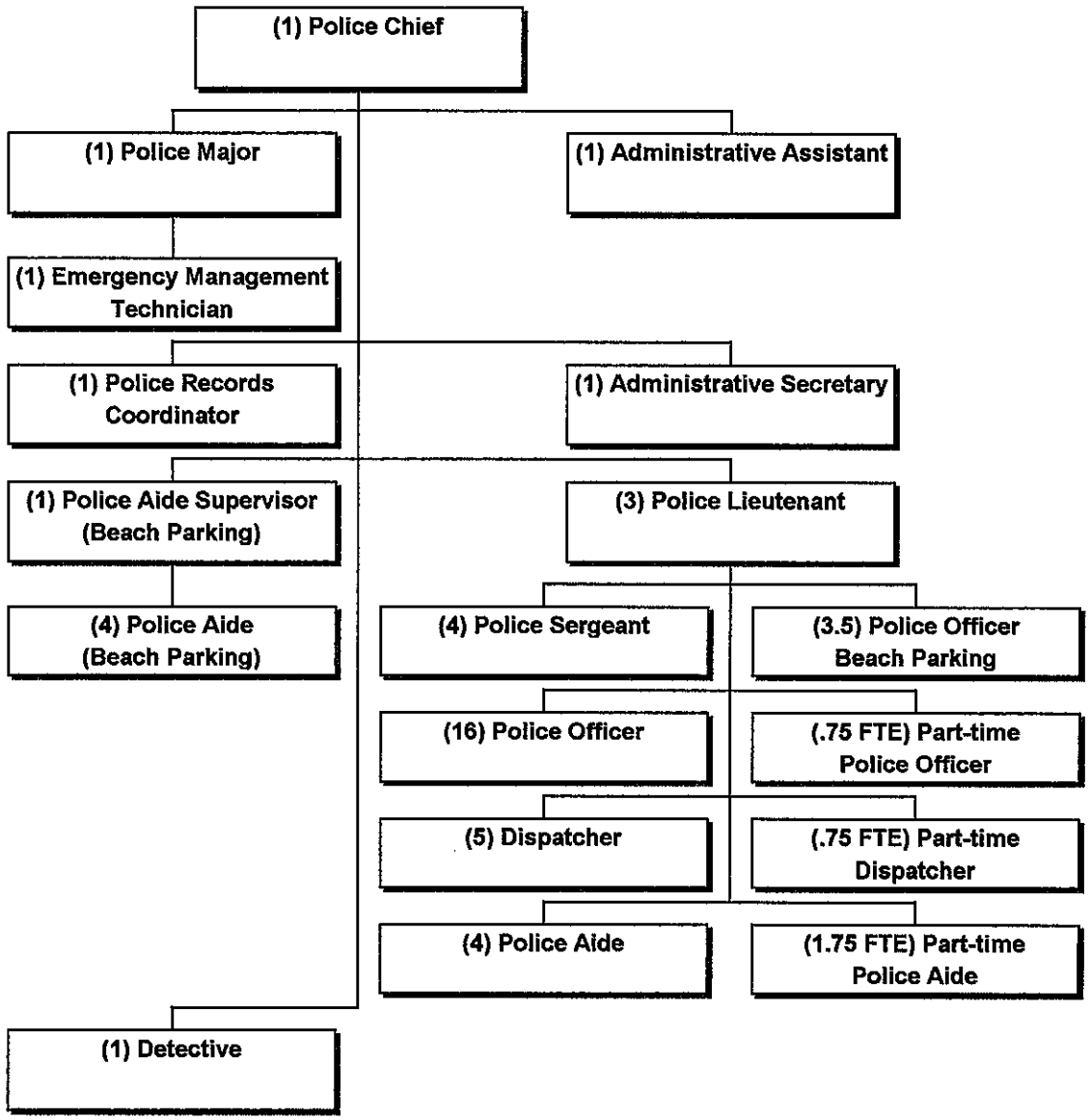
Police Department

SEMP Department

Vehicle Weigh Station

POLICE DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



POLICE DEPARTMENT

Chief's Background:

Bill Tomlinson

Chief Tomlinson was hired in November 1985. He has a total of 19 years of service with the department. He has served in the following positions: chief of police, acting chief of police, commander, sergeant, officer and police aide. The Chief has earned a Bachelor's Degree in Public Administration and an Associate Degree in Criminal Justice

SEMP Director's Background:

Michael Murray

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

Department: Police
Fund: General Fund

Mission Statement: The City of Sanibel Police Department will proactively patrol all roadways, waterways and beaches with its available resources and will enforce all Local, State and Federal laws and ordinances. The Sanibel Police Department will maintain and protect the ecosystem for all inhabitants of Sanibel, including residents, workers, visitors and the wildlife in the natural environment. In accordance with the Department's community policing philosophy, we will respond 100% of the time for any and all requests for service and investigation of every criminal act.

POLICE DEPARTMENT PATROL DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 1:** *Proactively patrol all roadways* – Officers patrol all City of Sanibel roadways for detection of suspicious or criminal activity and provide assistance to citizens in need. Officers will enforce all laws and ordinances to provide the maximum protection to the public.
- **Responsibility 2:** *Patrol all waterways* – Officers are assigned to details to patrol all waterways within the geographic boundaries around the City of Sanibel and all accessible waterways and canals within Sanibel. Officers assigned to this function ensure the public safety through vessel inspections and enforcement of all laws and ordinances associated with the waterways. This position is partially funded by the West Coast Inland Navigation District and Beach Parking revenues.
- **Responsibility 3:** *Patrol the beach* – Officers are assigned to special details to patrol the beaches of Sanibel. Officer assigned to this function proactively patrol and provide assistance to the public. Officers enforce violations of laws and ordinances, especially those associated with protection of the natural environment, including dune protection, beach chair ordinance, harassing of shorebirds, protection of turtle nests and dogs on the beach without a leash. Officers also educate the public regarding environmental laws and how they relate to the persons behavior and activities on the beach. This position is partially funded by the West Coast Inland Navigation District and Beach Parking revenues.
- **Responsibility 4:** *Respond to all emergency calls* – Officers respond in a safe and expeditious manner to all emergency calls. This includes calls of crimes in progress, vehicle and pedestrian accidents and medical crisis if not busy.
- **Responsibility 5:** *Respond to all criminal complaints* – Officers respond to all criminal complaints in a timely manner. Officers obtain all pertinent information to initiate a criminal investigation and complete all associated

reports to ensure proper documentation is completed to develop criminal cases with the goal to prosecute violators to the fullest extent of the law.

- **Responsibility 6:** *Respond to all calls for service* – Officers will respond to all non emergency calls for service in the order in which the call is received after other calls of greater importance are prioritized and completed.
- **Responsibility 7:** *Perform arrests* – Officers physically arrest perpetrators of crimes committed in their presence or crimes where evidence suggests there is reasonable suspicion that an individual or individuals have committed a crime. An officer ensures he/she has the proper resources and back-up to affect an arrest. An officer completes all required reports and transports the perpetrator of the crime to the Lee County Jail for incarceration.
- **Responsibility 8:** *Issue traffic citations* – Officers issue traffic citations to persons who violate State traffic laws. Officers conduct traffic stops in a safe and prudent manner and complete the proper State forms that identify the specifics of the violation.
- **Responsibility 9:** *Respond to traffic crashes* – Officers respond to reports of traffic crashes in a safe and expeditious manner. The first responding officer determines if there are any injuries and attends to those needs first and requests medical services to respond if there are any injuries. The officer then investigates the causes of the accident and documents all contributing causes and cites the violator if necessary. The investigating officer completes a State of Florida approved Traffic Crash report as required or a Drivers Exchange / Driver Report of Accident report.
- **Responsibility 10:** *Animal Control* – Officers respond to all domestic and exotic animal complaints and document all pertinent information regarding the call; whether it is a noise complaint, dog not in physical control by owner, attack or bite and any other complaints. If an animal has attacked another animal or a person, the officer completes the appropriate State approved form and forwards the information to the Lee County Health Department. If an animal attack has occurred police staff implements an animal quarantine or attempts to catch dangerous exotics.
- **Responsibility 11:** *Special patrol details* – Department staff participate in special details as available and requested by the public to include: traffic, parking, crossing guard, crowd control for special events, radar details and security details.
- **Responsibility 12:** *Environmental patrol details* – Officers have been trained to recognize environmental violations and as a component of their patrol function, are alert for these violations. Officers are also deployed as the need arises to conduct surveillance for specific violations such as: feeding alligators, undersized or too many fish, unleashed dogs on the beach, harassing of wildlife and assessment of monitor lizards and other invasive species.
- **Responsibility 13:** *Alligator complaints* – All complaints of alligators are assessed by a trained police officer. The officer determines if there is a

threat and all conditions associated with the complaint. If there is imminent threat, the police department will take immediate action to catch the alligator if possible and call the state trapper for removal.

- **Responsibility 14:** *Traffic enforcement* – Officers as part of their patrol function prioritize the enforcement of traffic violations. Additionally, one full time officer is primarily detailed to traffic enforcement as scheduling allows and to cites violators for traffic infractions.
- **Responsibility 15:** *Report writing* – Employees will document all official actions on appropriate reports and forms: All calls for service will be recorded in the CAD, criminal complaints will be documented on State approved reports, alarms will be documented on City form as directed by City Ordinance. When reports are completed by personnel, a supervisor reviews each report for content and accuracy, then the reports are approved prior to release to the public.
- **Responsibility 16:** *Case preparation* – Officers must prepare case packages for all felony cases to be distribution to the State Attorney's Office for review and prosecution. The case packages include details of the offense, witnesses and victims of the crime and documentation of evidence associated with the crime.
- **Responsibility 17:** *Traffic court* – Officers testify in traffic court as required through court subpoena on any contested traffic citation. The officer reports to the court in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 18:** *Bureau of Driver Improvement hearings* – Officers testify at Bureau of Driver Improvement hearings in driving under the influence arrests. The officer reports to the hearing in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 19:** *Criminal court* – Officers testify in criminal court as required through court subpoena on any criminal court case. The officer reports to the court in uniform or professional attire fully prepared to testify. When the hearing is completed the officer documents the disposition of the case on a supplement report to the original case.
- **Responsibility 20:** *Code enforcement* – All complaints and observations of code violations will be enforced if observed by a police officer. These violations include: unlicensed contractors and service workers, signage, unleashed dogs, dune diminishment, chairs on the beach, water violations, loud music, construction work after hours, native vegetation trimming and vehicles on the beach. Any observations or actions taken will be forwarded to the Planning Department.
- **Responsibility 21:** *Correction reports* – All complaints and observations regarding damage to City property, conditions to be corrected or safety hazards related to City infrastructure are documented on a complaint report and a City Correction Report is forwarded to the Department of

Public Works. If the need is deemed hazardous, staff will cause immediate response to correct the deficiency.

- **Responsibility 22:** *Criminal investigations* – All criminal complaints are investigated to the fullest authority and ability of the police department until the case is resolved; either through prosecution, clearance or refusal to prosecute. In the event that a case becomes cold, periodic contact is made with the victim to determine if any new developments have occurred to affect the status of the initial report.
- **Responsibility 23:** *Property* – All property obtained by the Sanibel Police Department is secured, tagged and maintained by the property and evidence manager until disposition of the property; either by return to owner, destroyed or sold at auction.
- **Responsibility 24:** *Traffic control* – Department staff monitors traffic conditions and dedicates resources at high volume intersections to direct traffic during peak traffic times to effectuate the most efficient movement of traffic. Staff also performs traffic control at the Sanibel School, at the beginning and end of each school day to facilitate a safe condition for students.
- **Responsibility 25:** *Collect mail dropped for utility payments* – Police Department staff collects utility payments dropped in the on-site City mail drop box for utility bill payments, then deliver to the finance department on all business days except holidays.
- **Responsibility 26:** *Deliver City deposits to bank* – Police staff picks up from the finance department all prepared deposits for delivery to the bank and returns deposit receipt to the finance department on all business days except holidays.
- **Responsibility 27:** *Deliver City Council packets* – Police staff delivers City Council packets to City Council Members residences as requested on a bi-weekly basis.
- **Responsibility 28:** *City mail collection* – Police Department staff picks up City mail at the U.S. Post Office and delivers to Administration on all business days except holidays.
- **Responsibility 29:** *Department scheduling* – Staff coordinates all request for time off, training schedules, special details and develops a department schedule to provide for adequate service to the public and safety to staff.
- **Responsibility 30:** *Business checks* – The midnight patrol shift conducts physical area checks of all businesses on Sanibel as time permits and when not engaged in answering calls and conducting criminal detection or arrests.
- **Responsibility 31:** *Residential Dark House Program* – The day shift road patrol conducts physical structure checks of residences that sign up for dark house checks during extended time away from their homes. Police staff completes the checks as time allows when not handling calls or otherwise engaged.
- **Responsibility 32:** *Maintain Intoxilyzer* – A police staff member is assigned and trained to be the designated department Intoxilyzer maintenance technician. This requires monthly tests and servicing to

maintain the state certification. This allows for the legal detection of blood alcohol levels of defendants arrested for driving under the influence.

POLICE DEPARTMENT DISPATCH - OPERATIONAL RESPONSIBILITIES

- **Responsibility 33:** *Primary emergency 9-1-1 answering point (PSAP)* – Answer all emergency 9-1-1 calls twenty-four hours per day seven days per week and determine method for dispatch; either dispatch police resources only, or dispatch police resources and forward the call for additional assistance of law enforcement back up, and or dispatch fire department, and or dispatch emergency medical services. The dispatcher obtains all pertinent information to assist and protect the caller, victim, and emergency workers who are responding and provide any advise that can assist or protect the caller or victim.
- **Responsibility 34:** *Answer all police department phone calls* – Police personnel answer all calls to the police department twenty-four hours per day seven days per week. The call taker assesses each call and determines the best course of action; either forward the call to an appropriate city employee, dispatch department resources, convey information to the caller, or direct the caller to the appropriate resource.
- **Responsibility 35:** *Dispatch all department calls* – Dispatchers determine the callers need, obtain all pertinent information to generate a police report, enter all pertinent information into the Computer Aided Dispatch System, assign department resources to the call, and record all pertinent information regarding the personnel's response and requests for information and additional resources.
- **Responsibility 36**: *Officer safety* – Dispatchers maintain contact with department personnel to ensure their safety when working in the field. This is accomplished by knowing where personnel are and what they are working on and send back-up to their location if contact can not be made.
- **Responsibility 37:** *Monitor National and Florida Crimes Information networks* – Dispatchers monitor the NCIC and FCIC teletype for communications and requests and alerts from outside agencies; and forward pertinent information regarding requests for assistance and BOLO's for wanted persons, missing persons, child abductions and all other requests for assistance to road patrol.
- **Responsibility 38:** *Disseminate and update information through National and Florida Information networks* - Dispatchers disseminate pertinent information to outside law enforcement agencies regarding perpetrators of crimes leaving City of Sanibel jurisdiction, missing persons, abducted children, stolen vehicles and stolen or missing weapons, verification of active warrants, and official requests for assistance.
- **Responsibility 39:** *Monitor daily weather conditions* – Dispatchers monitor weather conditions to alert patrol staff of impending inclement weather to ensure staff members are not in dangerous conditions, including traffic control personnel, marine officers and beach patrol officers. Dispatchers report forecasted weather conditions to the Patrol

supervisor for possible notification of the public if severe conditions exist, such as tornado warnings or flash flooding.

- **Responsibility 40:** *Alert radio messages* – Dispatchers disseminate emergency communications over the emergency alert radio system. These messages may be related to evacuation, severe weather, severe traffic conditions, or occurrence of specific in progress crimes.

POLICE DEPARTMENT SPECIAL SERVICES - OPERATIONAL RESPONSIBILITIES

- **Responsibility 41:** *Follow-up investigations* – Officers assigned to the Detective Division follow-up criminal reports based upon information and leads in unsolved crimes.
- **Responsibility 42:** *Property validations* – All criminal complaints with a report of theft are entered into the FCIC and NCIC computer systems. This information must be validated in the system on regular time tables to ensure the data base is accurate and has updated information.
- **Responsibility 43:** *Crime scene investigation* – All criminal complaints receive an investigation and documentation of all evidence collected at the scene of the crime. This includes collecting, preserving all evidence and documenting all actions taken at the crime scene. For major crimes the Lee County Crime Scene Investigators will be requested to assist.
- **Responsibility 44:** *Analysis of evidence* – The crime scene investigator causes the appropriate analysis of all evidence, to include laboratory testing of substances through the Florida Department of Law Enforcement.
- **Responsibility 45:** *Disposition of evidence* – The property and evidence manager disposes all evidence when there is no longer a need, based on the case being closed. The property is returned to the owner, destroyed or sold at auction.
- **Responsibility 46:** *City Council security* - Provide Sanibel City Council police security during public meetings as required.
- **Responsibility 47:** *Participate in the Lee County Marine Advisory Council* – Police staff participates in the Lee County Marine Advisory Council monthly meetings to participate in education and enforcement initiatives regarding county and municipal maritime issues. The primary goal of the Marine Advisory Council is to increase safety and awareness of boating and environmental issues and enforcing speed regulations in manatee zones.
- **Responsibility 48:** *Liaison for City of Sanibel Marine Advisory Committee* – Police staff participates in the monthly Marine Advisory Committee meetings and relays information regarding marine safety and enforcement issues.
- **Responsibility 49:** *Participate in the Gulf Coast Intelligence committee* – Police staff participates in the monthly Gulf Coast Intelligence committee meetings to discuss regional criminal events and develop plans to

participate in solving crimes as well as share information on likely targets for criminal elements.

- **Responsibility 50:** *Participate in the Lee County Public Safety Coordinating Council* – Police staff participates in the Lee County Public Safety Coordinating Council monthly meetings for coordination, discussions and planning for court diversion programs, mental health diversion programs and procedures for working in concert with all services that handle the processes regarding incarcerated persons.
- **Responsibility 51:** *Participate in the Domestic Security Task Force* – Police staff participates in the quarterly Domestic Security Task Force meetings for updates on the most current intelligence regarding terrorist activity and for discussions on improving communication networks.
- **Responsibility 52:** *Participate in the Combined Law Enforcement Against Narcotics Task Force* – One police officer is assigned full time to participate in the C.L.E.A.N. Task Force and facilitate illegal drug arrests through cooperation with multiple jurisdictions throughout Lee County. The position is funded through a State grant.
- **Responsibility 53:** *West Coast Inland Navigation District Grant Program* – Police department staff prepare grant requests for funding to pay for marine patrol, marine equipment, educational brochures and facility improvements. Staff attends grant meetings annually and provides quarterly status reports to WCIND. These grants partially fund the marine patrol function.
- **Responsibility 54:** *Implement D.A.R.E. Program* – Police department personnel implements a standardized, nationally recognized and certified drug awareness and education program for elementary and middle school students. Police staff are be responsible for presenting the information to the students in an environment conducive for learning. This position is partially funded by the School Board of Lee County.
- **Responsibility 55:** *School Resource Officer Program* – Police department staff are responsible for security during school hours and at after school events; act as the department liaison with the Sanibel School and will participate in off site field trips to ensure safety and stability and to enforce school code of conduct policies. This position is partially funded by the School Board of Lee County.
- **Responsibility 56:** *Neighborhood Watch Program* – Department staff provides information to homeowners associations regarding the implementation of a neighborhood watch program.
- **Responsibility 57**: *Weigh Station* – Department personnel manage, budget, weigh vehicles, collect fines, maintain and staff the Sanibel Weigh Station.
- **Responsibility 58:** *Complete new hire background investigations* – Staff completes in depth background investigations on new hires, including: voice stress tests, candidate neighbor interviews, criminal history background checks, and assessment of the candidates character. This information is compiled into a report along with drug screening, physical and psychological evaluations for certified law enforcement positions.

- **Responsibility 59:** *Coalition for human trafficking* – Department staff participate in training, intelligence and coordination regarding human trafficking and slavery with other law enforcement agencies and coalition members.
- **Responsibility 60**: *Human Smuggling Task Force* – Department staff participate in training, intelligence and coordination regarding illegal smuggling of illegal immigrants.
- **Responsibility 61**: *Gang Task Force* - Department staff participate in training, intelligence and coordination regarding local gang activities.
- **Responsibility 62:** *Crime Prevention Program* – Department staff provides information to the public regarding tips to reduce the prospects of becoming the victim to a crime and to alert the public to current crimes occurring in the community.
- **Responsibility 63:** *Police Auxiliary Program* – Supervise the members of the Auxiliary Officers, provide them with guidance and request their participation in special details and other assignments; and attend their monthly meetings.

POLICE DEPARTMENT PARKING ENFORCEMENT - OPERATIONAL RESPONSIBILITIES

- **Responsibility 64:** *Parking decal program* – Police staff is responsible for the sale and management of the parking decal program; including design and contract for printing the permits, sales for residents, non-resident property owners, non-residents, collection of monies for the permits, storage and management of data from applications and delivery of parking decal receipts to the finance department.
- **Responsibility 65:** *Parking enforcement* – Police staff patrols public parking lots to ensure each vehicle is in compliance with City parking ordinances. If a vehicle is in violation, it is issued a parking citation.
- **Responsibility 66:** *Collect parking revenues* – Police staff collects monies from the paid parking lots and deposits the revenues into the bank. Credit card receipts are downloaded from the machines and onto a dedicated software program, then to a credit card clearing house. The revenues are accounted for and tracked by both the finance department and police department to insure checks and balances.
- **Responsibility 67:** *Track parking vacancies* – Police staff conducts manual counts on all paid parking lots seven days per week and generates a report for parking lot vacancies.
- **Responsibility 68:** *Parking machine maintenance* – Police staff performs repairs and preventative maintenance on the parking machines at all paid parking lots.
- **Responsibility 69:** *Parking Program management* – Police staff schedule all activities and needs for parking enforcement, budget preparation, revenue statistics and sale of resident and non-resident parking decals.

POLICE DEPARTMENT EMERGENCY MANAGEMENT DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 70:** *Emergency management planning* – Police staff maintains and updates the Sanibel Emergency Management Plan. This includes coordinating efforts between all City departments and recommending enhancements to department's plans. Police staff also develops plans for preparation, evacuation and recovery.
- **Responsibility 71:** *Maintain contact with weather consultant* – Police staff maintains close contact with the City's weather consultant throughout the hurricane season for up to date forecasts of weather systems that may impact Sanibel.
- **Responsibility 72:** *Coordinate emergency planning with outside agencies* – Police staff maintains close contact and working relations with Lee County emergency management officials, local municipalities, local fire districts, schools, utilities, taxing districts and community partners throughout the year.
- **Responsibility 73:** *Implement Hurricane Pass Program* – Police staff implements the City of Sanibel Hurricane Pass Program, by issuing passes to residents, property owners and business owners on Sanibel and Captiva for re-entry to the islands after an evacuation. Staff designs and contracts for the printing of the passes, and compiles and maintains data from the hurricane pass applications.
- **Responsibility 74:** *Hurricane and disaster preparedness education* – Police staff designs and contracts for the printing of educational brochures and disseminates them to the public; prepares and disseminates articles for local newspapers and holds public awareness seminars.
- **Responsibility 75:** *Maintain and implement emergency evacuation plans* – Police staff implements evacuation plans for Sanibel if the need arises. This includes public notification and maintaining a safe route for the evacuation.
- **Responsibility 76:** *Maintain and implement re-entry plans* – Police staff develops, maintains and implements plans for island re-entry after an evacuation has been initiated.
- **Responsibility 77:** *Maintain and implement recovery plans* – Police staff develops, maintains and updates recovery plans for different scenarios, such as; minimal damage, moderate to major damage and catastrophic damage recovery plans.
- **Responsibility 78:** *Implement disaster security plan* – Police staff maintains and implements a disaster security plan that maximizes the protection of personal property after an emergency evacuation of Sanibel and maintains the security detail until the return of property owners or as conditions permit.
- **Responsibility 79:** *Implement emergency communication plan* – Police staff develops, maintains and implements an emergency communications plan in the event that normal communications are compromised due to a catastrophic event.

- **Responsibility 80:** *Alert Radio Program* – Police department staff maintains the emergency alert radio system and sells alert radios to the public. Staff trains the public on the purpose and how to use the alert radios.
- **Responsibility 81:** *Implement Special Needs Program* – Police staff develops, maintains and implements plans to assist the special needs population on Sanibel in the event of an emergency evacuation. This plan includes identifying the special needs population prior to an emergency, tracking special needs population through a data base, assessing their needs and either directing them to providers who can assist them or provide direct assistance if necessary.
- **Responsibility 82:** *Maintain emergency contracts* – Police staff identifies emergency needs for food, water, community resource centers, communications, transportation, housing, supplies, support resources and equipment and secures contracts to provide the needed resources during an emergency.
- **Responsibility 83:** *Provide and coordinate emergency / disaster training* – Emergency management coordinator assesses, determines and initiates emergency training for City staff, including; job specific emergency duties, CPR, defibrillator and all other associated emergency training.
- **Responsibility 84:** *Participate in Lee County Disaster Council* – The emergency management coordinator attends monthly Lee County Disaster Council meetings and facilitates a dialog regarding the City of Sanibel disaster mitigation and preparedness needs.
- **Responsibility 85:** *Participate in Lee County Medical Society meetings* – The emergency management coordinator attends monthly Lee County Medical Society meetings and facilitates a dialog regarding emergency medical needs and conditions of special needs citizens and planning for medical emergencies, including pandemic influenza.

POLICE DEPARTMENT RECORDS DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 86:** *Maintain official records* – The records custodian collects data related to all work product by the department, including all calls for service, alarms, alligator complaints, accidents, citations, criminal cases, and internal affairs investigations. Records staff maintains all data as specified by State records retention laws.
- **Responsibility 87:** *Dissemination of public records* – Police staff provides all records to the public as requested, this process mandates that all documents must be reviewed for accuracy and confidential information be redacted prior to its release. Certain public records must be accessible twenty four hours a day, specifically warrant affidavits and stolen property reports.
- **Responsibility 88:** *Public records disposal* – The records custodian is responsible for disposal and destruction of records that are not required for retention by State law. Each category of records is governed by

different standards for retention. Staff must audit the records each year to maintain all records as required by State law.

- **Responsibility 89:** *Processing criminal and civil actions* - Police staff processes criminal and civil traffic infractions and felony and misdemeanor arrests. On a daily basis staff forwards all enforcement actions taken by police officers to the appropriate divisions within the Lee County Clerk of Courts for processing of court appearances and payment of fines.
- **Responsibility 90:** *Maintain department subpoena data-base* – Staff receives all subpoenas from attorneys and the courts and disseminates the subpoenas to department employees. Staff also maintains a data-base to track the subpoenas.
- **Responsibility 91:** *Prepare court affidavit* – Staff prepares affidavits that report all statutes are accurate on traffic citations prior to submission to the courts.
- **Responsibility 92:** *Florida Department of Law Enforcement reporting* – The records custodian generates Uniform Crime Reports to F.D.L.E. on a bi-annual basis of all reportable crimes as determined and mandated by the Federal Bureau of Investigation. This report relates to: homicide, rape, robbery, domestic battery, kidnapping, arson, simple assault, aggravated stalking, aggravated assault, burglary, theft, drug arrest, bribery, embezzlement, fraud, blackmail, prostitution, DUI, gambling, weapons violations, and liquor law violations.
- **Responsibility 93:** *State of Florida Buckle-up Program* – Staff prepares monthly statistics for the Buckle –up Program. These statistics relate to seatbelt violations that citations have been issued to enforce State Statute.
- **Responsibility 94:** *Track State issued citations* – Staff accounts for all traffic citations, marine citations and driving under the influence citations issued to the department.
- **Responsibility 95:** *City employee identification data-base* – Staff maintains the city-wide employee identification data-base and issues city identifications to all employees and emergency volunteers.
- **Responsibility 96:** *Maintain 9-1-1 and incoming phone recordings* – The records custodian assesses the operability and maintenance of the 9-1-1 and incoming phone calls recording equipment. Staff checks the operability of the equipment every day to ensure the equipment is operating properly and if it is not operating properly, staff is to call 9-1-1 maintenance for repair.
- **Responsibility 97:** *Maintain all in-car patrol vehicle recordings* – The records custodian ensures proper storage and maintenance of all in-car patrol vehicle records as set forth in department policy and in accordance with State records laws.
- **Responsibility 98:** *Maintain Stock of State and City approved reports* – The records custodian maintains an adequate stock of approved forms for departmental reports; including fingerprint cards, offense incident forms, false alarm forms, property receipts, accident reports, etc.

- **Responsibility 99:** *False Burglary Alarm Program* – Officers respond to each reported burglary alarm and fill out the required Alarm report. Staff monitors the reports for repeat false alarms and then notifies the home owner of any violations and fines that are due. If homeowners do not pay their fines, staff coordinates with the finance department and legal department to place liens against the property.
- **Responsibility 100:** *Neighborhood crime reports* – Staff prepares statistical crime and call rates for annual homeowner association meetings.
- **Responsibility 101:** *Department Computers & Software Programs* – Installation, update and train personnel for all law enforcement applications.
- **Responsibility 102:** *Maintain personnel training files* – Staff maintains a training file of all department employees that includes copies of all training certificates for each class completed by employees.
- **Responsibility 103:** *Automated Training Management System* – Staff maintains the training records of all certified police officers as mandated by the Florida Department of Law Enforcement in the F.D.L.E. Automated Training Management System. Officers must complete mandatory training in: firearms annually, human diversity, FCIC / NCIC retraining, weapons of mass destruction, incident command and other training on the horizon is human trafficking. Additionally each officer is required to complete 48 hours of training every four years to maintain Florida certification.
- **Responsibility 104:** *Recommend and schedule personnel to training* – Staff monitors training opportunities, recommends employees attend training classes, enrolls employees in training classes and schedules employees to attend training classes.
- **Responsibility 105:** *Coordinate hiring department personnel* – Staff reviews, assess, tests and makes recommendations regarding which candidates to hire for vacant positions within the department.
- **Responsibility 106:** *Regional Training Council* – Staff attends annual and quarterly Regional Training Council meetings to participate in determining the need for specific advanced law enforcement training classes in hopes of bringing the classes to the police academy for staff to attend.
- **Responsibility 107:** *Electronic booking* – Staff ensures the Lee County electronic booking procedures are completed as pre-determined by the Lee County Electronic Booking Report Steering Committee. The procedures mandate that all arrests made in the County require the initial booking sheet are transmitted electronically to the Lee County Jail.

POLICE DEPARTMENT ADMINISTRATION DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 108:** *Develop and implement department policy* – The police chief develops, maintains and implements department rules and policies based upon best practices and legal opinions. Staff follows and

abides by all rules and policies. The policies are reviewed and updated on an annual basis or as the need arises.

- **Responsibility 109:** *Prepare department budget* – The police chief prepares a budget for all functions that fall within the parameters of span of control; including police department, emergency management, weigh station, and parking enforcement enterprise fund on an annual basis.
- **Responsibility 110:** *Purchase department supplies and equipment* – Department staff purchases all required supplies and equipment following the City purchasing policy. This includes request for bids if required and preparation of all associated documents needed to affect a purchase.
- **Responsibility 111:** *Fleet management* – Department staff purchases, equips and completes daily maintenance on all department vehicles. Maintain all patrol vehicle equipment; radar units, video units, radio, emergency lights.
- **Responsibility 112:** *Department inventory control* – Department staff track and account for all inventory and equipment issued to employees.
- **Responsibility 113:** *Liquidate department property* – Department staff formally requests the liquidation of obsolete equipment and equipment to be traded in for new equipment. This is done by requesting in writing to the finance and legal departments and bringing before City Council.
- **Responsibility 114:** *Track department budgets* – Department staff track all expenditures to ensure no purchases violate City policy and funding is available for all purchases. Provide semi-annual update to City Council regarding status of budget.
- **Responsibility 115:** *Prepare and submit payroll* – Department staff prepares and submits all applicable information, enters payroll data into HTE; and completes all required documentation for hours worked, vacation time off and sick time off. The documentation is then transferred to the finance department to complete payroll.
- **Responsibility 116:** *Track department human resources* – Department staff tracks all vacation time in order to ensure staffing is adequate for operating all road patrol functions and support functions.
- **Responsibility 117:** *Employee performance evaluations* – Supervisory staff complete annual and probationary performance evaluations. Documentation includes support for all observations regarding need for improvement, training requests and acknowledgement of accomplishment.
- **Responsibility 118:** *Internal affairs investigations* – The police chief initiates all internal affairs investigations based on citizen complaints or improper employee actions. A final action summary is completed that identifies the initial complaint and a determination of unsubstantiated or substantiated with recommendations for discipline or other corrective actions if necessary.
- **Responsibility 119:** *Track crime statistics and trends* - The police chief tracks police activity, crime statistics and trends to determine staff allocation and for determining needs for budgeting.

- **Responsibility 120:** *Public Information Officer* – The police chief disseminates information to the public regarding crimes, crime prevention, emergencies and all other information related to police actions.
- **Responsibility 121:** *Attend Weekly Executive Staff meetings* – The police chief and the emergency management coordinator attend weekly executive staff meetings to plan and discuss City business.
- **Responsibility 122:** *Attend annual homeowner's association meetings* – Police staff attend annual homeowners association meetings to present information regarding crime prevention, crime trends and the state of crime on Sanibel.
- **Responsibility 123:** *The Sanibel Municipal Police Officer's Pension Trust Fund* – Police administrative staff performs the administrative, secretarial and recording secretary duties for the pension board. Two police officers are voted to sit on the pension board.
- **Responsibility 124:** *Participate in Southwest Florida Police Chief's Association* – The police chief maintains an active membership and participates in Southwest Florida Police Chief's monthly meetings. The purpose of this is to foster professional working relationships with other regional law enforcement professionals and disseminate pertinent information regarding training, legislation, operational advancements and crime trends.
- **Responsibility 125:** *Special event planning* – Police staff recommends and approves parking plans, traffic control, security and safety related issues regarding applications for special events; including Independence Day parade, Independence Day fireworks, craft fairs, fund raisers and all public requests for special events.
- **Responsibility 126:** *Union relations and negotiation* – Police chief participates on the City negotiation team with the Fraternal Order of Police and works with the union representative as issues arise.
- **Responsibility 127:** *Mutual aid agreements* – Police chief works with other law enforcement agencies to develop and participate in mutually beneficial programs and agreements for assistance.
- **Responsibility 128:** *Research* - Police department staff researches issues related to changing laws, ordinances, staffing, salary and benefits; such as: watering rules, segways, sexual predators, solicitors, take home vehicles, salary comparisons, bicycle equipment, bike path uses, vehicles on beach, etc.
- **Responsibility 129:** *Liaison with Federal Bureau of Investigations* – The police chief attends meetings and maintains a working relationship with the area Federal Bureau of Investigations supervisor.
- **Responsibility 130:** *Liaison with Florida Department of Law Enforcement* - The police chief attends meetings and maintains a working relationship with the local Florida Department of Law Enforcement supervisor.
- **Responsibility 131:** *Liaison with United States Secret Service* - The police chief attends meetings and maintains a working relationship with the local United States Secret Service representative.

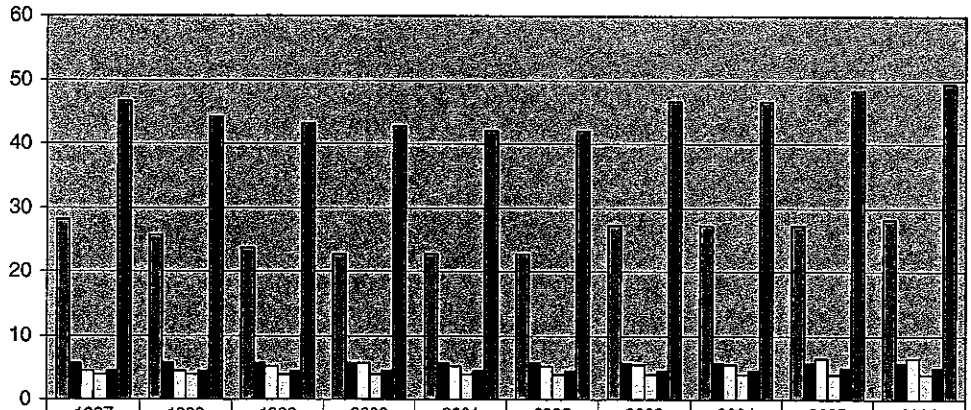
- **Responsibility 132:** *Liaison with United States Customs* – The police chief attends meetings and maintains a working relationship with the local United States Customs supervisor.
- **Responsibility 133:** *City Safety Committee* – Police staff participate in the City Safety Committee to determine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

Police Department Staffing Levels:

For the purposes of visualization and simplification, this section includes staff levels for all operations the department is responsible for overseeing. The staffing levels include those employees budgeted from the Weigh Station 1.58 FTE's, Beach Parking 8.5 FTE's, Sanibel Emergency Management 1.5 FTE's.

In addition, the City of Sanibel receives grants from the Lee County Sheriffs' Office for 1 FTE to participate in the C.L.E.A.N. Drug Task Force, $20,000 from the West Coast Inland Navigation District for marine patrol and approximately $35,000 from the School Board of Lee County for D.A.R.E./School Resource Officer.

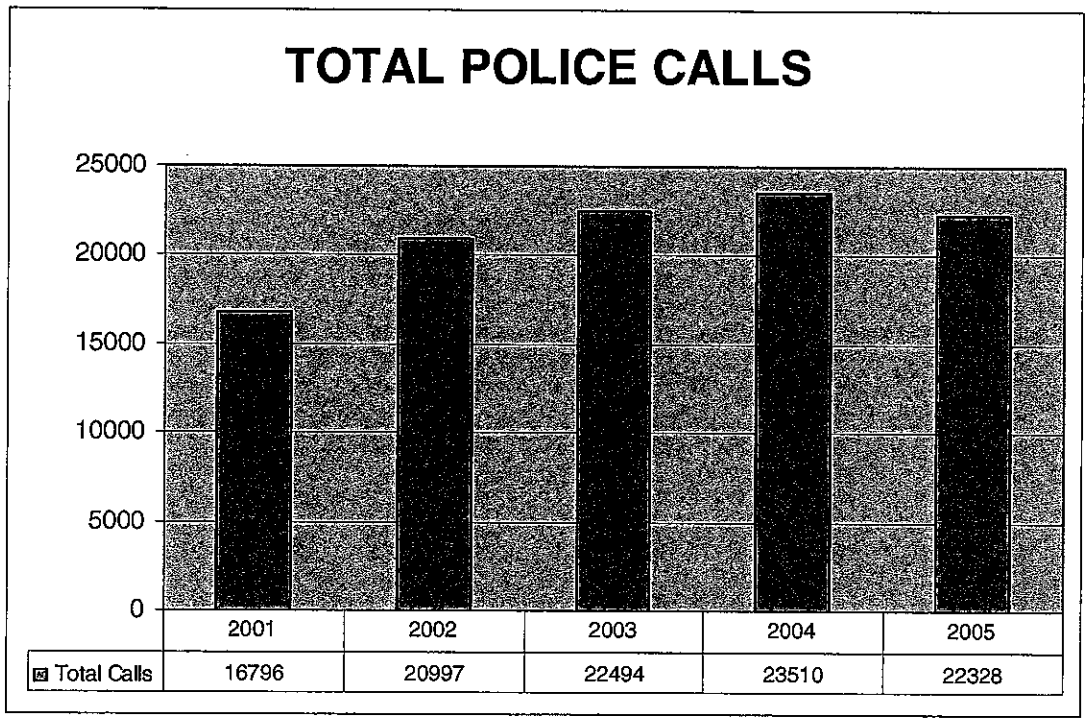
POLICE STAFFING LEVELS



	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Sworn Officers	28.17	25.63	23.75	22.75	22.75	22.75	27.25	27.25	27.25	28.25
Dispatchers	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75
Traffic/WS Aids	4.45	4.45	5.2	5.7	5.15	5.15	5.33	5.33	6.33	6.33
Records/Admin Asst	4	4	4	4	4	4	4	4	4	4
Parking Aids	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	5	5
Total Police	46.77	44.23	43.1	42.6	42.05	42.05	46.73	46.73	48.33	49.33

Trend Analysis:

The Sanibel Police Department continues to operate at a high level by responding to the trend of an increasing number of calls for service. Although the total number of calls for service is down 5% from 2004 to 2005, the police department is still handled an average of over sixty-one (61) calls per day.



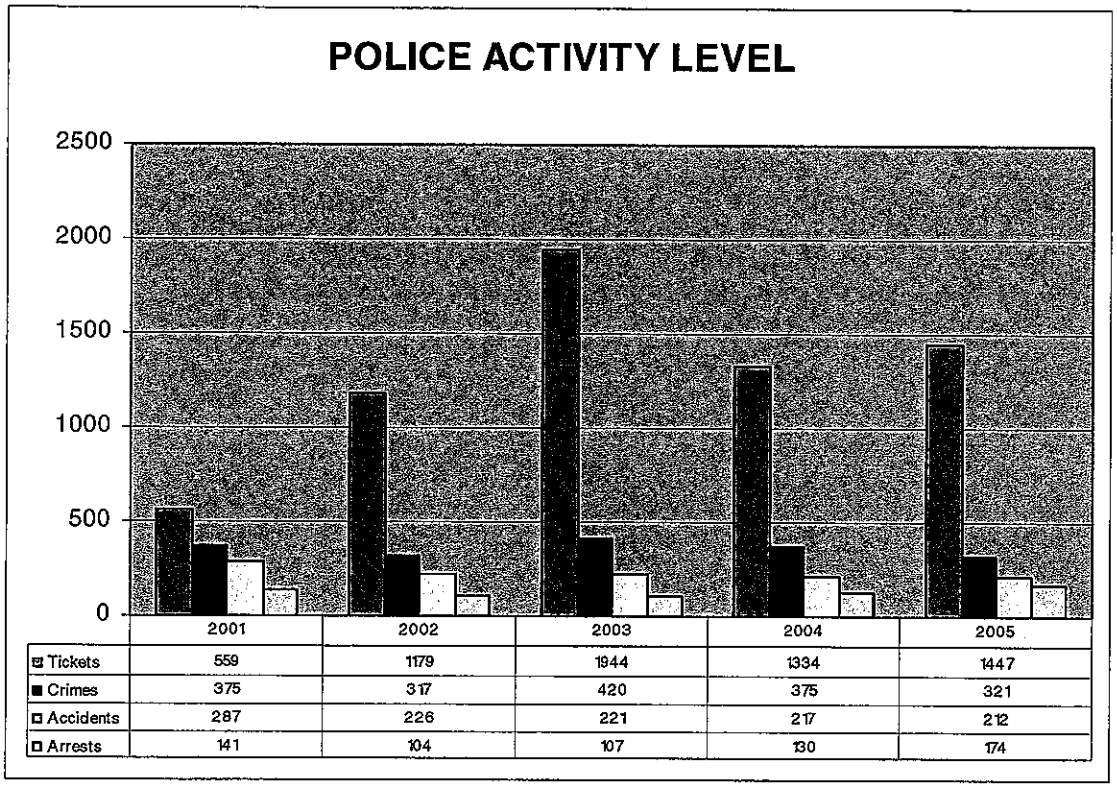
	2001	2002	2003	2004	2005
Total Calls	16796	20997	22494	23510	22328

The high level of police service expected by the public was maintained amidst a 33% increase in criminal arrests from 2004 to 2005 and an 8% increase in traffic citations, all of which are time consuming and human resource intensive activities.

Another trend that appears to be developing over the past two years is the increased number of arrests for narcotics and alcohol violations, which were up 20%. The reason this trend is notable is due to several factors; these types of arrests require at least two officers to make the physical arrest (more if there are two or more perpetrators or mitigating circumstances), the processing of these perpetrators takes several hours to complete, because of: searches, in depth reports, tow the vehicle, maintain custodial supervision and transport to the Lee County Jail.

This is all done with a three person patrol shift, and on the midnight shift, leaves one officer alone on the road to handle calls. These types of arrests also tend to be more physical in nature and require a proactive defensive presence to reduce the possibility of perpetrators resisting arrest or becoming violent with the officers. On many occasions, all road patrol officers are tied up with arrests and

this leaves the City without police presence during the processing procedure that can last several hours.



	2001	2002	2003	2004	2005
Tickets	559	1179	1944	1334	1447
Crimes	375	317	420	375	321
Accidents	287	226	221	217	212
Arrests	141	104	107	130	174

Other trends that have been identified through the past several months include unlicensed contractors. Many Sanibel residents have hired and continue to hire unlicensed contractors for completing many different projects, from construction to yard maintenance. This is problematic because frequently, the unlicensed contractor does not complete the work he was contracted to do, completes the work at a sub-standard level or completes the work in violation to building codes and other ordinances. This then turns into either a criminal violation of fraud, a civil matter in which the property owner does not usually prevail or a code violation that can put the property owner in jeopardy for fines and other costs associated with mitigating the damages caused by their unlicensed contractors.

Another trend being tracked by the police department is the number of calls and amount of resources dedicated to animal control, both exotic and domestic. The wildlife complaint trend has significantly changed since 2004 with the alligator related fatality. The trend continues at a high level and the need for dedicated police department resources due to alligator and monitor lizard complaints. The latest concern shown by the public regarding exotics is the significant presence of iguanas.

The final notable trend is regarding calls for protecting the natural environment. The police department has seen an increase in complaints of violations of dunes destruction, chairs on the beach overnight and activities on the beach in

environmentally sensitive areas, such as; staging windsurfers, kiting, grilling and setting up tents.

Emerging Issues:

- **Issue 1:** *Officer safety* – With the increased number of physical arrests, officer safety is of the utmost concern. Administration must provide enough staff to ensure officer safety.
- **Issue 2:** *Spanish speaking persons* – There is an increased number of Spanish speaking persons with whom police staff has contact with. This includes people: needing directions, violating City Ordinances, stopped for traffic violations and being arrested for various criminal violations.
- **Issue 3:** *Drug and narcotic arrests* - This trend may become a bigger issue regarding other crimes associated with drug addicted persons, including increases in burglaries and thefts, each of which are on a steep increase over the past two years.
- **Issue 4:** *New causeway bridges* – There will likely be some negative impact to Sanibel when the new bridges are completed. This may include an increase in traffic and an increase in a criminal element who may not fear being caught by the current traffic and perception of the draw bridge.
- **Issue 5:** *Concern about exotics* – Based upon the recent experience with the monitor lizard, there is now an awareness of the potential impact of exotic animals on Sanibel. The police department is receiving many calls regarding iguanas. Responding to exotic calls generally falls outside the parameters of the traditional expertise of law enforcement and impacts the time spent on law enforcement activities.
- **Issue 6:** *Water conservation* – With the recent seasonal drought, there is a higher level of complaints and an enhanced awareness for the need to enforce watering violations.

2005 – 2006 Goals and Status:

2005 – 2006 Goals and Status	Productivity Measurement	Current Status
Implement mobile field reporting, computer aided dispatch and records management system within a wireless environment.	Complete the integration of Computer Aided Dispatch (CAD), Records Management System (RMS) and mobile report writing in vehicles.	Installed equipment on 2/06. Server enhancements 2/06. Equip. hardware purchase 3/06. CAD training in 3/06. RMS training in 3/06. CAD and RMS operational 5/06. MRW training in 6/06.
Attend training schools throughout the year that educate personnel with the necessary skills to respond to natural disasters, crime prevention, economic crimes, identity theft, and terrorist activities.	Attend advanced training throughout the year to provide needed expertise in the identified areas.	Training scheduled through the year. All sworn officers have completed incident command courses and weapons of mass destruction.
Cross train employees for completing tasks during	Provide training for key employees in the	Cross trained several Officers to dispatch, including E-911and FCIC/NCIC training. Staff

disaster conditions including attendance to the National and State Hurricane conference.	identified specialties for expertise in providing support for emerging needs.	attended National & State Hurricane conferences for advanced training to prepare for organizational and response needs during a hurricane.
Continued review and replacement of equipment, vehicles, training and facilities to enable personnel to provide a service level desired by the citizens. Complete budgeted projects within this fiscal year and continue planning for future years.	Review needs throughout the year and obtain budgeted equipment as needed. Appropriate funding through alternate sources if available.	Applied for Mobile Communications Grant (EMPA Grant) and scored in the top ten, waiting for funding 6/06. Applied for funding (WCIND) for PD Boat Dock 5/06, Council declared the project City exempt, moving forward with scale drawings, permitting and construction planning. All police vehicles ordered and received.
Continued review of changes to laws and updating department policy.	Complete changes to policies as needs and circumstances dictate.	Revised: Dept. Organization 1/06, Use of Force 1/06, Supervisor Responsibilities 1/06, Hiring of Personnel 1/06, Department Uniforms 1/06, Code of conduct 10/05, Alligator 3/06, Validation procedures 5/06

Accomplishments:

- **Accomplishment 1:** *Reduced the total number of reported crimes* – The road patrol has been very effective in detecting criminal activity and making arrests, which were up 33%. This increased number of contacts and arrests appears to have had a positive impact on the total number of reported crimes, which were down over 14%.
- **Accomplishment 2:** *Arrested east end condominium burglar* – Road patrol was able to successfully arrest the east end condominium burglar after an intensive awareness campaign with property managers in the affected area which led to a heads up call of a suspicious incident and the arrest of the perpetrator.
- **Accomplishment 3**: *Effective implementation of emergency evacuation* – The City again effectively implemented an emergency evacuation of Sanibel during the threat of Hurricane Wilma. The evacuation rate was in excess of 95% due to the combined efforts of all City Departments and community partners. During Hurricane Wilma the City Building Department implemented the new door-to-door canvass.
- **Accomplishment 4**: *Participate in regional task forces* – This year the Sanibel Police Department participated in several mutually beneficial task forces, they include: C.L.E.A.N. Task Force, which has been beneficial in training, outside agency contacts and eradicating drugs from the streets; Lee County Marine Law Enforcement Task Force, which has increased exposure to marine training opportunities and intelligence regarding marine crimes.
- **Accomplishment 5**: *Awarded State of Florida Emergency Management Grant* – The City was awarded the matching state grant for an emergency mobile communications center in the amount of $50,000. This was a competitive grant and the proceeds will be used to improve emergency communications during and after a disaster by developing a mobile communications center.

2006-2007 Goals:

2006 – 2007 Goals and Status	Productivity Measurement
Attending training schools that educate personnel with the necessary skills to communicate in Spanish, identity theft, supervisory development, and environmental protection. These schools will be attended throughout the year.	Complete schools to enhance officers awareness levels for emerging issues.
Increase environmental patrols and awareness/ educational campaigns.	Dedicate resources to beach parking lots, beaches and the boat ramp to educate about and enforce environmental laws and ordinances.
Renew community interest for neighborhood watch and crime prevention programs.	Solicit homeowner association representatives to develop neighborhood watch programs.
Implement an effective code enforcement response.	Increase resources for dedication to enforce: water violations, feeding raccoons, unlicensed contractors, etc.
Continued review of changes to laws and updating department policy.	Complete any changes required to maintain effective department policies.

General Fund
Police Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	1,400,874	1,560,313	1,459,503	1,603,822	1,562,390	1,627,324
Part-time	133,590	122,673	181,072	199,651	117,383	183,317
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	84,044
Overtime	98,484	68,782	100,000	135,035	105,980	100,000
RHS/Shift Diff/Educ.Incentive	23,595	35,162	32,000	32,000	34,053	76,710
Dependent Health Coverage	-	-	-	-	-	33,000
FICA Match	124,769	133,507	143,607	150,372	139,215	163,568
Retirement	341,706	377,100	425,100	425,099	425,099	413,165
Cafeteria Benefits	194,163	230,927	231,125	231,125	223,939	312,095
Workers' Comp	114,787	103,188	220,021	220,021	93,006	141,340
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	2,431,968	2,631,652	2,792,428	2,997,125	2,701,065	3,134,564
OPERATING EXPENSES						
Professional Serv	2,704	3,149	4,900	4,900	5,400	7,470
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	865	-	-	-	-
Investigations	1,000	-	-	-	-	-
Travel & Per Diem	23,274	43,190	55,952	37,952	47,702	55,952
Communications	25,031	28,490	31,248	31,248	28,048	27,648
Transportation	1,868	2,171	2,000	3,000	2,000	2,000
Utilities	-	-	-	-	-	-
Rentals & Leases	1,834	374	4,980	4,980	4,980	4,980
Insurance	-	-	-	-	-	-
Repair & Maintenance	51,706	51,576	39,630	48,630	36,630	39,630
Printing	1,522	2,280	1,925	11,425	4,425	1,925
Promotional Activities	1,916	3,916	3,000	7,000	5,200	4,500
Other Current Charges	34,693	12,250	14,000	18,000	16,100	14,100
Office Supplies	10,134	10,597	9,905	9,905	9,905	9,905
Operating Supplies	72,824	101,903	89,812	84,829	89,812	112,008
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	1,676	5,376	7,651	7,651	7,651	7,829
SUB-TOTAL	230,182	266,137	265,003	269,520	257,853	287,947
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	8,696	-	-	60,187	50,000	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	8,696	-	-	60,187	50,000	-
DEPARTMENTAL TOTAL	2,670,846	2,897,789	3,057,431	3,326,832	3,008,918	3,422,511
% CHANGE COMPARED TO PREVIOUS YEAR	2.57%	8.50%		14.81%		2.88%

General Fund
Emergency Management (SEMP)

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Shift Diff/Educ.Incentiv	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	50	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	6,000	8,000	8,000	8,000	8,000	8,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	989	3,131	3,675	3,675	3,675	3,775
Communications	69	167	1,440	740	1,440	1,440
Transportation	-	17	-	-	1,000	1,000
Utilities	-	-	-	-	-	-
Rentals & Leases	39	13	360	360	360	360
Insurance	-	-	-	-	-	-
Repair & Maintenance	234	-	1,000	1,000	1,000	1,000
Printing	10,818	6,562	7,500	9,600	7,500	11,500
Promotional Activities	744	1,100	1,400	-	1,400	1,400
Other Current Charges	2,483	2,303	835	835	835	585
Office Supplies	142	4	520	520	520	520
Operating Supplies	6,918	6,148	4,455	4,455	4,455	5,580
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	365	365	365	680
SUB-TOTAL	28,436	27,495	29,550	29,550	30,550	35,840
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	28,436	27,495	29,550	29,550	30,550	35,840
% CHANGE COMPARED TO PREVIOUS YEAR	32.88%	-3.31%		7.47%		21.29%

Vehicle Weigh Station Fund
Vehicle Weigh Station Department

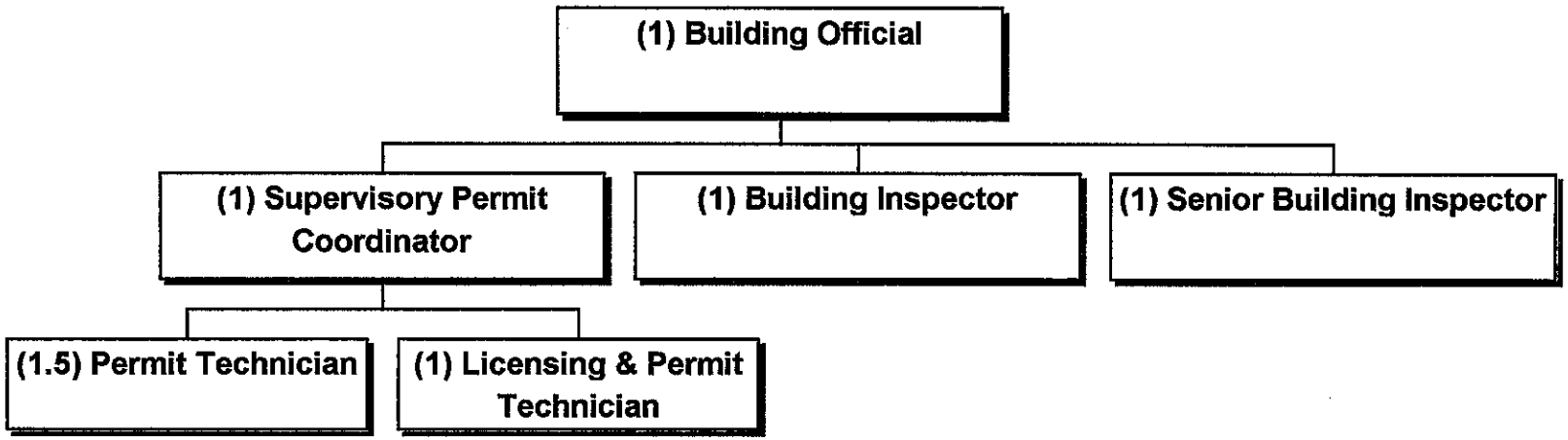
	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	25,291	25,183	24,954	24,954	24,954	25,703
Part-time	13,088	12,992	13,548	13,548	13,548	-
Salary Adjustments	-		in Reserves	in Reserves	in Reserves	in Reserves
Requested positions	-		-	-	-	-
Overtime	4,016		-	-	-	-
Special Pay	-		-	-	-	-
FICA Match	3,059	2,724	3,107	3,107	3,107	2,058
Retirement	-	5,314	5,093	5,093	5,093	5,723
Cafeteria Benefits	6,525	6,857	7,004	7,004	7,004	8,435
Workers' Comp	-		200	200	200	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	51,979	53,070	53,906	53,906	53,906	41,919
OPERATING EXPENSES						
Professional Serv	-		-	-	-	-
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	96	1,580	360	360	360	-
Investigations	-			-	-	-
Travel & Per Diem	206	1,291	1,104	1,104	1,104	-
Communications	568	514	432	432	432	-
Transportation	43	106	400	400	400	-
Utilities	1,033	885	1,000	1,000	1,000	-
Rentals & Leases	1,186	2,552	1,282	1,282	1,282	-
Insurance	-	-	-	-	-	-
Repair & Maintenance	5,253	3,797	6,300	6,300	10,800	-
Printing	-	325	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	4,225	4,225	4,500	4,500	15,146	-
Office Supplies	4	183	2,160	2,160	2,160	-
Operating Supplies	263	464	549	549	260	-
Road Materials & Supplies	-			-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	12,877	15,922	18,087	18,087	32,944	-
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	64,856	68,992	71,993	71,993	86,850	41,919
% CHANGE COMPARED TO PREVIOUS YEAR	32.06%	6.38%		11.00%		-41.77%

Public Safety Function

Building Department

BUILDING DEPARTMENT

Organizational Chart 2006-2007



BUILDING DEPARTMENT

Building Officials Background:

R. Harold Law, Jr.

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

City of Sanibel, Florida
Building Department Narrative

Department: Building
Fund: Special Revenue Fund

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

Operational Responsibilities:

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

- **Pre-Construction** – Prior to commencement of construction, the Building Department must confirm that all city requirements have been met. The plans for construction The plans for construction must be reviewed to comply with the standards of the family of Florida Codes, (Building, Electric, Mechanical, Plumbing and Fuel gas) along with compliance of Florida Department of Environmental Protection and Federal Emergency Management Agencies and the National Flood Insurance Program.
- **Construction** - During the active construction phase the Building Department is responsible for receiving requests for inspections, distributing printed requests to the proper departments for all Departments within the City involved in construction and the city as well as the building inspectors in the Building Department. The inspectors are then charged with completing necessary inspections, notifying the permit holder of any inadequacies found on the job site during everyday inspection requests. At the close of the project, the Building Department is responsible for checking that all other city department requirements have been satisfied, before we issue a Certificate of Occupancy or Completion.
- **Licensing** – In it's second year, the Contractor Review Board has issued 215 licenses to date, and issues more every month. The Board reviews problem cases, along with hearing complaints. The Board may then make recommendations to the Department of Business and Professional Regulations for penalties on State Certified Contractors or impose fines or penalties for locally licensed individuals.

BUILDING OFFICIAL:

The Department consists of the Building Official, Deputy Building Official, Inspectors (2), Supervisory Permit Coordinator, Permit Technicians (one full/one part time) and a licensing coordinator. The Building Official is responsible for all pre-construction and construction including licensing.
The Building Official oversees all functions of the department and works under the direct supervision of the City Manager . The responsibilities of all staff are outlined below.

City of Sanibel, Florida
Building Department Narrative

DEPUTY BUILDING OFFICIAL:

- Reviews all plans for code compliance.
- Determines when plans need additional reviews from Sanibel Fire, Building Official, etc..
- Reviews complete application ensuring compliance with Natural Resources, Public Works(erosion control), Sanibel Fire, Permission from City Manager to issue revocable license to obstruct public right-of-way or canal.
- Maintains files on all Mastered Engineering for Contractor files.
- Notifies via mail, fax or phone results of review.
- Enters review dates and times into excel.
- Answers code questions from general public.
- Assists with inspections as needed.

INSPECTORS:

- Answers any inspections questions daily from 8 to 9 am and 4 – 5 pm, is available by phone for issues throughout the day..
- Organizes route in morning depending on type, priority and location.
- Ensures all structures built are to the FBC and EL Codes.
- Communicates with contractors and sub-contractors daily while in the field.
- Works closely with Sanibel Fire for related inspections.
- Checks that all erosion control devices are maintained throughout the process.
- Checks for invasive, non-native vegetation at job sites.
- Communicates inspection denials via fax, phone or correct work order.
- Checks that all contractors are licensed and properly permitted.
- Reviews plans for necessary code enforcement issues at C.O. (ie. final survey, vegetation, public works, etc...)
- Works directly with SF, LCEC, Utilities, Lee Co. Health Department.
- Re-files all plans at days and, and pulls files for the next days route.

SUPERVISORY PERMIT COORDINATOR:

- Assists Building Official with all clerical support and projects.
- Schedules B.O. appointments and meetings.
- Resolves complaints, concerns, issues arising from citizenry as well as contractors.
- Prepares report for office, including weekly, monthly and yearly.
- Oversees all permitting and licensing functions for the office.
- Organizes Structural Safety Inspector Teams, including meetings, forms, etc...
- Open communications with other municipalities as well as State Agencies.
- Maintains personnel vacation/time off requests, office schedule.

- Answers all questions from office staff, is responsible for training of office staff.
- Works with Contractor Review Board for regular and special issues.
- Researches methodology and procedures for top office efficiency.
- Responsible for reconciliation of all bills, invoices and payments.
- Updates FEMA mailer, works with other department s for city wide mailings.
- Responds to building department email, office correspondence.
- Issues permit refunds. Notarizes documents for public.
- Distribute workload, staff evaluations, procures office supplies.

PERMIT TECHNICIAN: (full time front counter)

- Schedules inspections, prints tickets, reviews, readies documents for route.
- Coordinates inspections for public works, Sanibel fire, vegetation dept.'s.
- Put's inspection results into computer.
- Answers phone calls, directs to appropriate person, notarizes as needed. Greets all customers at counter.
- Runs all permits, checks, checks for completion of necessary paperwork, including correct owner in HTE , contractor licensing, notifies when ready.
- Upon submission of as built/final elevation, pulls file, channels through planning for impending CO.
- Keeps list of all vegetation and mangrove classroom attendees.
- Orders- handles all off site record retrieval.
- Assists contractors with noise ordinance waivers.
- Assists public for information/clarification. Provides information to public as needed.
- Backs up licensing coordinator when needed.

PERMIT TECHNICIAN (part time):

- Assists supervisor with special projects.
- Ensures all forms are copied and current for the public.
- Does office filing, puts N.O.C.'s into H.T.E.System.
- Assists with mailings.
- Pulls files from archives, orders plans.
- Serves as back up for phone calls as well as counter questions.
- Maintains FEMA Elevation Certificates
- Notarizes documents for public.

PERMIT TECHNICIAN/ License Coordinator:

- Reviews all license applications for review by Supervisor, Building Official and subsequent Contractor Review Board.
- Prepares for Contractor Review Board, including agenda and minutes.
- Maintains all contractor files, including vegetation and mangrove.

- Coordinate sponsor site for all contractor testing.
- Prepares and updates forms for licensing, and various office forms.
- Stays current on all applicable insurance and workman's compensation laws.
- Deciphers classification of contractors, works with applicant until board decision.
- Logs complaints on contractors, compiles and tracks until decision by CRB. Files complaints with DBPR
- Works closely with Building Official, City Attorney and CRB.
- Assists other staff as needed for special projects.
- Assists public with information, serves as back up to phone and counter from front desk.
- Orders files from off-site for public, opens mail.
- Backs up front permit technician with issuance of building permits, prints license reports as needed, downloads inspections from recorder, puts in results of same.

Trend Analysis:

Critical shortage of licensed, competent inspectors willing to work on Sanibel. (We have advertised for current positions utilizing different mediums and no one has applied 7 weeks running.)

Emerging Issues:

- Rising costs of homeowners insurance; cities' involvement in lowering said costs.

2005-2006 Goals and Status:

Goal	Status
To provide same day inspections as requested	We are maintaining a 100% completion rate as of March 2006
To average no more than 10 inspections per inspector, per day	Our computer reports have been tracking inspections. On average, inspectors are averaging less than 10 per day
To average no more than a 48 hour plan review time frame	We have created an hour and minute time field in the Excel spreadsheet and can generate reports on review times
To properly license all contractors working on Sanibel, as required by the City of Sanibel or the State of Florida	Licensing of all new contractors is an ongoing activity. All contractor information is maintained on hard files and in the computer system.
To maintain a class 5 with FEMA, through the NFIP and work towards	We are maintaining all existing activities for a 5 rating. We are also looking for

a higher classification	ways to improve to a higher rating
To increase the professionalism of all department staff through new certifications from the State	All staff is working towards further certification via I.C.C. Some personnel have passed additional certifications this year
To increase knowledge of the codes through continuing education	Personnel has attended classes for CEU's and we have scheduled continuing education for the rest of the year
To become more active in local code organizations	All staff are members of local and state organizations. Staff is scheduled to take classes with local chapters
To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code	Our projected revenues offset our permit fees. Our expenditures are less than the years percentage so far
To streamline departmental procedures to expedite the permit process for the public	Modified forms, web-accessible, consistent
To look at software programs that will enhance the computer system more efficiently	Sent a written draft of needs for new software programs with planning memo
To build a software library, as well as a code book library to assist with code interpretation	Reference material has been ordered and catalogued. In addition, we are using internet access
To continue to address the need for secure and off site storage of building files	We have sent additional files to off-island storage

(FY 2006) Accomplishments

- The department has survived a second hurricane and its aftermath, while continuing to serve the contractors and the community in the rebuilding of the structures affected from both storms.
- The department has continued to service the regular work load at the same time as the damage repair, while working closely with the condominiums associations, insurance adjusters, owners and contractors.
- We have finished our annual review with FEMA and NFIP, Community Rating System, maintaining a 5 rating which produces a 25% reduction for all property owners on Sanibel.
- Staff has increased their certifications and licenses with regard to the building codes as well as Ham Radio, Vegetation, Permit Technician and clerical programs.
- The department has implemented the new Florida Building Code, on October 1, 2005 and has worked to educate contractors as to the changes.
- The department has created and implemented the enforcement of the new Contractors licensing Ordinance.

- The department has worked to build a strong, cohesive unit of highly trained professionals who are posed to address future events and concerns to the island of Sanibel.

2006-2007 Goals and Status:

Goal	Status
To review, purchase and update software that will fully serve the office and its' heavy demand for a newer, more fully diversified functionality for: Inspections, Permitting, Licensing.	Contractors will have access codes to call in inspections, as well as a way to obtain results without calling the office. Public may view results of inspections/permits on web-site.
To maintain a class 5 with FEMA, through the NFIP.	FEMA/NFIP Class 5 - Annual reports are given with supporting documentation. Every third year FEMA sends the ISO to do a complete audit of our Community Rating System program.
To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code	Our projected revenues offset our permit fees. Our expenditures are less than the years' percentage so far.

Special Revenue Fund
Building Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	210,939	307,467	348,829	331,907	348,243	359,391
Part-time	377	1,695	-	25,000	439	14,040
Salary Adjustments	-	-		-	-	17,365
Requested positions	-	-	-	-	-	-
Overtime	2,253	6,094	-	-	173	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	15,431	23,109	28,294	30,710	26,687	28,802
Retirement	56,705	41,683	33,105	33,105	33,105	42,925
Cafeteria Benefits	29,621	44,881	52,529	52,529	52,529	63,263
Workers' Comp	10,435	9,622	20,268	15,568	8,568	12,487
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	325,761	434,551	483,025	488,819	469,744	538,273
OPERATING EXPENSES						
Professional Serv	341	16,237	1,595	1,595	1,595	1,500
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	325	57,795	2,450	23,530	23,530	2,450
Investigations	-	-	-	-	-	-
Travel & Per Diem	11,548	18,883	37,755	37,755	18,000	29,000
Communications	4,658	5,949	8,768	8,768	8,768	6,605
Transportation	2,493	2,581	3,755	3,755	3,755	3,755
Utilities	-	-	-	-	-	-
Rentals & Leases	1,563	1,438	1,546	1,546	1,546	1,819
Insurance	-	-	-	-	-	-
Repair & Maintenance	4	128	335	3,710	3,710	335
Printing	2,097	2,577	8,800	8,800	2,577	3,000
Promotional Activities	3,008	400	5,388	5,388	5,388	3,388
Other Current Charges	2,472	1,789	1,000	123,704	123,704	123,704
Office Supplies	2,457	8,795	3,000	3,000	3,000	3,300
Operating Supplies	1,339	2,368	1,660	10,334	10,334	2,300
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	1,101	2,802	8,630	8,630	8,630	5,479
SUB-TOTAL	33,406	121,742	84,682	240,515	214,537	186,635
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	6,500	6,500	6,500	2,000
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	6,500	6,500	6,500	2,000
DEPARTMENTAL TOTAL	359,167	556,293	574,207	735,834	690,781	726,908
% CHANGE COMPARED TO PREVIOUS YEAR	19.62%	54.88%		32.27%		-1.21%

Physical Environment Function

Garbage-Recycling Department

General Fund
Recycling Center

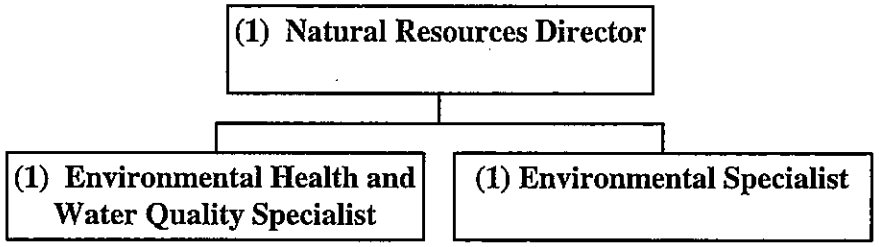
	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Life & Health Ins	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	14,821	29,991	56,260	59,260	59,960	66,960
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	54,044	54,044	54,044	54,044	54,044	54,044
Insurance	-	-	-	-	-	-
Repair & Maintenance	-	9,890	10,000	10,000	10,000	10,000
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	625	2,522	600	1,600	2,150	1,640
Office Supplies	-	-	-	-	-	-
Operating Supplies	5,171	2,336	3,760	6,760	9,000	9,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	74,661	98,783	124,664	131,664	135,154	141,644
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	10,010	10,010	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	10,010	10,010	-
DEPARTMENTAL TOTAL	74,661	98,783	124,664	141,674	145,164	141,644
% CHANGE COMPARED TO PREVIOUS YEAR	-14.87%	32.31%		43.42%		-0.02%

Physical Environment Function

Natural Resources Management Department

NATURAL RESOURCES DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



NATURAL RESOURCES DEPARTMENT

Director's Background:

Robert K. Loflin, Ph.D.

Director Loflin's training and experience include a Ph.D. in Biology from the University of Miami, over 20 years experience in south Florida ecosystems, and expertise in marine biology, ornithology, coastal systems, environmental restoration, land management and grant acquisition and management. Recent awards include a Special Achievement Award from the Florida Beaches and Shores Preservation Association (2000) and a Partnership Award for Environmental Restoration from the Coastal America Program (2002). Recent accomplishments include the @265 acre restoration of the Sanibel Gardens Preserve; the removal of all Brazilian pepper from the J. N. "Ding" Darling NWR and all Sanibel public conservation lands; a $2.1 million grant for the acquisition of Pond Apple Park (2002) and a $1.38 million grant for the removal of hurricane debris from island waterways (2004).

City of Sanibel, Florida
Natural Resources Department Narrative

Department: Natural Resources
Fund: General Fund

Mission Statement: To coordinate, manage and implement special conservation and environmental projects and tasks as directed by City Council, to ensure that the City's native vegetation and wildlife habitat protection standards are adhered to and to oversee exotic plant control and habitat restoration and land management programs for the City. To monitor the island's water Quality and actively participate in improving water quality of the surrounding waters.

Operational Responsibilities:
Manages conservation projects; reviews development plans as they relate to conservation, wildlife and vegetation standards; applies for and manages environmental restoration grants and State and Federal environmental permits; coordinates conservation efforts with private, local, state, and federal organizations; handles exotic plant management efforts for the City including the Brazilian Pepper and Melaleuca Eradication Programs; performs biological field inspections and provides environmental information by request; implements a variety of existing programs including the Island Fire-wise Task Force, marine research, water quality sampling, Island-wide Beach Management Plan, sea turtle protection, etc. Informs Council of issues regarding water quality and participate in intergovernmental forums to address water quality issues effecting Sanibel.

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

Sanibel and updates the City Manager and City Council regarding issues effecting the island.

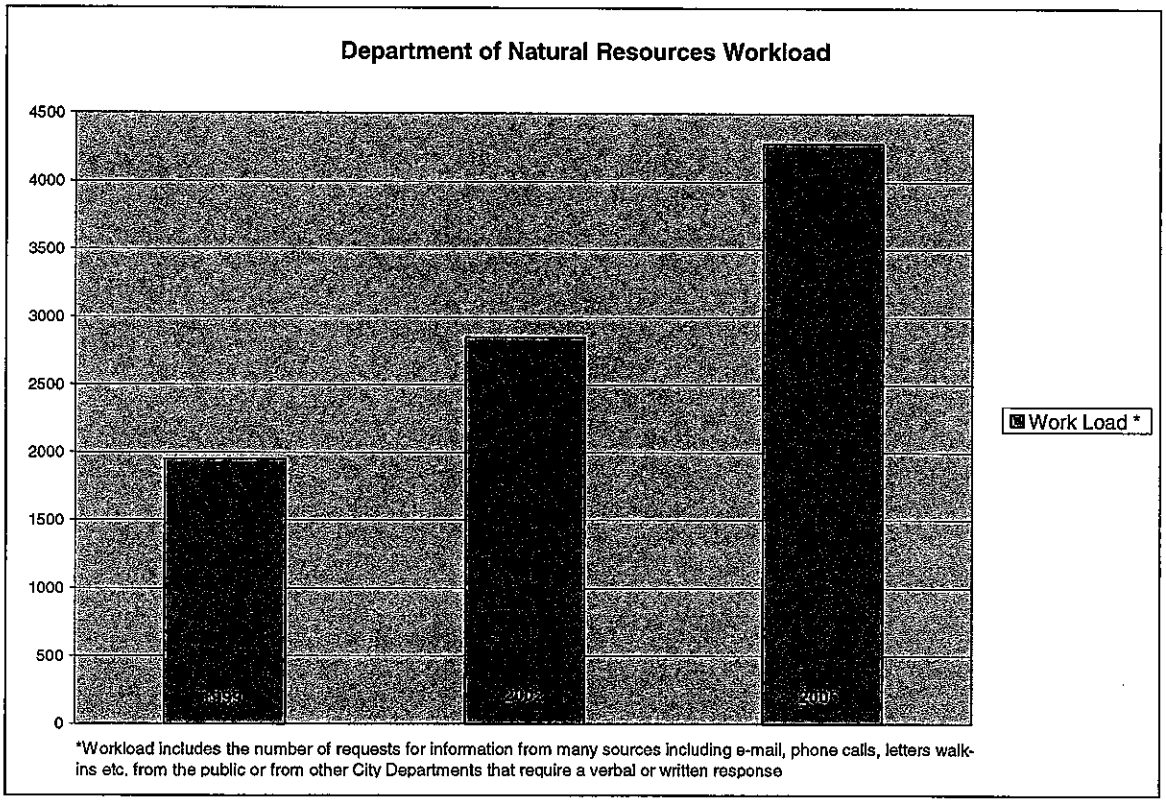
Environmental Health and Water Quality Specialist: Responsible for managing issues regarding water quality on and around the island. Develops content for City-wide education programs targeting marine water quality problems; reviews and makes recommendations pertaining to City development and construction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

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

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

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

Trend Analysis:



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

Total # of Grants: 82
Total Grant Funds Secured: $ 10,191,200.00
Total Grant Funds Secured in FYs '04 and '05: $ 4,227,320.00

PROJECT	GRANTING AGENCY	YEAR	GRANT AMOUNT
Lighthouse Park Restoration	USFWS South Florida Ecosystem Restoration Program	2005	$ 40,000
Periwinkle Way Canopy Restoration	Florida Division of Forestry	2005	375,000
Environmental Restoration- multiple sites	U.S. Fish and Wildlife Service	2005	470,000
Bowman's Beach Restoration	South Florida Water Management District	2005	100,000
West Sanibel River	South Florida Water	2005	100,000@

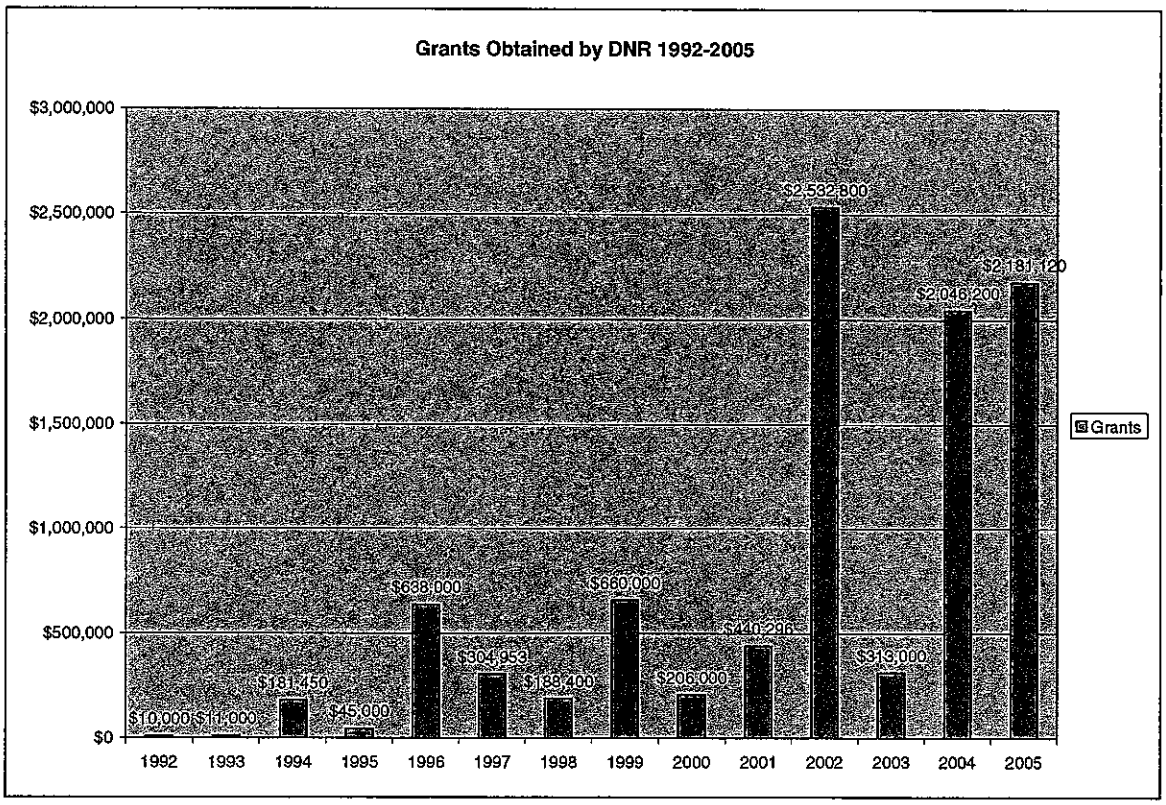
Restoration	Management District		
Management of Sanibel Gardens	FDEP Invasive Species Management Program	2005	21,120
Australian Pine Removal	FDEP Invasive Species Management Program	2005	80,000
Clam Bayou Restoration	National Fish and Wildlife Foundation	2005	100,000
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2005	25,000
Bowman's Beach Restoration	Florida State Wildlife Grant Program	2005	200,000
Beach Park Restoration	Lee County Tourist Development Council	2005	400,000*
Water Quality Monitoring	Lee County Tourist Development Council	2005	20,000
Erosion Monitoring	Lee County Tourist Development Council	2005	25,000#
West Sanibel River Restoration	South Florida Water Management District	2005	200,000@
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2005	25,000
Clam Bayou Restoration	South Florida Water Management District	2004	125,000
Clam Bayou Restoration	National Oceanic and Atmospheric Agency	2004	100,000
Clam Bayou Restoration	USFWS Challenge Cost-Share Program	2004	75,000
Clam Bayou Restoration	USFWS Coastal Ecosystem Restoration Program	2004	25,000
Clam Bayou Restoration	Gulf of Mexico Foundation	2004	50,000
Bowman's Beach Restoration	FDEP Invasive Species Management Program	2004	$ 131,200
Waterway Debris Removal	USDA National Resource Conservation Service	2004	1,380,000
Exotic Tree Removal	Lee County Tourist Development Council	2004	95,000
Beach Park Landscaping	Lee County Tourist Development Council	2004	45,000
Water Quality Monitoring	Lee County Tourist Development Council	2004	20,000
Fireline Maintenance	U.S. Fish and Wildlife Service	2003	53,000
Sanibel Gardens	USFWS Partners for Wildlife		

Revegetation	Program	2003	20,000
Beach Park Landscaping	Lee County Tourist Development Council	2003	60,000
Exotic Tree Removal	Lee County Tourist Development Council	2003	125,000
Erosion Monitoring	Lee County Tourist Development Council	2003	35,000#
Causeway Tract Restoration	USFWS Challenge Cost-Share Program	2003	20,000
Sanibel Gardens Restoration	Florida Recreation and Devel. Assist. Program	2002	150,000
Sanibel Gardens Restoration	North American Wetlands Conservation Agency	2002	40,000
Sanibel Gardens Restoration	USFWS Partners for Wildlife Program	2002	20,000
Pond Apple Park Acquisition	Florida Communities Trust Program	2002	2,122,800
Exotic Tree Removal	Lee County Tourist Development Council	2002	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2002	40,000
Erosion Monitoring	Lee County Tourist Development Council	2002	$ 35,000#
Sanibel Gardens Restoration	National Fish and Wildlife Foundation	2001	100,000
Refuge Brazilian Pepper Removal	FDEP Invasive Species Management Program	2001	85,296
Paulsen/Johnston Tracts Restoration	USFWS Challenge Cost-Share Program	2001	10,000
Sanibel River Pepper Clearing	USFWS Partners for Wildlife Program	2001	10,000
Exotic Tree Removal	Lee County Tourist Development Council	2001	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2001	40,000
Mound Trail Boardwalk	Lee County Tourist Development Council	2001	70,000
Refuge Tropical Forest Restoration	USFWS Coastal Ecosystem Restoration Program	2000	44,000
Gulfside Park Restoration	USFWS Partners for Wildlife Program	2000	10,000
Exotic Tree Removal	Lee County Tourist Development Council	2000	45,000
Erosion Monitoring	Lee County Tourist Development Council	2000	35,000

Beach Park Landscaping	Lee County Tourist Development Council	2000	40,000
Gulfside Park Add'n Acquisition	Florida Communities Trust Program	1999	452,000
Blind Pass Dredging	West Coast Inland Navigation District	1999	8,000
Exotic Tree Removal	Lee County Tourist Development Council	1999	45,000
Dune and Beach Restoration	Lee County Tourist Development Council	1999	98,000
Erosion Monitoring	Lee County Tourist Development Council	1999	25,000
Beach Management Plan	Lee County Tourist Development Council	1999	32,000
Paulsen/Johnston Tracts Restoration	FDEP Invasive Species Management Program	1998	44,400
Center Tract Restoration	FDEP Invasive Species Management Program	1998	58,000&
State Botanical Site Restoration	USFWS Challenge Cost-Share Program	1998	20,000
Exotic Tree Removal	Lee County Tourist Development Council	1998	45,000
Gulfside Park Add'n Trail	Lee County Tourist Development Council	1998	21,000
Beach Park Landscaping	Lee County Tourist Development Council	2000	32,000
State Botanical Site Restoration	FDEP Pollution Recovery Trust Fund	1997	153,200
State Botanical Site Restoration	USFWS Partners for Wildlife Program	1997	10,000
Sanibel Gardens Initial Clearing	USFWS Challenge Cost-Share Program	1997	5,000
Exotic Tree Removal	Lee County Tourist Development Council	1997	61,753
Beach Park Landscaping	Lee County Tourist Development Council	1997	50,000
Beach Renourishment	Lee County Tourist Development Council	1997	52,981!
Erosion Monitoring	Lee County Tourist Development Council	1997	25,000
Bowman's Beach Restoration	Lee County Bowman's Beach Master Plan	1996	518,000+
Beach Park Restoration	Lee County Tourist Development Council	1996	80,000

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

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



2005-2006 Goals and Status:

Goal	Status
Complete the restoration and construction of Pond Apple Park and open the trails to the public	Trails to be constructed after eagle nesting season (May 15).
Complete the Clam to Dinkins Bayou Culvert Project	Complete
Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial progress in zone 4 and newly established zone 5.	Zone 5 pepper maps complete, follow-up compliance in Zone 4 awaits completion of code enforcement work in Zone 3 by Planning Dept.
Take beach lighting, beach furniture and dune mowing violations to new lows to benefit sea turtles and coastal habitat	Beach lighting surveys to begin in late April

Recent Department Accomplishments:

- Completed the Clam Bayou Restoration Project: Tidally connected Clam Bayou through a culverted channel to Dinkins Bayou, restoring flow to the

470 acre estuary, improving water quality, restoring seagrass beds, over 150 acres of mangroves, oyster bars, and fisheries. We continue to monitor the health and changes within the bayou following restoration. A total of $475,000 in grants was applied for and received to match city funds for the project.

- Applied for and were awarded a $375k grant from the Florida Division of Forestry Hurricane Recovery Grant Program for the restoration of tree canopy along Periwinkle Way. Tree plantings to begin July 2006.
- Finished laying out the trail system at Pond Apple Park with construction to start this spring.
- Obtained permit for the State Botanical site to install culverts for firelines and ditch blocks to retain water within the interior freshwater wetlands. Work to begin May 2006.
- Applied for and obtained a 40k grant from the U.S. Fish and Wildlife Service to restore various wildlife habitats at Lighthouse Beach Park following damage by Hurricane Charley. Restoration to begin July 2006.
- Completed three years of sampling with the Charlotte Harbor National Estuary Program's Water Quality Monitoring Network. All data currently being uploaded to the State's Storet water quality database.
- Continued implementation of the Brazilian Pepper Eradication Program with surveys in zone 4 and initial surveys of zone 5. Zone three in final phase of Code Enforcement.
- Presented the Sanibel Gardens Restoration Project at the 33rd Annual Ecosystems Restoration and Creation Conference in Tampa, Florida on November 3, 2005 and submitted a manuscript for publication in the conference proceedings.
- Continued beachfront lighting and beach furniture island-wide compliance project.
- Attended numerous meetings, workshops, and presentations regarding the Lake Okeechobee Releases and their impact to the estuary e.g. LOWRAC, SFWMD Governing Board, Charlotte Harbor Technical Advisory Committee etc., James Evans was appointed to the Southwest Florida Watershed Council board, Rob Loflin was appointed to the LORRS working group.
- Worked with the City's consultant on development and publication of the City's "H2O Matters" website and water quality newsletters.
- Reviewed and drafted numerous letters and documents regarding the Lake Okeechobee releases and proposed solutions.

2006-2007 Goals:

2006-2007 Goals and Objectives	Measurement Criteria
Complete the restoration and construction of Pond Apple Park and open trails to the public.	Complete trail and crosswalk construction, install signage, benches, picnic areas and provide parking spaces

Prepare and implement ongoing action plan for eliminating excessive discharges of polluted water from Lake Okeechobee into the Caloosahatchee River.	Thorough action plan needs to be researched, written, approved by City Council and implementation begun.
Continue the success of the Island-wide Brazilian Pepper Eradication Program by making substantial progress in zones 4 and 5 and compliance in Zones 3 and 4.	Completion of bulk of compliance work in zone 3 in coordination with the Planning Department. Prepare zone 5 for bringing to City Council for mandatory status in 2008.
Complete first phase of Periwinkle Way canopy tree plantings, and second phase of Bowman's Beach and Lighthouse Park hurricane recovery plantings.	Completion of first phase of plantings with at least 85% survival rate.

General Fund
Natural Resources Department

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	119,427	133,550	135,167	180,931	180,931	209,500
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	7,274
FICA Match	9,465	9,763	10,909	14,333	13,841	16,530
Retirement	24,949	13,894	10,186	10,186	10,186	17,170
Cafeteria Benefits	12,829	13,583	14,008	18,096	18,096	25,305
Workers' Comp	4,174	3,752	8,001	8,001	3,382	4,929
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	170,844	174,542	178,271	231,547	226,436	280,708
OPERATING EXPENSES						
Professional Serv	-	-	1,000	1,120	1,000	1,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	10,926	15,000	48,440	55,000	12,000
Investigations	-	-	-	-	-	-
Travel & Per Diem	6,588	11,152	6,500	11,500	11,000	11,000
Communications	2,192	2,428	500	2,500	500	2,500
Transportation	160	364	300	300	300	300
Utilities	-	-	-	-	-	-
Rentals & Leases	101	86	500	500	500	500
Insurance	-	-	-	-	-	-
Repair & Maintenance	328	-	500	500	500	500
Printing	68	1,924	500	500	500	500
Promotional Activities	-	-	400	1,900	400	400
Other Current Charges	1,182	2,240	200	4,700	2,361	3,850
Office Supplies	872	213	1,500	1,500	1,500	1,500
Operating Supplies	14,668	5,845	14,000	5,540	12,100	11,000
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	454	1,101	650	650	650	650
SUB-TOTAL	26,613	36,279	41,550	79,650	86,311	45,700
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	20	-		-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	20	-	-	-	-
GRANTS & AIDS						
Grants & Aid	5,000	5,000	5,000	11,000	11,000	-
SUB-TOTAL	5,000	5,000	5,000	11,000	11,000	-
DEPARTMENTAL TOTAL	202,457	215,841	224,821	322,197	323,747	326,408
% CHANGE COMPARED TO PREVIOUS YEAR	9.73%	6.61%		49.28%		45.19%

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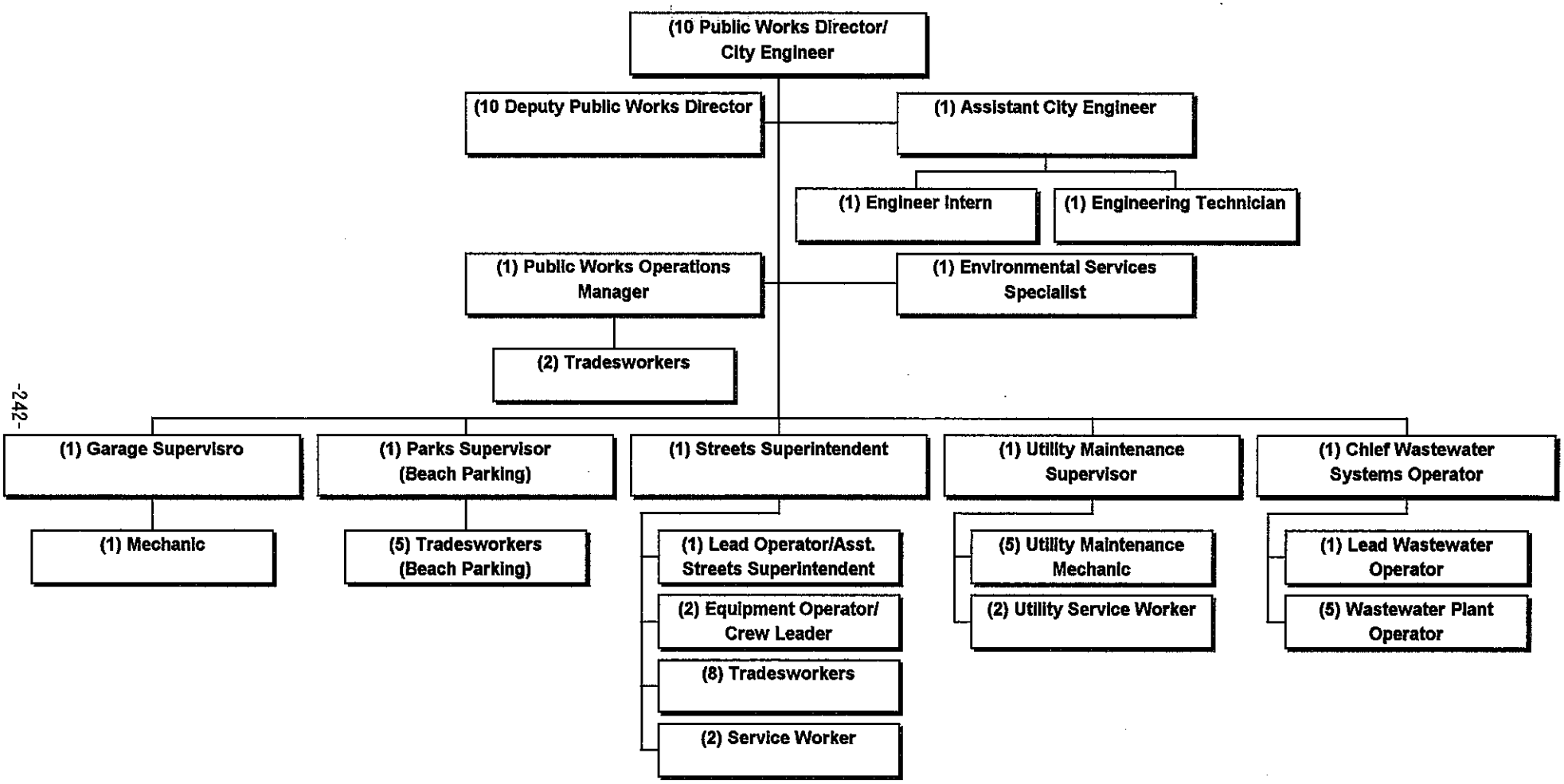
Transportation Function

Public Works Department

Beach Parking Department

PUBLIC WORKS DEPARTMENT

Organization Chart Fiscal Year 2006-2007



PUBLIC WORKS DEPARTMENT

Director's Background:

Gates Castle

Director Castle has 25 years of municipal engineering and public works experience, the last 14 ½ with the City of Sanibel. Mr. Castle has been a licensed professional engineer in the State of Florida since 1978.

Department: Public Works
Fund: General Fund

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

General

The Public Works Department is comprised of eight divisions namely,

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

Divisional Functions:

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

I. Administration

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

11. Applies for, and manages grants
12. Manages the City's Stormwater Management program
13. Coordinates the City's solid waste program

II. Engineering

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

III. Streets

1. Performs maintenance on all public streets (paved and shellrock)
2. Maintains shared use paths
3. Constructs and maintains drainage facilities (swales, inlets, pipes and water control structures)
4. Performs litter control
5. Maintains vegetation within the right-of-way (mowing, trimming and weed control)
6. Performs custodial work
7. Provides traffic control while maintenance work is being performed by the department
8. Installs and maintains traffic control and informational signs
9. Assists with emergency preparedness and recovery

IV. Garage

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

V. Public Facilities

1. Maintains grounds of public buildings by mowing, trimming, and litter picking
2. Performs custodial functions
3. Maintains public buildings with painting and carpentry.

4. Makes electrical, mechanical and plumbing repairs to public facilities
5. Responds to request to move furniture and files, construct shelves, etc.

VI. Beach Parks Maintenance

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

VII. Utility Operations

1. Operates the City's Donax and Wulfert Water Reclamation facilities
2. Inspects and monitors plant operations to ensure compliance with regulatory standards
3. Prepares and files plant operating reports
4. Maintains plant facilities
5. Develops, and monitors compliance with, safety standards
6. Maintains records of plant operation and maintenance
7. Participates in emergency preparedness and recovery

VIII. Utility Maintenance

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

Operational Responsibilities

I. Administration

The Administration Division in composed of the Public Works Director/City Engineer, Deputy Public Works Director, Public Works Operations/Facilities

Manager, and Utility Operations Specialist. The functions performed by each position are as follows:

Public Works Director/City Engineer

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

- Manages seven subordinate supervisors who supervise a total of 40-45 employees in Engineering, Streets Maintenance, Parks Maintenance, Vehicle Maintenance, Public Facilities, Wastewater Treatment, and Utility Maintenance. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 2 non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Manages the development and implementation of department goals, objectives, policies and priorities including special projects, construction, maintenance and office administration.

- Directs and administers the City's utility operations to include wastewater treatment, wastewater collection, reclaimed water distribution, facility maintenance; solid waste management; and equipment services.

- Plans, directs and coordinates through subordinate supervisors in the maintenance and repair of City facilities, streets, automotive fleet, shared use paths, parks, bridges, storm and surface water drainage.

- Directs and administers department activities relating to the Five Year Capital Improvement Program, street resurfacing schedule, equipment replacement schedule, shared use path master plan, sign replacement schedule and the National Pollutant Discharge Elimination System permit.

- As City Engineer, is responsible for permit processing, engineering review, inspection and approvals and for utility, private and public works

projects and for the maintenance of City Engineering maps, records and documents. Responsible for design specifications, permit application and contract documents for projects developed by the City.

- Reviews all private development applications to ensure all engineering aspects conform to City codes and are of adequate design.

- Develops and maintains constructive relationships with City Officials, property owners, developers, contractors and the general public regarding public works programs.

- Researches and prepares special reports, recommendations and specifications for special City construction and other municipal improvements. Reviews and approves various records, reports, and documentation including work orders, purchase requisitions, time sheets, activity reports, regulatory reports, schedules and progress reports.

- Develops, implements and administers the departmental budget.

- Responds to citizen inquiries and complaints regarding City services performed in the jurisdiction of Public Works.

Deputy Public Works Director

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

- Serves as Public Works Director/City Engineer in the absence of the Director

- Serves as project manager for beach, canal and river projects, directing consultants and contractors.

- Coordinates the department's permitting activities from application through expiration, including monitoring renewal.

- Manages all Public Works consultant contracts, including utilization of the Consultants Competitive Negotiation Act process for selection and monitoring of consultants' activities.

- Coordinates the City's pavement and storm water management systems.
- Responsible for the department's grant activities, from filing applications through closeout.
- Assists the Director in the development, implementation and administration of the department's budget.
- Responds to citizen inquires and complaints regarding City services performed in the jurisdiction of Public Works
- Monitors all non-construction contracts to assure that performance standards are met and contracts are renewed in a timely fashion.
- Maintains and manages the department's inventory of vehicles and equipment.
- Coordinates emergency management operations for the department.

Public Works Operations/Facilities Manager

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

- Supervises the day to day operations of two Public Facilities employees in the repair and maintenance of the City Hall Complex and other building and grounds associated with Public Facilities Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the City's policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Secures and coordinates contractual services for the departments.

- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.

- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment

- Purchases road materials and supplies, trucks, off road equipment, office supplies, safety supplies and safety equipment. Assures employees have equipment and supplies to perform assigned functions.

- Responsible for processing and record keeping of all procurement card purchases made by the department and other departments. Reconciles all monthly procurement statements.

- Conducts annual sign inspection and maintains sign inventory. Maintains data for employee job tracking, NPDES drainage program, vehicle inventory and maintenance, fuel usage, safety training, personnel files and inventory control.

- Responsible for processing monthly gasoline/diesel consumption reports for all City Department usages and maintaining/inspecting mandatory monthly DEP fuel depot inspections.

- Responsible for the logistics of the City's Emergency Ham Radio operations. Attends emergency management meetings and seminars. Assists in repairs, upkeep and inventory of all Ham radio applications for the City

- Coordinates and oversees the repair, maintenance and safety of Public Works and other public facilities, including office equipment, building and storage repairs, fuel depot, generator and A/C services.
- Schedules maintenance and repair work with Garage Supervisor on all City vehicles and equipment, requiring both interdepartmental and intradepartmental coordination.

- Prepares and maintains documents and records for the department. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Analyzes departmental information needs and prepares special reports through data base applications.

- Assists in compiling the annual budget.

- Coordinates with other departments for any special ordering, miscellaneous repairs needed, hazardous waste disposal and other

special requests.

- Assists with departmental emergency management coordination.
- Acts as Utility Operations Specialist in their absence

Utility Operations Specialist

Serves under the supervision of the Public Works Director/City Engineer and is responsible for sewer connection notices, administration of departmental revenue bonds and loans, customer files, wastewater administrative reuse activities, payroll, purchasing and administrative support to the Director. Compiles complex records and reports concerning effluent disposal. Responsible for maintaining data and producing required reports and documents.

- Coordinates the day-to-day operations of the Utility Division of the Public Works Department.
- Accounts for disbursement of construction funds and other restricted assets. Assists in preparation the annual budget for the sewer system and in its control and administration.
- Assists director in the planning and operational functions of the Sanibel sewer system, including the review and approval of new connection applications and calculation of the applicable fees.
- Responsible for responding to public complaints and inquiries. Plans, organizes and schedules public awareness programs, information sessions, public forums and facility tours.
- Prepares and maintains documents and records for the Utility Division. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Analyzes departmental information needs and prepares special reports through data base applications.
- Directs the daily operations of the reclaimed wastewater distribution system delivering reclaimed water to customers in compliance with regulatory guidelines.
- Inspects the property of customers to identify possible cross-connection between reclaimed and potable water lines.
- Responsible for bringing in revenue to the City with the Reclaimed Water Program

- Performs inspection of facilities and equipment to identify existing or potential problems; informs Public Works Director of breakdown and obstructions.

- Maintains appropriate records to complete reports required by the Florida Department of Environmental Protection.

- Compiles daily effluent disposal and compliance inspection for internal/external reports. Prepares or completes various forms, reports, logs and other documents concerning the use of reclaimed water.

- Serves as the City liaison with state, regional and local government entities relative to reclaimed water resources.

- Implements and manages Grease Program that will require inspections and follow-up with island businesses.

- Assists in the development and integrating of Utility policies and procedures for operational enhancement.

- Assists with departmental emergency management coordination.

- Monitors the City's solid waste program, including the Condominium recycling program.

- Develops and manages the departments' records retention program

- Acts as Public Works Operations/Facilities Manager in their absence

II. Engineering

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

Assistant City Engineer

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

- Prepares work schedules, plans work procedures, assigns personnel, oversees, work and maintains records of activities.

- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures.
- Supervises two employees in technical engineering work

- Assists in the development of the departmental budget

- Leads crew in making surveys for the designing phase of a project.

- Designs plans for public improvements, directs Engineer Intern and Engineering Technician and supervises the preparation of specifications for bidding by private contractors or for construction by City employees

- Ensures capital improvement projects are planned, designed and built according to acceptable engineering standards.

- Reviews all private applications for development to assure compliance with City codes and that they are in accordance with acceptable engineering standards.

- As Project Manager for Public Works projects, directs field surveys and inspections, road improvements, and other Public Works projects.

Engineer Intern

Serves under the supervision of the Assistant City Engineer, responsible for technical engineering work for Engineering and Public Works projects. Serves as project manager and/or designer of moderately difficult Public Works projects and is responsible for various aspects of planning, design, permitting, bidding and construction services. All engineering work is performed under the supervision and direction of a Professional Engineer registered in the State of Florida.

- Manages and performs engineering designs of moderately complex Public Works projects. Monitors consultants' efforts from inception to completion. Reviews surveys and drafting work. Ensure appropriate ordinances, codes and regulations are followed for each project.

- Responds to inquiries and meets with the public, developers, permitting agencies, consultants, contractors and other City staff.

- Prepares engineer's cost estimates and writes specifications and contract document. Provides cost data for the City budget.

- Reviews applications for development to assure compliance with City, State and Federal codes and regulations and that they are designed in accordance with acceptable engineering standards.

- Performs field inspections of various engineering projects

- Applies for construction and maintenance permits from the appropriate local, State and Federal source.
- Applies computer assisted engineering and design software and equipment to perform engineering tasks.

Engineering Technician

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

- As chief of survey party, performs asbuilt, topographic, control, mean high water, quantity and construction layout surveys, procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements and land acquisions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies asbuilt surveys in subdivisions.

- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs, and verbal or written instructions; prepares construction drawings for roadway and intersection improvements, drainage improvements, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills

- Inspects road and drainage construction in private developments and capital improvements projects to ensure that City, State and Federal standards are met.

- Coordinates with Building Department the inspection of septic tanks and drainfields, lot grading and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders and contractors on City development and permitting compliance.

- Coordinates with Planning Department and records changes to city owned property on street maps, maintains maps showing developments and development variances

- Reviews utility permit applications and inspects approved construction within the City rights-of-way.

- Coordinates surveying contracts with consultants providing services to the City

- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.

- Prepares technical and administrative correspondence

III. Streets

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

Streets Superintendent

Under the general supervision of the Public Works Director/City Engineer, is responsible for the daily administration, coordination, and supervision of all operations in the construction, maintenance and repair of municipal streets, shared use paths, parks, drainage facilities and other City property as designated. Duties include, but are not limited to:

- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.

- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment.

- Performs a wide range of skilled tasks in the construction, repair and maintenance of municipal streets, shared use paths, parks, and drainage facilities.

- Operates light and heavy construction equipment as well as all other tools.

- Supervises, trains and evaluates staff and provides for continuing development and training.

- Assists with preparation of special projects; cost and equipment analysis, reports and specification documents as requested.

- Assists with emergency preparedness and evacuation planning and procedures, coordinating with other departments

- Reviews job applications and interviews and makes recommendations for hiring Tradesworkers, Service Workers and Equipment Operators

- Secures outside services for specific public works projects such as tree trimming and trash hauling

- Assists in preparation of annual department budget
- Verifies construction site layouts, including setting grade elevations and slope contours

- Oversees the traffic control procedures while working on the roadways

Lead Operator/Assistant Streets Superintendent

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

- Serves as Streets Superintendent in their absence

- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.

- Assists with the maintenance and servicing of vehicles and equipment.

- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.

- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

Equipment Operator/Crew Leader

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

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

Tradesworker

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

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.

- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.

- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.

- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches

- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.

- Works with concrete, builds forms, mixes, pours and finishes.

- Maintains traffic signage.

- Makes minor repairs to equipment.

- Assist with emergency preparedness and evacuation activities as directed.

Service Worker

Under general supervision, performs a wide range of semi-skilled and labor-intensive work in the construction, maintenance and repair of municipal streets,

shared use paths, buildings, facilities and equipment, grounds, and other City property. Work may include vehicle and/or light equipment operation.

- Repairs and maintains streets and shared use paths by such methods as paving, patching and installation of pavement markings

- Maintains City grounds, parks, and roadside areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.

- Constructs, inspect and maintains stormwater facilities.

- Constructs, assembles, repairs, and installs street, traffic and informational signs.

- Assists with construction projects of City facilities, bridges, fences, storm sewers, weirs, and other projects as assigned.

- Assists in emergency preparedness and evacuation activities as directed.

- Cleans office buildings and performs custodial work.

- Performs traffic control for required work projects in accordance with Florida Department of Transportation Safety Standards

IV. Garage

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

Garage Supervisor

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

- Oversees and directs the repair and maintenance of City cars, police vehicles, trucks, tractors, related automotive equipment, machinery and tools.

- Makes minor repairs to equipment such as changing belts, pumps, and alternators; performs welding, maintains work records.

- Assists the Public Works Operations/Facilities Manager in scheduling or repair work, and ordering and control of inventory

- Conducts safety checks of City vehicles and equipment

- Organizes and maintains departmental tools and equipments and maintains shop facility in clean condition

Mechanic I

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

- Assists the Garage Supervisor in the general operation of the garage.

- Services, repairs, and maintains vehicles, equipment, tools and machinery

- Picks up supplies and parts

- Acts as Garage Supervisor when supervisor is absent

V. Public Facilities

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

Tradesworker

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

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

- installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.

- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.

- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.

- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches

- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.

- Works with concrete, builds forms, mixes, pours and finishes.

- Maintains traffic signage.

- Makes minor repairs to equipment.

- Assist with emergency preparedness and evacuation activities as directed.

V. Beach Parks Maintenance

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

Parks Maintenance Supervisor

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

- Interviews, hires, appraises performance of, and disciplines supervised employees

- Directs workers in the performance of skilled tasks related to the construction, maintenance and repair of all municipal grounds, buildings and other City property.

- Schedules work assignments of supervised Tradesworkers

- Oversee the efficiency, production, safety and work habits of supervised employees

- Trains employees in procedures and equipment use.

- Assists the Director with preparation of the department budget; special projects; cost and equipment analysis; reports and specification documents as requested

- Assists with emergency preparedness and evacuation procedures as directed
- Secures proposal for outside services for specific Parks projects.

- Personally operates light and heavy construction equipment as well as all other tools

Tradesworker

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

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.

- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.

- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.

- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches

- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.

- Works with concrete, builds forms, mixes, pours and finishes.

- Maintains traffic signage.

- Makes minor repairs to equipment.

- Assist with emergency preparedness and evacuation activities as directed.

VII. Utility Operations

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

Chief Wastewater System Operator

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

- Interviews, hires, appraises performance of, and disciplines subordinates.

- Monitors the wastewater treatment facility preventive maintenance program to include regular facility and equipment inspection.

- Coordinates manpower allocation, scheduling and assignments for plant operations personnel; prioritizes and coordinates work orders for

- maintenance and repair needs with the Utility Maintenance Supervisor to minimize disruption in treatment operations.

- Develops standard operating procedures for plant equipment ensuring proper use at all times and efficiency of operations. Coordinates laboratory activities, sets sampling procedures and test schedules and maintains log of operations.

- Inspects and monitors plant operations and calibrations to ensure compliance with established regulatory standards and department policy and procedures.

- Responsible for reporting and records maintenance duties such as monthly operations, production reports, laboratory data, chemical usage, etc.

- Prepares purchase requisitions and bid specifications as needed for equipment and supplies.

- Reviews and evaluates shift reports and record data from gauges, meters, control panels and equipment to ensure proper chemical treatment, biological treatment, pressures and flow rates.

- Provides information for preparation of the annual budget by providing estimates based on anticipated needs of the wastewater treatment operations.

- Prepares and implements safety policies and procedures, holds regular safety meetings and ensures proper safety training of assigned personnel.

- Schedules on-call assignments for off-hour emergency responses and fills in as a plant operator when scheduling and operating permit require.

- Oversees general facility cleaning and maintenance duties to maintain environmentally safe and efficient operating conditions

- Directs emergency preparedness and recovery for the division

Lead Wastewater Treatment Operator

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

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

- Leads other Operators and operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.

- Assists in the operations and maintenance of the wastewater collection, transmission and reuse system.

- Provides guidance in taking necessary readings, taking control samples and running tests. Makes chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.

- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels and pump function; takes corrective action as required.

- Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.

- Oversees the preparation of D.E.P. reports regarding overall operation of wastewater plant as required.

- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.

- Provides training and orientation to other operators as required. Acts as Chief Wastewater Systems Operator in the absence of the supervisor.

- Provides 24-hour on-call emergency availability.

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

Wastewater Operator (III, II & I)

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

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

- Operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.

- Assists in the operations and maintenance of the wastewater transmission and reuse system, including lift stations.

- Takes and charts all necessary readings. Takes control samples and runs tests. Makes all chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.

- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels, and pump function; takes corrective action as required.

- Prepares Florida Department of Environmental Regulation reports regarding overall operation of wastewater plant as required.

- Prepares daily operating sheet, the daily operating summary, the shift changeover sheet and daily maintenance sheet. Periodically reads flow meters, gauges, and dials and records data for reports. Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.

- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.

- Changes control room charts. Changes chlorine cylinders and containers. Sets chlorine machines to obtain proper readings. Tallies chemicals and electricity consumed for month.

- Derags and cleans mechanical aerators and diffusers. Cleans and scrapes algae from clarifier overflow weirs. Pumps sludge and measures sludge blanket depth; hoses down sludge tanks. Rakes bar screens. Pumps down, back flushes and hoses tankage and equipment. Cleans lines and pipes.

- Participates in routine maintenance work and repair functions for pumps, tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemical handling facilities, and all related wastewater facilities and equipment. Performs maintenance, repair and cleanup of buildings and grounds as needed.

- Abides by all federal, state and local safety rules and regulations.

- Remains available for emergency situations on an on-call basis.

VIII. Utility Maintenance

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

Utility Maintenance Supervisor (Electrician)

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

- Interviews, hires, appraises performance of, and disciplines subordinates

- Supervises the installation and/or replacement of equipment and oversees equipment overhauls.

- Functions as a journeyman electrician: troubleshoots downed equipment and circuits; visually and manually inspects electrical equipment, machinery, components and related water reclamation controls; installs and/or maintains panels, circuitry, electrical motors and power and lighting systems; and operates various specialized gauges and tools such as, voltmeters, amp meters, ohmmeters, circuit tracers, rotation meters, soldering irons, welders, drills and saws.

- Assigns weekly/daily work orders, monitors the progress of projects, and evaluates and records the individual performance of subordinates.

- Maintains budgetary responsibility for parts and supply inventory and equipment maintenance, and establishes vendor relationships and orders parts and supplies.

- Directs, supervises, trains, and evaluates subordinates in the safe and effective use of new equipment and tools, safety policy and procedures, professionalism, and consistency.

- Establishes schedules for and monitors preventive maintenance and repair, safety policies and procedures and quality control.

- Supervises proper operating procedures in the use of heavy equipment and standard and specialized hand and power tools.

- Coordinates and participates in response to emergency repairs.

- Maintains various maintenance and service records on personnel work completed, safety, accidents, and tools and equipment used and develops regular reports from compiled information.

- Develops and operates a computerized maintenance management system.

- Ensures assigned vehicles and equipment are properly cleaned and maintained

- Directs emergency preparedness and recovery for the division

Utility Maintenance Mechanic

Under general supervision, the purpose of the position is to perform a wide range of skilled, labor-intensive work in the maintenance and repair of City wastewater treatment, collection, and reuse facilities. Employees in this classification are accountable for ensuring the efficient and effective operation of wastewater facilities and equipment. Employee works with independence, however, confers with the Utilities Maintenance Supervisor and Chief Wastewater Systems Operator on unusual or highly complex operational repairs or construction projects.

- Performs inspection of facilities and equipment to identify existing or potential problems; informs Utility Maintenance Supervisor and the Chief Wastewater System Operator of breakdown or obstruction. Performs preventive maintenance as directed by the Utility Maintenance Supervisor.

- Performs routine repairs, replacement tasks and construction projects to wastewater treatment, collection, and reuse facilities and equipment.

- Performs complex trades work, e.g., masonry, carpentry, electrical, welding; threads, cuts, fits and replaces pipes and plumbing infrastructure.

- Performs various custodial and maintenance duties in and around wastewater facilities, e.g., litter collecting, mowing, tree trimming, fertilizing, placing sod, raking, planting and painting.

- Operates a variety of hand and power tools for both electrical and mechanical repairs, e.g., air wrenches, air hammer, chisel, shovel, rodder.

- Assists in the development and integration of Utility policies and procedures for operational enhancement.

- Cleans, inspects and maintains lift stations and wastewater facilities and equipment, e.g., removes grease; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.

- Provides 24-hour on-call emergency availability.

- Assists with emergency preparedness and evacuation activities as directed.

Utility Service Worker

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

- Repairs, cleans, inspects and maintains lift stations and other wastewater facilities by such methods as grease removal, patching, and equipment repair.

- Maintains municipal treatment plant grounds, lift station sites and pond ground areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.

- Constructs, assembles, repairs, and installs treatment plant, lift stations and collection system equipment and appurtenances.

- Assists with construction projects of municipal wastewater facilities, plants, sewers, and other projects as assigned.
- Assists in emergency preparedness and evacuation activities as directed.
- Cleans office buildings and performs custodial work
- Performs routine inspections of lift stations using minimum checklist. Reports abnormalities to Utility Maintenance Supervisor.
- Reads system irrigation meters an a monthly basis
- Remains available for emergency situations on an on-call basis.

2005-2006 Goals and Status:

Goal	Productivity Measurement	Status
Successfully consolidate the Public Utility and Public Works Departments	Reduction in administrative costs for Public Works and Public Utilities Departments	Recommendations being developed regarding organizational changes
Implement the new solid waste franchise	Reduction in number of service-related solid waste complaints by 3/31/06	Completed
Expand the Public Facilities staff in order to undertake the maintenance of non-beach related parks	Increase in maintenance level of service in non-beach related parks	Completed
Continue program to correct up to 10 neighborhood drainage problems annually	Reduction in number of drainage complaints	Five projects completed

2006-2007 Goals:

Goal	Measurement Criteria
The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant	Reduce flow to the plant due to inflow and infiltration by

for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows	10%.
Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum. Communications systems and resources will be in place that will enhance staff's ability to quickly identify emergency situations and initiate timely and effective response actions to minimize system down time.	A 100% effluent compliance from both wastewater treatment facilities.
Continue program to correct up to 10 neighborhood drainage problems annually	Reduction in number of drainage complaints

General Fund
Public Works

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	675,832	726,635	810,487	791,766	769,643	904,255
Part-time	-	-	-	-	-	-
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	93,435	97,889	105,000	93,000	93,342	105,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	16,138
FICA Match	59,385	63,303	73,786	77,209	66,018	78,904
Retirement	170,951	125,048	91,677	91,677	91,677	108,743
Cafeteria Benefits	112,684	115,501	126,068	127,682	127,682	160,265
Workers' Comp	52,176	46,904	100,010	100,010	42,275	61,615
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,164,463	1,175,280	1,307,028	1,281,344	1,190,637	1,434,921
OPERATING EXPENSES						
Professional Serv	19,904	661	95,200	113,030	77,650	36,200
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	85,923	104,080	128,400	148,400	154,980	126,900
Investigations	-	-	-	-	-	-
Travel & Per Diem	4,012	12,446	12,200	12,903	12,900	13,000
Communications	6,345	8,521	6,180	12,248	7,400	6,360
Transportation	202	167	400	400	400	400
Utilities	239	-	-	260	-	-
Rentals & Leases	7,227	5,896	8,500	8,100	7,300	8,500
Insurance	-	-	-	-	-	-
Repair & Maintenance	55,935	70,750	59,730	49,730	59,530	59,730
Printing	729	387	600	800	600	600
Promotional Activities	450	-	500	5,500	2,400	1,000
Other Current Charges	1,091	1,049	1,700	1,400	1,360	1,500
Office Supplies	4,015	3,099	5,100	4,600	5,050	7,100
Operating Supplies	85,383	102,620	64,700	85,400	81,100	86,100
Road Materials & Supplies	11,782	31,434	28,000	41,000	38,500	33,000
Books, Subscriptions, etc	2,862	1,970	10,360	4,360	9,080	10,440
SUB-TOTAL	286,099	343,080	421,570	488,131	458,250	390,830
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-		-	9,000
Machinery & Equipment	26,681	20,899	16,400	15,000	15,000	21,400
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	26,681	20,899	16,400	15,000	15,000	30,400
DEPARTMENTAL TOTAL	1,477,243	1,539,259	1,744,998	1,784,475	1,663,887	1,856,151
% CHANGE COMPARED TO PREVIOUS YEAR	-11.26%	4.20%		15.93%		4.02%

FY 2007 CITY OF SANIBEL BEACH PARKING REVENUE AND EXPENSE ALLOCATION

		LIGHTHOUSE	GULFSIDE	TARPON BAY	BOWMANS	BLINDPASS	BOAT RAMP	TURNER	
	MACHINES #	1, 2 & 3	4	5	6 & 7	8	11	9	
# PARKING SPACES		140	42	71	214	27	67	25	586
REVENUE		334.50-01	344.50-02	344.50-03	344.50-04	344.50-05	344.50-08	344.50-06	
PARKING FEES	1,900,000	332,633	67,729	93,317	226,757	45,064	36,508	97,992	
ALLOCATED PERCENTAGES		23.89%	7.11%	12.12%	35.52%	4.61%	7.14%	2.72%	AMTS TO BE
	DEPT #:	4501	4502	4503	4504	4505	4507	4508	ALLOCATED
EXPENSES	TOTAL								
SALARIES									
Current positions	523,913	125,167	37,550	63,478	191,327	24,139	59,901	22,351	523,913
Requested positions	0	0	0	0	0	0	0	0	0
Reserve for Comp/Reclass	22,064	5,271	1,581	2,673	8,058	1,017	2,523	941	22,064
OVERTIME	40,000	9,556	2,867	4,846	14,608	1,843	4,573	1,706	40,000
SPECIAL PAY	5,400	1,290	387	654	1,972	249	617	230	5,400
FICA Match	45,240	10,808	3,242	5,481	16,521	2,084	5,173	1,930	45,240
RETIREMENT	112,169	26,798	8,039	13,590	40,963	5,168	12,825	4,785	112,169
CAFETERIA BENEFITS	118,090	28,213	8,464	14,308	43,125	5,441	13,502	5,038	118,090
W/C	14,783	3,532	1,060	1,791	5,399	681	1,690	631	14,783
Personnel Services	881,660	210,635	63,191	106,622	321,971	40,623	100,804	37,613	881,660
PROF SERV	61,000	14,573	4,372	7,391	22,276	2,811	6,974	2,602	61,000
ACCOUNTING & AUDIT	0	0	0	0	0	0	0	0	0
OTHER CONTRACTUAL	134,500	34,737	10,031	16,186	44,125	7,120	18,116	4,185	98,100
TRAVEL	7,920	1,892	568	960	2,892	365	906	338	7,920
COMMUNICATIONS	4,820	712	214	361	2,928	137	341	127	2,980
TRANSPORTATION	800	191	57	97	292	37	91	34	800
UTILITIES	23,000	5,495	1,648	2,787	8,399	1,060	2,630	981	23,000
RENTALS & LEASES	2,320	554	166	281	847	107	265	99	2,320
INSURANCE	12,040	5,800	2,220	1,100	1,200	0	1,720	0	0
REPAIR & MAINTENANCE	45,140	12,852	8,561	3,906	12,774	1,485	4,186	1,375	32,240
PRINTING	2,300	549	165	279	840	106	263	98	2,300
PROMOTIONAL ACT	500	119	36	61	183	23	57	21	500
OTHER CURRENT CHGS	500	119	36	61	183	23	57	21	500
Indirect Cost Charges	197,904	47,281	14,184	23,978	72,272	9,118	22,627	8,443	197,904
OFFICE SUPPLIES	250	60	18	30	91	12	29	11	250
OPERATING SUPPLIES	67,300	16,555	4,652	7,863	25,051	2,990	7,420	2,769	64,900
ROAD MATERIALS	4,000	956	287	485	1,461	184	457	171	4,000
BOOKS & PUBLICATIONS	4,000	956	287	485	1,461	184	457	171	4,000
Operating Expenditures	568,294	143,402	47,501	66,309	197,275	25,763	66,598	21,447	502,714
BULDINGS	341,640	81,620	24,486	41,393	124,763	15,741	39,061	14,575	341,640
IMPROV OTHER THAN BLDGS	318,100	75,997	22,799	38,541	116,166	14,656	36,370	13,571	318,100
MACHINERY & EQUIP	20,000	4,778	1,433	2,423	7,304	922	2,287	853	20,000
Capital Outlay	679,740	162,395	48,719	82,358	248,233	31,319	77,718	28,999	679,740
INTEREST		0	0	0	0	0	0	0	
Debt Service	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	2,129,694	516,433	159,410	255,489	767,479	97,704	245,119	88,059	2,064,114

Enterprise Fund
Sanibel Sewer System - Donax Plant
Fund No. 450
(Non-GAPP Budgetary Basis)

	Fiscal Year 2004 Actual Expenses	Fiscal Year 2005 Actual Expenses	Fiscal Year 2006 Original Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	576,602	690,452	687,368	737,901	834,552	634,350
Part-time	-		-	-	2,156	
Salary Adjustments	-		-	-	-	in Reserves
Requested positions	-		-	-		27,070
Overtime	29,972	36,898	30,000	30,000	34,000	50,000
Special Pay	1,840	3,203	4,000	4,000	4,000	4,000
FICA Match	44,472	54,371	58,578	62,703	66,915	56,986
Retirement	97,010	111,584	101,863	101,863	103,659	93,004
Cafeteria Benefits	89,908	115,087	126,068	127,503	135,478	143,395
Workers' Comp	4,696	4,222	9,001	9,001	3,805	5,545
Unemployment Comp	3,364	-	-	-	-	-
SUB-TOTAL	847,864	1,015,817	1,016,878	1,072,971	1,184,565	1,014,350
OPERATING EXPENSES						
Professional Serv	54,823	191,097	257,000	286,092	241,092	223,000
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	229,209	119,320	164,700	164,700	239,700	240,900
Investigations	-		-	-	-	-
Travel & Per Diem	8,682	21,231	13,525	13,705	14,505	11,510
Communications	18,868	17,658	19,000	19,060	17,260	21,340
Transportation	2,982	5,020	4,500	4,500	4,500	4,500
Utilities	273,513	307,150	233,170	233,170	276,170	285,360
Rentals & Leases	20,814	18,814	28,600	28,600	28,600	28,600
Insurance	8,202	8,175	9,000	9,000	9,700	10,000
Repair & Maintenance	260,361	180,260	133,100	133,100	268,100	263,280
Printing	669	1,200	4,000	4,000	2,500	3,500
Promotional Activities	9,586	3,045	2,000	2,000	2,000	2,000
Other Current Charges	305,313	278,473	388,200	388,200	393,560	353,590
Office Supplies	4,700	3,563	3,750	3,750	3,300	3,750
Operating Supplies	258,326	254,845	189,000	191,400	236,400	236,250
Road Materials & Supplies	12,069	5,446	25,000	25,000	1,000	-
Books, Subscriptions, etc	2,103	5,139	8,000	8,000	7,000	13,600
SUB-TOTAL	1,470,220	1,420,436	1,482,545	1,514,277	1,745,387	1,701,180
CAPITAL OUTLAY						
Building	-	-	100,000	100,000	106,000	-
Improve Other Than Bldgs	122,443	180,045	299,000	299,000	179,000	148,500
Machinery & Equipment	31,336	242,464	150,000	191,800	171,800	26,500
SUB-TOTAL	153,779	422,509	549,000	590,800	456,800	175,000
Reserve for Classification & P	-		44,359	-	-	29,497
Reserve for Disasters			175,000	39,734		
Grants and Aids (Reclaimed Water)				50,000	50,000	
Depreciation & Amortization	606,400	387,995	-	-	-	-
					-	-
Debt Service			-		-	-
Principal	-		265,000	265,000	265,000	270,000
Interest	152,625	161,542	157,209	157,209	157,209	151,909
Other Debt Service	1,500	-	-	-	-	-
SUB-TOTAL	154,125	161,542	422,209	422,209	422,209	421,909
DEPARTMENTAL TOTAL	3,232,388	3,408,299	3,689,991	3,689,991	3,858,961	3,341,936
% CHANGE COMPARED TO PREVIOUS YEAR	15.18%	5.44%				-9.43%

Enterprise Fund
Sanibel Sewer System - Wulfert Plant
Fund No. 455
(Non-GAPP Budgetary Basis)

	Fiscal Year 2004 Actual Expenses	Fiscal Year 2005 Actual Expenses	Fiscal Year 2006 Original Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Overtime						
Special Pay						
FICA Match						
Retirement						
Cafeteria Benefits						
Workers' Comp						
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-		-	-	-	-
OPERATING EXPENSES						
Professional Serv	10,398	10,792	10,000	10,000	10,000	15,000
Accounting & Auditing	-	1,100	-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	10,945	5,618	13,800	13,800	11,100	11,600
Investigations	-		-	-	-	-
Travel & Per Diem	1,342	1,020	2,500	2,500	2,500	3,280
Communications	150	127	500	500	750	500
Transportation	220	420	320	320	2,320	320
Utilities	19,441	15,169	15,492	15,492	12,492	16,440
Rentals & Leases	70	584	1,000	1,000	1,000	1,000
Insurance	1,736	1,771	1,000	1,000	4,400	5,000
Repair & Maintenance	22,061	3,856	22,400	22,400	17,900	22,900
Printing	-		-	-	-	-
Promotional Activities	-		-	-	-	-
Other Current Charges	23,008	23,643	26,200	26,200	25,700	23,700
Office Supplies	282	399	-	-	-	-
Operating Supplies	17,421	10,336	10,450	10,450	3,750	11,940
Road Materials & Supplies	-	396	1,500	1,500	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	107,074	75,231	105,162	105,162	91,912	111,680
CAPITAL OUTLAY						
Building	-		10,000	10,000	-	-
Improve Other Than Bldgs	3,543	27,752	5,000	5,000	3,000	3,000
Machinery & Equipment	10,610	-	16,400	44,262	14,262	5,000
SUB-TOTAL	14,153	27,752	31,400	59,262	17,262	8,000
Reserve for Contingency	-	-	-	-	-	-
Depreciation & Amortization	62,854	59,534	-	-	-	-
Debt Service						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	184,081	162,517	136,562	164,424	109,174	119,680
% CHANGE COMPARED TO PREVIOUS YEAR	38.46%	-11.71%				-27.21%

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Culture/Recreation Function

Recreation Complex Department

Seniors Program Department

Performing Arts Facility Department

Historical Committee Fund

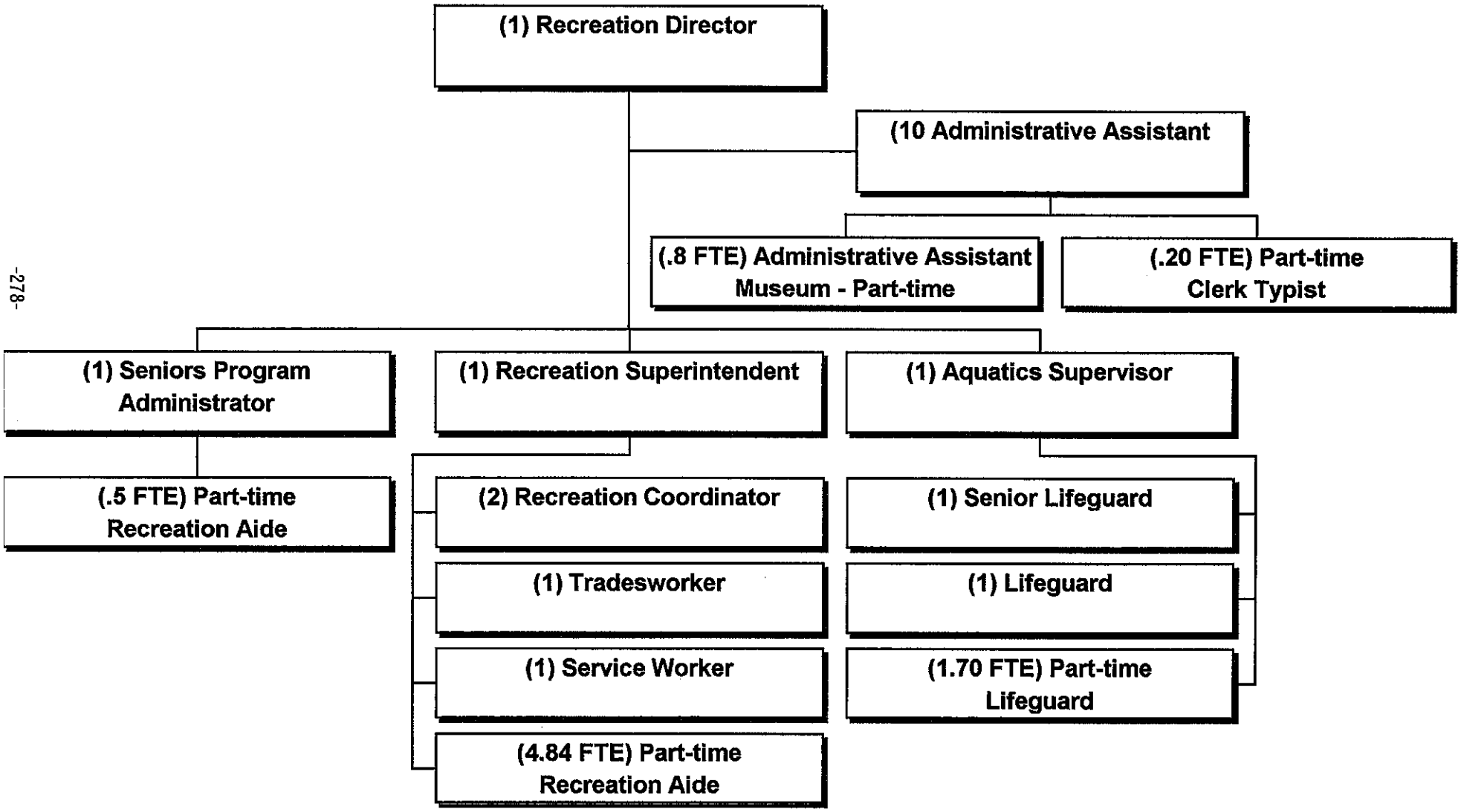
Recreation Center Donation Fund

Sanibel School Ball Park Maintenance Fund

Public Facilities Department

RECREATION DEPARTMENT

Organizational Chart Fiscal Year 2006-2007



RECREATION DEPARTMENT

Director's Background:

Helene Phillips

Employed by the City of Sanibel on August 11, 1981. Active at the local, state and national levels in the Parks and Recreation field through the Florida Parks and Recreation Association and the National Recreation and Parks Association. Certified E.M.T., C.P.O., I.D.E.A., Lifeguard, W.S.I. and C.P.R./First Aid/A.E.D.

City of Sanibel
Parks and Recreation Department Narrative

Department:	Recreation
Fund:	General Fund

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

Department Divisions: Recreation Administration, Ball Fields, Historical, and Senior Program.

Department Staff Structure Overview:

The Recreation Department is made up of the Recreation Director, Recreation Superintendent, Administrative Assistant, Senior Administrator, Aquatic Supervisor, Program Coordinators, Lifeguards, Tradesworker, Serviceworker and Recreation Aides.

RECREATION DEPARTMENT ADMINISTRATIVE RESPONSIBILITIES

- ***Develop and implement department policies and procedures*** - The Recreation Director develops, maintains and implements department rules, regulations and policies.
- ***Prepare department budget*** – Within their respective areas, Recreation Department supervisors make budget recommendations to the Recreation Director.
- ***Departmental Budget Preparation*** - The Recreation Director prepares the department budget and forwards to the City Manager.
- ***Writing and administering grants*** – The Recreation Director and Administrative Assistant prepare and administer departmental grants.
- ***Grant Fund Expenditures*** – The Recreation Director and Administrative Assistant oversee the expenditures of grant funds.
- ***Grant Funding Needs*** – The Recreation Director and Administrative Assistant evaluate grant funding needs.
- ***Purchase department supplies, equipment and services*** – In compliance with all City purchasing policies, staff purchases all required supplies, equipment and services, including Request for Bids, Proposals and Qualifications.
- ***Track expenditures***- Administrative staff tracks expenditures to ensure purchases do not violate City policies and the department expenditures remain within the approved budget.
- ***Establish goals and objectives*** – The Recreation Director develops strategies and evaluates effectiveness to insure department operations are safe and efficient.
- ***Inventory control*** – Administrative staff tracks and maintains inventory of equipment, supplies and capital improvements for all department divisions; accounts for monies received and payable.
- ***Prepare Payroll*** – Administrative Assistant prepares and enters employee

payroll information into HTE, the City's computer system, and completes all required documentation.

- ***Track department human resources*** – Administrative staff tracks all hours worked including, but is not limited to, vacation and sick time to ensure adequate coverage for all divisions and programs.
- ***Reports and Statistics*** – Administrative staff prepares and maintains databases, statistics, and records.
- ***Maintaining appropriate certification*** - Staff is required to obtain and maintain all required certifications.
- ***Certifications*** - The Aquatic Supervisor trains Lifeguards and other department staff in Red Cross Lifeguard, AED, First Aid and CPR.
- ***Attend weekly executive staff meetings*** – The Recreation Director or designee attends weekly executive staff meetings to discuss, plan and coordinate City business.
- ***Disaster Preparedness Plan/Community Needs Team*** – The Recreation Director, Administrative Assistant, Senior Administrator and Aquatic Supervisor serve as coordinators for the various components of the Disaster Preparedness Plan/Community Needs Team.
- ***FEMA*** – The Recreation Superintendent coordinates FEMA related capital repair projects for the department.
- ***Structural Safety Inspector*** – The Recreation Superintendent, Program Coordinators and Tradeworker serve on the Building Department's SSI Team during disasters.
- ***Emergency preparedness*** – The Recreation Director or their designee is responsible for coordinating the Emergency Action Plan between the City Administration and the Recreation Department before, during and after an event.
- ***Emergency preparedness*** – Administrative staff implements the department's Emergency Action Plan and evacuation activities.
- ***Research/Trends*** – Administrative staff researches issues relevant to recreation programming, human services, governmental policies and procedures.
- ***Special Studies*** – Recreation Director conducts research and special studies for the City Manager and presents findings and recommendations.
- ***Hiring of new employees:*** The Recreation Director oversees the hiring of new employees.
- ***Supervises the work of subordinates*** – Administrative staff supervises the work of employees under their control.
- ***Evaluates the work of subordinates*** – Administrative staff evaluates personnel, volunteers, and contractual employees under their control.
- ***Assists in disciplinary problems*** – Administrative staff administers disciplinary procedures pursuant to the City of Sanibel's Personnel Rules and Regulation Manual.
- ***Public relations and customer service*** – Administrative staff provides the public with general information of department programming, functions, procedural policies, rules and regulations.

- ***Recreation planning and programming*** – Administrative staff plans,
- develops, directs, and coordinates activities and programming at municipal recreational facilities.
- ***Scheduling facility use and permitting*** – Administrative staff schedules and issues permits for all facilities, makes long-range plans for future growth and expansions.
- ***Administrative staff works locally with other supervisors in programming.***
- ***Administrative staff works with community to provide well-rounded and sound programming.***
- ***Publicity*** – Assigned Administrative staff prepares publicity regarding recreational activities and programs;
- ***Community Meetings*** – Assigned administrative staff attends community meetings and coordinates with the public by providing programs to meet the needs of citizens.
- ***Public and employee safety*** – Administrative staff develops and maintains the safety and loss control program; evaluates recreation facilities for safety and playability.
- ***Networks with other agencies*** – Administrative staff members serve as liaisons to other departments and other local government agencies regarding issues of mutual concern.
- ***Parks and Recreation Committee*** – The Recreation Director serves as the City Liaison to the Parks and Recreation Committee; attends monthly meetings, prepares and present department status reports, surveys; provides input concerning plans and activities per City policies and procedures.
- ***Special projects*** – Recreation Director or designee coordinates the developments new recreational facilities and parks approved by the City Council.
- ***Special event planning*** – Staff plans, oversees and coordinates special events for the purpose of fundraising, community enrichment/education and entertainment.

RECREATION DEPARTMENT AQUATICS - OPERATIONAL RESPONSIBILITIES

- ***Plans and implements comprehensive aquatic programs*** – Aquatics Supervisor surveys Aquatic Program needs through community and staff input.
- ***Aquatic program scheduling*** – Aquatics Supervisor confers with appropriate individuals concerning facility and program scheduling.
- ***Long-range plans for aquatic programs*** – Aquatic Supervisor makes long-range plans for future aquatic program growth and expansion.
- ***Public forums*** – Aquatic Supervisor holds public forums to provide aquatic program information.
- ***Swimming and water safety classes*** - Aquatic Supervisor and Instructors teach swimming and water safety classes and lead special

- water events/competitions, manage swimming programs, swim team and all related activities.
- ***Facility and programming safety*** – Aquatic staff provides program supervision and evaluates facility for safety and usability.
- ***Aid in the rescue of patrons*** – Aquatic staff aids in the rescue of patrons in the water and administers first aid or life saving techniques as indicated. Professional aid is obtained in case of serious accident or injury.
- ***Inventory equipment*** – Aquatic staff maintains scheduled inventory of necessary equipment and supplies.
- ***Purchase of chemical supplies*** – Aquatic staff monitors chemical supplies and makes purchases when necessary.
- ***Repair and clean-up duties*** – Aquatic staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.

RECREATION DEPARTMENT CHILDREN'S AND ATHLETICS - OPERATIONAL RESPONSIBILITIES

- ***Survey Children's and Athletic Program needs*** – Program Coordinators surveys Children's and Athletic Program needs through community and staff input.
- ***Facility and program scheduling*** – Program Coordinators confer with appropriate individuals concerning facility and program scheduling.
- ***Long range plans*** – Program Coordinators make long-range plans for future children's and athletic program growth and expansion.
- ***Programming*** – Program Coordinators work closely with other supervisors and parents when programming for children and youth.
- ***Public forums*** – Program Coordinators hold public forums to provide children's and athletic program information.
- ***Planning and implementing activities*** - Under the direction of the Program Coordinator the Recreation Aides assist with planning and implementing activities, provide appropriate notice of programs and events; communicates with school, general public and other City departments on scheduling.
- ***Inventory equipment*** – Program Coordinators maintains scheduled inventory of necessary equipment and supplies.
- ***Repair and clean-up duties*** – Program Coordinators and assigned staff perform maintenance, repair, and clean-up duties at facilities and on equipment as necessary.
- ***Safety procedures*** – Program Coordinators assure that all safety procedures are in place and assigned staff are in compliance.
- ***Program supplies*** – Program Coordinators assure that adequate supplies are available to run children and youth programs.
- ***Reports*** – Program Coordinators prepares all requested reports.

RECREATION DEPARTMENT SENIOR PROGRAM - OPERATIONAL RESPONSIBILITIES

- ***Liaison between the City and Island Seniors, Inc.*** - Administrator serves as liaison between the City and Island Seniors, Inc., a non-profit organization that raises funds for the Island Seniors Program and acts as a liaison to the advisory committee.
- ***Senior Program activities*** - Administrator researches and implements all senior programs and activities
- ***Under the direction of the Program Administrator the Recreation Aides assist with senior activities*** - line-dancing, games, seminars, special events, etc.,
- ***Membership*** - Under the direction of the Program Administrator, Recreation Aides maintain membership files.
- ***Under the direction of the Program Administrator, Recreation Aides complete computer data entry.***
- ***Under the direction of the Program Administrator, Recreation Aides perform general office duties.***
- ***Under the direction of the Program Administrator, Recreation Aides prepare facility for events.***
- ***Program growth*** – Program Administrator makes long-range plans for future Seniors Program growth and expansion.
- ***Program information*** - Program Administrator holds public forums to provide seniors program information.
- ***Public information*** – Program Administrator maintains positive public relations and community-wide interrelationships.
- ***Communications*** – Program Administrator communicates with City departments and community organizations.
- ***Referrals*** – Program Administrator or designee provide appropriate information and referral to seniors for their special needs such as social, psychological, financial or other.

RECREATION DEPARTMENT BALL FIELDS - OPERATIONAL RESPONSIBILITIES

- ***Repair*** – Tradesworker and Serviceworker performs a variety of skilled repair and maintenance work including carpentry, painting, minor electrical work plumbing, equipment repair and irrigation systems, works with concrete, builds forms, mixes, pours, and finishes surfaces.
- ***Schedule contractors*** – Under the direction of the Recreation Superintendent the Tradesworker and Serviceworker schedules contractors for repair work, as needed.
- ***Grounds maintenance*** – Tradesworker and Serviceworker maintains grounds, mows lawns, pruning shrubs, and collects trash.
- ***Field maintenance*** – Tradesworker and Serviceworker mows ball fields
- ***Infield preparation*** – Tradesworker and Serviceworker drag infields; paint

- base lines; routinely checks athletic lights; cleans debris from facility surfaces; make necessary repairs, when possible.
- ***Facility safety*** – Tradesworker and Serviceworker inspects facilities for playability, safety and use.

- ***Public access*** – Tradesworker and Serviceworker builds decks, walkways, railings, and other structures for ADA compliant public access.

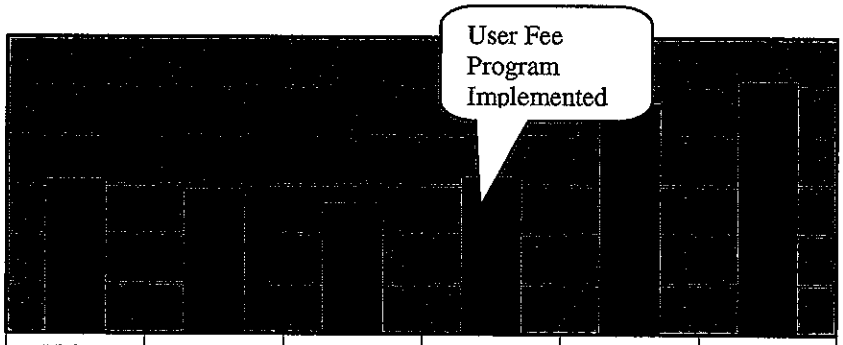
RECREATION DEPARTMENT HISTORICAL - OPERATIONAL RESPONSIBILITIES

- ***Liaison between the City and Historical Preservation Committee*** - The Recreation Director serves as liaison between the City and the Historical Preservation Committee; attends monthly meetings, prepares and presents department status reports and surveys; provides input concerning plans and activities per City policies and procedures.
- ***Historical Preservation Committee*** –Administrative Assistant assists committee members and compiles information and packets for the Committee.
- ***Historical Preservation activities*** – Recreation Director and Administrative Assistant researches and helps to coordinate activities at the Historical Village.
- ***Operations of the Historical Village and Museum*** –Recreation Director and Administrative Assistant oversee various administrative operations of the Historical Village and Museum.
- ***Routine repairs and maintenance*** – The Recreation Director, Administrative Assistant and Recreation Superintendent coordinate with public works for the maintenance of the structures and grounds at the Historical Village and Museum.
- ***Capital projects*** - The Recreation Superintendent oversees capital projects.
- ***Memberships*** - Under the direction of the Administrative Assistant and volunteer Membership Coordinator, the Recreation Aides maintain membership files.
- ***Clerical*** - Under the direction of the Administrative Assistant Recreation Aides perform computer data entry, general office duties, and prepare facility for events.
- ***Public relations*** – Recreation Director and Administrative Assistant maintain positive community-wide interrelationships; communicate with City departments and community organizations.

Trend Analysis:

A. **Recreation Program Revenue:** In 2003 City Council approved implementing a user fees schedule with annual fee adjustments for recreation programs such as Basketball, Cheerleading, After-school, Summer Program, Senior Aerobics, Swim Lessons, etc. The Program Revenue chart below supports the City's goal of stepping up revenue streams to offset program expenses, which will ultimately ease the burden on taxpayers. Since the inception of the program in 2003, revenue collected by program fees has increased by approximately 39%.

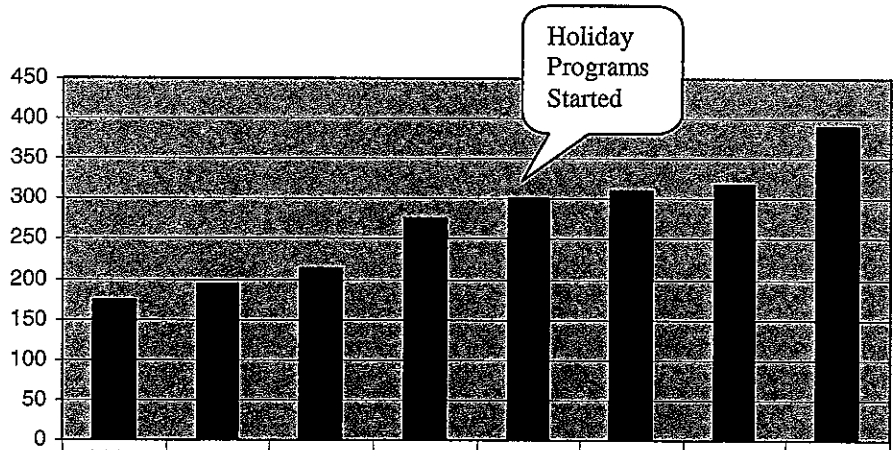
Recreation Program Revenue



	FY00	FY01	FY02	FY03	FY04	FY05
■ Annual Revenue	$61,478	$57,227	$51,977	$62,721	$92,599	$101,535

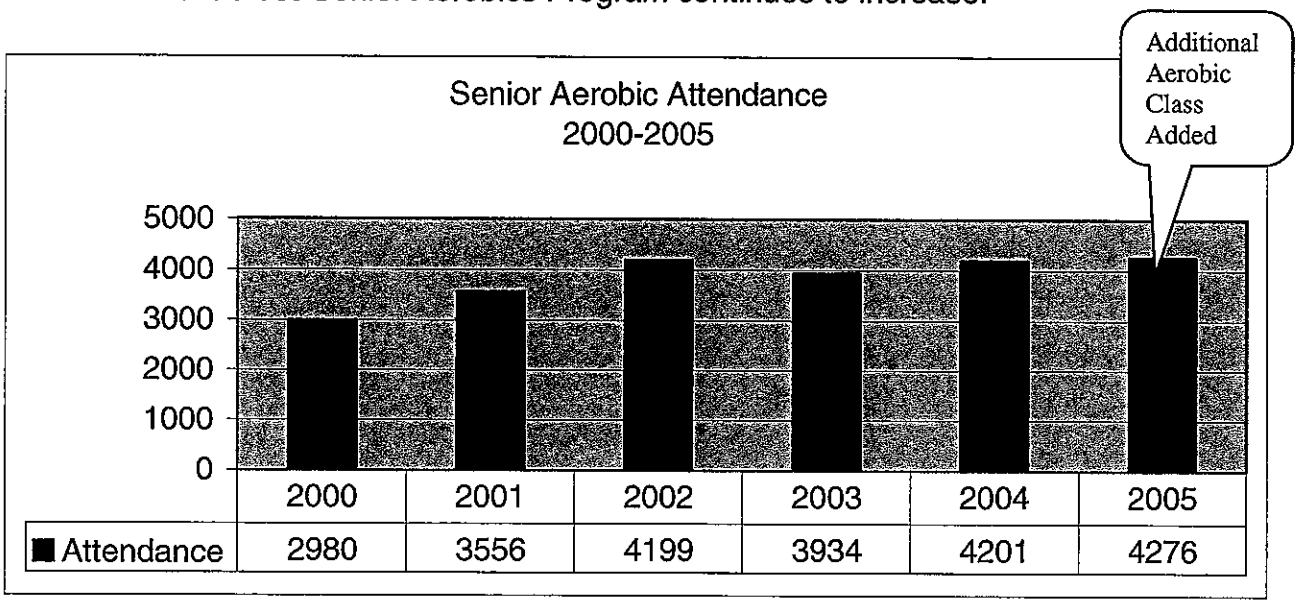
B. **After-school and Summer Program:** After-school and Summer Program attendance continues to increase.

After-School/Holiday/Summer Enrollment



	1998	1999	2000	2001	2002	2003	2004	2005
■ Enrollment	174	195	215	277	300	310	318	391

C. **Senior Aerobics:** Senior Aerobics Program continues to increase.



Emerging Issues:

- ***Full time Staff Positions***: Within the past few years it has become increasingly difficult to compete with job offers off the island. Previously there were three primary reasons for this difficulty. One of the reasons was the condition of the recreation facilities. That is being remedied by the pending construction of the new facility. Two major problem areas remain which impact hiring of quality recreation employees for full time positions:

  - Traffic conditions during season make travel to and from the island extraordinarily difficult and time consuming;
  - Current wage structure, although equivalent with comparable jobs off island, does not offset expenses for travel and time loss.

- ***Part time/As needed Positions: Recreation Aide turnover***:

  - Recreation Aides are used as Counselors in the majority of the children and youth programs.
  - Recreation Aides are invaluable to the operations of many of the programs the Recreation Department has to offer.
  - Recreation Aides receive no benefits and their hours are limited exacerbating the difficulty of hiring and retaining them beyond that of the full time staffers.
  - Current wage structure, although equivalent with comparable jobs off island, does not offset expenses for travel and time loss.
  - Many of Recreation Aides are young and in college or are seniors in high school. During season these employees sit in traffic almost as long as they are scheduled to work.

- ***Difficulty prioritizing and completing Goals, Objectives and general workload with limited staff due to new project and short deadlines.***

- ***The Historical Preservation Committee and the Parks and Recreation Committee continue to consume additional staff time preparing for meetings, reports and responding to questions.***

- ***Difficulty maintaining current program levels while the new facility is under construction.***

- ***User's Fees, Rental Fees, and operating hours must be determined prior to opening of new facility.***

- ***Coping with continued demand for increase in services with current staff level.***

City of Sanibel
Parks and Recreation Department Narrative

2005-2006 Goals, Objectives and Status:

GOAL 1 Implement the portions of the Parks and Recreation System Master Plan approved by City Council	**Status** Ongoing
Objective Work with the Parks and Recreation Committee, as the City liaison, to identify and prioritize projects within the approved Master Plan. And present committee and staff recommendations to the City Council for final approval.	**Status** Recreation Center Construction Referendum Passed April 4, 2006 - Proceeding with facility construction; City Council approved final site plan for the Community Park on May 16, 2006; Pending – Council to consider Roadside Park construction.
Objective Identify and pursue grant opportunities for approved projects, when possible	**Status** Obtained grant for Community Park; Obtained two (2) grants from Lee County and the School District.

GOAL 2 Work toward improving programming opportunities for the Sanibel Community.	**Status** Ongoing
Objective Survey residents and visitors to assist in determining new areas of interest to	**Status** Questionnaires developed and program participant's input solicited.
Objective Analyze and evaluate data to find areas of interest.	**Status** Analysis in progress.
Objective Implement survey results if budget and facilities allow	**Status** Pending questionnaire analysis.
Objective Research and network with local and national agencies to identify different program and partnership opportunities for residents and visitors on Sanibel.	**Status** Staff attending seminars, serving on state boards, subscription to pertinent professional publications, staff memberships in various organizations related to recreation field

GOAL 3 Assess current programs and facilities for safety and security	**Status** Ongoing
Objective Work to complete the Recreation Center Operations Manual.	**Status** In process of being developed to incorporate operations of new facility.
Objective Provide training opportunities for Recreation Department staff.	**Status** Staff training completed by Police Department on sexual predator awareness; Book compiled with updated list and pictures of convicted predators in the area.
Objective Work with the Florida League of Cities and the City of Sanibel's Risk Managers to identify facility hazards and take corrective actions whenever possible.	**Status** Completed
Objective Minimize children's exposure to potential risks and perform regular facilities assessments to identify security concerns. Take necessary precautions to minimize security problems for staff and patrons using City recreation facilities.	**Status** Check in, check-out table staffed during and after the after-school program; Program established to retain as needed staff for after-school program to maintain acceptable counselor to child ratios; Security cameras installed in and around the current recreation center – to be enhanced in new facility.

Major Accomplishments 2005 - 2006

- Recreation Center Construction Referendum Passed April 4, 2006 - Proceeding with facility construction.
- City Council accepts the final guaranteed maximum price for the construction of the Recreation Center.
- City Council approved final site plan for the Community Park on May 16, 2006.
- Obtained grant for Community Park from FRDAP.
- Obtained grant for partial project funding from the Lee County for construction of new recreation facility
- Obtained grant for partial project funding from the Lee County School District for construction of new recreation facility and portion of utility costs.
- Obtained 99 year lease of new recreation facility site property from Lee County.
- Obtained grant from LAT for restoration of Schoolhouse.

- Obtained grant from CDBG for restoration of Schoolhouse.
- Obtained grant from Southwest Florida Community Foundation for temporary staff assistance at the Historical Village and Museum.
- Obtained grant from Southwest Florida Community Foundation for scholarships for families in financial need.
- Staff attending seminars, serving on state boards, subscription to pertinent professional publications.
- Staff memberships in various organizations related to recreation field.
- Staff training completed by Police Department on sexual predator awareness.
- Book compiled with updated list and pictures of convicted predators in the area.
- Work with the Florida League of Cities and the City of Sanibel's Risk Managers to identify facility hazards and take corrective actions whenever possible.
- Check in, check-out table staffed during and after the after-school program.
- Program established to retain as needed staff for after-school program to maintain acceptable counselor to child ratios;
- Security cameras installed in and around the current recreation center – to be enhanced in new facility.
- Completed reorganization of the Recreation Administrative Filing System.
- Increased Senior Program membership.
- Increased participation in Senior's programs.
- Coordination of Independence Day Picnic/Fireworks.
- Schoolhouse restoration to be completed December, 2006.
- Skate area project to be completed in Fall of 2006.
- Color brochures for the Historical Village.

2006-2007 Goals, Objectives and Status:

GOAL 1 Coordinate and oversee the construction of the new Recreation Center facility	**MEASUREMENT CRITERIA** Progress in construction
GOAL 2 Prepare for the opening of the new Recreation Center	**MEASUREMENT CRITERIA** Opening of the facility.

General Fund
Parks & Recreation - Recreation Complex*

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	274,931	314,716	311,250	376,874	313,573	343,515
Part-time	130,052	156,192	150,002	150,002	191,437	177,143
Salary Adjustments	-	-	in Reserves			in Reserves
Requested positions	-	-	-	-	-	-
Overtime	13,328	18,010	12,000	12,000	19,425	15,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	8,312
FICA Match	32,405	37,951	38,145	43,581	40,119	43,466
Retirement	97,458	55,577	40,745	40,745	40,745	48,648
Cafeteria Benefits	48,022	51,786	56,030	56,030	56,030	71,698
Workers' Comp	20,871	18,822	40,071	40,071	16,938	24,687
Unemployment Comp	6	-	-	-	-	-
SUB-TOTAL	617,073	653,054	648,243	719,303	678,267	732,469
OPERATING EXPENSES						
Professional Serv	47,210	2,342	400	400	400	400
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	26,608	13,780	29,408	29,408	28,000	33,846
Investigations	-	-	-	-	-	-
Travel & Per Diem	10,303	17,350	22,048	22,048	22,000	22,048
Communications	7,065	8,785	5,920	5,920	6,500	7,160
Transportation	498	158	450	450	450	450
Utilities	-	-	-	-	-	-
Rentals & Leases	29,799	51,825	34,835	34,835	34,835	20,445
Insurance	-	-	-	-	500	-
Repair & Maintenance	7,077	21,674	21,600	21,600	20,000	4,200
Printing	405	647	1,290	1,290	1,290	1,140
Promotional Activities	6,815	4,535	5,250	5,250	5,250	8,500
Other Current Charges	3,307	1,433	1,450	1,450	1,450	950
Office Supplies	3,894	2,446	2,500	2,500	2,500	1,750
Operating Supplies	48,467	52,580	38,850	38,850	38,850	19,500
Road Materials & Supplies	-	-	1,000	1,000	-	-
Books, Subscriptions, etc	3,290	2,516	5,350	5,350	4,000	3,700
SUB-TOTAL	194,738	180,071	170,351	170,351	166,025	124,089
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	28,300	-	-		-	-
Improve Other Than Bldgs	1,186	18,216	-	22,670	22,669	-
Machinery & Equipment	4,727	-	13,250	13,250	13,250	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	34,213	18,216	13,250	35,920	35,919	-
DEPARTMENTAL TOTAL	846,024	851,341	831,844	925,574	880,211	856,558
*Temporary reduction in expenses while closed						
TO PREVIOUS YEAR	15.94%	0.63%		8.72%		-7.46%

General Fund
Parks & Recreation - Seniors Program

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	43,554	46,446	46,002	47,608	53,551	53,506
Part-time	15,466	11,513	16,004	16,004	10,061	16,004
Salary Adjustments	-	-	-	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	421	547	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	2,093
FICA Match	4,318	4,240	5,365	5,293	4,866	5,725
Retirement	12,330	6,948	5,093	5,093	5,093	5,723
Cafeteria Benefits	6,475	6,857	7,004	7,004	7,004	8,435
Workers' Comp	2,191	1,969	4,199	4,199	1,775	2,587
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	84,755	78,520	83,667	85,201	82,350	94,074
OPERATING EXPENSES						
Professional Serv	10	50	50	50	100	100
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	3,745	3,918	9,746	9,746	9,746	9,746
Investigations	-	-	-	-	-	-
Travel & Per Diem	792	1,459	1,600	1,600	1,777	1,700
Communications	1,889	2,347	2,456	2,456	2,100	2,300
Transportation	1,133	861	1,200	1,200	1,134	1,200
Utilities	-	-	-	-	-	-
Rentals & Leases	63	50	250	250	100	100
Insurance	-	-	-	-	-	-
Repair & Maintenance	121	-	400	400	-	-
Printing	141	-	200	200	200	200
Promotional Activities	209	1,373	1,000	1,000	1,000	1,000
Other Current Charges	-	-	-	-	-	-
Office Supplies	421	656	1,420	1,420	1,000	1,000
Operating Supplies	493	1,542	1,424	1,424	1,424	1,400
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	483	535	567	567	567	560
SUB-TOTAL	9,500	12,791	20,313	20,313	19,148	19,306
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-		-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	94,255	91,311	103,980	105,514	101,498	113,380
% CHANGE COMPARED TO PREVIOUS YEAR	-1.99%	-3.12%		15.55%		7.45%

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-	-	-	-	-	-
Part-time	-	-	-	-	-	-
Requested positions	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	-	-	-	-	-	-
Retirement	-	-	-	-	-	-
Cafeteria Benefits	-	-	-	-	-	-
Workers' Comp	-	-	-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	-	-	16,400	16,400	16,400	1,400
Investigations	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance	5,770	5,967	6,100	6,100	6,170	7,500
Repair & Maintenance	498	68	500	500	500	500
Printing	-	-	-	-	-	-
Promotional Activities	-	-	-	-	-	-
Other Current Charges	-	-	1,000	1,000	100	500
Office Supplies	-	-	-	-	-	-
Operating Supplies	166	15	200	200	200	200
Road Materials & Supplies	503	-	1,500	1,500	1,500	1,500
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	6,937	6,050	25,700	25,700	24,870	11,600
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	6,937	6,050	25,700	25,700	24,870	11,600
% CHANGE COMPARED TO PREVIOUS YEAR	-54.65%	-12.79%		324.79%		-54.86%

Historical Committee Fund
Parks & Recreation - Museum

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-			4,645	4,645	-
Part-time	1,401	993	4,556	5,087	5,087	4,893
Salary Adjustments	-		in Reserves	in Reserves	-	in Reserves
Requested positions	-		-	-	-	27,976
Overtime	-		-	3,017	-	-
Special Pay	-		-	-	-	-
FICA Match	107	76	389	744	744	3,601
Retirement	365		-	-	-	-
Cafeteria Benefits	-		-	-	-	-
Workers' Comp	105	94	-	-	-	216
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,978	1,163	4,945	13,493	10,476	36,687
OPERATING EXPENSES						
Professional Serv	-		600	600	600	700
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	8,617	27,255	11,912	16,202	15,000	15,838
Investigations	-		-	-	-	-
Travel & Per Diem	53	506	490	490	490	634
Communications	2,765	2,437	2,500	2,500	2,500	2,500
Transportation	1,442	1,321	2,722	2,722	2,722	1,900
Utilities	3,650	4,416	4,500	4,500	4,500	5,250
Rentals & Leases	611	3,901	980	3,480	3,000	1,008
Insurance	-		-	-	-	-
Repair & Maintenance	4,123	6,103	15,500	9,868	34,000	24,200
Printing	3,149	4,170	6,200	6,200	4,000	4,750
Promotional Activities	7,810	3,762	12,150	14,499	13,850	8,750
Other Current Charges	37,386	35,947	36,300	98,389	62,389	62,689
Office Supplies	718	783	1,200	1,200	1,200	2,100
Operating Supplies	4,036	5,270	14,320	15,063	15,000	9,850
Road Materials & Supplies	-		1,000	1,000	1,000	-
Books, Subscriptions, etc	443	(393)	500	800	750	750
SUB-TOTAL	74,803	95,478	110,874	177,513	161,001	140,919
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	85,479	103,991	-	10,000	10,000	-
Improve Other Than Bldgs	-	55,374	-	35,000	30,000	7,500
Machinery & Equipment	2,000	2,253	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	87,479	161,618	-	45,000	40,000	7,500
Grants & Aids	-	5,000	5,000	5,000	5,000	5,000
DEPARTMENTAL TOTAL	164,260	263,259	120,819	241,006	216,477	190,106
% CHANGE COMPARED TO PREVIOUS YEAR	83.17%	60.27%		46.72%		-21.12%

Recreation Center Donation Fund
Department of Parks and Recreation

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages	-		-	-	-	-
Overtime	-		-	-	-	-
Special Pay	-		-	-	-	-
FICA Match	-		-	-	-	-
Retirement	-		-	-	-	-
Life & Health Ins	-		-	-	-	-
25% Dependent Health Ins	-		-	-	-	-
Workers' Comp	-		-	-	-	-
Unemployment Comp	-		-	-	-	-
SUB-TOTAL	-		-	-	-	-
OPERATING EXPENSES						
Professional Serv	-		-	-	-	-
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	3,570	3,510	6,100	3,100	1,800	5,500
Investigations	-		-	-	-	-
Travel & Per Diem	-	10	-	-	-	-
Communications	-		-	-	-	-
Transportation	-		-	-	-	-
Utilities	-		-	-	-	-
Rentals & Leases	143		1,100	1,100	1,100	1,100
Insurance	-	432	500	500	500	650
Repair & Maintenance	-	3	-	-	-	-
Printing	-		1,800	1,800	1,800	1,750
Promotional Activities	6,922	5,773	7,200	2,200	2,200	5,700
Other Current Charges	432	204	-	-	-	-
Office Supplies	-		-	-	-	-
Operating Supplies	12,213	16,337	12,500	20,500	20,500	17,025
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	23,280	26,269	29,200	29,200	27,900	31,725
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		1,000	1,000	1,000	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	1,000	1,000	1,000	-
DEPARTMENTAL TOTAL	23,280	26,269	30,200	30,200	28,900	31,725
% CHANGE COMPARED TO PREVIOUS YEAR	31.89%	12.84%		29.73%		5.05%

Special Revenue Fund
Sanibel School - Ball Park Maintenance

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	54,024	65,080	65,463	68,032	68,032	68,245
Part-time	-		-	-	-	-
Salary Adjustments	-		in Reserves	-	in Reserves	in Reserves
Requested positions	-		-	-	-	-
Overtime	1,846	1,877	600	600	600	600
Special Pay	-		-	-	-	-
FICA Match	4,141	5,047	5,329	5,542	5,542	5,509
Retirement	6,393	10,627	10,186	10,186	10,186	11,447
Cafeteria Benefits	12,889	14,848	14,008	14,008	14,008	16,870
Workers' Comp	521	468	999	999	422	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	79,814	97,947	96,585	99,367	98,790	102,671
OPERATING EXPENSES						
Professional Serv	-		-	-	100	100
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	6,861	4,842	4,200	4,200	4,656	4,800
Investigations	-		-	-	-	-
Travel & Per Diem	442	1,143	903	2,903	2,903	3,373
Communications	338	583	2,688	2,688	2,688	2,688
Transportation	-		250	250	250	300
Utilities	23,844	18,503	18,727	16,027	14,000	14,000
Rentals & Leases	5,717	4,941	10,025	5,025	5,025	7,400
Insurance	-		-	-	-	-
Repair & Maintenance	7,543	18,600	13,000	12,000	12,000	13,350
Printing	-		-	-	-	-
Promotional Activities	-		-	-	-	-
Other Current Charges	29,304	29,388	30,000	33,161	40,000	40,000
Office Supplies	-		100	100	100	100
Operating Supplies	13,072	6,721	17,200	17,200	16,000	19,300
Road Materials & Supplies	1,290		4,525	4,525	4,000	1,125
Books, Subscriptions, etc	-	-	240	1,940	240	890
SUB-TOTAL	88,411	84,721	101,858	100,019	101,962	107,426
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-	1,225	10,700	15,700	15,700	2,000
Machinery & Equipment	-	35,036	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	36,261	10,700	15,700	15,700	2,000
DEPARTMENTAL TOTAL	168,225	218,929	209,143	215,086	216,452	212,097
% CHANGE COMPARED TO PREVIOUS YEAR	6.05%	30.14%		-1.76%		-1.39%

General Fund
Parks & Recreation-Public Facilities

	Fiscal Year 2004 Actual Expenditures	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Adopted Budget	Fiscal Year 2006 Amended Budget	Fiscal Year 2006 Estimated Actual	FY 07 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	126,353	62,234	94,318	99,082	99,604	105,877
Part-time	1,200	-	-	-	-	-
Salary Adjustment	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	-	-	-	-
Overtime	7,777	13,326	15,000	25,000	24,482	35,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	11,084	5,532	8,633	9,028	9,493	11,154
Retirement	31,199	13,894	10,186	10,186	10,186	17,170
Cafeteria Benefits	20,697	14,578	21,011	21,011	21,011	25,305
Workers' Comp	5,217	4,690	10,001	10,001	4,228	6,162
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	203,527	114,254	159,149	174,308	169,004	200,668
OPERATING EXPENSES						
Professional Serv	9,761	8,107	35,000	35,000	53,000	29,000
Accounting & Auditing	-	-	-	-	-	-
Court Reporting	-	-	-	-	-	-
Other Contractual	357,119	53,531	60,300	105,648	93,198	71,500
Investigations	-	-	-	-	-	-
Travel & Per Diem	638	2,284	1,900	1,300	1,300	1,300
Communications	4,398	3,505	5,240	5,240	5,240	5,040
Transportation	31	17	100	100	100	100
Utilities	98,421	115,560	91,000	107,000	101,500	104,700
Rentals & Leases	498	251	400	5,700	4,500	6,800
Insurance	-	-	-	-	-	-
Repair & Maintenance	50,609	43,212	65,120	61,120	56,680	62,060
Printing	-	-	-	-	-	-
Promotional Activities	-	(250)	-	-	-	-
Other Current Charges	3,186	339	2,500	2,500	2,800	2,950
Office Supplies	8	1	150	150	150	150
Operating Supplies	24,884	19,059	25,200	20,200	25,200	26,400
Road Materials & Supplies	415	4,925	5,000	5,000	5,000	5,000
Books, Subscriptions, etc	-	-	-	300	-	-
SUB-TOTAL	549,968	250,541	291,910	349,258	348,668	315,000
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-		-	-
Improve Other Than Bldgs	-	-	-	-	-	23,784
Machinery & Equipment	2,490	12,704	15,400	9,900	11,500	11,000
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	2,490	12,704	15,400	9,900	11,500	34,784
DEPARTMENTAL TOTAL	755,985	377,499	466,459	533,466	529,172	550,452
% CHANGE COMPARED TO PREVIOUS YEAR	64.64%	-50.07%		141.32%		3.18%

Schedule of Interfund Transfers

SUMMARY SCHEDULE OF INTERFUND TRANSFERS
REQUESTED BUDGET FOR FISCAL YEAR 2006-07

FUND NUMBER	FUND DESCRIPTION	INTERFUND TRANSFERS TO OTHER FUNDS	INTERFUND TRANSFERS FROM OTHER FUNDS
001	General Fund	$ 3,270,013	$ -
106	Vehicle Weigh Station	300,000	
109	Historical Committee Fund		127,155
120	Road Impact Fee Fund	-	
162	Franchise & Occupational License	900,000	
173	Ballfield Maintenance Fund		50,000
180	Below Market Rate Housing Administration		243,000
202	1997 $1.25M D.S.-Paulsen Land Acq		120,000
207	1979 $3.19M Debt Service Fund		187,477
213	2004 $10 M FLGFC Hurricane Charley Debt		908,660
280	Below Market Rate Housing Debt Service		265,000
300	Capital Asset Acquisition Fund		245,500
301	Transportation Capital Projects Fund		712,279
307	Periwinkle Way Road Improvement Fund		1,500,000
316	Brazilian Pepper Removal Fund		107,943
341	Sanibel Harbor Canal Trimming Project		3,000
	TOTAL OPERATING TRANSFERS	$ 4,470,013	$ 4,470,013

DETAIL SCHEDULE OF INTERFUND TRANSFERS
REQUESTED BUDGET FOR FISCAL YEAR 2006-07

FUND NUMBER			FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
001			***General Fund***		-
	109	To:	Historical Committee Fund	127,155	
	173	To:	Ballfield Maintenance Fund	50,000	
	180	To:	Below Market Rate Housing Fund	243,000	
	213	To:	2004 $10M Hurricane Charley Debt Service	908,660	
	300	To:	Capital Acquisition Fund	245,500	
	301	To:	Transportation Capital Project Fund	100,000	
	307	To:	Periwinkle Shared-Use Path	1,500,000	
	316	To:	Brazilian Pepper Removal Fund	95,698	
106			***Vehicle Weigh Station Fund***		
	301	To:	Transportation Capital Project Fund	300,000	
109			***Historical Committee Fund***		
	001	From:	General Fund		127,155
162			***Franchise & Occupational License***		
	207	To:	1979 $3.19M Debt Service Fund	187,477	
	202	To:	1997 $1.25M D.S.-Paulsen Land Acq	120,000	
	280	To:	Below Market Rate Housing Debt Service	265,000	
	301	To:	Transportation Capital Project Fund	312,279	
	316	To:	Brazilian Pepper Removal Fund	12,244	
	341	To:	Sanibel Harbor Canal Trimming Project	3,000	
173			***Ballfield Maintenance Fund***		
	001	From:	General Fund		50,000
180			***Below Market Rate Housing Program***		
	001	From:	General Fund		243,000
202			***1997 $1.25M D.S.-Paulsen Land Acq***		
	162	From:	Franchise & Occupational License		120,000
207			***1979 $3.19M Debt Service Fund***		
	162	From:	Franchise & Occupational License		187,477
213			***2004 $10M Hurricane Charley Debt Fund***		
	001	From:	General Fund		908,660
280			***Below Market Rate Housing Debt Service***		
	162	From:	Franchise & Occupational License		265,000
300			***Capital Asset Acquisition Fund***		
	001	From:	General Fund		245,500
301			***Transportation Capital Projects Fund***		
	001	From:	General Fund		100,000
	106	From:	Vehicle Weight Station		300,000
	162	From:	Franchise & Occupational License		312,279
307			***Periwinkle Shared-Use Path***		
	001	From:	General Fund		1,500,000
316			***Brazilian Pepper Removal Fund***		
	001	From:	General Fund		95,698
	162	From:	Franchise & Occupational License		12,244
341			***Sanibel Harbor Canal Trimming Project***		
	162	From:	Franchise & Occupational License		3,000
			TOTAL OPERATING TRANSFERS	4,470,013	4,470,013

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Classification and Pay Plan

PAY SCHEDULE FOR FISCAL YEAR 2006-2007

GRADE	POSITION	NEW MINIMUM	HOURLY	NEW MAXIMUM	HOURLY
10	CLERK TYPIST	$21,496	$10.3346	$28,280	$13.5962
13	LIFEGUARD	$24,900	$11.9712	$34,074	$16.3817
13	POLICE AIDE				
13	RECREATION AIDE				
14	WASTEWATER OPERATOR TRAINEE	$26,081	$12.5389	$35,312	$16.9769
15	SR LIFEGUARD/INSTRUCTOR	$27,412	$13.1788	$37,894	$18.2183
15	ADMINISTRATIVE RECEPTIONIST				
15	UTILITY SERVICE WORKER				
15	SERVICE WORKER				
16	ADMINISTRATIVE SECRETARY	$28,524	$13.7135	$42,044	$20.2135
16	PERMIT TECHNICIAN				
16	RECORDING SECRETARY				
16	POLICE RECORDS COORDINATOR				
17	LICENSING AND PERMIT TECHNICIAN	$31,340	$15.0673	$46,358	$22.2875
17	TRADESWORKER				
17	ADMINISTRATIVE ASSISTANT				
17	DISPATCHER				
17	MECHANIC				
17	UTILITY MAINTENANCE MECHANIC I				
17	WASTEWATER I PLANT OPERATOR				
17	POLICE AIDE SUPERVISOR				
17	EMERGENCY MANAGEMENT TECHNICIAN				
18	EQUIPMENT OPERATOR/CREW LEADER	$34,528	$16.6000	$50,484	$24.2712
18	AQUATICS SUPERVISOR				
18	CODE ENFORCEMENT OFFICER				
18	FISCAL ASSISTANT				
18	RECREATION PROGRAM COORDINATOR				
18	UTILITY MAINTENANCE MECHANIC II				
18	WASTEWATER II PLANT OPERATOR				
18	SUPERVISORY PERMIT COORDINATOR				
19	COMPUTER SUPPORT SPECIALIST	$38,958	$18.7298	$58,438	$28.0952
19	BUILDING INSPECTOR				
19	CONSERVATION OFFICER				
19	ENGINEERING TECHNICIAN				
19	GARAGE SUPERVISOR				
19	PARKS MAINTENANCE SUPERVISOR				
19	UTILITY MAINTENANCE MECHANIC III				
19	WASTEWATER III PLANT OPERATOR				
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT				
19	PARALEGAL				
19	POLICE OFFICER*		*Advanced in hiring rate authorized		
19	SENIORS PROGRAM ADMINISTRATOR	$38,958	$18.7298	$58,438	$28.0952

Effective October 9, 2006

PAY SCHEDULE FOR FISCAL YEAR 2006-2007

GRADE	POSITION	NEW MINIMUM	HOURLY	NEW MAXIMUM	HOURLY
20	EXECUTIVE ASSISTANT TO CITY MANAGER	$42,495	$20.4303	$61,188	$29.4173
20	LEAD WASTEWATER TREATMENT OPERATOR				
20	RECREATION SUPERINTENDENT				
20	ENVIRONMENTAL SPECIALIST				
20	ENVIRONMENTAL SERVICES SPECIALIST				
21	HUMAN RESOURCES GENERALIST	$46,344	$22.2808	$66,988	$32.2058
21	PUBLIC WORKS OPERATIONS MANAGER				
21	ENGINEER INTERN				
21	TRANSPORTATION PLANNER				
21	ACCOUNTANT				
21	CHIEF WASTEWATER SYSTEMS OPERATOR				
21	PLANNER				
21	STREETS SUPERINTENDENT				
21	ENVIRONMENTAL PLANNER				
21	SENIOR BUILDING INSPECTOR				
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	$51,396	$24.7096	$74,140	$35.6442
22	DETECTIVE				
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIS				
22	QUALITY ASSURANCE INSPECTOR				
22	SERGEANT				
22	SENIOR ACCOUNTANT				
22	FISCAL ANALYST				
23	ASSISTANT FINANCE DIRECTOR	$56,390	$27.1106	$82,292	$39.5635
23	DEPUTY BUILDING OFFICIAL				
23	MIS DIRECTOR				
23	POLICE LIEUTENANT				
24	ASSISTANT CITY ENGINEER	$60,124	$28.9058	$93,970	$45.1779
24	BUILDING OFFICIAL				
24	POLICE MAJOR				
24	RECREATION DIRECTOR				
24	CITY CLERK				
25	DEPUTY PLANNING DIRECTOR	$68,448	$32.9077	$104,340	$50.1635
25	DEPUTY PUBLIC WORKS DIRECTOR				
26	NATURAL RESOURCES DIRECTOR	$85,076	$40.9019	$124,500	$59.8558
26	FINANCE DIRECTOR				
26	ADMINISTRATIVE SERVICES DIRECTOR				
26	PLANNING DIRECTOR				
26	POLICE CHIEF				
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	$96,957	$46.6139	$139,200	$66.9231

Effective October 9, 2006

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2006 AND PROJECTIONS FOR FISCAL YEAR 2007

OPERATING BUDGET			AUTHORIZED FULL-TIME POSITIONS					AUTHORIZED PART-TIME FTE					
Department	Grade	Job Title	2003	2004	2005	2006	2007.0	2003	2004	2005	2006	2007	
Administration													
	26	Administrative Services Director	1	1	1	1	1.0						
	24	City Clerk	1	1	1	1	1.0						
	22	Community Education Coordinator*	1										
	20	Executive Assistant to City Manager	1	1	1	1	1.0						
	16	Administrative Secretary*	1			1	1.0						
	Contract	City Manager	1	1	1	1	1.0						
*Positions were budgeted, but were eliminated based on a loss of causeway revenue													
		ADMINISTRATION TOTALS	**6**	**4**	**4**	**5**	**5.0**						
Building													
	24	Building Official	1	1	1	1	1.0						
	23	Deputy Building Official	1	1	1	1	1.0						
	21	Senior Building Inspector				1	1.0						
	19	Building Inspector	1	1	1	1	1.0						
	19	Building Plans Examiner*	1										
	19	Construction Project Representative			[1]	0.50							
	18	Supervisory Permit Coodinator				1	1.0						
	17	Senior Permit Technician	1	1	1								
	17	Licensing and Permit Technician					1.0						
	16	Permit Technician	1	1	2**	2	1.5				0.50		
*Position was budgeted, but was eliminated based on a loss of causeway revenue					** Added mid year								
		BUILDING TOTALS	**6**	**5**	**7**	**7.50**	**7.5**				**0.50**		
Finance													
	26	Finance Director	1	1	1	1	1.0						
	23	Assistant Finance Director	1	1	1	1	1.0						
	22	Fiscal Analyst				1	1.0						
	22	Senior Accountant				1	1.0						
	21	Accountant			1								
	21	Human Resources Generalist				1	1.0						
	19	Benefits and Payroll Specialist			1								
	18	Fiscal Assistant	2	2	1	1	1.0						
	16	Administrative Secretary	1	1	1	1	1.0						
	10	Clerk Typist						0.50	0.50	0.50	0.50	0.50	
		FINANCE TOTALS	**5**	**5**	**6**	**7**	**7.0**	**0.50**	**0.50**	**0.50**	**0.50**	**0.50**	

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2006 AND PROJECTIONS FOR FISCAL YEAR 2007

OPERATING BUDGET			AUTHORIZED FULL-TIME POSITIONS					AUTHORIZED PART-TIME FTE					
Department	Grade	Job Title	2003	2004	2005	2006	2007.0	2003	2004	2005	2006	2007	
Legal													
	19	Paralegal	1	1	1	1	1.0						
	Contract	City Attorney	1	1	1	1	1.0						
		LEGAL TOTALS	**2**	**2**	**2**	**2**	**2.0**						
Legislative													
	16	Recording Secretary	1	1	1	1	1.0						
	15	Administrative Receptionist	1	1	1	1	1.0						
		LEGISLATIVE TOTALS	**2**	**2**	**2**	**2**	**2.0**						
MIS													
	23	MIS Director	1	1	1	1	1.0						
	19	Computer Support Specialist	1	1	1	2	2.0						
		MIS TOTALS	**2**	**2**	**2**	**3**	**3.0**						
Nat Resources													
	26	Natural Resources Director	1	1	1	1	1.0						
	22	Environmental Health & Water Quality Spec				1	1.0						
	21	Environmental Planner	1	1	1								
	20	Environmental Specialist				1	1.0						
		NATURAL RESOURCES TOTALS	**2**	**2**	**2**	**3**	**3.0**						
Planning													
	26	Planning Director	1	1	1	1	1.0						
	25	Deputy Planning Director				1	1.0						
	24	Assistant Planning Director	1	1	1								
	21	Planner	3	3	3	3	3.0				0.80	0.80	
	21	Transportation Planner				1	1.0						
	18	Code Enforcement Officer	2	2	2	2	2.0						
	17	Administrative Assistant					1.0						
	16	Recording Secretary	1	1	1	1	0.0						
	16	Administrative Secretary	1	1	1	1	1.0						
		PLANNING TOTALS	**9**	**9**	**9**	**10**	**10.0**				**0.80**	**0.80**	

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BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2006 AND PROJECTIONS FOR FISCAL YEAR 2007

OPERATING BUDGET			AUTHORIZED FULL-TIME POSITIONS					AUTHORIZED PART-TIME FTE				
Department	Grade	Job Title	2003	2004	2005	2006	2007.0	2003	2004	2005	2006	2007
Police												
	26	Police Chief	1	1	1	1	1.0					
	24	Police Major	1	1	1	1	1.0					
	23	Police Lieutenant	2	2	2	3	3.0					
	22	Sergeant	5	5	5	4	4.0					
	19	Police Officer	12	12	12	12	16.0	2.75	2.75	2.75	2.75	0.75
	17	Dispatcher	5	5	5	5	5.0	0.75	0.75	0.75	0.75	0.75
	17	Administrative Assistant		1	1	1	1.0					
	17	Emergency Management Technician		1	1	1	1.0					
	16	Police Records Coordinator	1	1	1	1	1.0					
	16	Administrative Secretary	3	1	1	1	1.0					
	13	Police Aide	3	4	4	4	4.0	2.33	2.33	2.33	2.33	1.75
		POLICE TOTALS	**33**	**34**	**34**	**34**	**38.0**	**5.83**	**5.83**	**5.83**	**5.83**	**3.25**
Public Works												
	27	Public Works Director/City Engineer	1	1	1	1	1.0					
	25	Deputy Public Works Director				1	1.0					
	24	Assistant City Engineer	1	1	1	1	1.0					
	21	Streets Superintendent	1	1	1	1	1.0					
	21	Engineering Intern		1	1	1	1.0					
	20	Public Works Operations Manager	1	1	1	1	1.0					
	19	Parks Maintenance Supervisor	1									
	19	Garage Supervisor	1	1	1	1	1.0					
	19	Engineering Technician	2	1	1	1	1.0					
	19	Lead Operator/Assistant Streets Super	1	1	1	1	1.0					
	18	Equipment Operator-Crew Leader	2	2	2	2	2.0					
	17	Tradesworker	6	6	4	5	8.0					
	17	Mechanic	1	1	1	1	1.0					
	15	Service Worker	4	5	5	5	2.0					
	10	Clerk Typist										
	0	Intern						0.23				
		PUBLIC WORKS TOTALS	**22**	**22**	**20**	**22**	**22.0**	**0.23**				

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2006 AND PROJECTIONS FOR FISCAL YEAR 2007

OPERATING BUDGET												
			AUTHORIZED FULL-TIME POSITIONS					AUTHORIZED PART-TIME FTE				
Department	Grade	Job Title	2003	2004	2005	2006	2007.0	2003	2004	2005	2006	2007
Recreation												
	24	Recreation Director	1	1	1	1	1.0					
	20	Recreation Superintendent	1	1	1	1	1.0					
	19	Seniors Program Administrator	1			1	1.0					
	18	Aquatics Supervisor	1	1	1	1	1.0					
	18	Recreation Program Coordinator	2	3	3	2	2.0					
	17	Tradesworker	1	1	1	1	1.0					
	17	Administrative Assistant	1	1	1	1	1.0					
	15	Service Worker	1	1	1	1	1.0					
	15	Senior Lifeguard/Instructor	1	1	1	1	1.0					
	13	Lifeguard	1	1	1	1	1.0	1.70	1.70	1.70	1.70	1.70
	13	Recreation Aide*				0.50	0.50	3.74	5.34	5.34	4.84	4.84
	10	Clerk Typist						0.20	0.20	0.20	0.20	1.00
		RECREATION TOTALS	**11**	**11**	**11**	**11.5**	**11.5**	**5.64**	**7.24**	**7.24**	**6.74**	**7.54**
		*Fees were used to offset the increase in FTE from 2003 to 2004										
GRAND TOTAL OPERATING BUDGET			**100.00**	**98.00**	**99.00**	**107.00**	**111.0**	**12.20**	**13.57**	**13.57**	**14.37**	**12.09**
		Increase Over Prior Year		**-2.00**	**1.00**	**8.00**	**4.0**		**1.37**	**0.00**	**0.80**	**-2.28**
		COMBINED TOTAL MANPOWER	**112.20**	**111.57**	**112.57**	**121.37**	**123.1**					

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

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2006 AND PROJECTIONS FOR FISCAL YEAR 2007

ENTERPRISE FUNDS			AUTHORIZED FULL-TIME POSITIONS					AUTHORIZED PART-TIME FTE				
Fund	Grade	Job Title	2003	2004	2005	2006	2007.0	2003	2004	2005	2006	2007
*Utility**												
	25	Utility Director	1	1	1							
	24	UT Capital Projects Engineer	1	1	1	1						
	22	Quality Assurance Inspector	2	2	1	1						0.25
	22	Utility Maintenance Supervisor/Elec		1	1	1	1.0					
	21	Chief, Wastewater Systems Operator	1	1	1	1	1.0					
	19	Utility Operations Specialist			1	1						
	20	Environmental Services Specialist					1.0					
	20	Lead Wastewater Plant Operator			1	1	1.0					
	21	Accountant	1	1	1	1	1.0					
	18	Senior Administrative Assistant	1	1								
	19	Electrician	1	1	1							
	17, 18 &19	Utility Maintenance Mechanic	3	4	2	5	5.0					
	17,18 & 19	Wastewater Plant Operator	5	5	4	4	5.0					
	15	Utility Service Worker	1	1	4	1	2.0					
	14	Wastewater Operator Trainee	1	1	1	1						
	11	Engineering Intern	1	1								
		UTILITY TOTALS	**19**	**21**	**20**	**18**	**17.0**					
		Increase/Decrease Over Prior Year		2	-1	-2	-1					0.25
		*Functions assigned to Public Works starting FY 2006 with pro-rating staff across budgets lines beginning FY 2007										
Beach Parking												
	19	Police Officer	3	3	3	3	3.0	0.50	0.50	0.50	0.50	0.50
	19	Parks Maintenance Supervisor		1	1	1	1.0					
	19	Engineering Technician										
	17	Police Aide Supervisor		1	1	1	1.0					
	17	Tradesworker	2	2	4	5	5.0					
	13	Police Aide *		1	4	4	4.0	4.38	3.51			
	15	Service Worker		1				0.35				
	10	Clerk Typist										
		BEACH PARKING TOTALS	**5**	**9**	**13**	**14**	**14.0**	**5.23**	**4.01**	**0.50**	**0.50**	**0.50**
		Increase Over Prior Year		4	4	1	0.0		-1.22	-3.51	0.00	0.75
*		*Parking fees were increased in 2004, employees were working full-time and to meet FLSA, the employees were converted to full-time										

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

Schedule of Personal Services

FISCAL YEAR 2006-07 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

	FY 2006 Budgeted Positions			FY 2007 Budgeted Positions			COMPENSATION					FRINGE BENEFITS					
							SALARIES		RESERVE		RHS/Shift				SWORN		
	Full-time FTE's (*)	Part-time FTE's (*)	TOTAL FTE's (*)	Full-time FTE's (*)	Part-time FTE's (*)	TOTAL FTE's (*)	CURRENT POSITIONS	REQUESTED POSITIONS	FOR COMP @ 4.65% OR RECLASS ADJ'S	OVER-TIME	Differential Educ Incentive	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	OFFICER DEPENDENT COV	WORKERS COMP	TOTAL
												-	14.60% 18.50%	8,435.01	21	0.00%	
OPERATING BUDGET																	
GENERAL FUND																	
General Government																	
Legislative	2.00	-	2.00	2.00	-	2.00	$ 56,279	$ -	$ 2,617	$ 1,800	-	$ 4,643	$ 11,447	$ 16,870	$ -	$ 432	$ 94,088
Administrative	5.00	-	5.00	5.00	-	5.00	381,848	-	11,011	16,000	1,312	27,693	45,233	42,175	-	3,697	528,969
Management Info Sys	3.00	-	3.00	3.00	-	3.00	148,027	-	6,883	8,000	-	12,463	17,170	25,305	-	420	218,268
Finance	7.00	0.50	7.50	7.00	0.50	7.50	459,772	-	21,379	10,000	7,529	37,197	40,063	59,045	-	1,603	636,589
Legal	2.00	-	2.00	2.00	-	2.00	180,335	-	1,910	1,400	5,549	11,452	27,169	16,870	-	739	245,424
Planning	10.00	0.80	10.80	10.00	0.80	10.80	623,046	-	28,972	13,000	1,856	49,400	57,233	84,350	-	1,911	859,768
Public Safety																	
Police	33.00	5.25	38.25	37.00	3.25	40.25	1,810,642	84,044	81,298	100,000	76,710	163,568	413,165	312,095	33,000	141,340	3,215,862
S.E.M.P.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
Physical Environment																	
Natural Resources	3.00	-	3.00	3.00	-	3.00	209,500		9,742	-	7,274	16,530	17,170	25,305	-	4,929	290,450
Transporation																	
PW-Streets & Garage	19.00	-	19.00	19.00	-	19.00	904,255		39,272	105,000	16,138	78,904	108,743	160,265	-	61,615	1,474,192
Culture/Recreation																	
P&R Rec Center	8.50	5.92	14.42	8.50	5.92	14.42	520,658	-	24,211	15,000	8,312	43,466	48,648	71,698	-	24,687	756,679
P&R Public Facilities	3.00	-	3.00	3.00	-	3.00	105,877	-	4,923	35,000	-	11,154	17,170	25,305	-	6,162	205,591
P&R Seniors	1.00	0.62	1.62	1.00	0.62	1.62	69,510	-	3,232	-	2,093	5,725	5,723	8,435	-	2,587	97,306
TOTAL GENERAL FUND:	96.50	13.09	109.59	100.50	11.09	111.59	5,469,751	84,044	235,449	305,200	126,773	462,194	808,934	847,719	33,000	250,122	8,623,186
BUILDING DEPARTMENT FUND																	
Public Safety																	
Building Department	7.50	0.50	8.00	7.50	-	7.50	373,431	(14,293)	17,365	-	-	28,802	42,925	63,263	-	12,487	523,980
VEHICLE WEIGHT PERMIT FUND																	
Public Safety																	
Police Department	1.00	0.58	1.58	1.00	-	1.00	25,703	-	1,195	-	-	2,058	5,723	8,435	-	-	43,114
HISTORICAL COMMITTEE FUND																	
Culture/Recreation																	
P&R Museum	-	0.20	0.20	-	1.00	1.00	4,893	27,976	1,580	-	-	3,601	-	-	-	216	38,266
SANIBEL ELEMENTARY BALL PARK FUND																	
Culture/Recreation																	
Public Facilities	2.00	-	2.00	2.00	-	2.00	68,245	-	3,173	600	-	5,509	11,447	16,870	-	615	106,459
RECREATION CENTER CAPITAL PROJECT FUND																	
Culture/Recreation																	
Recreation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING BUDGET	107.00	14.37	121.37	111.00	12.09	123.09	$ 5,568,592	$ 112,020	$ 241,397	$ 305,800	$ 126,773	$ 473,362	$ 826,104	$ 873,024	$ 33,000	$ 250,953	$ 8,811,025
Net Change from 2006 to 2007				4.00	-2.28	1.72											

FISCAL YEAR 2006-07 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

												-	14.60% 18.50%	8,435.01		21	0.00%	
							COMPENSATION					FRINGE BENEFITS						
	FY 2006 Budgeted Positions			FY 2007 Budgeted Positions			SALARIES		RESERVE		RHS/Shift							
	Full-time FTE's (*)	Part-time FTE's (*)	TOTAL FTE's (*)	Full-time FTE's (*)	Part-time FTE's (*)	TOTAL FTE's (*)	CURRENT POSITIONS	REQUESTED POSITIONS	FOR COMP @ 4.65% OR RECLASS ADJ'S	OVER-TIME	Differential Educ Incentive	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	SWORN OFFICER DEPENDENT COV	WORKERS COMP	TOTAL
ENTERPRISE FUNDS																		
SANIBEL SEWER SYSTEM																		
Physical Environment																		
Operations & Projects	18.00	-	18.00	17.00	0.25	17.25	$ 634,350	$ 27,070	$ 29,497	$ 50,000	$ 4,000	$ 56,986	$ 93,004	143,395	-	5,545	$ 1,043,847
Net Change from 2006 to 2007				**-1.00**	**0.25**	**-0.75**											
BEACH PARKING FUND																		
Transportation																		
Beach Parking	14.00	0.50	14.50	14.00	0.50	14.50	$ 523,913	$ -	$ 22,064	$ 40,000	$ 5,400	$ 45,240	$ 112,169	118,090	-	14,783	$ 881,660
Net Change from 2006 to 2007				**0.00**	**0.00**	**0.00**					-						
CITY-WIDE GRAND TOTAL	139.00	14.87	153.87	142.00	12.84	154.84	$ 6,726,855	$ 139,090	$ 292,959	$ 395,800	$ 136,173	$ 575,589	$ 1,031,276	$ 1,134,509		$ 271,281	$ 10,736,532
Net Change from 2006 to 2007				**3.00**	**(2.03)**	**0.97**											

(*) Positions are counted in FTE's (Full-time Equivalents). One (1.0) FTE equals a 40-hour work week or 2,080 working hours in a fiscal year. Fractional FTE's represent Regular Part-time positions OR Temporary/Seasonal Full-time positions which are budgeted for less than 2,080 working hours in a fiscal year. Part-time positions do not get paid benefits except for FICA.

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Summary of Changes to Authorized Positions

CITY OF SANIBEL

NEW POSITIONS AND ADJUSTMENTS TO EXISTING POSITIONS INCLUDED IN ADOPTED FISCAL YEAR 2007 BUDGET

			FULL-TIME EQUIVALENTS (FTE's) (*)			Budgeted Cost: Annualized Wages				
OPERATING BUDGET						Full-time	Part-time	Fringe		
Fund #	Dept #	Dept Name	Full-time	Part-time	TOTAL	Positions	Positions	Benefits	Total	Description of Request
109	7201	Historical	-	0.80	0.80	-	27,976	4,777	32,753	Add administrative assistant
001	2100	Police	1.00		1.00	41,811		14,525	56,336	Add police officer
001	2100	Police	1.00		1.00	41,811		14,525	56,336	Add police officer
001	2100	Police	1.00		1.00	41,811		14,525	56,336	Increase part-time police officer to full-time
001	2100	Police	1.00		1.00	41,811		14,525	56,336	Increase part-time police officer to full-time
001	2100	Police		(2.00)	(2.00)		(83,200)	(12,152)	(95,352)	Terminate part-time police officers
169	2400	Building		(0.50)	(0.50)		(14,293)	(1,093)	(15,386)	Terminate part-time building inspector
106	2190	Vehicle Weight		(0.58)	(0.58)	-	(24,821)	(9,928)	(34,749)	Terminate part-time police aide
TOTAL OPERATING			***4.00***	***(2.28)***	***1.72***	***167,244***	***94,338***	***39,704***	***112,610***	
SANIBEL SEWER ENTERPRISE FUNDS										
450	3500	Donax	1.00		1.00	27,070		10,828	37,898	Add service worker
450	3500	Donax	(1.00)	0.25	(0.75)	(57,491)		(22,996)	(80,488)	Quality assurance term appoitment expires 12/31/06
450	3500	Donax	(1.00)		(1.00)	(67,357)		(26,943)	(94,300)	Eliminate projects engineer position
TOTAL SEWER ENTERPRISE			**(1.00)**	**0.25**	**(0.75)**	**(97,778)**	**-**	**(39,111)**	**(136,889)**	***TOTAL SEWER SYSTEM BUDGET***
GRAND TOTAL CITY-WIDE			**3.00**	**(2.03)**	**0.97**	**69,466**	**94,338**	**593**	**(24,279)**	***GRAND TOTAL***

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

5-Year Capital Improvement Plan

Fiscal Years 2007 through 2011

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006					FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
				Adopted Budget	Amended Budget	Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007					
			Management Information Systems										
300		1290	AS 400 Upgrade	-	-	48,000	(48,000)	-	-	30,000	-		
300		1290	Security for server rooms	-	-	-	-	5,000	5,000	5,000	5,000		
300		1290	End-User Equipment Upgrades	19,500	19,500	19,500	-	19,500	19,500	36,000	36,000	36,000	36,000
300		1290	MacKenzie Hall Overhaul	90,000	90,000	-	90,000	-	90,000	-	-	-	-
300		1290	Electronic Document System	20,000	20,000	-	20,000	-	-	20,000	20,000	20,000	20,000
300		1290	Public Safety GPS Realtime Mapping	10,000	10,000	-	10,000	-	-	-	-	-	-
300		1290	DMS Software	-	-	-	-	5,000	5,000	-	-	-	-
300		1290	Electronic Time & Attendance	-	-	-	-	-	-	25,000	-	-	-
300		1290	City Phone System-lease expires 11/2004	2,000	2,000	2,000	-	-	-	-	-	-	-
300		1290	HTE Navaline upgrade	50,000	83,600	86,600	(3,000)	10,000	10,000	-	-	-	-
300		1290	Bldg Permit Integrated Voice Response	33,600	-	-	-	-	-	-	-	-	-
300		1290	Satellite Data Back-up	13,000	13,000	-	13,000	-	-	-	-	-	-
300		1290	Satellite Data Back-up PD roof retrofit	5,000	5,000	5,000	-	-	-	-	-	-	-
300		1290	AM Radio Project	-	68,670	68,670	-	-	-	-	-	-	-
300		1290	Security System at Historical Village	-	13,188	13,188	-	-					
300		1290	Upgrade Core Network to Fiber & Gigabit	8,000	8,000	8,000	-	8,000	8,000				
300.		1290	Waterproof existing server room	10,000	10,000	10,000	-	10,000	10,000	10,000			
300		1290	Mobile emergency HAM communication trailer & equipment. Backup emergency communications for safety inspection teams.				-	6,500	6,500		-	-	-
300		1290	PD laptops for in-car/field Reporting (4*4500+2*2500)	36,000	36,000	36,000	-	23,000	23,000	15,000	15,000	-	-
300		1290	Dedicated high speed/private wireless data bridge to mainland	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000
300		1290	Remote site fiber backbone (Donax, Rec, Civic Ctr, remote camera sites	-	-	-	-	-	-	60,000	60,000	-	-
300		1290	City employee photo ID system	6,000	6,000	-	6,000	-	-	-	-	-	-
300		1290	HTE financial reporting enhancement	-	-	-	-	10,000	10,000	-	-	-	-
300		1290	Departmental printer replacement				-	3,000	3,000	-	-	-	-
300		1290	GIS/HTE Upgrade				-	165,000	165,000	-	-	-	-
300		1290	Hardware to backup primary data line for web site updates, reverse 911 notifications and e-mail in emergencies				-	13,000	13,000	-	-	-	-
300		1290	Security/traffic cameras (Beach parking fees to pay $80,000 of the total $120,000 project cost)	-	-	-	-	40,000	40,000	3,000	3,000	3,000	3,000
			TOTAL MIS	**303,100**	**384,958**	**296,958**	**88,000**	**328,000**	**418,000**	**214,000**	**149,000**	**69,000**	**69,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
		Police											
			Projects to be identiried in the future		**20,564**		**20,564**	-	-	-	20,000	-	-
			Vehicles					-				-	-
300		2100	Patrol Cars (3-yr replacement)	-	-	-	-	89,000	89,000	-	-	90,000	-
300		2100	Detective (5-yr replacement)	27,000	23,143	23,143	-	-	-	-	-	-	-
300		2100	Supervisor (5-yr replacement)	-	-	-	-	-	-	27,000	28,000	-	-
300		2100	Patrol SUV (4-yr replacement)	-	-	-	-	-	-	30,000	-	-	-
300		2100	Under Cover (5-yr replacement)	-	-	-	-	-	-	27,000	-	-	-
300		2100	Crime Scene (8-yr replacement)	-	-	-	-	26,000	26,000	-	-	-	-
300		2100	Motorcycles (4-yr replacement)	28,000	22,141	22,141	-	-	-	-	-	-	28,000
300			Radios				-	-				-	-
300		2100	Positron	-	140,497	140,497	-	-	-	-	-	-	-
300		2100	Hand-held Radios ($2,000 each)	36,000	-		-	-	-	-	36,000	-	-
300		2100	Police radio tower upgrade and OSHA compliance		25,162	25,162	-	-					
300		2100	ISN Cameras @ Intersections		19,999	19,999	-	-					
300		2100	Radio (MT) (10-year replacement)	-	-	-	-	-	-	36,000	-	-	-
			TOTAL POLICE	**91,000**	**251,506**	**230,942**	**20,564**	**115,000**	**115,000**	**120,000**	**84,000**	**90,000**	**104,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Natural Resources										
300		3710	Acquisition of ESL	200,000	200,000	3,540	196,460	-	-	200,000	200,000	200,000	200,000
300		3735	Wetland Restoration Grant #OT060503	-	100,000	100,000	-	-					
300		3730	Water Quality Monitoring Grant #201898	20,000	40,000	40,000	-	20,000	20,000	-	-	-	-
			TOTAL FUND #300	**220,000**	**340,000**	**143,540**	**196,460**	**20,000**	**20,000**	**200,000**	**200,000**	**200,000**	**200,000**
332		3730	Periwinkle Landscaping	250,000	282,443	64,885	217,558	2,442	220,000				
332		3731	U & CF Grant Tarpon Bay to Dunlop	-	124,973	40,000	84,973	-	84,973				
332		3732	U & CF Grant Dunlop to Dixie Beach	-	124,943	60,000	64,943	-	64,943				
332		3733	U & CF Grant Dixie Beach to Lindgren	-	124,953	60,000	64,953	-	64,953				
			Total Fund #332	**250,000**	**657,312**	**224,885**	**432,427**	**2,442**	**434,869**	-	-	-	-
316		3730	Exotic/Invasive Plant Eradication	**220,000**	**256,208**	**150,000**	**106,208**	**113,792**	**220,000**	**220,000**	**220,000**	**220,000**	-
317		3730	Sanibel Gardens Exotic Plant Maintenance Grant	-	61,393	61,393	-	-					
317		3730	Sanibel Australian Pine Eradication Grant	-	80,000	80,000	-	-					
317		3730	Environmental Restoration Grant #401815J020	-	470,000	100,000	370,000	-	370,000				
317		3730	Bowman Beach Restoration Plantings Grant	-	200,000	200,000	-	-					
317		3730	Restoration & Management of ESL Grant	27,000	27,000	27,000	-	-	-	-	-	-	-
317		3734	Bowman's Beach Park Rest Grant #OT060502	-	100,000	100,000	-	-					
			Total Fund #317	**27,000**	**938,393**	**568,393**	**370,000**	-	**370,000**	-	-	-	-
331		3730	Culvert between Dinkins & Clam Bayous	**200,000**	**487,112**	**487,112**	-	-	-	-	-	-	-
			TOTAL NATURAL RESOURCES	**917,000**	**2,679,025**	**1,573,930**	**1,105,095**	**136,234**	**1,044,869**	**420,000**	**420,000**	**420,000**	**200,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Recreation										
300		7250	Replace mower at ballfields	-	-		-	25,000	25,000	-	-	-	-
300		9000	Periwinkle Roadside Park-Grant Match	-	-	39,000	(39,000)	-	-	-	-	-	-
300		7200	Development Community Park Grant	-	400,000	53,000	347,000	-	347,000	-	-	-	-
300		7200	Replace Kidsplay	-	-		-	-	-	-	50,000	-	-
300		7200	Gulfisde Pavilion	-	-		-	-	-	-	60,000	-	-
			Sub-total Recreation #300	**-**	**400,000**	**92,000**	**308,000**	**25,000**	**372,000**	**-**	**110,000**	**-**	**-**
370		7200	Recreation Center Construction	10,000	13,583,390	327,350	13,256,040	-	13,256,040				
			Sub-total Recreation #370	**10,000**	**13,583,390**	**327,350**	**13,256,040**	**-**	**13,256,040**	**-**	**-**	**-**	**-**
			TOTAL RECREATION	**10,000**	**13,983,390**	**419,350**	**13,564,040**	**25,000**	**13,628,040**	**-**	**110,000**	**-**	**-**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Public Works										
			Public Facilities										
			City Hall					-					
300		7250	Replace duct work/air handlers	180,000	180,000	180,000	-	200,000	200,000	300,000	-	-	-
300		7250	Repaint	-	-	-	-	-	-	-	-	60,000	-
300		7250	Recarpet	10,000	10,000	-	10,000	-	10,000	10,000	-	-	-
300		7250	Replace Hurricane Shutters	35,000	2,928	-	2,928	-	-	50,000	-	-	-
			Public Works Department										
300		7250	Storage Garage	-	-	-	-	-	-	-	200,000		
300		7250	Replace Fuel Canopy	-	-	-	-	-	-	30,000	-	-	-
			1/2 cost Public Works building expansion	100,000	100,000	100,000	-	-	-	-	-	-	-
300		4100	Dune Walkovers (TDC Grant) 201897	-	60,000	-	60,000	-	60,000	-	-	-	-
300		4100	Civic Center Architectural Design	-	-	-	-	-	-	90,000	250,000	-	-
			Machinery/Equipment										
300		7250	Pick-up Trucks-replacement vehicle	23,000	23,000	19,000	4,000	-	-	23,000	-	-	23,000
			Sub-total PUBLIC FACILITIES 300	**348,000**	**375,928**	**299,000**	**76,928**	**200,000**	**270,000**	**503,000**	**450,000**	**60,000**	**23,000**
310		7250	Hazard Mitigation City Hall Grant	-	131,854	-	131,854	-	131,854	-	-	-	-
			Sub-total PUBLIC FACILITIES 310	**-**	**131,854**	**-**	**131,854**	**-**	**131,854**	**-**	**-**	**-**	**-**
			Vehicles/Equipment										
300		4100	Litter Vaccuum	-	-	-	-	-	-	-	35,000	-	-
300		4100	Mowers	-	-	-	-	20,000	20,000	-	-	20,000	20,000
300		4100	Roller (w/ Trailer)	-	-	-	-	-	-	-	40,000	-	-
300		4100	Trucks	46,000	46,000	36,000	10,000	13,000	23,000	152,000	23,000	46,000	65,000
300		4100	Sweeper	-	-	-	-	-	-	-	150,000	-	-
300		4100	Flail Axe	35,000	35,000	35,000	-	-	-	-	-	-	-
300		4100	Tractor	65,000	65,000	65,000	-	-	-	-	-	-	-
300		4100	Backhoe	-	-	-	-	-	-	95,000	-	-	95,000
300		4100	Van (Engineering)	-	-	-	-	-	-	-	25,000	-	-
			Sub-total VEHICLES / EQUIPMENT	**146,000**	**146,000**	**136,000**	**10,000**	**33,000**	**43,000**	**247,000**	**273,000**	**66,000**	**180,000**
			TOTAL FUND #300	**494,000**	**521,928**	**435,000**	**86,928**	**233,000**	**313,000**	**750,000**	**723,000**	**126,000**	**203,000**
			TOTAL FUND #310	**-**	**131,854**	**-**	**131,854**	**-**	**131,854**	**-**	**-**	**-**	**-**
	006310		Drainage										
301		4100	Drainage Studies	20,000	20,000	-	20,000	-	-	-	-	-	-
301		4100	Water Quality Testing			30,000	(30,000)	60,000	30,000	30,000	30,000	30,000	30,000
301		4100	Water Level Recorders	20,000	20,000	16,000	4,000	16,000	20,000	20,000	20,000	-	-
301		4100	Contractual Maintenance	100,000	100,000	94,000	6,000	114,000	120,000	110,000	110,000	110,000	110,000
301		4100	NPDES-Related Consulting Services	30,000	30,000	30,000	-	30,000	30,000	30,000	50,000	30,000	30,000
301		4100	Sanibel River Clearing	20,000	20,000	20,000	-	70,000	70,000	70,000	60,000	20,000	70,000
			Sub-total DRAINAGE	190,000	190,000	190,000	-	290,000	270,000	260,000	270,000	190,000	240,000

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Roads/Bridges/Shared-Use Paths										
305	006313	4100	Henderson Road Repaving	-	57,489	57,489	-	-	-	-	-	-	-
301	006313	4100	Reshelling roads	100,000	100,000	100,000	-	50,000	50,000	70,000	70,000	70,000	70,000
301	006316	4100	Resurfacing roads	195,000	175,837	175,837	-	400,000	400,000	600,000	600,000	600,000	600,000
301	006318	4100	Bridge repairs	50,000	50,000	50,000	-	20,000	20,000	60,000	20,000	60,000	20,000
301	006312	4100	Shared-use paths maintenance	140,000	143,000	143,000	-	100,000	100,000	200,000	200,000	200,000	250,000
301		4100	Replace Lindgren Blvd Box Culvert	-	100,000	100,000	-	-	-	-	-	400,000	-
301		4100	Road/Median Plantings	20,000	20,000	20,000	-	-	-	20,000	20,000	20,000	20,000
			Sub-total Road/Bridges/Shared-Use Paths	505,000	588,837	588,837	-	570,000	570,000	950,000	910,000	1,350,000	960,000
			TOTAL FUND #301	**695,000**	**778,837**	**778,837**	-	**860,000**	**840,000**	**1,210,000**	**1,180,000**	**1,540,000**	**1,200,000**
			TOTAL FUND #305	-	**57,489**	**57,489**	-	-	-	-	-	-	-

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Public Works (continued)										
			Periwinkle Way Road & Shared-Use Path Projects										
			Shared-Use Paths										
307		4100	Right-of-Way Acquisition	150,000	150,000	30,000	120,000	-	-	-	-	-	-
307		4100	Drainage	225,000	234,761	234,761	-	-	-	-	-	-	-
307		4100	Roadside Park to Community Church	-	-	-	-	1,500,000	1,500,000	-	-	-	-
307	N/A		TOTAL Shared-Use Paths	375,000	384,761	264,761	120,000	1,500,000	1,500,000	-	-	-	-
			Road Projects										
307	N/A	4100	Palm Ridge to Tarpon Bay	295,000	445,000	445,000	-	-	-		-	-	-
307		4100	Park to Casa Ybel Rd	-	-	-	-	-	-	600,000	300,000	-	-
307		4100	Kings Crown to Ferry Road	-	-	-	-	-	-	-	-	600,000	-
307		4100	Meridian to Dunlop (EDA grant for $200,000)	-	-	-	-	100,000	300,000	-	-		
			TOTAL Road Projects	295,000	445,000	445,000	-	100,000	300,000	600,000	300,000	600,000	-
			TOTAL FUND #307	**670,000**	**829,761**	**709,761**	**120,000**	**1,600,000**	**1,800,000**	**600,000**	**300,000**	**600,000**	**-**
			Other Road Projects										
308		4100	San-Cap Road										
308		4100	Rabbit Road to Sanibel School	-	125,000	125,000	-	-					
308		4100	Jamaica/Tahiti curve	-			-	-	-	70,000	-	-	-
308		4100	Rabbit Road to Gulf Pines	400,000	679,527	679,527	-	-	-	-	-	-	-
			TOTAL FUND #308	**400,000**	**804,527**	**804,527**	**-**	**-**	**-**	70,000	**-**	**-**	**-**
N/A		4100	Palm Ridge Road	-	-	-	-	-	-	-	-	600,000	300,000
309		4100	Tarpon Bay Road	450,000	38,490	9,300	29,190	-	-	900,000	-	-	-
306		4100	Rabbit Road	250,000	250,000	50,000	200,000	-	200,000	-	-	-	-
N/A		4100	Dixie Beach Boulevard	-	-	-	-	-	-	450,000	-	-	-
N/A		4100	Middle Gulf Drive (portion)	-	-	-	-	-	-	-	-	400,000	
N/A		4100	Donax Street	-	-	-	-	-	-	-	-	-	600,000
			Sub-total OTHER ROAD PROJECTS	**700,000**	**288,490**	**59,300**	**229,190**	**-**	**200,000**	**1,350,000**	**-**	**1,000,000**	**900,000**
			Total Road Projects	**1,100,000**	**1,093,017**	**863,827**	**229,190**	**-**	**200,000**	**1,420,000**	**-**	**1,000,000**	**900,000**
341		4100	**Sanibel Harbor Canal Trimming Special Assmt Proje**	10,000	10,018	10,018	-	10,000	10,000	10,000	10,000	10,000	10,000
329		4100	**Dredging-Shell Harbor**	-	-	-	-	15,000	15,000	-	-	15,000	-
			TOTAL PUBLIC WORKS	**2,969,000**	**3,422,904**	**2,854,932**	**567,972**	**2,718,000**	**3,309,854**	**3,990,000**	**2,213,000**	**3,291,000**	**2,313,000**
			TOTAL OPERATING BUDGET	**4,290,100**	**20,721,783**	**5,376,243**	**15,345,671**	**3,322,234**	**18,515,763**	**4,744,000**	**2,976,000**	**3,870,000**	**2,686,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Utilities										
			Sewer System Expansion & Reuse										
			Phase 3 (System Expansion)										
454			Phase 3A-including Master Pump Stn#3	100,000	798,982	988,000	(189,018)	209,018	20,000	-	-	-	-
460			Phase IIIB	4,662,000	4,662,000	3,726,000	936,000	-	936,000	-	-	-	-
461			Phase 4 (System Expansion)	500,000	500,000	105,000	395,000	-	-	1,200,000	-	-	-
4XX			Phase 5 (Sanibel Bayous)	-	-	-	-	-	-	370,000	300,000		
			Sub-Total Sewer System Expansion Projects	5,262,000	5,960,982	4,819,000	1,141,982	209,018	956,000	1,570,000	300,000	-	-
458			Reuse Storage	-	-	-	-	-	-	600,000	3,000,000	-	-
			Sub-Total Reuse Project	-	-	-	-	-	-	600,000	3,000,000	-	-
			Buildings										
451		Donax	1/2 cost of expanding PW Bldg. to Accommodate UT Staff	100,000	100,000	106,000	(6,000)	-	-	-	-	-	-
451		Wulfert	Rehab Operations Building	10,000	10,000	-	10,000	-	10,000	-	-		
			Sub-total Buildings	110,000	110,000	106,000	4,000	-	10,000	-	-	-	-
			Existing System Improvements										
			Inflow & Infiltration										
451		Donax	Corrective Improvements	200,000	200,000	-	-	250,000	250,000	250,000	250,000	250,000	250,000
451		Donax	Paint Donax Facility			-	-	-		50,000		-	-
451		Donax	Pipeline relocations	-	-	76,000	(76,000)	-	-	-	-		
451		Donax	Bypass Panel Disconnect L/S #21	10,000	10,000	-	10,000	-	-	-	-		
451		Donax	Sound Enclosures	-	-	-	-	-	-	40,000	-		
451		Donax	Donax HVAC	5,000	5,000	5,000	-	-	-	-	-		
451		Donax	Pump Bases L/S 4 & 21	10,000	10,000	10,000	-	-					
451		Donax	Safety Switches J Boxes L/S 1A, 24, 29	5,000	5,000	-	5,000	-	-	-	-		
451		Donax	New Service Additions	10,000	10,000	30,000	(20,000)	-	-	-	-	-	-
451		Donax	Misc Llift station improvements	-	-	54,000	(54,000)	-	-	-	-		
451		Donax	SCADA Master Pump Station #3	15,000	15,000	-	15,000	-	-	-	-		
451		Donax	5-Yr IWA Deep Well Mech Integrity Test	-	-	-	-	-	-	-	-	20,000	-
451		Donax	Safety Stairs @ E Odor Control, Pump Stations, & Irrigation Pumps	4,000	4,000	4,000	-	-					
451		Donax	Enclosure around Drum Thickener	40,000	40,000	-	40,000	-	-	50,000			
451		Donax	Odor Control Media Replacement	-	-	-	-	80,000	80,000	80,000	80,000	80,000	80,000
			Sub-Total IOTB - Donax	299,000	299,000	179,000	120,000	330,000	330,000	470,000	330,000	350,000	330,000
451		Wulfert	Aeration system modification	5,000	5,000	3,000	2,000	-	-	-			
451		Wulfert	Wulfert Effluent pump Station	-	-		-	-	-	-	-	-	-
			Sub-Total IOTB - Wulfert	5,000	5,000	3,000	2,000	-	-	-	-	-	-
			Sub-Total Existing System Improvements	304,000	304,000	182,000	122,000	330,000	330,000	470,000	330,000	350,000	330,000

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Vehicles/Equipment				-						
			DONAX OPERATIONS										
451		Donax	Computer & Copier	3,000	3,000	1,530	1,470	-				-	-
451		Donax	Line Trimmer, Chop Saw, & Blower	3,000	3,000	-	3,000	-					
451		Donax	Surge Pumps	1,000	1,000	-	1,000	-				-	-
451		Donax	2 Portable Generators	-	41,800	41,800	-	-					
451		Donax	Radios	3,000	3,000	3,200	(200)	-					
451		Donax	Noise & Odor Recording Instruments	65,000	65,000	10,000	55,000	-					
451		Donax	Utility Body Truck	-	-	-	-	-	-	-	30,000	-	-
451		Donax	Variable Frequency Drive Effluent Disposal Pumps	30,000	30,000	57,500	(27,500)	-	-	-	-	-	-
451		Donax	Replacement & Standby Pumps	20,000	20,000	25,000	(5,000)	15,000	10,000	-	-	-	-
451		Donax	Surge Tank Pump	20,000	20,000	-	20,000	-	-	15,000	-	-	-
451		Donax	Emergency Collection By-pass Pump	-	-	-	-	25,000	25,000	-	-	-	-
451		Donax	Master Station Stand-by Pump	-	-	-	-	-	-	20,000	-	-	-
451		Donax	Pickups (3/4 Ton)	-	-		-	-	-	23,000	23,000		
451		Donax	Crane Truck	-	-		-	-	-	55,000	85,000	-	55,000
451		Donax	Vacuum Truck	-	-		-	-	-	170,000	-	120,000	
451		Donax	Pressure Washer	-	-	-	-	30,000	30,000	30,000	-	-	-
451		Donax	Portable Generator	-	-	-	-	26,000	26,000	32,000	15,000	45,000	15,000
451		Donax	Process Instrumentation	5,000	5,000	-	5,000	-	-	-			
			Sub-total Fund #451-Donax M&E	150,000	191,800	139,030	52,770	96,000	91,000	345,000	153,000	165,000	70,000
						(32,770)							
			WULFERT OPERATIONS										
451		Wulfert	Emergency Generator		27,862	-	27,862	-					
451		Wulfert	Methanol Alum Replacement Pumps	1,000	1,000	1,000	-	-	-	-	-		
451		Wulfert	Replace air condition unit	5,000	5,000	2,862	2,138	-	-	-	-		
451		Wulfert	Replacement Pumps (2)	6,400	6,400	6,400	-	-	-	-	-		
451		Wulfert	Replace Chart Recorders	4,000	4,000	4,000	-	-	-	-	-	-	-
			Sub-total Fund #455 Wulfert M&E	16,400	44,262	14,262	30,000	-	-	-	-	-	-
			Sub-Total Vehicles/ Equipment	166,400	236,062	153,292	82,770	96,000	91,000	345,000	153,000	165,000	70,000
			TOTAL SEWER SYSTEM	**5,842,400**	**6,611,044**	**5,260,292**	**1,350,752**	**635,018**	**1,387,000***	**2,985,000**	**3,783,000**	**515,000**	**400,000**

* In addition, operating capital outlays of $175,000 and $8,000 are shown in funds 450 and 455 respectively.

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2007 THRU 2011
Departmental Detail

Fund	Project #	Dept	Description	FY 2006 Adopted Budget	FY 2006 Amended Budget	FY 2006 Est through 9/30/06	Carry-forward to FY 2007	New funding required for FY 2007	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
			Beach Parking										
			Enforcement (Police)										
470			Watercraft	-	-	-	-	-	-	50,000	-	50,000	-
470			ATV Replacements	-	-	-	-	-	-	-	10,000	-	10,000
470			Parking Machine Replacements	-	-	-	-	-	-	60,000	60,000	-	-
470			Van (3 vans 3 year replacement cycle)	20,000	20,000	20,000	-	20,000	20,000	20,000	20,000	20,000	20,000
470			800 MHz Radios	-	-	-	-	-	-	-	-	15,000	-
470			Pick-up Trucks (2)	-	-	-	-	-	-	-	40,000	-	-
470			Parks Maintenance (PW)	-	-	-	-	-	-	-	-	-	-
470			Tractor	-	-	-	-	-	-	18,000	-	-	-
470			Small Backhoe	-	-	-	-	-	-	60,000	-	-	-
470			Pick-up Truck	-	-	-	-	-	-	23,000	23,000	-	23,000
470			Mower w/ Trailer	-	-	-	-	-	-	10,000	-	-	-
470			ATV Replacement	-	-	-	-	-	-	-	-	5,000	-
470			Small Dump Truck	31,000	31,000	28,000	3,000	-	-	-	-	-	-
470			Dump Body for Pick-up	-	-	-	-	-	-	3,900	3,900	-	-
			Sub-total Machinery & Equipment	**51,000**	**51,000**	**48,000**	**3,000**	**20,000**	**20,000**	**244,900**	**156,900**	**90,000**	**53,000**
			Capital Projects-IOTB										
470			Shared Use Path Repairs	100,000	100,000	100,000	-	40,000	40,000	100,000	100,000	100,000	100,000
470			Shared Use Path Widenings ($38,100 EDA grant)	100,000	100,000	140,000	(40,000)	118,100	78,100	150,000	150,000	150,000	150,000
470			Remote Video monitoring	40,000	40,000	40,000	-	80,000	80,000	30,000	30,000	30,000	-
470			Parking Lot modifications @Chamber & Lighthouse	60,000	60,000	60,000	-	-	-	-	-	-	-
470			Stabilization of Bayshore Drive	40,000	40,000	-	40,000	40,000	80,000	-	-	-	-
470			Beach Maintenance TDC #201656		40,000	40,000	-	-					
470			Dock for Marine Patrol	120,000	120,000	-	120,000	(80,000)	40,000				
			Sub-total Improvements Other Than Bldgs	**460,000**	**700,000**	**380,000**	**320,000**	**198,100**	**318,100**	**280,000**	**280,000**	**280,000**	**250,000**
470			Chamber Restrooms (TDC Grant #402062)	-	90,000	-	90,000	-	90,000				
470			Bowman's Family Restroom (TDC Grant #402063)	-	110,000	-	110,000	-	110,000				
470			Turner Beach Restroom (TDC Grant #402064)	-	40,000	40,000	-	-	-				
470			Boat Ramp Restroom (TDC Grant #201894)	-	-	-	-	53,040	53,040				
470			Lighthouse Restrooms (TDC Grant # 201816)	-	-	-	-	88,600	88,600	-	-	-	-
			Sub-total Buildings	-	**240,000**	**40,000**	**200,000**	**141,640**	**341,640**	-	-	-	-
			TOTAL BEACH PARKING CAPITAL	**511,000**	**991,000**	**468,000**	**523,000**	**359,740**	**679,740**	**524,900**	**436,900**	**370,000**	**303,000**

CITY OF SANIBEL EXPLANATION of 1st YEAR
CAPITAL IMPROVEMENT PLAN
by Department

		Management Information Systems		FY07	
300	1290	Security for server rooms	$	5,000	Install an electronic key access pad on the server room.
300	1290	End-user equipment upgrades	$	19,500	The City has about 65 user computers that currently have an effective life of 5 years. New computers are bought for identified user needs. Also as Microsoft retires software, organizations are in a position of needing to upgrade to meet arbitrary Microsoft rules. As new PC's are bought, usually the older PC's are rolled down to replace older machines. With $1,500 average of PC for software and hardware, this plan works out to $19,500 per year. The MIS department stays informed of alternatives such as Corel and Open Source solutions (Linux).
300	1290	MacKenzie Hall overhaul	$	90,000	The overhaul will include audio and telephone interface for conference calls by outside parties. Equipment will be purchased for displaying the meetings on the internet and broadcasting the meetings over cable. These funds are in addition to funds being requested on Attachment B of the budget.
300	1290	DMS software	$	5,000	This document management system will extract raw data from the current system and display it in formats tailored to department requirements, such as in completed building permits, utility billings and occupational licenses. This will mean less time for citizens and the public at City Hall. It will also increase staff efficiency by decreasing the time necessary to prepare various documents which many times must be done by hand.
300	1290	HTE Navaline upgrade	$	10,000	New functionality is available for the city core building, planning and finance applications. In order to implement the long term upgrade path the city must upgrade the current level of these applications. Phase 1 of this upgrade was completed in FY06 and this will complete the upgrade.
300	1290	Upgrade core network to fiber and gigabit	$	8,000	Continue implementation of City network to 100 MB ethernet. The cost of technology has come down to the point where it is cost effective to increase the speeds at the current bottlenecks.
300	1290	Waterproof existing server room	$	10,000	It is very likely that a storm will cause enough damage to penetrate the roof area allowing water to drip down into areas with important networking equipment. As storm preparation, the MIS department drapes plastic over the equipment. Some current server and network rooms have wall-mounted equipment that can not be protected from water leaks. This project is a minor redesign and relocation so that all essential equipment is free-standing, allowing the equipment to be better protected. Some of the LAN rooms are very small and may necessitate replacing servers with more expensive, compact units.
300	1290	Purchase mobile emergency HAM communication trailer & equipment	$	6,500	The city needs a covered trailer with HAM equipment to be used as a communication backup in the event of a failure of the existing public safety radio system.
300	1290	Police department laptops for in-car/field reporting (4@ $4,500 and 2@ $2,500)	$	23,000	The new Police Department applications have remote capability. This allows officers to access law enforcement data from the road rather than returning to the station to create reports. In a mobile environment, regular, commercial laptops will not last long. The standard in law enforcement is the Panasonic Toughbook (approximately $4,500 each).
300	1290	Dedicated high speed/private wireless data bridge to the mainland	$	10,000	Currently the city uses a T1 (1.44 MBS) data connection through Sprint for routine data needs. This is the standard business connection. At approximately $1,000 per month this is a significant recurring expense, the connection fee is not really very fast and there are numerous service interruptions yearly. Technology currently exists for a very high speed, secure wireless link. With a one-time expense and an appropriate link on a tower at the off-island end, the City would have faster, more reliable data communications. Also, because of the relatively small size of Sanibel, it is possible to provide wireless coverage for the City's mobile needs. This would be part of a long-term plan to install wireless access points on Sanibel. The City of New Orleans was able to maintain basic data coverage for police department laptops and video cameras because this type of wireless network is very resilient and self-healing in the event of major, external communications failures.
300.	1290	HTE financial reporting enhancement	$	10,000	This report writer allows staff to access financial data in a ready-to-use format from the existing system. This will mean a significant decrease in staff time needed to compile reports for City Council and the public using raw data and an increase in accuracy because key-punching of raw data into reports will not be necessary.
300	1290	Departmental printer replacement	$	3,000	The city needs to fund a replacement program for the departmental printers currently in use. These printers are expensive and when they fail there is no funding source to replace them.

CITY OF SANIBEL EXPLANATION of 1st YEAR
CAPITAL IMPROVEMENT PLAN
by Department

300	1290	Upgrade HTE software	$ 165,000	Upgrade City's financial, planning, building, utility billing, code enforcement and occupational license software (HTE) - GIS data management system; GIS integration with planning, code enforcement and building to provide visual representations of community development issues; mobile code enforcement and building inspections to allow inspectors to receive inspection requests and make inspection reports wirelessly from the inspection site; software to directly download customer information from existing data versus hand typing several thousand transactions per quarter; purchasing card processing software that provides purchasing card controls (per audit recommendations); HTE document management system which allows documentation from HTE to be electronically created and saved. GIS software and training (2).
300	1290	Hardware to backup primary data line for web site updates, reverse 911 notifications and e-mail in emergencies	$ 13,000	The backup line will bolster the City's ability to maintain communications during an emergency
300	1290	Security/traffic cameras (Beach parking fees to pay $80,000 of the total $120,000 project cost)	$ 40,000	The cameras will help the police monitor activity
		TOTAL MIS	$ 418,000	

Police

300	2100	Patrol cars (3-yr replacement)	$ 89,000	Replace four patrol cars on a three year replacement schedule
300	2100	Crime scene (8-yr replacement)	$ 26,000	Replace one crime scene unit on an eight year replacement schedule
		TOTAL POLICE	$ 115,000	

Natural Resources

300	201898	Water Quality Monitoring	$ 20,000	Monitor water quality in San Carlos Bay and Pine Island Sound as part of the Charlotte Harbor National Estuary Program region-wide base-line survey. Previously funded by a TDC grant.
		TOTAL FUND #300	$ 20,000	
332	3730	Periwinkle Landscaping	$ 220,000	Finish landscaping Periwinkle Way after Hurricane Charley. $32,443 of the total project cost of $282,443 is funded through private donations.
332	3731	U & CF grant Tarpon Bay to Dunlop	$ 84,973	Complete restoration of tree canopy along Periwinkle Way. 100% funded by the Florida Department of Agriculture, Division of Urban and Community Grant Program
332	3732	U & CF grant Dunlop to Dixie Beach	$ 64,943	Complete restoration of tree canopy along Periwinkle Way. 100% funded by the Florida Department of Agriculture, Division of Urban and Community Grant Program
332	3733	U & CF grant Dixie Beach to Lindgren	$ 64,953	Complete restoration of tree canopy along Periwinkle Way. 100% funded by the Florida Department of Agriculture, Division of Urban and Community Grant Program
		TOTAL FUND #332		
316	3730	Exotic/Invasive Plant Eradication	$ 220,000	This program provides funding for the highly successful island-wide Brazilian pepper eradication program and the removal of all exotic invasive plants from City-managed properties.
317	3730	Environmental Restoration	$ 370,000	Continue invasive exotic vegetation removal along the Sanibel River wetlands. Funded by a $470,000 grant from the U.S. Fish and Wildlife Service.
		TOTAL NATURAL RESOURCES	$ 1,044,869	

CITY OF SANIBEL EXPLANATION of 1st YEAR
CAPITAL IMPROVEMENT PLAN
by Department

Recreation

300	7250	Replace mower at ball fields	$ 25,000	The existing mower is over 9 years old and badly needs to be replaced.
300	7250	Develoment of Community Park	$ 347,000	Finish development of this park. Total cost of $400,000 is shared equally between the City of Sanibel and the Florida Department of Environmental Protection.
370	7200	Recreation Center Construction	$ 13,256,040	Build a new recreation center. Funding comes from a voter-approved tax to be paid over 30 years.
		TOTAL RECREATION	$ 13,628,040	

Public Works

		Public Facilities		
		City Hall		
300	7250	Replace duct work/air handlers	$ 200,000	The existing ductwork and air handlers are being replaced for the following reasons: 1) Air quality concerns due to the lined ducts being conducive to contamination (particulate matter, mold, etc); 2) Increase in the amount of equipment (copiers, computers, etc) has created a need for a higher capacity system; 3) In order to meet State and Federal standards for CO2 levels; 4) To conform to the State of Florida Energy Efficiency Code; and 5) Allow the interlocking of the air conditioning system with the fire controls to improve safety in case of a fire. These improvements will protect the health and safety of City Hall employees and visitors and reduce risk of loss of City Hall due to fire.
300	7250	Recarpet	$ 10,000	As the air conditioning work is completed in each wing of City Hall, the carpeting is being replaced where needed. It is planned to replace the MacKenzie Hall and Legal carpeting in FY 2007.
		Public Works Department		
300	4100	Dune Walkover replacement	$ 60,000	To replace dune walkovers. Project funding comes from a Tourist Development Commission (TDC) grant.
		Machinery/Equipment		
		Sub-total PUBLIC FACILITIES #300	**$ 270,000**	
310	4100	Hazard Mitigation City Hall	$ 131,854	For hazard mitigation to City Hall including wind retrofitting the building by removing existing window shutters and purchasing and installing aluminum rolling shutters and reinforcing the roof ridge and hip caps. $99,782 of this project will be paid for by a grant from the State of Florida's Department of Community Affairs and $32,072 will be matached by the City of Sanibel.
		Sub-total PUBLIC FACILITIES #310	**$ 131,854**	
		Vehicles/Equipment		
300	4100	Mowers	$ 20,000	The three mowers scheduled for replacement over the next five years are 1998, 2004 and 2005 models. The replacement cycle for these mowers is 5 years. A new mower requires less maintenance and experiences fewer breakdowns which allow a more efficient operation.
300	4100	Trucks	$ 23,000	One Public Works pickup truck is scheduled for replacement in 2007 on a 7 year replacement cycle. The truck to be replaced is a 2000 model F-250 with almost 95,000 miles. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.
		Sub-total VEHICLES / EQUIPMENT	**$ 43,000**	
		TOTAL FUND #300	**$ 313,000**	
		TOTAL FUND #310	**$ 131,854**	

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Public Works (continued)

			Drainage		
301	4100		Water Quality Testing	$ 30,000	Mandated by Lee County
301	4100		Water Level Recorders	$ 20,000	This project involves the purchase and installation of 6 remote water level recorders at critical areas along the Sanibel River. Devices will provide current water level information, remotely accessible, thus allowing decisions to be made regarding weir openings. This will help to resolve the major concern of residents during storms, namely, whether the City is sufficiently monitoring water levels to make critical decisions regarding weir gate openings.
301	4100		Contractual Maintenance	$ 120,000	The contractual drainage maintenance work, involving cleaning drainage pipes, inlets and retention areas, is necessary to keep the City's stormwater system functioning properly. Contractors are utilized due to either the special equipment required for the work or that the type of work is more efficiently performed by a contractor. Citizens realize a savings in their flood insurance premiums due to this maintenance work.
301	4100		NPDES-Related Consulting Services	$ 30,000	The City, as a co-permitee for the County's National Pollutant Discharge Elimination Permit, is required to meet permit conditions. A consultant is utilized to assure compliance with the permit with respect to annual reports and documentation of maintenance work. Non-compliance with the permit conditions could result in substantial fines. Proper maintenance of the drainage system results in improved water quality.
301	4100		Sanibel River Clearing	$ 70,000	The purpose of keeping the Sanibel river and its tributaries clear is to allow efficient water flow in, and into the river, which is the City's main drainage channel. Residents in the areas where the river controls water levels benefit from the project by allowing the more rapid removal of flood waters.
			Sub-total DRAINAGE	$ 270,000	
			Roads/Bridges/Shared-Use Paths		
301	4100		Reshelling roads	$ 50,000	The City's nine miles of public shellrock roads need to be reshelled, on average every 4 years, because the shellrock breaks down over time, making it dustier and requiring increased grading. The residents along the shellrock roads benefit by having less dusty, smother roads.
301	4100		Resurfacing roads	$ 400,000	A street resurfacing program is essential to the preventative maintenance of a major component of the City's infrastructure, namely its publicly maintained roads, This annual maintenance program consist of overlaying existing paved roads with 1-1 1/2" of asphalt. The timely resurfacing of roads provides the public with smoother roadways in the short term and saves the expense of reconstructing the roads in the long term.
301	4100		Bridge repairs	$ 20,000	Bridge repairs involve correcting any deficiencies discovered during the biannual Florida DOT inspections or roadway bridges. The public benefits by driving on safe bridges and through reduced long-term bridge maintenance and replacements costs.
301	4100		Shared-use paths maintenance	$ 100,000	Funding for this project is for repairs to existing shared use paths which are better performed by a contractor. Using contractors to do this work increases the operational efficiency of Public Works by freeing crews to do other work.
			Sub-total Road/Bridges/Shared-Use Paths	$ 570,000	
			TOTAL FUND #301	$ 840,000	

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Public Works (continued)

Periwinkle Way Road Projects

Shared-Use Paths

307	4100	Periwinkle shared-use path; roadway improvements Sanibel Steakhouse to Casa Ybel	$ 1,500,000	The purpose of the project is to improve shared-use path safety by reducing the number of conflict points, reduce the amount of pavement and better accommodate shared-use path users.
		TOTAL Shared-Use Paths	**$ 1,500,000**	

Road Projects

307	4100	Meridian to Dunlop	$ 300,000	This project involves the relocation of Periwinkle Way to Dunlop to the north in order to separate the shared-use path from the roadway. Shared-use path safety will be enhanced by the project. A grant from the Economic Development Administration will pay $200,000 of the project cost.
		TOTAL Road Projects	**$ 300,000**	
		TOTAL FUND #307	**$ 1,800,000**	

Other Road Projects

306	4100	Rabbit Road	$ 200,000	The purpose of this project is to improve traffic flow, deter speeding and improve shared use path safety. The project involves exploring the possibility of creating a right turn lane at San-Cap Road, studying traffic calming techniques and widening the shared use path. These improvements are intended to help shared use path and roadway users as well as residents along Rabbit Road.
		TOTAL FUND #306	**$ 200,000**	

341	4100	**Sanibel Harbor Canal Trimming Special Assmt Project**	$ 10,000	The purpose of this project is to maintain the Sanibel Harbor canals such that they remain navigable and able to receive roadway drainage flow. Annual trimming of these canals assists the residents living along the canals and the roadway users.
329	4100	Dredging-Shell Harbor	$ 15,000	Historically, the entrance to the Shell Harbor canals requires maintenance dredging every three years. The purpose of the project is to not only maintain navigability through the entrance but allow flushing to improve warter quality and provide a release for stormwater to prevent roadway flooding. Residents provide 2/3 of the $45,000 project and the City contributes 1/3.

TOTAL PUBLIC WORKS $ 3,309,854

Appendix

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Tax rate, revenue, expenditure and sewer graphs

General Budget Policy

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

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

C. The budget is adopted on a modified accrual basis for all fund types, governmental and enterprise. This is the same basis of accounting used for the City's audited financial statements of its governmental funds. Enterprise funds are accounted for and reported on the audited financial statements using the accrual basis.

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

E. The finance director, on behalf of the city manager, is responsible for the preparation of the City's budget. The annual budget is adopted by City Council after an extensive review and evaluation of budget proposals from the various City departments to determine the funding level necessary to provide municipal services.

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

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

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

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

J. The Capital Improvement Budget (CIP) estimates costs for all capital projects $25,000 or greater, for a five year period.

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

Fund Balance Policy

A. Designations of unreserved fund balance may be made for such purposes including, but not limited to, major maintenance and repair projects, meeting future obligations resulting from a natural disaster, meeting insurance deductibles and for setting aside amounts for specific projects not included in the general appropriation of undesignated fund balance.

   Designations of fund balance may be made from time-to time by resolution of the City Council. The use (appropriation) of designated fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by resolution of City Council during the fiscal year.

   If, after the annual audit, prior designations of fund balance cause the unreserved, undesignated fund balance to fall below 17% of General Fund operating expenditures, the City Manager will so advise City Council in order for the necessary action to be taken to restore the unreserved, undesignated fund balance to an acceptable level within two years.

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

C. Estimated Beginning Fund Balance. In order to achieve the most accurate estimate possible, the City Manager shall project both sources of funds (revenues, prior years fund balances carried forward and other financing sources) and uses of funds (operating and non-operating expenditures), including accruals, for each department in each governmental fund through September 30th of the then current fiscal year. These projections will be shown in a separate column entitled "Estimated Actual" for each fund in the proposed, tentative and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds, is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, designated fund balance may be included in the estimated beginning fund balance.

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

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

   If, after the annual audit, the actual unreserved, undesignated fund balance is greater than 20 percent of operating expenditures in the General Fund, the excess may be used in one or a combination of the following ways:

1) Left in the General Fund to earn interest and roll forward into the subsequent year's beginning fund balance;
2) Appropriated by resolution of City Council for a one-time expenditure that does not increase recurring operating costs;
3) Used to establish or increase a legitimate reservation or designation of fund balance (such as the Designation for Disaster Funds);
4) Appropriated for start-up expenditures of new programs undertaken at mid-year, provided that such action is considered in the context of council-approved multiyear projections of revenues and expenditures;
5) Designated to establish a Discretionary Stabilization Fund which may be used at the City Council's discretion to address temporary cash flow shortages, emergencies, unanticipated economic downturns and one-time opportunities.

If, at the end of the fiscal year, the actual fund balance falls below 17% of operating expenditures, the City manager will prepare and submit a plan for expenditure reductions and/or revenue increases to City Council. The City shall take action necessary to restore the unreserved, undesignated fund balance to acceptable levels within two years.

Revenue Policy

A. The City will maintain a revenue manual which describes revenue sources that are available to support City expenditures.

B Ad valorem tax revenue is budgeted at 100% of the approved millage rate levy. However, because taxpayers take advantage of the discount afforded by paying their taxes in the months of November through February, the City never collects 100% of the levied revenue. Recognizing this, the state permits up to 5% of the tax levy to be reserved for under-collection.

C. The use of ad valorem tax revenues is limited to the general fund unless it is required in other funds by bond indenture agreements.

D. Revenues that have been pledged to bondholders will conform to bond covenants which commit those revenues.

E. The City will prepare periodic cost studies on services for which user fees are imposed and the proposed adjustments will be presented for Council authorization.

F. The City will actively pursue grant-funding opportunities.

G. Revenue which is estimated to be unexpended at year-end will be budgeted as estimated ending fund balance and be available for appropriation in the new year.

Debt Policy

Due to the City's current status with the Internal Revenue Service (IRS) as a Small Issuer, that is, the City issues less than $10 million of debt in any given calendar year, the City is considered to be

"Bank Qualified". This bank qualified status allows banks to offer the City interest rates much lower than market rates since the interest the bank earns from the City is tax exempt to the bank. Therefore, whenever practical, the City issues bank qualified debt in order to finance projects or capital acquisitions which need to be funded from debt issuance. Additionally, the use of pre-negotiated lines of credit with stated interest rate and expense terms are utilized when practical in order to reduce debt issuance costs.

When it is necessary to issue debt in an amount greater than $10 million, the City first seeks financing from a source which offers below market rate interest rates, such as the State Revolving Loan Fund. However, if sources of this type are not available or not applicable due to the nature of the project being funded, bond issuance may be used. The services of underwriters and financial advisors are engaged using the Request for Proposal (RFP) process outlined in the City's administrative policy on the Procurement of Professional Services and the relative Consultants' Competitive Negotiation Act (CCNA) contained in Section 287.055, Florida Statutes.

The term of the debt is matched with the life of the asset being financed. The City of Sanibel does not have a maximum debt limit.

All debt service requirements are fully funded each year.

Purchasing Policy

A. All purchasing for the City of Sanibel will be conducted in a manner that promotes competition and secures the best value.

B. All purchasing shall be conducted in a manner that prompts vendors to value City business and make every effort to furnish City requirements on the basis of quality, service and price.

C. Purchasing will be from suppliers who have adequate financial strength, and a good record of adhering to specifications, maintaining shipping promises, and giving a full measure of service to the City.

D. All bidders will be afforded equal opportunities to quote and are to compete on equal terms.

E. Vendors hired by the City to provide goods and services shall have obtained a City Occupational License or Registration (per Code of Ordinances, Sections 18 and 62) prior to authorization of the purchase.

F. Competitive sealed bids are required for purchases of commodities and services that cost $25,000 or more. The competitive sealed bid or proposal procurement method is regulated by Florida Statutes. Competitive sealed bids are subject to public legal notice requirements.

G. Sole Source – Occasionally, products or services are determined to be available from only one source or must match a product or service that is already in place. These are rare occurrences and must be fully documented and submitted to the Finance Department for review and for City Manager approval where the cost exceeds $1,500.

H. Emergency Procurements – When there is an immediate danger to persons or property or the threat of substantial economic loss to the City, an emergency procurement may be made. All emergency procurements should be made with as much competition as is practical under the emergency circumstances.

BUDGET CALENDAR
FISCAL YEAR 2007 BUDGET ADOPTION
CITY OF SANIBEL, FLORIDA

	2006	
Tuesday	April 18th	City Council-FY 2006 Mid-Year Budget to Actual Report
Friday	April 21st	Budget packets distributed to departments.
`Friday	May 19th	Departments return FY 2007 Budget Request Packets to City Manager with detailed work papers.
Tuesday – Friday	May 23rd – 26th	Individual department meetings with City Manager and Finance Director to discuss proposed budget requests.
Tuesday	June 6th	City Council discusses issues impacting FY 2007 budget and Millage rate-Revenue Forecasting & Community Initiatives
Tuesday	June 20th	City Council discusses issued impacting FY 2007 budget and Millage rate-Department Initiatives
Saturday	July 1st (*)	Property Appraiser certifies Tax Roll and Finance Department calculates proposed mileage rate based on actual taxable valuation.
Friday	July 14th	Finance Department distributes FY 2007 proposed budget document to Council.
Tuesday	July 18th	**REGULAR COUNCIL MEETING** – Staff conducts budget workshop for FY 2007 proposed budget to explain calculation of Proposed Millage
Tuesday	July 25th	**SPECIAL COUNCIL MEETING** – Continuation of budget workshop and Adoption of Resolution to set the proposed tax (calendar) year 2006 Millage rate and Date, Time and Place of first Public Hearing
By Friday	August 4th (*)	Finance advises Property Appraiser of proposed mileage rate; rolled-back rate and date, time and place of first Public Meeting.
By Thursday	August 24th (*)	Property Appraiser mails Notices of Proposed Property Taxes and advertises the date, time and place of the first Public Hearing for all taxing authorities.
Saturday	Sept 9th (*)	**SATURDAY AT 9:30 A.M. – FIRST PUBLIC HEARING** – Discussion and adoption of tentative Millage rate and tentative FY07 budget.
By Sunday	Sept 17th (*)	Advertise second and final Public Hearing to set the 2006 millage rate and adopt the FY 2007 budget.
Tuesday	Sept 19th (*)	**TUESDAY AT 5:01 P.M. – SECOND AND FINAL PUBLIC HEARING** – Discussion and adoption of final 2006 Millage rate and Fiscal Year 2007 Budget.

(*) Dates established by State Truth in Mileage (T.R.I.M.) Legislation

Glossary

Ad valorem taxes – Ad valorem is Latin for "value-based". Ad valorem tax is a tax based on the assessed value of real estate or personal property. Property ad valorem taxes are the major source of revenues for state and municipal governments

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

Assessed value – The dollar value assigned to real or personal property for purposes of assessing taxes.

Budget - An itemized summary of estimated or intended expenditures for a given period along with proposals for financing them.

Capital outlay - Funds spent for the acquisition of a long-term asset

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

Encumbrance – The commitment of appropriated funds for a specific purpose. All encumbrances lapse at fiscal year-end.

Fiscal year - A 12-month period for which an organization plans the use of its funds. The City of Sanibel's fiscal year runs from October 1 through September 30.

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

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

Fund balance - Is the difference between what is owned (assets) and what is owed (liabilities). If everything that is owned is sold and turned into cash and used to pay off all debts (liabilities) whatever is left is fund balance. Fund balance is increased and decreased by revenues, expenses, fund additions and fund deductions. Revenues and fund additions increase fund balance; expenses and fund deductions decrease fund balance.

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

Intergovernmental revenue - Comprises monies from other governments, including grants, shared taxes, and contingent loans and advances for support of particular functions or for general financial support; any significant and identifiable amounts received as reimbursement for performance of governmental services for other governments; and any other form of revenue representing the sharing by other governments in the financing of activities administered by the receiving government. All intergovernmental revenue is reported in the general government sector, even if it is used to support activities in other sectors (such as utilities).

Millage rate - The amount of tax paid per thousand dollars of the assessed property value. Please see page. Example: For all property having a taxable assessed value of $500,000, a millage rate of 2.5000 generates $1,250.00 in tax to be paid.

Non-ad valorem revenues – Any tax other than an ad valorem real property tax.

Reserve for contingencies – A reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Authorization to expend reserves is made by the City Council.

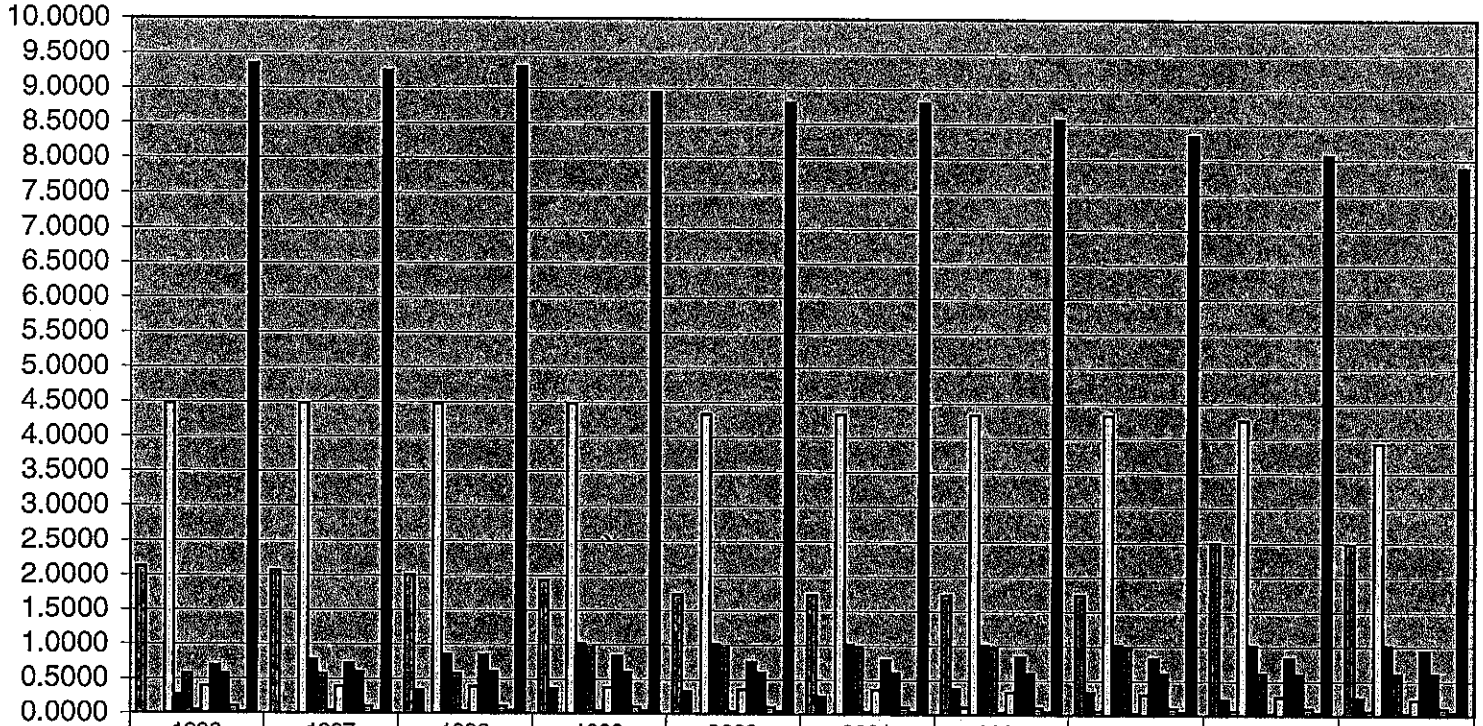
Revenues – The yield of sources of income (as taxes) that Sanibel collects and receives for public use.

Rolled-back rate – The roll-back rate is the reduced rate which will, as a result of increased property valuations, provide the same revenue as in the previous year (excluding new construction).

Taxable valuation - The value used for computing the ad valorem (property) taxes levied against property. The taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the $25,000 homestead exemption allowed if the homeowner uses the property as the principal residence.

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

Property Tax Rates - Direct and Overlapping Governments*

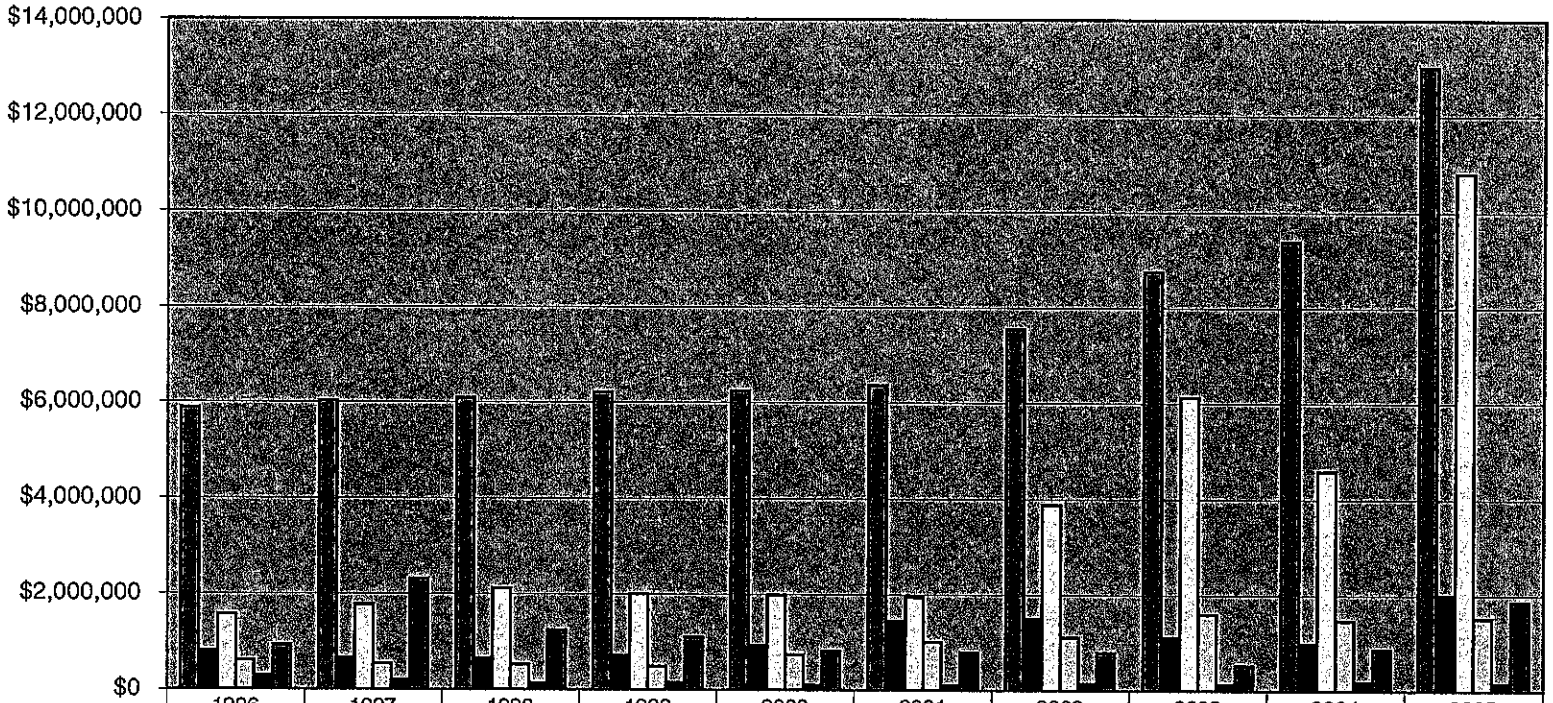


	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Sanibel General Operating	2.1182	2.0693	2.0126	1.9181	1.7291	1.7291	1.7291	1.7291	2.5000	2.4801
Sanibel Voted Debt Service - Sewer	-	-	0.3386	0.3638	0.3279	0.2607	0.3838	0.3275	0.2268	0.2607
Sanibel Voted Debt Service - Land	-	-	-	-	-	-	0.1063	0.0595	0.0625	0.0611
Lee County General Revenue	4.4751	4.4751	4.4751	4.4751	4.3277	4.3277	4.3277	4.3277	4.2612	3.9332
Lee County Capital Improvements	0.2720	0.7720	0.8532	1.0124	1.0124	1.0124	1.0124	1.0124	1.0124	1.0124
Library	0.5755	0.5755	0.5755	0.9630	0.9630	0.9630	0.9630	0.9630	0.6055	0.6055
Hyacinth Control	0.0396	0.0392	0.0392	0.0378	0.0358	0.0358	0.0327	0.0295	0.0295	0.0295
Mosquito Control	0.3970	0.3928	0.3928	0.3792	0.3595	0.3595	0.3294	0.2984	0.2718	0.2247
Fire Control	0.6896	0.7170	0.8474	0.8326	0.7518	0.7841	0.8381	0.8258	0.8300	0.9370
S. FL Water Management	0.5720	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970	0.5970
S. FL Water Management Everglades	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
West Coast Inland Waterway	0.0189	0.0300	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
School Board General Operating	9.3480	9.2450	9.3060	8.9410	8.7980	8.7980	8.5720	8.3460	8.0650	7.8820

* Source; Lee County Tax Collector

The tax year represents a calendar year, upon which the levy of ad valorem taxes is made in arrears, and is recorded as revenue in the subsequent year

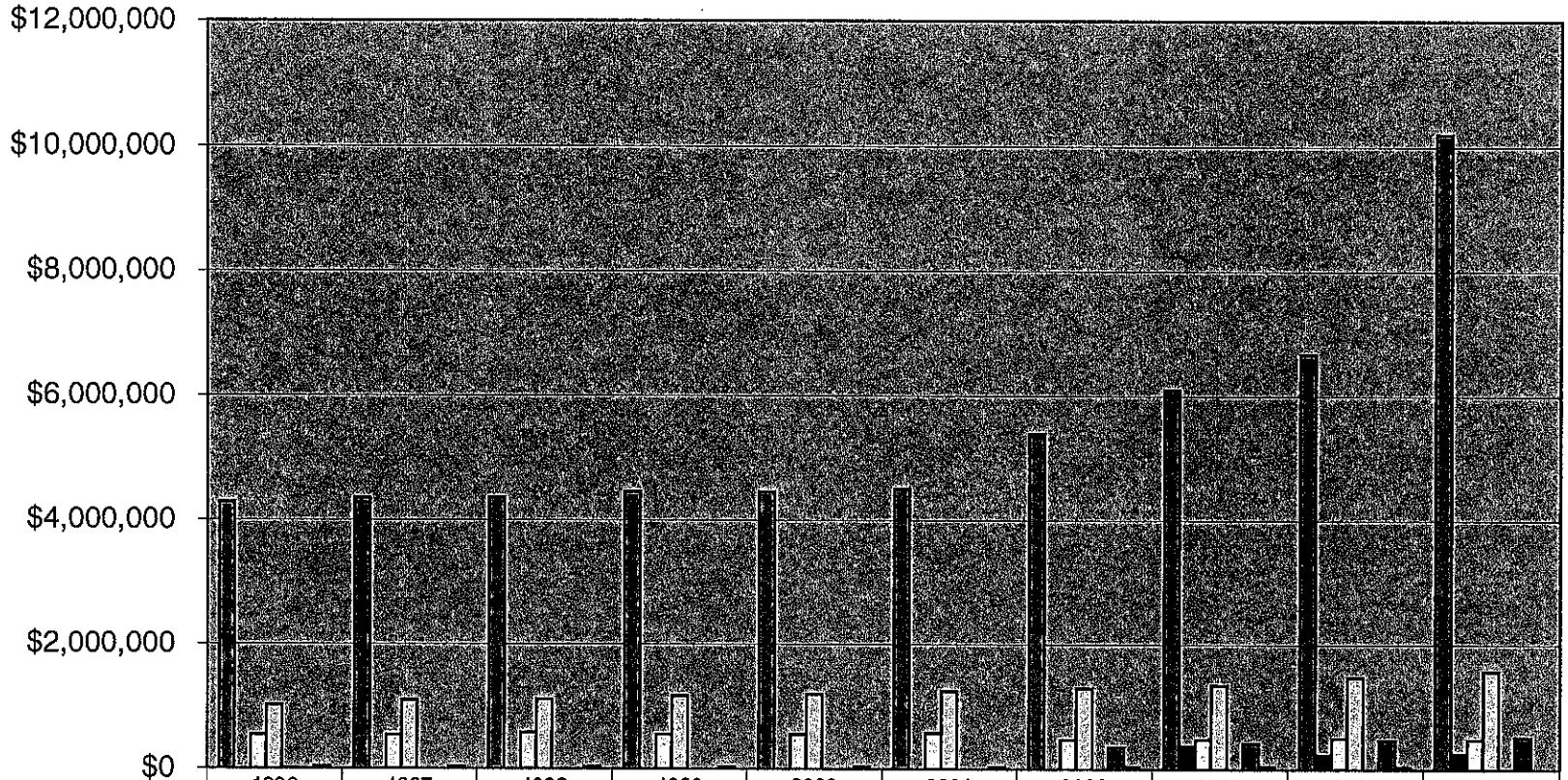
Revenues of Governmental Fund Types by Category*



	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Taxes	$5,871,298	$6,021,134	$6,081,934	$6,214,336	$6,243,868	$6,363,585	$7,551,772	$8,758,371	$9,386,568	$13,011,534
Licenses & Permits	$809,523	$658,490	$656,131	$712,262	$927,534	$1,444,481	$1,497,361	$1,111,087	$984,398	$2,001,221
Intergovernmental	$1,574,403	$1,776,559	$2,114,754	$2,005,151	$1,992,763	$1,949,740	$3,882,911	$6,121,007	$4,590,263	$10,827,692
Charges for Services	$610,248	$540,318	$526,665	$491,108	$742,536	$1,007,986	$1,116,725	$1,595,561	$1,465,388	$1,523,794
Fines & Forfeitures	$290,006	$191,649	$136,352	$156,974	$107,129	$98,395	$153,923	$132,084	$181,987	$149,853
Miscellaneous	$927,341	$2,315,712	$1,245,836	$1,100,337	$818,188	$791,551	$791,404	$522,803	$869,470	$1,861,138

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

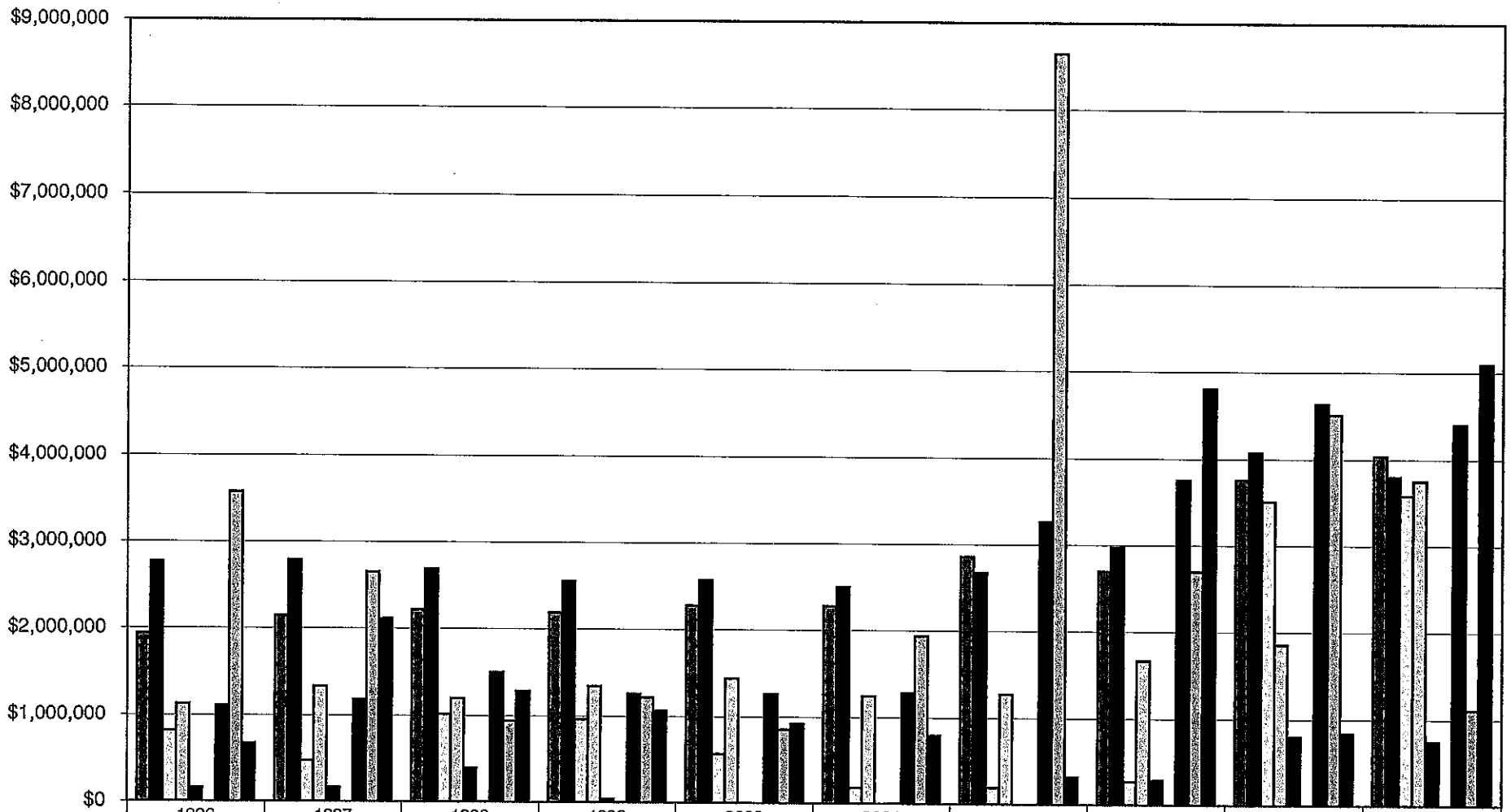
Tax Revenue of Governmental Funds by Source*



	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Ad Valorem - Operating	$4,284,468	$4,353,837	$4,361,851	$4,458,396	$4,455,220	$4,505,249	$5,393,434	$6,101,279	$6,671,663	$10,198,461
Ad Valorem - Voted Debt	$0	$0	$0	$0	$0	$0	$0	$367,188	$229,587	$248,668
Franchise	$536,724	$536,759	$575,318	$553,104	$553,872	$572,146	$466,812	$478,854	$500,304	$478,475
Local Option Gas Tax	$1,014,465	$1,094,868	$1,114,491	$1,171,243	$1,198,765	$1,250,742	$1,298,916	$1,355,397	$1,476,980	$1,574,183
Local Alt.Fuel Tax	$5,845	$2,102	$0	$0	$0	$0	$0	$0	$0	$0
Communications Services Tax	$0	$0	$0	$0	$0	$0	$354,039	$412,137	$461,392	$511,747
Casualty Insurance Premium Tax	$29,796	$33,568	$30,274	$31,593	$36,011	$35,448	$38,571	$43,516	$46,642	$0

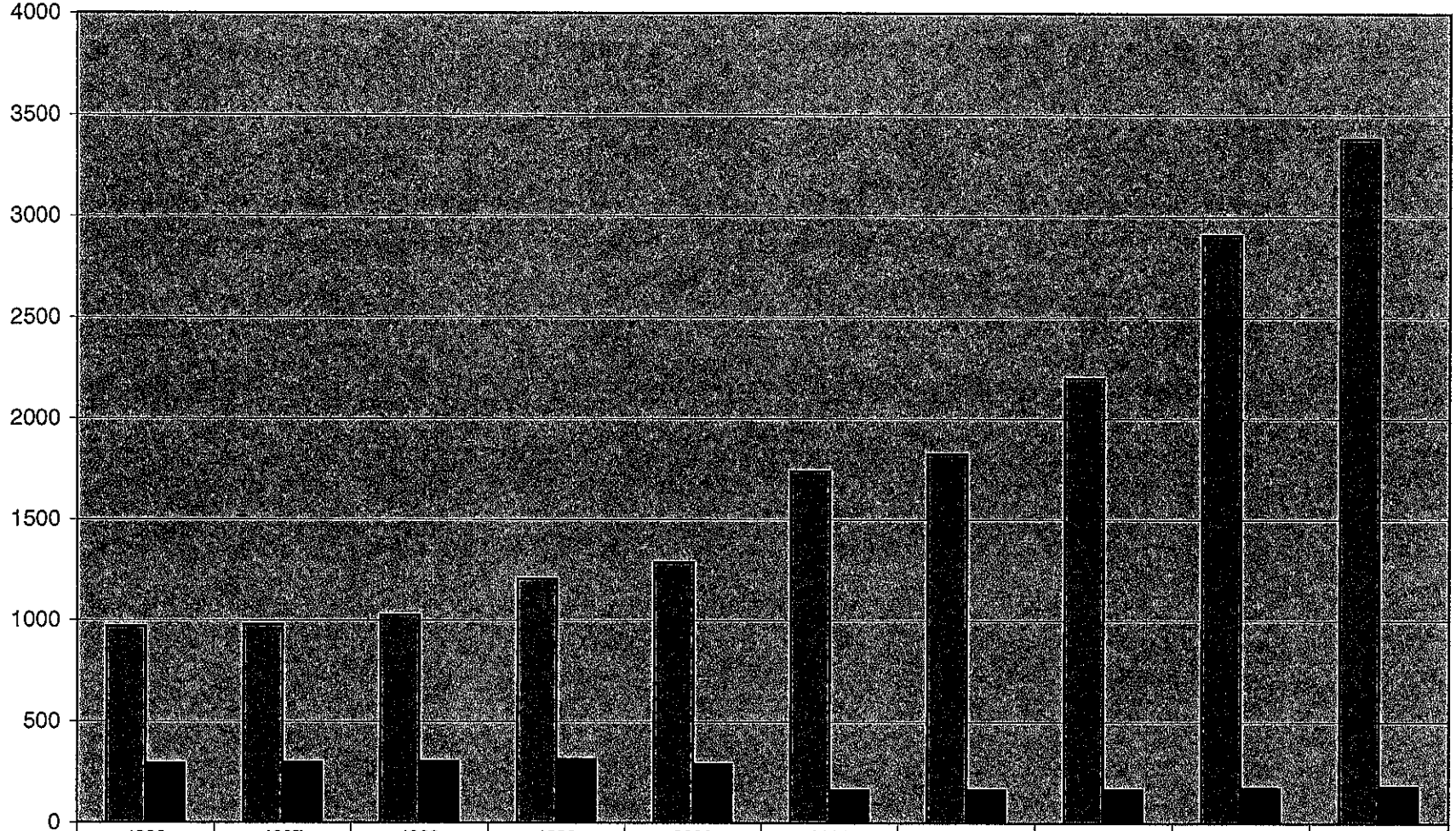
*Includes General, Special Revenue, Debt Service and Capital Projects Funds

Expenditures of Governmental Fund Types by Function 1996-2005



	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
General Government	$1,934,500	$2,146,691	$2,215,414	$2,186,535	$2,275,610	$2,274,197	$2,855,591	$2,698,274	$3,762,180	$4,039,229
Public Safety	$2,769,905	$2,790,386	$2,686,051	$2,552,594	$2,573,894	$2,500,675	$2,672,628	$2,974,639	$4,074,250	$3,802,872
Physical Environment	$818,938	$470,529	$1,014,747	$960,398	$565,308	$179,991	$191,800	$271,995	$3,507,094	$3,581,602
Transportation	$1,127,005	$1,332,891	$1,194,635	$1,346,891	$1,442,845	$1,240,737	$1,270,784	$1,664,664	$1,856,432	$3,751,208
Economic Environment	$157,408	$166,575	$391,710	$37,750	$4,500	-	-	$285,701	$794,495	$739,460
Human Services	$1,440	$1,269	$3,692	$1,954	$1,393	$2,658	$229	$1,083	-	580
Culture/Recreation	$1,109,466	$1,179,497	$1,500,154	$1,254,538	$1,257,353	$1,281,826	$3,264,360	$3,755,872	$4,632,737	$4,403,550
Capital Outlay	$3,573,457	$2,652,965	$940,200	$1,214,182	$850,870	$1,935,326	$8,647,551	$2,696,909	$4,512,984	$1,108,388
Debt Service	$666,790	$2,110,352	$1,281,969	$1,063,311	$918,800	$792,359	$319,562	$4,806,011	$832,958	$5,092,417

Sanibel Sewer System Customers



	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Residential	970	979	1026	1204	1286	1740	1824	2203	2908	3384
Commercial	293	297	304	314	291	164	165	166	174	182