Annual Budget
City of Sanibel, FL

For the Fiscal Year
October 1, 2007 through September 30, 2008
Adopted September 25, 2007

On the Cover

The cover photograph embodies the Sanibel Vision Statement:

> **"Sanibel is and shall remain a barrier island sanctuary, one in which diverse population lives in harmony with the island's wildlife and natural habitats."**

This beautiful photograph of a roseate spoonbill was taken at the J.N. "Ding" Darling National Wildlife Refuge on Sanibel Island by David Meardon, who shares the Community's love of nature and the environment.

David Meardon
www.sanibelphoto.com

City of Sanibel
Principal Officers

City Council

Mick Denham, Mayor
Carla Brooks Johnston, Vice-Mayor
Jim Jennings
Peter Pappas
Kevin Ruane

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

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City of Sanibel, Florida

Fiscal Year 2008 Budget

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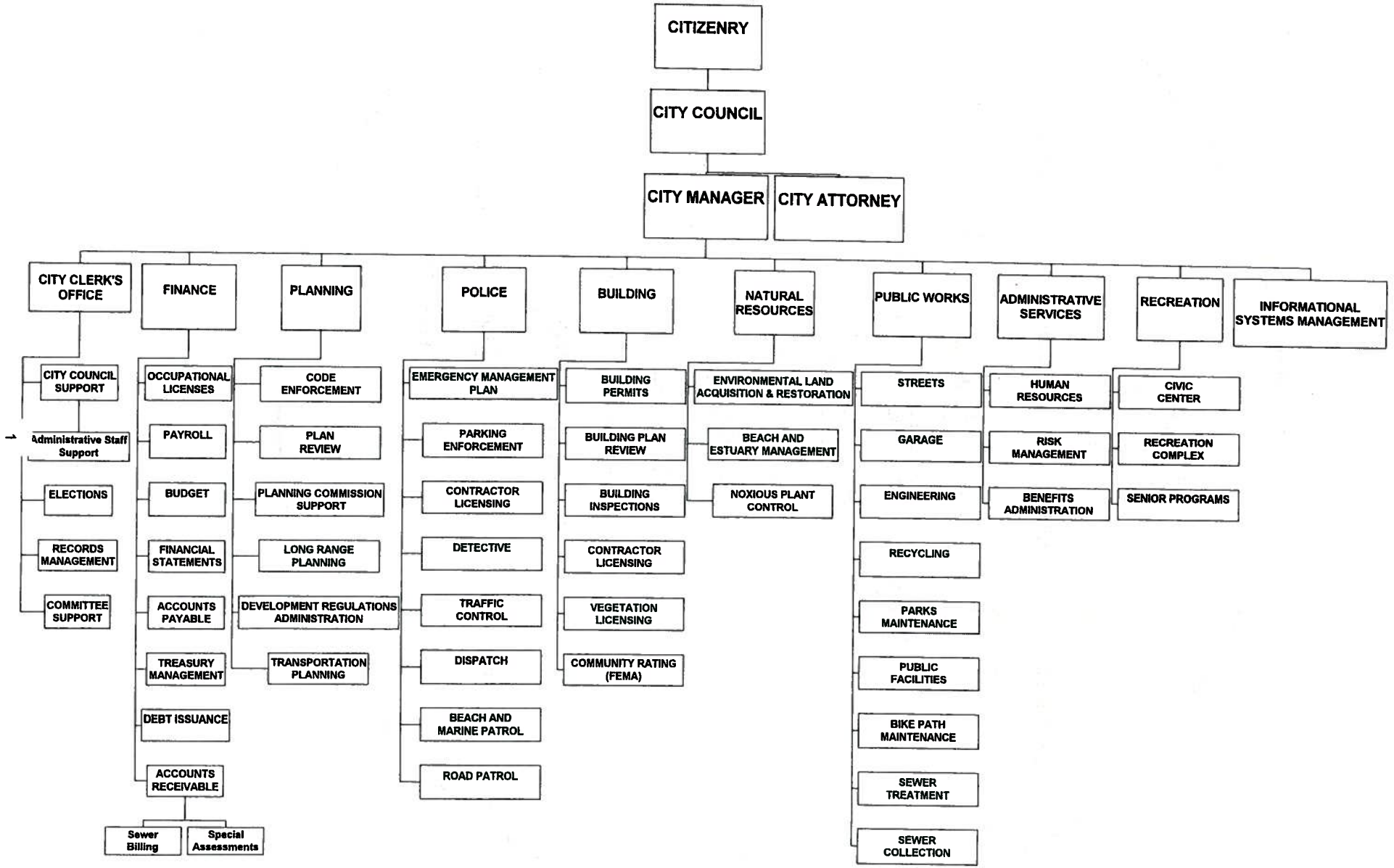
CITY OF SANIBEL ORGANIZATIONAL CHART - 2008



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Sanibel

Florida

For the Fiscal Year Beginning

October 1, 2006

President

Executive Director

Vision Statement

Background

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

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

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

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

Sanctuary

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

The City of Sanibel will resist pressures to accommodate increased development and redevelopment that is consistent with the Sanibel Plan, including this Vision Statement.

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

Community

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

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

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

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

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

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

Attraction

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

Hierarchy of Values

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

The City of Sanibel incorporated on November 5, 1974. The City of Sanibel is located on Sanibel Island, a barrier island in the Gulf of Mexico off the coast of southwest Florida in Lee County. The City is connected to the mainland by a three-mile causeway owned and operated by Lee County, Florida. The City operates under the council-manager form of government. The policy-making and legislative authority is vested in governing council consisting of five (5) non-partisan members elected at-large in staggered four (4) year terms. One council member is selected annually from among the five council members to serve as the Mayor.

The City Council is responsible, among other things, for passing ordinances and resolutions, adopting the annual budget, appointing committees and hiring the City's Manager and Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the City and for appointing the heads of the various departments. The City provides a comprehensive range of municipal services including general government, public safety (police protection, emergency management and building inspection, however, fire services are provided by an independent taxing district), natural resource management, including an environmentally sensitive land acquisition and restoration program, sewer utility services (water service is provided to City residents by a water cooperative), transportation, including road, bridge and multi-use path construction and maintenance, a below market rate housing program and culture/recreation activities.

The City's population of permanent residents and registered voters continues to grow with the permanent resident population more than doubling and the number of registered voters more than tripling since incorporation in 1974.

YEAR	PERMANENT RESIDENTS	REGISTERED VOTERS
1974	2,875	1,306
1984	4,375	3,029
1994	5,672	4,520
2004	6,335	4,906
2006	6,300	5,188

The City of Sanibel, located in Lee County, is a highly desirable tourist destination. It has a tremendous impact on the area economy because Sanibel Island contributes significantly to the attraction of tourism to the southwest Florida area. Sanibel has miles of beautiful beaches, which are world-renowned for shelling. Seventy-seven percent (77%) of the island is either within a federal wildlife preserve or otherwise classified as conservation lands. The protection of the environment is the paramount priority of the City and its residents as is evidenced by the City's Vision Statement.

Lee County is one of the fastest growing counties in Florida in both absolute and percentage population growth and in total housing starts. According to the Florida Research and Economic database (FRED) the 2007 population of Lee County is estimated to be 615,741, a 52.9% increase over the 1997 population of 402,838. The total civilian labor force in Lee County for October, 2007 was 295,446 of which 279,681 were employed and 15,765 were unemployed. The unemployment rate was 5.3 percent.

CITY OF SANIBEL, FLORIDA
DEMOGRAPHIC AND MISCELLANEOUS STATISTICS

The City of Sanibel, an island forming the western-most point of Lee County, was incorporated in 1974 through a referendum vote on November 5, 1974, and operates under a Council-City Manager form of government.

NATURAL FEATURES:

Land Area		10,730	Acres
Shoreline:			
	Beach Frontage Gulf of Mexico	11.75	Miles
	San Carlos Bay	3.75	Miles
	Mangrove Frontage	9.00	Miles
Island Elevation:	Average above sea level	4.00	Feet
	Maximum above sea level	13.00	Feet
Precipitation - Annually		42.30	Inches
Temperature:	Annual Average	74 °	Fahrenheit
	August Average	83 °	Fahrenheit
	January Average	64 °	Fahrenheit

DEMOGRAPHICS:

Resident Population 2006 Data	6,299	
Seasonal Peak Service Population	31,000	
Registered Voters 2006	5,188	
Resident Average Age 2000	60.5	
Average Assessed Home Value 2007 Data	$ 645,827	
Median Family Income - 2001	$ 71,813	
Public Education (Operated at County Level)		
Elementary/Middle School	1	
Enrollment (Kindergarten through Eighth)	392	
Police Station	1	
Number of Full-time Sworn Officers (Full Time Equivalent)	37.00	
Number of Part-time Sworn Officers (Full Time Equivalents)	3.25	
Fire Stations (Operated at County Level)	2	
Number of Full-time Firefighters	28	
Fire Hydrants	469	
Public Libraries	1	
Library Holdings	107,373	

Water & Sewer Utilities	Water	Sewer
Active Accounts	4,971	3,984
Miles of Mains	**100.8**	
Force Mains		**50**
Gravity Mains		**42**
Capacity per Day - Millions of Gallons	2.5	
Donax Treatment Plant		2.375
Wulfert Treatment Plant		0.125

Roads - Total Public & Private	80.68	Miles
Public Roads - Paved	52.96	Miles
Public Roads - Unpaved	8.79	Miles
Bicycle Paths	22.62	Miles
Causeway (County Owned - Round Trip $6.00)	3	Miles
Causeway Traffic	2,875,493	Vehicles
Public & Conservation Land Total	8,275	Acres
J.N. "Ding" Darling Wildlife Refuge	6,187	Acres
Sanibel-Captiva Conservation Foundation	1,250	Acres
Lee County	196	Acres
City of Sanibel	642	Acres

City of Sanibel

City Council Goals
Fiscal Year 2007-2008
FINAL

As Approved by Council June 5, 2007

AGGRESSIVELY CONTINUE EFFORTS THROUGH EDUCATION, POLITICAL & LEGAL METHODS TO IMPROVE WATER QUALITY–FEDERAL/STATE/ REGIONAL/LOCAL	CONTINUE REDEVELOPMENT EFFORTS	PROTECT ENVIRONMENT BY IDENTIFYING CARRYING CAPACITY
Stay intimately involved with all organizations and political forces to minimize Lake Okeechobee releases including: • Release Schedule • Water Quality C-43 • CERP Projects • Additional Storage • Restore water flow south to Everglades **Reduce urban development nutrient releases into Caloosahatchee River by:** • Accelerate establishment TMDL's for Lake Okeechobee, the Rivers, and Estuary • Implement programs to reduce urban nutrient pollution to our waterways including releases on-island such as removing package plants • Investigate strategies to remove excess nutrient releases from golf courses • Fertilizer, Wastewater, Septic Systems, and Stormwater Runoff in collaboration with the six counties of SW Florida • Implement strategies to reduce nutrient releases from Sanibel Sewage Treatment Facility **Develop an Algae Management Plan by October 1, 2007** • The plan will begin to remove red drift algae from our waters and beaches, preventing regeneration of red drift algae that leaves deposits on beaches prior to such deposits occurring. The Plan will utilize environmentally safe techniques including evaluation of water harvesting to remove accumulations at edge of water and beach. **Explore methods to secure the necessary funding that will fund the plan to eliminate red drift algae from our waters and beaches.**	**Plan for the commercial district of Dunlop Road to Palm Ridge Road and Tarpon Bay Road area by:** • Developing a vision for the central Commercial District of the Island. The vision will include concepts and philosophies compatible with Sanibel's unique character of the island and include mixed-use, island-compatible architecture, bicycle and pedestrian friendly area, restaurants with outside dining, local serving commercial and retail use enterprises and provision of lower cost workforce housing and serve as the framework for future development proposals. **Develop a redevelopment policy for all non-conforming properties by:** • Establishing a redevelopment policy for non-conforming properties, both residential and commercial, that will allow the owners to develop and/or become a conforming property.	**Protect Environment by Identifying Carrying Capacity by:** • Determining methods to identify island (beach, road, shared-use path, natural preserve) carrying capacity in order to develop viable methods to enable visitors and residents to enjoy the island while protecting the environment that is the base for our economy. • Completing research cataloging the best practice strategies being implemented globally to protect carrying capacity of facilities and mitigate congestion. • Evaluate the options for enforcement of strategies to mitigate congestion and prepare a strategy of legal options to pursue.

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Budget Message

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BUDGET MESSAGE

TO: City Council and Citizens of the City of Sanibel

FROM: Judie Zimomra, City Manager

SUBJECT: Fiscal Year 2007-08 Annual Budget

Presented herein is the Annual Budget for Fiscal Year 2007-08. As adopted, the 2007-08 City of Sanibel Annual Budget totals **$40,406,126**, which is broken down as follows:

		FY 2006-07	
	FY 2007-08	as Adopted	as Amended
Governmental Funds			
Operating	$ 27,681,203	$ 25,794,765	$ 29,821,331
Capital	5,710,097	19,057,869	20,462,875
Total Governmental	33,391,300	44,852,634	50,284,206
Enterprise Funds	7,014,826	5,516,338	7,595,432
Total Budget	$ 40,406,126	$ 50,368,972	$ 57,879,638

In accordance with State Statute, the City of Sanibel adopted an operating ad valorem tax rate, which reduces tax revenue by 9% (or $1,054,959) less than that of the prior fiscal year. Projected reductions in other revenue sources, such as half-cent sales tax, building permits, impact fees, and contributions & donations has obliged the City to reduce expenditures particularly in the general government function and in the building department. Further discussion of these expenditure reductions is included in Budget Challenges below.

The reduction in the FY 2008 capital budget is the result of the near completion of the new Recreation Facility at September 30, 2007. The scheduled opening date of the facility is December 1, 2007. Of course, the completion of this capital project impacts the operating budget in FY 2008 and future years. The Budget Challenges section below includes a discussion of that impact.

The decrease in the Enterprise Funds (Sanibel Sewer System and Beach Parking) budget is due to the completion of several capital projects during FY 2007 in the Beach Parking fund. These projects were funded by non-recurring grants for park improvements and provide no change to the operations of the facilities.

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

	FY 2008	FY 2007
Operating Millage	2.1966	2.5000
Voted Debt Service - Sewer	0.2346	0.2363
Voted Debt Service - Land Acquisition	0.0456	0.0475
Voted Debt Service - Recreation Facility	0.1011	0.1145

A mill equals $1 tax for every $1,000 of taxable property value. Therefore, the 2.1966 operating millage rate applied to the average Sanibel residential property value of $645,827 costs $1,418.62 to the average residential taxpayer. This amount is $131.25 less than the taxes paid for City operations in the prior year by the average Sanibel residential property owner.

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. City staff worked together with City Council to adopt the 2007-08 Annual Budget to maintain the quality of life for the residents of Sanibel while operating under a constrained budgetary environment.

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 3.6% over the previous year, from $4,990,360,370 to $5,172,634,890. With the addition of new construction of $24,078,080, the gross taxable property value for Tax (calendar) Year 2007 is $5,196,712,970.

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

Tax Year	Taxable Value	Percent Change
2007	$ 5,196,712,970	4.1%
2006	4,990,360,370	21.9%
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%

The approved millage rate reduces ad valorem tax revenue. Along with reductions in other revenues as an outflow of the current economic conditions resulting from the slow-down in housing starts, added to the impact on the operating budget resulting from the opening of the new recreation facility in December 2007, provided staff the opportunity to review operations and allocate and align financial resources with the City's priorities. The following discussion of budget challenges discusses how the operational review was addressed.

Fiscal 2007- 2008 Budget Challenges

The City's fiscal year 2007-08 budget was adopted recognizing reduced available revenues and increasing expenditures. Therefore, the focus on right-sizing the City organization and improving efficiencies was the first priority. This priority was achieved by eliminating 7 positions from the organization: 3 full-time and 4 part-time employees. Three of the seven positions were from the Building and Planning Department. This reduction is a direct result of a marked slowdown in residential construction. Permits for single family dwelling fell from 36 units in fiscal year 2005 to 13 units during fiscal year 2007. Given the national and regional housing market, this level of activity is anticipated to continue for the foreseeable future. Two of the part-time positions eliminated from the budget were formerly assigned to the Historical Village. Since this operation is being transferred per the contractual arrangement with the Sanibel Historical Museum and Village, Inc., these positions will no longer be City employees.

The City's commitment to remain a sanctuary island places the highest priority on protecting the environment and presented a unique financial challenge to the annual budget for this upcoming year. Therefore, the second and equally high priority of the FY 2008 budget is the dedication of adequate resources toward Environmental Initiatives. As adopted, the FY 2008 Annual Budget includes a Reserve for Environmental Initiatives in the amount of $1,119,420 to provide financial resources for environmental-related issues including:

1) Algae Management
2) Exotic Animal Control
3) Conversion of City Facilities to lower and alternative energy sources

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 and red drift algae on the beaches of Sanibel. 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. Algae accumulation continues to monitored daily in order to promptly address the issue.

Over the past several years the City has experienced a significant increase in the iguana population on the island. Simultaneously City staff has confirmed sightings of 2 different Nile Monitor Lizards on the island. The potential ecological imbalance threat posed by these exotics is a major concern. Therefore a major block of Public Safety, Natural Resources and

contractual eradication personnel have been budgeted to respond to these sightings and complaints.

The conversion of City facilities to lower and alternative energy sources is part of a long-term strategy to reduce the City's dependency on high-cost energy, particularly at City buildings and facilities. Included in the budget are funds to conduct audits on our current facilities for opportunities to install more efficient energy systems.

With the December 1, 2007 completion of the capital project and opening of the new recreation facility, the City adopted a new ordinance establishing membership fees for utilizing the facility. As a note, the former facility was free of charge, except for specific program fees. The recreation facility, formerly budgeted in the General Fund, is included in the FY 2008 budget as a special revenue fund. Utilizing this budgetary method captures the membership revenues as well as the total cost of operations, including indirect costs, provided by central services departments such as Administration, Legal, Finance and Information Systems. At the time of the referendum, which approved the financing of the new facility, the community was assured that the new facility would be operated with the same hours as the former facility with no augmentation in staff. Hours and staffing of the facility would be adjusted as revenue was generated. Of course the larger, now air-conditioned facility, requires a higher utilities budget than the former facility; however, the Lee County School Board has contracted with the City to reimburse 20% of the facility's electric charges recognizing the Sanibel School's usage of half of the gymnasium during school hours. Therefore, the increase of the FY 2008 Recreation Center expenditure budget includes approximately $250,000 for indirect cost charges payable to the General Fund, $154,000 for utilities formerly paid by the General Fund, and $250,000 as a reserve for contingencies since there is no history in the actual operational costs of the facility.

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 $26.8 million, a $1.04 million decrease from the FY 2007 amended budget of $27.76 million. As noted above, the Recreation Center operating budget has been moved to a special revenue fund from the General Fund. The General Government departments of Legislative, Administration, Legal and Planning have reduced their budgets by trimming outside professional and contractual services and machinery & equipment acquisitions. As noted above, the Reserve for Environmental Initiatives is budgeted at $1,119,420 and the Reserve for Disasters is budgeted at $4,100,000

both increases over the prior fiscal year. The ending fund balance available for subsequent fiscal year appropriation is reduced by $3.5 million offsetting the reserves increases noted above; however the 17% Cash Flow Reserve in Ending Fund Balance is maintained at $2 million in compliance with City Fund Balance Policy.

- **Special Revenue** - Special Revenue Funds are restricted to the use for which the revenue is granted or contributed to the City. The FY 2008 Budget total of Special Revenue Funds is $5.075 million. This total is $151,768 more than the amended FY 2007 budget. The increase is attributable to inclusion of the Recreation Facility operations budget as a special revenue fund rather than included in the General Fund, the levy of increased Solid Waste Franchise Fees, offset by reductions for grants awarded in FY 2007, but not included in the FY 2008 budget until and if awarded subsequent to October 1, 2007. If grant funds are awarded after the beginning of FY 2008, 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, 2007, the outstanding debt of the City is projected to be $15,476,644 in the Governmental Funds and $49,985,029 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 OUTSTANDING DEBT at September 30, 2007

Fund No.	Amount Borrowed	Purpose	Interest Rate	Year of Final Maturity	Estimated Principal Balance at 9/30/07	Average Annual P & I Debt Service	Pledged Revenue Source
	Operating Budget						
213	$ 10,000,000	FLGFC-Hurricane Charley Clean-up	Variable	2008	$ -	n/a	FEMA Reimbursements & Covenant to Budget
207	$ 3,190,000	Land Acquisition (Gulfside/Boat Ramp)	5.00%	2020	1,759,661	187,477	Franchise & Occupational
202	$ 1,250,000	Land Acquisition (Paulsen)	4.98%	2012	520,991	120,260	Any non-ad valorem revenue
204	$ 3,825,000	Land Acquisition (Pond Apple Park)	2.0% to 4.75%	2031	3,440,000	237,945	GO-Voted Debt Service Ad Valorem Taxes
270	$ 8,350,000	Recreation Facility	4.0% to 4.35%	2036	8,200,000	542,311	GO-Voted Debt Service Ad Valorem Taxes
280	$ 1,082,000	Suntrust Note #59-BMRH-Woodhaven	3.35%	2019	865,600	91,145	Any non-ad valorem revenue
280	$ 583,946	Suntrust Note #34-BMRH Refinancing (Reissued 9/30/05 to replace security pledge from Causeway Surplus)	3.85%	2009	290,168	164,267	Any non-ad valorem revenue
280	$ 650,000	Suntrust Note #42-BMRH-Casa Mariposa	4.21%	2014	349,333	59,033	Any non-ad valorem revenue
001	$ 252,843	Capital Lease-Grinder		2008	50,891	52,000	Any non-ad valorem revenue
				Operating Total:	$ 15,476,644	$ 1,454,438	
	Sewer System Enterprise Fund						
450	$ 5,620,000	Refunding of 1993 Bonds	2.0% to 3.9%	2021	$ 4,334,875	$ 422,409	User Fees
452	$ 5,722,696	State Revolving Loan-Phase I SRF # 504P	1.59%	2020	4,100,558	400,292	Special Assessments, Ad valorem taxes and User Fees
453	$ 7,615,755	State Revolving Loan-Phase 2A SRF # 5060	1.56%	2021	6,252,624	539,385	Special Assessments, Ad valorem taxes and User Fees
454	$ 5,136,352	State Revolving Loan-Phase 3A WWG # 511	1.34%	2023	5,342,509	508,628	Special Assessments, Ad valorem taxes and User Fees
460	$ 7,122,926	State Revolving Loan-Phase 3B WWG # 512	1.70%	2026	6,577,961	503,846	Special Assessments, Ad valorem taxes and User Fees
456	$ 16,593,392	State Revolving Loan-Plant SRF # 5080	1.54%	2022	12,070,452	1,040,098	User Fees & Connection Fees
457	$ 6,180,728	State Revolving Loan-Phase 2B SRF # 5090	1.54%	2022	4,238,195	354,955	Special Assessments, Ad valorem taxes and User Fees
459	$ 8,501,591	State Revolving Loan-Phase 2C WWG # 510	1.56%	2023	7,067,855	594,367	Special Assessments, Ad valorem taxes and User Fees
				Sewer Total:	$ 49,985,029	$ 4,363,980	
				GRAND TOTAL:	$ 65,461,673	$ 5,818,418	

- **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 Annual Budget are $5,710,097, a $14.7 million decrease from the amended FY 2007 budget.

The decrease is attributable to the near completion during FY 2007 of the $13.18 million Recreation Center Construction Project. The completion of the Environmentally Sensitive Land Restoration grants during FY 2007 also contributes to the decrease. Because these environmentally sensitive lands contain no active recreational facilities, there is no impact on the operating budget with their completion. The Annual Budget also includes a detailed 5-Year Capital Improvement Plan (CIP), the first year of which is included in the Annual Capital Projects Funds Budget.

Enterprise Funds

- **Sanibel Sewer System Funds** – the Sanibel Sewer System budget is decreasing from $4.976 million to $4.055 million due to the completion of Phase 3B expansion project in FY 2007. Service levels will be increasing, however, with the addition of the Phase 3B customers during FY 2008 and the 3% rate indexing effective October 1, 2007 sufficient revenue will be available to fund any expenditure increase. The negative unrestricted FY 2008 ending fund balance of $3.5 million is due to the use of restricted net assets from special assessments to meet the $4.3 million FY 2008 debt service requirement.

- **Beach Parking Fund** – the budgeted operating expenses of the Beach Parking Fund is decreasing from $2.6 million to $1.566 million in FY 2008 for the same service levels as FY 2007. The reduction is due to the timing of the grant award from the Tourist Development Council (TDC) for Beach Maintenance estimated to be $845,000. Like other governmental units, the TDC is holds its budget hearings concurrently with the City of Sanibel. When the grant award is received in early FY 2008, a budget amendment resolution will be presented to City Council.

Fund Balances

One of the most important responsibilities in budget forecasting is the projection of fund balance amounts (also known as net assets), which will be available for carry-forward to the subsequent fiscal year budget. Fund balance is the accumulation of prior year's revenues minus expenditures. An increase from one year to the next reflects revenue exceeding expenditures and conversely a fund balance decrease from one year to the next, expenditures exceeding revenues. The size of fund balance should not be too low or too high. If a fund balance is consistently too high, it may be a sign that the public agency's taxes or fees have been too high. On the other hand, if the fund balance is too low, the public agency risks being unprepared for emergency situations. The City's bond rating is also evaluated on the health of its fund balance.

Accordingly, the City of Sanibel adopted Resolution # 00-55 establishing a Fund Balance policy, wherein it states that "If at the end of the fiscal year, the actual fund balance (in the General Fund) 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."

The General Fund beginning fund balance projected to be available on October 1, 2007 is $9,968,478, $247,543 (2.42%) less than that available on October 1, 2006. This amount as

well as the amount of projected FY 2008 ending fund balance complies with the fund balance policy described above.

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 environmental initiatives, 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, Causeway restrictions, available staff and diversions due to hurricanes, a backlog of road and shared use path maintenance 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 the City has 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 will requires a significant commitment of the Planning Department's FY 2007-08 and future year's 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. The FY 2007-08 budget includes funding 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

include capital construction, 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 scheduled for the fall of 2007, 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 33 years Sanibel has existed as an independent City governed by home rule. We are now presented the opportunity to work together to implement a fair and equitable budget that will meet the challenges of tomorrow.

JAZ/RML

CITY OF SANIBEL, FLORIDA

RESOLUTION NO. 07- 137

A RESOLUTION ADOPTING THE FINAL OPERATING AND VOTED DEBT SERVICE AD VALOREM MILLAGE RATES FOR TAX YEAR 2007 FOR THE CITY OF SANIBEL, LEE COUNTY, FLORIDA; DETERMINING THAT THE OPERATING AND AGGREGATE MILLAGE RATES DO NOT EXCEED THE MAXIMUM MILLAGE RATES PERMITTED BY SECTION 200.185, FLORIDA STATUTES, AS CREATED BY CHAPTER 2007-321, LAWS OF 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 Section 200.065, Florida Statutes; 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 $5,192,490,290.00;

WHEREAS, pursuant to Section 200.185, Florida Statutes, as created by chapter 2007-321, Laws of Florida, the maximum millage rate permitted to be levied is as follows:

Vote Required	Millage Rate Description	Maximum Millage Rate
Majority of Council Members	91% of Rolled-back Rate	2.1966
2/3 of Council Members	Rolled-back Rate	2.4139

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

Section 1. Operating Millage Rate

The Final Ad Valorem Operating Millage Rate for Tax (Calendar) Year 2007 is hereby adopted at ~~2.1966~~ mills and the levy of an annual tax for said year is made.

Section 2. Voted Debt Service Millage Rates

A. The Final Sewer Voted Debt Service Millage Rate for Tax (Calendar) Year 2007 is hereby adopted at 0.2346 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 2007 is hereby adopted at 0.0456 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 2007 is hereby adopted at 0.1011 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 25th day of September, 2007 at 6:39 P.M.

Mick Denham, Mayor

AUTHENTICATION:

Pamela Smith, City Clerk

Approved as to Form: Kenneth B. Cuyler, City Attorney Date 9/21/07

Vote of Council Members:

Denham	yea
Johnston	yea
Jennings	
Pappas	nay
Ruane	yea
	yea

Date filed with City Clerk: September 25, 2007

CITY OF SANIBEL, FLORIDA

RESOLUTION NO. 07- 138

A RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2007-08 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 Section 200.065, Florida Statutes; 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 2007; and

WHEREAS, the City of Sanibel, Lee County, Florida, set forth the appropriations and revenue estimates in the amount of $~~40,406,126~~ for the Fiscal Year 2007-2008 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 2007-2008 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 25th day of September, 2007 at ~~6:49~~ P.M.

AUTHENTICATION:

Mick Denham, Mayor

Pamela Smith, City Clerk

Approved as to Form: Kenneth B. Cuyler, City Attorney

Date 9/21/07

Vote of Council Members:

Denham	~~yea~~
Johnston	~~yea~~
Jennings	~~yea~~
Pappas	~~yea~~
Ruane	~~yea~~

Date filed with City Clerk: ~~Septem~~ ~~25, 2007~~

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Budget Summary

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Budget Summary
City of Sanibel - Fiscal Years 2006-2008

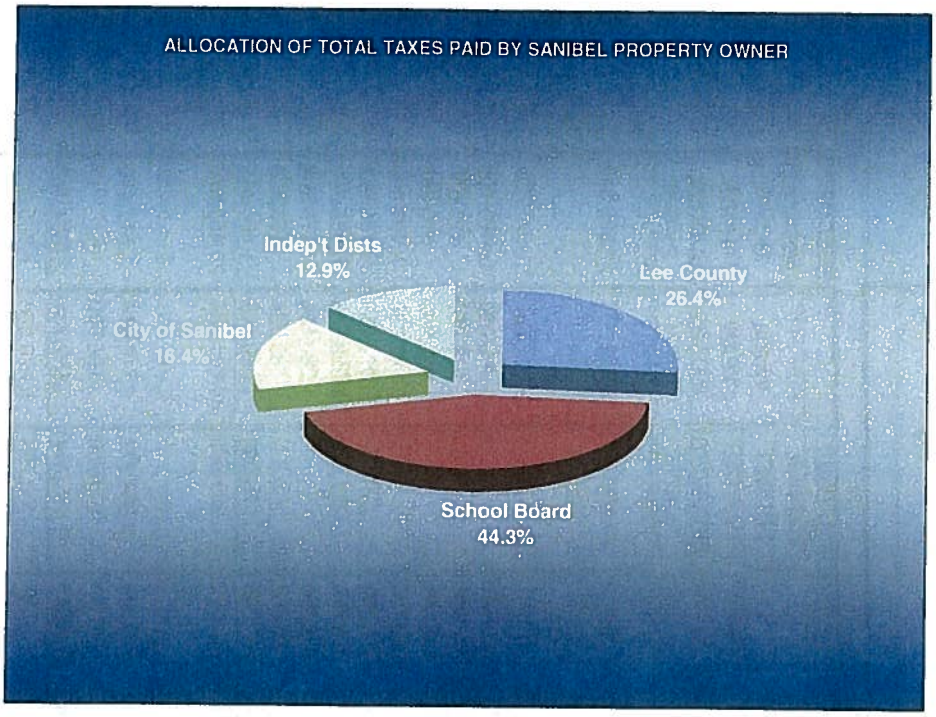
	FY 05-06 Actual	FY 06-07 Budget	FY 06-07 Proj Actual	**FY 07-08 Adopted**	FY08 Proposed to FY07 Amend Amount of Increase (Decrease)	% Change Estimate To Amended	FY08 Proposed to FY07 Project Amount of Increase (Decrease)	% Change Estimate To Adopted
Est Beginning Fund Balance	18,176,071	14,917,099	21,876,982	**11,486,108**	(3,430,991)	-23.00%	(10,390,874)	-47.50%
Revenues								
Ad Valorem Taxes	9,955,952	14,446,263	13,860,709	**13,385,849**	(1,060,414)	-7.34%	(474,860)	-3.43%
Other Taxes	2,844,318	2,797,000	2,936,378	**3,182,739**	385,739	13.79%	246,361	8.39%
Licenses & Permits	1,657,930	1,105,172	1,194,630	**1,051,250**	(53,922)	-4.88%	(143,380)	-12.00%
Intergovernmental Revenue	6,165,314	7,399,851	9,425,349	**1,947,619**	(5,452,232)	-73.68%	(7,477,730)	-79.34%
Charges for Services	7,052,984	7,312,356	7,736,559	**7,957,339**	644,983	8.82%	220,780	2.85%
Fines & Forfeitures	193,006	174,943	197,436	**195,984**	21,041	12.03%	(1,452)	-0.74%
Miscellaneous Revenue	1,466,858	6,483,566	2,721,553	**7,894,063**	1,410,497	21.75%	5,172,510	190.06%
Non-Revenue	11,196,982	968,304	1,349,428	**30,000**	(938,304)	-96.90%	(1,319,428)	-97.78%
Reserve for Undercollection	-	(765,568)	-	**(613,909)**	151,659	-19.81%	(613,909)	
Total Revenue	40,533,344	39,921,887	39,422,042	**35,030,934**	(4,890,953)	-12.25%	(4,391,108)	-11.14%
Total Sources of Funds	58,709,415	54,838,986	61,299,023	**46,517,042**	(8,321,944)	-15.18%	(14,781,981)	-24.11%
Expenditures								
Operating Expenditures								
General Government	4,769,110	5,120,697	4,845,543	**4,935,489**	(185,208)	-3.62%	89,945	1.86%
Public Safety	4,084,478	4,342,178	4,477,652	**4,708,462**	366,284	8.44%	230,810	5.15%
Physical Environment	8,517,282	5,910,131	5,570,543	**4,774,769**	(1,135,362)	-19.21%	(795,773)	-14.29%
Transportation	5,545,933	7,273,634	3,956,474	**8,516,399**	1,242,765	17.09%	4,559,924	115.25%
Economic Environment	241,477	245,904	245,904	**245,904**	-	0.00%	-	0.00%
Human Services	976	974	974	**1,000**	26	2.67%	26	2.67%
Culture/Recreation	3,927,874	15,593,957	19,859,430	**3,310,848**	(12,283,109)	-78.77%	(16,548,583)	-83.33%
Non-Expenditure Disbursements	9,237,125	16,298,156	8,753,299	**19,059,794**	2,761,638	16.94%	10,306,495	117.74%
Total Operating Expenditures	36,324,255	54,785,630	47,709,820	**45,552,665**	(9,232,966)	-16.85%	(2,157,155)	
Estimated Ending Fund Balance	22,385,160	53,356	13,589,204	**964,377**	911,021	1707.44%	(12,624,826)	-92.90%
Total Uses of Funds	58,709,415	54,838,986	61,299,023	**46,517,042**	(8,321,944)	-15.18%	(14,781,981)	-24.11%

Budget Summary
City of Sanibel - Fiscal Year 2007-2008

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Total
Est Beginning Fund Balance	9,968,478	604,679	540,743	1,908,277	(1,536,069)	11,486,108
Revenues						
Ad Valorem Taxes	11,405,824	-	762,000	-	1,218,025	13,385,849
Other Taxes	2,277,000	905,739	-	-	-	3,182,739
Licenses & Permits	4,600	972,650	-	-	74,000	1,051,250
Intergovernmental Revenue	1,079,685	256,070	-	257,000	354,864	1,947,619
Charges for Services	1,636,709	97,425	-	-	6,223,205	7,957,339
Fines & Forfeitures	63,384	17,600	-	-	115,000	195,984
Miscellaneous Revenue	824,995	2,256,635	655,000	3,545,434	612,000	7,894,063
Non-Revenue	-	-	-	-	30,000	30,000
Reserve for Undercollection	(455,738)	(35,629)	(45,730)	(614)	(76,198)	(613,909)
Total Revenue	16,836,459	4,470,489	1,371,270	3,801,820	8,550,896	35,030,934
Total Sources of Funds	26,804,937	5,075,168	1,912,013	5,710,097	7,014,827	46,517,042
Expenditures						
Operating Expenditures						
General Government	4,724,489	-	-	211,000	-	4,935,489
Public Safety	3,781,819	609,642	-	317,000	-	4,708,462
Physical Environment	499,162	-	-	220,000	4,055,607	4,774,769
Transportation	2,132,364	-	-	4,054,740	2,329,295	8,516,399
Economic Environment	-	245,904	-	-	-	245,904
Human Services	-	1,000	-	-	-	1,000
Culture/Recreation	658,083	1,967,370	-	685,395	-	3,310,848
Non-Expenditure Disbursements	11,324,183	1,394,771	1,379,094	-	4,961,746	19,059,794
Total Operating Expenditures	23,120,100	4,218,687	1,379,094	5,488,135	11,346,648	45,552,665
Estimated Ending Fund Balance	3,684,837	856,481	532,919	221,962	(4,331,821)	964,377
Total Uses of Funds	26,804,937	5,075,168	1,912,013	5,710,097	7,014,827	46,517,042

City of Sanibel
Fiscal Year 2007-08
Total
Budget Summary

SOURCES OF FUNDS	2007 Millage	FISCAL YEAR 2007-08 ADOPTED BUDGET GOVERNMENTAL FUNDS OPERATING BUDGET	CAPITAL BUDGET	TOTAL OPERATING & CAPITAL BUDGET	BUSINESS-TYPE FUNDS ENTERPRISE BUDGETS	TOTAL
EST BEGINNING FUND BALANCE		11,113,900	1,908,277	13,022,177	(1,536,069)	11,486,108
REVENUES						
Taxes						
Ad Valorem -Operating	2.1966	11,405,824	-	11,405,824	-	11,405,824
Ad Valorem -Voted Debt Land	0.0456	237,000	-	237,000	-	237,000
Ad Valorem -Voted Debt Rec Ctr	0.1011	525,000	-	525,000	-	525,000
Ad Valorem -Voted Debt Sewer	0.2346	-	-	-	1,218,025	1,218,025
Other Taxes		3,182,739	-	3,182,739	-	3,182,739
Licenses & Permits		977,250	-	977,250	74,000	1,051,250
Intergovernmental Revenue		1,335,755	257,000	1,592,755	354,864	1,947,619
Charges for Services		1,734,134	-	1,734,134	6,223,205	7,957,339
Fines & Forfeitures		80,984	-	80,984	115,000	195,984
Miscellaneous Revenue		990,092	76,056	1,066,148	612,000	1,678,148
TOTAL REVENUE		20,468,778	333,056	20,801,834	8,597,094	29,398,928
OTHER FINANCING SOURCES						
Capital Contributions		-	-	-	30,000	30,000
Transfers from Other Funds		-	-	-	-	-
Debt Proceeds		-	105,000	105,000	-	105,000
Reserve for Undercollection		(537,097)	(614)	(537,711)	(76,198)	(613,909)
TOTAL SOURCES OF FUNDS		31,045,580	2,345,719	33,391,299	7,014,827	40,406,126
USES OF FUNDS						
EXPENDITURES						
General Government		4,724,489	211,000	4,935,489	-	4,935,489
Public Safety		4,391,462	317,000	4,708,462	-	4,708,462
Physical Environment		499,162	220,000	719,162	4,055,607	4,774,769
Transportation		2,132,364	4,054,740	6,187,104	2,329,295	8,516,399
Economic Environment		245,904	-	245,904	-	245,904
Human Servirces		1,000	-	1,000	-	1,000
Culture/Recreation		2,625,453	685,395	3,310,848	-	3,310,848
Total Operating Expenditures		14,619,834	5,488,135	20,107,969	6,384,902	26,492,871
OTHER USES						
Reserve for Contingencies		525,000	-	525,000		525,000
Reserve for Environmental Initiatives		1,119,420	-	1,119,420		1,119,420
Reserve for Initiatives		-	-	-		-
Reserve for Pay Adj's		249,621	-	249,621	90,959	340,581
Reserve for Classification Adjustments		48,997	-	48,997	2,723	51,720
Reserve for Recreation Facility Capital Project		250,000	-	250,000	-	250,000
Reserve for Insurance Deductibles		315,000	-	315,000	-	315,000
Reserve for Disaster/Capital		4,100,000	-	4,100,000	120,000	4,220,000
Redemption of Long-term Debt		1,379,094	-	1,379,094	4,748,064	6,127,158
Ending Fund Balance/Ret Earnings		5,074,237	221,962	5,296,199	(4,331,821)	964,377
Total Other Uses		13,061,369	221,962	13,283,331	629,925	13,913,256
TOTAL USES OF FUNDS		27,681,203	5,710,097	33,391,300	7,014,827	40,406,126



Taxing Authority	Tax Year 2007 Millage Rate	Percent of Total Millage	Average Taxable Value of Residence $ 645,827 Average Residential Taxes Paid
Lee County			
General	3.6506	23.2%	$ 2,357.66
Capital	0.5000	3.2%	322.91
School Board			
State	4.3610	27.8%	2,816.45
Local	2.5990	16.5%	1,678.50
City of Sanibel			
Operating (*)	**2.1966**	**14.0%**	**1,418.62**
Voted Debt	**0.2346**	**1.5%**	**151.49**
Voted Debt-Land	**0.0456**	**0.3%**	**29.48**
Voted Debt-Rec Ctr	**0.1011**	**0.6%**	**65.30**
Independent Districts			
Sanibel Public Library	0.4000	2.5%	258.33
SFWMD-Everglades	0.0894	0.6%	57.74
WCIND	0.0394	0.3%	25.45
SFWMD	0.5347	3.4%	345.32
Fire District	0.7736	4.9%	499.61
Hyacinth Control	0.0214	0.1%	13.82
Mosquito Control	0.1636	1.0%	105.66
	15.7106	100.0%	$ 10,146.35

(*) 91% of Rolled-back Rate per Resolution # 07-137

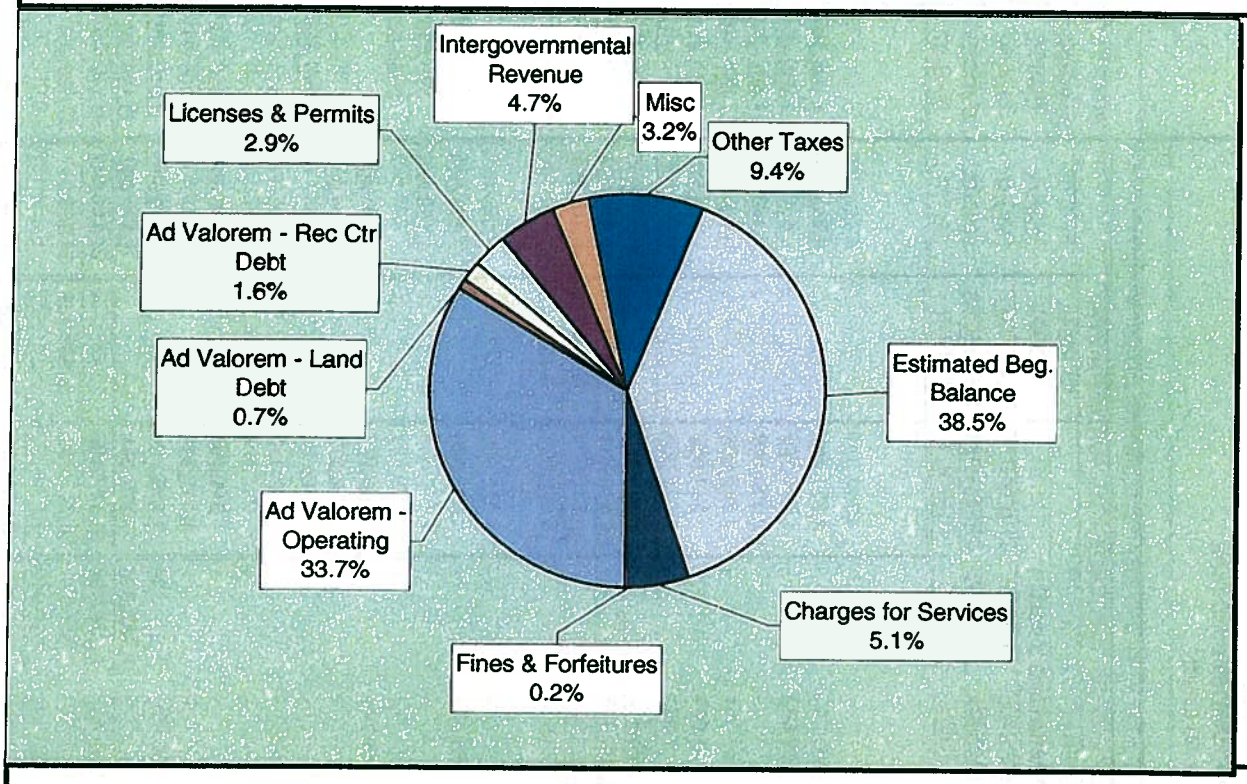
CITY OF SANIBEL
FISCAL YEAR 2007-08 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION

		FY 2007-08 GOVERNMENTAL FUNDS BUDGET						
		OPERATING BUDGET				CAPITAL BUDGET		
SOURCES OF FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS	FISCAL YEAR 2007-08 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2006-07
EST BEGINNING FUND BALANCE		9,968,478	604,679	540,743	11,113,900	1,908,277	13,022,177	22,585,342
	Tax Year 2007 Millage							
REVENUES								
Taxes								
Ad Valorem -Operating Millage	2.1966	11,405,824	-	-	11,405,824	-	11,405,824	12,460,783
Ad Valorem -Land Acq Debt Serv	0.0456	-	-	237,000	237,000	-	237,000	237,000
Ad Valorem -Rec Ctr. Debt Serv	0.1011			525,000	525,000		525,000	570,855
Other Taxes		2,277,000	905,739	-	3,182,739	-	3,182,739	2,797,000
Licenses & Permits		4,600	972,650	-	977,250	-	977,250	1,188,972
Intergovernmental Revenue		1,079,685	256,070	-	1,335,755	257,000	1,592,755	8,085,293
Charges for Services		1,636,709	97,425	-	1,734,134	-	1,734,134	1,475,888
Fines & Forfeitures		63,384	17,600	-	80,984	-	80,984	153,473
Miscellaneous Revenue		824,995	90,097	75,000	990,092	76,056	1,066,148	1,490,413
TOTAL REVENUE		17,292,197	2,339,581	837,000	20,468,778	333,056	20,801,834	28,459,677
OTHER FINANCING SOURCES								
Transfers from Other Funds		-	2,166,538	580,000	2,746,538	3,364,378	6,110,916	6,541,470
Debt Proceeds		-	-	-	-	105,000	105,000	-
Reserve for Undercollection		(455,738)	(35,629)	(45,730)	(537,097)	(614)	(537,711)	(691,463)
TOTAL OTHER FINANCING SOURCES		(455,738)	2,130,909	534,270	2,209,441	3,468,764	5,678,205	5,850,007
TOTAL SOURCES OF FUNDS		26,804,937	5,075,168	1,912,013	33,792,119	5,710,097	39,502,216	56,895,025
LESS: TRANSFERS BETWEEN FUNDS							(6,110,916)	(6,610,819)
NET SOURCES							33,391,300	50,284,206

CITY OF SANIBEL
FISCAL YEAR 2007-08 ADOPTED BUDGET
GOVERNMENTAL FUNDS BUDGET SUMMARY BY FUND TYPE
EXPENDITURES SHOWN BY FUNCTION

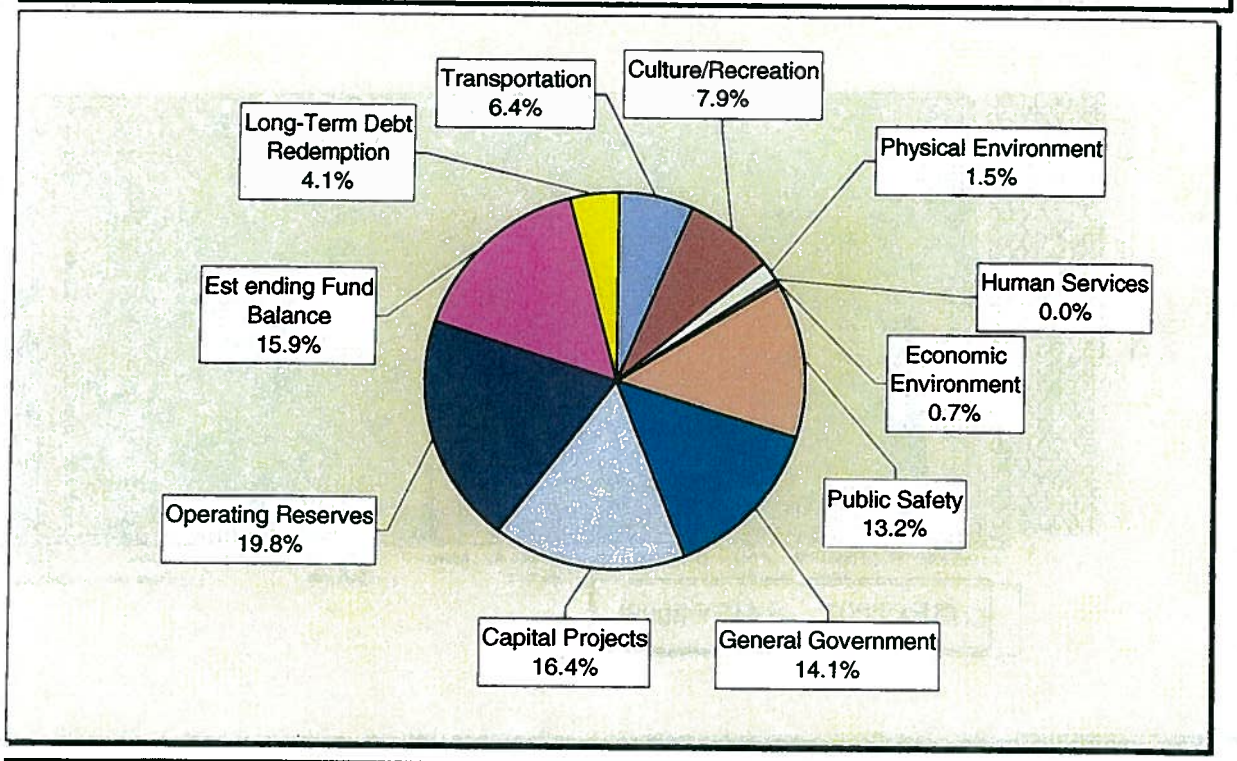
	FY 2007-08 GOVERNMENTAL FUNDS BUDGET						
	OPERATING BUDGET				CAPITAL BUDGET	FISCAL YEAR 2007-08 TOTAL	AMENDED GOVT'L FUNDS BUDGET 2006-07
USES OF FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	TOTAL OPERATING BUDGET	CAPITAL PROJECTS FUNDS		
EXPENDITURES							
Operating Expenditures							
General Government	4,724,489	-	-	4,724,489	-	4,724,489	5,100,238
Public Safety	3,781,819	609,642	-	4,391,462	-	4,391,462	4,498,183
Physical Environment	499,162	-	-	499,162	-	499,162	1,009,579
Transportation	2,132,364	-	-	2,132,364	-	2,132,364	1,987,297
Economic Environment	-	245,904	-	245,904	-	245,904	246,415
Human Services	-	1,000	-	1,000	-	1,000	974
Culture/Recreation	658,083	1,967,370	-	2,625,453	-	2,625,453	2,258,300
Total Operating Expenditures	11,795,918	2,823,916	-	14,619,834	-	14,619,834	15,100,986
Capital Projects	-	-	-	-	5,488,135	5,488,135	19,718,481
TOTAL EXPENDITURES	11,795,918	2,823,916	-	14,619,834	5,488,135	20,107,969	34,819,467
NON-OPERATING EXPENDITURES							
Reserve for Contingencies	275,000	250,000	-	525,000	-	525,000	-
Reserve for Environmental Initiatives	1,119,420	-	-	1,119,420	-	1,119,420	375,886
Reserve for Initiatives	-	-	-	-	-	-	220,859
Reserve for Pay Adjustments	204,850	44,771	-	249,621	-	249,621	-
Reserve for Classification Adj's	48,997	-	-	48,997	-	48,997	-
Reserve for Continuing Capital Projects	-	-	-	-	-	-	32,230
Reserve for Recreation Center Contingencies	250,000	-	-	250,000	-	250,000	371,785
Reserve for Future Projects		-	-	-	-	-	-
Reserve for Insurance Deductibles	315,000	-	-	315,000	-	315,000	296,352
Reserve for Disasters	4,100,000	-	-	4,100,000	-	4,100,000	2,000,000
Transfer to Other Funds	5,010,916	1,100,000	-	6,110,916	-	6,110,916	6,610,818
Redemption of Long-Term Debt	-	-	1,379,094	1,379,094	-	1,379,094	3,164,840
TOTAL NON-OPERATING EXPENDITURES	11,324,183	1,394,771	1,379,094	14,098,048	-	14,098,048	13,072,770
TOTAL APPROPRIATIONS	23,120,100	4,218,687	1,379,094	28,717,882	5,488,135	34,206,017	47,892,237
ESTIMATED ENDING FUND BALANCE	3,684,837	856,481	532,919	5,074,237	221,962	5,296,199	9,002,788
TOTAL USES OF FUNDS	26,804,937	5,075,168	1,912,013	33,792,119	5,710,097	39,502,215	56,895,025
LESS: TRANSFERS BETWEEN FUNDS						(6,110,916)	(6,610,818)
NET USES						33,391,300	50,284,206

CITY OF SANIBEL
WHERE THE MONEY COMES FROM
GOVERNMENTAL FUNDS
Fiscal Year 2007-08



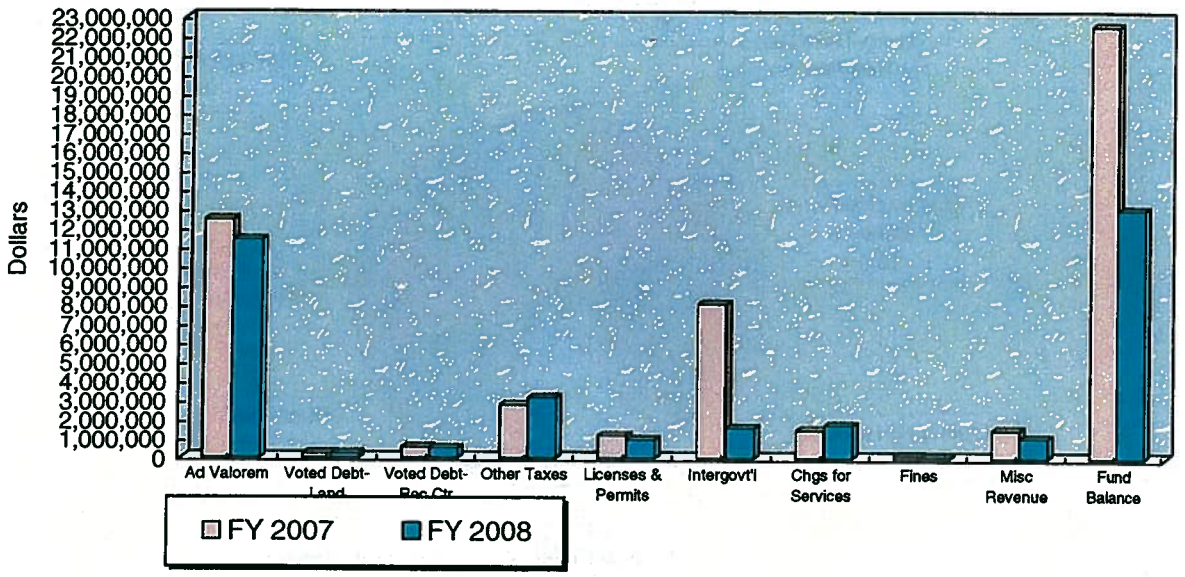
GOVERNMENTAL FUNDS			
SOURCES OF FUNDS		AMOUNT	PERCENT OF TOTAL
Est . Beginning Fund Balance	$	13,022,177	38.4%
REVENUES			
Ad Valorem Taxes - Operating Millage	$	11,405,824	33.6%
Ad Valorem Taxes - Land Voted Debt		237,000	0.7%
Ad Valorem Taxes - Rec Center Debt		525,000	1.5%
Other Taxes		3,182,739	9.4%
Licenses & Permits		977,250	2.9%
Intergovernmental Revenue		1,592,755	4.7%
Charges for Services		1,734,134	5.1%
Fines & Forfeitures		80,984	0.2%
Miscellaneous Revenue		1,066,148	3.1%
Debt Proceeds		105,000	0.3%
TOTAL REVENUE	$	20,906,834	100.0%
Reserve for Undercollection		(537,711)	
NET SOURCES OF FUNDS	$	33,391,300	

CITY OF SANIBEL
WHERE THE MONEY GOES
GOVERNMENTAL FUNDS
Fiscal Year 2007-08



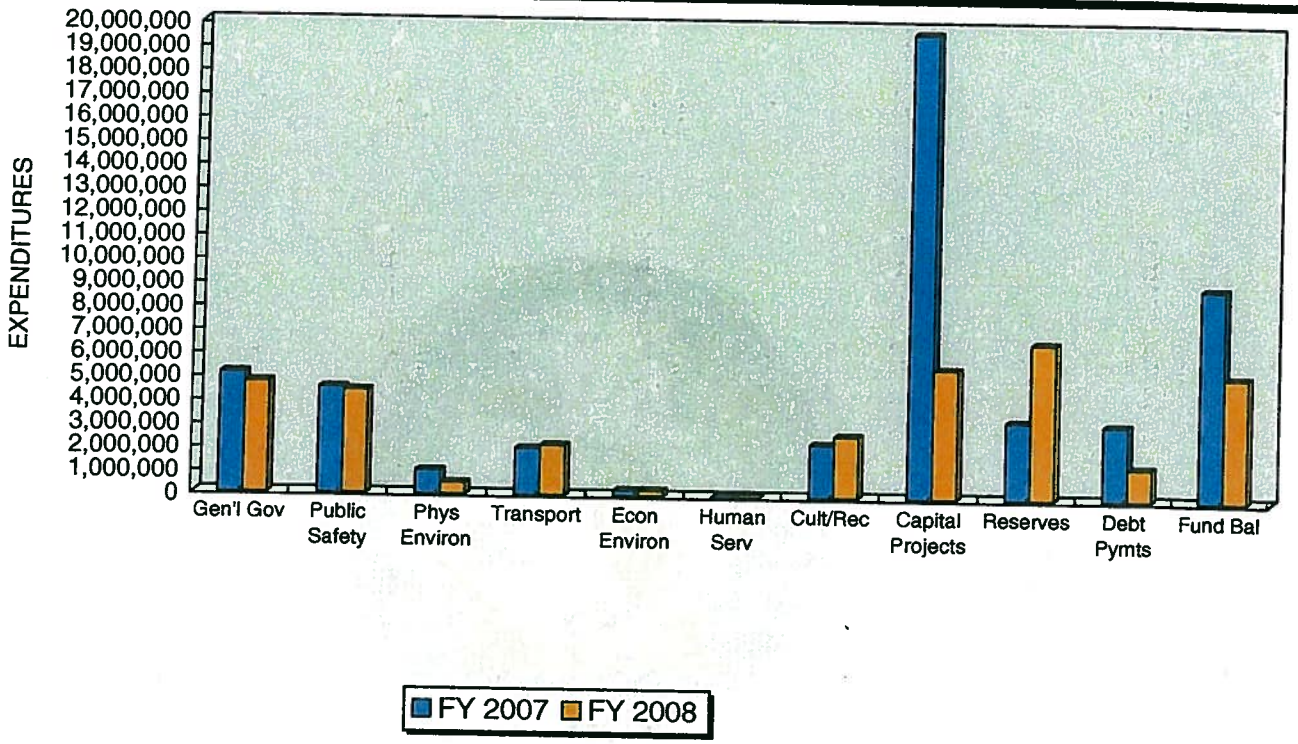
GOVERNMENTAL FUNDS		
USES OF FUNDS	AMOUNT	PERCENT OF TOTAL
OPERATING EXPENSES		
General Government	$ 4,724,489	14.1%
Public Safety	4,391,462	13.2%
Physical Environment	499,162	1.5%
Transportation	2,132,364	6.4%
Economic Environment	245,904	0.7%
Human Services	1,000	0.0%
Culture & Recreation	2,625,453	7.9%
TOTAL OPERATING EXPENDIETURES	$ 14,619,834	
OPERATING RESERVES	6,608,038	19.8%
CAPITAL PROJECTS and RESERVES	5,488,135	16.4%
REDEMPTION OF LONG-TERM DEBT	1,379,094	4.1%
Estimated Ending Fund Balance	5,296,199	15.9%
TOTAL USES OF FUNDS	$ 33,391,300	100.0%

CITY OF SANIBEL
COMPARISON OF SOURCES OF FUNDS
GOVERNMENTAL FUNDS BUDGET



	FY 2007 BUDGET AS AMENDED	FY 2008 TENTATIVE BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
OPERATING SOURCES OF FUNDS				
Reveue				
Ad Valorem Taxes-Operating	$ 12,460,783	$ 11,405,824	$ (1,054,959)	-9.2%
Ad Valorem Taxes-Land DS	237,000	237,000	-	0.0%
Ad Valorem Taxes-Rec Ctr DS	570,855	525,000	(45,855)	-8.7%
Other Taxes	2,797,000	3,182,739	385,739	12.1%
Licenses & Permits	1,188,972	977,250	(211,722)	-21.7%
Intergovernmental Revenue	8,085,293	1,592,755	(6,492,538)	-407.6%
Charges for Services	1,475,888	1,734,134	258,246	14.9%
Fines & Forfeitures	153,473	80,984	(72,489)	-89.5%
Miscellaneous Revenue	1,490,413	1,066,148	(424,265)	-39.8%
TOTAL REVENUE	$ 28,459,677	$ 20,801,834	$ (7,657,843)	-36.8%
OTHER FINANCING SOURCES				
Debt Proceeds	$ -	$ 105,000	$ 105,000	100.0%
Transfer to Beach Parking Fund	$ (69,349)	$ -	$ 69,349	
Estimated Beginning Fund Balance	22,585,342	13,022,177	(9,563,165)	-73.4%
TOTAL SOURCES OF FUNDS	50,975,669	33,929,010	(17,046,659)	-50.2%
Reserve for Undercollection	(691,463)	(537,711)	153,752	-28.6%
NET BUDGET	$ 50,284,206	$ 33,391,300	$ (16,892,906)	-50.6%

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



	FY 2007 BUDGET AS AMENDED	FY 2008 TENTATIVE BUDGET	AMOUNT OF INCREASE (DECREASE)	PERCENT CHANGE
USES OF FUNDS by Function				
Expenditures				
General Government	$ 5,100,238	$ 4,724,489	$ (375,749)	-8.0%
Public Safety	4,498,183	4,391,462	(106,721)	-2.4%
Physical Environment	1,009,579	499,162	(510,417)	-102.3%
Transportation	1,987,297	2,132,364	145,067	6.8%
Economic Environment	246,415	245,904	(511)	-0.2%
Human Services	974	1,000	26	2.6%
Culture/Recreation	2,258,300	2,625,453	367,153	14.0%
Total Operating Expenditures	$ 15,100,986	$ 14,619,834	$ (481,152)	-3.3%
Capital Projects	$ 19,718,481	$ 5,488,135	(14,230,346)	-259.3%
Reserve for Contingency & Capital	3,297,112	6,608,038	3,310,926	50.1%
Redemption of Long-term Debt	3,164,840	1,379,094	(1,785,746)	-129.5%
Ending Fund Balance	9,002,788	5,296,199	(3,706,590)	-70.0%
NET BUDGET	$ 50,284,206	$ 33,391,300	$ (16,892,906)	-50.6%

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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.

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City of Sanibel, Florida

Section C – Governmental Funds

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City of Sanibel, Florida

General Fund
Fund No. 001

Sources of Funds

Beginning Fund Balance:

The first available source of funds at the beginning of each fiscal year is the carry-forward of the previous year's available fund balance. Fund balance is the accumulation of prior year's revenues, minus expenditures. According to the City's adopted Fund Balance policy, portions of fund balance are earmarked or "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 $9,968,478 of fund balance will be available at the end of FY 2007 to carry-forward to FY 2008.

Taxes:

Property (ad valorem) tax, determined by the levy of an operating millage rate, is the City's primary revenue source providing $11,405,824 (42.5%) of general fund sources. This amount of tax revenue is calculated based on the levy of a 2.1966 operating millage rate on Sanibel's 2007 assessed taxable value of $5,192,490,290, which is the rolled-back tax rate, less 9%. To calculate the property tax revenue to be derived from a mill rate, divide the assessed taxable value by 1000, and multiply by the proposed mill rate.

The rolled-back rate is the rate which would generate the same 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 $1.67 million, $560,000 and $47,000 respectively in FY 2008. These taxes are estimated to increase by .006%, 0% and 0% respectively over the previous year's budget.

Revenue projections for FY08 property taxes are derived using the rolled back rate, less 9%, as legislated by the Florida legislature in special session on June 21, 2007. Revenue projections for other taxes in the General Fund are based on trend analysis of prior years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues and staff's expert judgment concerning expected economic conditions in FY08.

Licenses and Permits:

Licenses and permits provide $4,600 or .02% of general fund revenues. In prior years primary permit revenue came from building-type permits. 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 and the associated expenditures were moved in FY06 from the General Fund to a special revenue fund to directly account for Building Department revenue. $3,000 from a newly enacted special events permit fee plus $1,600 from dog licenses is projected for FY08.

Intergovernmental Revenue:

Intergovernmental Revenue is estimated to generate $1,079,685 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 years' activity compared to year-to-date actual revenues; projections are adjusted to reflect any deviation from the trend based on current revenues and staff's expert judgment concerning expected economic conditions in FY08.

Charges for Services:

Charges for Services are estimated to provide $1,636,709 or 6.1% to the General Fund. These sources include Planning-type (development) permits, Solid Waste Tipping Fees, Senior's program fees and indirect costs charged to the Building Department, Recreation Department, Ball Park Maintenance Fund and 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, 2007.

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. Beginning in FY08 these fees will be shown in a new special revenue fund, Fund 170, set up to directly track revenue and expense associated with the new recreation facility.

Fines and Forfeitures:

Fines and Forfeitures, including court fines, parking and other ordinance violations, are estimated to contribute $63,384 (0.2%) 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 $824,995 (3.1%) of General Fund sources. Projections are based on trend analysis of

prior years' 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 $455,738. This amount is equal to 4% of ad valorem tax revenue. Ad valorem tax revenue is budgeted at 100% of the 2.1966 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 2008. 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 $366,674 and $753,269 respectively for FY 2008. The MIS department is also included as a General Government function and its FY 2008 budget is $531,231. The Finance Department is budgeted at $836,007 and the Legal Department at $687,721. Planning has a budget of $1,225,517 and the city-wide insurance (excluding workers compensation) is estimated to cost $324,069 in FY 2008.

The respective percent increases of each department's FY 2008 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 $3,734,679 and the Sanibel Emergency Management Plan (SEMP) at $47,140.

Physical Environment

The Physical Environment function includes the Recycling department, budgeted at $141,124 and the Natural Resources Management department, budgeted at $358,038 for FY 2008.

Transportation

The Public Works department, including the garage activities, comprises the Transportation function in the General Fund and is budgeted at $2,132,364 for FY 2008.

Culture/Recreation

Public Facilities maintenance is budgeted at $528,153, the Seniors Program at $118,530 and the Performing (BIG) Arts facility costs of $11,400.

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 and 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 2008 include $275,000 for the annual contingency reserve to meet unexpected events. The reserve for environmental initiatives is budgeted at $1,119,420. Pay adjustments are budgeted at $204,850, and adjustments as a result of reclassifications are budgeted at $48,997. $250,000 has been set aside as a reserve for contingencies for the new recreation facility and $315,000 for the purpose of meeting insurance deductibles. There is also $4,100,000 that has been set-aside for disasters, a $2,100,000 increase over the FY07 appropriation.

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 FY08. This $2.0 million cash flow reserve provides operational cash for October and November of FY08 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 second 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 2009) as beginning fund balance and is projected to be $2.0 million at the end of FY 2008.

CITY OF SANIBEL
GENERAL FUND
SUMMARY

		2004-05 ACTUAL	2005-06 ACTUAL	2006-07 ADOPTED BUDGET	2006-07 AMENDED BUDGET	2006-07 ESTIMATED ACTUAL	FY 08 ADOPTED
SOURCES OF FUNDS							
BEGINNING FUND BALANCE,		9,533,952	13,273,842	6,956,631	10,216,021	10,216,017	9,968,478
	Tax Year 2007 Millage						
ESTIMATED REVENUE							
TAXES							
Ad Valorem Taxes	2.1966	10,198,461	9,716,569	12,460,783	12,460,783	11,962,352	11,405,824
Local Option Gas Tax		912,684	953,422	970,000	970,000	962,643	970,000
$.05 Local Option Gas Tax		661,499	685,727	690,000	690,000	707,945	700,000
Communications Services Tax		511,747	523,691	540,000	540,000	557,610	560,000
Casualty Insurance Premium Tax		-	98,026	47,000	47,000	47,000	47,000
TOTAL TAXES		12,284,391	11,977,435	14,707,783	14,707,783	14,237,550	13,682,824
LICENSES & PERMITS							
Building Permits			Moved to Fund # 169				
Building		732,993	-	-	-	-	-
Electrical		60,884	-	-	-	-	-
Plumbing & Sprinkler		44,057	-	-	-	-	-
HVAC		58,184	-	-	-	-	-
Roofing		257,183	-	-	-	-	-
Plans Review Fee-Residential		123,153	-	-	-	-	-
Plans Review Fee-Non-residential		36,120	-	-	-	-	-
Contractor Competency		3,765	-	-	-	-	-
Contractor Licensing		25,550	-	-	-	-	-
Sponsorship Exam Fees		300	-	250	-	-	-
Other Licenses & Permits			30	930	930	-	-
Special Events Permits		-	-	-	-	3,005	3,000
Dog Licenses		1,471	1,603	1,521	1,521	1,601	1,600
Utility		60	-	40	40	-	-
Vehicle Weight Permits		1,148	-	-	-	-	-
Mangrove Trimming		1,500	3,500	3,250	-	-	-
TOTAL LICENSES & PERMITS		1,346,368	5,133	5,991	2,491	4,606	4,600
INTERGOVERNMENTAL REVENUE							
Federal Grants		-	40,000	-	6,000	6,000	-
Payment in Lieu of Taxes-Federal		50,406	152,185	50,000	50,000	140,853	140,853
State Grants		-	2,017	-	-	-	-
State Shared Revenues:					-		
State Revenue Sharing Proceeds		188,369	191,773	200,000	200,000	189,612	190,000
Mobile Home License Rebate		2,467	2,508	2,500	2,500	2,505	2,500
Alcoholic Beverage License		14,798	14,473	20,000	20,000	16,157	16,157
Half-cent Sales Tax		603,042	651,271	660,000	660,000	580,000	580,000
Motor Fuel Tax Rebate		9,713	13,366	6,000	6,000	6,000	6,000
Locally Shared Revenues:					-		
Causeway Surplus		-	-	-	-	-	-
Municipal Solid Waste		32,126	45,379	45,000	45,000	42,581	45,000
Lee Co for Sanibel Library		1,574,204	1,511,131	-	-	-	-
Occupational License Rebate		6,112	5,590	6,500	6,500	4,334	4,500
Grants from Other Local Units		54,015	90,383	36,090	86,090	86,090	87,175
Grant-Lee Co-Wt Station Reimb		-		-	-	-	-
Payment in Lieu of Taxes-Local		7,500	7,500	7,500	7,500	7,500	7,500
TOTAL INTERGOVERN. REVENUES		2,542,752	2,727,576	1,033,590	1,089,590	1,081,632	1,079,685
CHARGES FOR SERVICES							
General Government							
Development Permit Fees		288,028	261,713	240,000	239,425	239,425	240,000
Wastewater Disposal Permits		560	3,355	1,000	1,000	-	-
Sign Permits		11,487	12,100	12,000	12,000	7,000	7,000
Other LDC Actions		25,475	32,160	29,000	29,000	29,842	29,000
Fee for Lien Research		9,055	5,859	6,030	6,030	5,204	5,200
Sale of Maps & Publications		17,000	11,845	13,136	3,135	3,614	3,614
Indirect Cost Services		716,746	1,364,729	700,000	830,561	1,065,568	1,067,000
Collection Administration Fees		3,120	1,164	2,000	2,000	1,754	2,000
SUB-TOTAL TO CARRY FORWARD		1,071,471	1.692,925	1,003,166	1,123,151	1,352,407	1,353,814

CITY OF SANIBEL
GENERAL FUND
SUMMARY

	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 ADOPTED BUDGET	2006-07 AMENDED BUDGET	2006-07 ESTIMATED ACTUAL	FY 08 ADOPTED
CHARGES FOR SERVICES (cont'd)						
SUB-TOTAL FORWARDED	1,071,471	1,692,925	1,003,166	1,123,151	1,352,407	1,353,814
Public Safety						
Police Services	5,285	12,480	10,000	25,000	25,000	25,000
Engineering Services	750	647	-	-	-	-
Building Code Adm & Insp Fee	943	-	1,000	-	210	-
Solid Waste Tipping Fees	187,659	193,021	210,000	210,000	191,731	243,750
Horticultural Rebate	66,377	-	-	-	-	-
Transportation	767	9,744	-	-	159	-
Culture/Recreation			-	-	-	
Program Activity Fees			-	-	-	Moved to F-170
Summer Wreck	47,662	42,414	38,783	38,783	53,000	-
After School Program Fees	32,046	31,692	36,297	36,297	24,830	-
Senior Aerobics	9,001	10,009	9,802	9,802	13,145	13,145
Senior Line Dancing	1,030	937	1,000	1,000	935	1,000
Rec Dept Athletic Fees	5,682	8,960	-	-	2,719	-
Special Facility Fees	735	-	-	-	-	-
Other Charges for Service	25	375	-	-	10,135	-
Swim Lessons	1,028	1,740	1,000	1,000	-	-
Holiday Programs	-	6,838	6,000	6,000	4,938	-
Enrichment Programs	941	7,105	4,235	4,235	1,150	-
Water Aerobics	4,032	3,095	3,045	3,045	-	-
TOTAL CHARGES FOR SERVICES	1,435,434	2,021,982	1,324,328	1,458,313	1,680,359	1,636,709
FINES & FORFEITURES						
Court Fines	46,401	49,500	44,743	44,743	48,884	48,884
Parking Violations	64,131	89,844	70,000	70,000	99,347	Moved to F-470
Violation of Local Ordinances	28,630	20,206	32,000	11,560	14,500	14,500
TOTAL FINES & FORFEITURES	139,162	159,550	146,743	126,303	162,731	63,384
MISCELLANEOUS REVENUES						
Interest Earnings	308,422	755,742	550,225	536,225	871,024	775,000
Rents & Royalties	19,828	21,450	25,661	25,661	23,539	24,245
Contributions	-	114	3,000	3,000	586	750
Ins Proceeds/Sale of Fixed Assets	750,000	35,476	20,000	20,000	5,000	20,000
Refund of Prior Years Expenditures	-	26,296	-	-	1,233	-
Other Miscellaneous Revenue	15,857	31,977	5,000	5,000	7,544	5,000
TOTAL MISCELLANEOUS REVENUE	1,094,107	871,055	603,886	589,886	908,926	824,995
TOTAL ESTIMATED REVENUE	18,842,214	17,762,731	17,822,321	17,974,366	18,075,803	17,292,197
OTHER FINANCING SOURCES						
NON-REVENUES						
Transfers In		56,434	-	192,731	192,731	-
Debt Proceeds			-	-	-	-
Less: Reserve for Undercollection	-	-	(620,373)	(620,373)	-	(455,738)
TOTAL OTHER FINANCING SOURCES	-	56,434	(620,373)	(427,642)	192,731	(455,738)
TOTAL BEGINNING FUND BALANCE, ESTIMATED REVENUE & OTHER FINANCING SOURCES	28,376,166	31,093,007	24,158,578	27,762,745	28,484,551	26,804,937

CITY OF SANIBEL
GENERAL FUND
SUMMARY

	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 ADOPTED BUDGET	2006-07 AMENDED BUDGET	2006-07 ESTIMATED ACTUAL	FY 08 ADOPTED
USES OF FUNDS						
GENERAL GOVERNMENT						
Legislative	330,864	415,638	396,271	429,158	438,024	366,674
Administrative	611,635	714,238	700,538	835,101	837,334	753,269
Management Information Systems	390,338	470,228	512,274	526,050	540,891	531,231
Finance	586,021	737,438	776,708	816,206	803,658	836,007
Legal	448,277	742,139	691,314	744,740	643,061	687,721
Planning	705,389	883,957	1,334,949	1,349,493	1,183,086	1,225,517
Insurance	284,809	334,052	290,643	398,978	398,978	324,069
TOTAL GENERAL GOVERNMENT	3,357,333	4,297,690	4,702,697	5,099,726	4,845,032	4,724,489
PUBLIC SAFETY						
Police	2,897,789	3,036,179	3,422,510	3,508,942	3,534,231	3,734,679
SEMP	27,495	33,223	35,840	35,240	35,536	47,140
Building	556,293	Moved to Fund # 169				
TOTAL PUBLIC SAFETY	3,481,577	3,069,402	3,458,350	3,544,182	3,569,767	3,781,819
PHYSICAL ENVIRONMENT						
Garbage-Recycling	98,783	126,149	141,644	141,644	127,039	141,124
Conservation & Resource Mgt	215,841	317,551	326,408	355,763	353,859	358,038
TOTAL PHYSICAL ENVIRONMENT	314,624	443,700	468,052	497,407	480,898	499,162
TRANSPORTATION						
Public Works	1,539,259	1,622,288	1,856,150	1,987,297	1,857,243	2,132,364
CULTURE/RECREATION						
Library	1,574,204	1,511,131	-	-	-	-
Parks & Recreation						
Recreation Complex	851,341	887,133	856,558	896,180	856,703	Moved to F-170
Public Facilities	377,499	496,139	550,452	568,262	560,359	528,153
Seniors Program	91,311	102,034	113,379	117,641	114,890	118,530
Performing Arts Facility	6,050	20,219	11,600	11,600	11,073	11,400
TOTAL CULTURE/RECREATION	2,900,405	3,016,656	1,531,989	1,593,683	1,543,025	658,083
TOTAL OPERATING EXPENDITURES	11,593,198	12,449,736	12,017,238	12,722,295	12,295,966	11,795,918
NON-OPERATING EXPENDITURES						
Reserve for Contingencies			275,000	-	71,001	275,000
Reserve for Environmental Initiatives			500,000	375,886	-	1,119,420
Reserve for Initiatives			233,641	220,859	-	-
Reserve for Pay Adjustments			232,635	-	-	204,850
Reserve for Classification Adj's			42,781	-	-	48,997
Reserve for Recreation Center Contingencies			500,000	371,785	-	250,000
Reserve for Insurance Deductibles			300,000	296,352	296,352	315,000
Reserve for Disasters			2,000,000	2,000,000	-	4,100,000
Transfer to other funds	3,509,126	4,922,839	3,270,013	4,553,493	3,762,441	5,010,916
TOTAL NON-OPERATING EXPENDITURES	3,509,126	4,922,839	7,354,071	7,818,375	4,129,794	11,324,183
TOTAL APPROPRIATIONS	15,102,324	17,372,575	19,371,310	20,540,670	16,425,760	23,120,100
ENDING FUND BALANCE						
17% Cash Flow Reserve per Policy			1,937,268	2,022,942	2,090,314	2,005,306
Change in Reserves	3,521,581	3,504,415	(350,000)	(350,000)	-	(350,000)
Available for Appropriation in subsequent fiscal year	9,752,261	10,216,017	3,200,000	5,549,133	9,968,478	2,029,531
TOTAL ENDING FUND BALANCE	13,273,842	13,720,432	4,787,268	7,222,075	12,058,792	3,684,837
TOTAL USES OF FUNDS	28,376,166	31,093,007	24,158,578	27,762,745	28,484,551	26,804,937

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CITY OF SANIBEL
SUMMARY OF SPECIAL REVENUE FUNDS

SOURCES OF FUNDS	2004-05 Actual	2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	6,089,993	2,513,084	904,484	1,053,179	1,048,837	604,679
Estimated Revenues						
Taxes						
Franchise Taxes	478,475	583,452	550,000	550,000	661,179	905,739
Licenses & Permits						
Vehicle Weight Permits	384,850	376,820	-	149,000	149,000	-
Building Department Permits	-	921,362	749,181	757,481	690,000	687,650
Occupational Licenses	270,004	282,853	280,000	280,000	277,394	285,000
Total Licenses & Permits	654,854	1,581,035	1,029,181	1,186,481	1,116,394	972,650
Intergovernmental Revenue						
Federal Forfeiture Fund	-	500	-	-	-	-
Federal & State Grants for Hurricane Charley	1,357,339	173,054	-	-	-	-
NRCS Grant # 69420951644-FY2005	659,337	-	-	-	-	-
Federal & State Grants for Hurricane Wilma	-	987,162	-	424,606	424,606	-
C.L.E.A.N. Grant	-	28,934	-	13,443	13,443	-
DCA - Emergency Operations Van	-	-	-	50,000	50,000	-
SFWMD Grant-Sanibel River Restoration	50,000	149,752	-	-	-	-
Southwest Florida Foundation-Historical	75,000	23,368	10,598	55,598	55,598	-
WCIND-Tarpon Bay Dredging Project	76,919	55,510	-	-	(1,786)	-
US Fish & Wildlife-Fire Safe Grant	-	27,025	-	-	-	-
Lee County-Weigh Station Operations	48,303	66,497	-	56,508	56,508	-
Lee County Skate Park	-	71,056	-	28,158	27,871	-
Recreation Center Electric	-	-	-	-	-	24,000
Lee Co-Elementary Ball Park Maint	116,395	114,327	138,072	154,738	247,807	232,070
Total Intergovernmental	2,383,293	1,697,185	148,670	783,051	874,047	256,070
Charges for Services						
Police Causeway Escort-Hurricane Charley	36,210	-	-	-	-	-
Building Department Fees	-	493	-	11,575	6,000	6,095
Recreation Center Program Fees	-	-	-	-	-	91,330
Below Market Rate Housing Rents	1	-	-	-	-	-
Historical Committee Fund	4,717	34,876	5,000	6,000	6,000	-
Total Charges and Services	40,928	35,369	5,000	17,575	12,000	97,425
Fines & Forfeitures						
Other Fines & Forfeitures	10,692	16,856	2,500	27,170	22,107	17,600
Miscellaneous Revenue						
Investment Earnings	233,678	59,101	11,093	85,319	35,237	52,444
Weigh Station Rents from Lee County	39,996	32,190	-	-	-	-
Contributions & Donations	343,567	81,333	75,000	90,560	88,289	-
Refund of prior year's expenditures	-	-	-	-	-	-
Environmental Defense	-	3,020	-	100	100	-
Impact Fees	66,860	100,000	140,000	169,646	135,124	37,653
Other Miscellaneous Revenue	-	37,225	-	-	-	-
Total Miscellaneous Revenue	684,101	312,869	226,093	345,625	258,750	90,097
TOTAL REVENUE	4,252,343	4,226,766	1,961,444	2,909,902	2,944,477	2,339,581
Other Financing Sources						
Transfers In	789,900	1,201,147	420,155	985,546	733,312	2,166,538
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollection	-	-	(25,227)	(25,227)	-	(35,629)
Total Other Financing Sources	789,900	1,201,147	394,928	960,319	733,312	2,130,909
Total Beginning Fund Balance Revenue & Other Financing	11,132,236	7,940,997	3,260,856	4,923,400	4,726,626	5,075,168

CITY OF SANIBEL
SUMMARY OF SPECIAL REVENUE FUNDS

USES OF FUNDS	2004-05 Actual	2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
General Government						
Hurricane Charley 8/13/04	632,806	232,907	-	-	-	-
SW Florida Communiy Grant	49,041	2,844	-	-	-	-
NRCS Grant	48	-	-	-	-	-
Franchise & Occupational License Fund	-	-	-	512	511	-
Hurricane Wilma 10/21/05	-	235,670	-	-	-	-
Total General Government	681,895	471,421	-	512	511	-
Public Safety						
Weigh Station	79,913	70,539	41,919	85,688	85,688	-
Hurricane Charley 8/13/04	241,383	2,225	-	-	-	-
Hurricane Wilma 10/21/05	-	180,239	-	-	-	-
DCA - Emergency Operations Van	-	-	-	128,056	128,056	-
Building Department		711,259	726,908	732,488	686,372	609,642
C.L.E.A.N. Grant	-	48,934	-	7,769	7,769	-
SW Florida Community Foundation Grant	-	1,881	-	-	-	-
US Fish & Wildlife-Fire Safe Grant	-	-	-	-	-	-
Total Public Safety	321,296	1,015,077	768,827	954,001	907,885	609,642
Physical Environment						
Hurricane Charley 8/13/04	2,690,260	17,221	-	-	-	-
Hurricane Wilma 10/21/05	-	155,867	-	381,299	381,299	-
Environmental Defense Fund	-	-	-	126,336	122,889	-
NRCS Grant	2,293	-	-	-	-	-
SFWMD Grant-Sanibel River Restoration	47,221	152,531	-	-	-	-
US Fish & Wildlife Firesafe Grant	-	27,025	-	-	-	-
WCIND-Tarpon Bay Dredging Project	76,919	50,974	-	4,537	2,750	-
Water Quality	-	17,100	-	-	-	-
Total Physical Environment	2,816,693	420,718	-	512,172	506,938	-
Transportation						
Hurricane Charley 8/13/04	939,604	695,373	-	-	-	-
NRCS Grant	858,710	-	-	-	-	-
Hurricane Wilma 10/21/05	-	850,812	-	-	-	-
Total Transportation	1,798,314	1,546,185	-	-	-	-
Economic Environment						
Below Market Rate Housing Program	739,460	241,477	245,904	246,415	245,904	245,904
Hurricane Wilma 10/21/05	-	-	-	-	-	-
Total Economic Environment	739,460	241,477	245,904	246,415	245,904	245,904
Human Services						
Father Madden Estate Fund	580	976	974	974	974	1,000
Culture/Recreation						
Recreation Center Donation	26,270	27,286	31,725	33,588	31,400	-
Historical Committee Fund	289,880	390,156	190,105	224,629	233,532	140,093
Hurricane Charley 8/13/04	403,687	16,073	-	18,484	18,484	-
Community Park Impact Fee Fund	250,575	-	-	-	-	-
SW Florida Community Foundation Grant	-	-	-	9,353	9,353	-
Hurricane Wilma 10/21/05	-	95,552	-	-	-	-
Recreation Center	-	-	-	-	-	1,443,003
Lee Co Elementary Ball Park Maint	228,262	311,096	212,097	350,405	331,531	384,273
Lee Co Skate Park	-	71,056	-	28,158	27,871	-
Total Culture/Recreation	1,198,674	911,219	433,927	664,617	652,171	1,967,370
Total Operating Expenditures	7,556,912	4,607,073	1,449,632	2,378,691	2,314,383	2,823,916
Non-Operating Expenditures						
Reserve for Compensation Adjustments	-	-	5,948	-	-	44,771
Reserve for Future Projects	-	-	26,090	-	-	-
Reserve for Contingencies	-	-	-	-	-	250,000
Transfer to Other Funds	1,062,000	2,285,087	1,200,000	1,805,742	1,807,564	1,100,000
Redemption of Long-Term Debt	-	-	-	-	-	-
Total Non-Operating Expense	1,062,000	2,285,087	1,232,038	1,805,742	1,807,564	1,394,771
TOTAL APPROPRIATIONS	8,618,912	6,892,160	2,681,670	4,184,433	4,121,947	4,218,687
ENDING FUND BALANCE	2,513,324	1,048,837	577,186	738,967	604,679	856,481
TOTAL USES OF FUNDS	11,132,236	7,940,997	3,258,856	4,923,400	4,726,626	5,075,168

City of Sanibel, Florida

Special Revenue Funds

Environmental Defense Fund
Fund No. 105

Sources of Funds

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

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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-	-	2,000	3,039	3,040	3,440
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services			-	-	-	-
Investment earnings	-	20	-	308	300	-
Miscellaneous	-	3,020	-	100	100	-
Other Financing Sources						
Transfers In			-	122,889	122,889	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	3,040	2,000	126,336	126,329	3,440
						-
Appropppriations						
Physical Environment						
Personal Services			-	-	-	-
Operating Expense	-		-	126,336	122,889	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	126,336	122,889	-
Non-Operating Expenditures						
Reserve for Comp Adj			-	-	-	-
Reserve for Future Projects			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	126,336	122,889	-
Ending Fund Balance	-	3,040	2,000	-	3,440	3,440
Total	-	3,040	2,000	126,336	126,329	3,440

City of Sanibel, Florida

Special Revenue Funds

Historical Village and Museum Fund
Fund No. 109

Sources of Funds

This fund was established in FY 1986 to collect and account for donations specifically designated to the use and under the direction of the Historical Committee with City Council approval. After September 30, 2007 the committee will no longer maintain the Village. A 501(c)3, nonprofit organization, the Sanibel Historical Museum and Village, Inc will begin operations on October 1,2007. The City of Sanibel will provide grant funds to the nonprofit.

The nonprofit will be funded through an estimated $5,000 in receipts from sales of goods at the Historical Village, $50,000 from contributions and donations, grant awards it will seek and a grant from the City of Sanibel.

Uses of Funds

Through an agreement between the City and the nonprofit the City of Sanibel will continue to maintain at its current cost levels utilities, phone, alarms, ground and parking lot maintenance, repairs, maintenance of structures, pest control, insurance, and on-site record storage. These expenses are budgeted to be $57,093 in FY08. Additionally, the City will provide a grant of $83,000 per year through September 30, 2012; this grant will be split into $45,000 for printing, promotions, office supplies and other operation expenses and $38,000 for staff support.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	287,218	156,925	42,079	(6,491)	(6,491)	3,738
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	75,000	23,368	10,598	55,598	55,598	-
Charges for Services	4,717	34,876	5,000	6,000	6,000	-
Investment earnings		5,716	-	-	2,270	-
Miscellaneous	49,870	52,780	50,000	52,738	52,738	-
Other Financing Sources						
Transfers In	30,000	110,000	127,155	243,497	127,155	136,355
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	446,805	383,665	234,832	351,342	237,270	140,093
Appropriations						
Culture/Recreation						
Personal Services	1,163	8,152	36,686	41,727	32,741	-
Operating Expense	122,099	339,780	140,919	98,149	135,998	57,093
Capital Outlay	161,618	37,224	7,500	61,800	59,793	-
Grants & Aids	5,000	5,000	5,000	22,953	5,000	83,000
Total Operating Expenditures	289,880	390,156	190,105	224,629	233,532	140,093
Non-Operating Expenditures				-		
Reserve for Compensation Adj			1,580	-	-	-
Reserve for Future Projects			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	1,580	-	-	-
Total Appropriations	289,880	390,156	191,685	224,629	233,532	140,093
Designated from Harriott Spoth	116,342		-	116,342		-
Available for Appropriation	40,583	(6,491)	43,147	10,371	3,738	(0)
TOTAL	446,805	383,665	234,832	351,342	237,270	140,093

City of Sanibel, Florida

Special Revenue Funds

Road Impact Fee Fund
Fund No. 120

Sources of Funds

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

It is budgeted to have a beginning fund balance of $111,732 on October 1, 2007 from accumulated interest earnings.

The City only appropriates funds from this source after they have been collected. It is anticipated that $143,505 will have been collected and be available for appropriation in FY 2008.

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.

$100,000 is budgeted for use in FY08.

Special Revenue Funds
Road Impact Fee Fund
Fund No. 120

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	2,234	3,882	5,251	5,251	6,165	111,732
Estimated Revenues						
Taxes			-	-	-	
Licenses & Permits			-	-	-	
Intergovernmental			-	-	-	
Charges for Services			-	-	-	
Invetment earnings		2,283	-	-	2,453	2,000
Miscellaneous	26,648	100,000	140,000	140,000	103,114	29,773
Other Financing Sources						
Transfers In			-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	28,882	106,165	145,251	145,251	111,732	143,505
Appropppriations						
TRANSPORTATION						
Operating Expense			-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Transfer to Other Funds	25,000	100,000	-	-	-	100,000
Total Non-Operating Expenditures	25,000	100,000	-	-	-	100,000
Total Appropriations	25,000	100,000	-	-	-	100,000
Ending Fund Balance	3,882	6,165	145,251	145,251	111,732	43,505
Total	28,882	106,165	145,251	145,251	111,732	143,505

City of Sanibel, Florida

Special Revenue Funds

Community Park Impact Fee Fund
Fund No. 121

Sources of Funds

This fund is budgeted to have a beginning fund balance of $3,164 on October 1, 2007 from accumulated interest earnings and to earn a further $200 in interest in FY08 and $7,880 in miscellaneous revenue.

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 FY08.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	316,221	68,858	-	71,905	71,905	3,164
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Investment earnings		3,047	-	1,200	2,000	200
Miscellaneous	40,212		-	29,646	32,010	7,880
Other Financing Sources						
Transfers In			-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	356,433	71,905	-	102,751	105,915	11,244
Appropriations						
CULTURE/RECREATION						
Operating Expense					-	-
Capital Outlay	250,575	-	-	-	-	-
Total Operating Expenditures	250,575	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	37,000	-	-	102,751	102,751	-
TOTAL NON-OPERATING EX	37,000	-	-	102,751	102,751	-
TOTAL APPROPRIATIONS	287,575	-	-	102,751	102,751	-
ENDING FUND BALANCE	68,858	71,905	-	-	3,164	11,244
TOTAL	356,433	71,905	-	102,751	105,915	11,244

City of Sanibel, Florida

Special Revenue Funds

Federal Forfeitures Fund
Fund No. 124

Sources of Funds

This fund accounts for confiscated funds received by the City on a pro-rata basis pursuant to federal law enforcement. Beginning available fund balance in FY08 is expected to be $17,148.

Uses of Funds

There are no budgeted uses for these funds in FY08. If an authorized project is identified during the year, up to $17,148 is available and can be appropriated by budget amendment resolution of City Council.

Special Revenue Funds
Federal Forfeiture Fund
Fund No. 124

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-	4,295	16,435	16,435	17,148	17,148
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental		500	-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures	4,265	12,000	-	-	-	-
Miscellaneous	30	353	-	-	-	-
Other Financing Sources						-
Transfers In			-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	4,295	17,148	16,435	16,435	17,148	17,148
Appropppriations						
General Government			-	-	-	-
Public Safety			-	-	-	-
Physical Environment			-	-	-	-
Transportation			-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non- Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Ending Fund Balance	4,295	17,148	16,435	16,435	17,148	17,148
Total	4,295	17,148	16,435	16,435	17,148	17,148

City of Sanibel, Florida

Special Revenue Funds

Father Madden Estate Fund
Fund No. 125

Sources of Funds

This fund was established to account for the proceeds of a donation from the Father Madden Estate of approximately $27,000 which was bequeathed to the City for the goal of insuring the humane care of stray dogs and feral cats on the island. Interest earnings on the expected beginning fund balance of $29,330 are budgeted at $1,178 for FY08.

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 are budgeted at $1,000 for FY08.

Special Revenue Funds
Father Madden Estate Fund
Fund No. 125

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	28,832	28,930	28,977	28,977	29,126	29,330
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	678	1,172	1,020	1,020	1,178	1,178
			-	-	-	-
Other Financing Sources						
Transfers In			-	-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	29,510	30,102	29,997	29,997	30,304	30,508
Appropriations						
General Government			-	-	-	-
Public Safety			-	-	-	-
Physical Environment			-	-	-	-
Transportation	580	976	974	974	974	1,000
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	580	976	974	974	974	1,000
Non- Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	580	976	974	974	974	1,000
Ending Fund Balance	28,930	29,126	29,023	29,023	29,330	29,508
Total	29,510	30,102	29,997	29,997	30,304	30,508

City of Sanibel, Florida

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 15% 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.

Revenue from these sources is estimated for FY 2008 to be $510,000 for the electric franchise and $395,739 for the solid waste franchise based on the continuation of the current franchise rates.

A $35,629 (3%) reserve for undercollection is budgeted in the event actual revenue collections fall short of projections.

Uses of Funds

$1,000,000 of available funds is budgeted in FY 2008 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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	54,097	12,183	123,075	150,120	150,121	204,155
Estimated Revenues						
Taxes	478,475	583,452	550,000	550,000	661,179	905,739
Licenses & Permits	270,004	282,853	280,000	280,000	277,394	285,000
Intergovernmental						
Charges for Services						
Fines & Forfeitures	5,171	3,010	2,500	2,500	3,002	2,750
Miscellaneous	4,436	8,623	8,412	8,412	12,970	10,000
Other Financing Sources						
Transfers In				-	-	-
Reserve for Undercollection	-	-	(25,227)	(25,227)	-	(35,629)
Total Estimated Revenue and Other Financing Sources	812,183	890,121	938,760	965,805	1,104,666	1,372,015
Approppriations						
General Government			-	512	511	-
Public Safety			-	-	-	-
Physical Environment			-	-	-	-
Economic Environment	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	512	511	-
Non- Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Transfer to Other Funds	800,000	740,000	900,000	900,000	900,000	1,000,000
Total Non-Operating Expenditures	800,000	740,000	900,000	900,000	900,000	1,000,000
Total Appropriations	800,000	740,000	900,000	900,512	900,511	1,000,000
Ending Fund Balance	12,183	150,121	38,760	65,293	204,155	372,015
Total	812,183	890,121	938,760	965,805	1,104,666	1,372,015

City of Sanibel, Florida

Special Revenue Funds

Building Department Fund
Fund No. 169

Sources of Funds

This fund was established in FY 2006 pursuant to Florida statute, which requires that building permit-type fees be expended solely for building department inspections, plan review, fee collection and other building-related expenditures. Beginning available fund balance in FY 08 is expected to be $251,557; budgeted revenues for FY08 are $687,650. Revenues by type of permit are below.

Building	$ 400,000
Temporary Certification of Occupancy	$ 1,500
Shutters/Windows/Doors	$ 30,000
Electrical	$ 23,000
Plumbing & Sprinkler	$ 28,000
HVAC	$ 32,000
Roofing	$ 63,000
Plan Review-Residential	$ 57,000
Plan Review-Nonresidential	$ 36,000
Insurance Certification	$ 4,000
Contractor Competency	$ 1,000
Contractor Licensing	$ 12,150
Total	$ 687,650

Uses of Funds

The cost to run the Building Department is budgeted at $627,059 for direct and indirect costs. Of this amount $444,252 is for personal services, $181,706 is for operating expense and $1,100 is for capital outlays.

Special Revenue Funds
Building Department Fund
Fund No. 169

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-	-	195,993	218,548	212,429	251,557
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits	-	921,362	749,181	757,481	690,000	687,650
Intergovernmental						
Charges for Services	-	493		11,575	6,000	6,095
Fines & Forfeitures	-	1,014	-	24,565	19,000	14,850
Miscellaneous	-	819	-	14,000	10,500	10,500
Other Financing Sources						
Transfers In				-	-	-
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	923,688	945,174	1,026,169	937,929	970,652
Appropriations						
Public Safety			-	-	-	-
Personal Services	-	472,481	538,273	531,053	493,678	426,836
Operating Expenses	-	238,778	186,635	199,435	191,894	181,706
Capital Outlay	-	-	2,000	2,000	800	1,100
Total Operating Expenditures	-	711,259	726,908	732,488	686,372	609,642
Non- Operating Expenditures						
Reserve for Compensation Adjustment	-	-	-	-	-	17,416
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	17,416
Total Appropriations	-	711,259	726,908	732,488	686,372	627,059
Ending Fund Balance	-	212,429	218,266	293,681	251,557	343,594
Total	-	923,688	945,174	1,026,169	937,929	970,652
	Included in the General Fund					

City of Sanibel, Florida

Special Revenue Funds

Recreation Center Fund
Fund No. 170

Sources of Funds

This fund is being established in FY 2008 to separately collect revenue and expense associated with the recreation facility. The Recreation Center Donation Fund No.111 is being merged with this new fund. Beginning available fund balance in FY 08 is budgeted to be $56,751, the amount of contributions expected to have been collected in Fund 111 through FY07. Budgeted revenues for FY08 are $24,000 in intergovernmental revenue from the Lee County School Board, representing a 20% reimbursement for electric costs, $91,330 in charges for services and $26,905 in contributions. Charges for services by type of charge are below.

Summer Wreck Fees	$ 53,000
After School Program Fees	$ 24,830
Athletic Fees	$ 1,500
Holiday Programs	$ 5,000
Piano Program Fees	$ 4,000
Enrichment Programs	$ 3,000
Total	$ 91,330

Uses of Funds

The cost to run the Recreation Department is budgeted at $1,717,142 for direct and indirect costs. Of this amount $788,846 is for personal services, $654,157 is for operating expense, $24,138 is reserved for compensation adjustments and $250,000 is a reserve for contingencies.

Special Revenue Funds
Recreation Center Fund
Fund No. 170

	Fiscal Year	Fiscal Year 2007			
	2005-06 Actual	Adopted Budget	Amended Budget	Estimated Actual	FY 08 Adopted
Beginning Fund Balance		-	-	-	56,751
Estimated Revenues					
Taxes		-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental					24,000
Charges for Services	-		-	-	91,330
Fines & Forfeitures	-	-	-	-	-
Miscellaneous	-	-	-	-	26,905
Other Financing Sources					
Transfers In			54,929	56,751	1,535,370
Reserve for Undercollection	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	54,929	56,751	1,734,356
Appropriations					
Recreation		-	-	-	-
Personal Services	-	-	-	-	788,846
Operating Expenses	-	-	-	-	654,157
Capital Outlay	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	1,443,003
Non- Operating Expenditures					
Reserve for Compensation Adjustment	-	-	-	-	24,138
Reserve for Contingencies	-	-	-	-	250,000
Total Non-Operating Expenditures	-	-	-	-	274,138
Total Appropriations	-	-	-	-	1,717,142
Ending Fund Balance	-	-	54,929	56,751	17,214
Total	-	-	54,929	56,751	1,734,356

City of Sanibel, Florida

Special Revenue Funds

Ball Park Maintenance Fund
Fund No. 173

Sources of Funds

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

There is a carry-forward of ($84,489) of unspent funds (beginning fund balance) from FY 2007.

Grants from Lee County and the School Board are expected to generate $232,070 in FY 2008. The City is contributing $239,813 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 $387,490 including a $3,217 reserve for compensation adjustments for FY 2008.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	45,295	34,008	53,721	(60,760)	(60,760)	(84,489)
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	116,395	114,327	138,072	154,738	247,807	232,070
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	580	2,001	1,661	60,379	1,661	1,661
Other Financing Sources						
Transfers In	100,000	100,000	50,000	196,048	58,334	239,813
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	262,270	250,336	243,454	350,405	247,042	389,055
Appropppriations						
CULTURE/RECREATION						
Personal Services	97,947	98,778	102,671	106,562	110,598	115,123
Operating Expense	130,315	212,318	107,426	216,843	216,933	231,250
Capital Outlay	-	-	2,000	27,000	4,000	37,900
Total Operating Expenditures	228,262	311,096	212,097	350,405	331,531	384,273
Non- Operating Expenditures						
Reserve for Compensation Adj			3,173	-	-	3,217
Reserve for Future Projects			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	3,173	-	-	3,217
Total Appropriations	228,262	311,096	215,270	350,405	331,531	387,490
Ending Fund Balance	34,008	(60,760)	28,184	-	(84,489)	1,565
Total	262,270	250,336	243,454	350,405	247,042	389,055

City of Sanibel, Florida

Special Revenue Funds

Below Market Rate Housing Fund
Fund No. 180

Sources of Funds

In addition to the carry-forward of $8,153 from FY 2007, $255,000 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 2008 grant to CHR will be the same as in FY07, $240,404.

Special Revenue Funds
Below Market Rate Housing
Fund No. 180

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	522,233	32,534	13,874	11,057	11,057	8,153
Estimated Revenues						
Charges for Services						
Housing Rents from CHR	1		-	-	-	-
Miscellaneous Revenue						
Interest Earnings	-		-	-	-	-
Other Financing Sources						
Transfers from Other Funds	250,000	220,000	243,000	243,000	243,000	255,000
Debt Proceeds			-			-
Non-Operating Grant	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	772,234	252,534	256,874	254,057	254,057	263,153
Appropriations						
Economic Environment						
Operating Expenses	7,917	8,077	5,500	6,011	5,500	5,500
Capital Outlay - Land	-		-	-	-	-
Grants & Aids - Administrative	230,725	233,400	240,404	240,404	240,404	240,404
Grants & Aids - Capital Project	500,818	-	-	-	-	-
Total Economic Environment	739,460	241,477	245,904	246,415	245,904	245,904
Debt Service						
Principal						
Interest			-	-	-	-
Other	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Appropriations	739,460	241,477	245,904	246,415	245,904	245,904
Ending Fund Balance	32,774	11,057	10,970	7,642	8,153	17,249
Total	772,234	252,534	256,874	254,057	254,057	263,153

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Summary of Debt Service Funds

		Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance		526,805	1,847,721	539,417	729,707	735,526	540,743
Estimated Revenues	2007 Millage						
Taxes							
Ad Valorem - Pond Apple	0.0456	248,668	239,383	237,000	237,000	227,520	237,000
Ad Valorem - Recreation Ctr.	0.1011	-	-	570,855	570,855	542,312	525,000
Intergovernmental							
Federal Grant - FEMA		5,187,781	692,806	-	-	-	-
State Grant - 5% Share		258,550	41,985	-	-	-	-
Charges for Services							
Rents from CHR		47,433	52,980	50,000	50,000	50,000	50,000
Miscellaneous							
Interest Earnings		15,857	16,787	12,589	25,210	26,890	25,000
Other Financing Sources							
Transfers From Other Funds		601,000	3,193,245	1,481,137	2,178,886	2,178,886	580,000
Reserve for Undercollection		-	-	(45,653)	(45,653)	-	(45,730)
Total Estimated Revenue and Other Financing Sources		6,886,094	6,084,907	2,845,345	3,746,005	3,761,134	1,912,013
Appropriations							
Debt Service							
Principal		4,435,774	4,877,849	1,538,114	2,391,637	2,391,614	716,589
Interest		552,366	471,532	768,217	759,720	759,717	662,505
Transfers To Other Funds		-	-	-	56,278	56,278	
Other		50,233	-	17,160	13,483	-	-
Total Appropriations		5,038,373	5,349,381	2,323,491	3,221,118	3,207,609	1,379,094
Ending Fund Balance		1,847,721	735,526	521,854	524,887	553,525	532,919
Total		6,886,094	6,084,907	2,845,345	3,746,005	3,761,134	1,912,013

City of Sanibel, Florida

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
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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	54,263	55,741	57,369	57,369	58,524	61,471
Estimated Revenues						
Miscellaneous						
Interest Earnings	1,764	3,069	1,938	3,559	3,207	2,000
Other Financing Sources						
Transfers From Other Funds	120,000	120,000	120,000	120,000	120,000	120,000
Reserve for Undercollection	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	176,027	178,810	179,307	180,928	181,731	183,471
Appropriations						
Debt Service						
Principal	81,546	85,606	89,846	89,869	89,846	94,319
Interest	38,740	34,680	30,414	30,417	30,414	25,941
Other	-	-	-	-	-	-
Total Appropriations	120,286	120,286	120,260	120,286	120,260	120,260
Ending Fund Balance	55,741	58,524	59,047	60,642	61,471	63,211
Total	176,027	178,810	179,307	180,928	181,731	183,471

City of Sanibel, Florida

Debt Service Funds

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

Sources of Funds

Pursuant to the passage of a referendum in November 2001, ad valorem taxes 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
2006	2006-07	0.0475	227,520

The proposed levy for the current tax year is:

Tax Year	Fiscal Year	Millage Rate	Taxes Budgeted
2007	2007-08	0.0456	$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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance		228,307	247,094	265,289	256,428	256,429	256,401
Estimated Revenues	2007 Millage						
TAXES							
Ad Valorem-Voted Debt	0.0456	248,668	239,383	237,000	237,000	227,520	237,000
Intergovernmental							
State Grant-Fl Communities Tr				-	-	-	-
Miscellaneous							
Interest Earnings		12,026	10,159	8,402	8,402	10,397	10,000
Other Financing Sources							
Transfers From Other Funds				-	-	-	-
Debt Proceeds				-	-	-	-
Reserve for Undercollection		-	-	(7,110)	(7,110)	-	(9,480)
Total Estimated Revenue and Other Financing Sources		489,001	496,636	503,581	494,720	494,346	493,921
Appropriations							
Debt Service							
Principal		85,000	85,000	85,000	85,000	85,000	90,000
Interest		156,557	155,207	152,945	152,945	152,945	150,735
Other		350	-	-	351	-	-
Total Appropriations		241,907	240,207	237,945	238,296	237,945	240,735
Ending Fund Balance		247,094	256,429	265,636	256,424	256,401	253,186
Total		489,001	496,636	503,581	494,720	494,346	493,921

City of Sanibel, Florida

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 $180,000 from the franchise and occupational license fund is being used to meet the fiscal year 2007-2008 debt service obligation.

Uses of Funds

The December 17, 2007 annual payment of $187,477 on this bond issue is allocated as follows:

Principal.....$99,477
Interest.....$88,000

The principal balance on the 5%, 40-year bonds as of December 17, 2006 was $1,759,998.89 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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	194,017	189,607	191,805	191,805	193,166	196,970
Estimated Revenues						
Miscellaneous						
Interest Earnings	2,067	3,559	2,249	2,249	3,804	3,000
Other Financing Sources						
Transfers From Other Fund	181,000	187,477	187,477	187,477	187,477	180,000
Reserve for Undercollectior	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	377,084	380,643	381,531	381,531	384,447	379,970
Appropriations						
Debt Service						
Principal	85,962	89,748	94,740	94,740	94,740	99,477
Interest	101,515	97,729	92,737	92,737	92,737	88,000
Other	-	-	-	-	-	-
Total Appropriations	187,477	187,477	187,477	187,477	187,477	187,477
Ending Fund Balance	189,607	193,166	194,054	194,054	196,970	192,493
Total	377,084	380,643	381,531	381,531	384,447	379,970

City of Sanibel, Florida

Debt Service Funds

Recreation Facility Debt Service
Fund No. 270

Sources of Funds

A referendum held April 4, 2006 approved the June 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 2008 $525,000 in taxes will be levied on a millage rate of .1011. An allowance for undercollection of $26,250 in tax is budgeted to recognize the discount taken by those paying their taxes between November and February. Interest earnings are budgeted at $10,000.

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 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
	$ 8,200,000	$ 6,015,651	$ 14,215,651

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

		Fiscal Year 2007			
		Adopted Budget	Amended Budget	Estimated Actual	FY 08 Adopted
Beginning Fund Balance		-	-	-	9,483
Estimated Revenues	2007				
Taxes	Millage				
Ad Valorem	0.1011	570,855	570,855	542,312	525,000
Intergovernmental					
Miscellaneous		-	11,000	9,483	10,000
Other Financing Sources					
Transfers From Other Funds		-	-	-	-
Debt Proceeds		-	-	-	-
Reserve for Undercollection		(28,543)	(28,543)	-	(26,250)
Total Estimated Revenue and Other Financing Sources		542,312	553,312	551,795	518,233
Appropriations					
Debt Service					
Principal		150,000	150,000	150,000	160,000
Interest		392,312	392,312	392,312	346,200
Other		-	350	-	-
Total Appropriations		542,312	542,662	542,312	506,200
Ending Fund Balance		-	10,650	9,483	12,033
Total		542,312	553,312	551,795	518,233

City of Sanibel, Florida

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 2014 and this revenue pledge was replaced with a covenant to budget and appropriate any legally available non-ad valorem revenue during FY2005.

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	$1,348,997.00	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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	50,218	54,205	24,954	24,954	28,256	16,419
Estimated Revenues						
Charges for Services						
Rents from CHR	47,433	52,980	50,000	50,000	50,000	50,000
Miscellaneous						
Interest Earnings			-	-	-	-
Other Financing Sources						
Transfers From Other Funds	300,000	250,000	265,000	265,000	265,000	280,000
Debt Proceeds						
Reserve for Undercollection	-	-	(10,000)	(10,000)	-	(10,000)
Total Estimated Revenue and Other Financing Sources	397,651	357,185	329,954	329,954	343,256	336,419
Appropriations						
Debt Service						
Principal	250,266	257,495	265,028	265,028	265,028	272,793
Interest	79,864	71,434	61,809	61,809	61,809	51,629
Other	13,316	-	-	-	-	-
Total Appropriations	343,446	328,929	326,837	326,837	326,837	324,422
Ending Fund Balance	54,205	28,256	3,117	3,117	16,419	11,997
Total	397,651	357,185	329,954	329,954	343,256	336,419

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Summary of Capital Project Funds

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	2,667,384	4,039,173	10,609,379	10,586,435	11,101,118	1,908,277
Estimated Revenues						
Intergovernmental Revenue						-
Grants from Other Governments	455,316	1,005,762	5,837,851	6,212,652	5,627,852	257,000
Charges for Services	-	38,328	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous	-	190,379	-	432,000	633,294	-
Interest Earnings	59,752	55,442	35,128	40,692	91,401	58,956
Contributions	-	-	-	-	-	-
Specia assessments	7,321	9,557	7,000	7,000	9,626	17,100
Total Revenue	522,389	1,299,468	5,879,979	6,692,344	6,362,173	333,056
Other Financing Sources						
Transfers In	3,180,226	3,027,334	2,568,722	3,184,307	2,415,001	3,364,378
Reserve for Undercollections			(210)	(210)		(614)
Debt Proceeds	-	8,350,000	-	-	-	105,000
Total Other Financing Sources	3,180,226	11,377,334	2,568,512	3,184,097	2,415,001	3,468,764
Total Estimated Revenue and Other Financing Sources	6,369,999	16,715,975	19,057,869	20,462,875	19,878,292	5,710,097
Appropriations						
General Government						
Management Information Systems	28,631	191,893	418,000	476,534	393,034	211,000
Public Safety						
Police Department	89,184	67,275	115,000	282,627	282,627	317,000
Physical Environment						
Natural Resources Department	838,266	1,475,201	1,044,869	1,411,112	1,407,302	220,000
Transportation						
Public Works & Facilities	941,165	1,569,933	3,309,854	4,367,739	3,008,387	4,054,740
Culture/Recreation						
Recreation	433,578	1,973,503	13,628,040	13,180,469	12,569,817	685,395
Total Operating Expenditures	2,330,824	5,277,805	18,515,763	19,718,481	17,661,167	5,488,135
Non-Operating Expenditures						
Reserve for Grant Matches	-	-	-	-	-	-
Reserve for Rec Center Contingencies	-	-	415,511	-	126,551	-
Reserve for Continuing Capital Proj		-	32,230	32,230	32,230	-
Transfer to Other Funds	-	270,234	-	195,305	150,067	-
Total Non-Operating Expenditures	-	270,234	447,741	227,535	308,848	-
Total Appropriations	2,330,824	5,548,039	18,963,504	19,946,016	17,970,015	5,488,135
Ending Fund Balance	4,039,175	11,167,936	94,365	516,859	1,908,277	221,962
Total	6,369,999	16,715,975	19,057,869	20,462,875	19,878,292	5,710,097

City of Sanibel, Florida

Capital Project Funds

Capital Planning and Asset Acquisition Fund
Fund N0. 300

Sources of Funds

These projects are funded in fiscal year 2008 by the carry-forward of $214,637 of available beginning fund balance, intergovernmental revenue of $57,000, interest earnings of $32,863, inter-fund transfers of $748,500 and debt proceeds of $105,000.

Uses of Funds

The detail of each project accounted for in this fund is included in the 5-Year Capital Improvement Plan (the CIP) 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 FY08 are budgeted at $1,158,000.

Capital Project Funds
Capital Acquisition Fund
Fund No. 300

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	728,632	1,316,505	776,173	1,048,834	1,161,100	214,637
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	20,000	92,047	207,000	137,562	70,562	57,000
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	22,166	34,815	9,327	9,327	33,198	32,863
Other Financing Sources	-			-		
Transfers In	1,080,254	453,044	245,500	114,000	114,000	748,500
Debt Proceeds	-	-	-	-	-	105,000
Total Estimated Revenue and Other Financing Sources	1,851,052	1,896,411	1,238,000	1,309,723	1,378,860	1,158,000
Appropriations						
General Government						
Management Information Systems	28,631	191,893	418,000	476,534	393,034	211,000
Public Safety						
Police Department	89,184	67,275	115,000	282,627	282,627	317,000
Physical Environment						
Natural Resources Department	67,619	46,417	20,000	90,562	90,562	-
Transportation						
Public Works	169,798	187,294	270,000	270,000	213,000	470,000
Public Facilities	50,208	117,250	43,000	43,000	38,000	160,000
Culture/Recreation						
Recreation	129,105	125,182	372,000	-	-	-
Total Operating Expenditures	534,545	735,311	1,238,000	1,162,723	1,017,223	1,158,000
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Reserve for Grant Matches			-	-	-	-
Transfer to Other Funds	-	-	-	147,000	147,000	-
Total Non-Operating Expenditures	-	-	-	147,000	147,000	-
Total Appropriations	534,545	735,311	1,238,000	1,309,723	1,164,223	1,158,000
Ending Fund Balance	1,316,507	1,161,100	-	-	214,637	-
Total	1,851,052	1,896,411	1,238,000	1,309,723	1,378,860	1,158,000

City of Sanibel, Florida

Capital Project Funds

Transportation Capital Projects
Fund No. 301

Sources of Funds

These projects are funded in fiscal year 2008 by the carry-forward of $600,355 of available beginning fund balance, interest earnings of $16,669 and inter-fund transfers in the amount of $887,736.

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 $1,504,740 in FY 2008, 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 2008 projects are summarized are follows:

Drainage	
Water Quality Testing	60,000
Water Level Recorders	44,740
Contractual Maintenance	110,000
NPDES-Related Consulting Services	30,000
Sanibel river Clearing	90,000
Sub-total Drainage	334,740
Roads/Bridges/Shared-Use Paths	
Reshelling roads	50,000
Resurfacing roads	820,000
Bridge repairs	80,000
Shared-use paths maintenance	220,000
Sub-total Road/Bridges/Shared-Use Paths	1,170,000
Total Fund #301	1,504,740

Capital Project Funds
Transportation Capital Projects
Fund No. 301

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	390,663	695,150	107,529	449,655	449,656	600,335
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	30,000	30,000	-
Charges for Services		2	-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	11,193	21,644	20,193	20,192	16,596	16,669
Other Financing Sources						
Transfers In	668,551	171,023	712,279	1,018,611	944,543	887,736
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	1,070,407	887,819	840,000	1,518,458	1,440,795	1,504,740
Appropriations						
Transportation						
Capital Outlay	375,257	438,163	840,000	1,211,201	840,460	1,504,740
Total Operating Expenditures	375,257	438,163	840,000	1,211,201	840,460	1,504,740
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Reserve for Continuing Capital Proj			-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	375,257	438,163	840,000	1,211,201	840,460	1,504,740
Ending Fund Balance	695,150	449,656	0	307,257	600,335	-
Total	1,070,407	887,819	840,000	1,518,458	1,440,795	1,504,740

City of Sanibel, Florida

Capital Project Funds

Rabbit Road Capital Projects
Fund No. 306

Sources of Funds

This project is funded in fiscal year 2008 by a beginning fund balance of $210,138 and a $149,862 interfund transfer.

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 $360,000 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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-		200,000	210,000	210,138	210,138
Estimated Revenues						
Taxes	-		-	-	-	-
Licenses & Permits	-		-	-	-	-
Intergovernmental	-		-	-	-	-
Charges for Services	-		-	-	-	-
Fines & Forfeitures	-		-	-	-	-
Miscellaneous	-		-	-	-	-
Other Financing Sources						
Transfers In	-	250,000	-	-	-	149,862
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	250,000	200,000	210,000	210,138	360,000
Appropriations						
Transportation						
Operating Expense			-	-	-	-
Capital Outlay	-	39,862	200,000	210,000	-	360,000
Total Operating Expenditures	-	39,862	200,000	210,000	-	360,000
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Reserve for Continuing Capital Proj						-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	39,862	200,000	210,000	-	360,000
Ending Fund Balance	-	210,138	-	-	210,138	-
Total	-	250,000	200,000	210,000	210,138	360,000

City of Sanibel, Florida

Capital Project Funds

Periwinkle Way Road and Bikepath
Fund No. 307

Sources of Funds

The project is funded in fiscal year 2008 by the carry-forward of $150,453 of available beginning fund balance, and an inter-fund transfer of $49,547.

Uses of Funds

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

The project, totaling $200,000 in FY 2008, is 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 project involves the relocation of Periwinkle Way, in the vicinity of Huxters, to the north in order to separate the shared-use path from the roadway to enhance path safety.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	520,065	642,542	132,230	700,781	725,836	150,453
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			200,000	200,000	200,000	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	9,668	19,031	-	-	25,398	-
Other Financing Sources						
Transfers In	147,514	183,719	1,500,000	1,500,000	850,000	49,547
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	677,247	845,292	1,832,230	2,400,781	1,801,234	200,000
Appropriations						
Transportation						
Capital Outlay	34,705	119,456	1,800,000	2,368,551	1,618,551	200,000
Total Operating Expenditures	34,705	119,456	1,800,000	2,368,551	1,618,551	200,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	32,230	32,230	32,230	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	32,230	32,230	32,230	-
Total Appropriations	34,705	119,456	1,832,230	2,400,781	1,650,781	200,000
Ending Fund Balance	642,542	725,836	-	-	150,453	-
Total	677,247	845,292	1,832,230	2,400,781	1,801,234	200,000

City of Sanibel, Florida

Capital Project Funds

San-Cap Road Fund
Fund No. 308

Sources of Funds

Beginning available fund balance in FY08 is expected to be $76,284.

Uses of Funds

There are no budgeted uses for these funds in FY08.

Capital Project Funds
San-Cap Road
Fund No. 308

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	433,816	160,096	-	167,570	167,569	76,284
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	6,824	8,946	-	5,564	-	-
Other Financing Sources						
Transfers In	30,653	642,931	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	471,293	811,973	-	173,134	167,569	76,284
Appropriations						
Transportation						
Capital Outlay	311,197	644,404	-	57,896	91,285	-
Total Operating Expenditures	311,197	644,404	-	57,896	91,285	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	45,238	-	-
Total Non-Operating Expenditures	-	-	-	45,238	-	-
Total Appropriations	311,197	644,404	-	103,134	91,285	-
Ending Fund Balance	160,096	167,569	-	70,000	76,284	76,284
Total	471,293	811,973	-	173,134	167,569	76,284

City of Sanibel, Florida

Capital Project Funds

Tarpon Bay Road Fund
Fund No. 309

Sources of Funds

The project is funded in fiscal year 2008 by the carry-forward of $36,268 of available beginning fund balance, and an inter-fund transfer of $863,732.

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 # 309.

The $900,000 project will improve aesthetics, drainage and shared-use safety by piping the existing ditch, separating the path from the roadway and widening the path.

Capital Project Funds
Tarpon Bay Road
Fund No. 309

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-	252,290	-	-	36,268	36,268
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	2,290	7,078	-	-	-	-
Other Financing Sources						
Transfers In	250,000		-	45,238	-	863,732
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	252,290	259,368	-	45,238	36,268	900,000
Appropriations						
Transportation						
Operating Expense			-	-	-	-
Capital Outlay	-	9,300	-	-	-	900,000
Total Operating Expenditures	-	9,300	-	-	-	900,000
Non-Operating Expenditures						
Reserve for Continuing Capital Proj			-	-	-	-
Transfer to Other Funds	-	213,800	-	-	-	-
Total Non-Operating Expenditures	-	213,800	-	-	-	-
Total Appropriations	-	223,100	-	-	-	900,000
Ending Fund Balance	252,290	36,268	-	45,238	36,268	-
Total	252,290	259,368	-	45,238	36,268	900,000

City of Sanibel, Florida

Capital Project Funds

Dixie Beach Boulevard Project Fund
Fund No. 311

Sources of Funds

This project is funded in fiscal year 2008 by an interfund transfer of $450,000.

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 $450,000 in FY 2008, 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 # 311.

The purpose of this project is to reduce roadway flooding, improve roadside swales and widen the shared-use path.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-		-	-	-	-
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous			-	-	-	-
Other Financing Sources						
Transfers In	-		-	-	-	450,000
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	-	-	-	450,000
Appropriations						
Transportation						
Operating Expense	-		-	-	-	-
Capital Outlay	-	-	-	-	-	450,000
Total Operating Expenditures	-		-	-	-	450,000
Non-Operating Expenditures						
Reserve for Contingencies	-		-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-		-	-	-	450,000
Ending Fund Balance	-	-	-	-	-	-
Total	-	-	-	-	-	450,000

City of Sanibel, Florida

Capital Project Funds

Brazilian Pepper Control Program
Fund No. 316

Sources of Funds

This project is funded in fiscal year 2008 by the carry-forward of $7,681 of available beginning fund balance, interest earnings of $2,319 and an interfund transfer of $210,001.

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 2008, 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 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	93,788	129,997	109,133	109,133	117,232	7,681
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	20,000	-	-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	1,692	3,485	2,925	2,925	2,507	2,319
Other Financing Sources						
Transfers In	219,875	126,211	107,943	107,942	107,942	210,001
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	335,355	259,693	220,000	219,999	227,681	220,000
Appropriations						
Physical Environment						
Operating Expense			-	-	-	-
Capital Outlay	205,358	142,461	220,000	220,000	220,000	220,000
Total Operating Expenditures	205,358	142,461	220,000	220,000	220,000	220,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	205,358	142,461	220,000	220,000	220,000	220,000
Ending Fund Balance	129,997	117,232	0	(1)	7,681	-
Total	335,355	259,693	220,000	219,999	227,681	220,000

City of Sanibel, Florida

Capital Project Funds

Environmentally Sensitive Land Restoration Program
Fund No. 317

Sources of Funds

Funding in fiscal year 2008 is available through the carry-forward of $80,105 of available beginning fund balance, and interest earnings of $5,905.

Uses of Funds

No projects are funded in FY08.

Capital Project Funds
Environmentally Sensitive Land Restoration
Fund No. 317

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	25,415	45,688	29,184	29,184	381,864	80,105
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental	20,000	811,254	370,000	465,700	147,900	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	273	5,941	2,184	2,184	12,231	5,905
Other Financing Sources						
Transfers In		21,585	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	45,688	884,468	401,368	497,068	541,995	86,010
Appropriations						
Physical Environment						
Operating Expense				31,890	31,890	-
Capital Outlay	-	502,604	370,000	433,810	430,000	-
Total Operating Expenditures	-	502,604	370,000	465,700	461,890	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	502,604	370,000	465,700	461,890	-
Ending Fund Balance	45,688	381,864	31,368	31,368	80,105	86,010
Total	45,688	884,468	401,368	497,068	541,995	86,010

City of Sanibel, Florida

Capital Project Funds

Shell Harbor Canal Dredging
Fund No. 329

Sources of Funds

This project is funded in FY08 by the carry forward of $34,155 of beginning fund balance and $1,200 of interest earnings.

Uses of Funds

No projects are funded in FY08.

Capital Project Funds
Shell Harbor Canal Dredging
Fund No. 329

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	45,681	46,423	47,537	47,537	47,683	34,155
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	742	1,260	500	500	1,472	1,200
Other Financing Sources						
Transfers In			-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	46,423	47,683	48,037	48,037	49,155	35,355
Appropriations						
Transportation						
Operating Expense			-	-	-	-
Capital Outlay	-	-	15,000	15,000	15,000	-
Total Operating Expenditures	-	-	15,000	15,000	15,000	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Reserve for Continuing Capital Proj						-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	15,000	15,000	15,000	-
Ending Fund Balance	46,423	47,683	33,037	33,037	34,155	35,355
Total	46,423	47,683	48,037	48,037	49,155	35,355

City of Sanibel, Florida

Capital Project Funds

Sanibel Estates Canal Trimming Special Assessment Project
Fund No. 341

Sources of Funds

This project is funded in fiscal year 2008 by carrying forward $12,827 of available beginning fund balance, and the collection of $7,000 of special assessments.

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 2008, 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 Estates canals to remain navigable and able to receive roadway drainage flow.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	(1,936)	7,643	10,170	10,170	10,201	12,827
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	6,579	9,577	7,000	7,000	9,626	7,000
Other Financing Sources						
Transfers In	3,000	3,000	3,000	3,000	3,000	-
Reserve for Undercollections	-	-	(210)	(210)	-	(210)
Total Estimated Revenue and Other Financing Sources	7,643	20,220	19,960	19,960	22,827	19,617
Appropriations						
Transportation						
Operating Expense			-	-	-	-
Capital Outlay	-	10,019	10,000	10,000	10,000	10,000
Total Operating Expenditures	-	10,019	10,000	10,000	10,000	10,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	10,019	10,000	10,000	10,000	10,000
Ending Fund Balance	7,643	10,201	9,960	9,960	12,827	9,617
Total	7,643	20,220	19,960	19,960	22,827	19,617

City of Sanibel, Florida

Capital Project Funds

Sanibel Isles/Water Shadows Dredging Project
Fund No. 342

Sources of Funds

This project is funded in fiscal year 2008 by special assessments in the amount of $100 per year for each of the 101 property owners in the district. This assessment is estimated to generate $10,100 in FY 2008, less a $404 (4%) reserve for undercollection.

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 dredging of the canals in this district improves the navigability for both the property owners and the public access. Therefore, this project is funded 1/3 by the City and 2/3 by the property owners in the District and is planned to cost $45,000 in fiscal year 2010 when the dredging is scheduled to be done.

Property owners' contributions will accumulate until that time, when the City's match will be budgeted for project implementation.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-	-	-	-	-	-
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	-	-	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous	-	-	-	-	-	10,100
Other Financing Sources						
Transfers In	-	-	-	-	-	5,000
Reserve for Undercollections	-	-	-	-	-	(404)
Total Estimated Revenue and Other Financing Sources	-	-	-	-	-	14,696
Appropriations						
Transportation						
Operating Expense			-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	14,696
Total	-	-	-	-	-	14,696

City of Sanibel, Florida

Capital Project Funds

Recreation Facility
Fund No. 370

Sources of Funds

This project is funded in fiscal year 2008 by $218,094 of carry-forward to beginning fund balance.

Uses of Funds

The purpose of this project is to finish construction, begun in FY06, of a new recreation facility.

Capital Project Funds
Recreation Facility
Fund No. 370

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	146,569	222,475	8,895,351	7,702,753	7,682,753	218,094
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			4,796,200	4,796,200	4,796,200	-
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous		84,013	-	106,000	307,294	-
Other Financing Sources						
Transfers In	380,379	874,586	-	128,215	128,215	-
Debt Proceeds	-	8,350,000	-	-	-	-
Total Estimated Revenue and Other Financing Sources	526,948	9,531,074	13,691,551	12,733,168	12,914,462	218,094
Appropriations						
Recreation						
Operating Expense	304,473		-	368,785	351,985	-
Capital Outlay	-	1,848,321	13,256,040	12,344,383	12,217,832	218,094
Total Operating Expenditures	304,473	1,848,321	13,256,040	12,713,168	12,569,817	218,094
Non-Operating Expenditures						
Reserve for Contingencies	-	-	415,511	-	126,551	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	415,511	-	126,551	-
Total Appropriations	304,473	1,848,321	13,671,551	12,713,168	12,696,368	218,094
Ending Fund Balance	222,475	7,682,753	20,000	20,000	218,094	-
Total	526,948	9,531,074	13,691,551	12,733,168	12,914,462	218,094

City of Sanibel, Florida

Capital Project Funds

Community Park Capital Project Fund

Fund No. 372

Sources of Funds

This project is funded in fiscal year 2008 by $267,301 of carry-forward to beginning fund balance and the receipt of a $200,000 grant from the Florida Recreation Development Assistance Program (FRDAP).

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 $467,301 in FY 2008, is listed in the Recreation Department section of the CIP and then identified in the left hand column as Fund # 372.

The purpose of this project, described in more detail in the CIP, is for improvements to the Community Park on Periwinkle Way.

Capital Project Funds
Community Park Capital Project Fund
Fund No. 372

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Fund Balance	-		-	-	-	267,301
Estimated Revenues						
Taxes			-	-	-	-
Licenses & Permits			-	-	-	-
Intergovernmental			-	200,000	-	200,000
Charges for Services			-	-	-	-
Fines & Forfeitures			-	-	-	-
Miscellaneous			-	-	-	-
Other Financing Sources						
Transfers In	-		-	267,301	267,301	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	-	467,301	267,301	467,301
Appropriations						
Recreation						
Operating Expense	-		-	-	-	-
Capital Outlay	-	-	-	467,301	-	467,301
Total Operating Expenditures	-		-	467,301	-	467,301
Non-Operating Expenditures						
Reserve for Contingencies	-		-	-	-	-
Transfer to Other Funds	-	-	-	-	-	-
Total Non-Operating Expenditures	-	-	-	-	-	-
Total Appropriations	-		-	467,301	-	467,301
Ending Fund Balance	-	-	-	-	267,301	-
Total	-	-	-	467,301	267,301	467,301

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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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Section D – Proprietary Funds

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Proprietary Funds

Sanibel Sewer System 109

Beach Parking Fund 126

Summary of Enterprise Funds

	Mills	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Sources of Funds							
Beginning Unrestricted Net Assets		(4,020,796)	(3,497,749)	(4,092,809)	(3,995,527)	(1,224,516)	(1,536,069)
Estimated Revenue							
Taxes							
Ad Valorem Taxes - Voted De	0.2346	925,113	1,019,678	1,177,625	1,177,625	1,128,525	1,218,025
Licenses & Permits							
Beach Parking Permits		72,311	71,762	70,000	70,000	73,630	74,000
Intergovernmental							
Grants from TDC		623,888	478,983	379,740	1,588,321	1,146,818	354,864
Grants from State of FL		-	-	-	-	-	-
Grants Other Local Units		50,000	50,000	-	695,000	695,000	-
Total Intergovernmental		673,888	528,983	379,740	2,283,321	1,841,818	354,864
Charges for Services							
Sewer - Residential and Commercial User Fees		3,666,626	3,978,206	5,032,177	5,032,177	5,032,177	5,167,700
Guaranteed Revenue Charge		-	-	-	-	-	-
Sale of Treated Effluent		25,933	97,362	50,852	50,852	96,119	139,600
Other Charges		1,800	-	-	-	-	-
Parking Fees		774,628	828,757	900,000	900,000	915,905	915,905
Total Charges for Services		4,468,987	4,904,325	5,983,029	5,983,029	6,044,201	6,223,205
Fines and Forfeitures							
Penalties		18,995	16,600	25,700	25,700	12,598	115,000
Miscellaneous							
Insurance Proceeds on Loss		-	-	-	2,826	2,292	-
Interest Earnings		295,866	521,399	409,026	415,080	744,630	612,000
Special Assessments		176,247	703,053	669,830	669,830	(4,255)	-
Total Miscellaneous		472,113	1,224,452	1,078,856	1,087,736	742,667	612,000
Total Revenue		6,631,407	7,765,800	8,714,950	10,627,411	9,843,439	8,597,094
Other Financing Sources							
Transfers In		-	-	-	69,349	69,349	-
Capital Contributions		4,801,622	134,639	12,304	12,304	66,780	30,000
Debt Proceeds		-	-	956,000	956,000	1,282,648	-
Reserve for Undercollections		-	-	(74,105)	(74,105)	-	(76,198)
Total Other Financing Sources		4,801,622	134,639	894,199	963,548	1,418,777	(46,198)
Total Sources of Funds		7,412,233	4,402,690	5,516,340	7,595,432	10,037,699	7,014,827

Summary of Enterprise Funds

Uses of Funds	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Physical Environment						
Personal Services	1,014,117	1,017,243	1,014,350	1,050,006	1,150,506	1,163,552
Operating Expense	1,642,349	2,007,457	1,812,860	2,022,591	1,757,566	1,872,755
Capital Outlay	-	-	1,479,000	1,902,916	1,674,635	1,019,300
Total Physical Environment	2,656,466	3,024,700	4,306,210	4,975,513	4,582,707	4,055,607
Transportation						
Personal Services	594,495	892,286	859,595	867,684	899,444	891,517
Operating Expense	724,436	957,394	568,294	862,201	862,201	792,914
Capital Outlay	-	-	679,740	859,089	337,586	644,864
Total Transportation	1,318,931	1,849,680	2,107,629	2,588,974	2,099,231	2,329,295
Total Operating & Capital Expenses	3,975,397	4,874,380	6,413,839	7,564,487	6,681,938	6,384,902
Non-Operating Expenses						
Reserve for Pay & Classification Adj	-	-	51,561	-	-	93,682
Grants & Aid (Reclaimed Water)	-	-	-	30,000	2,576	-
Reserve for Disasters	-	-	-	-	-	120,000
Debt Service	1,588,920	1,708,504	4,889,254	4,889,254	4,889,254	4,748,064
Depreciation and Amortization	2,064,299	-	-	-	-	-
Total Non-Operating Expenses	3,653,219	1,708,504	4,940,815	4,919,254	4,891,830	4,961,746
Total Appropriations	7,628,616	6,582,884	11,354,654	12,483,741	11,573,768	11,346,648
Change in Net Assets	3,804,413	1,317,555				
Beginning Net Assets	24,641,100	28,358,792				
Ending Net Assets	28,358,792	27,568,966	(5,838,314)	(4,888,309)	(1,536,069)	(4,331,821)
Restricted Net Assets	31,856,541	28,793,481				
Unrestricted Net Assets	(3,497,749)	(1,224,515)				
TOTAL USES OF FUNDS			5,516,340	7,595,432	10,037,699	7,014,827

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 substantially complete. The engineering for Phase 4 is currently under contract, while Phase 5 has been established for the tie-ins of the customers currently served by the Sanibel Bayous treatment plant.

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 2008, this sewer voted debt service tax rate has been set at 0.2346 mills which will cost a taxpayer $23.46 per $100,000 of taxable property valuation.

The July 17, 2007 Sanibel Sewer System Financial Feasibility Study, the consultant preparing the study was calculated the needed rate structure to maintain debt coverage and operating costs. At its meeting on August 21, 2007 the City Council approved increasing sewer rates beginning October 1, 2007 by the annual 3% indexing amount.

Sources of Funds

In addition to the roll-forward of prior year balances, ad valorem tax revenue of $1,218,025 is budgeted from the levy of the 0.2346 millage rate. Residential and commercial user fees of

$5,167,700 are estimated based on the result of the annual Feasibility Study Update conducted in July 2007 by Hartman Consulting and Design. The update recommended increasing user fees by 3%. Fees will also be earned by additional customers hooking up to the system as various stages of the expansion are completed. User fees have been evaluated as being sufficient to meet operational costs, debt service obligations and reserves

Other sources of funds are budgeted at $139,600. These include charging for the sale of treated effluent at a rate of $1.99/1,000 gallons to general customers other than the Sanctuary and Beachview Golf Courses. 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 2008.

Uses of Funds

The operational expenses of the Sewer System are accounted for in the Donax fund. Seventeen (17) full-time positions manage, operate and provide engineering services to the system at a cost for salaries, fringe benefits and compensation adjustments of $1,227,046. Operating expenses including sludge removal, laboratory services, utilities, repair and maintenance, insurance, indirect (central services) costs and other contractual services cost $1,872,755. The capital budget, which is detailed in the 5-Year Capital Improvement Program (CIP) at the end of this document, is budgeted at $785,000. The principal and interest budgeted for debt service is $4,748,064 for the 2003 bonds and the SRF loans.

There is a budgeted reserve of $234,300 for renewal and replacement of equipment, a reserve of $120,000 for disasters and a repayment of reuse advances to the General Fund of $350,000.

Enterprise Fund
Sanibel Sewer System
Summary

	2007 Millage	GAAP Basis Fiscal Year 2004-05 Actual	GAAP Basis Fiscal Year 2005-06 Actual	Non-GAAP Basis Fiscal Year 2007 Adopted Budget	Non-GAAP Basis Fiscal Year 2007 Amended Budget	Non-GAAP Basis Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets		(4,459,569)	(4,040,660)	(4,220,700)	(4,031,948)	(1,260,937)	(1,683,232)
Estimated Revenues							
Ad Valorem Taxes-Voted Debt	0.2346	925,113	1,019,678	1,177,625	1,177,625	1,128,525	1,218,025
Charges for Services		1,800	-	-	-	-	-
Residential and Commercial User Fees		3,666,626	3,978,206	5,032,177	5,032,177	5,032,177	5,167,700
Guaranteed Revenue Charge		-	-	-	-	-	-
Sale of Treated Effluent		25,933	97,362	50,852	50,852	96,119	139,600
Grant from State of Florida		-	-	-	-	-	-
Fines and Forfeitures		18,965	16,600	25,700	25,700	12,598	15,000
Miscellaneous		288,852	506,084	405,026	411,080	742,651	610,000
Special Assessments		176,247	703,053	669,830	669,830	(4,255)	-
Other Financing Sources							
Capital Contributions		4,801,622	134,639	12,304	12,304	66,780	30,000
Grants Other Governmental Units		50,000	-	-	695,000	695,000	-
Debt Proceeds		-	-	956,000	956,000	1,282,648	-
Reserve for Undercollection		-	-	(47,105)	(47,105)	-	(48,721)
Total Estimated Revenue and Other Financing Sources		5,495,589	2,414,962	4,061,709	4,951,515	7,791,305	5,448,372
Appropriations							
Physical Environment							
Personal Services		1,014,117	1,017,243	1,014,350	1,050,006	1,150,506	1,163,552
Operating Expense		1,642,349	2,007,457	1,812,860	2,022,591	1,757,566	1,872,755
Capital Outlay		-	-	1,479,000	1,902,916	1,674,635	1,019,300
Total Operating Expenditures		2,656,466	3,024,700	4,306,210	4,975,513	4,582,707	4,055,607
Non-Operating Expenditures							
Reserve for Classification & Pay Adj		-		29,497	-	-	63,494
Grants & Aid (Reclaimed Water)		-		-	30,000	2,576	-
Reserve for Disasters		-		-	-	-	120,000
Debt Service		1,588,920	1,708,504	4,889,254	4,889,254	4,889,254	4,748,064
Depreciation and Amortization		2,064,299	1,977,783	-	-	-	-
Total Non-Operating Expenditures		3,653,219	3,686,287	4,918,751	4,919,254	4,891,830	4,931,558
Total Appropriations		6,309,685	6,710,987	9,224,961	9,894,767	9,474,537	8,987,165
Change in Net Assets		3,645,473	(255,365)				
Beginning Net Assets		23,207,275	26,852,748				
Ending Net Assets		26,852,748	26,597,383	(5,163,252)	(4,943,252)	(1,683,232)	(3,538,792)
Restricted Net Assets		30,893,404	27,858,319				
Unrestricted Net Assets		(4,040,656)	(1,260,936)				
Total Uses of Funds				4,061,709	4,951,515	7,791,305	5,448,372

Enterprise Fund
Sanibel Sewer System - Donax and Wulfert Plants
Funds No. 450 and 455
(Non-GAAP Budgetary Basis)

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	246,828	(2,049,380)	(3,616,318)	(3,527,257)	(3,250,536)	(3,839,218)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt						
Charges for Services						
Residential and Commercial User Fees	2,035,596	2,439,085	2,601,373	2,601,373	2,601,373	2,631,982
Guaranteed Revenue Charge	-	-	-	-	-	-
Sale of Treated Effluent			-		6,119	8,900
Grant from South Florida Water Mgmt					-	
Fines and Forfeitures	18,278	16,600	25,700	25,700	12,598	15,000
Miscellaneous	9,633	5,750	37,400	43,454	70,852	40,000
Special Assessments		33,875				
Other Financing Sources						
Capital Contributions	18,977	68,815	-	-	46,295	25,000
Grants Other Governmental Units				40,000	40,000	
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	2,329,312	514,745	(951,845)	(816,730)	(473,300)	(1,118,336)
Appropriations						
Physical Environment						
Personal Services	1,012,322	1,017,243	1,014,350	1,050,006	1,062,460	1,163,552
Operating Expense	1,490,614	1,991,915	1,812,860	1,879,321	1,686,650	1,852,755
Capital Outlay	-	-	183,000	245,495	194,900	234,300
Total Operating Expenditures	2,502,936	3,009,158	3,010,210	3,174,822	2,944,010	3,250,607
Non-Operating Expenditures						
Reserve for Classification & Pay Adj	-		29,497	-	-	63,494
Grants & Aids Reclaimed Water			-	-	-	-
Reserve for Disasters	-		-	-	-	120,000
Debt Service	219,293	210,195	421,909	421,909	421,909	416,509
Depreciation and Amortization	330,244	383,464	-	-	-	-
Total Non-Operating Expenditures	549,537	593,659	451,406	421,909	421,909	600,003
Total Appropriations	3,052,473	3,602,817	3,461,616	3,596,731	3,365,919	3,850,610
Change in Net Assets	(969,989)	(1,038,692)				
Beginning Net Assets	(171,661)	(16,856)				
Ending Net Assets	(1,141,650)	(1,055,548)	(4,413,461)	(4,413,461)	(3,839,218)	(4,968,946)
Restricted Net Assets	709,727	2,194,988				
Unrestricted Net Assets	(1,851,377)	(3,250,536)				
Total Uses of Funds			(951,845)	(816,730)	(473,300)	(1,118,336)

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Asse	-	-	-	-	-	262,377
Estimated Revenues						
Ad Valorem Taxes-Voted Debt			-	-	-	-
Charges for Services	-	-			-	-
Residential and Commercial User Fees			431,000	431,000	431,000	517,623
Guaranteed Revenue Charge			-	-	-	-
Sale of Fill			-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous			-	-	8,377	5,000
Special Assessments	-	-	-	-	-	-
Other Financing Sources						
Capital Contributions	-	-			-	
Grants Other Governmental Units			-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	-	431,000	431,000	439,377	785,000
Appropriations						
Physical Environment						
Personal Services			-	-		-
Operating Expense			-	-		-
Capital Outlay	-	-	340,000	340,000	177,000	785,000
Total Operating Expenditures	-	-	340,000	340,000	177,000	785,000
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Depreciation and Amortization	-	-	-	-	-	-
Total Non-Operating Expendit	-	-	-	-	-	-
Total Appropriations	-	-	340,000	340,000	177,000	785,000
Change in Net Assets	-	-				
Beginning Net Assets						
Ending Net Assets			91,000	91,000	262,377	-
Restricted Net Assets						
Unrestricted Net Assets						
Total Uses of Funds			431,000	431,000	439,377	785,000

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	3,528,503	724,707	762,764	762,764	886,780	898,435
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	151,481	225,630	216,000	216,000	205,945	215,981
Charges for Services						
Residential and Commercial User Fees	119,927	119,927	119,887	119,887	119,887	123,484
Guaranteed Revenue Charge			-	-	-	-
Sale of Treated Effluent			-	-	-	-
Grant from State of Florida			-	-	-	-
Fines and Forfeitures			-	-	-	-
Miscellaneous	39,804	72,063	30,000	30,000	92,859	85,000
Special Assessments	24,091	89,213	73,093	73,093	(7,078)	-
Other Financing Sources						
Capital Contributions	40,621	5,547	-	-	1,251	-
Grants Other Governmental Units			-	-	-	-
Debt Proceeds	-		-	-	-	-
Reserve for Undercollection	-	-	(8,640)	(8,640)	-	(8,639)
Total Estimated Revenue and Other Financing Sources	3,904,427	1,237,087	1,193,104	1,193,104	1,299,644	1,314,260
Appropriations						
Physical Environment						
Personal Services			-	-	-	-
Operating Expense	1,181	978	-	-	919	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	1,181	978	-	-	919	-
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Debt Service	152,145	144,173	400,290	400,290	400,290	400,290
Depreciation and Amortization	198,695	198,576	-	-	-	-
Total Non-Operating Expenditures	350,840	342,749	400,290	400,290	400,290	400,290
Total Appropriations	352,021	343,727	400,290	400,290	401,209	400,290
Change in Net Assets	23,903	168,653				
Beginning Net Assets	3,735,651	3,759,554				
Ending Net Assets	3,759,554	3,928,207	792,814	792,814	898,435	913,970
Restricted Net Assets	3,034,847	3,041,427				
Unrestricted Net Assets	724,707	886,780				
Total Uses of Funds			1,193,104	1,193,104	1,299,644	1,314,260

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	2,419,990	2,726,353	2,454,910	2,454,910	2,782,124	2,515,475
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	-		-	-	-	-
Charges for Services						
Residential and						
Commercial User Fees	121,577	121,577	121,577	121,577	121,577	125,224
Guaranteed Revenue Charge		-	-	-		-
Sale of Treated Effluent						
Grant from State of Florida			-	-		-
Fines and Forfeitures	-		-	-	-	-
Miscellaneous	87,242	163,029	133,727	133,727	151,298	155,000
Special Assessments	14,035	21,302	148,115	148,115	(26)	-
Other Financing Sources						
Capital Contributions	6,442	6,483	-	-	-	-
Grants Other Governmental Units	-		-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	2,649,286	3,038,744	2,858,329	2,858,329	3,054,972	2,795,699
Appropriations						
Physical Environment						
Personal Services	-		-	-	-	-
Operating Expense	523	6,538	-	-	113	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	523	6,538	-	-	113	-
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Debt Service	218,631	208,546	539,384	539,384	539,384	539,385
Depreciation and Amortization	192,483	445,515	-	-	-	-
Total Non-Operating Expenditures	411,114	654,061	539,384	539,384	539,384	539,385
Total Appropriations	411,637	660,599	539,384	539,384	539,497	539,385
Change in Net Assets	(182,341)	(348,208)				
Beginning Net Assets	2,311,757	2,129,418				
Ending Net Assets	2,129,416	1,781,210	2,318,945	2,318,945	2,515,475	2,256,314
Restricted Net Assets	596,937	(1,000,914)				
Unrestricted Net Assets	2,726,353	2,782,124				
Total Uses of Funds			2,858,329	2,858,329	3,054,972	2,795,699

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	3,483,806	(364,445)	48,700	140,944	482,888	280,475
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	202,536	220,284	312,500	312,500	296,601	354,288
Charges for Services						
Residential and Commercial User Fees		-	153,324	153,324	153,324	157,924
Guaranteed Revenue Charge			-	-	-	-
Sale of Treated Effluent			-	-	-	-
Fines and Forfeitures			-	-	-	-
Miscellaneous	8,631	4,433	2,362	2,362	47,445	20,000
Special Assessments	5,613	198,549	186,792	186,792	(1,295)	-
Other Financing Sources						
Capital Contributions	111,092	24,103	-	-	(99)	-
Grants Other Governmental Units			-	-	-	-
Debt Proceeds	-		20,000	20,000	20,000	-
Reserve for Undercollection	-	-	(12,500)	(12,500)	-	(14,172)
Total Estimated Revenue and Other Financing Sources	3,811,678	82,924	711,178	803,422	998,864	798,515
Appropriations						
Physical Environment						
Personal Services			-	-	3,873	-
Operating Expense	-		-	80,823	2,863	-
Capital Outlay	-	-	20,000	31,421	31,421	-
Total Operating Expenditures	-	-	20,000	112,244	38,157	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	137,330	269,511	680,232	680,232	680,232	539,384
Depreciation and Amortization	100,693	6,432	-	-	-	-
Total Non-Operating Expenditures	238,023	275,943	680,232	680,232	680,232	539,384
Total Appropriations	238,023	275,943	700,232	792,476	718,389	539,384
Change in Net Assets	89,849	171,426				
Beginning Net Assets	4,261,054	4,350,903				
Ending Net Assets	4,350,903	4,522,329	10,946	10,946	280,475	259,131
Restricted Net Assets	4,715,348	4,039,441				
Unrestricted Net Assets	(364,445)	482,888				
Total Uses of Funds			711,178	803,422	998,864	798,515

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	(4,698)	128,382	305,217	305,217	831,872	880,987
Estimated Revenues						
Ad Valorem Taxes-Voted Debt		8,139	-	-	-	-
Charges for Services						
Residential and						
Commercial User Fees	1,191,740	1,191,738	1,040,098	1,040,098	1,040,098	1,040,098
Guaranteed Revenue Charge			-	-	-	-
Sale of Treated Effluent			-	-	-	
Fines and Forfeitures			-	-	-	-
Miscellaneous	11,282	21,101	17,054	17,054	49,115	35,000
Special Assessments			-	-	-	-
Other Financing Sources						
Capital Contributions						
Grants Other Governmental Units			-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	1,198,324	1,349,360	1,362,369	1,362,369	1,921,085	1,956,085
Appropriations						
Physical Environment						
Personal Services	-		-	-	-	-
Operating Expense	4,053		-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	4,053	-	-	-	-	-
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Debt Service	474,243	454,362	1,040,098	1,040,098	1,040,098	1,040,098
Depreciation and Amortization	538,061	479,898	-	-	-	-
Total Non-Operating Expenditures	1,012,304	934,260	1,040,098	1,040,098	1,040,098	1,040,098
Total Appropriations	1,016,357	934,260	1,040,098	1,040,098	1,040,098	1,040,098
Change in Net Assets	186,665	278,579				
Beginning Net Assets	2,224,950	2,411,616				
Ending Net Assets	2,411,615	2,690,195	322,271	322,271	880,987	915,987
Restricted Net Assets	2,283,233	1,858,323				
Unrestricted Net Assets	128,382	831,872				
Total Uses of Funds			1,362,369	1,362,369	1,921,085	1,956,085

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	4,423,722	234,820	384,937	384,937	348,435	392,821
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	177,780	215,460	185,000	185,000	185,000	184,872
Charges for Services						
Residential and Commercial User Fees	105,878	105,879	80,007	80,007	80,007	82,407
Guaranteed Revenue Charge			-	-	-	-
Sale of Treated Effluent			-	-	-	-
Fines and Forfeitures			-	-	-	-
Miscellaneous	66,240	111,081	91,601	91,601	130,664	120,000
Special Assessments	90,842	142,505	97,471	97,471	1,223	-
Other Financing Sources						
Capital Contributions	33,929	5,271	-	-	3,479	-
Grants Other Governmental Units			-	-	-	-
Debt Proceeds	-		-	-	-	-
Reserve for Undercollection	-	-	(7,400)	(7,400)	-	(7,395)
Total Estimated Revenue and Other Financing Sources	4,898,391	815,016	831,616	831,616	748,808	772,705
Appropriations						
Physical Environment						
Personal Services			-	-	-	-
Operating Expense	5,368	1,116	-	-	1,032	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	5,368	1,116	-	-	1,032	-
Non-Operating Expenditures						
Reserve for Contingencies			-	-	-	-
Debt Service	146,657	140,298	354,955	354,955	354,955	354,954
Depreciation and Amortization	186,628	170,069	-	-	-	-
Total Non-Operating Expenditures	333,285	310,367	354,955	354,955	354,955	354,954
Total Appropriations	338,653	311,483	354,955	354,955	355,987	354,954
Change in Net Assets	136,016	268,713				
Beginning Net Assets	4,938,386	5,074,402				
Ending Net Assets	5,074,402	5,343,115	476,661	476,661	392,821	417,751
Restricted Net Assets	4,839,582	4,994,680				
Unrestricted Net Assets	234,820	348,435				
Total Uses of Funds			831,616	831,616	748,808	772,705

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Assets	(4,445,143)	(4,406,744)	(4,343,588)	(4,343,588)	(4,333,809)	(4,243,356)
Estimated Revenues						
Ad Valorem Taxes-Voted Debt			-	-	-	-
Charges for Services		-				
Residential and Commercial User Fees			350,000	350,000	350,000	350,000
Intergovernmental	-		-	-	-	
Sale of Treated Effluent	15,248	61,357	50,852	50,852	90,000	130,700
Fines and Forfeitures			-	-	-	-
Miscellaneous	-	-	-	-	5,472	5,000
Special Assessments		-	-	-	-	-
Other Financing Sources						
Capital Contributions	31,070	13,004	12,304	12,304	-	-
Grants Other Governmental Units	50,000	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	(4,348,825)	(4,332,383)	(3,930,432)	(3,930,432)	(3,888,337)	(3,757,656)
Appropriations						
Physical Environment						
Personal Services			-	-	-	-
Operating Expense	50,747	1,427	-	20,000	2,443	20,000
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	50,747	1,427	-	20,000	2,443	20,000
Non-Operating Expenditures						
Grants & Aid (Reclaimed Water)	-		-	30,000	2,576	-
Debt Service Payable to Gen'l Fund	-		350,000	350,000	350,000	350,000
Depreciation and Amortization	175,053	1,149	-	-	-	-
Total Non-Operating Expenditures	175,053	1,149	350,000	380,000	352,576	350,000
Total Appropriations	225,800	2,576	350,000	400,000	355,019	370,000
Change in Net Assets	(129,482)	71,785				
Beginning Net Assets	(605,034)	(734,516)				
Ending Net Assets	(734,516)	(662,731)	(4,280,432)	(4,330,432)	(4,243,356)	(4,127,656)
Restricted Net Assets	3,672,228	3,671,078				
Unrestricted Net Assets	(4,406,744)	(4,333,809)				
Total Uses of Funds			(3,930,432)	(3,930,432)	(3,888,337)	(3,757,656)

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Asse	3,664,060	92,141	23,940	23,940	689,207	743,324
Estimated Revenues						
Ad Valorem Taxes-Voted Debt	393,316	350,165	386,000	386,000	367,120	386,458
Charges for Services						
Residential and Commercial User Fees			134,911	134,911	134,911	138,958
Guaranteed Revenue Charge			-	-	-	-
Sale of Treated Effluent			-	-	-	-
Fines and Forfeitures			-	-	-	-
Miscellaneous	66,020	114,126	92,882	92,882	140,207	125,000
Special Assessments	41,666	141,353	164,359	164,359	1,383	-
Other Financing Sources						
Capital Contributions	1,760	6,244	-	-	10,421	-
Grants Other Governmental Units			-			-
Debt Proceeds	-		-	-	-	-
Reserve for Undercollection	-	-	(15,440)	(15,440)	-	(15,458)
Total Estimated Revenue and Other Financing Sources	4,166,822	704,029	786,652	786,652	1,343,249	1,378,282
Appropriations						
Physical Environment						
Personal Services	1,795	-	-	-	-	-
Operating Expense	3,581	5,291	-	-	1,385	-
Capital Outlay	-	-	-	-	-	-
Total Operating Expenditures	5,376	5,291	-	-	1,385	-
Non-Operating Expenditures						
Reserve for Contingencies	-		-	-	-	-
Debt Service	240,621	230,753	598,540	598,540	598,540	598,530
Depreciation and Amortization	282,908	273,416	-	-	-	-
Total Non-Operating Expendit	523,529	504,169	598,540	598,540	598,540	598,530
Total Appropriations	528,905	509,460	598,540	598,540	599,925	598,530
Change in Net Assets	(26,143)	102,428				
Beginning Net Assets	5,380,453	5,354,312				
Ending Net Assets	5,354,310	5,456,740	188,112	188,112	743,324	779,752
Restricted Net Assets	5,262,169	4,767,533				
Unrestricted Net Assets	92,141	689,207				
Total Uses of Funds			786,652	786,652	1,343,249	1,378,282

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Asse	(47,573)	(1,115,444)	(125,020)	(119,523)	313,344	436,692
Estimated Revenues						
Ad Valorem Taxes-Voted Debt			78,125	78,125	73,859	76,426
Charges for Services	1,800	-			-	-
Residential and Commercial User Fees			-	-	-	-
Guaranteed Revenue Charge			-	-	-	-
Sale of Fill		36,005	-	-	-	-
Fines and Forfeitures	30		-	-	-	-
Miscellaneous		14,501	-	-	46,364	20,000
Special Assessments	-	76,256	-	-	1,538	-
Other Financing Sources						
Capital Contributions	4,533,137	5,172			5,433	5,000
Grants Other Governmental Units			-	500,000	500,000	-
Debt Proceeds	-		936,000	936,000	1,262,648	-
Reserve for Undercollection	-	-	(3,125)	(3,125)	-	(3,057)
Total Estimated Revenue and Other Financing Sources	4,487,394	(983,510)	885,980	1,391,477	2,203,186	535,060
Appropriations						
Physical Environment						
Personal Services			-	-	84,173	-
Operating Expense			-	5,497	27,161	-
Capital Outlay	-	-	936,000	1,166,000	1,151,314	-
Total Operating Expenditures	-	-	936,000	1,171,497	1,262,648	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	50,666	503,846	503,846	503,846	508,914
Depreciation and Amortization	-	19,264	-	-	-	-
Total Non-Operating Expendit	-	69,930	503,846	503,846	503,846	508,914
Total Appropriations	-	69,930	1,439,846	1,675,343	1,766,494	508,914
Change in Net Assets	4,534,967	62,004				
Beginning Net Assets	-	4,534,967				
Ending Net Assets	4,534,967	4,596,971	(553,866)	(283,866)	436,692	26,146
Restricted Net Assets	5,650,411	4,283,627				
Unrestricted Net Assets	(1,115,444)	313,344				
Total Uses of Funds			885,980	1,391,477	2,203,186	535,060

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net Asse	-	(11,050)	(116,242)	(114,292)	(11,242)	(11,242)
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			-	-	-	-
Other Financing Sources						
Capital Contributions						
Grants Other Governmental Units			-	120,000	120,000	-
Debt Proceeds	-	-	-	-	-	-
Total Estimated Revenue and Other Financing Sources	-	(11,050)	(116,242)	5,708	108,758	(11,242)
Appropriations						
Physical Environment						
Personal Services			-	-		-
Operating Expense	11,050	192	-	1,950	-	-
Capital Outlay	-	-	-	120,000	120,000	-
Total Operating Expenditures	11,050	192	-	121,950	120,000	-
Non-Operating Expenditures						
Reserve for Contingencies	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Depreciation and Amortization	-	-	-	-	-	-
Total Non-Operating Expendit	-	-	-	-	-	-
Total Appropriations	11,050	192	-	121,950	120,000	-
Change in Net Assets	(11,050)	(192)				
Beginning Net Assets	-	(11,050)				
Ending Net Assets	(11,050)	(11,242)	(116,242)	(116,242)	(11,242)	(11,242)
Restricted Net Assets	-	-				
Unrestricted Net Assets	(11,050)	(11,242)				
Total Uses of Funds			(116,242)	5,708	108,758	(11,242)

City of Sanibel, Florida

Enterprise Funds
Beach Parking Fund
Fund No. 470

Sources of Funds

Several Lee County Tourist Development Council (TDC) grants, itemized below under Uses of Funds, equaling $354,864 are estimated to be earned in FY08. These grants were awarded in FY07 but will be rolled forward for completion in FY08.

Pursuant to Ordinance, parking fees are charged at $2.00 per hour at the City's seven (7) beach parking locations, Lighthouse, Gulfside City Park, Tarpon Bay, Bowman's, Blind Pass, Boat Ramp and Turner Beach. Revenues from this source are budgeted at $915,905 for FY 2008, net of the 6% sales tax remitted to the state Department of Revenue.

Parking violation revenue is estimated to be $100,000. This revenue was previously shown in the General Fund but has been moved to the Beach Parking Fund to offset the costs of collection, which are charged to Beach Parking.

Uses of Funds

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

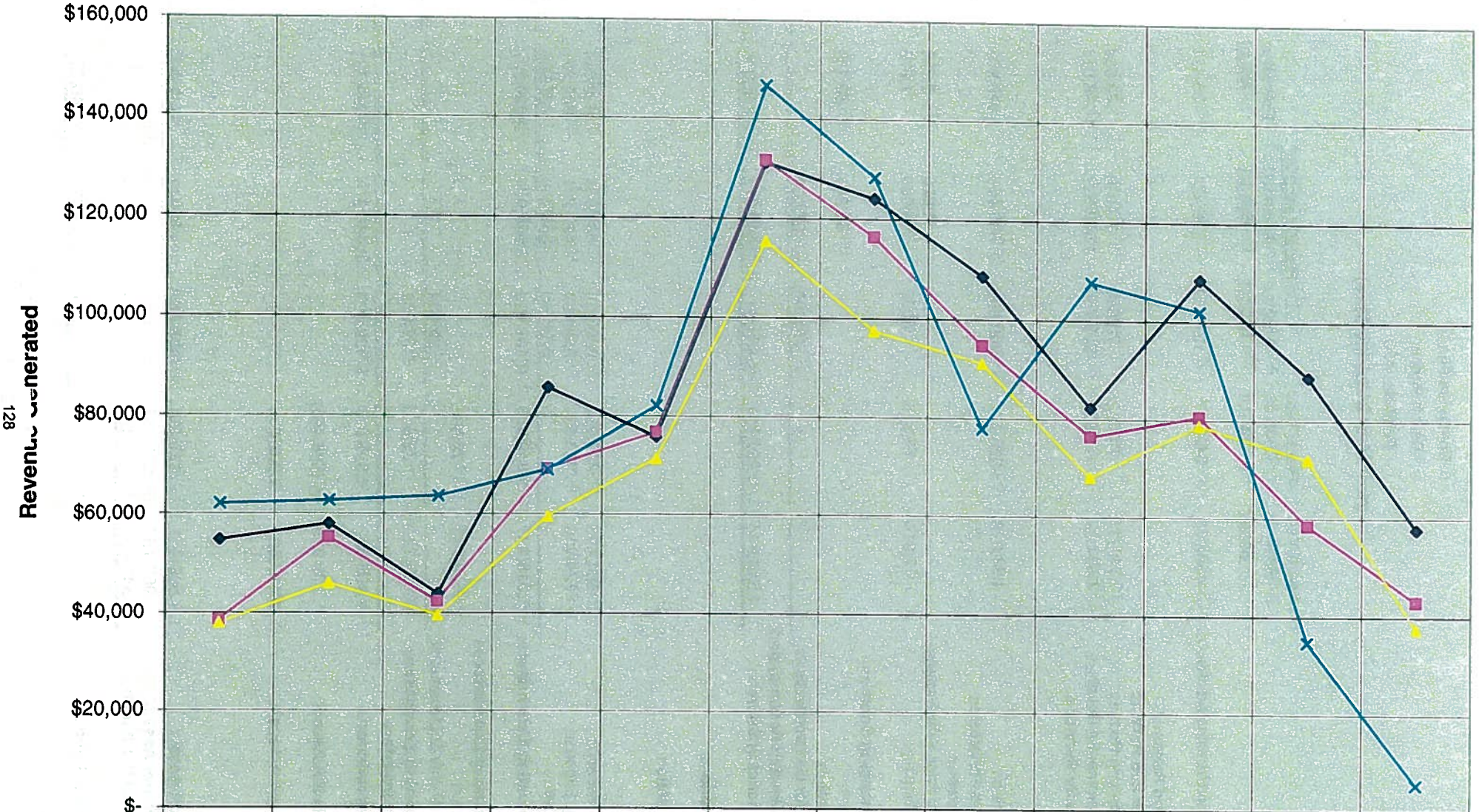
A grant in the amount of $845,000 from the TDC has been applied for and tentatively approved to augment beach maintenance. Since the County's budget process runs simultaneously with the City's, the Beach Parking Fund's revenue will be amended by this amount upon receipt of the grant award.

TDC grants of $210,000 for Bowman's Beach restroom improvements, $29,190 for Bowman's Beach park improvements, $75,674 for ADA improvements to Gulfside and Tarpon Bay restrooms and $40,000 for Turner Beach restroom improvements will be expended in FY08.

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

	Fiscal Year 2004-05 Actual	Fiscal Year 2005-06 Actual	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
Beginning Unrestricted Net As:	438,773	542,907	127,891	36,421	36,421	147,163
Estimated Revenue						
Licenses and Permits						
Beach Parking Permits	72,311	71,762	70,000	70,000	73,630	74,000
Intergovernmental Revenue	623,888	478,983	379,740	1,588,321	1,146,818	354,864
Charges for Services						
Parking Fees	774,628	828,757	900,000	900,000	915,905	915,905
Fines and Forfeitures	30	-	-	-	-	100,000
Miscellaneous						
Refund of Prior Year Expense			-	2,826	2,292	-
Interest Earnings	7,014	15,315	4,000	4,000	1,979	2,000
Other Financing Sources						
Transfers In				69,349	69,349	-
Debt Proceeds	-	-	-	-	-	-
Reserve for Undercollections	-	-	(27,000)	(27,000)	-	(27,477)
Total Estimated Revenue and Other Financing Sources	1,916,644	1,937,724	1,454,631	2,643,917	2,246,394	1,566,455
Appropriations						
Transportation						
Personal Services	594,495	892,286	859,595	867,684	899,444	891,517
Operating Expense	724,436	957,394	568,294	862,201	862,201	792,914
Capital Outlay	-	-	679,740	859,089	337,586	644,864
Total Operating Expenditure:	1,318,931	1,849,680	2,107,629	2,588,974	2,099,231	2,329,295
Non-Operating Expenditures						
Depreciation	86,721	79,598	-	-	-	-
Reserve for Pay & Classificatic	-	-	22,064	-	-	30,189
Non-Operating Expenditures	86,721	79,598	22,064	-	-	30,189
Interfund Transfers	-	-	-	-	-	-
Total Appropriations	1,405,652	1,929,278	2,129,693	2,588,974	2,099,231	2,359,483
Change in Net Assets	72,219	(534,461)				
Beginning Net Assets	1,433,825	1,506,044				
Ending Net Assets	1,506,044	971,583	(675,062)	54,943	147,163	(793,029)
Restricted Net Assets	963,137	935,162				
Unrestricted Net Assets	542,907	36,421	-	-	-	-
Total Uses of Funds			1,454,631	2,643,917	2,246,394	1,566,455

Parking Revenue Graph By Fiscal Year



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	September
FY 2007	$54,696	$57,949	$43,833	$85,714	$75,781	$131,290	$124,090	$108,709	$82,224	$108,464	$88,799	$57,716
FY 2006	$38,624	$55,247	$42,341	$69,270	$76,779	$131,733	$116,490	$94,771	$76,431	$80,627	$58,524	$43,093
FY 2005	$37,948	$45,920	$39,549	$59,546	$71,427	$115,467	$97,493	$91,178	$68,139	$78,917	$72,044	$37,610
FY 2004	$62,080	$62,693	$63,607	$69,008	$82,084	$146,723	$128,388	$77,837	$107,729	$102,032	$34,794	$5,646

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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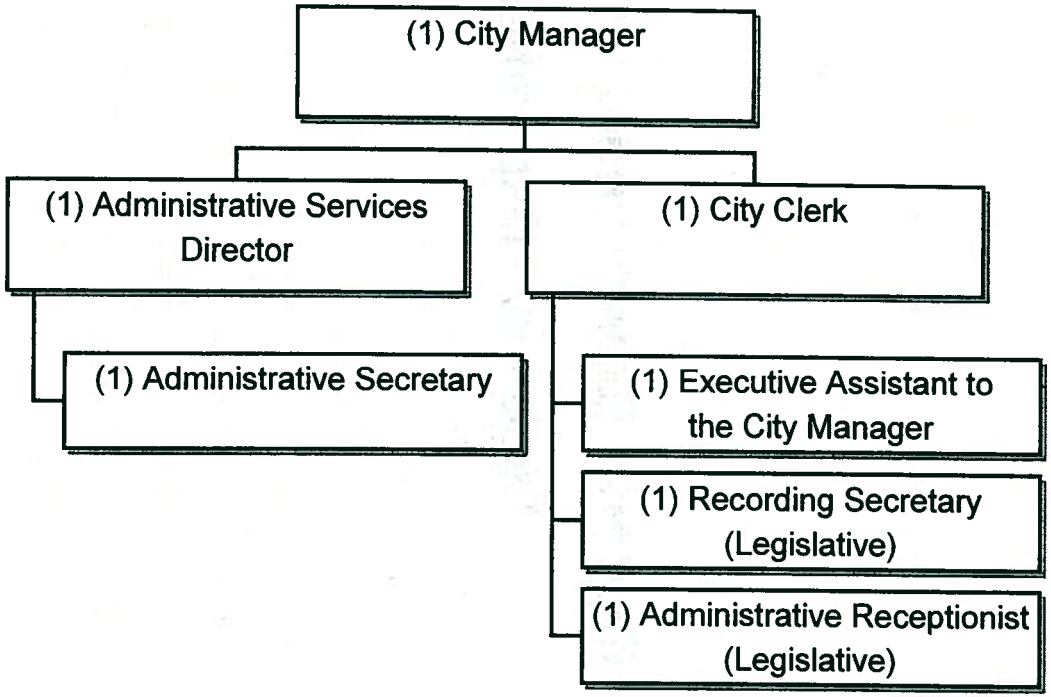
General Government Function

Legislative Department

ADMINISTRATIVE/LEGISLATIVE DEPARTMENTS

Organizational Chart Fiscal Year 2007-2008



Legislative/Administrative Departments

City Manager's Background:

Judie Zimomra

Ms. Zimomra has 25 years of progressive experience as a local government administrator. Judie earned a Bachelor of Arts Degree in Communications from Kent State University; a Master's Degree in Public Administration with emphasis in Fiscal & Urban Management; and a Juris Doctorate from Capital University. Judie is also a graduate of Harvard University's John F. Kennedy School of Government Program for State and Local Government Offices.

City Clerk Background:

Pamela Smith
The City employed Pamela Smith in December 1999. She is a Certified Municipal Clerk and presently enrolled in the Master Municipal Clerk Program through the International Institute Municipal Clerk Association (IIMC). She has 21 years of county and municipal governmental experience.

City of Sanibel, Florida
Legislative Department Narrative

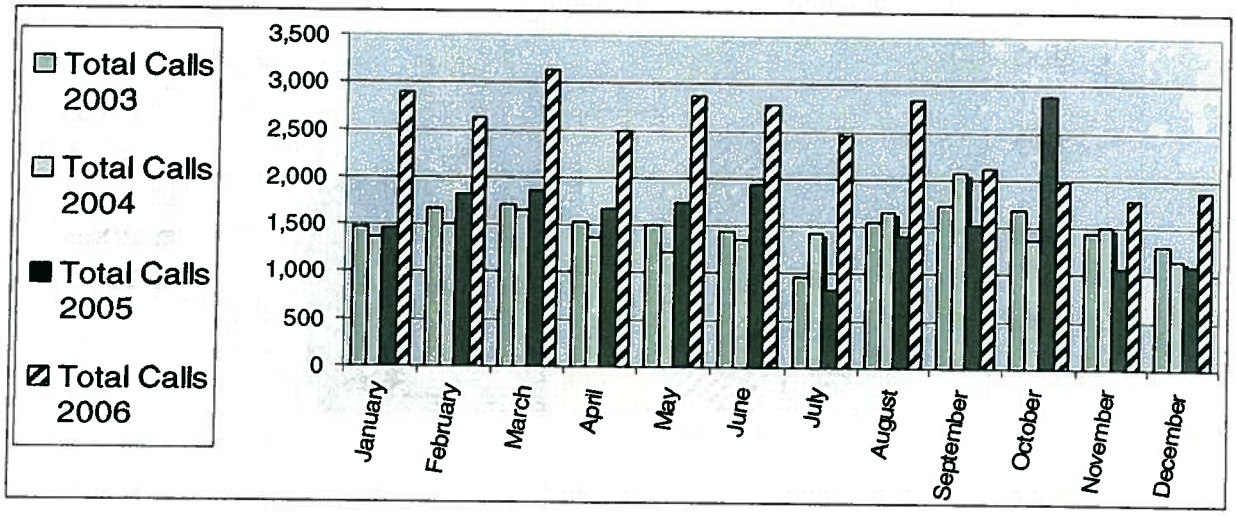
Department: Legislative
Fund: General Fund

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

Operational Responsibilities:

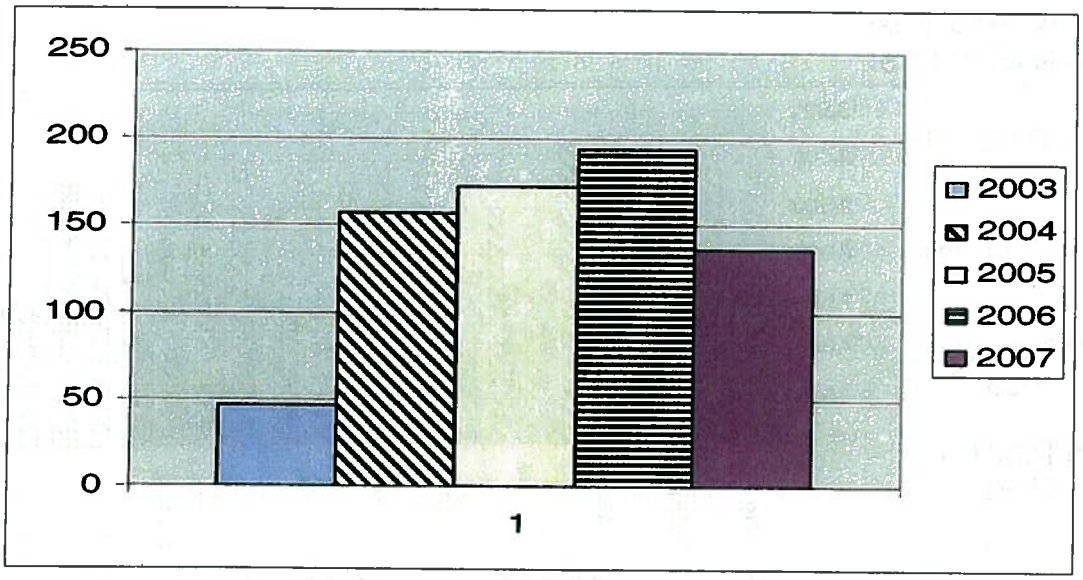
- Provide the general public both telephonic and person-to-person information relative to City services and related issues
- Email press releases and other special information releases to community leaders
- Provide administrative services as required to City Council
- Take and transcribe minutes of 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:



Month	Total Calls Per Month 2003	Total Calls Per Month 2004:	Total Calls Per Month 2005:	Total Calls Per Month 2006:
January	1,467	1,363	1,455	2,906
February	1,674	1,501	1,820	2,630
March	1,716	1,648	1,861	3,144
April	1,537	1,364	1,667	2,500
May	1,506	1,215	1,748	2,867
June	1,446	1,351	1,937	2,781
July	967	1,425	827	2,467
August	1,542	1,653	1,391	2,843
September	1,724	2,070	1,519	2,111
October	1,681	1,361	2,880	1,985
November	1,442	1,503	1,072	1,794
December	1,311	1,154	1,092	1,884
Totals:	18,013	17,608	19,269	29,912

b. PRESS RELEASES:



2006-2007 Goals and Status:

Goal	Status
Update the City-wide telephone listing quarterly	Telephone listing is updated as required
Respond to all callers and visitors in a courteous and caring manner	No complaints lodged and record numbers of phone calls, emails and walk-ins continues
Prepare City Committee Minutes within five working days following the meeting	Committee minutes completed ahead of schedule
Master file of contracts is updated weekly	File is updated almost daily
Continue the implementation of document imaging for City Council resolutions and ordinances	Imaging is continuing as planned
Complete Council actions	Processing of City Council ordinances, resolutions, proclamations, etc. completed within 48 hours of the Council meeting

Accomplishments

- Answered a record number of calls in 2006.
- Completed all City Committee minutes within the time frame allotted.
- City contracts were updated on a daily basis or as required.

City of Sanibel, Florida
Legislative Department Narrative

2007-2008 Goals:

Goal	Measurement Criteria
Automate the MacKenzie Hall calendar of events	Calendar of events automated no later than September 30, 2008
Establish a spreadsheet to maintain information concerning the purpose of walk-in traffic	Spreadsheet established and maintained
Automate the retention of information relative to Public Records Requests	Automation completed by September 30, 2008
Automate the retention of information concerning citizen inquiries	Automation completed by September 30, 2008

Challenges:

#1: The volume of phone calls and walk-ins continues to increase for the two employees who comprise the Legislative Department causing difficulty when one of the employees is on vacation or sick.

#2: The number of press releases and public records requests continue to increase.

#3: The ability to readily maintain records of citizen inquiries, use of MacKenzie Hall and Public Records Requests requires more automation capability.

Recommendations for Efficiencies:

- Continue to expand the use of automation.
- Ensure the cross-training of staff members to perform all functions required in order to maximize resources when required.

Recommendations for Revenue Sources:

- None

How to Better Serve the Residents:

- Promptly respond to inquiries, emails and phone calls.
- Provide public records requested in a timely manner.
- Add email addresses of residents with inquiries to the general information release database.

General Fund
Legislative Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	54,085	55,695	56,279	58,884	58,999	58,884
Part-time	-	893	-	-	3,297	-
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	523	2,222	1,800	1,800	1,800	1,800
RHS/Shift Diff/Educ.Incentive		-	-	-	-	-
FICA Match	4,200	4,497	4,643	4,842	4,903	4,842
Retirement	13,894	10,366	11,447	11,447	11,447	15,135
Cafeteria Benefits	13,623	14,696	16,870	16,870	17,171	19,508
Workers' Comp	329	297	432	515	514	206
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	86,654	88,666	91,471	94,358	98,131	100,374
OPERATING EXPENSES						
Professional Serv	38,217	42,685	54,500	54,500	54,500	58,000
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	37,838	94,772	90,000	115,000	115,000	60,000
Investigations	-		-	-	-	-
Travel & Per Diem	18,311	21,261	20,000	20,000	20,000	20,000
Communications	2,826	3,373	3,050	3,050	3,050	3,050
Transportation	5,895	15,577	10,500	10,500	10,500	12,000
Utilities	-		-	-	-	-
Rentals & Leases	3,141	2,589	2,250	2,250	2,250	2,250
Insurance	-		-	-	-	-
Repair & Maintenance	279		-	-	93	2,000
Printing	164	149	25,500	25,500	25,500	24,500
Promotional Activities	107,840	93,248	70,000	70,000	70,000	54,000
Other Current Charges	15,797	40,426	12,000	12,000	17,000	16,000
Office Supplies	4,185	2,576	8,500	8,500	8,500	6,000
Operating Supplies	3,306	1,522	2,500	2,500	2,500	2,500
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	6,411	8,794	6,000	6,000	6,000	6,000
SUB-TOTAL	244,210	326,972	304,800	329,800	334,893	266,300
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	5,000	5,000	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	5,000	5,000	-
GRANTS & AIDS	-					
Aid to Private Organizations	-	-	-	-	-	-
DEPARTMENTAL TOTAL	330,864	415,638	396,271	429,158	438,024	366,674
% CHANGE COMPARED TO PREVIOUS YEAR	24.12%	25.62%		3.25%		-14.56%

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
- 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 annual employee and family members picnic and outing
- 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
- 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 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 including the contract files for the City Clerk
- 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. Approximately 15% of the workforce has 20 or more years of City service:

Number of Employees	Years of Service
1	28
2	27
4	26
2	25
1	24
2	23
5	22
2	21
1	20

Approximately 25% 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 5 years City service as follows:

Employees Ages 55 to 59	Employees Age 60 +
18	16

EMPLOYEE TURNOVER at the current rate has a detrimental affect on City operations. Turnover continues to reduce productivity. Costs involved in 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 hires and overtime that is paid to employees who juggle to handle the additional workload continue to increase.

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	18	16
2007 (to 6/30/07)	14	5

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

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

Year	2004	2005	2006	2007 to date
Total Event Permits	164	170	221	68*

* As of July 9, 2007

2006-2007 Goals and Status:

Goal	Status
Continue random drug testing for Police Officers and other safety-sensitive positions	Drug testing conducted: • -- Police Officers • -- CDL Operators • -- Wastewater Operators
Conduct mandatory employee training	Mandatory training completed: • Sexual harassment • NIMS FEMA training • AED • CPR • Drug-Free Workplace
Continue to provide safe and efficient storage of active and inactive records and ensure the proper destruction of obsolete records	Safe and efficient imaging and storage of active documents are being completed. Proper disposition methods for obsolete records are being followed. To date, 236 cubic feet of documents have been stored ore shredded in accordance with the State of Florida Records Management and Archives Program.
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 continue to be imaged
City Council minutes are prepared for adoption within 3	City Council minutes are being kept current

regular meetings following the meeting the minutes were taken	
Administer the March 2007 election in accordance with statutory requirements, providing accurate information to candidates and the public regarding election requirements	Election held in accordance with statutory requirements
Develop and provide for implementation improved employee recognition programs	Under development
Complete the Supervisory Development training series	Still underway
Process special event permits within 3 business days of receipt	Implemented the new Special Events Permit ordinance. Permits are being processed in a timely manner. The new program has resulted in $2,520 of revenue to date, excluding tent permits and client billing for Police services.

Accomplishments

- Developed and implemented a new protective work shoe policy and procedure.
- Developed and implemented a cell phone use policy.
- Sanibel City Clerk recognized as the City Clerk of the Year in December 2006 under the Florida League of Cities, Cities of Excellence Program.
- Implemented the new City ordinance relating to Special Events Permits.
- Records imaging, storage and destruction improvements were implemented.
- City contract files realigned in accordance with the State of Florida Records Management System

2007-2008 Goals:

Goal	Measurement
Continue to monitor Records Management and Document Imaging Programs and image vital, permanent and historic records to ensure access to them and their preservation	On-going operation
Implement the HTE automated version of the Special Event Permit request file	New HTE module implemented
Establish an ACCESS database for all City contracts	Database established no later than September 30, 2008
Provide data and information to the general public and City departments more efficiently and expeditiously	Continuous analysis of efficiency providing data and information to the general public and City Departments
Review and incorporate all statutory changes to the Florida Election Code made during the legislative session	Action completed no later than 12/31/07
Continue random drug testing of employees occupying safety-sensitive positions	Random drug testing conducted
Conduct in-depth analysis of losses of full-time employees	Analysis conducted as losses occur
Conduct mandatory employee training	Mandatory training conducted as required

Challenges:

Issue #1: The City is continuing to face significant challenges relative to recruiting and retaining qualified employees and from turnover anticipated in the foreseeable future as retirements occur.

- Daily commuting time
- Lack of affordable housing in close proximity to Sanibel
- Competition from other local governments
- Traffic congestion
- Competitive wages and benefits
- Projected retirements in the near future
- Less than competitive benefits compared with other government entities
- For some positions, work areas that are overly crowded and non-ergonomically friendly
- Increasing workloads

Issue #2: Implementation of the new special events ordinance requires the expenditure of more staff time and the number of requests continues to escalate.

Issue #3: The City is experiencing an increase in demands from the public with public records requests and for responses to written correspondence relative to issues such as water quality, red drift algae and the fertilizer ordinance.

Issue #4: A higher public reliance on electronic media, website postings and email, requires a need to develop a more efficient and user-friendly website.

Recommendations for Efficiencies:

- Reduce energy costs
- Reduce expenditures for travel, books and subscriptions.
- Seek ways to reduce the use of paper.

Recommendations for Revenue Sources:

- Increase the cost of reproducing material for public records requests.

How to Better Serve Citizens:

- Improve the City website:
  - Assist citizens in researching public policy
  - Allow job applicants to apply for jobs on-line
  - Use "electronic town hall meetings" to obtain citizen input on issues
- Ensure staff resources are available to deal with the new electronic demands from citizens.
- Ensure that City staff has the necessary tools to do their jobs professionally.
- Track citizen inquiries and complaints to ensure timely and accurate responses.

General Fund
Administrative Department

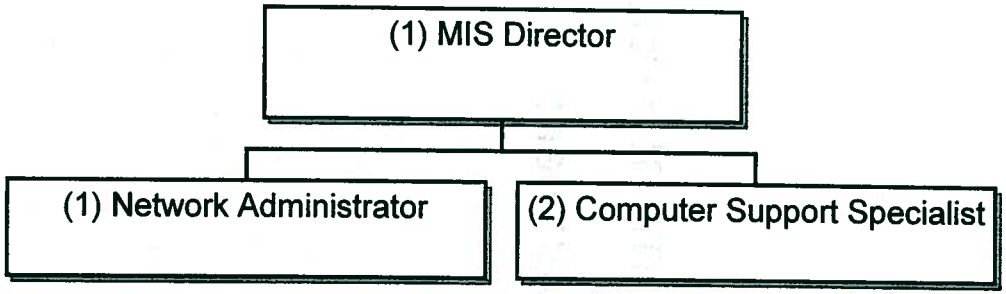
	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	332,209	383,404	381,848	457,879	458,044	417,703
Part-time	-	5,254	-	-	10,403	-
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	4,386	24,860	16,000	16,000	22,013	20,000
RHS/Shift Diff/Educ.Incentive	-	997	1,312	19,312	1,312	1,312
FICA Match	22,592	27,431	27,693	33,509	32,419	29,668
Retirement	45,148	56,441	45,233	45,233	45,233	54,987
Cafeteria Benefits	28,498	34,892	42,175	42,175	42,925	48,770
Workers' Comp	2,922	2,858	3,697	4,403	4,395	1,759
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	435,755	536,137	517,958	618,511	616,744	574,199
OPERATING EXPENSES						
Professional Serv	62,861	8,085	26,180	26,180	26,180	24,750
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	-	62,308	61,200	61,200	61,200	61,000
Investigations	-		-	-	-	-
Travel & Per Diem	47,175	46,840	41,100	45,110	45,110	50,620
Communications	5,425	7,297	5,200	5,200	5,200	5,200
Transportation	4,974	3,502	4,000	4,000	4,000	5,500
Utilities	-		-	-	-	-
Rentals & Leases	17,742	17,917	16,000	16,000	20,000	11,000
Insurance	-		-	-	-	-
Repair & Maintenance	2,039	317	2,000	2,000	2,000	4,000
Printing	3,858	4,333	2,000	2,000	2,000	1,500
Promotional Activities	9,902	3,464	8,000	8,000	8,000	4,000
Other Current Charges	3,343	7,472	3,000	3,000	3,000	-
Office Supplies	4,868	7,142	5,000	5,000	5,000	4,000
Operating Supplies	1,065	2,402	2,000	2,000	2,000	1,500
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	12,628	7,022	6,900	6,900	6,900	6,000
SUB-TOTAL	175,880	178,101	182,580	186,590	190,590	179,070
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	30,000	30,000	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	30,000	30,000	-
DEPARTMENTAL TOTAL	611,635	714,238	700,538	835,101	837,334	753,269
% CHANGE COMPARED TO PREVIOUS YEAR	19.18%	16.78%		16.92%		-9.80%

General Government Function

MIS Department

MIS DEPARTMENT

Organizational Chart Fiscal Year 2007-2008



City of Sanibel, Florida
MIS Department Narrative

DEPARTMENT: MIS
FUND: General Fund

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

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

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

Responsibility 1. **Secure Remote Access Non-Public Safety:** Maintain secure access to internal city systems by remote offices and users.
Responsibility 2. **Secure Remote Access Public Safety:** FDLE approved LAN for access to federal and state data services. In-car, wireless access to these systems for road patrol use and field reporting.
Responsibility 3. **Radio Communications:** Police Department Radio Coverage issues, FCC Licenses, and tower maintenance issues.
Responsibility 4. **HTE:** Payroll, Cash Receipts, AR, Payroll, UT Billing, GMBA, CAD, Crimes Reporting, Planning and Zoning, Building, Occupational Licenses, Cash Receipts, Code Enforcement. MIS is the first point of contact for HTE and Server issues. These are for performance issues, password lockouts, and use issues.
Responsibility 5. **Computer Systems:** 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:**
Responsibility 36. **HTE Task Force:** planning and implementation of HTE upgrade process.
Responsibility 37. **Positron System Management:** backups, user issues, etc...
Responsibility 38.

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

Challenges Facing the Department

Current Staffing and Funding: Many departments are looking to new implementations of current technology to address their departmental issues. Essentially any new technology will require additional MIS resources to keep those systems operational. At the current level of MIS staffing and funding, it is not feasible to implement any additonal technology systems.

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.

City of Sanibel, Florida
MIS Department Narrative

MIS Resources: Over the past 6 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.

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.

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.
- Upgrade of current Planning, Building, Finance, Utility, and Code Enforcement main software programs (HTE) to the current and more functional versions. This will allow citizens to access permitting info from the Web and allow integration of City Data with GIS.

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

Departmental Recommendations to Address Current Productivity Issues

Details will be provided later in this narrative, but overall, the MIS department has crossed over the tipping point where the allocation of available resources to support the existing systems prevent the implementation of new projects in a timely manner.

In a city the size of Sanibel, it makes the most sense to centralize all technology issues within the MIS department. Putting dedicated technology resources in outside departments is very inefficient because only the MIS department has the experience and depth to adequately address technology needs. Also, the MIS department maintains consistency across all city systems, ensuring proper technology implementations with regards to disaster preparation, systems security and disaster recovery.

The MIS department continues to be responsible for more and more systems that must be 100% operational 24 hours a day. At the current staffing, this is unworkable with 2 Support specialists.

Therefore, the MIS department recommends:

- Significant increases in the funding for professional services. This will allow the department to contract with qualified companies to perform specific projects. Also, it will allow the department to hire temporary, short-term contractors to aid in times when the city demands are high.
- Hire 1 additional Support Specialist
- Hire 1 administrative assistant.

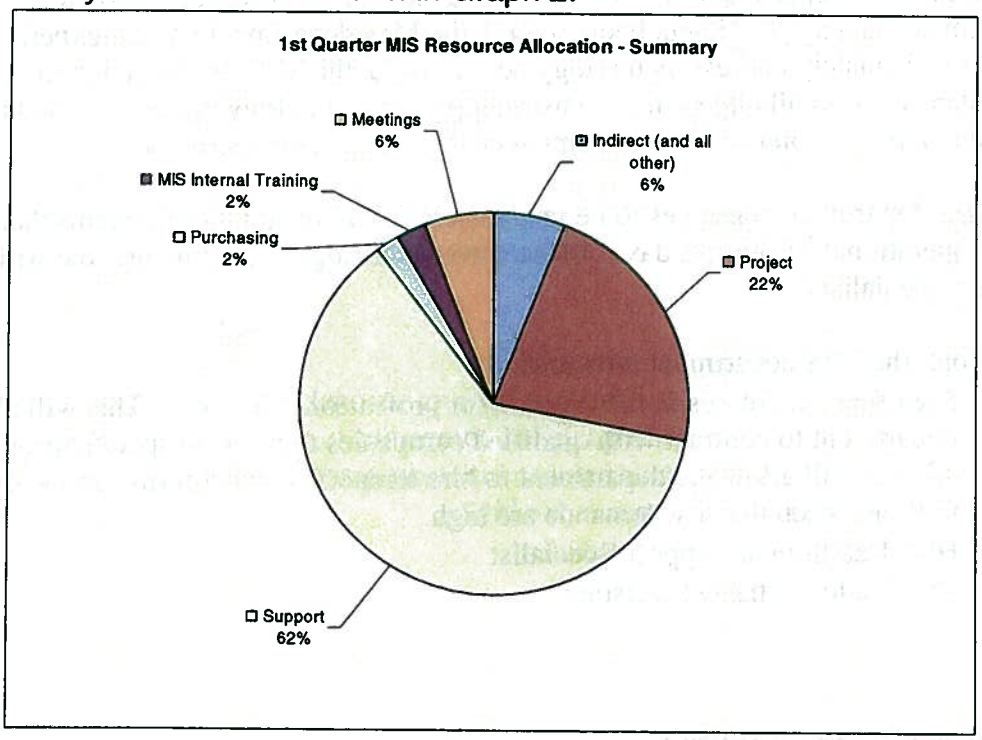
Productivity Measurements

- Less than 10-minute response time for critical Public Safety technology issues, 24 hours a day, 365 days a year.

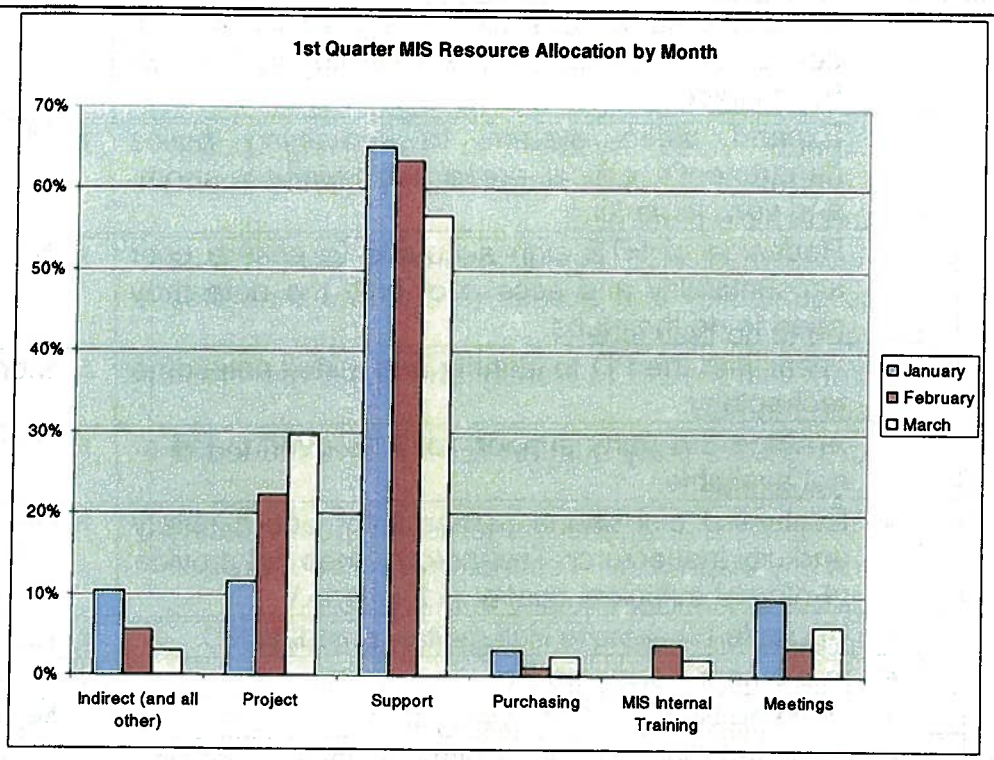
- Minimal un-scheduled system down time with maintenance performed off normal business hours.
- Current FCC radio licenses.
- Post all press releases and City Council agenda packets
- Maintain up to date Microsoft patches, security notices, and anti-virus definitions.
- Ensuring the City backup schedule 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

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 for these finance operations, the current free and	More

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	More

sewer notices more quickly.	
• 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.

Recommended Efficiencies

Potential Revenue Sources

The MIS department does not generate revenue sources. Creation of some kind of long term technology fund, funded by small amounts, over a long term, that could be allocated on as needed, for large scale capital projects. Unfortunately, various industries have been very effective at legislating that ability out of the hands of local governments.

Suggestions on How to Better Serve the Community

- Provide 24/7 support making it possible to ensure operation of Police Dispatching and Reporting, driver's license and criminal records checks, remote video systems, county booking system and community email feedback forms/contact.
- Ensure emergency communication needs by providing backup communication options for Police Department
- Provide emergency services with the design and support of the Police Department Emergency Communication van
- Ensure reliable operation of critical public safety technology with the management of the City's electrical and lightning protection.
- Protect the public with technology implementation of Internet Ham radio
- Provide capability to Emergency management director to access systems from outside City Hall to improve response time
- Provide digital camera support to Police Department for mug shots, evidence management and in car video systems
- Manage digital security certificates to permit law enforcement access of federal, state, and local data sources.
- Keep public informed by posting all community Press releases to the Web Site and email to subscribers
- Keep community notified of critical events through automated phone system and toll free hurricane hotline
- Manage FCC licensing for Public Safety radios and FCC mandated frequency rebanding which makes it possible to run a dedicated law enforcement radio system
- Keep public informed by maintaining the City's web site with information such as: departmental information, agendas, adopted minutes, Council audio, and job postings.
- Provide statistics and reporting of web site usage
- Enhance customer service with auto debit of sewer system payments
- Provide system to track Code Enforcement data and cases
- Provide better public access to city records with the support of the electronic document system
- Support Mackenzie Hall audio system
- Maintain island address database for community mailings
- Protect community assets through the support of the Historical Museum alarm system
- To provide consistency in special events permitting, implemented and support the system to track special events permitting
- Provide better customer service by supporting systems that permit the payment of parking by credit cards
- Ensure customer service through the management of City Hall's phone system
- Designed new recreation Facility technology systems and obtained the facility management software
- Provide disaster and community planning through the management of the program to bring a Geographical Information System to the city
- Provide immediate communication capabilities through the management of all city cell phones and beepers carried by all essential personnel.
- Provide community services of free wireless access in Mackenzie Hall and around City Hall
- Provide capability to accurately track expenditure of the Public's money Manage by maintaining central systems that track all fiscal transactions.
- Allow for the emergency replacement of critical city technology
- Provide special reporting used in Annual Financial Statement and Audit (CAFR)

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

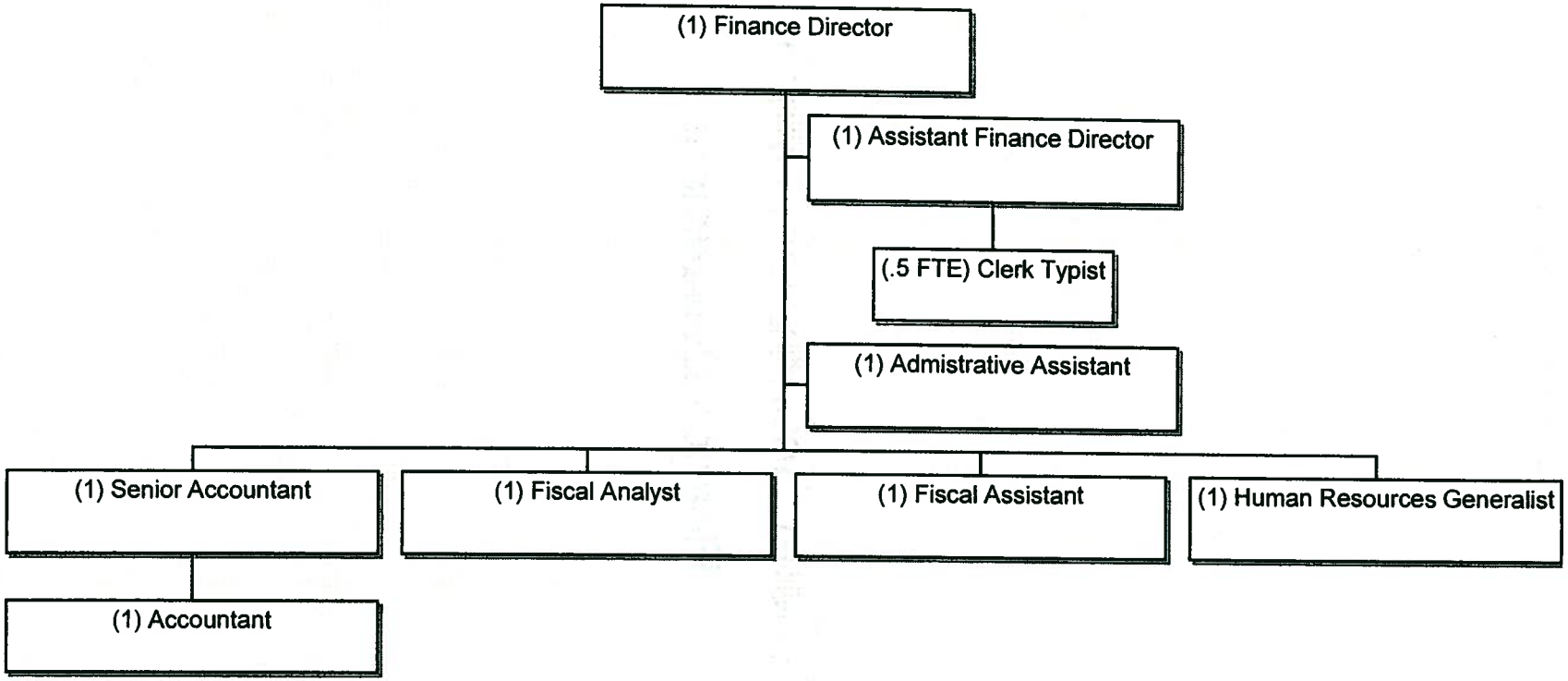
	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	108,162	137,357	148,027	160,750	160,958	160,955
Part-time	-	624	-	-	-	-
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	4,009	8,902	8,000	8,000	18,250	5,000
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	8,613	11,661	12,463	13,436	14,109	13,646
Retirement	13,894	10,366	17,170	17,170	17,170	22,703
Cafeteria Benefits	13,583	17,030	25,305	25,305	25,305	36,282
Workers' Comp	319	288	420	500	499	200
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	148,580	186,228	211,385	225,161	236,292	238,786
OPERATING EXPENSES						
Professional Serv	25,864	33,044	45,520	45,520	45,520	42,720
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	-	520	-	-	-	-
Investigations	-		-	-	-	-
Travel & Per Diem	37,501	13,036	14,900	14,900	14,900	9,900
Communications	59,555	73,963	72,740	72,740	72,740	66,100
Transportation	563	47	400	400	120	400
Utilities	-	112	-	-	-	-
Rentals & Leases	9,660	10,422	18,604	18,604	18,604	19,500
Insurance	-		-	-	-	-
Repair & Maintenance	77,433	86,108	111,900	111,900	111,900	111,900
Printing	241		-	-	-	-
Promotional Activities	-	617	-	-	-	-
Other Current Charges	1,210	7,008	-	-	5,215	-
Office Supplies	6,000	11,038	6,700	6,700	6,700	5,700
Operating Supplies	16,851	32,759	-	-	18,530	-
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	913	2,345	3,225	3,225	2,000	3,225
SUB-TOTAL	235,791	271,019	273,989	273,989	296,229	259,445
CAPITAL OUTLAY						
Land			-	-	-	
Building			-	-	-	
Improve Other Than Bldgs			-	-	-	
Machinery & Equipment	5,967	12,981	26,900	26,900	8,370	33,000
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	5,967	12,981	26,900	26,900	8,370	33,000
DEPARTMENTAL TOTAL	390,338	470,228	512,274	526,050	540,891	531,231
% CHANGE COMPARED TO PREVIOUS YEAR	23.32%	20.47%		11.87%		0.98%

General Government Function

Finance Department

FINANCE DEPARTMENT

Organizational Chart Fiscal Year 2007-2008



FINANCE DEPARTMENT

Director's Background:

Renee M. Lynch

- Bachelor of Science in Business Administration, University of Florida
- Certified Government Finance Officer
- Twenty (21) years as Finance Director at City of Sanibel
- Ten (10) years of progressively responsible accounting positions at other governmental entities

City of Sanibel, Florida
Finance Department Narrative

Department: Finance
Fund: General Fund

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

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 for earning the Distinguished Budget Presentation Award.
- Accounts payable processing and purchasing documentation for all City expenditures including all VISA procurement card purchases, which are estimated at approximately 3,000 transactions for FY2007.
- 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.
- Business Tax Receipts (formerly occupational license) issuance for all on island business including private residential rentals and registration of all off island business offering services to the businesses and residents of Sanibel.
- Issue Dog Licenses and collect associated revenue.
- Coordinate with Recreation Department for the participant sign-up of various recreation programs, such as the After-School and Summer Recreation programs, and the collection of associated revenue.
- 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.

Challenges Facing the Department:

Due to the ranking of the MIS project priority list, the single largest challenge facing the Finance Department is the deficiency in electronic improvements being made available to Finance. As can be noted from the Goals below, four of the five goals for FY 2008 are the same as the FY 2007 goals, due to the need for MIS involvement in the completion of the projects. Service to the Sanibel citizens would be significantly enhanced and better security provided to City assets if these and other Finance-related projects were completed.

The next challenge facing Finance is the upcoming retirement of long-tenured staff members in the next few years. Four of the nine (8.5 full-time equivalents) staff members in Finance have worked for the City in excess of 21 years. Two staff members are already at normal retirement age and 3 are approaching early retirement age. The training associated with the transition of replacement staff members needs to be well planned for a smooth conversion of personnel. The first step in this process is included in the FY 2008 budget proposal and includes adding a one-half time business tax clerk in order to provide thorough training and then upgrade this position to full-time upon the retirement of the staff member currently performing these duties.

The availability of office space for existing staff continues to impair productivity of the Finance Department. The Director and Budget Analyst are continuing to share a 13' by 15' office space wherein the Budget Analyst has had to use the end of a table for a work area during her one and a half year tenure. In terms of space for the requested part-time staff referenced in the preceding paragraph, it is planned that the space currently used by the part-time clerk typist will be shared with the new part-time business tax clerk.

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 software (Sungard/HTE) to the most recent release, accounting software could be improved to provide addition of available features, which would promote improved customer service and 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, budgeted in FY 2007, but not anticipated to be implemented until FY 2008 due to MIS priority constraints.
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 also budgeted in FY 2007, but not anticipated to be implemented until FY 2008 due to MIS priority constraints.

2006-2007 Goals and Status:

Goal	Measurement Criteria	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	FY 2006-07 budget document submitted to GFOA for review; criteria met; GFOA Award for Distinguished Budget Presentation received; Award presented to City Council by GFOA representative on May 1, 2007
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	City web-site not yet set up to accept payments; on MIS project priority list.
Institute Positive Pay for increased security over potential check fraud	Instituting "Positive Pay" product through Bank of America	Contract with Bank of America received; to be reviewed by the City Attorney and executed by City Manager. MIS will then place on their project priority list for installation and interface with accounting software (Sungard/HTE)
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	Software availability identified; funds budgeted in FY 2007; purchase and installation of software included in MIS project priority list but not anticipated to be implemented until FY 2008 due to MIS priority constraints. Training will proceed after installation.
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	Software availability identified; funds budgeted in FY 2007; purchase and installation of software included in MIS project priority list but not anticipated to be implemented until FY 2008 due to MIS priority constraints. Training will proceed after installation.

Other Finance Department accomplishments during fiscal year 2007 include:

- The training for and expanded use of the Budget Module included in the Sungard/HTE software system, whereby departmental personnel input their respective budgets directly into the system. This allows departmental personnel to have electronic inquiry into the details included in their annual budgets.
- Reducing Audit comments from the Fiscal Year 2006 audit due to the prompt implementation of prior year audit recommendations.
- Closely monitored and coordinated the disbursement of the $14 million expenditures for the construction of the new recreation facility.

- Saved the City at least $14,000 by the early pay-off of the Hurricane Charley debt.
- Coordinated with the Tax Collector's office to download the sewer system assessment payment data, collected by the Tax Collector and remitted to the City, for the over 5,000 sewer assessment customers. This efficiency eliminates duplicate keypunching and associated errors and saves several hours per month in staff time.

2007-2008 Goals:

Goal	Measurement Criteria
Provide training to City-wide staff on the use of electronic inquiry and report-writing capabilities of the Accounting Software (Sungard/HTE)	Providing a more thorough understanding of and quicker access to financial data to departments for Improved efficiency.
Continue working with MIS to achieve 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
Continue working with MIS to establish a City & Bank interface to Institute Positive Pay for increased security over potential check fraud	Instituting "Positive Pay" product through Bank of America
Continue working with MIS to install DMS, Extended Reporting, and P-Card software to facilitate 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:

	2007 (a)	2006	2005	2004	2003
Grant Revenue Managed (b)	$ 8,944,326	$ 4,812,285	$ 3,598,350	$ 1,100,928	$ 2,500,491
Employee Processing					
New Hires	15	28	25	46	36
Terminations	19	30	21	38	31
Budget Amendments	71	87	53	36	16
Occupational Licenses/Registrations	3766	3944	3981	3929	3944
Journal Entries	509	1022	1150	965	872
Sewer Customers Billed	3852	3683	3566	3082	2369

(a) FY 2007 is partial year from October 1, 2006 through May 17, 2007
(b) Does not include FEMA reimbursements for Hurricanes Charley, Frances and Wilma

Recommended Efficiencies:

As noted above, implementation of the Finance-related electronic improvements in order to accomplish the FY 2008 goals have been carried forward from FY 2007. The completion of these projects, particularly the web-based payment acceptance process, would greatly enhance Finance staff efficiency, provide better security for City assets and enhance community service.

Potential Revenue Sources:

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

However, the City currently utilizes all revenue sources granted to municipal governments by the Florida Constitution and Statutes except for the Public Service Tax (also known as Utility Service Tax). Historically, the Sanibel City Council considered an Ordinance to levy this tax in 1990, again in 1993 and most recently in 2005. This is a tax levied pursuant to Section 166.231, Florida Statutes, at a rate of up to 10% on the purchase of electricity, metered natural gas, liquefied petroleum gas, and water service purchased within the municipality. The first 500 kilowatt hours of electricity purchased for residential use may be exempted from this tax. In 1990 it was estimated that this tax would generate $980,000 using the 10% rate. In 2005, the same 10% rate was estimated to generate $1,237,841. If ad valorem taxes were reduced by this same amount, the **millage rate could be lowered by 0.2484 mills** (using the 2006 gross taxable property valuation).

Suggestions on How to Better Serve the Community:

Upgrade the City website to permit payment of City fees online. These upgrades are included in the FY 2008 Goals above.

General Fund
Finance Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	337,275	432,446	445,867	473,028	471,996	472,256
Part-time	11,420	12,695	13,905	13,905	14,274	14,677
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	5,318	10,154	10,000	10,000	5,000	5,000
RHS/Shift Diff/Educ.Incentive	-	5,725	7,529	15,381	15,680	3,920
FICA Match	25,620	33,215	37,197	39,276	38,782	38,265
Retirement	34,736	31,098	40,063	40,063	40,063	52,973
Cafeteria Benefits	40,648	52,527	59,045	61,145	66,645	78,808
Workers' Comp	1,232	1,100	1,603	1,909	1,906	763
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	456,249	578,960	615,209	654,707	654,346	666,662
OPERATING EXPENSES						
Professional Serv	14,566	14,426	16,305	16,305	15,000	14,805
Accounting & Auditing	57,202	71,500	73,000	73,000	65,109	65,460
Court Reporting	-		-	-	-	-
Other Contractual	-	813	-	-	3,950	17,600
Investigations	-		-	-	-	-
Travel & Per Diem	7,054	11,389	11,501	11,501	8,000	11,392
Communications	3,696	4,238	4,060	4,060	4,100	4,060
Transportation	5,608	7,967	8,060	8,060	8,000	8,060
Utilities	-		-	-	-	-
Rentals & Leases	2,833	2,795	3,940	3,940	4,000	3,940
Insurance	-		-	-	-	-
Repair & Maintenance	822	452	663	663	663	663
Printing	5,859	7,212	10,525	10,525	10,000	10,000
Promotional Activities	560	2,909	500	500	530	500
Other Current Charges	20,703	21,088	24,175	24,175	19,370	24,175
Office Supplies	4,381	8,681	4,700	4,700	5,000	4,700
Operating Supplies	6,303	2,725	3,380	3,380	4,900	3,300
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	185	943	690	690	690	690
SUB-TOTAL	129,772	157,138	161,499	161,499	149,312	169,345
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-	1,340	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	1,340	-	-	-	-
DEPARTMENTAL TOTAL	586,021	737,438	776,708	816,206	803,658	836,007
TO PREVIOUS YEAR	13.82%	25.84%		10.68%		2.43%

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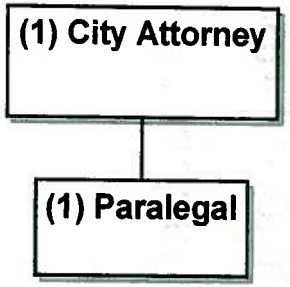
General Government Function

Legal Department

LEGAL DEPARTMENT

Organizational Chart Fiscal Year 2007-2008



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.

City of Sanibel, Florida
Legal Department Narrative

Department: Legal
Fund: General Fund

Mission Statement: The purpose and mission of the City Attorney's Office is to provide high quality legal services on a cost effective basis to the City Council, Planning Commission, City Manager, City Staff and the Advisory Boards. This mission includes preparation of accurate and timely legal opinions, preparation of City Ordinances and Resolutions for Council review, preparation of Contracts, 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.

Challenges Facing the Department:

- As the City continues to serve the public, the challenge of the City Attorney's office is to stay abreast of ever-changing and complex federal, state and regional laws, rules, regulations and procedures in order to effectively advise and assist City Council, the City Manager, Department Directors and Staff, and Advisory Committees and Commissions so that the best interests of the public can be served and protected. Cost-

effective legal services provided at the highest possible level is a continuing goal and challenge, particularly as the Council addresses increasingly complex issues regarding the environment, land use and public projects and services.

Emerging Issues:

- The emerging legal issue in 2005 and 2006 was the devastating effects of the Lake Okeechobee nutrient-laden freshwater releases which caused numerous adverse environmental consequences to Sanibel and its surrounding bays and estuaries. It is anticipated that the emerging legal issue during 2007 and 2008 will be the continued shift to address the Caloosahatchee Basin issues of pollution, including nitrogen, and from phosphorus loading from excess fertilizer usage, sewage treatment plants, septic systems, stormwater runoff and the like. The City Council 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 and related Caloosahatchee Basin issues.

2006-2007 Goals and Status:

Goal	Status
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 Legal Department has been and is currently drafting standard form City contract provisions and standard form contracts for specific City purposes. For instance, a City form contract for Consulting Services (Consultant Agreement) will be available to all Departments in negotiations with prospective consultants and will specify the appropriate legal and contractual provisions necessary to protect the City's best interests. Another example will be a form contract for Contractor Services (Contractor Services Agreement). These and other form contracts and contract provisions will be available electronically for City Staff and the use of these provisions by all Departments will reduce the amount of review time by City Staff, the City Manager and the City Attorney. The proposed form contracts and contract provisions are currently being drafted and are scheduled to be in place at the commencement of the 2007-08 fiscal year.

Provide thorough and comprehensive review and analysis of City legal documentation; provide accurate and effective legal advice to City Council and Planning Commission, and upon request, Advisory Boards, with respect to legal and procedural matters.	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 Advisory Boards with respect to legal issues and procedural matters.

2007-2008 Goals:

Goal	Measurement Criteria
Establish a records management, storage and/or disposition system for all legal files currently stored on site. Document via hard copy and electronic indexing, the hundreds of files accumulated over the past 4 decades. Analyze and organize the files to be moved to the City's off-site storage facility.	The actual physical gathering, review, sorting, destruction where legally authorized and appropriate, boxing, transporting, and removal of files from downstairs storage room to Legal Department for (1) indexing and documentation; and (2) final preparation for removal to the City's off site storage facility.

Trend Analysis:

- The City of Sanibel and its citizens continue to be increasingly aware of the extreme threat to our environment, including the bays and estuaries nearby, from the nutrient laden freshwater releases from Lake Okeechobee, as well as contributing causes (nitrogen, phosphorus from fertilizer, septic systems, sewage treatment plants, stormwater runoff, etc.) from the Caloosahatchee Basin. This is an issue the City will deal with, environmentally and legally, for a number of years into the future.

Recommended Efficiencies:

- The City Attorney's office goal for Fiscal Year 2006-07 will lead to efficiency not only for the City Staff as a whole in the use and negotiation through standard form contracts, but will enhance the efficiency of the City Attorney's office by reducing contract review time and increasing the assurance that all contract provisions will be uniform whenever possible.

Potential Revenue Sources:

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

Suggestions on How to Better Serve the Community:

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

General Fund
Legal Department

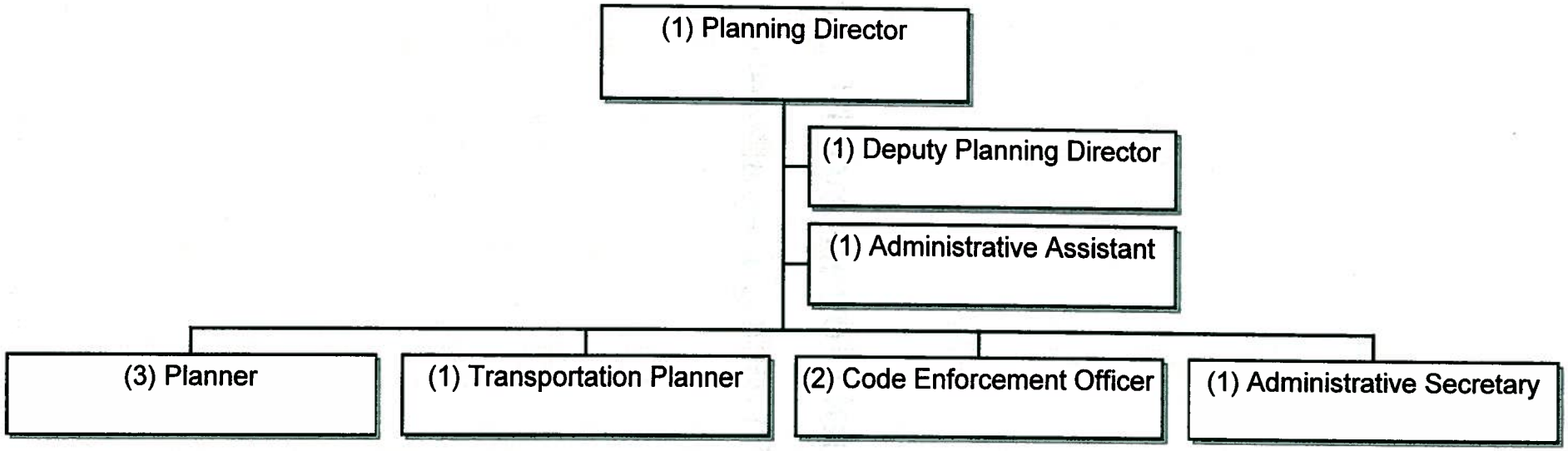
	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	180,223	179,515	180,335	200,934	200,926	200,926
Part-time	-		-	-	-	-
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	-	1,097	1,400	1,400	1,400	2,186
RHS/Shift Diff/Educ.Incentive	-	4,217	5,549	23,549	5,549	5,549
FICA Match	11,482	11,680	11,452	13,028	13,028	12,621
Retirement	33,436	43,128	27,169	27,169	27,169	31,436
Cafeteria Benefits	22,124	25,010	16,870	17,470	28,910	32,141
Workers' Comp	563	507	739	880	879	352
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	247,828	265,154	243,514	284,430	277,861	285,211
OPERATING EXPENSES						
Professional Serv	158,701	431,861	400,000	400,000	310,809	350,000
Accounting & Auditing	-		-	-	-	-
Court Reporting	-	389	1,000	1,000	-	1,000
Other Contractual	-		5,500	5,500	-	5,500
Investigations	-		-	-	-	-
Travel & Per Diem	31,767	33,113	32,000	36,010	36,710	37,510
Communications	2,579	3,741	3,100	3,100	3,061	3,100
Transportation	171	646	300	300	369	400
Utilities	991	-	-	-	-	-
Rentals & Leases	176	249	200	200	201	200
Insurance	-	-	-	-	-	-
Repair & Maintenance	1,284	792	900	900	948	-
Printing	-		300	300	-	300
Promotional Activities	-		-	-	125	-
Other Current Charges	990	1,604	900	900	892	900
Office Supplies	779	1,462	1,000	1,000	995	1,000
Operating Supplies	174	212	100	100	108	100
Road Materials & Supplies	-	2,916	-	-	-	-
Books, Subscriptions, etc	2,837	-	2,500	2,500	2,482	2,500
SUB-TOTAL	200,449	476,985	447,800	451,810	356,700	402,510
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	8,500	8,500	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	8,500	8,500	-
DEPARTMENTAL TOTAL	448,277	742,139	691,314	744,740	643,061	687,721
TO PREVIOUS YEAR	-26.02%	65.55%		0.35%		-7.66%

General Government Function

Planning Department

PLANNING DEPARTMENT

Organizational Chart Fiscal Year 2007-2008



Planning Department

Director's Background:

Robert J. Duffy, AICP

Bob Duffy has over 26 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.

City of Sanibel, Florida
Planning Department Narrative

Department: Planning
Fund: General Fund

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

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 permit applications in an efficient, timely, 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 goals established by City Council.
- Responsibility 6 – Provide short and long range transportation planning services that emphasize alternative forms of travel and congestion mitigation.
- 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 island serving businesses and to sustain an environmentally based economy.

- 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 comparative summary of permitting trends for FY '05-'06 and FY '06-'07.

Chart 1 – Comparison of Permit Activity for First Quarter FY '05-'06 to First Quarter FY '06-'07.

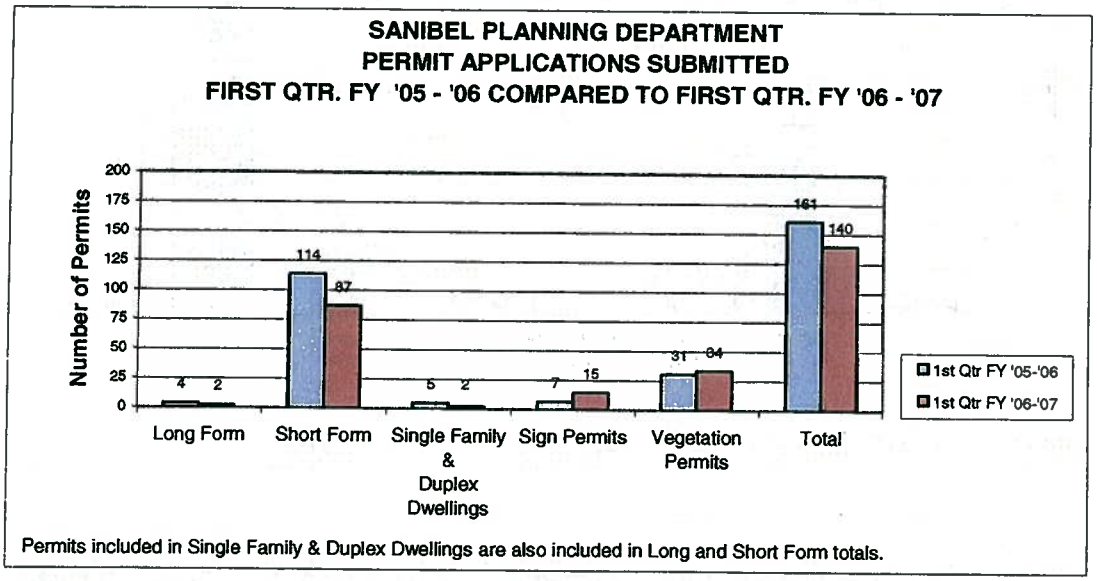


Chart 2 – Comparison of Permit Activity for Second Quarter FY '05-'06 to Second Quarter FY '06-'07.

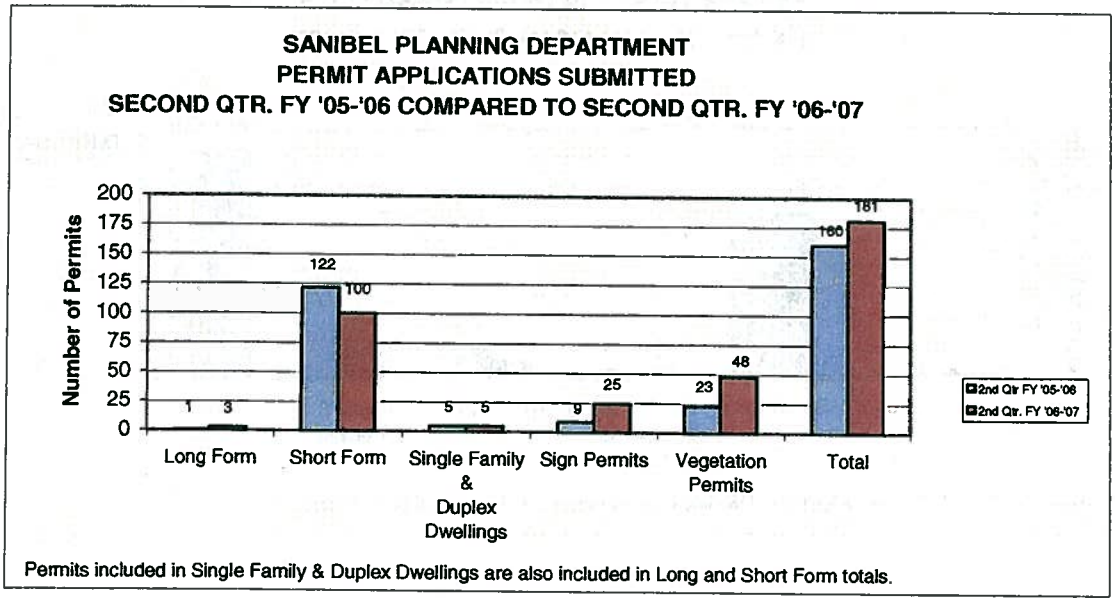
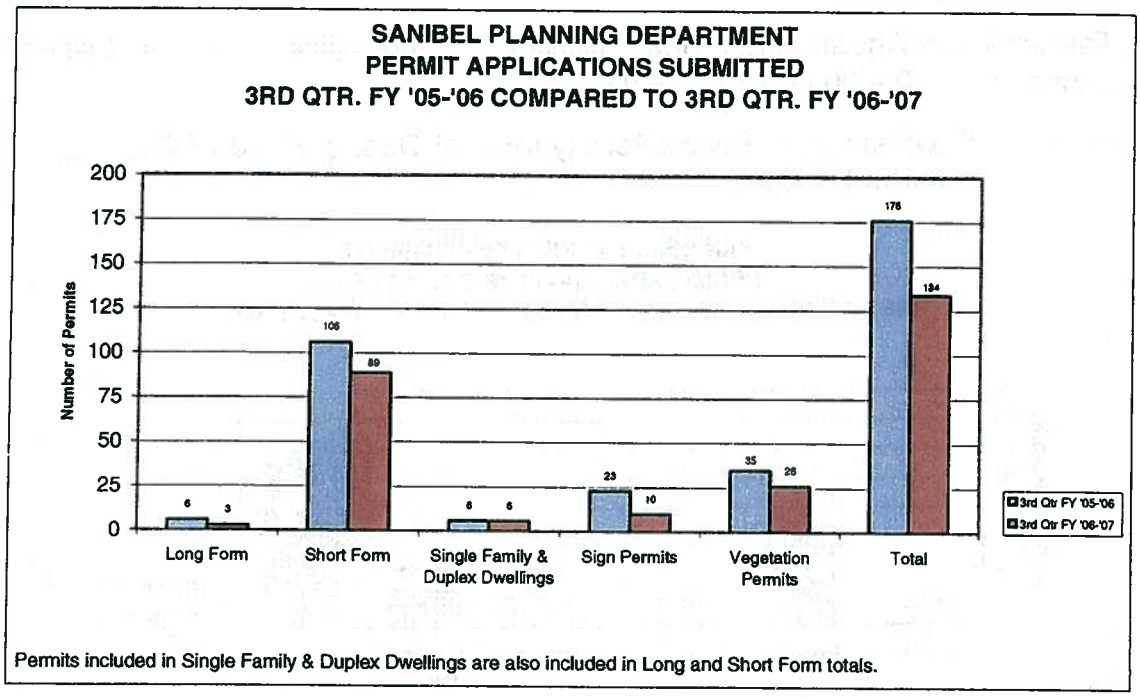
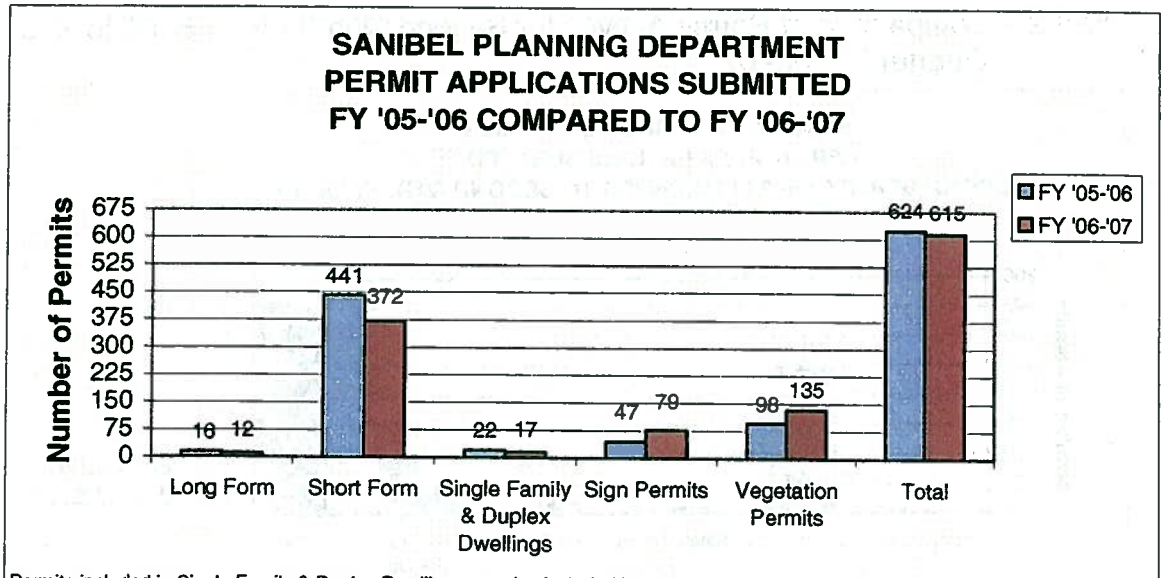


Chart 3 – Comparison of Permit Activity for Third Quarter FY '05-'06 to Third Quarter FY '06-'07.



Permits included in Single Family & Duplex Dwellings are also included in Long and Short Form totals.

Chart 4 – Comparison of Annual Permitting Activity for FY '05-'06 and FY '06-'07



Permits included in Single Family & Duplex Dwellings are also included in Long and Short Form totals.

Emerging Issues:

- Issue 1 – The completion of the Sanibel Causeway and Bridge project in September 2007 coupled with regional growth and visitation trends will require renewed focus on planning to address safety, congestion, environmental impacts and island carrying capacity.

- Issue 2 – The age and condition of Sanibel's commercial and resort building stock combined with local, regional and national trends will require that Sanibel continue to examine the state and performance of the Island's environmentally based economy and implications for sustainable redevelopment policies and planning.

- Issue 3 – With the approaching buildout of residentially zoned vacant land for single-family construction, changes in the real estate market and the age and design of the existing residential building stock, the current floor area and dimensional regulations of the Land Development Code should be re-examined as part of the City's redevelopment planning work program.

- Issue 4 – Growth in peak period and average daily traffic volumes will continue to generate congestion and further reduce levels of service on the Island's roadways. Traffic will seek alternative routes through neighborhood streets resulting in greater demands for traffic calming, traffic demand management and planning for alternative forms of travel.

- Issue 5 – 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 6 – Sanibel, through the long-standing partnership with CHR, has been a regional leader in pursuing opportunities to provide Below Market Rate Housing (BMRH). Housing costs, both on and off Island, will require that Sanibel continues to address its commitment to BMRH, particularly opportunities for work force housing.

City of Sanibel, Florida
Planning Department Narrative

2006-2007 Goals and Status:

Goal	Status
Goal #1 Completion of the 2006-2007 Sanibel Plan.	City Council adopted Transmittal Res. No. 07-036 on 3/6/07. Florida DCA review completed. Final City Council adoption hearing on September 18, 2007.
Goal #2 Implementation of the Sanibel Plan.	Comprehensive amendments to LDC: - Commercial Zoning District regulations adopted by City Council on 2/20/07 (Ord. 06-022) - See Goals 3, 5, 6 and 10.
Goal #3 Implementation of Redevelopment Planning Work Program	RFP for Periwinkle Way West District planning effort completed and reviewed by City Council on 11/21/06, 12/19/06, and 1/2/07. RFP released. Review of proposals and interviews completed on 4/27/07. City Council approved evaluation/interview committee recommendation and authorized contract negotiations on 5/15/07. City Council approved Contract on 6/5/07. First phases of work program completed in September 2007. RFP for Updated Sanibel Economic Analysis completed to support the Periwinkle Way West District Plan and reviewed by City Council on March 20, 2007. RFP released. Proposals reviewed. City Council approved recommendation on 6/5/07 and authorized contract negotiations. City Council approved contract on June 19, 2007. Approved phases of work program completed in September 2007. Updates of Single Family and Duplex Land Use Inventory completed in July and September 2007. Initial update of Resort Land Use Inventory completed in July and September 2007. Updates of Vacant Land Inventory completed in July and September 2007.

City of Sanibel, Florida
Planning Department Narrative

Goal	Status
Goal #4 Provide Planning Services to City Council regarding Island Carrying Capacity	Initial research on National and Regional Carrying Capacity Analyses and best practices initiated.
Goal #5 Provide Professional, Administrative and Technical Planning Services	<u>City Management and City Council</u> 33 reports prepared for consideration by City Council and City Manager. Provided the following planning services to the City Manager and City Departments. - Review plan for Police boat dock/lift - Assisted/managed preparation of plans for City Weigh Station improvements and relocation. - Assisted with review of Draft Shared Use Path Master Plan Update. Prepared Commercial Land Use Inventory Report. Prepared Commercial Zoning Research and Resources Report. Prepared Mixed Use Inventory and Potential Zoning Alternatives Report. <u>Planning Commission</u> 26 staff Reports prepared for consideration by Planning Commission. 10 Resolutions for Planning Commission Action. 15 Planning Commission meeting minutes prepared and approved. <u>Planning Services</u> 25 Public Notices prepared. 7 Planning and zoning reports provided to CHR related to potential BMRH sites and projects. 279 Consultations conducted by City Planners with property owners. 509 Customers were assisted at the permit assistance desk. 3565 Telephone calls were answered. 216 E-mail messages initiated by the Planning Department in response to citizens and property owners requesting LDC or Planning Commission information or assistance.

Goal	Status
Goal #6 Administration and Enforcement of the Land Development Code	Processed 276 Short Form Development Permits. Processed 8 Long Form Development Permits. Prepared and distributed the following LDC guides: - Resort Accessory Uses - Commercial Dumpster Regulations - Brazilian Pepper Eradication - Real Estate and Open House Signs - Outdoor Dining - Commercial District Regulations Produced 12 monthly Code Enforcement case tracking and management reports. 670 Code Enforcement cases opened. 390 Code Enforcement cases resolved. 250 Notices of Violation issued. 190 Code Enforcement case hearings scheduled. 1 Stipulation report prepared following hearings. 60 Hrs. of evening and weekend inspections completed.
Goal #7 Improve Development Permitting Processes, Procedures, Coordination and Communication.	Upgraded specific application forms based on City Council adoption of LDC amendments. Prepared an internal review and report outlining current short and long form permit review processes and procedures as part of HTE upgrade. Initiated joint Planning and Building Department review of applications for residential additions to nonconforming FIRM structures.

City of Sanibel, Florida
Planning Department Narrative

Goals	Status
Goal #7 (Cont'd.) Improvement Development Permitting Processes, Procedures, Coordination and Communication.	In conjunction with MIS, revised the Planning Commission/Planning Department web page to centralize access to information and include electronic scheduling of meetings with Planners.
Goal #8 Update or conversion of HTE Permit Management System	Assisted HTE with completion of assessment of current development and building permit review processes and procedures. In conjunction with HTE and MIS initiated process and schedule to review permitting procedures and to establish a centralized permit application tracking and management upgrade.
Goal #9 Expand Application of Geographic Information System (GIS)	Participated in a needs assessment and schedule for expanding City's current GIS. Prepared GIS maps for: 1. Periwinkle Way Commercial District Planning Project. 2. Commercial District Zoning Amendments. 3. FDOT Transportation Planning Grant. Converted 29 Sanibel Plan maps to GIS format.
Goal #10 Provide Transportation Planning Services and Focus on Alternative Modes of Travel	Represented the City at 8 MPO/TAC meetings. Completed review of draft Shared Use Path Master Plan update report and participated in meetings with Sprinkle Consulting and the Sanibel Bicycle Club.

Goals	Status
Goal #10 (Cont'd.) Provide Transportation Planning Services and Focus on Alternative Modes of Travel	Provided assistance to DPW and consultant team during the preparation of Shared Use Path surveys and planning workshops. Completed research and initiated preparation of proposals to Lee County and MPO for financial assistance to improve Shared Use Path System. Prepared position paper for Lee County VCTP Study for City Council approval in February 2007. Assisted with preparation of draft Interlocal Agreement between Lee County, J. N. "Ding" Darling National Wildlife Refuge and City of Sanibel. The agreement was finalized and signed on May 22, 2007. A draft Request for Proposals was approved by City Council on August 21, 2007. Met with Lee County and the J. N. "Ding" Darling National Wildlife Refuge for a kick-off meeting on the Alternative Transportation in Parks and Public Lands Grant. Met with Lee County, federal partners and the consultants for a kick-off meeting on the Value Toll pricing for the Sanibel Causeway project. Developed preliminary conceptual alternatives upon Council's direction to improve the safety and accessibility along Causeway Boulevard between the bridge and Periwinkle Way. Contract with Kittelson & Associates amended for evaluation of preliminary engineering alternatives.

City of Sanibel, Florida
Planning Department Narrative

Goals	Status
Goal #10 (Cont'd.) Provide Transportation Planning Services and Focus on Alternative Modes of Travel	Prepared Transportation Planning Update Reports as part of interdepartmental transportation planning. Met with DPW and Police Department to consider traffic mitigation measures for Donax Road and surrounding neighborhood. Initiated study of potential traffic management strategies.
Goal #11 Provide Emergency Management and Hazard Mitigation Planning Services	Completed NIMS and CPR training course as part of Sanibel EMS. Updated Department's Hurricane Preparedness Plan.
Goal #12 Provide Planning Services to Facilitate Implementation of Phase 2 of the Periwinkle Restoration Master Plan	Prepared draft Scope of Work for Phase 2 Design Services. Facilitated Landscape Grant Program and Agreement between Lee County and Sanibel Beautification, Inc. Coordinated Phase 1 and Phase 2 planting effort with commercial property owners.
Goal #13 Complete Implementation of the Department's Records Management Plan	Completed record retention for 1500 Planning Department and Planning Commission files.
Goal #14 Improve Communication of Planning Programs and Projects	Prepared 8 quarterly and monthly Planning Update reports for distribution to the Sanibel community. Published Planning Update, Development Permitting and Code Enforcement Activity Reports on the City's website. Prepared 12 monthly Development Permit Activity Reports. Prepared 12 monthly Code Enforcement Activity Reports.

City of Sanibel, Florida
Planning Department Narrative

Summary of FY '06 – '07 Planning Department Accomplishments

1. Adoption of 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. City Council conducted 4 public hearings. Plan transmitted to DCA. DCA comments received and final Plan amendment completed. City Council public hearing and adoption on September 18, 2007. Adopted plan forwarded to DCA.
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. • Formula Retail and Commercial District Amendments
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 24 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.
6. Initiated Periwinkle Way West District Planning Process	Pursuant to City Council's goals and 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. Defined district planning objectives. 2. Prepared RFP, secured consulting service and initiated planning process.

6. Initiated Periwinkle Way West District Planning Process (Cont'd.)	3. Completed GIS based survey and mapping of existing district conditions. 4. Conducted initial community participation efforts. 5. Completed initial phases of the work program.
7. Initiated Update of Sanibel Plan Economic Analyses as Part of the Periwinkle Way West District Planning Effort	Defined preliminary scope of work to update the 1981 and 1997 economic analyses associated with the Periwinkle Way West District Planning effort. Issued RFP and selected consultant. Initiated work program.
8. 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 support Accomplishment 7.
9. Supported Local Business Initiative And Business Roundtables	Assisted with the following efforts associated with City Council's Local Business Initiative: • Completed a survey and report on existing commercial land uses, buildings and businesses. • Organized and facilitated three business roundtables to identify and address the issues facing local businesses. • In conjunction with the City's Redevelopment Work Plan: - Objectives and Request for Proposals for Periwinkle Way commercial district planning services approved and released, proposals received and evaluated, and consultant team selected. - Objectives and Request for Proposals for update of Sanibel Plan's economic and land use analysis, as associated with the Periwinkle Way West District Planning effort, initiated.

9. Supported Local Business Initiative And Business Roundtables (Cont'd.)	- Comprehensive inventory of commercial uses and structures completed and approved. • City Council adopted Ordinance 06-022 on February 20, 2007 revising commercial district zoning regulations pertaining to Formula Retail use and commercial unit, building and store-front size and design. The Ordinance supports island serving businesses through modifications to the on-site parking, floor area and commercial unit size regulations. • City Council adopted Ordinance No. 06-009 amending the Land Development Code to permit Outdoor Dining. To date six (6) restaurants have provided outdoor dining to serve Sanibel residents. • City Council adopted Resolution No 06-471 that revised sign permit fees. • The City's MIS, Planning, Building and Finance Departments have initiated a major upgrade of the HTE permitting management system to improve service and integrate all permit applications, reviews, inspections and related processes and procedures. • In November, the Planning Department initiated new services to improve access, communication, timeliness and consistency during the development permit application and review process. New office and web based procedures have expanded scheduling and improved responsiveness to requests for permit consultations, meetings and information. • Access to all Planning Commission, Planning Department and Code Enforcement activities, documents, permitting and information has been centralized as part of an improvement to the City's web site.

9. Supported Local Business Initiative and Business Roundtables (Cont'd.)	• Weekly and monthly activity reports are produced by the Planning Department to coordinate and manage development permitting and code enforcement to ensure consistency and improved performance. • Revisions to the Vegetation Permit inspection process have been initiated to improve communications between inspectors, contractors, homeowners and City staff. • The City Manager convened an interdepartmental task force to review and revise Chapter 110 of the Sanibel Code to improve Special Event permitting procedures. City Council approved revisions to the Land Development Code in November.
10. Completed Mapping and Analysis of FEMA Proposed Amendments to FIRM	Submitted two phased report and analysis to City Council regarding FEMA's preliminary amendments to Sanibel's Flood Insurance Rate Maps (FIRM). Conducted public work groups in conjunction with FEMA. Submitted City appeal to FEMA.
11. 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.
12. 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.
13. Processed Applications for Land Development Permits	Processed 572 short form and 15 long form applications for Development Permits.
14. Resolution of Code Enforcement Cases	Initiated 659 Code Enforcement cases based on inspections and citizen contacts and resolved 308 cases through education and mediation. Scheduled 56 cases for action by hearing examiner.
15. Conducted Seasonal, Weekend and Evening Code Enforcement	Scheduled 6 weekend and evening code enforcement assignments during the peak season to both educate citizens and property owners and address code violations.

16. Conducted Outreach Program with Resort Hotels and Inns regarding Beach Management Regulations	Through correspondence and on-site meetings completed an outreach program with 6 resort owners and managers regarding beach equipment rental and storage.
17. Initiated Final Property Owner Notification of Zone 3 and 4 Brazilian Pepper Eradication Requirements	In conjunction with the Department of Natural Resources, notified 299 property owners regarding violations in Zone 3 and 4 of the Brazilian Pepper Eradication program. 38 Notices of Hearings were sent for Zone 3.
18.Processed Sign Permit Applications	Processed 51 applications for sign permits.
19. 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.
20. Processed Applications for Street Addresses	Processed 50 applications by property owners seeking clarification or a new street address.
21. Periwinkle Restoration Master Plan	Facilitated the efforts by DNR, DPW and Vanasse Daylor to complete the Phase 1 and Phase 2 comprehensive native vegetation restoration master plan for the Periwinkle Corridor.
22.Transportation Planner Recruitment	In conjunction with the Human Resources Director completed local, regional and national recruitment process. Retained Transportation Planner.
23. Supported Shared Use Path Master Plan Update	Provided staff services as part of the intercept survey and open house.
24. Served as City's Representative to the MPO's Technical Coordinating Committee	Attended 8 TCC meetings as the City's representative.
25. 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.
26. Established Planning Department and Code Enforcement Access Website	With assistance from MIS, improved the Planning Department and Code Enforcement website to assist with scheduling and provide timely services.
27. US DOT FTA Grant	In association with the J. N. "Ding" Darling National Wildlife Refuge and Lee Tran initiated a plan to evaluate the feasibility of alternative transportation modes to serve the Refuge and Sanibel.

28. Initiated Modifications of Planning Department's Web Site	In conjunction with MIS, completed 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 - Development Permit Application Forms - Guide to Land Development Code - Sanibel Planning Updates (Monthly or Quarterly Reports). - Sanibel Plan Access - Spreadsheet for Status Report on Permit Applications
29. Conversion of Sanibel Plan Maps to GIS format	Continued conversions, through GIS consultant, of Sanibel Plan Maps.
30. Initiated Assessment of HTE Permit Management System	Initiated upgrade of HTE permit management system.
31. Records Management	Implemented a record's management plan consistent with City policies and procedures and Florida Statutes.
32. Updated Department's Emergency Response Plan	Updated the Department's FY '05-'06 Emergency Response Plan defining the Department's mission and responsibilities.
33. 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 2007-2008 Goals and Objectives

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

The Planning Department's FY 2007-2008 Goals and Objectives focus on the following:

- Pursue improvements and innovations in service delivery and communication to citizens, property owners, applicants, businesses and visitors.
- Implementation of the 2006-2007 Sanibel Plan.
- Administration and enforcement of the Land Development Code.
- Undertake the Redevelopment Planning Work Program and goals established by City Council.
- Provide professional and proactive planning services to City Council, Planning Commission, Historic Preservation Committee, appointed committees, City Departments and the Sanibel Community.
- Protect Sanibel's environment through research, analysis and planning to address the carrying capacity goal established by City Council.
- Provide transportation planning services to: support completion and implementation of the Shared Use Path Master Plan update; facilitate intergovernmental transportation planning necessary to support alternative forms of travel to reduce vehicular trips and mitigate congestion.

Goals	Productivity Measurement
1. Implementation of the 2006-2007 Sanibel Plan	1.1 Implementation of Redevelopment Planning Work Program and City Council goals.
2. Implementation of Redevelopment Planning Work Program	2.1 Complete Periwinkle Way District Plan, Land Development Code Amendments, Design Guidelines and implement an Action Plan.

Goals	Productivity Measurement
2. Implementation of Redevelopment Planning Work Program (Cont'd.)	2.2 Complete analysis of nonconforming residential, resort and commercial conditions and trends to assist City Council with the formation of redevelopment policies.
3. Conduct Research and Develop Measures and Strategies to Sustain Sanibel's Carrying Capacity	3.1 Provide planning service to formulate policies and strategies to mitigate congestion.
4. Provide Professional, Administrative and Technical Planning Services	4.1 Provide Planning services to City Council, Planning Commission and the Sanibel Community. 4.2 Prepare and publish notices for Planning Commission and Historic Preservation Committee meetings. 4.3 Prepare staff reports to the Planning Commission and Historic Preservation Committee. 4.4 Prepare Planning Commission and Historic Preservation Committee minutes. 4.5 Provide planning services to the City Manager and City Departments. 4.6 Provide planning services to CHR.
5. Administration and Enforcement of the Land Development Code	4.1 Expand publication of Citizen Guides to the Land Development Code. 5.2 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 - Prepare complete case reports - Assist City Attorney with case preparation - Presentation of cases to Hearing Examiner - Enforcement of Hearing Examiner decisions and stipulations 5.3 Conduct daily, evening and seasonal Code related inspections.

Goals	Productivity Measurement
6. Improve Development Permitting Processes, Procedures, Coordination and Communication	6.1 Examine current application forms, processes and procedures. 6.2 Define and introduce specific service delivery improvements. 6.3 In conjunction with Goal 7, implement new permit management processes and procedures to improve service delivery. 6.4 Schedule and implement priority HTE permit management software improvements.
7. Update HTE Permit Management System	7.1 Implement scheduled HTE software upgrades.
8. Expand Application of Geographic Information System (GIS)	8.1 Continue to convert Sanibel Plan maps to GIS format. 8.2 Assist with implementation of GIS needs assessment and recommendations.
9. Provide Transportation Planning Services and Focus on Alternative Modes of Travel and Congestion Mitigation	9.1 Represent the City on the MPO's TAC. 9.2 Assist DPW and consultant team with completion of updated Shared Use Master Plan. 9.3 Pursue funding for improvements to the Shared Use Path System. 9.4 Participate in Lee County's Value-Congestion Toll Pricing Study 9.5 Participate in US DOT FTA analysis of alternative forms of Island transportation. 9.6 Conduct research and analysis to support City Council's Carrying Capacity goal.
10. Provide Emergency Management and Hazard Mitigation Planning Services	10.1 In conjunction with City and County EMS officials, provide planning services. 10.2 Update the Department's Emergency Response Mission and Responsibilities. 10.3 Continue to plan for hazard mitigation.
11. Provide Planning Services to Facilitate Implementation of Phase 2 of the Periwinkle Restoration Master Plan	11.1 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.

Goals	Productivity Measurement
12. Complete Implementation of the Department's Records Management Plan	12.1 Assist the City Clerk with completion of the Department's Records Management Program consistent with City and State regulations.
13. Improve Communication of Planning Programs and Projects	13.1 Produce quarterly Update Planning reports, both in print and electronic formats, for reporting the City's planning initiatives and Planning Commission activity.
14. Improve Communication of Planning Programs and Projects	14.1 Refine format and content of Planning Update reports, both in print and electronic formats, for reporting the City's planning initiatives and Planning Commission activity. 14.2 Initiate monthly or quarterly reporting.

Challenges Facing the Department

Necessity of integrating and simplifying the development, building, environmental and related permitting processes and procedures to insure compliance with the Sanibel Plan and Land Development Code.

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

The evolution and accelerated application of electronic based means of producing and transmitting plans and information associated with development permitting processes and procedures.

Demand for timely, cost effective and secure records retention and retrieval.

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

Implementation of the Sanibel Plan due to approaching build-out and as residential, commercial and resort redevelopment demands evolve and increase.

Retaining and supporting unique island serving business.

Importance of coordinated local and regional land use and transportation planning to insure sustainability and growth management.

Congestion mitigation and management and the implementation of viable and compatible alternative forms of mobility.

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

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

Recommended Efficiencies

Integrate the development and building permitting processes, procedures and responsibilities in order to: efficiently and cost effectively deploy and coordinate staff resources; respond to applicants in a more timely, efficient and consistent manner; insure timely and accurate communication; and insure unified and uniform code administration and compliance.

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

Convert, create and manage all City, Sanibel Plan and related maps and geographical based information into a Geographic Information System in order to: reduce duplicate, inefficient, costly and stand alone geographic information compilation, maintenance and applications; improve communication and accessibility; support emergency management planning and responsiveness; reduce reliance on professional service contracts; and improve City management, decision making and service delivery.

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

Pursue an accelerated plan to either upgrade the HTE permit management and tracking software capacity and functions through a demonstrated commitment by HTE to the City of Sanibel or acquire a state of the art software system that will fully address the performance objectives previously developed jointly by the Planning and Building Departments. The software system upgrade or transition should address many of the above efficiency measures.

Potential Revenue Sources

Identify and actively pursue the widest range of public and private sources of funding to:

- Support the improvement and expansion of the City's Shard Use Paths consistent with the Update of the Sanibel Shared Use Path Master Plan.
- Support ongoing planning efforts necessary to implement the Sanibel Plan and support implementation of the City's redevelopment policies.

Potential Revenue Sources (Cont'd.)

- Support planning and management efforts necessary to conduct research and define, evaluate and implement strategies to sustain the island's carrying capacity.
- Support planning efforts to support and advance alternative modes of transportation and strategies to mitigate congestion.

Service Improvements

Process and approve complete short form development permitting applications involving accessory structures and improvements at the point of application or within 24 hours.

Establish a unified development and building permit application process for the remodeling, alteration and construction of additions to pre-FIRM residential units.

Proceed with further improvements to the Planning Department's web page to enable: greater access to permit and related Planning Department and Planning Commission information and activities; and on-line submissions and approvals of complete short form development permit applications.

Produce electronic and print versions of a guidebook to assist with the preparation and submission of development permit applications.

Prepare an illustrative set of guidelines to support the administration and implementation of the Sanibel Plan and the recently adopted commercial district design, site planning and land use standards.

Assign a single master permit number to facilitate the joint application, processing, management, monitoring and retrieval of development and building permits and associated documents.

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

Establish an interdepartmental permit technical review team to facilitate and coordinate permit review, processing and approvals.

Complete the conversion of all Sanibel Plan and related maps into a Geographic Information System (GIS) format to facilitate public access and expanded applications.

General Fund
Planning Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	458,406	547,199	584,483	595,703	617,335	619,190
Part-time	140	-	38,563	38,563	-	39,913
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	(39,913)
Overtime	2,712	9,617	13,000	2,827	2,827	2,000
RHS/Shift Diff/Educ.Incentive	-	1,409	5,549	5,549	2,587	1,856
FICA Match	34,593	43,257	49,400	50,259	47,442	48,196
Retirement	62,525	46,646	57,233	57,233	57,233	75,676
Cafeteria Benefits	50,939	60,893	84,350	86,450	76,678	111,580
Workers' Comp	1,454	1,311	1,911	2,276	2,272	909
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	610,769	710,332	834,489	838,860	806,375	859,407
OPERATING EXPENSES						
Professional Serv	33,131	54,330	390,000	390,000	259,458	267,000
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	90	25,732	10,000	10,000	8,900	10,000
Investigations	-		-	-	-	-
Travel & Per Diem	18,540	44,874	42,850	42,850	42,850	34,800
Communications	6,028	5,941	6,100	6,100	6,100	6,100
Transportation	1,486	3,073	2,250	5,750	5,750	2,250
Utilities	-		-	-	-	-
Rentals & Leases	4,890	4,960	6,910	6,910	6,910	6,910
Insurance	-		-	-	-	-
Repair & Maintenance	435	-	1,000	1,000	1,000	1,000
Printing	1,402	5,958	8,700	10,509	8,700	8,700
Promotional Activities	1,815	1,823	-	1,064	1,093	-
Other Current Charges	10,971	15,120	14,200	14,200	14,200	14,200
Office Supplies	5,330	3,872	7,450	7,450	7,450	7,450
Operating Supplies	3,656	3,876	1,000	3,500	3,000	3,700
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	2,712	4,066	7,500	7,500	7,500	4,000
SUB-TOTAL	90,486	173,625	497,960	506,833	372,911	366,110
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-		-
Machinery & Equipment	4,134		2,500	3,800	3,800	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	4,134	-	2,500	3,800	3,800	-
DEPARTMENTAL TOTAL	705,389	883,957	1,334,949	1,349,493	1,183,086	1,225,517
% CHANGE COMPARED TO PREVIOUS YEAR	0.01%	25.31%		52.67%		-9.19%

General Government Function

Insurance Department

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.

In FY07 the City increased its Reserve for Deductibles from $50,000 $300,000. In FY08 it is budgeting a further increase of $15,000 for a new reserve total of $315,000. Deductibles by type are listed below.

Coverage Type	Deductible FY07	Deductible FY 08
General/Professional Liability	$50,000	$50,000
Automobile Liability	$50,000	$50,000
Automobile Comp/Damage	$1,000/2000	$1000/2000
Property	$100,000	$100,000

New rates for FY08 reflect a decrease in some premiums. Rates are below.

Type	FY 2007 Budget	FY 2008 Budget
Flood	$ 31,000	$ 31,000
Windstorm	60,000	35,000
Boiler and Machinery	-	-
Pollution Liability	600	600
Position Fidelity	3,500	3,500
Property/Liability/Auto	244,889	194,319
Law Enf Death Benefits	1,000	1,000
Skate park Insurance	3,000	3,000
Rec Ctr. insurance	650	650
OPEB Rate Subsidy	-	55,000
	$ 344,639	$ 324,069

General Fund
Insurance Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 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	-		-	-	-	-
Investigations	-		-	-	-	-
Travel & Per Diem	-		-	-	-	-
Communications	-		-	-	-	-
Transportation	-		-	-	-	-
Utilities	-		-	-	-	-
Rentals & Leases	-		-	-	-	-
Insurance	284,809	334,052	290,643	398,978	398,978	324,069
Repair & Maintenance	-		-	-	-	-
Printing	-		-	-	-	-
Promotional Activities	-		-	-	-	-
Other Current Charges	-		-	-	-	-
Office Supplies	-		-	-	-	-
Operating Supplies	-		-	-	-	-
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	284,809	334,052	290,643	398,978	398,978	324,069
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	284,809	334,052	290,643	398,978	398,978	324,069
% CHANGE COMPARED TO PREVIOUS YEAR	-4.10%	17.29%		19.44%		-18.78%

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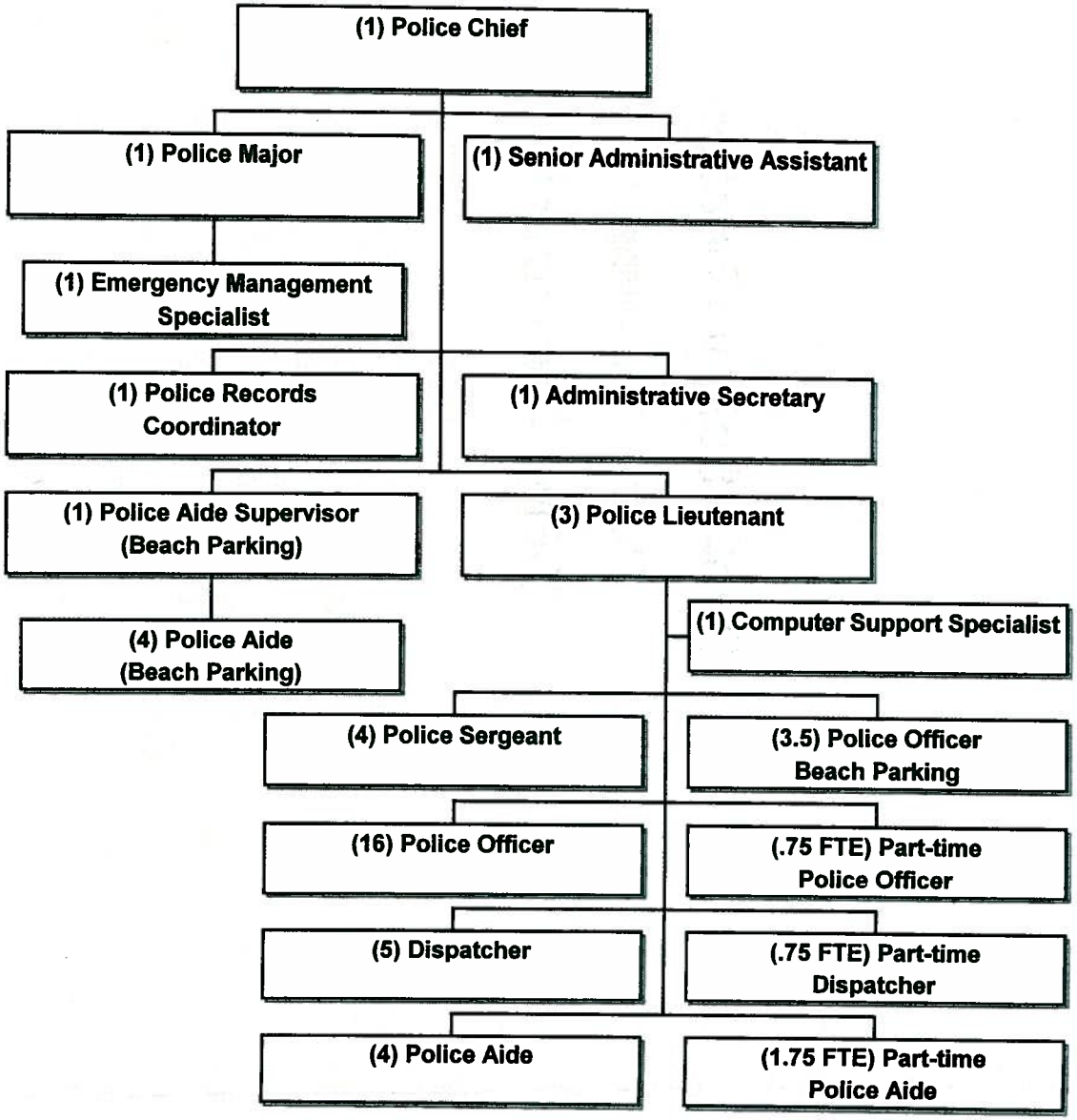
Public Safety Function

Police Department

SEMP Department

POLICE DEPARTMENT

Organizational Chart Fiscal Year 2007-2008



POLICE DEPARTMENT

Chief's Background:

Bill Tomlinson

Chief Tomlinson was hired in November 1985. He has a total of 22 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.

City of Sanibel, Florida
Police Department Narrative

Department: Police
Fund: General Fund

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

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:** *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 53:** *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 54:** *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 55:** *Neighborhood Watch Program* – Department staff provides information to homeowners associations regarding the implementation of a neighborhood watch program.
- **Responsibility 56**: *Weigh Station* – Department personnel manage, budget, weigh vehicles, collect fines, maintain and staff the Sanibel Weigh Station.
- **Responsibility 57:** *Complete new hire background investigations* – Staff completes in depth background investigations on new hires, including: voice stress tests, candidate neighbor interviews, criminal history background checks, and assessment of the candidates character. This information is compiled into a report along with drug screening, physical and psychological evaluations for certified law enforcement positions.
- **Responsibility 58:** *Coalition for human trafficking* – Department staff participate in training, intelligence and coordination regarding human trafficking and slavery with other law enforcement agencies and coalition members.
- **Responsibility 59**: *Human Smuggling Task Force* – Department staff participate in training, intelligence and coordination regarding illegal smuggling of illegal immigrants.
- **Responsibility 60**: *Gang Task Force* - Department staff participate in training, intelligence and coordination regarding local gang activities.
- **Responsibility 61:** *Crime Prevention Program* – Department staff provides information to the public regarding tips to reduce the prospects of becoming the victim to a crime and to alert the public to current crimes occurring in the community.
- **Responsibility 62:** *Police Auxiliary Program* – Supervise the members of the Auxiliary Officers, provide them with guidance and request their participation in special details and other assignments; and attend their monthly meetings.

POLICE DEPARTMENT PARKING ENFORCEMENT - OPERATIONAL RESPONSIBILITIES

- **Responsibility 63:** *Parking decal program* – Police staff is responsible for the sale and management of the parking decal program; including design and contract for printing the permits, sales for residents, non-resident property owners, non-residents, collection of monies for the permits, storage and management of data from applications and delivery of parking decal receipts to the finance department.
- **Responsibility 64:** *Parking enforcement* – Police staff patrols public parking lots to ensure each vehicle is in compliance with City parking ordinances. If a vehicle is in violation, it is issued a parking citation.

- **Responsibility 65:** *Collect parking revenues* – Police staff collects monies from the paid parking lots and deposits the revenues into the bank. Credit card receipts are downloaded from the machines and onto a dedicated software program, then to a credit card clearing house. The revenues are accounted for and tracked by both the finance department and police department to insure checks and balances.
- **Responsibility 66:** *Track parking vacancies* – Police staff conducts manual counts on all paid parking lots seven days per week and generates a report for parking lot vacancies.
- **Responsibility 67:** *Parking machine maintenance* – Police staff performs repairs and preventative maintenance on the parking machines at all paid parking lots.
- **Responsibility 68:** *Parking Program management* – Police staff schedule all activities and needs for parking enforcement, budget preparation, revenue statistics and sale of resident and non-resident parking decals.

POLICE DEPARTMENT EMERGENCY MANAGEMENT DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 69:** *Emergency management planning* – Police staff maintains and updates the Sanibel Emergency Management Plan. This includes coordinating efforts between all City departments and recommending enhancements to department's plans. Police staff also develops plans for preparation, evacuation and recovery.
- **Responsibility 70:** *Maintain contact with weather consultant* – Police staff maintains close contact with the City's weather consultant throughout the hurricane season for up to date forecasts of weather systems that may impact Sanibel.
- **Responsibility 71:** *Coordinate emergency planning with outside agencies* – Police staff maintains close contact and working relations with Lee County emergency management officials, local municipalities, local fire districts, schools, utilities, taxing districts and community partners throughout the year.
- **Responsibility 72:** *Implement Hurricane Pass Program* – Police staff implements the City of Sanibel Hurricane Pass Program, by issuing passes to residents, property owners and business owners on Sanibel and Captiva for re-entry to the islands after an evacuation. Staff designs and contracts for the printing of the passes, and compiles and maintains data from the hurricane pass applications.
- **Responsibility 73:** *Hurricane and disaster preparedness education* – Police staff designs and contracts for the printing of educational brochures and disseminates them to the public; prepares and disseminates articles for local newspapers and holds public awareness seminars.

- **Responsibility 74:** *Maintain and implement emergency evacuation plans* – Police staff implements evacuation plans for Sanibel if the need arises. This includes public notification and maintaining a safe route for the evacuation.
- **Responsibility 75:** *Maintain and implement re-entry plans* – Police staff develops, maintains and implements plans for island re-entry after an evacuation has been initiated.
- **Responsibility 76:** *Maintain and implement recovery plans* – Police staff develops, maintains and updates recovery plans for different scenarios, such as; minimal damage, moderate to major damage and catastrophic damage recovery plans.
- **Responsibility 77:** *Implement disaster security plan* – Police staff maintains and implements a disaster security plan that maximizes the protection of personal property after an emergency evacuation of Sanibel and maintains the security detail until the return of property owners or as conditions permit.
- **Responsibility 78:** *Implement emergency communication plan* – Police staff develops, maintains and implements an emergency communications plan in the event that normal communications are compromised due to a catastrophic event.
- **Responsibility 79:** *Alert Radio Program* – Police department staff maintains the emergency alert radio system and sells alert radios to the public. Staff trains the public on the purpose and how to use the alert radios.
- **Responsibility 80:** *Implement Special Needs Program* – Police staff develops, maintains and implements plans to assist the special needs population on Sanibel in the event of an emergency evacuation. This plan includes identifying the special needs population prior to an emergency, tracking special needs population through a data base, assessing their needs and either directing them to providers who can assist them or provide direct assistance if necessary.
- **Responsibility 81:** *Maintain emergency contracts* – Police staff identifies emergency needs for food, water, community resource centers, communications, transportation, housing, supplies, support resources and equipment and secures contracts to provide the needed resources during an emergency.
- **Responsibility 82:** *Provide and coordinate emergency / disaster training* – Emergency management coordinator assesses, determines and initiates emergency training for City staff, including; job specific emergency duties, CPR, defibrillator and all other associated emergency training.
- **Responsibility 83:** *Participate in Lee County Disaster Council* – The emergency management coordinator attends monthly Lee County Disaster Council meetings and facilitates a dialog regarding the City of Sanibel disaster mitigation and preparedness needs.

- **Responsibility 84:** *Participate in Lee County Medical Society meetings* – The emergency management coordinator attends monthly Lee County Medical Society meetings and facilitates a dialog regarding emergency medical needs and conditions of special needs citizens and planning for medical emergencies, including pandemic influenza.

POLICE DEPARTMENT RECORDS DIVISION - OPERATIONAL RESPONSIBILITIES

- **Responsibility 85:** *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 86:** *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 87:** *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 88:** *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 89:** *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 90:** *Prepare court affidavit* – Staff prepares affidavits that report all statutes are accurate on traffic citations prior to submission to the courts.
- **Responsibility 91:** *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 92:** *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 93:** *Track State issued citations* – Staff accounts for all traffic citations, marine citations and driving under the influence citations issued to the department.
- **Responsibility 94:** *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 95:** *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 96:** *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 97:** *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 98:** *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 99:** *Neighborhood crime reports* – Staff prepares statistical crime and call rates for annual homeowner association meetings.
- **Responsibility 100:** *Department Computers & Software Programs* – Installation, update and train personnel for all law enforcement applications.
- **Responsibility 101:** *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 102:** *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 103:** *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 104:** *Coordinate hiring department personnel* – Staff reviews, assess, tests and makes recommendations regarding which candidates to hire for vacant positions within the department.
- **Responsibility 105:** *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 106:** *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 107:** *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 108:** *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 109:** *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 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:** *Department inventory control* – Department staff track and account for all inventory and equipment issued to employees.
- **Responsibility 112:** *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 113:** *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 114:** *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 115:** *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 116:** *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 117:** *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 118:** *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 119:** *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 120:** *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 121:** *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 122:** *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 123:** *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 124:** *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 125:** *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 126:** *Mutual aid agreements* – Police chief works with other law enforcement agencies to develop and participate in mutually beneficial programs and agreements for assistance.
- **Responsibility 127:** *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 128:** *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 129:** *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 130:** *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 131:** *Liaison with United States Customs* – The police chief attends meetings and maintains a working relationship with the local United States Customs supervisor.
- **Responsibility 132:** *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 133:** *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.

Challenges Facing the Department:

Due to the MIS Department's workload, the single largest challenge facing the Police Department is the deficiency in technical support dedicated to the department for operational needs. For example, creating GIS based statistics for mapping crime events. The quality of the service provided by the department would be significantly enhanced if the support and operational enhancements were readily available.

One major computer project is the newly implemented Positron system. The Positron system is a multi-component system that requires constant dedicated attention and complete understanding of the inner workings. Positron consists of Power CAD (Computer Aided Dispatch), Power Radio, Power RMS (Records Management System), Power Mobile, Power MSI (Master Search Index), SIMS (S), Power Map, Power 911 and Power Phone. The fact that the Positron system relies on numerous servers, integrated software modules and continual wireless connection creates the need for a dedicated MIS technician assigned to the system.

In addition to the Positron system staffing needs, the Police Department has several other technologies that require maintenance and operational oversight, and they are:

- Communications Tools
  - 800 MHz Radio System
  - Alert Radio System
  - AM Radio Station
  - HAM Radio System
  - VHF Radio System
  - Police Website
  - E-mail Alert
- Security / Surveillance Tools
  - Lindgren Camera System
  - Lighthouse Camera System
  - Trost Camera System
  - Rec Center Camera System
  - Lindgren License Plate Recognition System
- Operational Tools
  - Electronic Automated Fingerprinting
  - Online Booking Interface (County Program)
  - Computer Upkeep (26 Department computers)
  - Hurritrak
  - Parking Trak
  - In-Car Computerized Video Camera System
  - SEMP Mobile Emergency Communications Van

Having a dedicated MIS technician would enhance efficiencies and increase emergency communications and ultimately public safety.

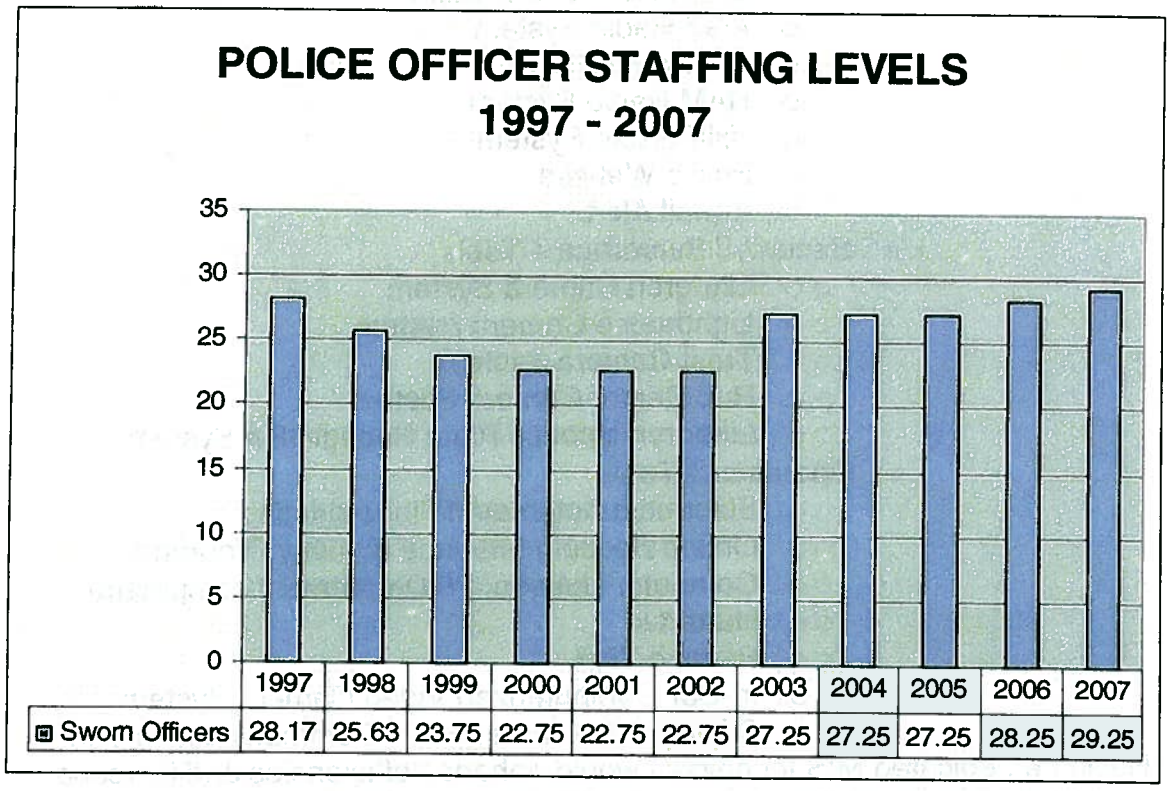
Another challenge facing the Police Department is employee turnover. The high rate of turnover continues to stress the departments' ability to assign personnel to essential functions, such as road patrol, dispatch, marine patrol and beach patrol. This is because this staff is redeployed from non critical functions to critical operational road patrol functions when available or short staffing road patrol positions when necessary. In addition to the understaffing issue, much of the administration staff time is dedicated to the hiring process which takes away from staff's ability to complete other necessary assignments.

Finally, the cost to complete a comprehensive background check, equipping and training a new employee is a significant burden on the Police Department's budget. Staff recommends improving the benefits package to make recruiting and retention more stable.

Police Department Staffing Levels:

The Police Department staff includes positions for operating the Beach Parking Enforcement Program of 8.5 FTE's which includes 3.5 police officer FTE's and 5 police aids, and Sanibel Emergency Management 1.5 FTE's.

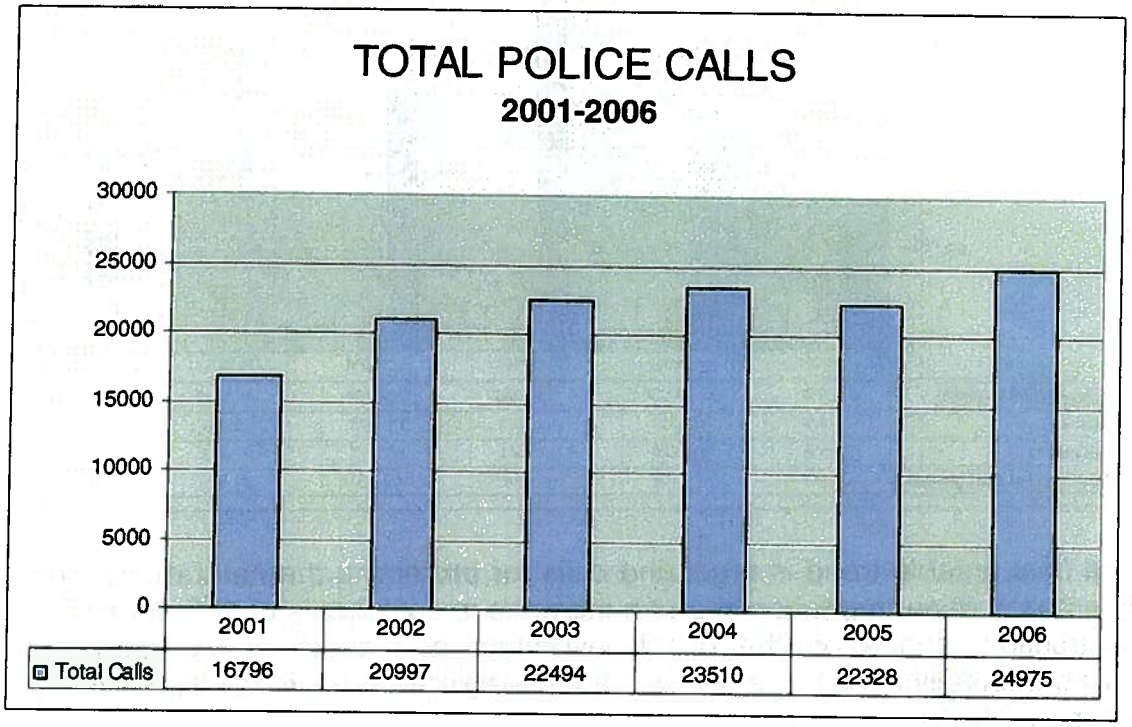
In addition, the City of Sanibel receives grant a grant from the West Coast Inland Navigation District for marine patrol for $50,000 and approximately $36,000 from the School Board of Lee County for D.A.R.E./School Resource Officer.



City of Sanibel, Florida
Police Department Narrative

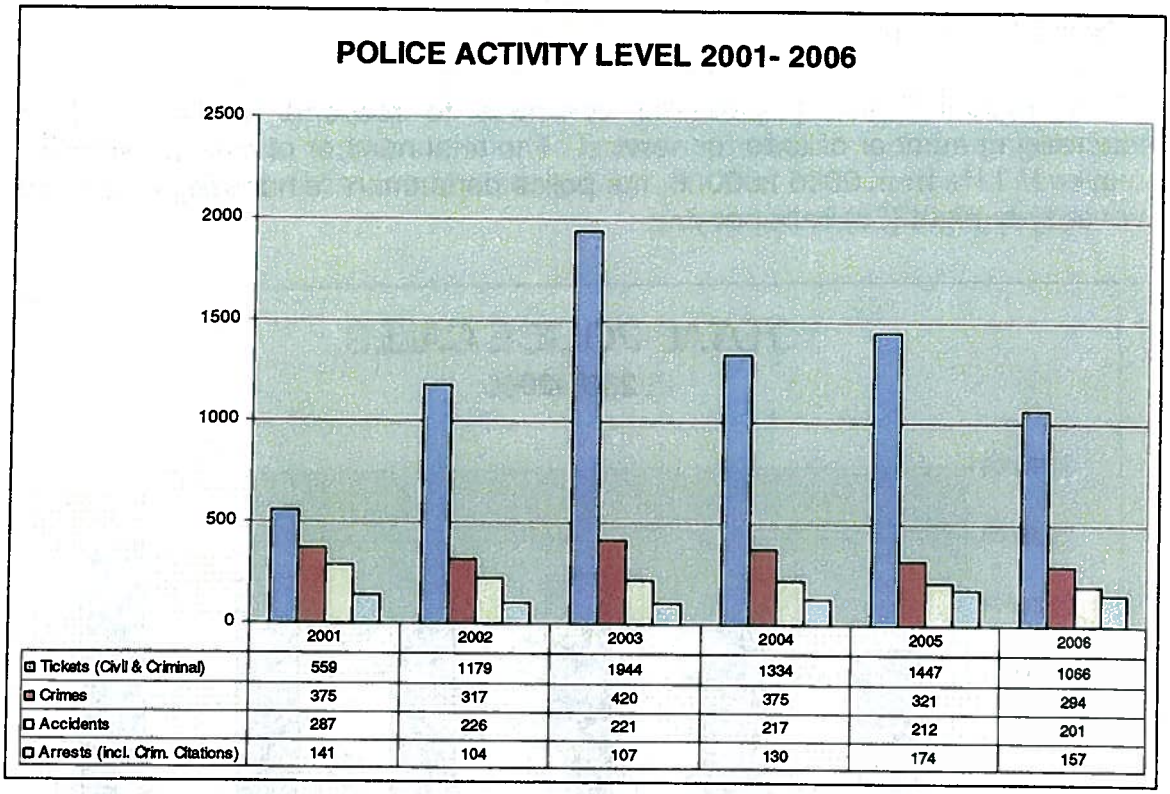
Trend Analysis:

The Sanibel Police Department continues to respond to the trend of an increasing number of calls for service. The total number of calls for service was up over 11% from 2005 to 2006, the police department is handling an average of over sixty-eight (68) calls per day.



Another trend that has continued to increase exponentially over the past three years is the number of arrests for narcotics and alcohol violations, which were up 68% from 2003 to 2006. Within this statistic, another very negative development is the rate of arrests for the persons within the under 21 demographic, which was up from 4 in 2005 to 25 in 2006. 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.

The disturbing national trend of school shootings and school violence has also grown in the last year. A logistical Active Shooter plan has been completed and an Active Shooter tactical plan is currently under development. This is in response to the continuing concern over children's safety in our Island schools.



	2001	2002	2003	2004	2005	2006
Tickets (Civil & Criminal)	559	1179	1944	1334	1447	1066
Crimes	375	317	420	375	321	294
Accidents	287	226	221	217	212	201
Arrests (incl. Crim. Citations)	141	104	107	130	174	157

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 drawbridge.

- **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:** *Human Trafficking / Organized Crime* - The Sanibel Police Department has responded to three known landing of Cuban refugees on Sanibel beaches. Law enforcement intelligence has indicated there are criminal enterprises operating in Lee County that are specializing in human smuggling and other organized crime, including boats thefts, marijuana grow houses and drug trafficking.

2006 – 2007 Goals and Status:

Attending training schools that educate personnel with the necessary skills to communicate in Spanish, identity theft, supervisory development, and environmental protection.	NIMS Training 90% complete. FTO training as needed. Environmental handbook completed for department use. Training to be completed during summer.
Increase environmental patrols and awareness/ educational campaigns.	Increased patrols for monitor lizards, Raccoon patrols and informational brochures delivered and mailed to residents
Renew community interest for neighborhood watch and crime prevention programs.	Have not initiated the campaign due to staffing levels
Implement an effective code enforcement response.	Developed procedure for working with Code Enforcement for coordinating enforcement efforts
Continued review of changes to laws and updating department policy.	Updated Department Policies as needed caused by adoption of new and changing laws and ordinances.
Complete Positron Installation & Implementation	Installation and implementation is 95% complete
Install / implement License Plate recognition camera	Installation and implementation is 50% complete
Recruit and hire police officers / dispatchers	Continue to recruit and hire police staff

Accomplishments:

- **Accomplishment 1:** *Completed Positron Implementation* – Increasing dispatch capabilities, reporting capabilities and officer field reporting efficiency.
- **Accomplishment 2:** *Modernized Parking Machines* – Improve efficiency and customer service by accepting credit cards.
- **Accomplishment 3**: *Environmental handbook* –Quick reference guide to environmental laws and codes specific to Sanibel.
- **Accomplishment 4**: *Training manual for police aides, parking specialists, communications and police officer candidates.* – comprehensive training manual outlining specific duties required in each position.
- **Accomplishment 5**: *Completed 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 were used to improve emergency communications during and after a disaster by developing a mobile communications center.
- **Accomplishment 6**: *City wide NIMS training* – Federally mandated emergency management training that meets requirements for FEMA funding.
- **Accomplishment 7:** *DUI/Sobriety Checkpoints* – Increased participation in cooperation with other agencies to address the county wide safety concerns.
- **Accomplishment 8:** *EMPA Grant* – Ranked in the top ten for a grant to assist in the development of Emergency Management comprehensive all hazards plan.
- **Accomplishment 9:** *Lee county Marine Law Enforcement Task Force* – Continuing Multi agency task force dedicated to address all marine concerns including human trafficking , environmental law, boating law and regulation throughout the waters of Lee county.

City of Sanibel, Florida
Police Department Narrative

2007-2008 Goals:

2007 – 2008 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, school safety. These schools will be attended throughout the year.	Complete schools to enhance officers' awareness levels for emerging issues.
Continue environmental patrols and awareness/ educational campaigns.	Dedicate resources to beach parking lots, beaches and the boat ramp to educate about and enforce environmental laws and ordinances.
Increase and improve security at the Lighthouse Beach and Fishing Pier Parks	Reduce crime at the public accesses.
Maintain staffing levels for maximum effectiveness efficiency and maintaining public safety.	Continue to advertise and fill vacant police positions due to continued high turnover.
Maintain 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.

Recommended Efficiencies:

Implement and integrate all available electronic improvements.

Potential Revenue Sources:

A potential revenue source within the Police Department is to charge a fee to enroll in the Dark House Program which is currently offered to Sanibel residents free of charge.

Suggestions on How to Better Serve the Community:

Enhance the City website to allow purchase of parking permits online.

General Fund
Police Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	1,560,313	1,532,540	1,627,324	1,706,755	1,782,708	1,839,073
Part-time	122,673	101,652	183,317	169,073	107,629	104,583
Salary Adjustments	-	-	in Reserves	-	-	in Reserves
Requested positions	-	-	84,044	-	-	40,127
Overtime	68,782	116,814	100,000	100,000	100,000	146,450
RHS/Shift/Education/Car/Client billing premium	35,162	49,615	76,710	91,710	67,520	49,800
Dependent Health Coverage	-	-	33,000	33,000	-	153,136
FICA Match	133,507	135,834	163,568	163,215	157,426	172,621
Retirement	377,100	451,340	413,165	413,166	413,166	467,575
Cafeteria Benefits	230,927	244,978	312,095	312,695	398,714	370,651
Workers' Comp	103,188	93,006	141,340	168,345	168,040	67,363
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	2,631,652	2,725,779	3,134,563	3,157,959	3,195,203	3,411,378
OPERATING EXPENSES						
Professional Serv	3,149	2,780	7,470	7,470	7,955	7,470
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	865	96	-	30,000	30,000	40,000
Investigations	-		-	-	-	-
Travel & Per Diem	43,190	40,613	55,952	55,952	55,952	40,000
Communications	28,490	24,159	27,648	27,648	27,648	39,359
Transportation	2,171	3,292	2,000	2,600	2,000	2,000
Utilities	-		-	-	-	-
Rentals & Leases	374	3,286	4,980	4,980	4,980	4,980
Insurance	-		-	3,648	3,648	-
Repair & Maintenance	51,576	52,554	39,630	39,630	39,630	39,630
Printing	2,280	13,197	1,925	1,925	2,500	1,925
Promotional Activities	3,916	10,881	4,500	4,500	10,600	5,000
Other Current Charges	12,250	18,423	14,100	14,100	14,100	14,100
Office Supplies	10,597	8,889	9,905	9,905	9,000	9,000
Operating Supplies	101,903	88,502	112,008	112,008	112,008	112,008
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	5,376	848	7,829	7,829	3,000	7,829
SUB-TOTAL	266,137	267,520	287,947	322,195	323,021	323,301
CAPITAL OUTLAY						
Land	-	-	-	-	-	-
Building	-	-	-	-	-	-
Improve Other Than Bldgs	-	-	-	-	879	-
Machinery & Equipment	-	42,880	-	28,788	15,128	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	42,880	-	28,788	16,007	-
DEPARTMENTAL TOTAL	2,897,789	3,036,179	3,422,510	3,508,942	3,534,231	3,734,679
% CHANGE COMPARED TO PREVIOUS YEAR	8.50%	4.78%		15.57%		6.43%

General Fund
Emergency Management (SEMP)

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	-		-	-	-	-
Part-time	-		-	-	-	-
Salary Adjustments	-		-	-	-	-
Requested positions	-		-	-	-	-
Overtime	-		-	-	-	-
RHS/Shift Diff/Educ.Incenti	-		-	-	-	-
FICA Match	-		-	-	-	-
Retirement	-		-	-	-	-
Cafeteria Benefits	-		-	-	-	-
Workers' Comp	-		-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	50		-	-	-	-
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	8,000	6,100	8,000	8,000	8,000	8,000
Investigations	-		-	-	-	
Travel & Per Diem	3,131	3,920	3,775	3,775	3,775	3,775
Communications	167	1,082	1,440	1,440	1,440	1,640
Transportation	17	800	1,000	400	1,000	1,500
Utilities	-		-	-	-	-
Rentals & Leases	13	39	360	360	360	360
Insurance	-		-	-	-	-
Repair & Maintenance	-		1,000	1,000	1,000	1,400
Printing	6,562	10,947	11,500	11,500	11,046	15,000
Promotional Activities	1,100	-	1,400	1,400	1,550	1,400
Other Current Charges	2,303	3,300	585	585	585	585
Office Supplies	4	18	520	520	520	520
Operating Supplies	6,148	7,017	5,580	5,580	5,580	8,780
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	-	-	680	680	680	680
SUB-TOTAL	27,495	33,223	35,840	35,240	35,536	43,640
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	-	-	3,500
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	3,500
DEPARTMENTAL TOTAL	27,495	33,223	35,840	35,240	35,536	47,140
% CHANGE COMPARED TO PREVIOUS YEAR	-3.31%	20.83%		6.07%		33.77%

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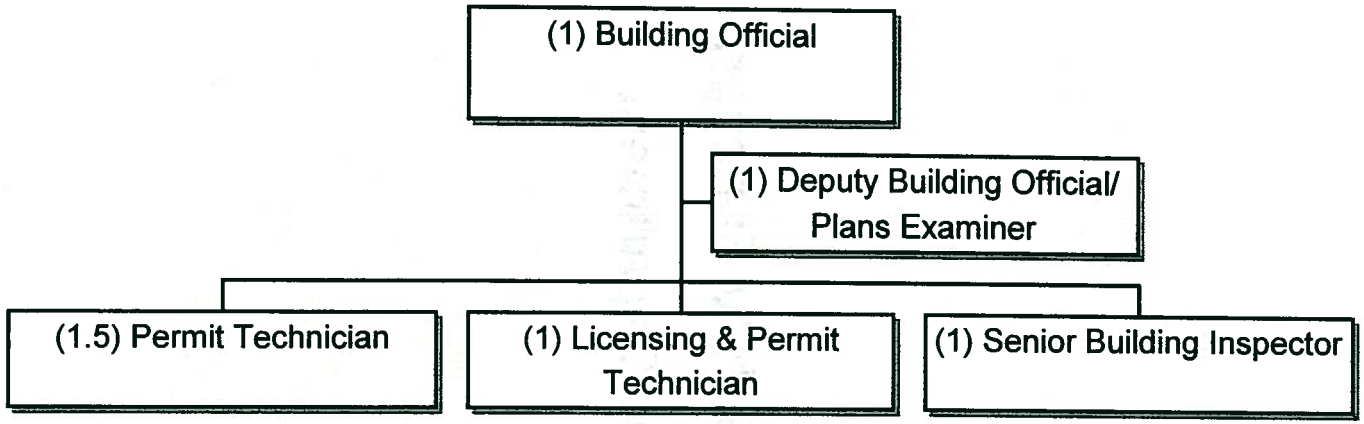
Public Safety Function

Building Department

BUILDING DEPARTMENT

Organizational Chart 2007-2008



BUILDING DEPARTMENT

Building Officials Background:

R. Harold Law, Jr.

Director Law has twenty-seven 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 must be reviewed to comply with the standards of the family of Florida Codes, (Building, Electric, Mechanical, Plumbing and Fuel gas) along with compliance of Florida Department of Environmental Protection and Federal Emergency Management Agencies as well as the National Flood Insurance Program.
- **Construction** - During the active construction phase the Building Department is responsible for receiving requests for inspections, distributing printed requests to proper departments for all departmental inspections within the city involved in construction; as well as the building inspectors in the Building Department. The inspectors are then charged with completing necessary inspections, notifying the permit holder of any inadequacies found on the job site during everyday inspection requests. At the close of the project, the Building Department is responsible for checking that all other city department requirements have been satisfied, before we issue a Certificate of Occupancy or Completion.
- **Licensing** – Since it's inception in 2005, the Contractor Review Board has issued 277 licenses to date, and continues to issue more every month. The Board reviews cases, along with hearing complaints. The Board may then make recommendations to the Department of Business and Professional Regulations for penalties on State Certified Contractors or impose fines or penalties for locally licensed individuals, as well as suspension of permitting privledges.

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 Technician. The Building Official is responsible for all pre-construction and construction phases including licensing.

City of Sanibel, Florida
Building Department Narrative

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

DEPUTY BUILDING OFFICIAL:

- Reviews all plans for code compliance.
- Determines when plans need additional reviews from Sanibel Fire, Building Official, etc..
- Reviews complete applications 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 plan review.
- Enters review dates and times into excel.
- Answers code questions from general public.
- Assists with inspections as needed.
- Assumes role of Building Official when necessary.

INSPECTORS:

- Answers any inspections questions daily from 8 to 9 am and 4 – 5 pm, is available by phone for issues throughout the day, when in the field.
- 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 permit process.
- Checks for invasive, non-native vegetation at job sites.
- Communicates inspection denials via fax, phone or correct work order.
- Checks that all contractors are licensed and properly permitted.
- Reviews plans for necessary code enforcement issues at C.O. (ie. final survey, vegetation, public works, etc...)
- Works directly with SF, LCEC, Utilities, Lee Co. Health Department.
- Re-files all plans at days end and pulls files for the next days route.

PERMIT TECHNICIAN: (full time front counter)

- Schedules inspections, prints tickets, reviews, readies documents for route.
- Coordinates inspections for public works, Sanibel fire, vegetation dept.
- 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 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 pending CO.
- Keeps list of all vegetation and mangrove classroom attendees.
- Orders and handles all off site record retrieval.
- Assists contractors with noise ordinance waivers.
- Assists public for information/clarification.
- Backs up licensing coordinator when needed.

PERMIT TECHNICIAN (part time):

- Assists supervisor with special projects.
- Ensures all forms are readied 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.

LICENSING AND PERMIT TECNICIAN:

- 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.
- 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.

City of Sanibel, Florida
Building Department Narrative

Trend Analysis:

As the construction industry slows down, to a normal pace, the same number of contractors are competing for less work and as a result, we are seeing the increase in complaints on the rise.

2005 -- 22
2006 -- 25
2007 -- 19 as of June 30, 2007

Challenges Facing the Department:

The Building Department is always challenged with improvement to service. Our major area of improvement is in file access by computer. We are heavily tied with MIS in meeting our goal for 2008. The upgrades to the city system is scheduled and when this is completed our public friendly access challenge will be minimized.

Emerging Issues:

- A concerted effort is needed to inform the citizens through awareness and education on hiring properly licensed contractors. By the proper use of licensing they can be protected from dangerous and unsafe non-code

compliant situations on their property. Keeping owners from exposure to large injury liability suits through the use of licensed contractors are two major components for citizens.

2006-2007 Goals and Status:

Goal	Status
1. To review, purchase and update software that will fully serve the office and its' heavy demand for a newer, more fully diversified functionality for: Inspections, Permitting and Licensing.	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.
2. To maintain a class 5 with FEMA, through the NFIP.	FEMA/NFIP Class 5 - Annual reports are given with supporting documentation. Every third year FEMA sends the ISO to do a complete audit of our Community Rating System program.

3. To maintain a balance of permit fees received and the associated costs of enforcing the Florida Building Code	Our projected revenues offset our permit fees. Our expenditures are less than the years' percentage so far.

FY 2007 Accomplishments

- The department has continued to improve service to the contractors and the community in the rebuilding of the structures affected from two past storms.
- We have finished our annual review with FEMA and NFIP, Community Rating System, maintaining a 5 rating which produces a 25% reduction for all property owners on Sanibel.
- Staff has increased their certifications and licenses with regard to the building codes as well as Ham Radio (3), Code Enforcement Levels I and II, NIMS, Skywarn Spotter, Records Management and clerical programs.
- The department has implemented the changes to the Florida Building Code and has worked to educate contractors as to these changes.
- The department has packed and shipped 488 boxes of old records to off site storage.
- 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 islanders of Sanibel.
- The staff has worked to develop and compile all applying contractor application files prior to a CRB meeting.

- The staff has worked with citizens on resolving or carrying complaints on licensed contractors to the CRB.

2007-2008 Goals and Status:

Goal	Measurement Criteria
To obtain on-site training for employees in the upgraded HTE system.	Fully utilize upgraded software to departmental capacity.
Maintain our CRS Rating. This is a renewal year for the City.	To be rated a Class 5 again.

Recommended Efficiencies:

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

Potential Revenue Sources:

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

Suggestions on How to Better Serve the Community:

Upgrading the HTE program will improve public access to information that they greatly need in order to help in their everyday business. These upgrades are scheduled in 2008.

Special Revenue Fund
Building Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	307,467	348,206	376,756	364,866	347,308	393,634
Part-time	1,695	439	14,040	14,040	-	-
Salary Adjustments	-		-	-	-	in Reserves
Requested positions	-		-	-	-	(97,875)
Overtime	6,094	173	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	-	-	-	-	-
FICA Match	23,109	26,467	28,802	28,986	26,569	23,958
Retirement	41,683	33,689	42,925	42,925	42,925	56,757
Cafeteria Benefits	44,881	54,751	63,263	65,363	62,030	61,837
Workers' Comp	9,622	8,568	12,487	14,873	14,846	5,942
Unemployment Comp	-	189	-	-	-	-
SUB-TOTAL	434,551	472,482	538,273	531,053	493,678	444,253
OPERATING EXPENSES						
Professional Serv	16,237	1,187	1,500	1,500	1,500	1,500
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	57,795	25,877	2,450	15,250	15,145	2,800
Investigations	-	-	-	-	-	-
Travel & Per Diem	18,883	23,673	29,000	29,000	27,992	25,000
Communications	5,949	5,330	6,605	6,605	6,437	6,605
Transportation	2,581	2,158	3,755	3,755	2,611	3,755
Utilities	-		-	-	-	-
Rentals & Leases	1,438	1,737	1,819	1,819	1,818	1,819
Insurance	-	-	-	-	-	-
Repair & Maintenance	128	23	335	335	200	335
Printing	2,577	3,877	3,000	3,000	2,196	3,000
Promotional Activities	400	2,333	3,388	3,388	1,893	3,388
Other Current Charges	1,789	156,557	123,704	123,704	123,704	124,704
Office Supplies	8,795	2,584	3,300	3,300	3,248	3,300
Operating Supplies	2,368	10,740	2,300	2,300	1,956	2,300
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	2,802	2,700	5,479	5,479	3,194	3,200
SUB-TOTAL	121,742	238,776	186,635	199,435	191,894	181,706
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-	-	2,000	2,000	800	1,100
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	2,000	2,000	800	1,100
DEPARTMENTAL TOTAL	556,293	711,258	726,908	732,488	686,372	627,059
% CHANGE COMPARED TO PREVIOUS YEAR	54.88%	27.86%		2.98%		-14.39%

Physical Environment Function

Garbage-Recycling Department

General Fund
Recycling Center

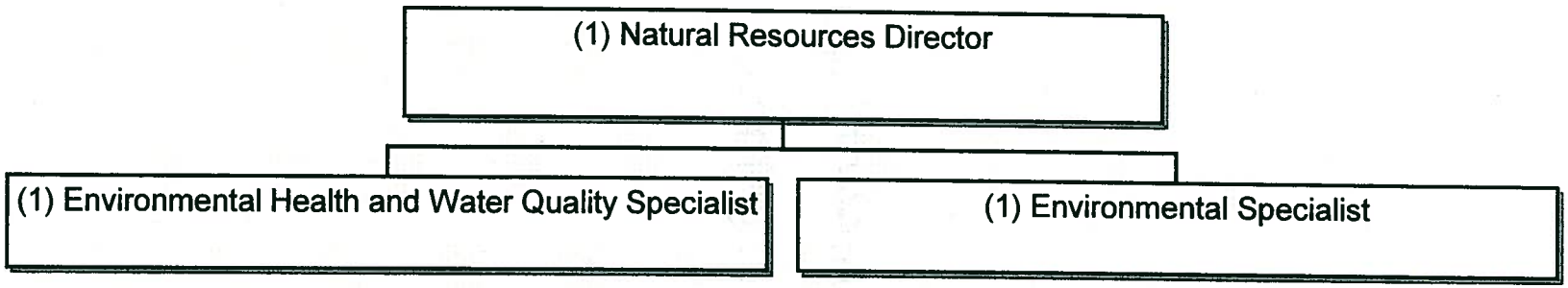
	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages	-		-	-	-	-
Overtime	-		-	-	-	-
RHS/Shift Diff/Educ.Incentive	-		-	-	-	-
FICA Match	-		-	-	-	-
Retirement	-		-	-	-	-
Life & Health Ins	-		-	-	-	-
Workers' Comp	-		-	-	-	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
OPERATING EXPENSES						
Professional Serv	-		-	-	-	-
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	29,991	50,034	66,960	66,960	62,360	67,440
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	3,048	10,000	10,000	5,000	10,000
Printing	-		-	-	-	-
Promotional Activities	-		-	-	-	-
Other Current Charges	2,522	2,483	1,640	1,640	1,635	1,640
Office Supplies	-				-	-
Operating Supplies	2,336	6,530	9,000	9,000	4,000	8,000
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	98,783	116,139	141,644	141,644	127,039	141,124
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-	10,010	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	10,010	-	-	-	-
DEPARTMENTAL TOTAL	98,783	126,149	141,644	141,644	127,039	141,124
% CHANGE COMPARED TO PREVIOUS YEAR	32.31%	27.70%		12.28%		-0.37%

Physical Environment Function

Natural Resources Management Department

NATURAL RESOURCES DEPARTMENT

Organizational Chart Fiscal Year 2007-2008



NATURAL RESOURCES DEPARTMENT

Director's Background:

Robert K. Loflin, Ph.D.

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

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 and addressing algae blooms.

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 and algae blooms affecting Sanibel.

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

City's beach lighting ordinances relating to sea turtle protection and; evaluates and monitors water quality on and around Sanibel and updates the City Manager and City Council regarding issues affecting the island.

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

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

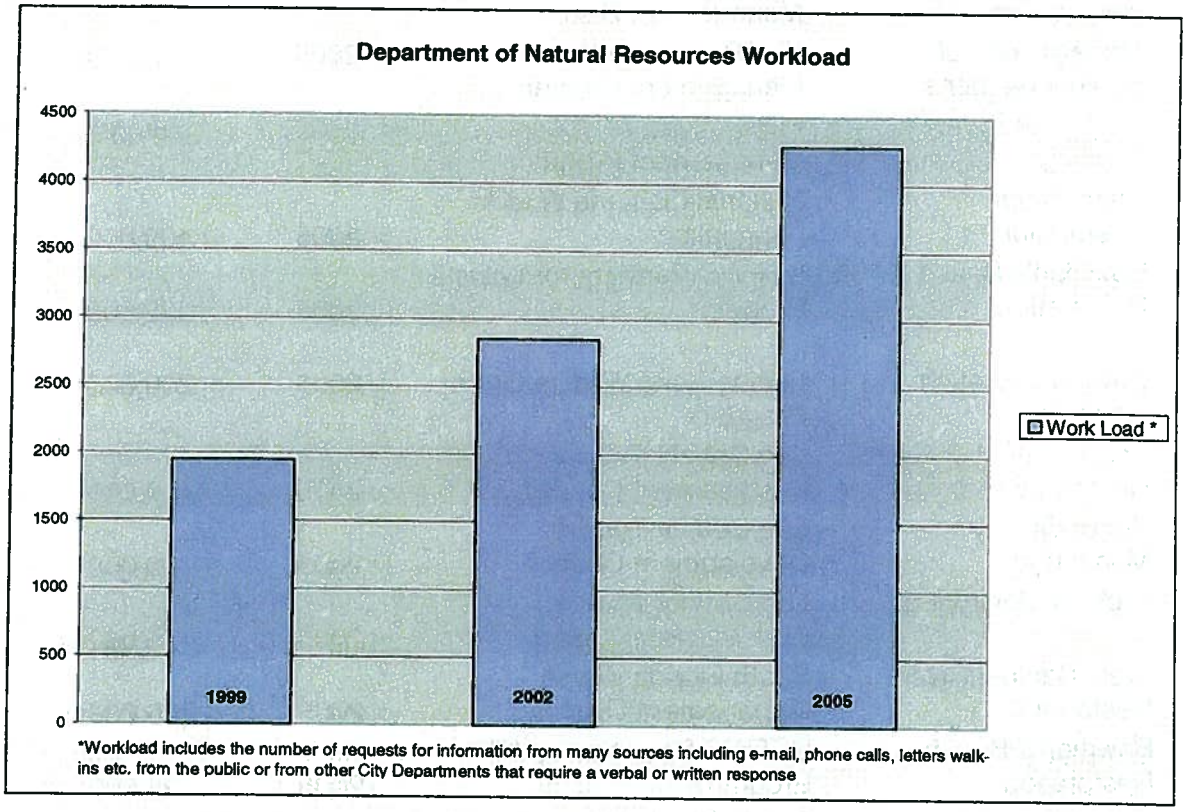
protection and restoration projects; conducts prescribed burns on conservation lands for wildlife habitat management.

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: 83
Total Grant Funds Secured: $ 10,266,200.00
Total Grant Funds Secured in FYs '04 and '05: $ 4,227,320.00

PROJECT	GRANTING AGENCY	YEAR	GRANT AMOUNT
Dixie Beach Mangrove Restoration	South Florida Water Mgmt. District	2006	$ 75,000
Lighthouse Park Restoration	USFWS South Florida Ecosystem Restoration	2005	$ 40,000

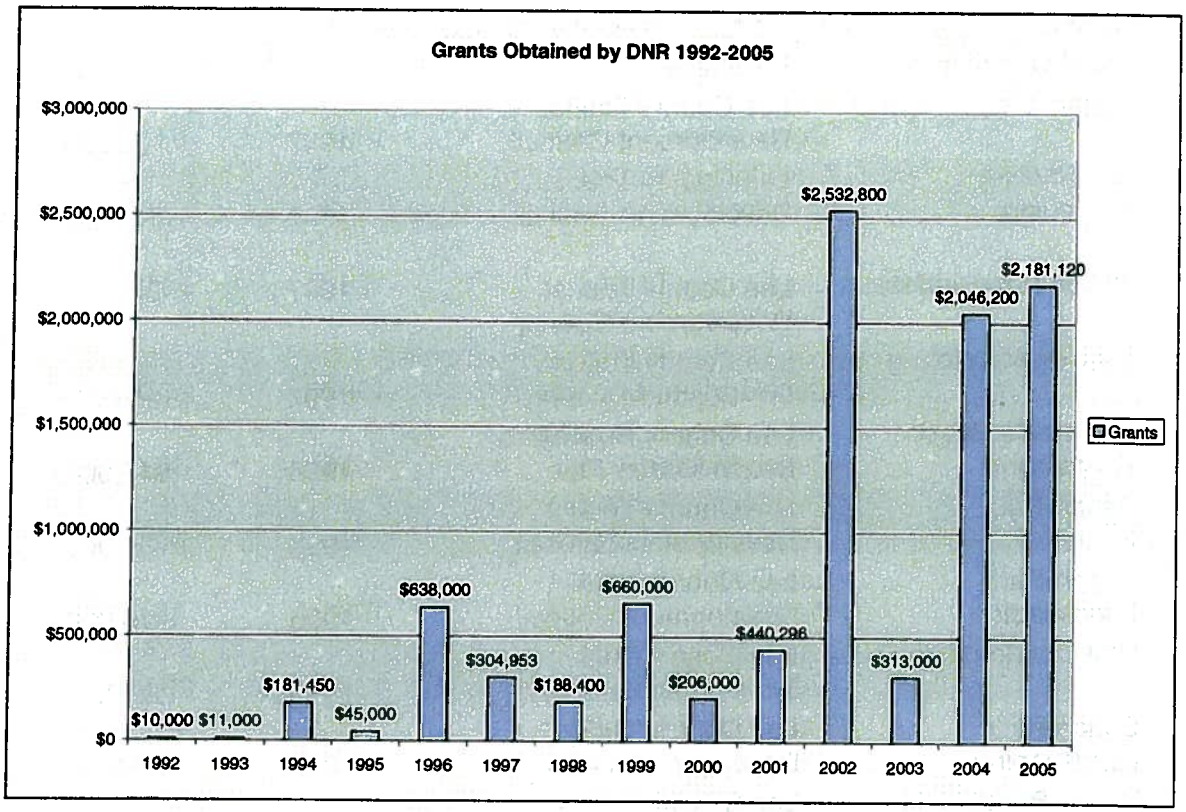
	Program		
Periwinkle Way Canopy Restoration	Florida Division of Forestry	2005	375,000
Environmental Restoration- multiple sites	U.S. Fish and Wildlife Service	2005	470,000
Bowman's Beach Restoration	South Florida Water Management District	2005	100,000
West Sanibel River Restoration	South Florida Water Management District	2005	100,000@
Management of Sanibel Gardens	FDEP Invasive Species Management Program	2005	21,120
Australian Pine Removal	FDEP Invasive Species Management Program	2005	80,000
Clam Bayou Restoration	National Fish and Wildlife Foundation	2005	100,000
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	2005	25,000
Bowman's Beach Restoration	Florida State Wildlife Grant Program	2005	200,000
Beach Park Restoration	Lee County Tourist Development Council	2005	400,000*
Water Quality Monitoring	Lee County Tourist Development Council	2005	20,000
Erosion Monitoring	Lee County Tourist Development Council	2005	25,000#
West Sanibel River Restoration	South Florida Water Management District	2005	200,000@
Bowman's Beach Restoration	USFWS Partners for Wildlife Program	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 Revegetation	USFWS Partners for Wildlife Program	2003	20,000
Beach Park Landscaping	Lee County Tourist Development Council	2003	60,000
Exotic Tree Removal	Lee County Tourist Development Council	2003	125,000
Erosion Monitoring	Lee County Tourist Development Council	2003	35,000#
Causeway Tract Restoration	USFWS Challenge Cost-Share Program	2003	20,000
Sanibel Gardens Restoration	Florida Recreation and Devel. Assist. Program	2002	150,000
Sanibel Gardens Restoration	North American Wetlands Conservation Agency	2002	40,000
Sanibel Gardens Restoration	USFWS Partners for Wildlife Program	2002	20,000
Pond Apple Park Acquisition	Florida Communities Trust Program	2002	2,122,800
Exotic Tree Removal	Lee County Tourist Development Council	2002	125,000
Beach Park Landscaping	Lee County Tourist Development Council	2002	40,000
Erosion Monitoring	Lee County Tourist Development Council	2002	$ 35,000#
Sanibel Gardens Restoration	National Fish and Wildlife Foundation	2001	100,000
Refuge Brazilian Pepper Removal	FDEP Invasive Species Management Program	2001	85,296
Paulsen/Johnston Tracts Restoration	USFWS Challenge Cost-Share Program	2001	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)



2006-2007 Goals and Status:

Goal	Status
Complete the restoration and construction of Pond Apple Park and open the trails to the public	Trail was completed in May '07
Complete the Clam to Dinkins Bayou Culvert Project monitoring and stabilization.	Complete
Complete the Periwinkle Way Corridor Master Plan plantings with a @$375k State Division of Forestry grant	65% Complete, to be finished in September 2007
Take beach lighting, beach furniture and dune mowing violations to new lows to benefit sea turtles and coastal habitat	Beach lighting surveys began 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 began July 2006.
- Finished construction of the trail system at Pond Apple Park.
- Obtained permit for the State Botanical site to install culverts for firelines and ditch blocks to retain water within the interior freshwater wetlands. Work Completed May 2007.
- Applied for and obtained a 40k grant from the U.S. Fish and Wildlife Service to restore various wildlife habitats at Lighthouse Beach Park following damage by Hurricane Charley. Restoration completed July 2006.
- Completed four 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.

Challenges Facing the Department:

The greatest current challenge the islands natural systems face continues to be water quality and algae blooms. The Natural Resources Department must balance the need for extensive work on this issue with continuing the normal

operation of the Department. Completing the already secured grant funded projects such as the Periwinkle Way Tree Canopy Restoration Project and the restoration of hurricane devastated parks is a priority that must be carried out regardless of workload.

2007-2008 Goals:

2007-2008 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
Complete the post-hurricane native vegetation plantings at Bowman's Beach, Gulfside and Lighthouse Parks and Periwinkle Way Corridor utilizing @$785k in grants secured by DNR.	Completion of plant installation and at least 85% survivorship of plantings for 1 year.
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.
Make every effort to find and begin implementation of both short and long-term permanent solutions to local water quality and algae problems.	Achieve milestones in working to reduce nutrient loads to the estuaries from all possible sources.

Recommended Efficiencies:

With staff resources already stressed with existing grant-funded project commitments, help in the form of contractual services will be needed to address some components of the drive to improve water quality and reduce algal blooms in the waters surrounding Sanibel.

Potential Revenue Sources:

Department staff has generated a request for proposals/qualifications to seek research partners to provide information on the red drift algae bloom affecting the island. For example, data on the location, extent and density of the offshore bloom and where the nutrients are coming from that are perpetuating this bloom is necessary in order to best allocate resources towards solutions to the problem.

This work will require outside funding and potential funding sources include the Tourist Development Council, Lee County, the South Florida Water Management District, the State of Florida, the Department of Environmental Protection, the U.S. Fish and Wildlife Service and the National Oceanic and Atmospheric Administration (NOAA).

Suggestions on How to Better Serve the Community:

In the upcoming fiscal year, the Natural Resources Department will seek to provide significantly faster responses to citizen requests for information and services. By substantially completing the currently long list of grant-funded projects over the next six months, staff time is anticipated to be able to be re-allocated to provide more efficient and timely service to islanders. In addition, as time and work load permits, staff will work towards making information regarding the City's environmental regulations, including the new fertilizer ordinance, in citizen oriented plain language, available for review on the City's website (mysanibel.com). The Department welcomes suggestions from the public on how to improve our service.

General Fund
Natural Resources Department

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	133,550	175,784	209,500	231,505	231,058	231,505
Part-time	-		-	-	-	-
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	-		-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	5,551	7,274	7,274	7,274	7,274
FICA Match	9,763	12,936	16,530	18,213	17,608	17,539
Retirement	13,894	10,366	17,170	17,170	17,170	22,703
Cafeteria Benefits	13,583	17,521	25,305	25,305	25,756	32,772
Workers' Comp	3,752	3,382	4,929	5,871	5,871	2,346
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	174,542	225,540	280,708	305,338	304,737	314,138
OPERATING EXPENSES						
Professional Serv	-	140	1,000	1,000	1,000	1,000
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	10,926	52,885	12,000	12,000	12,000	12,000
Investigations	-		-	-	-	-
Travel & Per Diem	11,152	11,767	11,000	11,000	11,000	11,000
Communications	2,428	2,266	2,500	2,500	2,903	2,500
Transportation	364	111	300	300	536	300
Utilities	-		-	-	-	-
Rentals & Leases	86	148	500	500	411	500
Insurance	-		-	-	-	-
Repair & Maintenance	-		500	500	500	500
Printing	1,924	116	500	500	500	500
Promotional Activities	-	1,417	400	400	325	400
Other Current Charges	2,240	4,025	3,850	3,850	1,542	2,050
Office Supplies	213	1,546	1,500	1,500	1,500	1,500
Operating Supplies	5,845	6,232	11,000	12,225	10,869	11,000
Road Materials & Supplies	-		-	-	-	-
Books, Subscriptions, etc	1,101	358	650	650	390	650
SUB-TOTAL	36,279	81,011	45,700	46,925	43,476	43,900
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	20		-		-	-
Machinery & Equipment	-		-	-	2,146	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	20	-	-	-	2,146	-
GRANTS & AIDS						
Grants & Aid	5,000	11,000	-	3,500	3,500	-
SUB-TOTAL	5,000	11,000	-	3,500	3,500	-
DEPARTMENTAL TOTAL	215,841	317,551	326,408	355,763	353,859	358,038
% CHANGE COMPARED TO PREVIOUS YEAR	6.61%	47.12%		12.03%		9.69%

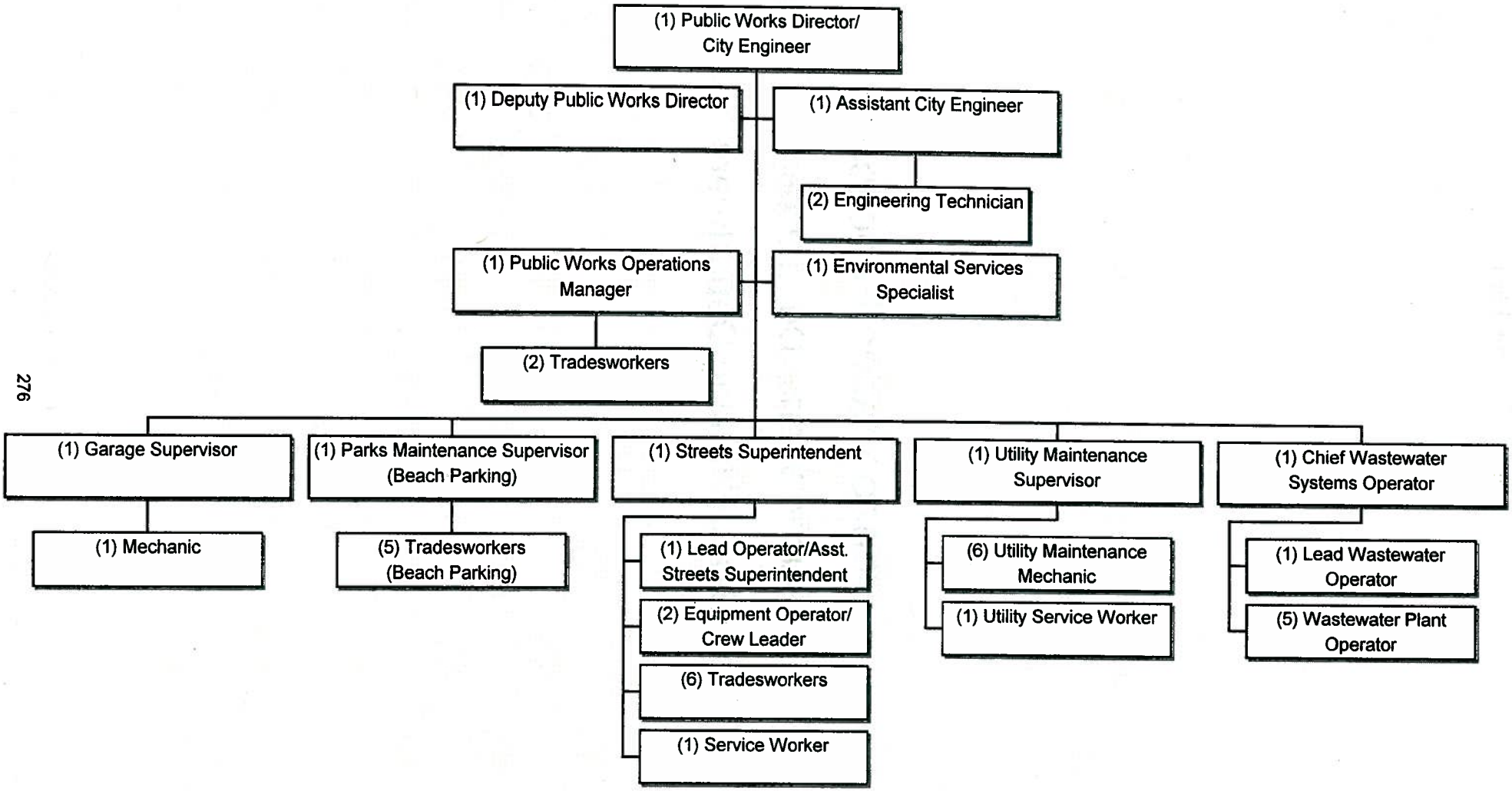
Transportation Function

Public Works Department

Beach Parking Department

PUBLIC WORKS DEPARTMENT

Organization Chart Fiscal Year 2007-2008



PUBLIC WORKS DEPARTMENT

Director's Background:

Gates Castle

Director Castle has 26 years of municipal engineering and public works experience, the last 15 ½ with the City of Sanibel. Mr. Castle has been a licensed professional engineer in the State of Florida since 1978.

City of Sanibel, Florida
Public Works Departmental Narrative

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 Environmental Services 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 Environmental Services Specialist in their absence

Environmental Services 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, and 2 Engineering Technicians. 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.

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.

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- 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.

2006-2007 Goals and Status:

Goal	Status
The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows	In house and contractor repairs have been made to 23 manholes and 6 cleanouts, resulting in the elimination of an estimated 62,000 gallons per day of infiltration/inflow.
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.	Changed plant process and are more closely monitoring nitrate levels to prevent effluent form going out of compliance. Supplied operator on duty with cell phone to allow for faster emergency response while operator out of office.
Continue program to correct up to 10 neighborhood drainage problems annually	Eight neighborhood drainage projects are currently being designed for construction this summer.

2007-2008 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 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	Reduce flow to the plant due to inflow and infiltration by 10%.
Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.	A 100% effluent compliance from both wastewater treatment facilities.
Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)	Achieve effluent nitrogen and phosphorus levels below 3.0 and 0.5 ppm respectively
Continue program to correct up to 10 neighborhood drainage problems annually	Reduction in number of drainage complaints

City of Sanibel, Florida
Public Works Departmental Narrative

Challenges Facing the Department

Public Works' functions are labor intensive, involving technical, skilled, semi-skilled and unskilled labor. Many of the administration, engineering, streets, garage, public facilities and beach parks maintenance personal are long time City employees. As these personnel reach retirement age, it will be very difficult to replace them. This is being demonstrated by the great difficulty the Department has recently experience in hiring engineering personnel and wastewater plant operators.

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

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

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

Recommended Efficiencies

As stated in challenges above, Public Works is a labor intensive operation. Over the years, the department has purchased equipment to improve efficiency and recommends the continued replacement of this equipment and purchase new equipment to make the department more efficient. The department continually explores the possibility of contracting functions which might be better performed by the private sector. Similar to the City's utilization of Lee County's solid waste facilities, the possible treatment of the City's wastewater sludge at the County's Ft. Myers Beach treatment facility is being explored to possibly save on sludge hauling costs.

Potential Revenue Sources

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

How to Better Serve the Community

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

General Fund
Public Works

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	726,635	772,560	904,255	944,824	838,625	963,176
Part-time	-		-	-	-	-
Salary Adjustments	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	97,889	97,342	105,000	105,000	105,000	105,000
RHS/Shift Diff/Educ.Incentive	-	7,973	16,138	16,138	18,339	16,138
FICA Match	63,303	66,796	78,904	82,007	73,590	83,090
Retirement	125,048	93,294	108,743	108,743	108,743	143,783
Cafeteria Benefits	115,501	126,084	160,265	163,565	162,180	207,555
Workers' Comp	46,904	42,275	61,615	73,388	73,255	29,321
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,175,280	1,206,324	1,434,920	1,493,665	1,379,733	1,548,064
OPERATING EXPENSES						
Professional Serv	661	42,964	36,200	104,742	98,200	21,500
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	104,080	124,146	126,900	130,760	143,340	267,700
Investigations	-		-	-	-	-
Travel & Per Diem	12,446	12,831	13,000	13,000	12,570	32,120
Communications	8,521	11,117	6,360	6,360	9,700	8,000
Transportation	167	336	400	400	400	400
Utilities	-	1,252	-	-	-	-
Rentals & Leases	5,896	4,110	8,500	8,500	5,880	8,280
Insurance	-	-	-	-	-	-
Repair & Maintenance	70,750	45,824	59,730	59,730	54,590	73,890
Printing	387	719	600	600	600	600
Promotional Activities	-	5,269	1,000	1,000	4,100	3,000
Other Current Charges	1,049	853	1,500	1,500	1,110	1,500
Office Supplies	3,099	3,073	7,100	7,100	7,600	7,400
Operating Supplies	102,620	104,003	86,100	86,100	76,000	89,900
Road Materials & Supplies	31,434	41,551	33,000	33,000	31,000	30,500
Books, Subscriptions, etc	1,970	3,303	10,440	10,440	10,720	14,410
SUB-TOTAL	343,080	401,351	390,830	463,232	455,810	559,200
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		9,000	9,000	3,100	-
Machinery & Equipment	20,899	14,613	21,400	21,400	18,600	25,100
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	20,899	14,613	30,400	30,400	21,700	25,100
DEPARTMENTAL TOTAL	1,539,259	1,622,288	1,856,150	1,987,297	1,857,243	2,132,364
% CHANGE COMPARED TO PREVIOUS YEAR	4.20%	5.39%		22.50%		7.30%

FY 2008 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	915,905	218,817	65,645	110,971	334,477	42,200	104,720	39,074	
ALLOCATED PERCENTAGES		23.89%	7.17%	12.12%	36.52%	4.61%	11.43%	4.27%	
	DEPT #:	4501	4502	4503	4504	4505	4507	4508	AMTS TO BE
EXPENSES	TOTAL								ALLOCATED
SALARIES									
Current positions	526,217	125,717	37,715	63,757	192,168	24,245	60,165	22,450	526,217
Requested positions	0	0	0	0	0	0	0	0	0
Reserve for Comp/Reclass	30,189	7,212	2,164	3,658	11,025	1,391	3,452	1,288	30,189
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
SWORN OFF DEPENDENT CC	0	0	0	0	0	0	0	0	0
FICA Match	46,038	10,999	3,300	5,578	16,813	2,121	5,264	1,964	46,038
RETIREMENT	130,271	31,123	9,337	15,784	47,573	6,002	14,894	5,558	130,271
CAFETERIA BENEFITS	136,556	32,624	9,787	16,545	49,868	6,292	15,613	5,826	136,556
W/C	7,035	1,681	504	852	2,569	324	804	300	7,035
Personnel Services	921,705	220,203	66,061	111,674	336,596	42,468	105,383	39,322	921,705
PROF SERV	66,000	15,768	4,730	7,997	24,102	3,041	7,546	2,816	66,000
ACCOUNTING & AUDIT	0	0	0	0	0	0	0	0	0
OTHER CONTRACTUAL	141,800	36,481	10,554	17,070	46,141	7,456	18,951	5,147	105,400
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	30,000	7,167	2,150	3,635	10,956	1,382	3,430	1,280	30,000
RENTALS & LEASES	24,220	10,354	4,561	1,372	5,134	522	1,794	483	11,320
INSURANCE	19,620	14,000	2,450	610	1,800	0	680	80	0
REPAIR & MAINTENANCE	45,140	15,352	6,061	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	70,500	16,843	5,053	8,542	25,746	3,248	8,061	3,008	70,500
Indirect Cost Charges	281,644	67,287	20,186	34,124	102,853	12,977	32,202	12,016	281,644
OFFICE SUPPLIES	250	60	18	30	91	12	29	11	250
OPERATING SUPPLIES	69,400	17,037	4,931	8,336	25,125	3,170	7,866	2,935	68,800
ROAD MATERIALS	24,000	956	287	485	1,461	184	20,457	171	4,000
BOOKS & PUBLICATIONS	4,000	956	287	485	1,461	184	457	171	4,000
Operating Expenditures	792,914	205,725	62,307	88,348	264,778	34,330	107,317	30,109	688,654
BULDINGS	325,674	77,806	23,342	39,459	118,932	15,005	37,236	13,894	325,674
IMPROV OTHER THAN BLDGS	189,190	45,199	13,560	22,922	69,090	8,717	21,631	8,071	189,190
MACHINERY & EQUIP	130,000	31,058	9,317	15,751	47,474	5,990	14,863	5,546	130,000
Capital Outlay	644,864	154,063	46,219	78,132	235,496	29,712	73,730	27,511	644,864
INTEREST		0	0	0	0	0	0	0	
Debt Service	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	2,359,483	579,991	174,587	278,154	836,870	106,510	286,430	96,943	2,255,223

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Enterprise Fund
Sanibel Sewer System - Donax and Wulfert Plants
Fund No. 450 and 455
(Non-GAAP Budgetary Basis)

	Fiscal Year 2005 Actual Expenses	Fiscal Year 2006 Actual Expenses	Fiscal Year 2007 Original Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	690,452	687,187	634,350	688,717	696,145	726,108
Part-time		2,156	-	-	-	
Salary Adjustments			-	-	-	in Reserves
Requested positions			27,070	-		-
Overtime	36,898	37,914	50,000	50,000	62,140	55,000
Special Pay	3,203	4,171	4,000	4,000	10,238	4,000
FICA Match	54,371	54,863	56,986	59,186	60,292	64,918
Retirement	111,584	103,660	93,004	93,004	92,119	128,648
Cafeteria Benefits	115,087	122,112	143,395	148,495	134,934	182,239
Workers' Comp	4,222	3,805	5,545	6,604	6,592	2,639
Unemployment Comp	-	1,375	-	-	-	-
SUB-TOTAL	1,015,817	1,017,243	1,014,350	1,050,006	1,062,460	1,163,552
OPERATING EXPENSES						
Professional Serv	201,889	167,623	238,000	264,461	204,100	135,000
Accounting & Auditing	1,100	-	-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	124,938	226,195	252,500	252,500	240,900	325,900
Investigations			-	-	-	-
Travel & Per Diem	22,251	18,319	14,790	14,790	12,530	25,020
Communications	17,785	17,919	21,840	21,840	22,140	27,900
Transportation	5,440	7,252	4,820	4,820	4,500	5,500
Utilities	322,319	340,288	301,800	301,800	242,760	287,440
Rentals & Leases	19,398	20,892	29,600	29,600	28,600	28,600
Insurance	9,946	14,573	15,000	15,000	4,250	18,000
Repair & Maintenance	184,116	387,597	286,180	326,180	299,330	320,780
Printing	1,200	2,206	3,500	3,500	3,500	3,500
Promotional Activities	3,045	11,932	2,000	2,000	9,300	7,000
Other Current Charges	302,116	470,937	377,290	377,290	353,590	371,265
Office Supplies	3,962	2,786	3,750	3,750	3,750	6,750
Operating Supplies	265,181	281,305	248,190	248,190	236,700	279,100
Road Materials & Supplies	5,842	8,088	-	-	-	-
Books, Subscriptions, etc	5,139	5,595	13,600	13,600	20,700	11,000
SUB-TOTAL	1,495,667	1,983,507	1,812,860	1,879,321	1,686,650	1,852,755
Capital Outlay						
Building	-	12,856	-	-	-	-
Improve Other Than Bldgs	207,797	295,906	151,500	156,495	110,200	186,500
Machinery & Equipment	242,464	74,701	31,500	89,000	84,700	47,800
SUB-TOTAL	450,261	383,463	183,000	245,495	194,900	234,300
Reserve for Classification & Pay Adj			29,497	-	-	63,494
Reserve for Disasters			-	-		120,000
Grants and Aids (Reclaimed Water)		8,409		-	-	-
Depreciation & Amortization	447,529	-	-	-	-	-
					-	-
Debt Service			-		-	-
Principal			270,000	270,000	270,000	270,000
Interest	161,542	156,325	151,909	151,909	151,909	146,509
Other Debt Service	-	53,869	-	-	-	-
SUB-TOTAL	161,542	210,194	421,909	421,909	421,909	416,509
DEPARTMENTAL TOTAL	3,570,816	3,594,407	3,461,616	3,596,731	3,365,919	3,850,610
% CHANGE COMPARED TO PREVIOUS YEAR	10.47%	0.66%		0.06%		7.06%

Culture/Recreation Function

Recreation Complex Department

Seniors Program Department

Performing Arts Facility Department

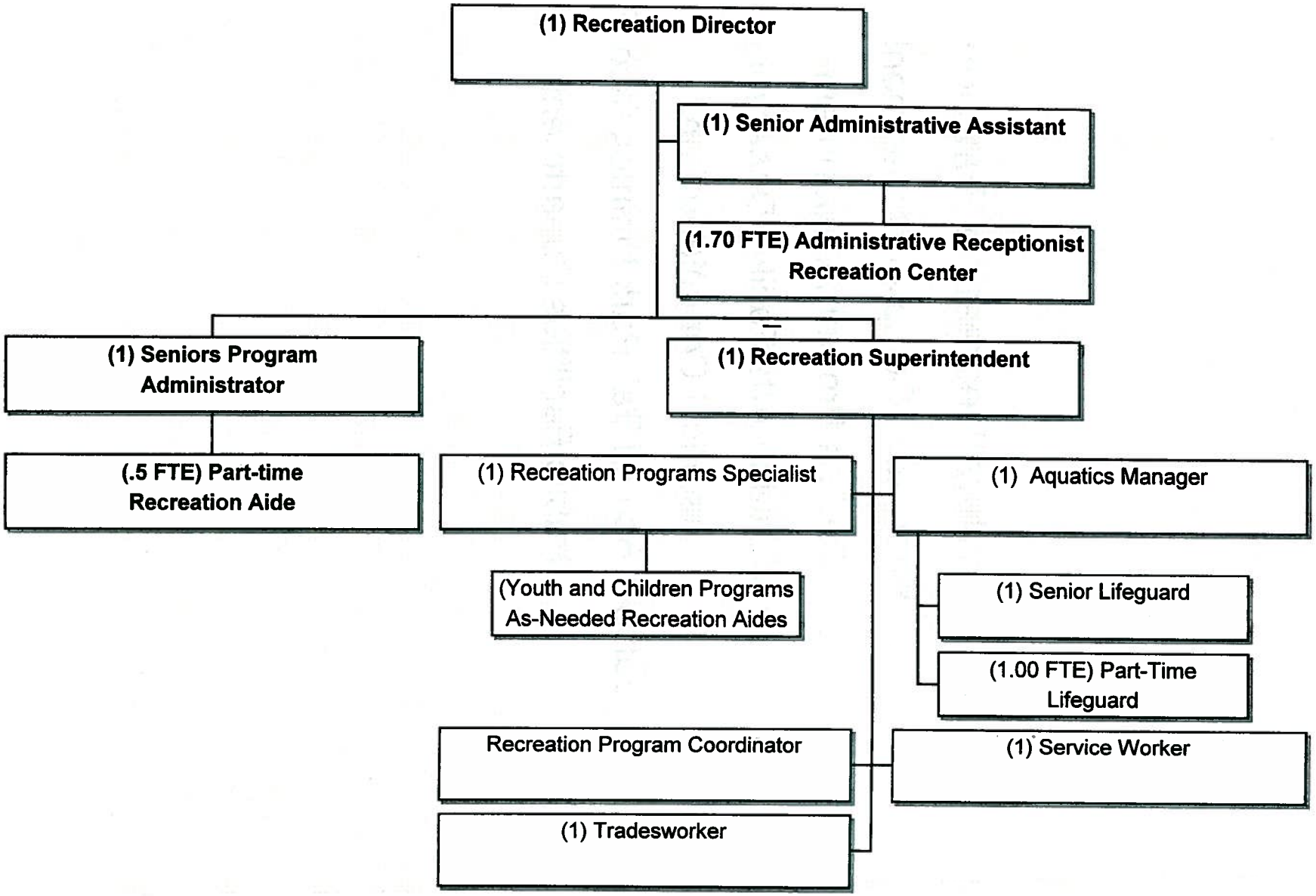
Historical Committee Fund

Sanibel School Ball Park Maintenance Fund

Public Facilities Department

RECREATION DEPARTMENT

Organizational Chart Fiscal Year 2007 -2008



RECREATION DEPARTMENT

Director's Background:

Helene Phillips

Ms. Phillips has been employed by the City of Sanibel since August 11, 1981. She is 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. She is a 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:	Special Revenue 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 Village and Museum, and Senior Program.

Department Staff Structure Overview:

The Recreation Department is composed 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 works with the contracted grant writers to prepare department grants.
- ***Grant Fund Expenditures*** – The Recreation Director oversees the expenditures of grant funds.
- ***Grant Funding Needs*** – The Recreation Director evaluates grant funding needs.
- ***Purchase department supplies, equipment and services*** – In compliance with all City purchasing policies, staff purchases all required supplies, equipment and services, including Request for Bids, Proposals and Qualifications.
- ***Track expenditures***- Administrative staff tracks expenditures to ensure purchases remain within the approved budget.
- ***Establish goals and objectives*** – The Recreation Director develops strategies and evaluates effectiveness 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.
- ***Maintenance of the membership, program and daily user fee*** – Coordinate with the Finance Department for the collection of fees for

facility use and program participation.

- ***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.
- ***Hiring of Independent Contractors:*** The Recreation Director or designee oversees the hiring of independent contractors.
- ***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.
- ***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 development of recreational facilities and parks as previously approved by City Council.
- ***Special event planning*** – Staff plans, oversees and coordinates special events for the purpose of fundraising, community enrichment/education and entertainment.

RECREATION DEPARTMENT 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 maintain 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 is in compliance.
- ***Program supplies*** – Program Coordinators assure that adequate supplies are available to run children and youth programs.
- ***Reports*** – Program Coordinators prepare 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 schedule 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.

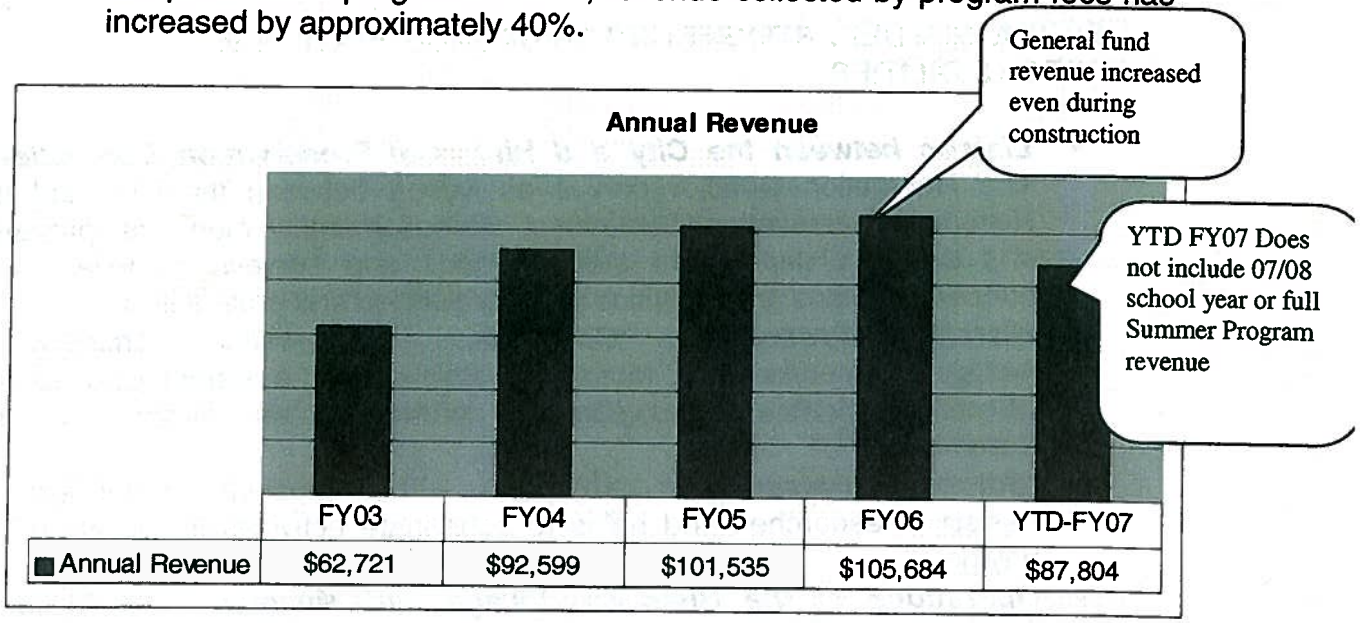
- ***Facility safety*** – Tradesworker and Serviceworker inspects facilities for playability, safety and use.
- ***Public access*** – Tradesworker and Serviceworker builds decks, walkways, railings, and other structures for ADA compliant public access.

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*** – Recreation Administrative Assistant supervises the Museum Administrative Assistant who assists committee members and compiles information and packets for the Committee.
- ***Historical Preservation activities*** –The Museum Administrative Assistant researches and helps to coordinate activities at the Historical Village.
- ***Operations of the Historical Village and Museum*** –The Museum Administrative Assistant oversees various administrative operations at the Historical Village and Museum.
- ***Routine repairs and maintenance*** – The Recreation Department staff 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 at the Village and Museum.
- ***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*** – The Recreation Department staff maintain positive community-wide interrelationships; communicate with City departments and community organizations.

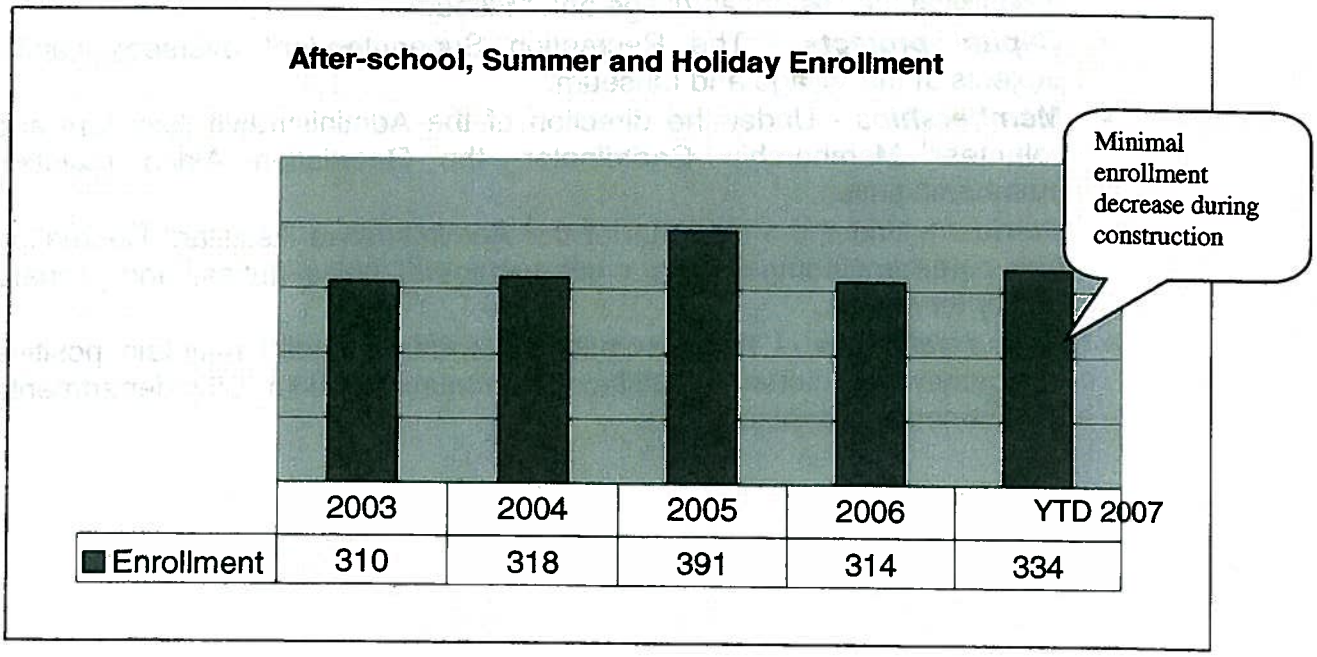
Trend Analysis

A. Recreation Program Revenue: In 2003 City Council approved implementing a user fees schedule for various programs at the Recreation Center. The revenue chart below supports the City's goal of stepping up revenue streams to offset some of the program expenses. Since the inception of the program in 2003, revenue collected by program fees has increased by approximately 40%.



	FY03	FY04	FY05	FY06	YTD-FY07
Annual Revenue	$62,721	$92,599	$101,535	$105,684	$87,804

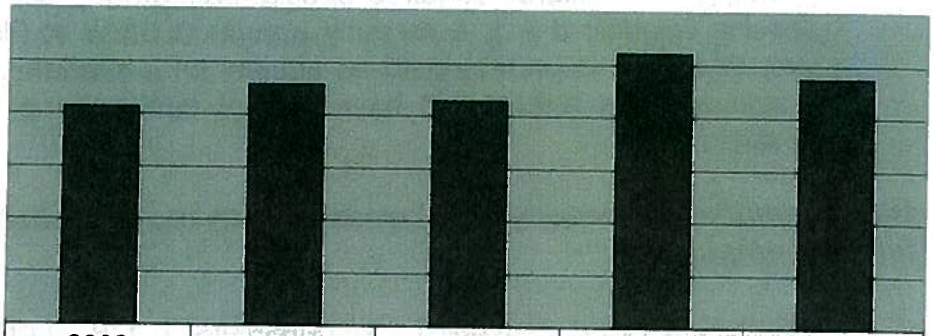
B. After-school, Summer and Holiday Programs: Program attendance decreased minimally during the Recreation Center Construction.



	2003	2004	2005	2006	YTD 2007
Enrollment	310	318	391	314	334

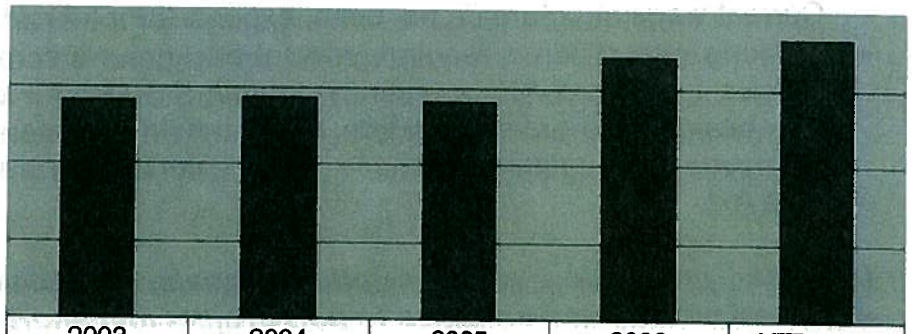
C. **Senior Program Aerobics and Membership:** Aerobics and membership numbers still continued to increase.

Senior Aerobic Attendance 2003-YTD 2007



	2003	2004	2005	2006	YTD 2007
Attendance	4117	4562	4276	5194	4736

Senior Membership 2003-YTD 2007



	2003	2004	2005	2006	YTD 2007
Membership	560	573	563	683	725

Challenges Facing the Department

The two biggest challenges that the Recreation Department faces during the upcoming year is 1) the preparation required to open the new Recreation Center and 2) establishing the general operations at the center.

Additional Challenges

Hiring qualified, professional full time employees within approved salary ranges is difficult:

- There are numerous jobs in the area that do not require the travel commitment with comparable or better salary ranges and benefits;
- The City's current wage structures do not offset expenses for travel and time loss;
- Traffic conditions during season make travel to and from the island extraordinarily difficult and time consuming;
- Working with children requires special background screening due to the Jessica Lundsford Act, a recently approved State of Florida Statute that was designed to protect children against child predators. In addition, all employees are required to have current certifications in CPR/AED and First Aid.

Hiring qualified as needed employees is even more challenging than hiring full time employees.

- Recreation Aides are used as counselors in the After-School, Summer and Holiday Programs. To insure safety for guests and program participants, Lifeguards monitor all water facilities and activities;
- The loss of Recreation Aides would require the department to eliminate many of the current programs that are offered;
- 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 do not offset expenses for travel and time loss;
- Working with children requires special background screening due to the Jessica Lundsford Act, a recently approved State of Florida Statute that was designed to protect children against child predators. In addition, all employees are required to have current certifications in CPR/AED and First Aid.

- ***Difficulty prioritizing and completing goals, objectives and general workload with limited staff due to new project and short deadlines.***

- ***Preparing for meetings, reports and responding to questions by the Historical Preservation Committee and the Parks and Recreation Committee continue to consume a great deal of staff's time***

Emerging Issues

Public demand to increase operating hours at the New Recreation Center.

- Increases in the operating hours will require more personnel.

Police statistics indicate an increase in youth drug and alcohol use.

- Adequate number of staff, trained to work with at risk youth. Providing appropriate activities and available times that encourage participation. Police and Recreation Department partnership.

City of Sanibel
Parks and Recreation Department Narrative

Public requests to develop more park facilities.

- Examples: Dog Park and non-motorized boating facility.

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.

Major Accomplishments 2006 - 2007

- Recreation Center Construction continues on schedule and in budget.
- Security and access design completed and passed by City Council.
- Security fencing enhancement.
- FF&E cost estimates identified.
- Recreation and accounting software researched and selected.
- City Council approved final site plan for the Community Park scheduled to be completed April 2008.
- Obtained grant from LAT for interpretative signage at Historical Village.
- 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 memberships in various organizations related to recreation field.
- Senior Program membership increased 21%.
- Senior Aerobic class increase 21%.
- Senior Program menu of activities increased.
- Construction of outdoor patio at Civic Center
- Coordination of Outdoor Movie Event: 642 residents attended.
- Easter Egg Hunt: 300 attended, a record number.
- Schoolhouse restoration completed.
- Skate area project completed. Staff trained and Skate Park clinic offered to community.
- Interpretive sign project completed at Historical Village.
- Successful new Youth Volleyball League.
- Successful new Co-ed Adult Softball League.
- Additional Recreation Enhancement Programs: Piano, Guitar, Clay and Mathletics.
- Processed numerous records for destruction, as per City policy.
- Historical Village and Museum Administrative Assistant trained.
- Recreation Aides cross trained in administrative skills.
- Operations Manual underway.
- Staff interviews for new facility underway.

- Museum Membership incorporated into Past Perfect software.
- Business contact listing identified for information distribution of special events.
- Created e-mail data base of program participants.
- Successfully operated all programs, which includes but is not limited to the after school program, summer program, and holiday programs without a Recreation Center at no additional costs to the City.
- Worked closely and successfully with school administrators/facility for the last 12 months to coordinate the use of the school during the Recreation Center Construction Project.
- Three new HAM radio operators.
- NIMS training completed for all staff.
- Recreation employee trained as AED, CPR, and First Aid trainer.

2007-2008 Goals, Objectives and Status:

GOAL 1 Establishing operations at the new facility	**MEASUREMENT CRITERIA** Council and public satisfaction
GOAL 2 Complete the construction of the Community Park in partnership with Public Works.	**MEASUREMENT CRITERIA** Meet FRDAP Deadline of April 2008

Recommended Efficiencies:

- Effective and efficient use of technology.
- Effective and creative promotions and marketing.
- Promote partnerships.
- Maintain qualified and competent staff through training and professional development.
- Strive to maximize use of recreation facilities.

Potential Revenue Sources:

- Increase programming.
- Develop facility rental program.
- Implement memberships and daily user fee program.

Suggestions on How to Serve the Residents Better:

- Improve quality and increase number of recreational opportunities that encourage lifelong learning and enrichment.
- Create unique opportunities for special populations, including home school, special needs, teens, seniors.
- Enhance community spirit through special events.

Special Revenue Fund
Parks & Recreation - Recreation Complex

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures*	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted***
PERSONAL SERVICES						
Salaries & Wages						
Full-time	314,716	310,871	343,515	374,267	368,149	384,366
Part-time	156,192	195,709	177,143	177,143	163,640	163,103
Salary Adjustments	-					in Reserves
Requested positions	-		-	-	-	-
Overtime	18,010	18,520	15,000	15,000	15,000	20,000
RHS/Shift Diff/Educ.Incentive	-	6,316	8,312	8,312	8,312	8,312
FICA Match	37,951	40,027	43,466	45,819	42,465	45,894
Retirement	55,577	41,464	48,648	48,648	48,648	64,324
Cafeteria Benefits	51,786	51,448	71,698	73,498	57,049	91,099
Workers' Comp	18,822	16,938	24,687	29,404	29,351	11,748
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	653,054	681,293	732,469	772,091	732,614	788,846
OPERATING EXPENSES						
Professional Serv	2,342	406	400	400	300	680
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	13,780	36,883	33,846	33,846	30,400	83,506
Investigations	-		-	-	-	-
Travel & Per Diem	17,350	18,674	22,048	22,048	19,500	21,274
Communications	8,785	8,919	7,160	7,160	8,950	10,172
Transportation	158	519	450	450	240	500
Utilities**	-		-	-	-	154,000
Rentals & Leases	51,825	49,434	20,445	20,445	22,000	26,045
Insurance	-	-	-	-	-	-
Repair & Maintenance	21,674	9,965	4,200	4,200	500	10,020
Printing	647	736	1,140	1,140	199	2,950
Promotional Activities	4,535	8,865	8,500	8,500	10,000	15,500
Other Current Charges	1,433	1,783	950	950	3,500	258,010
Office Supplies	2,446	3,748	1,750	1,750	3,500	3,900
Operating Supplies	52,580	39,003	19,500	19,500	22,000	61,800
Road Materials & Supplies	-	-	-	-	-	-
Books, Subscriptions, etc	2,516	2,838	3,700	3,700	3,000	5,800
SUB-TOTAL	180,071	181,773	124,089	124,089	124,089	654,157
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-		-	-
Improve Other Than Bldgs	18,216	22,669	-	-	-	-
Machinery & Equipment	-	1,398	-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	18,216	24,067	-	-	-	-
DEPARTMENTAL TOTAL	851,341	887,133	856,558	896,180	856,703	1,443,003
TO PREVIOUS YEAR	0.63%	4.20%		1.02%		61.02%

*Temporary reduction in expenses while closed
**Previously charged to Public Facilities
***Includes Rec Center Donation Fund for FY08

General Fund
Parks & Recreation - Seniors Program

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	46,446	52,851	53,506	56,449	56,018	56,449
Part-time	11,513	10,093	16,004	16,004	15,277	16,004
Salary Adjustments	-		-	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	547	96	-	-	-	-
RHS/Shift Diff/Educ.Incentive	-	1,594	2,093	2,093	2,093	2,093
FICA Match	4,240	4,525	5,725	5,950	5,614	5,950
Retirement	6,948	5,183	5,723	5,723	5,723	7,568
Cafeteria Benefits	6,857	8,391	8,435	9,035	10,457	12,094
Workers' Comp	1,969	1,775	2,587	3,081	3,076	1,231
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	78,520	84,508	94,073	98,335	98,258	101,389
OPERATING EXPENSES						
Professional Serv	50	75	100	100	75	100
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	3,918	7,483	9,746	9,746	6,179	7,349
Investigations	-		-	-	-	-
Travel & Per Diem	1,459	2,809	1,700	1,700	3,435	1,700
Communications	2,347	2,107	2,300	2,300	2,345	2,432
Transportation	861	1,071	1,200	1,200	1,244	1,300
Utilities	-		-	-	-	-
Rentals & Leases	50	431	100	100	100	100
Insurance	-		-	-	-	-
Repair & Maintenance	-		-	-	-	-
Printing	-	54	200	200	100	200
Promotional Activities	1,373	246	1,000	1,000	910	1,000
Other Current Charges	-	23	-	-	-	-
Office Supplies	656	1,348	1,000	1,000	763	1,000
Operating Supplies	1,542	1,605	1,400	1,400	1,033	1,400
Road Materials & Supplies	-	274	-	-	-	-
Books, Subscriptions, etc	535	-	560	560	448	560
SUB-TOTAL	12,791	17,526	19,306	19,306	16,632	17,141
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	-		-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-
DEPARTMENTAL TOTAL	91,311	102,034	113,379	117,641	114,890	118,530
% CHANGE COMPARED TO PREVIOUS YEAR	-3.12%	11.74%		15.30%		0.76%

General Fund
Parks & Recreation - Performing Arts

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 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	-	13,988	1,400	1,400	1,545	1,400
Investigations	-		-	-	-	-
Travel & Per Diem	-		-	-	-	-
Communications	-		-	-	-	-
Transportation	-		-	-	-	-
Utilities	-		-	-	-	-
Rentals & Leases	-		-	-	-	-
Insurance	5,967	6,171	7,500	7,500	6,020	7,500
Repair & Maintenance	68		500	500	530	700
Printing	-		-	-	-	-
Promotional Activities	-		-	-	-	-
Other Current Charges	-	60	500	500	100	100
Office Supplies	-		-	-	-	-
Operating Supplies	15		200	200	200	200
Road Materials & Supplies	-		1,500	1,500	1,500	1,500
Books, Subscriptions, etc	-	-	-	-	-	-
SUB-TOTAL	6,050	20,219	11,600	11,600	9,895	11,400
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		-	-	-	-
Machinery & Equipment	-		-	-	1,178	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	1,178	-
DEPARTMENTAL TOTAL	6,050	20,219	11,600	11,600	11,073	11,400
% CHANGE COMPARED TO PREVIOUS YEAR	-12.79%	234.20%		-42.63%		-1.72%

Historical Committee Fund
Parks & Recreation - Museum

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time				-		-
Part-time	993	7,573	4,893	9,538	30,176	-
Salary Adjustments			in Reserves	in Reserves	-	
Requested positions			27,976	27,976	-	-
Overtime			-	-	-	-
Special Pay			-	-	-	-
FICA Match	76	579	3,601	3,955	2,308	-
Retirement			-	-	-	-
Cafeteria Benefits			-	-	-	-
Workers' Comp	94		216	258	257	-
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	1,163	8,152	36,686	41,727	32,741	-
OPERATING EXPENSES						
Professional Serv			700	700	-	-
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	27,255	6,921	15,838	16,138	16,138	14,472
Investigations			-	-	-	-
Travel & Per Diem	506	747	634	634	600	-
Communications	2,437	2,679	2,500	2,500	2,680	2,500
Transportation	1,321	1,803	1,900	1,900	1,648	-
Utilities	4,416	4,668	5,250	5,250	5,000	5,250
Rentals & Leases	3,901	4,651	1,008	1,008	500	-
Insurance			-	15,313	24,313	25,042
Repair & Maintenance	6,103	8,673	24,200	24,200	24,200	9,829
Printing	4,170	3,948	4,750	4,750	4,750	-
Promotional Activities	3,762	13,248	8,750	8,750	7,500	-
Other Current Charges	35,947	282,515	62,689	189	36,769	-
Office Supplies	783	426	2,100	2,100	1,500	-
Operating Supplies	5,270	8,755	9,850	13,967	9,900	-
Road Materials & Supplies			-	-	-	-
Books, Subscriptions, etc	(393)	707	750	750	500	-
SUB-TOTAL	95,478	339,741	140,919	98,149	135,998	57,093
CAPITAL OUTLAY						
Land			-	-	-	-
Building	103,991	7,854	-	49,300	47,293	-
Improve Other Than Bldgs	55,374	29,369	7,500	12,500	12,500	-
Machinery & Equipment	2,253		-	-	-	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	161,618	37,223	7,500	61,800	59,793	-
Grants & Aids	5,000	5,000	5,000	22,953	5,000	83,000
DEPARTMENTAL TOTAL	263,259	390,116	190,105	224,629	233,532	140,093
% CHANGE COMPARED TO PREVIOUS YEAR	60.27%	48.19%		-42.42%		-37.63%

Special Revenue Fund
Sanibel School - Ball Park Maintenance

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	65,080	67,088	68,245	71,170	72,343	71,486
Part-time			-	-	-	-
Salary Adjustments			in Reserves	in Reserves	in Reserves	in Reserves
Requested positions			-	-	-	-
Overtime	1,877	178	600	600	600	600
Special Pay		136	-	-	-	-
FICA Match	5,047	5,044	5,509	5,757	5,846	5,761
Retirement	10,627	10,366	11,447	11,447	11,447	15,135
Cafeteria Benefits	14,848	15,545	16,870	17,470	20,105	21,848
Workers' Comp	468	422	-	118	257	293
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	97,947	98,779	102,671	106,562	110,598	115,123
OPERATING EXPENSES						
Professional Serv			100	100	100	100
Accounting & Auditing			-	-	-	-
Court Reporting			-	-	-	-
Other Contractual	4,842	1,360	4,800	4,800	2,500	4,800
Investigations			-	-	-	-
Travel & Per Diem	1,143	2,115	3,373	3,373	2,000	2,600
Communications	583	400	2,688	2,688	1,000	1,140
Transportation		-	300	300	100	300
Utilities	18,503	12,341	14,000	14,000	12,900	12,900
Rentals & Leases	4,941	476	7,400	7,400	6,000	10,900
Insurance			-	-	4,233	4,360
Repair & Maintenance	18,600	13,760	13,350	13,350	17,000	19,200
Printing		-	-	-	-	-
Promotional Activities		-	-	-	-	-
Other Current Charges	29,388	149,417	40,000	149,417	151,350	152,000
Office Supplies		-	100	100	50	100
Operating Supplies	6,721	15,307	19,300	19,300	18,000	19,700
Road Materials & Supplies		1,350	1,125	1,125	1,000	2,500
Books, Subscriptions, etc	-	890	890	890	700	650
SUB-TOTAL	84,721	197,416	107,426	216,843	216,933	231,250
CAPITAL OUTLAY						
Land			-	-	-	-
Building			-	-	-	-
Improve Other Than Bldgs	1,225	14,900	2,000	2,000	4,000	34,400
Machinery & Equipment	35,036	-	-	25,000	-	3,500
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	36,261	14,900	2,000	27,000	4,000	37,900
DEPARTMENTAL TOTAL	218,929	311,095	212,097	350,405	331,531	384,273
% CHANGE COMPARED TO PREVIOUS YEAR	30.14%	42.10%		12.64%		9.67%

General Fund
Parks & Recreation-Public Facilities

	Fiscal Year 2005 Actual Expenditures	Fiscal Year 2006 Actual Expenditures	Fiscal Year 2007 Adopted Budget	Fiscal Year 2007 Amended Budget	Fiscal Year 2007 Estimated Actual	FY 08 Adopted
PERSONAL SERVICES						
Salaries & Wages						
Full-time	62,234	99,080	105,877	112,276	114,214	114,278
Part-time	-		-	-	-	-
Salary Adjustment	-		in Reserves	-	-	in Reserves
Requested positions	-		-	-	-	-
Overtime	13,326	26,276	35,000	35,000	35,000	35,000
RHS/Shift Diff/Educ.Incentive	-		-	-	2,160	-
FICA Match	5,532	9,387	11,154	11,644	11,580	11,813
Retirement	13,894	10,366	17,170	17,170	17,170	22,703
Cafeteria Benefits	14,578	19,669	25,305	26,205	28,562	32,772
Workers' Comp	4,690	4,228	6,162	7,339	7,326	2,932
Unemployment Comp	-	-	-	-	-	-
SUB-TOTAL	114,254	169,006	200,668	209,634	216,012	219,498
OPERATING EXPENSES						
Professional Serv	8,107	2,602	29,000	29,000	27,000	15,000
Accounting & Auditing	-		-	-	-	-
Court Reporting	-		-	-	-	-
Other Contractual	53,531	109,257	71,500	71,500	64,900	70,100
Investigations	-		-	-	-	-
Travel & Per Diem	2,284	800	1,300	1,300	1,300	1,400
Communications	3,505	5,707	5,040	5,040	5,040	5,040
Transportation	17		100	100	500	100
Utilities	115,560	119,375	104,700	104,700	104,620	104,860
Rentals & Leases	251	4,237	6,800	6,800	6,040	6,040
Insurance	-		-	-	-	-
Repair & Maintenance	43,212	43,289	62,060	70,904	67,499	61,965
Printing	-		-	-	-	-
Promotional Activities	(250)	-	-	-	-	-
Other Current Charges	339	208	2,950	2,950	2,900	2,950
Office Supplies	1	-	150	150	150	150
Operating Supplies	19,059	25,970	26,400	26,400	25,900	34,050
Road Materials & Supplies	4,925	5,520	5,000	5,000	5,000	7,000
Books, Subscriptions, etc	-	300	-	-	14	-
SUB-TOTAL	250,541	317,265	315,000	323,844	310,863	308,655
CAPITAL OUTLAY						
Land	-		-	-	-	-
Building	-		-	-	-	-
Improve Other Than Bldgs	-		23,784	23,784	23,784	-
Machinery & Equipment	12,704	9,868	11,000	11,000	9,700	-
Books (Library)	-	-	-	-	-	-
SUB-TOTAL	12,704	9,868	34,784	34,784	33,484	-
DEPARTMENTAL TOTAL	377,499	496,139	550,452	568,262	560,359	528,153
% CHANGE COMPARED TO PREVIOUS YEAR	-50.07%	31.43%		114.54%		-7.06%

Schedule of Interfund Transfers

SUMMARY SCHEDULE OF INTERFUND TRANSFERS
ADOPTED BUDGET FOR FISCAL YEAR 2007-08

FUND NUMBER	FUND DESCRIPTION	INTERFUND TRANSFERS TO OTHER FUNDS	INTERFUND TRANSFERS FROM OTHER FUNDS
001	General Fund	$ 5,010,916	$ -
109	Historical Committee Fund		136,355
120	Road Impact Fee Fund	100,000	
162	Franchise & Occupational License	1,000,000	
170	Recreation Center Fund		1,535,370
173	Ballfield Maintenance Fund		239,813
180	Below Market Rate Housing Administration		255,000
202	1997 $1.25M D.S.-Paulsen Land Acq		120,000
207	1979 $3.19M Debt Service Fund		180,000
280	Below Market Rate Housing Debt Service		280,000
300	Capital Asset Acquisition Fund		748,500
301	Transportation Capital Projects Fund		887,736
306	Rabbit Road Fund		149,862
307	Periwinkle Way Road Improvement Fund		49,547
309	Tarpon Bay Road		863,732
316	Brazilian Pepper Removal Fund		210,001
311	Dixie Beach Boulevard Fund		450,000
342	Water Shadows Canal Dredging		5,000
	TOTAL OPERATING TRANSFERS	$ 6,110,916	$ 6,110,916

DETAIL SCHEDULE OF INTERFUND TRANSFERS
ADOPTED BUDGET FOR FISCAL YEAR 2007-08

FUND NUMBER	FUND DESCRIPTION	TO OTHER FUNDS	FROM OTHER FUNDS
001	***General Fund***		-
109	To: Historical Committee Fund	136,355	
170	To: Recreation Center Fund	1,535,370	
173	To: Ballfield Maintenance Fund	239,813	
180	To: Below Market Rate Housing Fund	255,000	
300	To: Capital Acquisition Fund	748,500	
301	To: Transportation Capital Project Fund	887,736	
309	To: Tarpon Bay Road	863,732	
311	To: Dixie Beach Boulevard Fund	339,410	
342	To: Water Shadows Canal Dredging Fund	5,000	
109	***Historical Committee Fund***		
001	From: General Fund		136,355
120	***Road Impact Fee Fund***		
306	To: Rabbit Road Capital Project Fund	100,000	
162	***Franchise & Occupational License***		
207	To: 1979 $3.19M Debt Service Fund	180,000	
202	To: 1997 $1.25M D.S.-Paulsen Land Acq	120,000	
280	To: Below Market Rate Housing Debt Service	280,000	
306	To: Rabbit Road Capital Project Fund	49,862	
307	To: Periwinkle Shared-Use Path	49,547	
316	To: Brazilian Pepper Removal Fund	210,001	
N/A	To: Dixie Beach Boulevard Fund	110,590	
170	***Recreation Center Fund***		
001	From: General Fund		1,535,370
173	***Ballfield Maintenance Fund***		
001	From: General Fund		239,813
180	***Below Market Rate Housing Program***		
001	From: General Fund		255,000
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		180,000
280	***Below Market Rate Housing Debt Service***		
162	From: Franchise & Occupational License		280,000
300	***Capital Asset Acquisition Fund***		
001	From: General Fund		748,500
301	***Transportation Capital Projects Fund***		
001	From: General Fund		887,736
306	***Rabbit Road Capital Project Fund***		
120	From: Road Impact Fee Fund		100,000
162	From: Franchise & Occupational License		49,862
307	***Periwinkle Shared-Use Path***		
162	From: Franchise & Occupational License		49,547
309	***Tarpon Bay Road Fund***		
001	From: General Fund		863,732
316	***Brazilian Pepper Removal Fund***		
162	From: Franchise & Occupational License		210,001
342	***Water Shadows Canal Dredging Fund***		
001	From: General Fund		5,000
311	***Dixie Beach Boulevard Fund***		
001	From: General Fund		339,410
162	From: Franchise & Occupational License		110,590
	TOTAL OPERATING TRANSFERS	6,110,916	6,110,916

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Classification and Pay Plan

PAY SCHEDULE FOR FISCAL YEAR 2007-2008

GRADE	POSITION	NEW MINIMUM	HOURLY	NEW MAXIMUM	HOURLY
10	CLERK TYPIST	$22,141	$10.6447	$29,128	$14.0040
13	LIFEGUARD	$27,040	$13.0000	$35,096	$16.8732
13	RECREATION AIDE				
15	SR LIFEGUARD/INSTRUCTOR	$28,234	$13.5742	$39,031	$18.7648
15	ADMINISTRATIVE RECEPTIONIST				
15	SERVICE WORKER				
15	POLICE AIDE				
16	ADMINISTRATIVE SECRETARY	$29,380	$14.1249	$43,305	$20.8199
16	PERMIT TECHNICIAN				
16	UTILITY SERVICE WORKER				
16	RECORDING SECRETARY				
16	POLICE RECORDS COORDINATOR				
16	WASTEWATER PLANT OPERATOR TRAINEE				
17	LICENSING AND PERMIT TECHNICIAN	$32,280	$15.5193	$47,405	$22.7909
17	TRADESWORKER				
17	ADMINISTRATIVE ASSISTANT				
17	DISPATCHER				
17	MECHANIC				
18	EQUIPMENT OPERATOR/CREW LEADER	$35,564	$17.0980	$51,999	$24.9993
18	CODE ENFORCEMENT OFFICER				
18	FISCAL ASSISTANT				
18	RECREATION PROGRAM COORDINATOR				
18	UTILITY MAINTENANCE TECHNICIAN I				
18	WASTEWATER I PLANT OPERATOR				
18	POLICE AIDE SUPERVISOR				
18	SENIOR ADMINISTRATIVE ASSISTANT				
19	COMPUTER SUPPORT SPECIALIST	$40,127	$19.2917	$61,653	$29.6409
19	ENGINEERING TECHNICIAN				
19	GARAGE SUPERVISOR				
19	PARKS MAINTENANCE SUPERVISOR				
19	UTILITY MAINTENANCE TECHNICIAN II				
19	WASTEWATER II PLANT OPERATOR				
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT				
19	PARALEGAL				
19	POLICE OFFICER				
19	SENIORS PROGRAM ADMINISTRATOR				
19	AQUATICS MANAGER				
19	EMERGENCY MANAGEMENT SPECIALIST				
19	RECREATION PROGRAM SPECIALIST				

Effective October 8, 2007

PAY SCHEDULE FOR FISCAL YEAR 2007-2008

GRADE	POSITION	NEW MINIMUM	HOURLY	NEW MAXIMUM	HOURLY
20	EXECUTIVE ASSISTANT TO CITY MANAGER	$43,770	$21.0432	$63,024	$30.2998
20	RECREATION SUPERINTENDENT				
20	ENVIRONMENTAL SPECIALIST				
20	ENVIRONMENTAL SERVICES SPECIALIST				
20	WASTEWATER III PLANT OPERATOR				
20	UTILITY MAINTENANCE TECHNICIAN III				
21	HUMAN RESOURCES GENERALIST	$47,734	$22.9492	$68,998	$33.1719
21	PUBLIC WORKS OPERATIONS MANAGER				
21	ENGINEER INTERN				
21	TRANSPORTATION PLANNER				
21	ACCOUNTANT				
21	LEAD WASTEWATER PLANT OPERATOR				
21	PLANNER				
21	STREETS SUPERINTENDENT				
21	ENVIRONMENTAL PLANNER				
21	SENIOR BUILDING INSPECTOR				
21	NETWORK ADMINISTRATOR				
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	$52,938	$25.4509	$76,150	$36.6106
22	CHIEF WASTERWATER SYSTEMS OPERATOR				
22	DETECTIVE				
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIST				
22	SERGEANT				
22	SENIOR ACCOUNTANT				
22	FISCAL ANALYST				
23	ASSISTANT FINANCE DIRECTOR	$58,082	$27.9239	$86,250	$41.4663
23	DEPUTY BUILDING OFFICIAL				
23	MIS DIRECTOR				
23	POLICE LIEUTENANT				
24	ASSISTANT CITY ENGINEER	$61,928	$29.7729	$98,669	$47.4368
24	BUILDING OFFICIAL				
24	POLICE MAJOR				
24	RECREATION DIRECTOR				
24	CITY CLERK				
25	DEPUTY PLANNING DIRECTOR	$70,501	$33.8949	$109,557	$52.6716
25	DEPUTY PUBLIC WORKS DIRECTOR				
26	NATURAL RESOURCES DIRECTOR	$87,628	$42.1290	$131,348	$63.1478
26	FINANCE DIRECTOR				
26	ADMINISTRATIVE SERVICES DIRECTOR				
26	PLANNING DIRECTOR				
26	POLICE CHIEF				
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	$99,866	$48.0124	$154,120	$74.0960

Effective October 8, 2007

BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2007 AND PROJECTIONS FOR FISCAL YEAR 2008

OPERATING BUDGET			AUTHORIZED FULL-TIME POSITIONS						AUTHORIZED PART-TIME FTE						
Department	Grade	Job Title	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008	
Administration															
	26	Administrative Services Director	1	1	1	1	1.0	1.0							
	24	City Clerk	1	1	1	1	1.0	1.0							
	22	Community Education Coordinator*	1												
	20	Executive Assistant to City Manager	1	1	1	1	1.0	1.0							
	16	Administrative Secretary*	1			1	1.0	1.0							
	Contract	City Manager	1	1	1	1	1.0	1.0							
*Positions were budgeted, but were eliminated based on a loss of causeway revenue															
		ADMINISTRATION TOTALS	**6**	**4**	**4**	**5**	**5.0**	**5.0**							
Building															
	24	Building Official	1	1	1	1	1.0	1.0							
	23	Deputy Building Official	1	1	1	1	1.0	1.0							
	21	Senior Building Inspector				1	1.0	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	1.0							
	16	Permit Technician	1	1	2**	2	1.5	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**	**5.5**				**0.50**			
Finance															
	26	Finance Director	1	1	1	1	1.0	1.0							
	23	Assistant Finance Director	1	1	1	1	1.0	1.0							
	22	Fiscal Analyst				1	1.0	1.0							
	22	Senior Accountant				1	1.0	1.0							
	21	Accountant			1										
	21	Human Resources Generalist				1	1.0	1.0							
	19	Benefits and Payroll Specialist			1										
	18	Fiscal Assistant	2	2	1	1	1.0	1.0							
	17	Administrative Assistant						1.0							
	16	Administrative Secretary	1	1	1	1	1.0								
	10	Clerk Typist							0.50	0.50	0.50	0.50	0.50	0.50	
		FINANCE TOTALS	**5**	**5**	**6**	**7**	**7.0**	**7.0**	**0.50**	**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 2007 AND PROJECTIONS FOR FISCAL YEAR 2008

OPERATING BUDGET			AUTHORIZED FULL-TIME POSITIONS						AUTHORIZED PART-TIME FTE						
Department	Grade	Job Title	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008	
Legal															
	19	Paralegal	1	1	1	1	1.0	1.0							
	Contract	City Attorney	1	1	1	1	1.0	1.0							
		LEGAL TOTALS	**2**	**2**	**2**	**2**	**2.0**	**2.0**							
Legislative															
	16	Recording Secretary	1	1	1	1	1.0	1.0							
	15	Administrative Receptionist	1	1	1	1	1.0	1.0							
		LEGISLATIVE TOTALS	**2**	**2**	**2**	**2**	**2.0**	**2.0**							
MIS															
	23	MIS Director	1	1	1	1	1.0	1.0							
	21	Network Administrator						1.0							
	19	Computer Support Specialist	1	1	1	2	2.0	2.0							
		MIS TOTALS	**1**	**1**	**1**	**3**	**3.0**	**4.0**							
Nat Resources															
	26	Natural Resources Director	1	1	1	1	1.0	1.0							
	22	Environmental Health & Water Quality Spec				1	1.0	1.0							
	21	Environmental Planner	1	1	1										
	20	Environmental Specialist				1	1.0	1.0							
		NATURAL RESOURCES TOTALS	**2**	**2**	**2**	**3**	**3.0**	**3.0**							
Planning															
	26	Planning Director	1	1	1	1	1.0	1.0							
	25	Deputy Planning Director				1	1.0	1.0							
	24	Assistant Planning Director	1	1	1										
	21	Planner	3	3	3	3	3.0	3.0				0.80	0.80	0	
	21	Transportation Planner				1	1.0	1.0							
	18	Code Enforcement Officer	2	2	2	2	2.0	2.0							
	17	Administrative Assistant					1.0	1.0							
	16	Recording Secretary	1	1	1	1									
	16	Administrative Secretary	1	1	1	1	1.0	1.0							
		PLANNING TOTALS	**9**	**9**	**9**	**10**	**10.0**	**10.0**				**0.80**	**0.80**	**0**	

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BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2003 THROUGH 2007 AND PROJECTIONS FOR FISCAL YEAR 2008

OPERATING BUDGET			AUTHORIZED FULL-TIME POSITIONS						AUTHORIZED PART-TIME FTE					
Department	Grade	Job Title	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008
Police														
	26	Police Chief	1	1	1	1	1.0	1.0						
	24	Police Major	1	1	1	1	1.0	1.0						
	23	Police Lieutenant	2	2	2	3	3.0	3.0						
	22	Sergeant	5	5	5	4	4.0	4.0						
	19	Police Officer	12	12	12	12	16.0	16.0	2.75	2.75	2.75	2.75	0.75	0.75
	19	Computer Support Specialist						1.0						
	19	Emergency Management Specialist						1.0						
	18	Senior Administrative Assistant						1.0						
	17	Dispatcher	5	5	5	5	5.0	5.0	0.75	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	1.0						
	16	Administrative Secretary	3	1	1	1	1.0	1.0						
	13	Police Aide	3	4	4	4	4.0	3.0*	2.33	2.33	2.33	2.33	1.75	1.75
		POLICE TOTALS	**33**	**34**	**34**	**34**	**38.0**	**38.0**	**5.83**	**5.83**	**5.83**	**5.83**	**3.25**	**3.25**
Public Works		* Elimination of Weigh Station												
	27	Public Works Director/City Engineer	1	1	1	1	1.0	1.0						
	25	Deputy Public Works Director				1	1.0	1.0						
	24	Assistant City Engineer	1	1	1	1	1.0	1.0						
	21	Streets Superintendent	1	1	1	1	1.0	1.0						
	21	Engineering Intern		1	1	1								
	20	Public Works Operations Manager	1	1	1	1	1.0	1.0						
	19	Parks Maintenance Supervisor	1											
	19	Garage Supervisor	1	1	1	1	1.0	1.0						
	19	Engineering Technician	2	1	1	1	2.0	2.0						
	19	Lead Operator/Assistant Streets Super	1	1	1	1	1.0	1.0						
	18	Equipment Operator-Crew Leader	2	2	2	2	2.0	2.0						
	17	Tradesworker	6	6	4	5	7.0	9.0						
	17	Mechanic	1	1	1	1	1.0	1.0						
	15	Service Worker	4	5	5	5	3.0	1.0						
	0	Intern							0.23					
		PUBLIC WORKS TOTALS	**22**	**22**	**20**	**22**	**22.0**	**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 2007 AND PROJECTIONS FOR FISCAL YEAR 2008

OPERATING BUDGET															
			AUTHORIZED FULL-TIME POSITIONS						AUTHORIZED PART-TIME FTE						
Department	Grade	Job Title	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008	
Recreation															
	24	Recreation Director	1	1	1	1	1.0	1.0							
	20	Recreation Superintendent	1	1	1	1	1.0	1.0							
	19	Seniors Program Administrator	1			1	1.0	1.0							
	19	Recreation Programs Speciaist						1.0							
	19	Aquatics Manager						1.0							
	18	Aquatics Supervisor	1	1	1	1	1.0								
	18	Recreation Program Coordinator	2	3	3	2	2.0	1.0							
	18	Senior Administrative Assistant						1.0							
	17	Tradesworker	1	1	1	1	1.0	1.0							
	17	Administrative Assistant	1	1	1	1	1.0								
	15	Service Worker	1	1	1	1	1.0	1.0							
	15	Senior Lifeguard/Instructor	1	1	1	1	1.0	1.0							
	15	Administrative Receptionist						1.0						0.70	
	13	Lifeguard	1	1	1	1	1.0	0.0	1.70	1.70	1.70	1.70	1.70	1.00	
	13	Recreation Aide*				0.50	0.50	0.50	3.74	5.34	5.34	4.84	4.84	4.84	
	10	Clerk Typist							0.20	0.20	0.20	0.20	1.00	0.00	
		RECREATION TOTALS	**11**	**11**	**11**	**11.5**	**11.5**	**11.5**	**5.64**	**7.24**	**7.24**	**6.74**	**7.54**	**6.54**	
		*Fees were used to offset the increase in FTE from 2003 to 2004													
GRAND TOTAL OPERATING BUDGET			**99.00**	**97.00**	**98.00**	**107.00**	**111.0**	**110.0**	**12.20**	**13.57**	**13.57**	**14.37**	**12.09**	**10.29**	
		Increase Over Prior Year		**-2.00**	**1.00**	**9.00**	**4.00**	**-1.00**		**1.37**	**0.00**	**0.80**	**-2.28**	**-1.80**	
		COMBINED TOTAL MANPOWER	**111.20**	**110.57**	**111.57**	**121.37**	**123.1**	**120.29**							

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 2007 AND PROJECTIONS FOR FISCAL YEAR 2008

ENTERPRISE FUNDS			AUTHORIZED FULL-TIME POSITIONS						AUTHORIZED PART-TIME FTE						
Fund	Grade	Job Title	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008	
*Utility**															
	25	Utility Director	1	1	1										
	24	UT Capital Projects Engineer	1	1	1	1									
	22	Quality Assurance Inspector	2	2	1	1									
	22	Utility Maintenance Supervisor/Elec		1	1	1	1.0	1.0					0.25		
	22	Chief, Wastewater Systems Operator	1	1	1	1	1.0	1.0							
	19	Utility Operations Specialist			1	1									
	20	Environmental Services Specialist					1.0	1.0							
	21	Lead Wastewater Plant Operator			1	1	1.0	1.0							
	21	Accountant	1	1	1	1	1.0	1.0							
	18	Senior Administrative Assistant	1	1											
	19	Electrician	1	1	1										
	18,19, 20	Utility Maintenance Technician	3	4	2	5	5.0	6.0							
	18, 19, 20	Wastewater Plant Operator	5	5	4	4	5.0	5.0							
	16	Utility Service Worker	1	1	4	1	2.0	1.0							
	16	Wastewater Operator Trainee	1	1	1	1									
	11	Engineering Intern	1	1											
		UTILITY TOTALS	**19**	**21**	**20**	**18**	**17.0**	**17.0**							
		Increase/Decrease Over Prior Year		2	-1	-2	-1	0					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	3.0	0.50	0.50	0.50	0.50	0.50	0.50	
	19	Parks Maintenance Supervisor		1	1	1	1.0	1.0							
	19	Engineering Technician													
	18	Police Aide Supervisor		1	1	1	1.0	1.0							
	17	Tradesworker	2	2	4	5	5.0	5.0							
	15	Police Aide *		1	4	4	4.0	4.0	4.38	3.51					
	15	Service Worker		1					0.35						
	10	Clerk Typist													
		BEACH PARKING TOTALS	**5**	**9**	**13**	**14**	**14.0**	**14.0**	**5.23**	**4.01**	**0.50**	**0.50**	**0.50**	**0.50**	
		Increase Over Prior Year		4	4	1	0.0	0.0		-1.22	-3.51	0.00	0.75	0	
*		*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 2007-08 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

9,753.97

	FY 2007 Budgeted Positions			FY 2008 Budgeted Positions			COMPENSATION					FRINGE BENEFITS					
							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 COMPENSATION OR RECLASS ADJ'S	OVER-TIME	Edu/Car Educ/Med/etc	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	DEPENDENT COVERAGE SUPPLEMENT	WORKERS COMP	TOTAL
OPERATING BUDGET																	
GENERAL FUND																	
General Government																	
Legislative	2.00	-	2.00	2.00	-	2.00	$ 58,884	$ -	$ 2,605	$ 1,800	-	$ 4,842	$ 15,135	$ 19,508	-	$ 206	$ 102,979
Administrative	5.00	-	5.00	5.00	-	5.00	417,703	-	18,488	20,000	1,312	29,668	54,987	48,770	-	1,759	592,688
Management Info Sys	3.00	-	3.00	3.00	-	3.00	160,955	-	12,425	5,000	-	13,646	22,703	29,262	7,020	200	251,211
Finance	7.00	0.50	7.50	7.00	0.50	7.50	486,934	-	21,523	5,000	3,920	38,265	52,973	68,278	10,530	763	688,186
Legal	2.00	-	2.00	2.00	-	2.00	200,926	-	8,973	2,186	5,549	12,621	31,436	19,508	12,633	352	294,184
Planning	10.00	0.80	10.80	10.00	-	10.00	659,103	(39,913)	29,278	6,000	1,856	48,196	75,676	97,540	14,040	909	892,685
Public Safety																	
Police	37.00	3.25	40.25	38.00	3.25	41.25	1,943,656	40,127	95,149	146,450	49,800	172,621	467,575	370,651	153,136	67,363	3,506,528
S.E.M.P.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Physical Environment																	
Natural Resources	3.00	-	3.00	3.00	-	3.00	231,505		10,243	-	7,274	17,539	22,703	29,262	3,510	2,346	324,381
Transporation																	
PW-Streets & Garage	19.00	-	19.00	19.00	-	19.00	963,176	-	46,758	105,000	16,138	83,090	143,783	185,325	22,230	29,321	1,594,822
Culture/Recreation																	
P&R Public Facilities	3.00	-	3.00	3.00	-	3.00	114,278	-	5,143	35,000	-	11,813	22,703	29,262	3,510	2,932	224,640
P&R Seniors	1.00	0.62	1.62	1.00	0.62	1.62	72,453	-	3,236	-	2,093	5,950	7,568	9,754	2,340	1,231	104,626
TOTAL GENERAL FUND:	92.00	5.17	97.17	93.00	4.37	97.37	5,309,573	214	253,847	326,436	87,942	438,252	917,241	907,119	228,949	107,382	8,576,930
VEHICLE WEIGHT PERMIT FUND																	
Public Safety																	
Police Department	1.00	-	1.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BUILDING DEPARTMENT FUND																	
Public Safety																	
Building Department	7.50	-	7.50	5.50	-	5.50	393,634	(97,875)	17,416	-	-	23,958	56,757	53,647	8,190	5,942	461,669
RECREATION CENTER FUND																	
Recreation																	
Recreation Department	8.50	5.92	14.42	8.50	5.92	14.42	547,470	-	24,138	20,000	8,312	45,894	64,324	82,909	8,190	11,748	812,985
HISTORICAL COMMITTEE FUND																	
Culture/Recreation																	
P&R Museum	-	1.00	1.00	-	-	-	32,615	(32,615)	-	-	-	-	-	-	-	-	-
SANIBEL ELEMENTARY BALL PARK FUND																	
Culture/Recreation																	
Public Facilities	2.00	-	2.00	2.00	-	2.00	71,486	-	3,217	600	-	5,761	15,135	19,508	2,340	293	118,340
TOTAL OPERATING BUDGET	111.00	12.09	123.09	109.00	10.29	119.29	$ 6,354,778	$ (130,276)	$ 298,618	$ 347,036	$ 96,254	$ 513,864	$ 1,053,457	$ 1,063,182	$ 247,669	$ 125,365	$ 9,969,924
Net Change from 2007 to 2008				-2.00	-1.80	-3.80											

FISCAL YEAR 2007-08 PERSONAL SERVICES BUDGET
DEPARTMENTAL SALARY SUMMARY

	FY 2007 Budgeted Positions			FY 2008 Budgeted Positions			COMPENSATION					9,753.97 FRINGE BENEFITS					
							SALARIES		RESERVE								
	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 COMPENSATION OR RECLASS ADJ'S	OVER-TIME	RHS/Shift Edu/Car Educ/Med/etc	FICA 0.0765	RETIREMENT	CAFETERIA BENEFITS	DEPENDENT COVERAGE SUPPLEMENT	WORKERS COMP	TOTAL
ENTERPRISE FUNDS																	
SANIBEL SEWER SYSTEM																	
Physical Environment																	
Operations & Projects	17.00	0.25	17.25	17.00	-	17.00	$ 726,108	$ -	$ 63,494	$ 55,000	$ 4,000	$ 64,918	$ 128,648	165,817	16,422	2,639	$ 1,227,046
Net Change from 2007 to 2008				0.00	-0.25	-0.25											
BEACH PARKING FUND																	
Transportation																	
Beach Parking	14.00	0.50	14.50	14.00	0.50	14.50	$ 526,217	$ -	$ 30,189	$ 40,000	5,400	$ 46,038	$ 130,271	136,556	-	7,035	$ 921,705
Net Change from 2007 to 2008				0.00	0.00	0.00											
																135,038	
CITY-WIDE GRAND TOTAL	142.00	12.84	154.84	140.00	10.79	150.79	$ 7,607,103	$ (130,276)	$ 392,301	$ 442,036	$ 105,654	$ 624,821	$ 1,312,376	$ 1,365,555	$ 264,091	$ 135,038	$ 12,118,675
Net Change from 2007 to 2008				(2.00)	(2.05)	(4.05)											

(*) 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 2008 BUDGET

OPERATING BUDGET			FULL-TIME EQUIVALENTS (FTE's) (*)			Budgeted Cost: Annualized Wages				
Fund #	Dept #	Dept Name	Full-time	Part-time	TOTAL	Full-time Positions	Part-time Positions	Fringe Benefits	Total	Description of Request
001	1500	Planning		(0.80)	(0.80)		(39,913)	(3,053)	(42,966)	Eliminate part-time planner position
001	2100	Police	1.00		1.00	40,127		16,051	56,178	Add 1.0 FTE computer support speclalist position
TOTAL OPERATING			**1.00**	**(0.80)**	**0.20**	**40,127**	**(39,913)**	**12,997**	**13,211**	***TOTAL OPERATING BUDGET***
SPECIAL REVENUE FUNDS										
106	2100	Vehicle Weigh Station	(1.00)		(1.00)	-		-	-	Weigh Station Closed in FY07
109	7301	Historical Committee		(0.20)	(0.20)	-	(5,126)	(392)	(5,518)	Historical Committee to become a 501(C)3 organization in October 2007 and current City employees will work for the new organization
109	7301	Historical Committee		(0.80)	(0.80)	-	(27,489)	(2,103)	(29,592)	Historical Committee to become a 501(C)3 organization in October 2007 and current City employees will work for the new organization
169	2400	Building Department	(1.00)		(1.00)	(50,000)		(20,000)	(70,000)	Eliminate currently vacant building inspector position
169	2400	Building Department	(1.00)		(1.00)	(47,875)		(19,150)	(67,025)	Eliminate supervising permit coordinator position-vacant after 7/18/07
TOTAL SPECIAL REVENUE			**(3.00)**	**(1.00)**	**(4.00)**	**(97,875)**	**(32,615)**	**(41,645)**	**(172,135)**	***TOTAL SPECIAL REVENUE BUDGET***
SANIBEL SEWER ENTERPRISE FUNDS										
450	3500			(0.25)	(0.25)			-	-	Quality assurance position attritted in FY07
TOTAL SEWER ENTERPRISE			-	**(0.25)**	**(0.25)**	-	-	-	-	***TOTAL SEWER SYSTEM BUDGET***
BEACH PARKING ENTERPRISE FUND										
					-	-		-	-	
TOTAL BEACH PARKING			-	-	-	-	-	-	-	***TOTAL BEACH PARKING***
GRAND TOTAL CITY-WIDE			**(2.00)**	**(2.05)**	**(4.05)**	**(57,748)**	**(72,528)**	**(28,648)**	**(158,923)**	***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 2008 through 2012

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
				Management Information Systems										
1	300		1290	AS 400 Upgrade	-	-	-	-	50,000	50,000	-	30,000		30,000
2	300		1290	Security for server rooms	5,000	5,000	5,000	-	-	-	-			-
3	300		1290	End-User Equipment Upgrades	19,500	19,500	19,500	-	-	-	36,000	36,000	36,000	36,000
4	300		1290	MacKenzie Hall Overhaul	90,000	90,000	-	90,000	-	-	-	-	-	-
5	300		1290	Electronic Document System	-	-	-	-	20,000	20,000	20,000	20,000	20,000	20,000
8	300		1290	DMS Software	5,000	5,000	5,000	-	-	-	-	-	-	-
11	300		1290	City Phone System-paid off 1/08	-	-	-	-	-	-	15,000	15,000	-	-
12	300		1290	HTE upgrade (Click to Gov)	10,000	95,534	95,534	-	70,000	70,000	-	-	-	-
16	300		1290	AM Radio Project	-	19,500	19,500	-	-	-	-	-	-	-
18	300		1290	Upgrade/Replace Core Network Components	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	8,000
19	300.		1290	Waterproof existing server room	10,000	10,000	10,000	-	-	-				-
20	300		1290	Mobile emergency HAM communication trailer & equipment. Backup emergency communications for safety inspection teams.	6,500	-	6,500	(6,500)	-		-	-	-	-
21	300		1290	PD laptops for in-car/field reporting (4*4500=2*2500)	23,000	23,000	23,000	-	-		-	-	-	-
22	300		1290	Dedicated high speed/private wireless data bridge to mainland	10,000	10,000	10,000	-	-	-	10,000	10,000	10,000	-
23	300		1290	Remote site fiber backbone (Donax, Rec, Civic Ctr, remote camera sites	-	-	-	-	-	-	60,000	60,000	-	-
24	300		1290	Upgrade City servers	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000
25	300		1290	HTE financial reporting enhancement	10,000	10,000	10,000	-	-	-	-	-	-	-
26	300		1290	Departmental printer replacement	3,000	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000	3,000
27	300		1290	GIS/HTE Upgrade	165,000	165,000	165,000	-	50,000	50,000	20,000	20,000	20,000	20,000
28	300		1290	Hardware to backup primary data line for web site updates, reverse 911 notifications and e-mail in emergencies	13,000	13,000	13,000	-	-	-	-	-	-	-
29	300		1290	Security/traffice cameras (Beach parking fees to pay $80,000 of the total $120,000 project cost)	40,000	-	-	-	-	-	-	-	-	-
30				TOTAL MIS	**418,000**	**476,534**	**393,034**	**83,500**	**211,000**	**211,000**	**182,000**	**212,000**	**107,000**	**127,000**
31														

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
32														
33				*Police*										
34				**Projects to be identified in the future**	-	-	-	-	-	-	20,000	-	-	-
35				Vehicles		-	-		-			-	-	-
36	300		2100	Patrol Cars (3-yr replacement)	89,000	89,000	89,000	-	-	-	-	90,000	-	-
37	300		2100	Traffic Prog (8-yr replacement)	-	-	-	-	-	-	-	-	-	30,000
38	300		2100	Detective (5-yr replacement)	-	-	-	-	-	-	-	-	-	30,000
39	300		2100	Supervisor (5-yr replacement)	-	-	-	-	27,000	27,000	28,000	-	-	30,000
40	300		2100	Patrol SUV (4-yr replacement)	-	-	-	-	30,000	30,000	-	-	-	-
41	300		2100	Under Cover (5-yr replacement)	-	-	-	-	27,000	27,000	-	-	-	-
42	300		2100	Crime Scene (8-yr replacement)	26,000	26,000	26,000	-	-	-	-	-	-	-
43	300		2100	Vehicle (5-year replacement)	-	-	-	-	-	-	-	-	26,000	-
44	300		2100	Motorcycles (4-yr replacement)	-	-	-	-	-	-	-	-	28,000	-
46	300		2100	Car Video (6-year replacement)	-	-	-	-	-	-	-	-	50,000	-
47				Radios		-	-	-	-			-	-	-
48	300		2100	Positron/System components (DL interface)	-	140,497	140,497	-	32,000	32,000	-	-	-	-
49	300		2100	Hand-held Radios ($2,000 each)	-	-	-	-	-	-	36,000	-	-	-
50	300		2100	Police radio tower upgrade and OSHA compliance		20,635	20,635	-	-					
51	300		2100	ISN Cameras @ Intersections		6,495	6,495	-	-					
52	300		2100	Radio (MT) (10-year replacement)	-	-	-	-	36,000	36,000	-	-	-	-
53				Technology		-	-	-	-			-	-	-
54	300		2100	Relocate police department server room	-	-	-	-	150,000	150,000	30,000	-	-	-
55	300		2100	PD laptops for in-car/field reporting (4*4500=2*2500)	-	-	-	-	15,000	15,000	15,000	15,000	15,000	15,000
56	300		2100	Security/traffic cameras	-	-	-	-	-	-	3,000	3,000	3,000	
57								-	-					
58								-	-	-	-	-	-	-
59				**TOTAL POLICE**	**115,000**	**282,627**	**282,627**	**-**	**317,000**	**317,000**	**132,000**	**108,000**	**122,000**	**105,000**
60														

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
61														
62				*Natural Resources*										
64	300		3710	Acquisition of environmentally sensitive lands	-	-	-	-	-	-	200,000	200,000	200,000	200,000
66	300		3735	Wetland Restoration Grant #OT060503		70,562	70,562	-	-	-	-	-	-	-
69	300		3730	Water Quality Monitoring	20,000	20,000	20,000	-	-	-	-	-	-	-
70				**TOTAL FUND #300**	**20,000**	**90,562**	**90,562**	-	-	-	**200,000**	**200,000**	**200,000**	**200,000**
71	332		3730	Periwinkle Landscaping	220,000	175,671	25,442	150,229	-	-	-	-	-	-
72	332		3734	Sanibel Beautification Grant	-	326,000	326,000	-	-	-	-	-	-	-
73	332		3731	U & CF Grant Tarpon Bay to Dunlop	84,973	41,735	94,469	(52,734)	-	-	-	-	-	-
74	332		3732	U & CF Grant Dunlop to Dixie Beach	64,943	49,306	94,469	(45,163)	-	-	-	-	-	-
75	332		3733	U & CF Grant Dixie Beach to Lindgren	64,953	42,138	94,470	(52,332)	-	-	-	-	-	-
76				**Total Fund #332**	**434,869**	**634,850**	**634,850**	-	-	-	-	-	-	-
77	316		3730	Exotic/Invasive Plant Eradication	**220,000**	**220,000**	**220,000**	-	**220,000**	**220,000**	**220,000**	**220,000**	**220,000**	**220,000**
79	317		3730	Dixie Beach Mangrove Restoration Grant	-	60,000	60,000	-	-	-	-	-	-	-
80	317		3730	Environmental Restoration Grant #401815J020	370,000	373,810	370,000	3,810	-	-	-	-	-	-
84				**Total Fund #317**	**370,000**	**433,810**	**430,000**	**3,810**	-	-	-	-	-	-
86				**TOTAL NATURAL RESOURCES**	**1,044,869**	**1,379,222**	**1,375,412**	**3,810**	**220,000**	**220,000**	**420,000**	**420,000**	**420,000**	**420,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
87														
88				*Recreation*										
89	300		7250	Replace mower at ballfields	25,000	-	-	-	-	-	-	-	-	-
90	300		7200	Replace Kidsplay	-	-	-	-	-	-	40,000	-	-	-
91	300		7200	Gulfisde Pavilion	-	-	-	-	-	-	60,000	-	-	-
92				**Sub-total Recreation #300**	**25,000**	-	-	-	-	-	**100,000**	-	-	-
93	370		7200	Recreation Center Construction	13,256,040	12,344,383	12,217,832	126,551	-	-				
95				**Sub-total Recreation #370**	**13,256,040**	**12,344,383**	**12,217,832**	**126,551**	-	-	-	-	-	-
96	372		7200	Development Comm Park Grant ($200,000 from FRDAP)	347,000	467,301	-	467,301	-	467,301	-	-	-	-
97	372		7200	FRDAP Community Park Grant Match-Phase II	-	-	-	-	-	-	-	200,000	-	-
98				**Sub-total Recreation #372**	**347,000**	**467,301**	**-**	**467,301**	-	**467,301**	-	**200,000**	-	-
99				**TOTAL RECREATION**	**13,628,040**	**12,811,684**	**12,217,832**	**593,852**	-	467,301	100,000	**200,000**	-	-

*** In addition, operating capital outlays of $218,094 are shown in Fund 370**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
100				*Public Works*										
101				Public Facilities										
102				City Hall					-					
103	300		7250	Replace duct work/air handlers	200,000	200,000	200,000	-	300,000	300,000	20,000	-	-	-
104	300		7250	Repaint	-	-	-	-	-	-	-	60,000	-	-
105	300		7250	Recarpet	10,000	10,000	10,000	-	-	-	25,000	-	-	-
107	300		7250	Replace emergency generator LP tank	-	-	-	-	15,000	15,000				
108	300		7250	Replace seating MacKenzie Hall	-	-	-	-	-	-	20,000			
109	300		7250	Resurface City Hall drives	-	-	-	-	-	-	80,000			
111	300		7250	Replace Hurricane Shutters	-	-	-	-	-	-	50,000	-	-	-
112				Public Works Department										
113	300		4100	Storage Garage	-	-	-	-	-	-	-	200,000		
115	300		4100	Pave Public Works driveway	-	-	-	-	-		20,000			
116	300		4100	Replace Fuel Canopy	-	-	-	-	40,000	40,000	-	-	-	-
117	300		4100	Reinforcement of garage storage	-	-	-	-	35,000	35,000				
118	300		4100	Replace Bock Park seawall	-	-	-	-	-		51,000			
119	300		4100	Stabilize Bock Park shoreline	-	-	-	-	-	-	40,000	-	-	-
120	300		4100	Dune Walkovers Tarpon Bay (TDC Grant) 401897	60,000	60,000	3,000	57,000	-	57,000	-	-	-	-
121	300		4100	Civic Center improvements	-	-	-	-	-	-	90,000	250,000	-	-
122				Machinery/Equipment										
123	300		7250	Pick-up Trucks-replacement vehicle	-	-	-	-	23,000	23,000	-	-	23,000	-
124				**Sub-total PUBLIC FACILITIES 300**	**270,000**	**270,000**	**213,000**	**57,000**	**413,000**	**470,000**	**396,000**	**510,000**	**23,000**	-
125	310		7250	Hazard Mitigation City Hall Grant	131,854	127,669	127,669	-	-	-	-	-	-	-
126				**Sub-total PUBLIC FACILITIES 310**	**131,854**	**127,669**	**127,669**	-	-	-	-	-	-	-
127				Vehicles/Equipment										
128	300		4100	Litter Vaccuum	-	-	-	-	-	-	35,000	-	-	-
130	300		4100	Water truck	-	-	-		-					60,000
131	300		4100	Mowers	20,000	20,000	20,000	-	-	-	-	20,000	20,000	20,000
132	300		4100	Roller (w/ Trailer)	-	-	-	-	-	-	40,000	-	-	-
133	300		4100	Trucks	23,000	23,000	18,000	5,000	37,000	42,000	133,000	46,000	65,000	76,000
134	300		4100	Sweeper	-	-	-	-	-	-	150,000	-	-	-
137	300		4100	Utility vehicle	-	-	-	-	13,000	13,000				
139	300		4100	Backhoe	-	-	-	-	105,000	105,000	-	-	105,000	-
140	300		4100	Van (Engineering)	-	-	-	-	-	-	25,000	-	-	-
141				**Sub-total VEHICLES / EQUIPMENT**	**43,000**	**43,000**	**38,000**	**5,000**	**155,000**	**160,000**	**383,000**	**66,000**	**190,000**	**156,000**
142				**TOTAL FUND #300**	**313,000**	**313,000**	**251,000**	**62,000**	**568,000**	**630,000**	**779,000**	**576,000**	**213,000**	**156,000**
143				**TOTAL FUND #310**	**131,854**	**127,669**	**127,669**	-	-	-	-	-	-	-

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
144				Drainage										
146	301		4100	Water Quality Monitoring Grant #401898	30,000	30,000	30,000	-	60,000	60,000	60,000	60,000	60,000	60,000
147	301		4100	Water Level Recorders	20,000	24,740	-	24,740	20,000	44,740	20,000	-	-	-
148	301		4100	Contractual Maintenance	120,000	120,000	90,000	30,000	80,000	110,000	110,000	110,000	110,000	110,000
149	301		4100	NPDES-Related Consulting Services	30,000	30,000	30,000	-	30,000	30,000	50,000	30,000	30,000	30,000
150	301		4100	Sanibel River Clearing	70,000	70,000	95,000	(25,000)	115,000	90,000	110,000	90,000	110,000	90,000
151				Sub-total DRAINAGE	270,000	274,740	245,000	29,740	305,000	334,740	350,000	290,000	310,000	290,000
152				Roads/Bridges/Shared-Use Paths										
153	305	006313	4100	Henderson Road Repaving	-	54,422	54,422	-	-	-	-	-	-	-
154	301	006313	4100	Reshelling roads	50,000	50,000	50,000	-	50,000	50,000	70,000	70,000	70,000	70,000
155	301	006316	4100	Resurfacing roads	400,000	520,000	300,000	220,000	600,000	820,000	600,000	600,000	600,000	600,000
156	301		4100	Replace Periwinkle Way box culvert	-	-	-	-	-					400,000
157	301	006318	4100	Bridge repairs	20,000	79,070	59,070	20,000	60,000	80,000	20,000	60,000	20,000	60,000
158	301	006312	4100	Shared-use paths maintenance	100,000	206,390	186,390	20,000	200,000	220,000	200,000	200,000	250,000	250,000
159	301		4100	Replace Lindgren Blvd Box Culvert	-	-	-	-	-	-	-	400,000	-	-
160	301		4100	Road/Median Plantings	-	-	-	-	-	-	20,000	20,000	20,000	20,000
161				Sub-total Road/Bridges/Shared-Use Paths	570,000	855,460	595,460	260,000	910,000	1,170,000	910,000	1,350,000	960,000	1,400,000
162				**TOTAL FUND #301**	**840,000**	**1,130,200**	**840,460**	**289,740**	**1,215,000**	**1,504,740**	**1,260,000**	**1,640,000**	**1,270,000**	**1,690,000**
163				**TOTAL FUND #305**	**-**	**54,422**	**54,422**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
164				*Public Works (continued)*										
165														
166				Periwinkle Way Road & Shared-Use Path Projects										
167				*Shared-Use Paths*										
170	307		4100	Roadside Park to Community Church	1,500,000	1,500,000	850,000	650,000	-	-	-	-	-	-
171	307	N/A		TOTAL Shared-Use Paths	1,500,000	1,500,000	850,000	650,000	-	-	-	-	-	-
172				*Road Projects*										
173	307	N/A	4100	Palm Ridge to Tarpon Bay	-	568,551	568,551	-	-		-	-	-	-
174	307		4100	Lindgren to Park	-	-	-	-	200,000	200,000	-	-	-	-
176	307		4100	Kings Crown to Ferry Road	-	-	-	-	-	-	-	600,000	-	-
177	307		4100	Meridian to Dunlop (EDA grant for $200,000)	300,000	300,000	200,000	100,000	-	-	-			
178				TOTAL Road Projects	300,000	868,551	768,551	100,000	200,000	200,000	-	600,000	-	-
179				**TOTAL FUND #307**	**1,800,000**	**2,368,551**	**1,618,551**	**750,000**	**200,000**	**200,000**	**-**	**600,000**	**-**	**-**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
180				Other Road Projects										
181	308		4100	San-Cap Road		57,896	91,285							
183	308		4100	Jamaica/Tahiti curve	-	-	-	-	-	-	70,000	-	-	-
185				**TOTAL FUND #308**	-	**57,896**	**91,285**	-	-	-	70,000	-	-	-
186	N/A		4100	Palm Ridge Road	-	-	-	-	-	-	-	600,000	300,000	-
187	309		4100	Tarpon Bay Road	-	-	-	-	900,000	900,000	-	-	-	-
188	306		4100	Rabbit Road	200,000	210,000	-	**210,000**	150,000	360,000	-	-	-	-
189	311		4100	Dixie Beach Boulevard	-	-	-	-	450,000	450,000	600,000	-	-	-
190	N/A		4100	Middle Gulf Drive (portion)	-	-	-	-	-	-	-	400,000		
191	N/A		4100	Donax Street	-	-	-	-	-	-	-	-	600,000	-
192	N/A		4100	Intersection Improvements	-	-	-	-	-	-	700,000	-	-	300,000
193				**Sub-total OTHER ROAD PROJECTS**	**200,000**	**210,000**	-	**210,000**	**1,500,000**	**1,710,000**	**1,300,000**	**1,000,000**	**900,000**	**300,000**
194				**Total Road Projects**	**500,000**	**1,136,447**	**859,836**	**310,000**	**1,700,000**	**1,910,000**	**1,370,000**	**1,600,000**	**900,000**	**300,000**
195														
196	341		4100	**Sanibel Estates Canal Trimming Special Assmt Project**	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000
197														
198	342		4100	**Dredging-Sanibel Isles/Water Shadows**	-	-	-		-			45,000		
199	329		4100	**Dredging-Shell Harbor**	15,000	15,000	15,000	-	-	-	-	15,000	-	-
200														
201				**TOTAL PUBLIC WORKS**	**3,309,854**	**4,286,738**	**3,008,387**	**1,311,740**	**3,493,000**	**4,054,740**	**3,419,000**	**3,886,000**	**2,393,000**	**2,156,000**
208				**TOTAL OPERATING BUDGET**	**18,515,763**	**19,236,805**	**17,277,292**	**1,992,902**	**4,241,000**	**5,270,041**	**4,253,000**	**4,826,000**	**3,042,000**	**2,808,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
209				*Utilities*										
210				Sewer System Expansion & Reuse										
211				Phase 3 (System Expansion)										
212	454			Phase 3A-including Master Pump Stn#3	20,000	31,421	31,421	-	-	-	-	-	-	-
213	460			Phase IIIB	936,000	1,166,000	1,151,314	14,686	-	-	-	-	-	-
214	461			Phase 4 (System Expansion)	-	120,000	120,000	-	-	-	60,000	1,200,000	-	-
215	4XX			Phase 5 (Sanibel Bayous)	-	35,000	35,000	-	-	-	-	370,000	300,000	-
216				Sub-Total Sewer System Expansion Projects	956,000	1,317,421	1,337,735	14,686	-	-	60,000	1,570,000	-	-
219														
220				Buildings										
222	451		Wulfert	Rehab Operations Building	10,000	10,000	10,000	-	-	-	-	-	-	-
223				Sub-total Buildings	10,000	10,000	10,000	-	-	-	-	-	-	-
224														
225				Existing System Improvements										
				Inflow & Infiltration										
226	451		Donax	Corrective Improvements	250,000	250,000	-	250,000	-	250,000	100,000	-	-	100,000
227	451		Donax	Paint Donax Facility	-	-	-	-	-	-	-	50,000	-	-
230	451		Donax	Sound Enclosures	-	-	-	-	-	-	-	40,000		
240	451		Donax	5-Yr IWA Deep Well Mech Integrity Test	-	-	-	-	-	-	-	20,000	-	-
241	451		Donax	Enclosure around Drum Thickener	-	-	-	-	-	-	-	50,000		
242	451		Donax	Odor Control Media Replacement	80,000	80,000	80,000	-	80,000	80,000	80,000	80,000	80,000	80,000
249				Sub-Total Existing System Improvements	330,000	330,000	80,000	250,000	80,000	330,000	180,000	240,000	80,000	180,000

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
250				Vehicles/Equipment										
251				*DONAX OPERATIONS*										
254	451		Donax	Stationery Emergency Generators @ Lift Stations	-	-	-	-	30,000	30,000	34,000	37,000	40,000	43,000
257	451		Donax	Replacement Crane Truck (3/4 Ton) -747	-	-	-	-	55,000	55,000				
258	451		Donax	Replacement Pick-up Truck (3/4 Ton) -750	-	-	-	-	-	-	-	26,000	-	-
259	451		Donax	Replacement Pick-up Truck (3/4 Ton) -751										35,000
260	451		Donax	Replacement Utility Truck (1 Ton) -753								35,000		
261	451		Donax	Replacement Maint Pick-up Truck (1/2 Ton) -758										26,000
262	451		Donax	Replacement Operations Pick-up (1/2 Ton) -754								23,000		
263	451		Donax	Replacement Crane Truck (1 1/2 Ton) -752							-	70,000		
264	450		Donax	Variable Frequency Drive Effluent Disposal Pumps	-	57,500	57,500	-	-	-	-	-	-	-
265	451		Donax	Replacement & Standby Pumps	10,000	10,000	10,000	-	-	-	-	-	-	-
266	451		Donax	Surge Tank Pump	-	-	-	-	-	-	15,000	-	-	-
267	451		Donax	Emergency Collection By-pass Pump	25,000	25,000	-	25,000	-	-	-	-	-	-
268	451		Donax	Master Station Stand-by Pump	-	-	-	-	-	-	20,000	-	-	-
269	451		Donax	Operations Pickups (1/2 Ton)	-	-	-	-	23,000	23,000	-			
270	451		Donax	Center Mounted Crane Truck	-	-	-	-	115,000	115,000	-	-	-	-
271	451		Donax	Vacuum Truck	-	-	-	-	200,000	200,000	-	-	120,000	
272	451		Donax	Pressure Washer	30,000	30,000	33,000	(3,000)	-	-	35,000	-	-	-
273	451		Donax	Portable Generator	26,000	26,000	44,000	(18,000)	50,000	32,000	15,000	-	15,000	15,000
275				Sub-total Fund #451-Donax M&E	91,000	91,000	87,000	4,000	473,000	455,000	119,000	191,000	175,000	119,000
276				Sub-total Fund #450-Donax M&E	-	57,500	57,500	-	-	-	-	-	-	-
290				Sub-Total Vehicles/ Equipment	91,000	91,000	87,000	4,000	473,000	455,000	119,000	191,000	175,000	119,000
291				**TOTAL SEWER SYSTEM**	**1,387,000**	**1,748,421**	**1,514,735**	**268,686**	**553,000**	**785,000**	**359,000**	**2,001,000**	**255,000**	**299,000**

5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2008 THRU 2012
Departmental Detail

Line	Fund	Project #	Dept	Description	FY 2007 Adopted Budget	FY 2007 Amended Budget	FY 2007 Est through 9/30/07	Carry-forward to FY 2008	New funding required for FY 2008	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
292														
293														
294														
295				*Beach Parking*										
296				Enforcement (Police)										
297	470			Watercraft	-	-	-	-	50,000	50,000	-	50,000	-	50,000
298	470			ATV Replacements	-	-	-	-	-	-	10,000	-	10,000	-
300	470			Parking Machine Replacements	-	-	-	-	60,000	60,000	60,000	-	-	-
301	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
302	470			800 MHz Radios	-	-	-	-	-	-	-	15,000	-	-
303	470			Pick-up Trucks (2)	-	-	-	-	-	-	40,000	-	-	-
304	470			Parks Maintenance (PW)	-	-	-	-	-	-	-	-	-	-
305	470			Tractor	-	-	-	-	-	-	18,000	-	-	-
306	470			Small Loader	-	-	-	-	-	-	60,000	-	-	-
307	470			Pick-up Truck	-	-	-	-	-	-	46,000	-	23,000	23,000
309	470			Mower w/ Trailer	-	-	-	-	-	-	10,000	-	-	-
311	470			ATV Replacement	-	-	-	-	-	-	-	5,000	-	-
312	470			Small Dump Truck	-	-	-	-	-	-	-	-	-	-
313	470			Dump Body for Pick-up	-	-	-	-	-	-	7,800	-	-	3,900
314				Sub-total Machinery & Equipment	**20,000**	**20,000**	**20,000**	**-**	**130,000**	**130,000**	**271,800**	**90,000**	**53,000**	**96,900**
315				Capital Projects-IOTB										
316	470			Shared Use Path Repairs	40,000	-	-	-	-	-	100,000	-	100,000	100,000
317	470			Shared Use Path Widenings ($38,100 EDA grant)	78,100	78,100	83,101	(5,001)	-	-	150,000	-	150,000	150,000
	470			Bowman's Beach Shared-Use Path	-	-	-	-	-			320,000		
318	470			Remote Video monitoring	80,000	149,349	149,349	-	120,000	120,000	50,000	50,000	-	-
319	470			Parking Lot modifications @Chamber & Lighthouse	-	-	-	-	-	-	-	-	-	-
320	470			Stabilization of Bayshore Drive	80,000	-	-	-	-	-	-	-	-	-
321	470			Beach Maintenance TDC #201656		-	-	-	-	-	-	-	-	-
322	470			Bowman's Beach Park Improvements Grant F06281	-	110,000	80,810	29,190	-	29,190	-	-	-	-
323	470			Dock for Marine Patrol	40,000	40,000	-	40,000	-	40,000	-	-	-	-
324				Sub-total Improvements Other Than Bldgs	**318,100**	**377,449**	**313,260**	**64,189**	**120,000**	**189,190**	**300,000**	**370,000**	**250,000**	**250,000**
325	470			Chamber Restrooms (TDC Grant #402062)	90,000	90,000	-	90,000	-	-	-	-	-	-
326	470			Bowman's Family Restroom (TDC Grant #402063)	110,000	110,000	-	110,000	100,000	210,000	-	-	-	-
327	470			Gulfside & Tarpon Bay ADA Restroom (TDC Grant #402071)	-	80,000	4,326	75,674	-	75,674	-	-	-	-
				Turner Beach Restrooms (TDC grant #402064)	-	40,000		40,000	-	40,000	-	-	-	-
328	470			Boat Ramp Restroom (TDC Grant #201894)	53,040	53,040	-	53,040	-	-	-	-	-	-
329	470			Lighthouse Restrooms (TDC Grant # 201816)	88,600	88,600	-	88,600	-	-	-	-	-	-
330				Sub-total Buildings	**341,640**	**461,640**	**4,326**	**457,314**	**100,000**	**325,674**	**-**	**-**	**-**	**-**
331				**TOTAL BEACH PARKING CAPITAL**	**679,740**	**859,089**	**337,586**	**521,503**	**350,000**	**644,864**	**571,800**	**460,000**	**303,000**	**346,900**

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Fund	Dept			Description	FY 2008	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
Management Information Systems								
300	1290			As 400 Upgrade	$ 50,000	We have identified the need to ensure that existing city technology is utilized to to its fullest extent. For the applications used for Payroll, Planning and Building Permitting, Accounts Payable/Receivables, and Utility Billing, we need to upgrade the AS400 so that we can duplicate the current data into a testing and training area. This will allows out users to train on data that is identical to the real data with risk of harming the real data. MIS can also install software upgrades to the test data for evaluation prior to affect real data.	Interfund transfer	New annual maintenance costs of approximately $4-5,000 beginning in FY09
300	1290			Electronic Document System	$ 20,000	Allow the existing City Electronic Document System to post data to an Internet accessible server. This will decrease some Public Records requests. Currently, this system contains Council Minutes, Ordinances, Resolutions, and City Contracts.	Interfund transfer	None
300	1290			HTE upgrade (Click to Gov)	$ 70,000	This will provide Web Based services to citizens and business and integration with GIS. Citizens will be able to see permit and inspection status, and entities with valid occupational licenses.	Interfund transfer	New maintenance costs of approximately $10-14,000 beginning in FY09
300	1290			Upgrade/replace core network components	$ 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.	Interfund transfer	None
300	1290			Upgrade City servers	$ 10,000	Just like the user PC's, servers have a finite useful lifetime. We need to establish a replacement cycle for the servers like we do for user PC's and network printers. Further, we have run out of physical space in the Server room, and would replace some of servers for space efficient rack servers.	Interfund transfer	None
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.	Interfund transfer	None
300	1290			GIS/HTE upgrade	$ 50,000	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).	Interfund transfer	Annual maintenance costs for system installation in FY07 and FY08 will be approximately $25,000 beginning in FY09
				TOTAL MIS	**$ 211,000**			
Police								
300	2100			Supervisor car (5-yr replacement)	$ 27,000	Replace supervisor cars on a five year replacement schedule	Interfund transfer	None

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Fund	Dept	Description	FY 2008	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
300	2100	Patrol cars (3-yr replacement)	$ 30,000	Replace four patrol cars on a three year replacement schedule	Interfund transfer	None
300	2100	Under cover car (5-yr. replacement)	$ 27,000	Replace under cover cars on a five year replacement schedule	Interfund transfer	None
300	2100	Positron system components (DL interface)	$ 32,000	Enhance elctronic capabilities for processing traffic citations and streamline records management data migration. Increase officer efficiencies and reduce time for traffic stops.	Interfund transfer	Reduced costs from greater efficiencies
300	2100	Radio MT (10-yr. replacement)	$ 36,000	Replace radios on a ten year replacement schedule	Interfund transfer	None
300	2100	Relocate police department server room	$ 150,000	Reduce likelihood of computer servers being struck by lightning by locating them further from the radio tower. Also accommodate with a larger space for inceased computer equipment.	Interfund transfer	None
300	2100	PD laptops for in-car/field reporting	$ 15,000	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 $4,500 each)	Interfund transfer	Reduced costs from greater efficiencies
		TOTAL POLICE	**$ 317,000**			

Natural Resources

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.	Interfund transfer	None
		TOTAL NATURAL RESOURCES	**$ 220,000**			

Recreation

370	7200	Recreation Center construction	$ 218,094	Complete construction of the recreation facility	Bond proceeds	See Budget Message
372	7250	Develoment of Community Park	$ 467,301	Complete development of this park.	FRDAP grant of $200,000, City of Sanibel match of $147,000 and road impact fees of $120,301	New costs for maintaining a new park
		TOTAL RECREATION	**$ 685,395**			

Public Works

Public Facilities

City Hall

300	7250	Replace duct work/air handlers	$ 300,000	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 employees and visitors to City Hall as well as protect the building from fire damage.	Interfund transfer	None

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Fund	Dept	Description	FY 2008	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
300	7250	Replace emergency generator LP tank	$ 15,000	It is critical that the City Hall operate when power is interrupted for any significant length of time. The existing liquid petroleum tanks which serve the generator are over 20 years old and recent work on the tank piping revealed the need to replace the tanks. The replacement of the three existing 1,000 gallon underground tanks is necessary for safety and dependability.	Interfund transfer	None
300	7250	Pick-up truck - replacement vehicle	$ 23,000	One of the pickup trucks assigned to Public Facilities is a 1997 F-150, planned for replacement in 2008, four years longer than public works pickups are normally kept. Another Public Facilities pickup truck is a 2004 F-150 extended cab, scheduled for replacement in 2011. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
		Public Works Department				
300	4100	Replace fuel canopy	$ 40,000	The fuel depot located at the public works department supplies all City vehicles, inclusing the Sanibel Fire Control District with both gasoline and diesel fuel. The exisiting wood/aluminum canopy, which was relocated from City Hall, is approximately 20 years old and in poor shape. A new all aluminum, commercial-type canopy would meet the current hurricane codes, allow users a dry area when fueling and protect the fuel systems' electronics from the elements. The City will pursue the possibility of partial funding from the Fire District.	Interfund transfer	None
300	4100	Reinforcement of garage storage	$ 35,000	Several City departments store equipment, supplies, etc. in the storage area above the garage offices. This storage was constructed without the benefit of an engineering design. In 2006 a structural engineer designed a storage facility to replace the exising one. This project would construct a safe garage mezzanine to replace the existing one.	Interfund transfer	None
300	4100	Dune Walkovers Tarpon Bay	$ 57,000	To replace dune walkovers	Grant from the Lee County Tourist Development Commission	None
		Vehicles/Equipment				
300	4100	Trucks	$ 42,000	Two Public Works pickup trucks are being funded for replacement in 2008. One is a 2001 model F-150 with almost 66,000 miles, the second is a 1999 model F-150 with approximately 64,000 miles. The replacement cycle for pickups is seven years; for dump trucks it is 10 years. The timely replacement of trucks and equipment is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Utility vehicle	$ 13,000	The City purchased a utility vehicle (small John Deere gator) in 2003. This vehicle has proven invaluable in performing minor maintenance in the nonbeach parks and for vegetation maintenance along the major roadways. This vehicle is on a five year replacement schedule and is due to be replaced in 2008. The timely replacement of vehicles is necessary to prevent excessive downtime and thus improve operational efficiency.	Interfund transfer	None
300	4100	Backhoe	$ 105,000	Backhoes are vital to any public works operations, being used to: 1) excavate and maintain drainage swales; 2) fill roadside depressions; 3) place shellrock for road reshelling and grading; 4) clearing roadway and shared use paths. One of Public Work's backhoes is scheduled for replacement in 2008. It is a 1995 model on a 10-year replacement schedule. The timely replacement of equipment is necessary to prevent excessive downtime and thus improve operational efficiency. The other backhoe is a 2000 model, scheduled for replacement in 2011.	Lease arrangement with annual payments made by the City	None

Sub-total PUBLIC FACILITIES #300 $ 630,000

TOTAL FUND #300 $ 630,000

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Fund	Dept	Description	FY 2008	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
		Drainage				
301	4100	Water Quality Testing	$ 60,000	Water quality testing is a requirment of the City's NPDES permit. Previously, the results of the water quality testing by Natural Resources had been utilized to meet this requirement. The City's NPDES consultant now performs this sampling and laboratory testing.	Interfund transfer	None
301	4100	Water Level Recorders	$ 44,740	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.	Interfund transfer	None
301	4100	Contractual Maintenance	$ 110,000	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.	Interfund transfer	None
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.	Interfund transfer	None
301	4100	Sanibel River Clearing	$ 90,000	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.	Interfund transfer	None
		Sub-total DRAINAGE	$ 334,740			
		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.	Interfund transfer	None
301	4100	Resurfacing roads	$ 820,000	The 2008-2012 budget request for street resurfacing has increased due to the large increase in contractual asphalt paving costs and the deferral of a majority of the street resurfacing program over the past four years due to the Causeway weight restrictions. 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 consists 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.	Interfund transfer	None
301	4100	Bridge repairs	$ 80,000	Bridge repairs involve correcting any deficiencies discovered during the biannual Florida DOT inspections of roadway bridges. The public benefits by driving on safe bridges and through reduced long-term bridge maintenance and replacements costs.	Interfund transfer	None

CITY OF SANIBEL EXPLANATION of 1st YEAR CAPITAL IMPROVEMENT PLAN by Department

Fund	Dept	Description	FY 2008	EXPLANATION OF PROJECT	Funding Source	Impact on Operating Costs
301	4100	Shared-use paths maintenance	$ 220,000	The majority of the funding for this project is for repairs to existing shared use paths, which are better performed by a contractor. Other improvements include widenings, crosswalk improvements and overlays. All of these improvements increase the safety and enjoyment of the shared use path users. There is a demand for a higher level of shared use path maintenance as path usage has increased over the years.	Interfund transfer	None
		Sub-total Road/Bridges/Shared-Use Paths	$ 1,170,000			
		TOTAL FUND #301	$ 1,504,740			
		Periwinkle Way Road Projects				
		Shared-Use Paths				
307	4100	Lindgren to Park	$ 200,000	This project involves the relocation of Periwinkle Way (in the vicinity of Huxter's) to the north in order to separate the shared use path from the roadway. Shared use path safety will be enhanced by this project.	Interfund transfer	None
		TOTAL Shared-Use Paths	$ 200,000			
		Road Projects				
306	4100	Rabbit Road	$ 360,000	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.	Interfund transfer	None
309	4100	Tarpon Bay Road	$ 900,000	The purpose of this project is to improve aesthetics, drainage and shared use path safety, by piping the existing ditch, separating the path from the roadway and widening the path. It is a City-wide goal to improve drainage and create wider, safer shared use paths.	Interfund transfer	None
311	4100	Dixie Beach Boulevard	$ 450,000	This project involves improvements to Dixie Beach Boulevard from Periwinkle Way to Royal Poinciana. The project purpose is to reduce roadway flooding, improve roadside swales and widen the shared use path. Between Periwinkle and Albatross the existing swales will be piped, the shared use path widened and the road resurfaced, while between Albatross and Royal Poinciana the road will be raised and crossroad culverts replaced with approximately sized culverts to enhance flow between conservation areas.	Interfund transfer	None
		TOTAL FUND #306	$ 360,000			
		TOTAL FUND #309	$ 900,000			
		TOTAL FUND #311	$ 450,000			
341	4100	**Sanibel Estates Canal Trimming Special Assmt Project**	$ 10,000	The purpose of this project is to maintain the Sanibel Estates canals such that they remain navigable and able to receive roadway drainage flow. Annual trimming of these canals assists the residents living along the canals and the roadway users.	Homeowner special assessment of 2/3 of the cost; City pays 1/3	None
		TOTAL PUBLIC WORKS	$ 4,054,740			

Appendix

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Tax rate, revenue, expenditure and sewer graphs

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General Budget Policy

A. The City of Sanibel, as a local government within the state of Florida, adopts its budget pursuant to Chapter 200, Florida Statutes, which mandates adoption of a balanced budget; that is sources of funds must equal uses of funds

B. The finance director, on behalf of the city manager, is responsible for the preparation of the City's budget. Each spring, department directors submit their proposed budgets for the coming fiscal year to the finance director. Proposed budgets identify increases and decreases in spending from the current year, along with the reason for the change. They also include a list of initiatives that are not included in the department's budget but are requested by individual departments. A proposed budget is ready for City Council to consider, for the first time, in July.

C. The annual budget is adopted by City Council after an extensive review and evaluation of budget proposals from the various City departments to determine the funding level necessary to provide municipal services. After adoption, the budget is posted on the City's website.

D. The operating budget is adopted annually at the fund level by the City Council. In accordance with state law, a proposed millage rate, which may be reduced but may not be increased, is set in July, followed by two public hearings in September. The budget and final millage rate are approved by separate resolutions at the second public hearing.

E. The budget is adopted on a modified accrual basis for all fund types, governmental and enterprise. Under the modified accrual basis of accounting, revenues and other financial resources are recognized when they become both measurable and available to finance expenditures of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred with certain exceptions. The modified accrual basis is the same basis of accounting used for the City's audited financial statements of its governmental funds. Enterprise funds are accounted for and reported on the audited financial statements using the accrual basis. Under the accrual basis of accounting, most transactions are recorded when they occur, regardless of when cash is received or disbursed. Generally Accepted Accounting Principles (GAAP) require the use of accrual basis accounting for enterprise funds for audit purposes.

F. By resolution, a reserve equal to 17% of projected expenditures is included in the budget, in order to ensure sufficient cash is available for operations until tax receipts are forwarded to the City by the Lee County Tax Collector.

G. Budgetary control throughout the fiscal year is maintained through monitoring encumbrances of estimated purchase amounts. Encumbrances for goods or services not received by year-end lapse and must be re-budgeted in the following year.

H. Any increase, decrease or transfer between funds within the annual budget must be approved by a budget amendment approved by resolution of the City Council.

I. The City Manager may approve intradepartmental transfers as is deemed necessary.

J. The finance department prepares a quarterly budget variance report for the City Council, noting any deviations of 5% or greater against the budget and explains the reason for the variance.

K. The Capital Improvement Budget (CIP) estimates costs for all capital projects $25,000 or greater, for a five year period.

L. The City has an indirect cost allocation plan prepared annually. The plan conforms to federal guidelines for grant reimbursement of administrative costs and is used to bill and collect indirect charges from funds.

Fund Balance Policy

A. 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.

CITY OF SANIBEL
REVISED PROPOSED BUDGET CALENDAR
FISCAL YEAR 2008

Week of: April 16th - 21st	Training on HTE Budget Module
Month of: April 22nd-May 18th	Departments prepare Expenditure Requests using HTE budget module
Friday May 18th	Departments return FY 2008 HTE Budget Reports reflecting Department Expenditure Requests to Finance Director
Fri - Fri June 1 - 8th	Individual department meetings with City Manager and Finance Director to discuss proposed budget requests
Month of: May 28th - June 29th	Finance matches Departmental expenditure requests, after any City Manager changes, with projected revenue
Mon-Wed July 1st - 3rd (*)	Property Appraiser certifies Tax Roll and Finance calculates Proposed Millage Rate based on actual taxable valuation.
Friday July 13th	Finance Department provides Proposed FY 2008 Budget Document to City Clerk for distribution Council for July 17th meeting
Tuesday July 17th	**REGULAR COUNCIL MEETING** - Staff presents Proposed FY 2008 Budget and Introduction of the Resolution to set the Proposed tax (calendar) year 2007 millage rate and date of 1st public hearing.
Tuesday July 31st	**SPECIAL COUNCIL MEETING** - To adopt the Resolution setting the Proposed Tax (calendar) year 2007 millage rate and the date, time and place of the first Public Hearing.
By Friday August 3rd (*)	Finance advises Property Appraiser of Proposed Millage Rate; Rolled-back Rate and date, time and place of first Public Hearing.
Thursday August 23rd (*)	Property Appraiser mails Notices of Proposed Property Taxes and advertises the date, time and place of the first Public Hearing for all taxing authorities.
Saturday September 15th (*)	**9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING** - Discussion and adoption of tentative millage rate and tentative FY 2008 Budget
Saturday September 22nd (*)	City advertises second and final Publlic Hearing in News Press
Tuesday September 25th (*)	**5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING** - Discussion and adoption of Final millage rate and Fiscal Year 2008 budget

(*) Dates mandated by State Truth In Millage (T.R.I.M.) Legislation

Glossary

Ad valorem taxes – A tax levied on the assessed value of real estate or personal property. This tax is also called property tax. Ad valorem taxes are the major source of revenue for state and municipal governments.

Appropriation - A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose for a limited period of time.

Assessed value – The dollar value assigned to real or personal property for purposes of assessing taxes. Sanibel's assessed values are determined by the Lee County Property Appraiser.

Beginning Fund Balance – The Ending Fund Balance of the previous period. (See Ending Fund Balance.)

Budget - An itemized summary of estimated revenues and projected expenses for a given time period. The City of Sanibel adopts a budget each year for the twelve months between October 1 and September 30. Florida Statutes require the City Council to approve its budget at the second of two public hearings.

Capital Expenditures – Expenditures used to purchase fixed assets such as furniture and equipment with a life expectancy of more than one year and a unit cost of $1,000 or more.

Capital Improvement Program (CIP) - A CIP is a systematic plan for providing infrastructure improvements within a prioritized framework over a fixed period of time. Sanibel's CIP is based on a five year period of time.

Debt Service – The amount of interest and principal that the City must pay each year on long-term and short-term debt.

Department – A major administrative unit of the City with overall management responsibility for a service or an operation or for a group of related operations.

Encumbrance – The commitment of budgeted funds for the purchase of an item or service. All encumbrances lapse at fiscal year-end.

Ending Fund Balance – Funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues and other sources of funds received during the year, less expenses and other uses of funds equals ending fund balance. These funds may be designated for a particular purpose.

Enterprise Fund – A fund in which the services provided are financed and operated like those of a private business. These funds pay for all or most of their cost of operation from user fees.

Fiscal Year - A time period designated for recording financial transactions. The City of Sanibel's fiscal year runs from October 1 through September 30.

Full-Time Equivalent (FTE) – One position funded for a full year. A full-time employee working 40 hours per week equals one FTE; a part-time employee working 20 hours a week equals .5 FTE.

Functions – Expenditure classifications according to the principal purposes for which expenditures are made. Sanibel's functional expense categories are mandated by state law.

Fund - A fund is a grouping of related accounts that is used to maintain financial control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Generally Accepted Accounting Principles (GAAP) – Generally Accepted Accounting Principles (GAPP) consist of the rules, procedures, and conventions that define accepted practices at a given time and which organizations use to compile their financial statements. They include broad guidelines as well as detailed procedures. Much of GAAP is issued in codified form by the Government Accounting Standards Board (GASB).

General Fund – The principal fund of the City used to account for resources traditionally associated with government, which are not legally or by sound financial management to be accounted for in another fund. General Fund activities are funded principally by property taxes, intergovernmental revenue, licenses and permits, charges for services and miscellaneous revenues. Operating services for this fund include police protection, general government administration, public works and recreation.

General Obligation Bonds – Voter approved bonds used to finance a project through a millage increase in ad valorem taxes for a specified period of time

Grants and Aids – An agreement made by a government or private organizations to provide financial contributions for specified purposes.

Impact Fees – Charges imposed by governments against new development as a total or partial reimbursement for the cost of supporting specific new demands on a given service

Infrastructure – A permanent installation such as a building, road or sewer system that provides public services.

Intergovernmental revenue – Funds received from federal, state and local governments in the form of grants, shared revenues and payments in lieu of taxes.

Mill – A tax rate of one dollar ($1) per one thousand dollars ($1,000) of taxable property value.

Millage Rate – The millage rate is the number of mills of tax assessed against assessed property value. Example: For 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 Assessment – A fee levied on certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit those properties. It is sometimes called a special assessment.

Objective – A specific, measurable action that will be taken to achieve a goal.

Operating Budget – A balanced financial plan for providing governmental programs and services for a one-year period.

Personal Services – All costs related to compensating employees including salaries and benefits.

Proprietary Fund – A fund in which the services provided are financed and operated similar to those of a private business. Funds pay for operating costs primarily through user fees, receiving little or no tax support. (See Enterprise Funds).

Reserve – An amount set aside for a specific purpose or for emergencies or unforeseen expenditures not otherwise budgeted. Authorization to expend reserves is made by the City Council.

Revenues –Funds that the government receives as income.

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

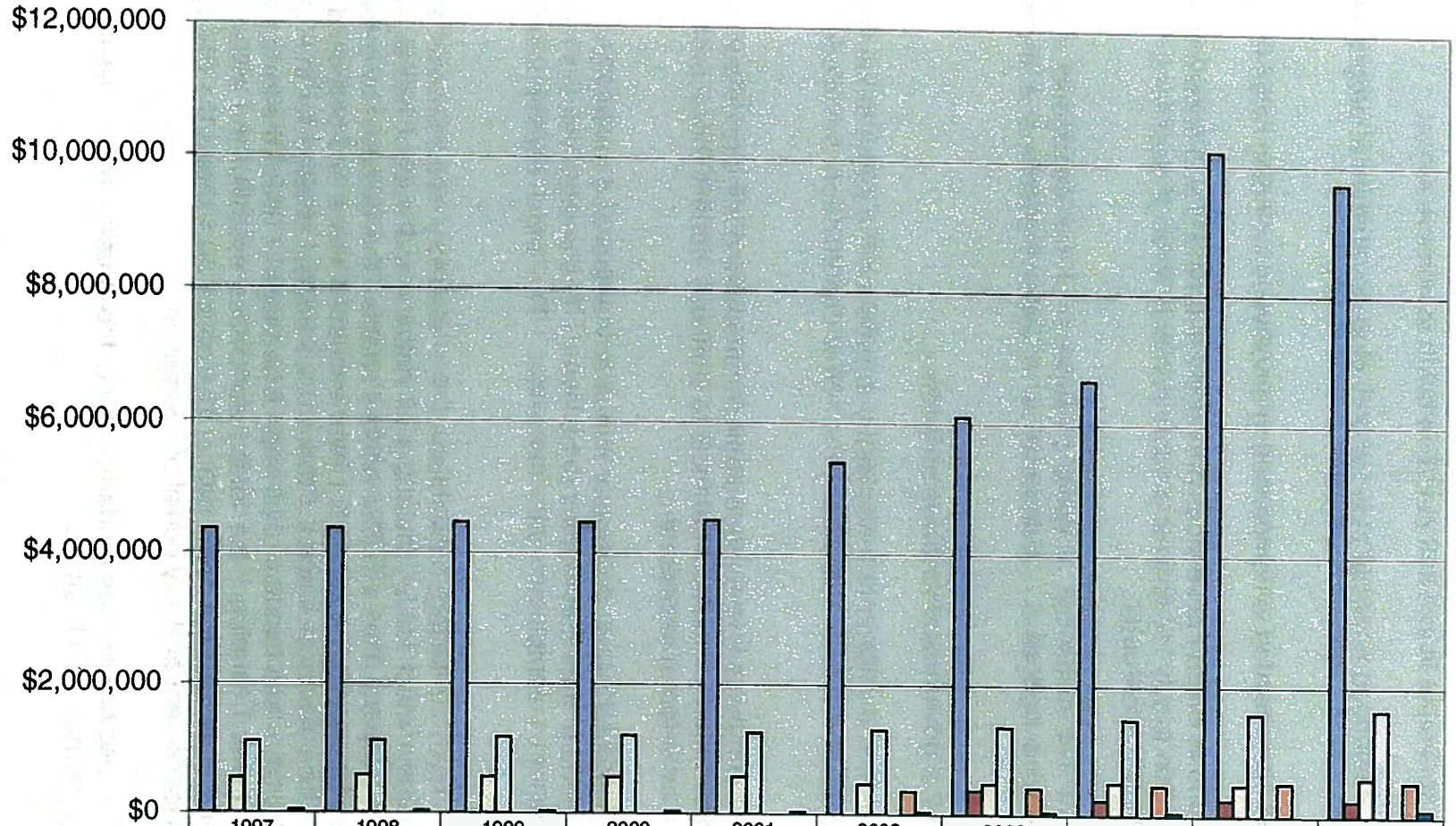
Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. This is another name for a non ad valorem assessment.

Taxable Value – The assessed value of property minus any authorized exemptions. This value is used to determine the amount of ad valorem tax to be levied. The taxable value is calculated by the County Property Appraiser in compliance with state law. The most common exemption is the homestead exemption.

TRIM Notice - TRIM (Truth in Millage) establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements. The Notice of Proposed Property Taxes (TRIM notice) enables the taxpayer to compare the prior year assessed value and taxes with the present year assessed value and proposed taxes. It also lets taxpayers compare 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.

User Fees – Charges for specific services rendered only to those using such services, e.g. sewer service charge, building permits, dog licenses.

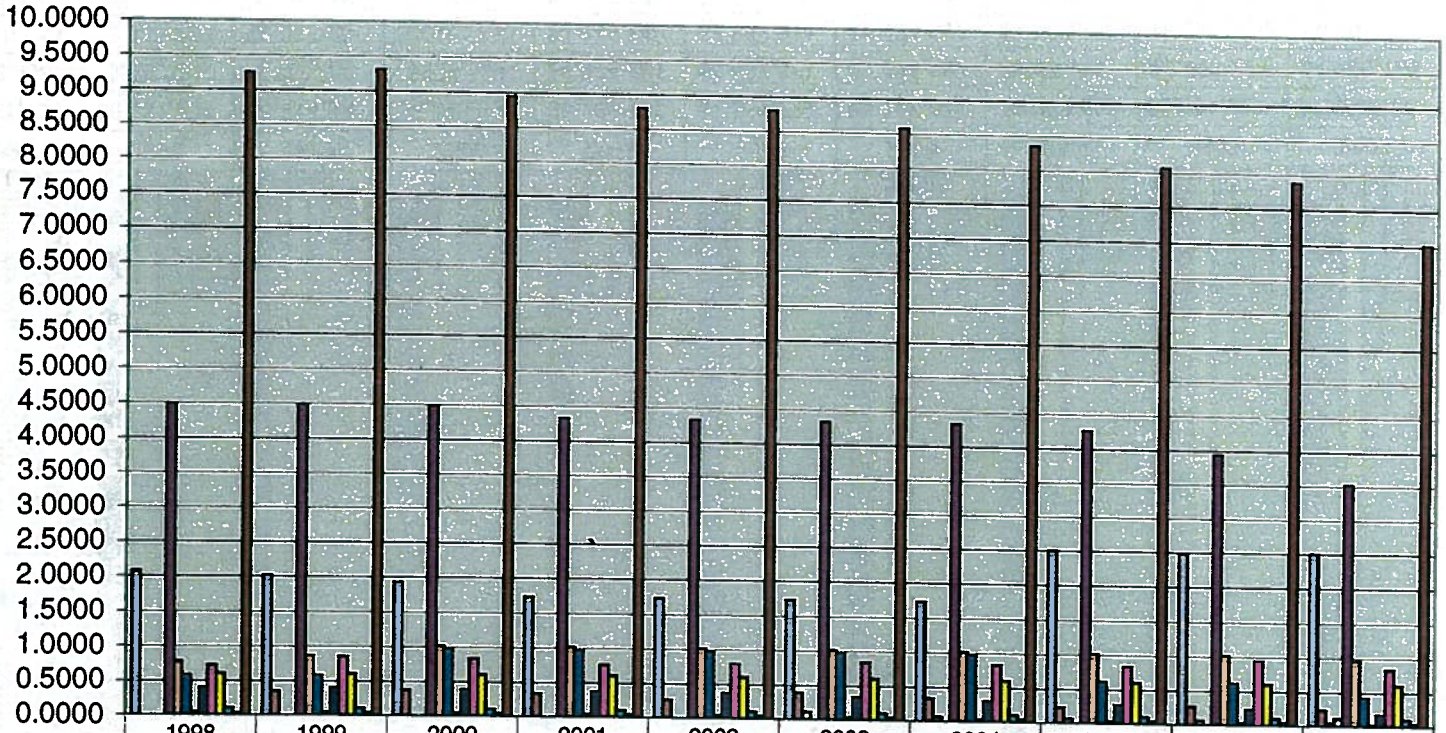
Tax Revenue of Governmental Funds by Source*



	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Ad Valorem - Operating	$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	$9,716,569
Ad Valorem - Voted Debt	$0	$0	$0	$0	$0	$0	$367,188	$229,587	$248,668	$239,383
Franchise	$536,759	$575,318	$553,104	$553,872	$572,146	$466,812	$478,854	$500,304	$478,475	$583,452
Local Option Gas Tax	$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	$1,639,149
Local Alt.Fuel Tax	$2,102	$0	$0	$0	$0	$0	$0	$0	$0	$0
Communications Services Tax	$0	$0	$0	$0	$0	$354,039	$412,137	$461,392	$511,747	$523,691
Casualty Insurance Premium Tax	$33,568	$30,274	$31,593	$36,011	$35,448	$38,571	$43,516	$46,642	$0	$98,026

Includes General, Special Revenue, Debt Service and Capital Projects Funds

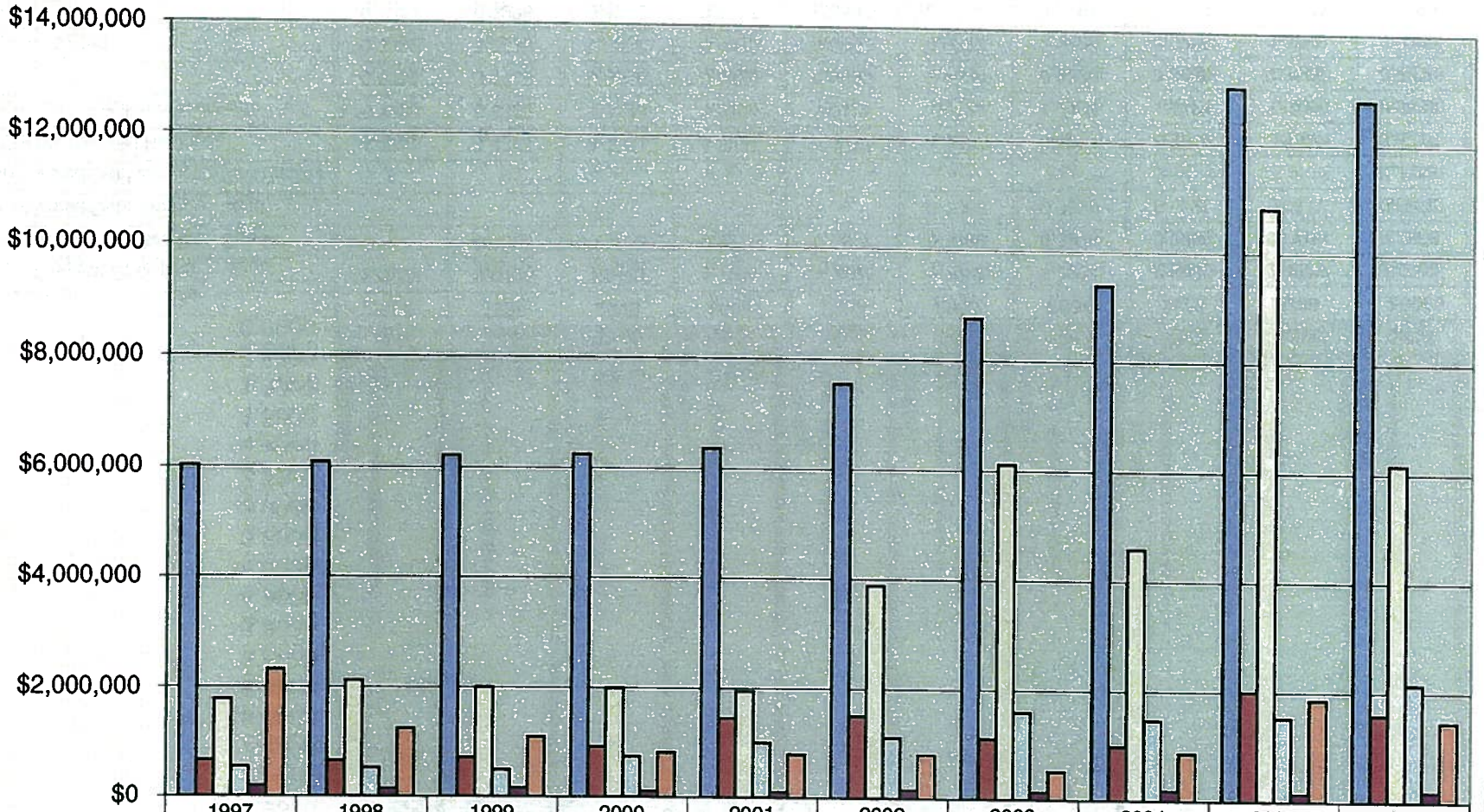
Property Tax Rates - Direct and Overlapping Governments
Fiscal Year Taxes Are Payable*



	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Sanibel General Operating	2.0693	2.0126	1.9181	1.7291	1.7291	1.7291	1.7291	2.5000	2.4801	2.5000
Sanibel Voted Debt Service - Sewer	-	0.3386	0.3638	0.3279	0.2607	0.3838	0.3275	0.2268	0.2607	0.2363
Sanibel Voted Debt Service - Land	-	-	-	-	-	0.1063	0.0595	0.0625	0.0611	0.0475
Sanibel Voted Debt Service - Rec Facility	-	-	-	-	-	-	-	-	-	0.1145
Lee County General Revenue	4.4751	4.4751	4.4751	4.3277	4.3277	4.3277	4.3277	4.2612	3.9332	3.5216
Lee County Capital Improvements	0.7720	0.8532	1.0124	1.0124	1.0124	1.0124	1.0124	1.0124	1.0124	0.9536
Library	0.5755	0.5755	0.9630	0.9630	0.9630	0.9630	0.9630	0.6055	0.6055	0.4200
Hyacinth Control	0.0392	0.0392	0.0378	0.0358	0.0358	0.0327	0.0295	0.0295	0.0295	0.0223
Mosquito Control	0.3928	0.3928	0.3792	0.3595	0.3595	0.3294	0.2984	0.2718	0.2247	0.1695
Fire Control	0.7170	0.8474	0.8326	0.7518	0.7841	0.8381	0.8258	0.8300	0.9370	0.8258
S. FL Water Management	0.5970	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	0.0300	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400

* Source; Lee County Tax Collector

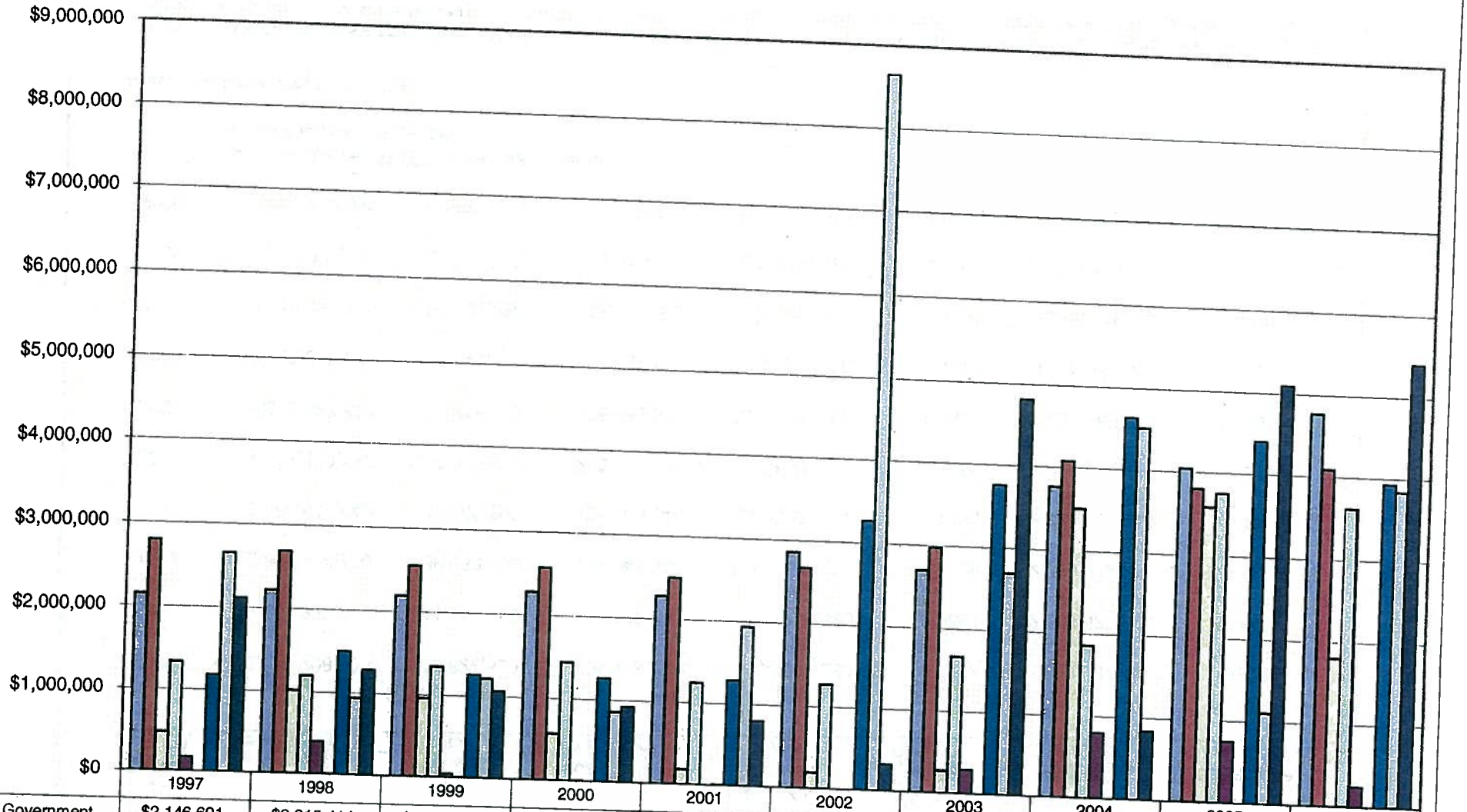
Revenues of Governmental Fund Types by Category*



	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Taxes	$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	$12,800,270
Licenses & Permits	$658,490	$656,131	$712,262	$927,534	$1,444,481	$1,497,361	$1,111,087	$984,398	$2,001,221	$1,586,168
Intergovernmental	$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	$6,165,314
Charges for Services	$540,318	$526,665	$491,108	$742,536	$1,007,986	$1,116,725	$1,595,561	$1,465,388	$1,523,794	$2,148,659
Fines & Forfeitures	$191,649	$136,352	$156,974	$107,129	$98,395	$153,923	$132,084	$181,987	$149,853	$176,406
Miscellaneous	$2,315,712	$1,245,836	$1,100,337	$818,188	$791,551	$791,404	$522,803	$869,470	$1,861,138	$1,456,089

*Includes General, Special Revenue, Debt Service and Capital Project Funds

Expenditures of Governmental Fund Types by Function



	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
General Government	$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	$4,769,110
Public Safety	$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	$4,084,478
Physical Environment	$470,529	$1,014,747	$960,398	$565,308	$179,991	$191,800	$271,995	$3,507,094	$3,581,602	$1,806,296
Transportation	$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	$3,616,655
Economic Environment	$166,575	$391,710	$37,750	$4,500	-	-	$285,701	$794,495	$739,460	$241,477
Human Services	$1,269	$3,692	$1,954	$1,393	$2,658	$229	$1,083	-	580	976
Culture/Recreation	$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	$3,927,874
Capital Outlay	$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	$3,833,700
Debt Service	$2,110,352	$1,281,969	$1,063,311	$918,800	$792,359	$319,562	$4,806,011	$832,958	$5,092,417	$5,403,425

CITY OF SANIBEL, FLORIDA
ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS

Fiscal Year Ended Sept. 30,	Real Property	Personal Property	Less: Tax Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate (1)	Estimated Actual Market Value (2)	Assessed Value as a Percentage of Actual Value
1997	$ 2,180,208,000	$ 40,827,520	$ 116,943,290	$ 2,104,092,230	$ 2.1182	$ 2,639,182,443	79.73%
1998	2,261,359,850	41,858,230	122,467,200	2,180,750,880	2.0693	2,736,529,226	79.69%
1999	2,361,954,170	39,689,730	134,947,630	2,266,696,270	2.0126	2,850,932,757	79.51%
2000	2,508,517,040	40,608,500	155,466,340	2,393,659,200	1.9181	3,025,030,154	79.13%
2001	2,841,149,130	46,926,000	205,177,360	2,682,897,770	1.7291	3,427,848,388	78.27%
2002	3,512,327,870	50,718,730	336,650,590	3,226,396,010	1.7291	4,224,366,308	76.38%
2003	4,038,369,770	59,040,410	441,644,840	3,655,765,340	1.7291	4,858,369,459	75.25%
2004	4,448,531,430	60,153,060	509,050,680	3,999,633,810	1.7291	5,342,935,588	74.86%
2005	4,714,001,920	57,094,640	547,114,100	4,223,982,460	2.5000	5,649,693,048	74.76%
2006	4,586,849,680	59,633,370	553,577,510	4,092,905,540	2.4801	5,504,718,050	74.35%

(1) Tax rates are per $1,000 of Assessed Value.
Includes tax exempt property

Source: Lee County Property Appraiser

Note: Property values are assessed on January 1st for the ad valorem tax levy which generates the property tax revenue for the subsequent fiscal year Real property is assessed at approximately 85% of estimated market value and Personal Property at 55%. The estimated actual market value is calculated by dividing assessed values by those percentages

CITY OF SANIBEL, FLORIDA
PRINCIPAL PROPERTY TAXPAYERS
CURRENT YEAR AND NINE YEARS AGO

Taxpayer	Fiscal Year 2005-06 Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Fiscal Year 1996-97 Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Casa Ybel Beach Resort	$ 38,231,220	1	0.93%	$ -	n/a	
Sanibel Cottages	19,497,770	2	0.48%	14,023,300	5	0.67%
Tortuga Beach Club	19,278,480	3	0.47%	16,844,110	4	0.80%
West Wind Association of Sanibel	19,228,980	4	0.47%	10,059,000	6	0.48%
Carroll, James P. & Patricia	15,402,540	5	0.38%	8,802,580	8	0.42%
Shell Island Beach Club	15,104,290	6	0.37%	9,527,630	7	0.45%
Miller, Tanya B.	14,957,500	7	0.37%	8,181,000	9	0.39%
Periwinkle Place Partners	12,567,280	8	0.31%	7,261,420	10	0.35%
Sanctuary Golf Club, Inc.	10,541,790	9	0.26%	-	n/a	
Sanibel Beach Club Association	10,247,070	10	0.25%	-	n/a	
Mariner Services Corporation	-	n/a		25,858,600	1	1.23%
South Seas Properties Company	-	n/a		24,343,530	2	1.16%
Michigan Homes, Inc.	-	n/a		17,131,320	3	0.81%
	$ 175,056,920		4.28%	$ 142,032,490		6.75%

CITY OF SANIBEL, FLORIDA
PROPERTY TAX LEVIES AND COLLECTIONS
OPERATING LEVY
LAST TEN FISCAL YEARS

Fiscal year Ended Sept. 30	Taxes Levied for the Fiscal Year	Collections within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
1997	4,456,888	$ 4,337,593	97.32%	$ 16,244	$ 4,353,837	97.69%
1998	4,512,628	4,350,221	96.40%	11,630	4,361,851	96.66%
1999	4,561,953	4,421,005	96.91%	37,391	4,458,396	97.73%
2000	4,591,278	4,441,813	96.74%	13,407	4,455,220	97.04%
2001	4,638,999	4,485,642	96.69%	19,607	4,505,249	97.12%
2002	5,578,761	5,382,319	96.48%	11,115	5,393,434	96.68%
2003	6,321,184	6,094,384	96.41%	6,895	6,101,279	96.52%
2004	6,915,767	6,670,628	96.46%	1,035	6,671,663	96.47%
2005	10,559,956	10,181,864	96.42%	16,597	10,198,461	96.58%
2006	10,150,815	9,716,287	95.72%	281	9,716,569	95.72%

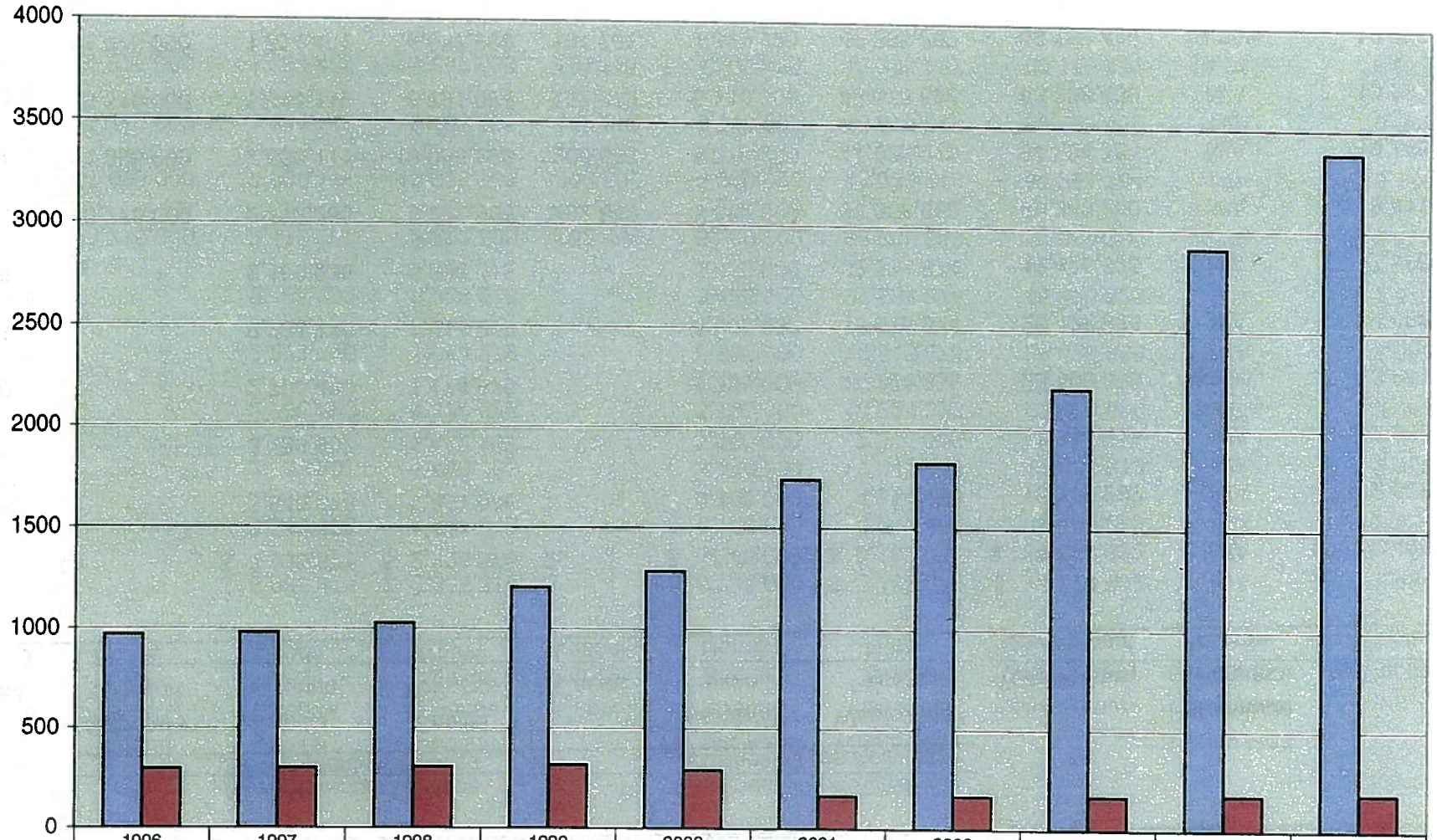
(*) Includes discount taken for early payment.

CITY OF SANIBEL, FLORIDA
RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS

Fiscal year Ended Sept. 30	Governmental Activities				Business-Type Activities		Total Primary Government	Percentage of Personal Income	Per Capita
	General Obligation Bonds	Capital Revenue Bonds	Capital Revenue Notes	Capital Leases	Wastewater Revenue Bonds	Wastewater Revenue Notes			
1997	$ -	$ 3,935,871	$ 2,336,379	$ -	$ 6,240,000	$ 2,162,082	$ 14,674,332	N/A	$ 2,494
1998	-	3,542,878	1,851,946	-	6,100,000	4,214,468	15,709,292	N/A	2,629
1999	-	3,133,307	1,449,163	-	5,950,000	7,312,046	17,844,516	N/A	2,968
2000	-	2,706,480	1,174,875	-	5,795,000	14,224,335	23,900,690	5.89%	3,941
2001	-	2,261,715	1,014,279	-	5,635,000	19,515,874	28,426,868	N/A	4,682
2002	-	2,188,236	6,288,515	-	5,465,000	32,534,874	46,476,625	N/A	7,576
2003	3,775,000	2,112,265	2,222,505	252,842	5,620,000	38,366,668	52,349,280	N/A	8,411
2004	1,695,000	2,030,111	13,055,893	200,565	5,370,000	41,933,215	64,284,784	N/A	10,148
2005	3,610,000	1,944,149	8,791,081	152,672	5,110,000	43,675,528	63,283,430	N/A	10,090
2006	11,875,000	1,854,401	4,087,980	101,781	4,845,000	46,395,287	69,159,449	14.26%	10,978

Notes: N/A means that statistical information is not available

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

CITY OF SANIBEL, FLORIDA
SANIBEL SEWER SYSTEM
SEWER RATES
LAST TEN FISCAL YEARS

Fiscal Year		Residential	Monthly Rates Commercial						
			Meter Size						Consumption Per 1,000 gallons
		Flat Fee	5/8"	1"	1-1/2"	2"	3"	4"	
1997		$ 33.04	$ 16.09	$ 40.19	$ 80.37	$ 115.20	$ 257.11	$ 403.13	$ 3.53
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

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

CITY OF SANIBEL, FLORIDA
WASTEWATER REVENUE BOND COVERAGE
SANIBEL SEWER SYSTEM
LAST FOUR FISCAL YEARS

	2003 Sewer Refunding Bonds										
						Debt Service Requirements			Coverage Calculation [3]	
Fiscal Year	Gross Revenue [1]	Operating Expenses [2]	Net Revenue Available for Debt Service Excluding Connection Fees	Connection Fees	Net Revenue Available for Debt Service Including Connection Fees	Principal	Interest	Total	Excluding Connection Fees	Including Connection Fees
2003	$ 2,716,205	$ 2,013,369	$ 702,836	$ 47,529	$ 750,365	$ -	$ 257,469	$ 257,469	2.73	2.91
2004	2,698,613	2,281,204	417,409	200,578	617,987	250,000	152,625	402,625	1.04	1.53
2005	2,761,877	2,297,228	464,649	78,014	542,663	260,000	162,408	422,408	1.10	1.28
2006	3,126,129	2,563,785	562,344	65,437	627,781	260,000	162,409	422,409	1.33	1.49

[1] Total revenues (including interest) exclusive of connection fees and User Fees pledged and used for repayment of subordinated State Revolving Loan Debt.

[2] Total operating expenses of the Donax and Wulfert plants exclusive of depreciation and indirect costs.

[3] The coverage requirement is (A) Net Revenues adequate at all times to pay in each Fiscal Year at least one hundred ten percent (110%) of the current annual Debt Service Requirement becoming due in such Fiscal Year on each Series of Outstanding Bonds or (B) Net Revenues, together with Connection Fees in the Current Account in the Connection Fees Fund, adequate at all times to pay in each Fiscal Year at least one hundred twenty-five percent (125%) of the current annual Debt Service Requirement becoming due in such Fiscal Year on each Series of the Outstanding Bonds; provided, however, that with respect to (B), Net Revenues, excluding Connection Fees in the Current Account must be adequate at all times to pay in each Fiscal Year at least one hundred percent (100%) of the current annual debt service requirement becoming due in such Fiscal Year on the Outstanding Bonds.

CITY OF SANIBEL, FLORIDA
WASTEWATER REVENUE NOTE COVERAGE
SANIBEL SEWER SYSTEM
LAST FOUR FISCAL YEARS

Fiscal Year	State Revolving Loan Notes						
	Net Revenue [1]	Special Assessments, Transmission Main and Connection Fees [2]	Net Revenue Available for Debt Service Including Assessments and Fees	Debt Service Requirements			Coverage Calculation
				Principal	Interest	Total	
2003	$ 1,633,631	$ 4,195,441	$ 5,829,072	$ 1,794,084	$ 407,579	$ 2,201,663	2.65
2004	2,023,019	-	2,023,019	1,741,564	1,325,531	3,067,095	0.66
2005	2,341,656	1,365,838	3,707,494	2,081,276	1,359,777	3,441,053	1.08
2006	3,194,855	1,251,893	4,446,748	2,053,489	1,384,175	3,437,664	1.29

[1] Includes ad valorem tax revenue from Voted Debt Service property tax levy pledged specifically to the repayment of the Wastewater Expansion State Revolving Loan Notes

[2] Special Assessments, Transmission Main and Connection Fees are recognized in the year in which the levy is adopted and the lien placed upon the benefitting properties. The levy can be paid in full or financed over 20 years a 3.5% interest, collected utilizing the Uniform Method of Collection pursuant to Chapter 197, Florida Statues

CITY OF SANIBEL, FLORIDA
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS

Function/Program	Full-time Equivalent Employees as of September 30, 2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
General Government										
Legislative	2.00	2.00	2.00	2.00	2.00	1.00	1.00	2.00	2.00	2.00
Administrative	5.00	5.00	4.00	4.00	4.00	4.00	3.00	3.00	4.00	4.00
MIS	3.00	3.00	2.00	2.00	2.00	1.50	1.50	1.50	1.00	1.00
Finance	7.50	7.50	6.50	5.50	5.50	5.50	5.50	5.60	5.60	5.60
Legal	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.32	2.32	2.32
Planning	10.80	10.80	9.00	9.00	9.00	9.00	8.00	7.50	9.00	9.20
Public Safety										
Police	40.25	38.25	38.25	39.83	38.83	37.83	37.70	34.95	35.88	38.38
Emergency Management	-	-	-	-	-	-	-	1.00	1.00	1.00
Building	7.50	8.00	7.00	6.00	6.00	5.00	4.00	4.00	4.00	5.00
Vehicle Weight Permits	1.00	1.58	1.58	-	-	-	-	-	-	1.70
Physical Environment	3.00	3.00	2.00	2.00	2.00	2.00	2.00	1.50	1.50	1.50
Transportation	19.00	19.00	18.00	18.00	18.00	18.00	18.00	19.00	19.00	19.00
Culture/Recreation										
Recreation Facility	14.42	14.42	14.42	14.42	12.82	12.82	12.56	11.89	11.97	10.38
Public Facilities	3.00	3.00	2.00	4.00	4.00	4.00	4.00	2.30	2.90	2.90
Senior Programs	1.62	1.62	1.62	1.62	1.62	1.62	1.00	1.12	1.12	1.12
Museum/Historical Village	1.00	0.20	0.20	0.20	0.20	-	-	-	-	-
Ball Park Maintenance	2.00	2.00	2.00	2.00	2.00	2.00	2.05	2.55	2.35	2.35
Wastewater	17.25	18.00	20.00	21.00	19.00	18.00	17.00	11.90	12.80	11.00
Beach Parking	14.50	14.50	13.50	11.01	10.23	6.73	6.73	9.80	9.68	9.75
TOTAL	154.84	153.87	146.07	144.58	139.20	131.00	126.04	121.93	126.12	128.20

Source: Annual Budget

CITY OF SANIBEL, FLORIDA
OPERATING INDICATORS BY FUNCTION/PROGRAM
LAST FOUR FISCAL YEARS

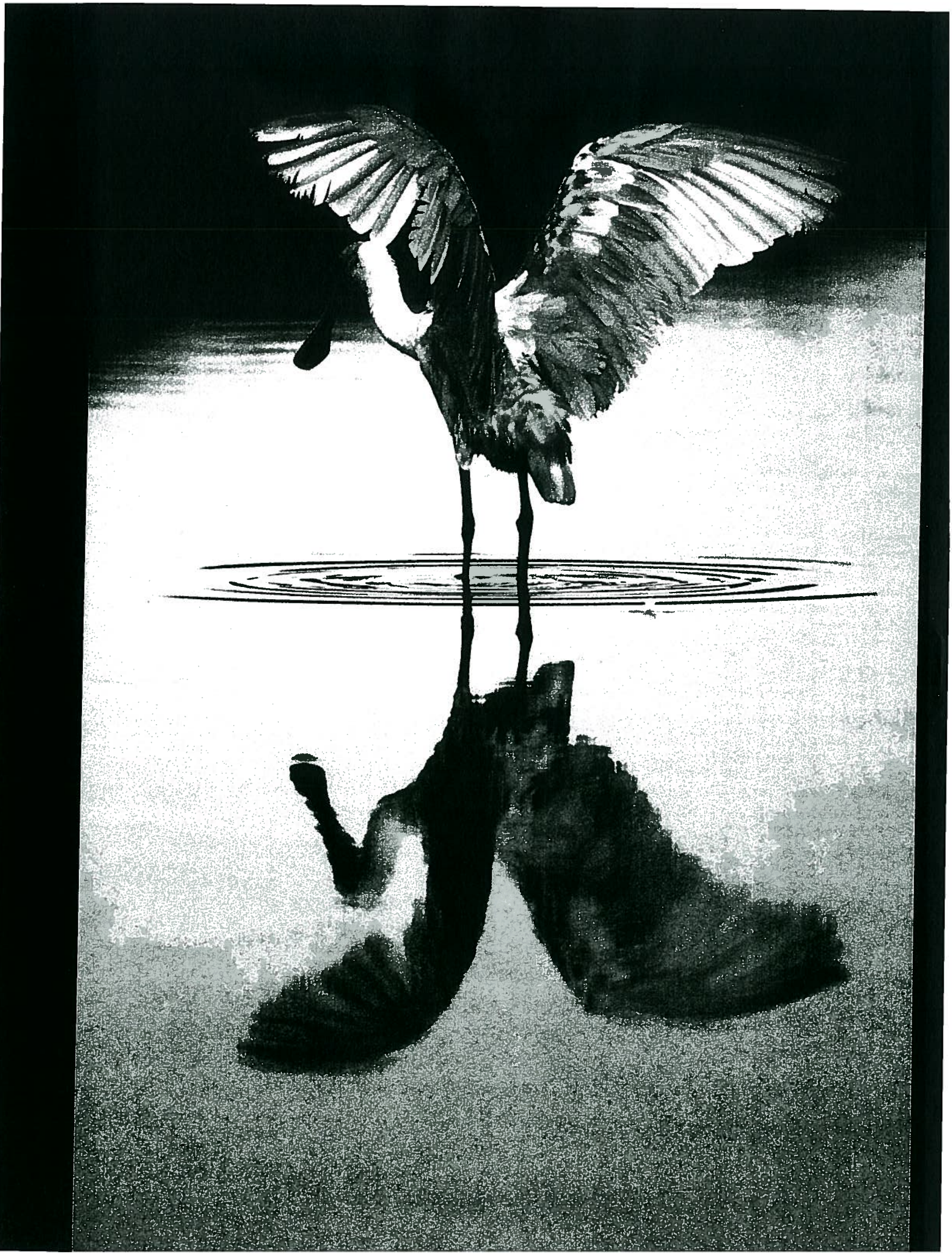
Function/Program	FISCAL YEAR 2006	2005	2004	2003
Police				
Calls for Service	24,975	22,323	23,510	22,494
Parking Citations	2,716	2,341	2,807	1,252
Traffic Citations	1,066	1,447	1,334	1,944
Total Arrests	157	174	130	107
General Government				
Building permits issued	2,870	4,888	3,310	2,469
Building inspections conducted	9,498	13,514	7,249	7,538
Dwelling units permitted	17	27	37	41
Public Works				
Streets resurfaced/reconstructed (miles)	1.92	1.38	-	0.44
Shared-use Paths Constructed (linear feet)	-	-	-	-
Road Miles Swept	166	170	-	-
Wastewater				
Average daily sewage treatment (thousands of gallons)	1,356	1,478	1,242	1,116
Placement of new collection pipe (linear feet)	43,000	40,570	-	67,000
Sewer equivalent residential units (ERU)	8,466	8,371	7,879	7,106
Recreation				
After-school program participants	130	155	140	140
Senior Program membership	683	563	573	560
Senior Aerobics participants	5,194	4,276	4,562	4,117
Sanibel Harbor Canal Trimming Assessment District				
Mangroves trimmed (linear feet)	10,000	10,000	10,000	-

Source: Various City departments' annual reports

CITY OF SANIBEL, FLORIDA
CAPITAL ASSETS STATISTICS BY FUNCTION/PROGRAM
LAST FOUR FISCAL YEARS

Function/Program	FISCAL YEAR 2006	2005	2004	2003
Police				
Stations	1	1	1	1
Vehicle Patrol Units				
Patrol cars	10	10	10	10
Motorcycles	2	2	2	2
Unmarked vehicles	7	7	7	7
Patrol boats	2	2	2	2
Natural Resources				
Environmentally Sensitive Land (acres)	622	622	642	640
Public Works				
Paved Public Streets (miles)	52.96	52.96	52.75	52.00
Unpaved Public Streets (miles)	8.79	8.79	9.00	9.00
Shared Use Paths (miles)	22.62	22.62	22.62	22.62
Wastewater				
Treatment Capacity (thousands)	2,500	2,500	2,500	2,500
Recreation				
Number of Parks (non-beach facilities)	2	2	2	2
Recreation centers/gymnasiums	1	1	1	1
Senior centers	1	1	1	1
Swimming pools	1	1	1	1
Baseball/softball diamonds	2	2	2	2
Beach Parking				
Number of Beach Parking Faciliites	7	8	8	8
Parking Spaces	586	657	657	657
Restrooms	6	6	6	6
Fishing Piers	1	1	1	1
Boat ramps	1	1	1	1

Source: Various City departments' annual reports



Budget Message

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Budget Summary

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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.

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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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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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Appendix

This section contains the following subsections:

Financial Policies

Budget Calendar

Glossary

Tax rate, revenue, expenditure and sewer graphs

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