

**PORT OF THE ISLANDS**  
Community Improvement District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2017**

Version 2.0 - Approved Tentative Budget:  
(Approved on 5/20/16)

Prepared by:



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**Port of the Islands**  
Community Improvement District

**Operating Budget**  
Fiscal Year 2017

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	BUDGET	THRU	MAY -	PROJECTED	BUDGET
			FY 2016	APR-2016	SEP-2016	FY 2016	FY 2017
<b>REVENUES</b>							
Interest - Investments	\$ 2,262	\$ 1,438	\$ 1,673	\$ 292	\$ 209	\$ 501	\$ 1,617
Net Incr (Decr) In FMV-Invest	(858)	-	-	-	-	-	-
Interest - Tax Collector	-	45	-	35	-	35	-
Special Assmnts- Tax Collector	327,741	324,398	334,109	314,044	9,387	323,431	323,431
Special Assmnts- CDD Collected	-	-	96,490	1,345	105,822	107,167	107,167
Special Assmnts- Delinquent	-	-	-	1,345	-	1,345	-
Special Assmnts- Discounts	(8,739)	(9,558)	(17,224)	(11,216)	-	(11,216)	(17,224)
Other Miscellaneous Revenues	1,162	3,347	-	1,740	-	1,740	-
<b>TOTAL REVENUES</b>	<b>321,568</b>	<b>319,670</b>	<b>415,048</b>	<b>307,585</b>	<b>115,418</b>	<b>423,003</b>	<b>414,992</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	6,500	4,700	7,000	3,900	3,000	6,900	7,000
FICA Taxes	497	360	536	298	230	528	536
ProfServ-Engineering	16,010	8,936	19,000	3,544	7,917	11,461	14,500
ProfServ-Legal Services	19,705	11,393	20,000	4,667	8,333	13,000	15,000
ProfServ-Mgmt Consulting Serv	29,216	30,092	30,995	18,080	12,915	30,995	31,925
ProfServ-Property Appraiser	6,531	6,460	5,012	4,635	-	4,635	4,851
ProfServ-Special Assessment	9,520	9,806	10,100	10,100	-	10,100	10,403
Auditing Services	3,500	3,500	3,500	3,500	-	3,500	3,500
Postage and Freight	724	411	600	189	250	439	450
Rental - Meeting Room	300	275	350	200	150	350	350
Insurance - General Liability	7,989	8,447	9,718	6,021	2,007	8,028	8,831
Printing and Binding	807	487	600	300	250	550	600
Legal Advertising	1,719	2,408	1,000	-	415	415	1,000
Miscellaneous Services	425	492	1,380	301	250	551	700
Misc-Assessmnt Collection Cost	4,016	3,975	6,682	6,057	625	6,682	6,469
Misc-Web Hosting	969	969	1,000	495	415	910	1,000
Office Supplies	132	28	350	58	145	203	200
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>108,735</b>	<b>92,914</b>	<b>117,998</b>	<b>62,520</b>	<b>36,902</b>	<b>99,422</b>	<b>107,489</b>
<i>Field</i>							
Contracts-Mgmt Services	100,000	100,000	100,000	61,964	44,260	106,224	110,556
Contracts-Landscape	82,830	82,830	82,830	48,317	34,512	82,829	82,830
Electricity - Streetlighting	15,176	14,676	18,000	8,631	6,165	14,796	15,200
Utility - Irrigation	15,956	15,621	17,000	9,665	6,904	16,569	18,200
R&M-Renewal and Replacement	33,564	4,574	70,000	576	29,167	29,743	10,000
R&M-Roads & Alleyways	8,295	19,575	8,220	-	8,220	8,220	5,000
R&M-Signage	1,525	6,584	1,000	-	1,000	1,000	1,000
<b>Total Field</b>	<b>257,346</b>	<b>243,860</b>	<b>297,050</b>	<b>129,153</b>	<b>130,228</b>	<b>259,381</b>	<b>242,785</b>
<b>TOTAL EXPENDITURES</b>	<b>366,081</b>	<b>336,774</b>	<b>415,048</b>	<b>191,673</b>	<b>167,129</b>	<b>358,802</b>	<b>350,274</b>
Excess (deficiency) of revenues							
Over (under) expenditures	(44,513)	(17,104)	-	115,912	(51,711)	64,201	64,717

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU APR-2016	MAY - SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	(368,000)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	64,717
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(368,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64,717</b>
Net change in fund balance	(412,513)	(17,104)	-	115,912	(51,711)	64,201	64,717
<b>FUND BALANCE, BEGINNING</b>	1,260,709	848,196	831,092	831,092	-	831,092	895,293
<b>FUND BALANCE, ENDING</b>	<b>\$ 848,196</b>	<b>\$ 831,092</b>	<b>\$ 831,092</b>	<b>\$ 947,004</b>	<b>\$ (51,711)</b>	<b>\$ 895,293</b>	<b>\$ 960,010</b>

**Budget Narrative**  
Fiscal Year 2017

**REVENUES**

**Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-CDD Collected**

The District will invoice and collect Non-Ad Valorem assessments, on certain properties within the District, directly in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES**

**Administrative**

**P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based on 5 Board members paid for attending 14 meetings. The fees will be split evenly with the Water & Sewer Fund.

**FICA Taxes**

Payroll taxes for supervisor salaries are calculated as 7.65% of payroll.

**Professional Services-Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments. The budgeted amount for the fiscal year is based on prior year spending and anticipated costs. The cost will be split evenly with the Water & Sewer Fund.

**Professional Services-Legal Services**

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed by the Board of Supervisors and the District Manager. The fees will be split evenly with the Water & Sewer Fund.

**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc.

**Professional Services-Property Appraiser**

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for collection costs was based on 1.5% of the anticipated assessment collections.

**Budget Narrative**  
Fiscal Year 2017

**EXPENDITURES**

**Administrative** (continued)

**Professional Services-Special Assessment**

The District has contracted with Severn Trent Management Services, Inc. to levy annual assessments, update the District's tax roll, prepare estoppel letters and handle any customer service questions regarding assessments.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. Costs will be split evenly with the Water & Sewer Fund.

**Postage and Freight**

This represents costs associated with actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence. The fees will be split evenly with the Water & Sewer Fund.

**Rentals-Meeting Room**

The District is charged \$50 per occurrence for the use of the meeting room at which the District's meetings are held. The district anticipates holding 14 meetings. This fee will be split evenly with the Water & Sewer Fund.

**Insurance-General Liability**

The District currently has its Insurance Policy with the Florida Municipal Insurance Trust. This includes general liability, storage tank and property insurance. The proposed budget includes an estimated increase of the actual current year premium.

**Printing and Binding**

This represents costs associated with copies used in the preparation of agenda packages, required mailings, and other special projects. The budgeted amount for the fiscal year is based on prior year spending. The fees will be split with the Water & Sewer Fund based on the percent budgeted for each fund.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation. The board will advertise for their meetings annually. The fees will be split with the Water & Sewer Fund based on the percent budgeted for each fund.

**Miscellaneous Services**

This includes monthly bank charges and any other miscellaneous expenses that may be incurred during the year.

**Miscellaneous-Assessment Collection Costs**

The District reimburses the Collier County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The FY 2017 budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Miscellaneous-Web Hosting**

The District expects to incur costs associated with Web Hosting.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Budget Narrative**  
Fiscal Year 2017

**EXPENDITURES**

**Administrative** (continued)

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity Division of Community Development.

**Field**

**Contracts-Management Services**

The District has contracted with Severn Trent Environmental Services to provide operating, maintenance and field management services. This contract includes a predetermined amount of R&M costs. Costs above the specified amount are recorded as 'R&M-Renewal and Replacement'. Any unused R&M costs are returned to the district.

**Contracts-Landscape**

Soto's Lawn currently provides monthly landscape services to the district for a monthly fee of \$6,902 (\$82,830/year).

**Electricity-Streetlighting**

The District currently has 3 electric accounts with Lee County Cooperative for streetlights located on District Roads. Expenses are based on prior year's electric bills. The district receives a reimbursement for a portion of the decorative street lighting from Orchid Cove.

<b><u>Account No.</u></b>	<b><u>Service Address</u></b>
0051120000	0 Eveningstar Cay
4941120000	Newport Drive
5741120000	262 Stella Maris

**Utility-Irrigation**

The District is currently being billed by the Water/Sewer Fund of Port of the Islands CID for irrigation water for the common areas that the District is required to maintain.

**R&M-Renewal and Replacement**

Various costs incurred as needed including but not limited to the entrance, monuments, lighting and lake management.

**R&M-Roads & Alleyways**

Expenses incurred while maintaining District roadways.

**R&M-Signage**

This category includes costs for maintaining or replacing signage throughout the District.



**Exhibit "A"**  
 Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2017	\$ 895,293
Net Change in Fund Balance - Fiscal Year 2017	64,717
Reserves - Fiscal Year 2017 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2017</b>	<b>960,010</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	87,569 <sup>(1)</sup>
Subtotal	<u>87,569</u>
<b>Total Allocation of Available Funds</b>	<b>87,569</b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 872,441</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	BUDGET	THRU	MAY -	PROJECTED	BUDGET
			FY 2016	APR-2016	SEP-2016	FY 2016	FY 2017
<b>OPERATING REVENUES</b>							
Interest - Investments	\$ 337	\$ 124	\$ 287	\$ 60	\$ 43	\$ 103	\$ 123
Water Revenue	45,207	48,436	59,070	35,357	25,255	60,612	60,000
Sewer Revenue	68,913	71,089	89,320	51,907	37,076	88,983	90,000
Irrigation Fees	95,066	109,044	121,990	63,984	45,703	109,687	110,000
Meter Fees	2,500	-	-	-	-	-	-
Net Incr (Decr) In FMV-Invest	(1,598)	-	-	-	-	-	-
Special Assmnts- Tax Collector	854,375	816,384	933,964	880,566	26,322	906,888	1,232,474
Special Assmnts- CDD Collected	-	-	331,761	6,017	352,818	358,835	487,661
Special Assmnts- Delinquent	-	-	-	5,417	-	-	-
Special Assmnts- Discounts	(22,782)	(24,053)	(50,629)	(31,471)	-	(31,471)	(68,805)
Other Miscellaneous Revenues	11,259	8,060	-	9,901	-	9,901	-
<b>TOTAL OPERATING REVENUES</b>	<b>1,053,277</b>	<b>1,029,084</b>	<b>1,485,763</b>	<b>1,021,738</b>	<b>487,217</b>	<b>1,503,538</b>	<b>1,911,453</b>
<b>OPERATING EXPENSES</b>							
<i>Personnel and Administration</i>							
P/R-Board of Supervisors	6,500	4,700	7,000	3,900	3,000	6,900	7,000
FICA Taxes	497	360	536	298	230	528	536
ProfServ-Engineering	16,010	8,936	19,000	3,544	7,917	11,461	14,500
ProfServ-Legal Services	19,704	11,393	20,000	4,667	8,333	13,000	15,000
ProfServ-Mgmt Consulting Serv	29,336	30,216	31,122	18,155	12,967	31,122	32,056
ProfServ-Property Appraiser	17,025	17,096	14,009	12,989	-	12,989	18,487
ProfServ-Special Assessment	8,122	8,366	8,617	8,617	-	8,617	8,876
Auditing Services	3,500	3,500	3,500	3,500	-	3,500	3,500
Postage and Freight	883	1,441	700	271	194	465	700
Rental - Meeting Room	300	275	350	200	150	350	350
Insurance - General Liability	7,989	8,447	9,719	6,021	2,007	8,028	8,831
Printing and Binding	807	487	600	300	250	550	600
Legal Advertising	1,719	2,408	1,000	-	415	415	1,000
Miscellaneous Services	1,463	2,071	2,600	1,113	795	1,908	2,250
Misc-Assessmnt Collection Cost	10,470	9,570	18,679	16,983	1,696	18,679	24,649
Office Supplies	132	28	350	58	145	203	200
Depreciation Expense	494,510	498,096	-	-	-	-	-
<b>Total Personnel and Administration</b>	<b>618,967</b>	<b>607,390</b>	<b>137,782</b>	<b>80,616</b>	<b>38,098</b>	<b>118,714</b>	<b>138,534</b>
<i>Water-Sewer Comb Services</i>							
Contracts-Mgmt Services	309,533	309,533	309,533	191,799	136,999	328,798	331,667
Contracts-Other Services	1,750	-	-	-	-	-	-
Contracts-Generator Maint	-	2,301	1,750	-	1,750	1,750	1,750
Communication - Teleph - Field	4,336	4,165	4,270	2,626	1,460	4,086	4,404
Utility - General	82,514	83,968	86,000	45,709	35,000	80,709	84,000
R&M-Irrigation	33,162	15,809	22,570	2,952	9,404	12,356	17,400
R&M-Lift Station	-	2,148	6,000	18,741	-	18,741	6,000
R&M-Potable Water Lines	-	5,415	6,000	263	2,500	2,763	4,000
R&M-Water Plant	56,446	21,400	10,000	640	4,167	4,807	7,200
R&M-Waste Water Plant	32,050	13,361	16,000	(5,934)	6,667	733	4,300
R&M-Sewer Lines	-	3,600	6,000	806	2,500	3,306	4,100
R&M-Backflow Inspection	-	2,363	4,000	28,295	1,667	29,962	2,700

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2017 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	BUDGET	THRU	MAY -	PROJECTED	BUDGET
			FY 2016	APR-2016	SEP-2016	FY 2016	FY 2017
Misc-Bad Debt	99	-	-	-	-	-	-
Misc-Licenses & Permits	7,375	25	7,375	1,000	6,375	7,375	7,375
Cap Outlay-Waste Water Plant	-	-	60,796	-	-	-	50,000
<b>Total Water-Sewer Comb Services</b>	<b>527,265</b>	<b>464,088</b>	<b>540,294</b>	<b>286,897</b>	<b>208,488</b>	<b>495,385</b>	<b>524,896</b>
<b>Debt Service</b>							
Principal Debt Retirement	-	-	551,529	-	551,529	551,529	570,887
Interest Expense	133,073	114,741	103,831	8,653	95,178	103,831	84,472
<b>Total Debt Service</b>	<b>133,073</b>	<b>114,741</b>	<b>655,360</b>	<b>8,653</b>	<b>646,707</b>	<b>655,360</b>	<b>655,360</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,279,305</b>	<b>1,186,219</b>	<b>1,333,436</b>	<b>376,166</b>	<b>893,293</b>	<b>1,269,459</b>	<b>1,318,790</b>
Operating income (loss)	(226,028)	(157,135)	152,327	645,572	(406,076)	234,079	592,663
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	368,000	-	-	-	-	-	-
Comp/Loss-Gen'l Capt'l Assets	(17,688)	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>350,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in net assets	124,284	(157,135)	152,327	645,572	(406,076)	234,079	592,663
<b>TOTAL NET ASSETS, BEGINNING</b>	<b>7,486,506</b>	<b>7,610,790</b>	<b>7,453,655</b>	<b>7,453,655</b>	<b>-</b>	<b>7,453,655</b>	<b>7,687,734</b>
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$7,610,790</b>	<b>\$7,453,655</b>	<b>\$7,605,982</b>	<b>\$ 8,099,227</b>	<b>\$ (406,076)</b>	<b>\$ 7,687,734</b>	<b>\$ 8,280,397</b>

**Budget Narrative**  
Fiscal Year 2017

**REVENUES**

**Interest-Investments**

The District earns interest income on their operational accounts.

**Water Revenue**

Budget is based on prior year's water consumption and anticipated use.

**Sewer Revenue**

Budget is based on prior year's water consumption and anticipated use.

**Irrigation Fees**

Budget is based on prior year's water consumption and anticipated use.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

**Special Assessments-CDD Collected**

The District will invoice and collect Non-Ad Valorem assessments, on certain properties within the District, directly in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES**

**Administrative**

**P/R Board of Supervisor Salaries**

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for a meeting attendance and to receive \$200 per meeting plus payroll taxes. The amount for the Fiscal Year is based on 5 Board members paid for attending 14 meetings. The fees will be split evenly with the General Fund.

**FICA Taxes**

Payroll taxes for supervisor salaries are calculated as 7.65% of payroll.

**Professional Services-Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments. The fees will be split evenly with the General Fund.

**Professional Services-Legal Services**

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager. The fees will be split evenly with the General Fund.

**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Management Services, Inc.

**Budget Narrative**  
Fiscal Year 2017

**EXPENDITURES**

**Administrative** (continued)

**Professional Services-Property Appraiser**

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The FY2017 budget for collection costs was based on 1.5% of the anticipated assessment collections.

**Professional Services-Special Assessment**

The District has contracted with Severn Trent Management Services, Inc. to levy annual assessments, update the District's tax roll, prepare estoppel letters and handle any customer service questions regarding assessments.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The fees will be split evenly with the General Fund.

**Postage and Freight**

This represents actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence. The fees will be split with the General Fund evenly. Water and sewer billing costs (i.e. international mailing) will be recorded in the water and sewer fund only.

**Rentals-Meeting Room**

The District is charged \$50 per occurrence for the use of the meeting room at which the district's meetings are held. The district anticipates holding 14 meetings during the year. This cost will be shared evenly with the General Fund.

**Insurance-General Liability**

The District currently has its Insurance Policy with the Florida Municipal Insurance Trust. The FY 2017 budget includes an estimated increase of the actual FY 2016 premium.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects. The budgeted amount for the fiscal year is based on prior year spending and anticipated costs. The fees will be split with the General Fund based on the percent budgeted for each fund.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation. The board has chosen to advertise for their meetings annually. The fees will be split with the General Fund based on the percent budgeted for each fund.

**Miscellaneous Services**

This includes bank charges and any miscellaneous expenses that may be incurred during the year.

**Miscellaneous-Assessment Collection Cost**

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The FY2017 budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects. The fees will be split with the General Fund based on the percent budgeted for each fund.

**Budget Narrative**  
Fiscal Year 2017

**EXPENDITURES**

**Water-Sewer Comb Services**

**Contracts-Management Services**

The District has contracted with Severn Trent Environmental Services to provide operating, maintenance and field management services. This contract includes a predetermined amount of R&M costs. Costs above the specified amount are recorded as 'R&M-Renewal and Replacement'. Any unused R&M costs are returned to the district.

**Contracts-Generator Maintenance**

Preventative generator maintenance services will be provided by Superior Power.

**Communication-Telephone-Field**

Century Link and Sprint provide communication services to the District. The following accounts are included in this line item:

<u>Vendor Description</u>	<u>Annual Amount</u>
Century Link Plant Land Line (239-642-9219)	\$2,820
Century Link Plant Fax Line (239-642-9392)	600
Simplex Grinnell Alarm Monitoring	900
Sprint Automated svc to notify Bob of power failures	84
<b>Total</b>	<b>\$4,404</b>

**Utility-General**

The District currently has 10 electric accounts with Lee County Cooperative for irrigation, lift stations, water and waste water plant. The estimated cost is based on prior year's average monthly electric bills and anticipated use.

<u>Account No.</u>	<u>Service Address</u>	<u>Svc. Type</u>
9741120000	25000 E. Tamiami	Irrigation
1941120000	0 Port of the Islands	Irrigation
3841120000	119 Newport Drive	Irrigation
7841120000	Union Road	Irrigation
0941120000	245 Stella Maris Drive	Lift Station
1841120000	0 Newport Drive	Lift Station
7624900000	160 Cays Drive	Lift Station
6941120000	0 Cays Drive	Lift Station
3083520000	0 Newport Drive	Lift Station
3941120000	86112700 P Islands	Waste Water

**R&M-Irrigation**

Repair and maintenance costs associated with the main pumps and other irrigation equipment at the plant.

**R&M-Lift Station**

Repair and maintenance costs associated with the lift stations.

**R&M-Potable Water Lines**

Repair and maintenance costs associated with the water lines throughout the district.

**R&M-Water Plant**

Repair and maintenance costs associated with the water plant.

**R&M-Waste Water Plant**

Repair and maintenance costs associated with the waste water plant.

**Budget Narrative**  
Fiscal Year 2017

**EXPENDITURES**

**Field** (continued)

**R&M-Sewer Lines**

Repair and maintenance costs associated with the sewer lines throughout the district.

**R&M-Backflow Inspection**

Costs for periodic backflow inspections and repairs.

**Miscellaneous-Licenses & Permits**

Costs incurred for various licenses and permits pertaining to the water and waste water plants including an annual drinking water license and waste water regulatory fee.

**Capital Outlay-Waste Water Plant**

Funds spent on capital improvement projects for the waste water plant.

- WW-24 \$50,000 MBR MEMBRANES

**Debt Service**

**Principal Debt Retirement**

Principal payment due on Series 2010 bond.

**Interest Expense**

Interest payment due on Series 2010 bond.

**PORT OF THE ISLANDS**

Community Improvement District

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**Port of the Islands  
Community Improvement District  
Debt Amortization  
Series 2010 Bond**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2016			\$42,236	\$42,236	
5/1/2017	\$570,887	\$0	\$42,236	\$613,124	\$655,360
11/1/2017			\$32,217	\$32,217	
5/1/2018	\$590,926	\$0	\$32,217	\$623,143	\$655,360
11/1/2018			\$21,846	\$21,846	
5/1/2019	\$611,667	\$0	\$21,846	\$633,513	\$655,360
11/1/2019			\$11,112	\$11,112	
5/1/2020	\$633,137	\$0	\$11,112	\$644,248	\$655,360
<b>Total</b>	<b>\$2,406,616</b>		<b>\$214,822</b>	<b>\$2,621,438</b>	<b>\$2,621,438</b>



**Port of the Islands**  
Community Improvement District

**Supporting Budget Schedules**  
Fiscal Year 2017

# PORT OF THE ISLANDS

Community Improvement District

**Port of the Islands Community Improvement District  
Non-Ad Valorem Assessment Roll  
FY 2017-2016**

Product Type	Maint. ERC Allocation	Maint/ERC	W/S ERC Allocation	W/S Standby	W/S Capital	Total per Product
		\$ 395.45		\$1,703	\$892	
Hotel Room	1.00	\$395	0.60	\$535	\$487	\$1,418
Condo Unit	1.00	\$395	0.80	\$714	\$649	\$1,758
Single Family	1.00	\$395	1.00	\$892	\$811	\$2,099

**Comparison FY 2017 to FY 2016**

Product Type	Total FY 2017	Total FY 2016	Increase (Decrease)	% Change
Hotel Room	\$1,418	\$1,148	\$270	24%
Condo Unit	\$1,758	\$1,398	\$360	26%
Single Family	\$2,099	\$1,649	\$450	27%

**Capital Improvement Program - Status Report**  
Updated thru 4/30/16

**ROADS PROGRAM**

Project No.	Project Name or Description	FY 2016 Budget <sup>(1)</sup>	FY 2016 ESTIMATE <sup>(1)</sup>	PAID IN FY 2016	PAID INCEPTION TO DATE <sup>(3)</sup>	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT STATUS
R-3	Road resurfacing - Stella Meris and rest of Cay's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	
R-4	Road resurfacing - Union Road from 41 - Paving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	
	<b>Total Roads Program</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
<b>Total General Fund</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	

**IRRIGATION PROGRAM**

PROJECT NO.	PROJECT NAME OR DESCRIPTION	FY 2016 Budget <sup>(1)</sup>	FY 2016 ESTIMATE <sup>(1)</sup>	PAID IN FY 2016	PAID INCEPTION TO DATE <sup>(3)</sup>	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT STATUS
I-13	Replace well pump/motor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	
I-14	Upgrade irrigation system	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	
	<b>Total Irrigation Program</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	

**WATER PROGRAM**

W-19	Video surveillance and monitoring	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	ST project
W-24	Replace well pump/motor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	
W-25	Replace water plant membrane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	
W-26	Raw water line	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	
W-27	Finished water line	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
	<b>Total Water Program</b>	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 1,000,000	

**WASTEWATER PROGRAM**

WW-23	SCADA and control panel for lift stations	\$ 30,796	\$ -	\$ -	\$ 77,137	\$ -	\$ 30,796	\$ -	\$ -	ST combined w/WW-26
WW-24	MBR Membranes	\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	ST
WW-27	Lift station upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	
WW-28	Lift station pump replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	
WW-29	Replace 1 blower for process control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	
	<b>Total Wastewater Program</b>	\$ 50,796	\$ -	\$ -	\$ 77,137	\$ 50,000	\$ 145,796	\$ 95,000	\$ 95,000	
<b>Total Water/Sewer Fund</b>		\$ 60,796	\$ -	\$ -	\$ 77,137	\$ 50,000	\$ 285,796	\$ 95,000	\$ 1,095,000	

NOTE <sup>(1)</sup>: The amounts shown in the 'FY 2016 ESTIMATE' columns reflect the most recent approximation of what the District expects to spend on each project between October 1, 2015 and September 30, 2016.

NOTE <sup>(2)</sup>: The amounts shown in the 'PAID IN FY 2016' column reflects project expenses incurred between October 1, 2015 and September 30, 2016. The total of these columns will tie to the amounts reported as 'Year to Date Actual - Capital Outlay' in the corresponding monthly financial statements.

NOTE <sup>(3)</sup>: The 'PAID INCEPTION TO DATE' columns reflect any payments made between FY 2006 and present.