

Annual Operating and Debt Service Budget

Fiscal Year 2018

(Adopted 08/18/2017)

Port of the Islands Community Improvement District



Prepared By



PORT OF THE ISLANDS

Community Development District

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PORT OF THE ISLANDS
Community Improvement District

Operating Budget
Fiscal Year 2018

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

			ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	PROPOSED
	ACTUAL	ACTUAL	BUDGET	BUDGET	OCT - JULY	AUG - OCT	PROJECTED	BUDGET
ACCOUNT	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017	FY 2017	FY 2017	FY 2018
REVENUES								
Interest - Investments	1,438	466	1,673	1,617	1,008	1,077	2,085	1,617
Special Assessments- Tax Collector	324,398	321,431	334,109	323,431	398,791	-	398,791	323,431
Interest - Tax Collector	45	54	-	-	41,771	20	41,791	-
Special Assessments- CDD Collected	-	1,345	96,490	107,167	1,345	-	1,345	107,167
Special Assessments- Delinquent	-	1,345	-	-	-	-	-	-
Special Assessments- Discounts	(9,558)	(10,994)	(17,224)	(17,223)	(8,818)	-	(8,818)	(17,223)
Other Miscellaneous Revenues	3,347	1,740	-	-	10,990	-	10,990	500
TOTAL REVENUES	319,670	315,387	415,048	414,992	445,087	1,097	446,184	415,492

EXPENDITURES

Administrative

P/R-Board of Supervisors	4,700	7,800	7,000	7,000	5,100	1,000	6,100	7,000
FICA Taxes	360	597	536	536	390	76	466	536
P/R - Subscription	-	-	-	-	23	5	28	28
Profserv-Engineering	8,936	13,180	19,000	14,500	14,269	2,500	16,769	14,500
Profserv-Legal Services	11,393	11,752	20,000	14,500	13,753	1,500	15,253	14,500
Profserv-Mgmt Consulting Serv	30,092	30,995	30,995	43,328	35,242	7,322	42,564	42,130
Profserv-Property Appraiser	6,460	4,635	5,012	4,851	3,876	975	4,851	4,851

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT	ADOPTED		ADOPTED		ACTUAL	PROJECTED	TOTAL	PROPOSED
	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2016	BUDGET FY 2017	OCT - JULY FY 2017	AUG - OCT FY 2017	PROJECTED FY 2017	BUDGET FY 2018
Profserv-Special Assessment	9,806	10,100	10,100	-	1,324	-	1,324	-
Auditing Services	3,500	3,500	3,500	3,500	3,500	-	3,500	3,500
Postage and Freight	411	930	600	450	13	25	38	350
Rental - Meeting Room	275	300	350	350	175	100	275	350
Insurance - General Liability	8,447	8,361	9,718	8,831	7,810	-	7,810	7,145
Printing and Binding	487	523	600	600	-	50	50	600
Legal Advertising	2,408	1,350	1,000	1,000	-	1,000	1,000	1,000
Miscellaneous Services	492	540	1,380	700	50	100	150	700
Misc-Bank Charge	-	-	-	-	475	-	475	-
Misc-Assessments Collection Cost	3,975	6,209	6,682	6,468	6,289	179	6,468	6,468
Misc-Web Hosting	969	849	1,000	-	180	-	180	-
Office Supplies	28	58	350	200	-	25	25	200
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	92,914	101,854	117,998	106,989	92,644	14,857	107,501	104,033
Field Services								
Contracts-Mgmt Services	100,000	106,224	100,000	38,000	37,839	161	38,000	25,000
Electricity - Streetlighting	14,676	14,654	18,000	15,200	14,338	4,250	18,588	18,000
R&M-Renewal and Replacement	4,574	7,001	70,000	10,000	2,856	5,000	7,856	5,000

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT			ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	PROPOSED
	ACTUAL	ACTUAL	BUDGET	BUDGET	OCT - JULY	AUG - OCT	PROJECTED	BUDGET
	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017	FY 2017	FY 2017	FY 2018
R&M Storm Water Drainage	-	-	-	-	-	-	-	5,000
Total Field Services	119,250	127,879	188,000	63,200	55,033	9,411	64,444	53,000
Landscape/Irrigation								
Contracts-Landscape	82,830	82,830	82,830	82,830	69,025	13,805	82,830	82,830
Utility-Irrigation	15,621	16,275	17,000	18,200	22,479	5,000	27,479	18,200
R&M Irrigation	-							15,000
Total Landscape/Irrigation	98,451	99,105	99,830	101,030	91,504	18,805	110,309	116,030
Roadway Management								
R&M-Signage	6,584	47	1,000	1,000	1,318	1,000	2,318	1,000
R&M-Roads & Alleyways	19,575	-	8,220	5,000	9,500	1,000	10,500	10,000
Total Roadway Management	26,159	47	9,220	6,000	10,818	2,000	12,818	11,000
Mosquito Control								
Contracts-Mosquito spray	-	-	-	-	2,093	-	2,093	26,000
Chemicals-Mosquito spray	-	-	-	-	-	-	-	10,000
R&M - Mosquito Control	-	-	-	-	7,663	1,500	9,163	5,000
Total Mosquito Control	-	-	-	-	9,756	1,500	11,256	41,000
OTHER FINANCING SOURCES / USES					66,897		66,897	
TOTAL EXPENDITURES	336,774	328,885	415,048	277,219	326,652	46,573	373,225	325,063

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT	ADOPTED		ADOPTED		ACTUAL	PROJECTED	TOTAL	PROPOSED
	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2016	BUDGET FY 2017	OCT - JULY FY 2017	AUG - OCT FY 2017	PROJECTED FY 2017	BUDGET FY 2018
Excess Revenue Over (Under) Expenditures	(17,104)	(13,498)	-	137,773	118,435	(45,476)	72,959	90,429
FUND BALANCE - BEGINNING	848,193	831,089	817,591	817,591	817,596	817,596	817,596	890,555
FUND BALANCE - ENDING	831,089	817,591	817,591	955,364			890,555	980,984

Budget Narrative

Fiscal Year 2018

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 to pay for the operating expenditures during the Fiscal Year.

Interest - Tax Collector

Interest paid by the County Tax Collector on funds held prior to disbursement to the taxing jurisdictions. It is unanticipated and minor so no revenue from this source is ever budgeted.

Special Assessments-CDD Collected

The District will invoice and collect Non-Ad Valorem assessments on certain properties within the District directly 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.

Other Miscellaneous Revenues

Income from sources other than assessments and financial investments.

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.

P/R - Subscription

Fees charged for payroll and direct deposit of payroll checks.

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 is divided evenly with the Water and Sewer Fund.

Budget Narrative

Fiscal Year 2018

EXPENDITURES

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 Premier District Management, LLC, fees are frozen for the FY2018 budget.

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.

Professional Services-Special Assessment

The District has contracted with Premier District Management, LLC 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.

Budget Narrative

Fiscal Year 2018

EXPENDITURES

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 any charges and any other miscellaneous expenses that may be incurred during the year.

Miscellaneous-Bank Charge

This includes any monthly bank charges and other miscellaneous banking 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 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.

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 Premier District Management (PDM) to provide operating, maintenance and field management services. This contract includes Monthly Field Inspections, project management and mosquito spraying as specified in the contract between PDM and POI.

Contracts-Landscape

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

Budget Narrative

Fiscal Year 2018

EXPENDITURES

Electricity-Streetlighting

The District currently has three 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.

<u>Account #</u>	<u>Service Address</u>
0051120000	0 Eveningstar Cay
4941120000	Newport Drive
5741120000	262 Stella Maris

The District is currently being billed by the Water and 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-Signage

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

R&M - Storm Water System

Expenses related to maintenance of the Storm Water system which includes drain pipes, swales and the storm water retention basins.

R&M-Roads & Alleyways

Expenses incurred while maintaining District roadways.

R&M -Irrigation

Repair and maintenance of the irrigation system that is specifically for irrigating CID owned property such as roadway medians and the utility plants.

R&M - Mosquito Control

Charges for the mosquito control contract with PDM. Examples include maintenance to sprayer, trailer and purchase of chemicals.

Utility - Irrigation

Charges for irrigation water charged by the District to themselves for irrigation water to irrigate CID properties.

PORT OF THE ISLANDS
Community Development District

Water and Sewer Fund Budget
Fiscal Year 2018

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2016	ADOPTED BUDGET FY 2017	ACTUAL OCT - JULY FY 2017	PROJECTED AUG - OCT FY 2017	TOTAL PROJECTED FY 2017	PROPOSED BUDGET FY 2018
REVENUES								
Interest - Investments	124	105	287	123	153	32	185	123
Water Revenue	48,436	53,614	59,070	60,000	44,561	10,000	54,561	60,000
Sewer Revenue	71,089	78,587	89,320	90,000	63,246	14,000	77,246	90,000
Irrigation Fees	109,044	103,735	121,990	110,000	81,115	18,000	99,115	110,000
Meter Fees					7,950	-	7,950	2,500
Special Assessments- Tax Collector	816,384	901,279	933,964	1,232,155	1,425,471	-	1,425,471	1,232,155
Interest - Tax Collector	-	-	-	-	107,436	2,000	109,436	-
Special Assessments- CDD Collected	-	6,017	331,761	487,535	8,174	-	8,174	487,535
Special Assessments- Delinquent	-	5,417	-	-	-	-	-	-
Special Assessments- Discounts	(24,053)	(30,850)	(50,629)	(68,788)	(36,418)	-	(36,418)	(68,788)
Other Miscellaneous Revenues	8,060	12,359	-	-	2,866	50	2,916	-
TOTAL REVENUES	1,029,084	1,130,263	1,485,763	1,911,025	1,704,554	44,082	1,748,636	1,913,525
EXPENSES								
Personnel and Administration								
P/R-Board of Supervisors	4,700	7,800	7,000	7,000	5,100	1,000	6,100	7,000
FICA Taxes	360	597	536	536	390	76	466	536

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	PROPOSED
			BUDGET FY 2016	BUDGET FY 2017	OCT - JULY FY 2017	AUG - OCT FY 2017	PROJECTED FY 2017	BUDGET FY 2018
Pay Roll Subscription					23	5	28	30
ProfServ-Engineering	8,936	13,180	19,000	14,500	26,619	3,000	29,619	14,500
Personnel and Administration - Continued								
ProfServ-Legal Services	11,393	11,752	20,000	15,000	11,675	1,100	12,775	15,000
ProfServ-Mgmt Consulting Serv	30,216	31,122	31,122	40,932	35,108	7,022	42,130	42,130
ProfServ-Property Appraiser	17,096	12,989	14,009	18,482	14,579	-	14,579	18,482
ProfServ-Special Assessment	8,366	8,617	8,617	-	1,128	-	1,128	-
Auditing Services	3,500	3,500	3,500	3,500	3,500	-	3,500	3,500
Postage and Freight	1,441	1,050	700	700	1,099	300	1,399	700
Rental - Meeting Room	275	300	350	350	175	50	225	350
Insurance - General Liability	8,447	8,361	9,719	8,831	8,476	-	8,476	7,802
Printing and Binding	487	523	600	600	-	600	600	600
Legal Advertising	2,408	1,350	1,000	1,000	357	600	957	1,000
Miscellaneous Services	2,071	2,376	2,600	2,250	225	500	725	2,250
Utility Billing Supplies	-	-	-	3,200	1,139	850	1,989	3,200
Misc-Bank Charge	-	-	-	-	990	-	990	-
Misc-Assessmnt Collection Cost	9,570	17,410	18,679	24,642	23,954	500	24,454	24,642

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	PROPOSED
			BUDGET FY 2016	BUDGET FY 2017	OCT - JULY FY 2017	AUG - OCT FY 2017	PROJECTED FY 2017	BUDGET FY 2018
Office Supplies	28	58	350	200	281	132	413	200
Depreciation Expense	498,096	494,020	-	-	-	-	-	-
Total Personnel and Administration	607,390	615,005	137,782	141,723	134,818	15,735	150,553	141,922
Water-Sewer Combined Services								
Communication - Telephone - Field	4,165	5,026	4,270	4,404	3,318	845	4,163	4,404
Utility - General	83,968	74,966	86,000	84,000	61,078	12,000	73,078	84,000
Contracts-Mgmt Services	309,533	328,798	309,533	307,400	223,465	52,000	275,465	307,400
Contracts-Utility Billing	-	-	-	20,000	18,710	3,300	22,010	20,000
Contracts-Generator Maint	2,301	1,750	1,750	1,750	2,265	-	2,265	1,750
R&M-Irrigation	15,809	12,002	22,570	17,400	11,014	2,300	13,314	-
R&M-Lift Station	2,148	10,777	6,000	6,000	-	500	500	6,000
R&M-Potable Water Lines	5,415	5,240	6,000	4,000	14,386	3,000	17,386	4,000
R&M-Water Plant	21,400	7,423	10,000	7,200	30,037	4,800	34,837	7,200
R&M-Waste Water Plant	13,361	54,778	16,000	4,300	38,940	2,868	41,808	4,300
R&M-Sewer Lines	3,600	3,832	6,000	4,100	3,500	1,000	4,500	4,100
R&M-Backflow Inspection	2,363	29,656	4,000	2,700	-	1,800	1,800	2,700
R&M-Instrumentation	-	-	-	10,000	-	6,668	6,668	10,000

PORT OF THE ISLANDS

Community Improvement District

Water and Sewer Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	PROPOSED
			BUDGET FY 2016	BUDGET FY 2017	OCT - JULY FY 2017	AUG - OCT FY 2017	PROJECTED FY 2017	BUDGET FY 2018
Misc-Licenses & Permits	25	2,000	7,375	7,375	1,000	4,915	5,915	7,375
Compliance Sampling	-	-	-	15,000	6,958	10,000	16,958	15,000
Chemicals-Water Operations	-	-	-	15,000	14,900	7,000	21,900	15,000
Chemicals-Wastewater Operations	-	-	-	15,000	4,420	10,000	14,420	15,000
Sludge Disposal	-	-	-	20,000	16,020	10,000	26,020	20,000
New Connections expense								3,500
Cap Outlay-Waste Water Plant	-	-	60,796	-	1,754	-	1,754	-
Total Water-Sewer Combination Services	464,088	536,248	540,294	545,629	451,765	132,996	584,761	531,729
Debt Service								
Principal Debt Retirement	-	-	551,529	570,887	-	-	-	457,157
Interest Expense	114,741	95,765	103,831	84,473	62,699	-	62,699	58,377
Redemption Fee					18,357	-	18,357	
DS Costs of Issuance					25,390	-	25,390	
Total Debt Service	114,741	95,765	655,360	655,360	106,446	-	106,446	515,534
Other Sources/Uses								
Transfer from Gen Fund Money Market	-	-	-	-	-	-	-	-
Total Expenses (net of transfer)	1,186,219	1,247,018	1,333,436	1,342,712	693,029	148,731	841,760	1,189,185

Statement of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2018 Budget

ACCOUNT			ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	PROPOSED
	ACTUAL	ACTUAL	BUDGET	BUDGET	OCT - JULY	AUG - OCT	PROJECTED	BUDGET
	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017	FY 2017	FY 2017	FY 2018
Excess Revenue Over (Under) Expenditures	(157,135)	(116,755)	152,327	568,313	1,011,525	(104,649)	906,876	724,340
FUND BALANCE - BEGINNING	7,610,790	7,453,655	7,453,655	7,605,982	7,605,982	-	7,605,982	8,512,858
FUND BALANCE - ENDING	7,453,655	7,336,900	7,605,982	8,174,295	8,617,507	(104,649)	8,512,858	9,237,198
CASH BALANCE					106,735	(104,649)	2,086	

Budget Narrative

Fiscal Year 2018

REVENUES

Interest-Investments

The District earns interest income on their operating accounts which are invested until needed.

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 to pay for the debt service expenditures during the Fiscal Year.

Interest - Tax Collector

Interest paid by the County Tax Collector on funds held prior to disbursement to the taxing jurisdictions. It is unanticipated and minor so no revenue from this source is ever budgeted.

Special Assessments-CDD Collected

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

Special Assessments-Delinquent

The District could collect delinquent Non-Ad Valorem assessments, on properties that are delinquent and the tax certificates weren't purchased at the County annual sale of tax certificates. No payments are anticipated to be conservative but if collected they will be identified here.

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 collected by the County Tax Collector.

Other Miscellaneous Revenues

Unanticipated revenues that occur throughout the year.

Budget Narrative

Fiscal Year 2018

EXPENDITURES

Personnel & Administration**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.

Pay Roll Subscription

Fees charged for payroll direct deposit of payroll checks. The fees will be split evenly with the General Fund.

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 Premier District Management Services. The fees are split evenly with the General Fund.

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 is based on 1.5% of the anticipated assessment collections.

Professional Services-Special Assessment

The District has contracted with Premier District Management, 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.

Budget Narrative

Fiscal Year 2018

EXPENDITURES

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 budget includes an estimated increase of the actual 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.

Utility Billing Supplies

Expenses related to utility billing supplies such as billing stock and other supplies and materials needed to perform billing activities.

Miscellaneous Bank Charges

Bank charges throughout the fiscal year, none are anticipated as the new bank performing services has no fees for maintenance of the account.

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 budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative

Fiscal Year 2018

EXPENDITURES**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.

Water - Sewer Combined Services**Communication-Telephone-Field**

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

Vendor	Description	Annual Amount
CenturyLink	Plant Land Line 239-642-9219	2,820
CenturyLink	Plant Fax Line 239-642-9392	600
Simplex Grinnell	Alarm Monitoring	900
Sprint	Automated Event Notification Service	84

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.

Account #	Service Address	Service Type
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

Contracts-Management Services

The District has contracted with Florida Utility Solutions (FUS) to provide operating, maintenance and field management services. This contract includes any labor costs of onsite staff for meter reading, system repairs if minor and by the onsite staff, meter rereads, backflow checks and irrigation distribution system repairs by on site staff.

Budget Narrative

Fiscal Year 2018

EXPENDITURES

Contracts - Utility Billing

Per contract with Premier District Management, the management company provides services for preparing and mailing the utility bills for water, sewer and irrigation services. Supplies and postage are billed separately.

Contracts-Generator Maintenance

Preventative generator maintenance services will be provided by Superior Power.

R&M-Irrigation

Repair and maintenance costs associated with the main pumps, irrigation equipment at the plant and irrigation water distribution system.

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 distribution system 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.

R&M-Sewer Lines

Repair and maintenance costs associated with the waste water collection system throughout the district.

R&M-Backflow Inspection

Costs for periodic backflow inspections and repairs.

R&M-Instrumentation

Costs for repairs to the SCADA system at lift stations and other related expenses for instrumentation maintenance.

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.

Compliance Sampling

Lab and other related expenses for sampling of water and wastewater for compliance of state and federal mandated utility regulations.

Chemicals - Water Operations

The purchase of chemicals needed to operate the water plant and meet federal compliance standards.

Budget Narrative

Fiscal Year 2018

EXPENDITURES**Chemicals - Wastewater Operations**

The purchase of chemicals needed to operate the wastewater plant and meet federal compliance standards.

Sludge Disposal

Expenses related to the disposal of residual wastes from the treatment of wastewater.

Capital Outlay-Waste Water Plant

Funds spent on capital improvement projects for the waste water plant. Due to the amount of delinquent assessment collections no capital projects have been budgeted now.

Debt Service**Principal Debt Retirement**

The District refinanced the Series 2010 bond with a new loan from Valley National which extended the term for one additional year but reduced the debt service annually by \$139,000. This line item reflects the principal payments to be made in FY 2018.

Interest Expense

Interest payments due on new loan as identified during FY 2018.

Budget Narrative

Fiscal Year 2018

**Debt Amortization Schedule
Series 2017 Bond Refunding**

Loan Amount **\$1,914,000**
Term (Years) **4**
Interest Rate **3.05%**

Period Ending	Principal Payment	Interest Payment	Total Payment	Ending Balance
November - 2017		29,189		
May - 2018	457,157	29,189	515,534	1,456,843
November - 2018		22,056		
May - 2019	471,100	22,056	515,534	985,744
November - 2019		14,815		
May - 2020	485,468	14,815	515,534	500,275
November - 2020		7,464		
May - 2021	500,275	7,464	515,534	-
	\$1,914,000	\$147,047	\$2,062,134	\$ 0

PORT OF THE ISLANDS
Community Development District

Supporting Budget Schedule
Fiscal Year 2018

PORT OF THE ISLANDS

Community Development District

FY 2018 – Non - Ad Valorem Assessments

Product Type	Maintenance ERC Allocation	Maintenance ERC \$395	Water / Sewer ERC Allocation	Water / Sewer ERC \$1,703.00	Total per Product
Hotel Room	1.00	395	0.60	1,022	1,417
Condo Unit	1.00	395	0.80	1,362	1,758
Single Family Home	1.00	395	1.00	1,703	2,098

FY 2017 / 2018 - Non- Ad Valorem Assessments Comparison

Product Type	Total FY 2018	Total FY 2017	Increase (Decrease)	Percent Change
Hotel Room	1,417	1,417	-	0%
Condo Unit	1,758	1,758	-	0%
Single Family Home	2,098	2,098	-	0%