

**Port of the Islands
Community Improvement District**

Operating and Water/Sewer Budget

Fiscal Year 2010

Adopted

7/17/2009

Port of the Islands Community Improvement District

TABLE OF CONTENTS

General Fund Budget

Summary of Revenue & Expenditures	Page 1 - 2
GF Reserve Allocation - Exhibit 'A'	Page 3
Narrative - Administrative and Maintenance	Page 4 - 8

Water and Sewer Fund

Summary of Revenue & Expenditures	Page 9 - 10
Narrative - Administrative and Maintenance	Page 11 - 19

Capital Projects	Page 20 - 21
-------------------------	--------------

Assessment Table	Page 22
-------------------------	---------

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT
GENERAL FUND
Adopted Budget - Fiscal Year 2010

DESCRIPTION	ACTUAL FY 2008	ADOPTED BUDGET FY 2008	ADOPTED BUDGET FY 2009	ACTUAL THRU JUN 2009	PROJECTED JUL - SEPT 2009	TOTAL PROJECTED 9/30/2009	ADOPTED BUDGET FY 2010
REVENUE							
Interest - Investments	\$ 19,987	\$ 36,000	\$ 30,000	\$ 5,589	\$ 6,079	\$ 11,668	\$ 12,000
Net Incr (Decr) In FMV-Invest	-	-	-	6,821	-	6,821	-
Interest - Tax Collector	1,290	-	-	195	-	195	-
Special Assmnts - Tax Collector	420,389	429,621	444,592	439,879	4,713	444,592	444,592
Special Assmnts - Discounts	(11,912)	(17,185)	(17,784)	(12,381)	-	(12,381)	(17,784)
Other Miscellaneous Revenues	155	-	-	2,733	-	2,733	-
TOTAL REVENUE	429,909	448,436	456,808	442,836	10,792	453,628	438,808
EXPENDITURES							
ADMINISTRATIVE							
P/R-Board of Supervisors	6,000	6,000	6,000	4,900	1,500	6,400	7,000
FICA Taxes	459	459	459	375	115	490	536
ProfServ-Engineering	17,264	22,000	22,000	22,224	6,686	28,910	26,000
ProfServ-Info Technology	776	776	-	-	-	-	-
ProfServ-Legal Services	13,490	12,420	12,420	12,842	3,105	15,947	12,420
ProfServ-Mgmt Consulting Serv	23,184	23,184	26,084	19,563	6,521	26,084	26,084
ProfServ-Special Assessment	8,694	8,694	8,500	8,500	-	8,500	8,500
Auditing Services	11,634	10,091	10,091	4,432	-	4,432	4,432
Communication - Telephone	86	350	350	40	30	70	120
Postage and Freight	1,735	4,000	4,000	785	600	1,385	2,000
Rentals - General	1,242	1,242	-	-	-	-	-
Rental - Meeting Room	-	-	-	-	-	-	600
Insurance - General Liability	14,183	20,462	13,000	10,667	2,591	13,258	11,398
Printing and Binding	1,562	3,000	3,000	1,363	600	1,963	2,400
Legal Advertising	3,061	2,242	2,242	1,249	561	1,810	2,200
Miscellaneous Services	863	600	750	1,169	188	1,357	400
Misc-Assessmnt Collection Fee	(2,375)	15,037	15,561	8,527	6,668	15,195	15,561
Office Supplies	206	750	750	257	188	445	650
Annual District Filing Fee	175	175	175	175	-	175	175
Capital Outlay	-	500	-	-	-	-	-
TOTAL ADMINISTRATIVE	102,239	131,982	125,382	97,068	29,353	126,421	120,475

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT
GENERAL FUND
Adopted Budget - Fiscal Year 2010

DESCRIPTION	ACTUAL FY 2008	ADOPTED BUDGET FY 2008	ADOPTED BUDGET FY 2009	ACTUAL THRU JUN 2009	PROJECTED JUL - SEPT 2009	TOTAL PROJECTED 9/30/2009	ADOPTED BUDGET FY 2010
OPERATIONS AND MAINTENANCE							
FIELD							
Contracts-Mgmt Services	96,461	98,013	102,914	74,733	25,729	100,462	102,914
Contracts-Landscape	86,128	90,000	90,000	70,610	22,500	93,110	90,000
Electricity - Streetlighting	10,422	20,000	12,000	8,922	3,000	11,922	12,000
Utility - Irrigation	2,338	8,000	8,000	6,045	1,800	7,845	7,200
R&M-Renewal and Replacement	22,254	10,000	15,000	34,667	3,750	38,417	15,000
R&M-Roads & Alleyways	2,623	6,000	6,000	-	1,500	1,500	6,000
Capital Reserve	140,178	84,440	97,513	23,568	24,466	48,034	-
Capital Outlay	-	-	-	-	-	-	100,000
TOTAL FIELD	360,404	316,453	331,426	218,545	82,745	301,290	333,114
TOTAL EXPENDITURES & RESERVES	462,643	448,435	456,808	315,613	112,098	427,711	453,589
OTHER FINANCING SOURCES (USES)							
Interfund Transfer In	37,246	-	-	-	-	-	-
Prior Year Fund Balance	-	-	-	-	-	-	14,780
TOTAL OTHER SOURCES (USES)	37,246	-	-	-	-	-	14,780
Net Change in Fund Balance	4,512	1	(0)	127,223	(101,306)	25,917	(14,780)
FUND BALANCE, OCTOBER 1	-	-	983,993	983,993	-	983,993	1,009,910
FUND BALANCE, ENDING	\$ 4,512	\$ 1	\$ 983,993	\$ 1,111,216	\$ (101,306)	\$ 1,009,910	\$ 995,130

Port of the Islands Community Improvement District

Exhibit "A"

Allocation of Reserves - General Fund

Estimated Funds Available

Beginning Fund Balance - Fiscal Year 2010	\$	1,009,910
Net Change in Fund Balance - Fiscal Year 2010		(14,780)
Reserves - Fiscal Year 2010 Additions		-
Total Estimated Funds Available - 9/30/2010		\$995,130

Allocation of Funds Available

(1) Operating Reserve - First Quarter Operating Capital	\$113,397
(2) FY 09 Budgeted Reserve Balance	49,479
Total Allocation of Funds	\$162,876

Total Undesignated Cash \$832,254

Notes

- (1) Represents approximately 3 months of operating expenditures
- (2) Budgeted capital reserves (budget less year ending projection)

Port of the Islands
Community Improvement District

**General Fund
Budget Narrative**

Fiscal Year 2010

Port of the Islands

Community Improvement District

BUDGET NARRATIVE GENERAL FUND

REVENUES

Interest Income – Investments

The District earns interest on available operating funds.

Special Assessments – On Roll

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 – 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 13 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. The fees will be split with the Water & Sewer Fund based on the percent budgeted for each fund.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE 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 as directed by the Board of Supervisors and the District Manager. The fees will be split with the Water & Sewer Fund based on the percent budgeted for each 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. The budgeted amount for the fiscal year reflects a 3% increase over last year's fees.

Profserv-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 with the Water & Sewer Fund based on the percent budgeted for each fund.

Communication-Telephone

Telephone and fax machine expenses. 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.

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 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.

Rentals – Meeting Room

The District is charged \$100 per occurrence for the use of the meeting room at which the District's meetings are held. This fee will be split evenly with the Water & Sewer Fund.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE GENERAL FUND

Insurance – General Liability

The District currently has its Insurance Policy with the Florida Municipal Insurance Trust. The FY 2010 budget includes an estimated 10% increase of projected FY 2009 costs.

<i>FY 2010:</i>	
General Liability	\$5,755
<u>Property</u>	<u>\$17,040</u>
Total	\$22,795

This expense is split evenly with the Water & Sewer Fund ($\$22,795/2 = \$11,398$).

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 any miscellaneous expenses that may be incurred during the year.

Miscellaneous-Assessment Collection Fee

The District pays the Tax Collector and Property Appraiser a commission for placing the District on the Tax Roll and for collection services. Tax collector fees are calculated as 2% of anticipated assessment collections. The Property Appraiser commissions are calculated as 1.5% of 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 Water & Sewer Fund based on the percent budgeted for each fund.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE GENERAL FUND

EXPENDITURES – FIELD

Contracts-Mgmt 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 \$7,042. The remainder of the budgeted expenditures is to cover any incidental landscape expenditures that the district may incur.

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.

<u>Account No.</u>	<u>Service Address</u>
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

This line item includes costs associated with sludge removal, hauling, environmental monitoring and various repair and maintenance costs in excess of the amount included in the contracted with Severn Trent. Additionally, various repair and maintenance costs incurred as needed. These costs will be split with the water and sewer fund based on the percent budgeted for each fund.

R&M-Roads & Alleyways

Expenses incurred while maintaining District roadways.

Capital Outlay

Monies spent on capital improvement projects as identified by the board (road resurfacing: projects R-3 and R-4).

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

WATER AND SEWER FUND

Adopted Budget - Fiscal Year 2010

DESCRIPTION	ACTUAL	ADOPTED	ADOPTED	ACTUAL	PROJECTED	TOTAL	ADOPTED
	FY 2008	BUDGET FY 2008	BUDGET FY 2009	THRU JUN 2009	JUL - SEPT 2009	PROJECTED 9/30/2009	BUDGET FY 2010
OPERATING REVENUE							
Interest - Investments	\$ 31,859	\$ 4,000	\$ 5,000	\$ 8,065	\$ 4,436	\$ 12,501	\$ 5,000
Water Revenue	40,806	38,959	38,959	32,533	9,740	42,273	40,000
Sewer Revenue	58,848	55,106	55,106	49,577	13,777	63,354	60,000
Irrigation Fees	85,541	76,834	76,834	100,239	19,209	119,448	100,000
Meter Fees	-	-	-	250	-	250	-
Net Incr (Decr) In FMV-Invest	-	-	-	12,702	-	12,702	-
Special Assmnts - Tax Collector	1,098,066	1,105,771	1,161,060	1,148,767	12,293	1,161,060	1,161,060
Special Assmnts - Discounts	(31,116)	(44,231)	(46,442)	(32,334)	-	(32,334)	(46,442)
Other Miscellaneous Revenues	273	-	-	15,218	-	15,218	-
TOTAL OPERATING REVENUE	1,284,277	1,236,439	1,290,517	1,335,017	59,454	1,394,471	1,319,618

OPERATING EXPENSES

PERSONNEL AND ADMINISTRATION

P/R-Board of Supervisors	6,000	6,000	6,000	4,900	1,500	6,400	7,000
FICA Taxes	459	459	459	375	115	490	459
ProfServ-Engineering	57,979	22,000	22,000	46,744	9,865	56,609	26,000
ProfServ-Info Technology	776	776	-	-	-	-	-
ProfServ-Legal Services	13,577	12,500	12,500	12,925	3,125	16,050	12,500
ProfServ-Mgmt Consulting Serv	23,184	23,184	26,192	19,644	6,548	26,192	26,192
ProfServ-Special Assessment	7,245	7,245	7,250	7,250	-	7,250	7,250
ProfServ-Utility Billing	15,158	14,700	15,435	11,742	3,859	15,601	15,435
Auditing Services	9,366	8,124	8,124	3,568	-	3,568	3,568
Communication - Telephone	48	200	200	23	50	73	100
Postage and Freight	645	1,500	1,500	287	375	662	1,000
Rentals - General	1,242	1,242	-	-	-	-	-
Rentals - Meeting Room	-	-	-	-	-	-	600
Insurance - General Liability	14,183	20,462	13,000	10,667	2,591	13,258	11,398
Printing and Binding	770	1,500	1,500	671	375	1,046	1,500
Legal Advertising	2,234	1,637	1,637	912	409	1,321	1,637
Miscellaneous Services	757	2,700	1,000	1,189	150	1,339	400
Misc-Bad Debt	-	-	-	2,008	-	2,008	-

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

WATER AND SEWER FUND

Adopted Budget - Fiscal Year 2010

DESCRIPTION	ACTUAL FY 2008	ADOPTED BUDGET FY 2008	ADOPTED BUDGET FY 2009	ACTUAL THRU JUN 2009	PROJECTED JUL - SEPT 2009	TOTAL PROJECTED 9/30/2009	ADOPTED BUDGET FY 2010
Misc.-Records Storage	104	104	-	-	-	-	-
Misc-Assessmnt Collection Fee	37,923	38,702	40,637	22,268	17,415	39,683	40,637
Office Supplies	206	750	750	257	188	445	750
Depreciation Expense	167,883	-	-	-	-	-	-
TOTAL PERSONNEL AND ADMINISTRATION	359,739	163,785	158,184	145,430	46,565	191,995	156,426
WATER-SEWER COMB SERVICES							
Unemployment Compensation	-	-	-	239	-	239	-
Contracts-Mgmt Services	289,384	295,591	310,371	225,398	77,593	302,991	310,371
Communication - Teleph - Field	4,231	4,524	4,524	2,798	930	3,728	3,768
Utility - General	63,207	44,314	44,314	64,309	18,600	82,909	83,500
R&M-Renewal and Replacement	84,046	43,511	45,687	129,877	11,422	141,299	-
R&M-Water	-	-	-	-	-	-	10,000
R&M-Waste Water	-	-	-	-	-	-	25,000
R&M-Irrigation	-	-	-	-	-	-	10,000
Capital Reserve	-	1,006,710	929,500	941,973	1,030,288	1,972,261	25,000
Capital Outlay - Water	-	-	-	-	-	-	283,670
Capital Outlay - Waste Water	-	-	-	-	-	-	465,829
Capital Outlay - Irrigation	-	-	-	-	-	-	181,670
TOTAL WATER-SEWER COMB SERVICES	440,868	1,394,650	1,334,396	1,364,594	1,138,833	2,503,427	1,398,808
TOTAL OPERATING EXPENSES	800,607	1,558,435	1,492,580	1,510,024	1,185,398	2,695,422	1,555,234
Operating Income (Loss)	483,670	(321,996)	(202,063)	(175,007)	(1,125,944)	(1,300,951)	(235,617)
OTHER FINANCING SOURCES (USES)							
Prior Year Fund Balance	-	-	202,063	-	-	-	235,617
TOTAL OTHER SOURCES (USES)	-	-	202,063	-	-	-	235,617
TOTAL NET ASSETS, OCTOBER 1	-	-	6,284,988	6,284,988	-	6,284,988	4,984,037
TOTAL NET ASSETS, ENDING	\$ 483,670	\$ (321,996)	\$ 6,082,925	\$ 6,109,981	\$ (1,125,944)	\$ 4,984,037	\$ 4,748,421

Port of the Islands
Community Improvement District

**Water and Sewer Fund
Budget Narrative**

Fiscal Year 2010

Port of the Islands
Community Improvement District

BUDGET NARRATIVE
WATER AND SEWER FUND

REVENUES

Interest Income – Investments

The District earns interest on available operating funds.

Water Revenue

Based on prior year's budget and water consumption

Sewer Revenue

Based on prior year's budget and waste water consumption

Irrigation Fees

Based on prior year's budget and irrigation and water consumption

Special Assessment - On Roll

Developed and undeveloped property is assessed annually for the number of equivalent residential connections of reserved capacity based on the District's adopted rates.

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 13 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.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER 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 budgeted amount for the fiscal year is based on prior year spending. The fees will be split with the General Fund based on the percent budgeted for each 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 with the General Fund based on the percent budgeted for each 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.

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.

Professional Services-Utility Billing

The District has a utility system, which includes calculating, printing and mailing of utility bills, posting and depositing cash receipts, customer service and other related services. These services are provided by Severn Trent Services, Inc.

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 with the General Fund based on the percent budgeted for each fund.

Communication-Telephone

Telephone and fax machine expenses. The budgeted amount for the fiscal year is based on prior year spending. The fees will be split with the General Fund based on the percent budgeted for each fund.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER FUND

Postage and Freight

This represents actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence. The budgeted amount for the fiscal year is based on prior year spending. The fees will be split with the General Fund based on the percent budgeted for each fund.

Rentals – Meeting Room

The District is charged \$100 per occurrence for the use of the meeting room at which the district's meetings are held. This fee will be split evenly with the General Fund.

Insurance – General Liability

The District currently has its Insurance Policy with the Florida Municipal Insurance Trust. The FY 2010 budget includes an estimated 10% increase of projected FY 2009 costs.

<i>FY 2010 (total estimate):</i>	
General Liability	\$5,755
<u>Property</u>	<u>\$17,040</u>
Total	\$22,795

This expense is split evenly with the General Fund ($\$22,795/2 = \$11,398$).

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. 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 any miscellaneous expenses that may be incurred during the year.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER FUND

Miscellaneous-Assessment Collection Fee

The District pays the Tax Collector and Property Appraiser a commission for placing the District on the Tax Roll and for collection services. Tax collector fees are calculated as 2% of anticipated assessment collections. The Property Appraiser commissions are calculated as 1.5% of 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.

EXPENDITURES – FIELD

Contracts-Mgmt 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.

Communication – Teleph – Field

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

<u>Vendor</u>	<u>Description</u>	<u>Annual Amount</u>
Embark	Plant Land Line (239-642-9219)	\$3,180
Embark	Plant Fax Line (239-642-9392)	504
Sprint	Automated svc to notify Bob of power failures	84
	Total	\$3,768

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER FUND

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.

<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 – Water

Repair and maintenance costs associated with the water plant.

R&M – Waste Water

Repair and maintenance costs associated with the waste water plant.

R&M – Irrigation

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

Capital Reserves

Funds set aside for future capital improvement projects including MBR membrane module replacement.

Capital Outlay – Water

Funds spent on capital improvement projects for the water plant.

- W-12 \$60,000 PRELIMINARY DESIGN FOR NEW WATER TREATMENT PLANT:
- W-15 \$49,000 NEW WATER METER REPLACEMENT PROGRAM TO INCLUDE BACKFLOW PREVENTION:
 - This includes \$7,000/yr. for water meter replacement (100 per year for 6 years) and \$42,000 for the installation of a backflow preventer.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER FUND

- W-18 \$120,000 WTP REHAB:
 - \$45,000 High Service Pumps: Purchase two new pumps with VFD. Remove the western pump of the three existing pumps. Install the two new pumps in the vacant position west of the existing pumps and the position of the pump to be removed. Consider one of the new pumps being smaller pumping rate and the other being a larger pumping rate to allow for better matching of pumped flow to demand. Modify discharge piping to allow bypassing of the existing hydro-pneumatic tank. Install control system to operate the two new pumps and two existing pumps to maintain a pressure set point. [Note this project is not required if the new water treatment plant is constructed prior to the need to replace the existing hydro-pneumatic tank. This project has been identified such that when the new water treatment plant is constructed that the two new pumps and VRDs will be relocated into the new water treatment plant along with the one or two additional new pumps to be part of the new water treatment plant project.]
 - \$50,000 Lime Softening Reactor: This steel tank is in poor condition especially near the base of the tank where the metal has corroded and been repaired previously. There is a slow leak at this time as the soil surrounding one side of the base of the tank is wet all of the time. Provide a contingency for possible emergency repair of this tank. Repair options included draining the tank, cleaning the steel above the base where there may still be sound metal, placing plate steel segments between the floor and baffles in the tank, and welding these steel segments together and to the exterior wall to form a false bottom above the area of the corroded steel. A contingency allowance of \$50,000 is recommended although actual costs are very difficult to estimate as the work would need to be based on actual time and materials to make this major custom repair. [Note this expense would be able to be deferred if the new water treatment plant is constructed prior to further failure of this treatment unit.]
 - \$25,000 Sand Filter: This filter unit is likely to require rehabilitation within five years. It is fairly common that porous plates which support the sand media will eventually fracture and the backwash nozzles located below the porous plates will plug. In order to assess the condition of the porous plates and backwash nozzles the filter needs to be taken out of service and have all of the sand removed. One indication of possible problems with a sand filter that would suggest inspection and rehabilitation is unaccounted loss of sand media. It appears that media has been lost from these filters over the past couple of years and its now showing up in the backwash troughs so may be an indication of media loss to the under drains. A contingency allowance of \$25,000 is recommended for filter rehabilitation although actual costs are very difficult to estimate as the work would need to be based on actual time and materials following an inspection. [Note this expense would be able to be deferred if the new water treatment plant is constructed prior to these filters becoming a serious problem. A

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER FUND

first, although “bank-aid”, step may be to simply add additional sand to these filters to “buy some time”]

- W-19 \$20,000 SURVEILLANCE MONITORING
- W-20 \$15,000 SPARE PARTS
 - A list of spare parts and backup equipment that are likely to be needed for replacement in the next couple of years is in the development stages along with preparation of cost estimate.
- W-21 \$11,670 MISC. EQUIPMENT REPLACEMENT
- W-22 \$8,000 FIRE HYDRANT REPAIR AND REPLACEMENT
 - Budget for replacement of three fire hydrants in FY 2010 and one fire hydrant per year for the next five years.

Capital Outlay – Waste Water

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

- WW-18 \$131,716 MBR MEMBRANE SYSTEM
- WW-21 \$250,000 STORAGE BUILDING
 - Existing metal building will eventually need to be torn down and replaced with a new metal building to provide storage of equipment and materials. It is envisioned that the Utility system office and water quality laboratory will be relocated into either the new Water Treatment Plant building or the existing WTP building after gutting and remodeling once the new Water Treatment Plant has been completed.
- WW-22 \$39,500 SSES
 - Perform a limited Infiltration and Inflow Study. ST will provide daily flow data and rainfall data collected at the WWTP along with daily water produced data to the District Engineer. The District Engineer will perform an analysis of these data and develop correlations between rainfall amount and increase in WWTP flow and compare to the size of the sanitary sewer collection system to see if the calculation I/I is of a magnitude where typical EPA rules of thumb suggest further investigation is normally economically justified. If the I/I Study suggests further investigation is warranted then place run time monitors on lift stations along with use of drawdown measurements to allow calculation of how much flow is pumped by each lift station. Compare the flows pumped at each lift station to metered water sales for each group of customers served by each lift station to try to identify areas of high I/I. Perform cleaning and television of the collection system to identify the condition of the gravity collection systems and manholes. This may be deferred if the I/I Study does not suggest that this step would be economically beneficial.
- WW-23 \$15,000 SCADA FOR LIFT STATIONS
- WW-24 \$25,000 SPART PARTS
 - The manufacturer of the new Rotomesh Screen and MBR system provided a list of recommended spare parts to have on hand for these systems. Parkson has been asked to provide an estimate of cost of acquisition of the recommended spare parts. It is likely that purchase of the items on this list could be accomplished over a few years for those items which do not have a fairly rapid acquisition time. Those items which can be acquired fairly quickly may be deferred and purchased at a time they may be needed.

Port of the Islands

Community Improvement District

BUDGET NARRATIVE WATER AND SEWER FUND

- WW-25 \$11,670 MISC. EQUIPMENT REPLACEMENT
 - Equipment such as the return sludge pumps for the “backup” modes of operation of the MBR system (old way of operating the facility) are in need of replacement. Equipment which was removed from the north aeration basin such as mixers need to be placed in long term storage as they are the backups for the south aeration basin (currently in service with new equipment) as well as for possible installation into the north aeration basin (another backup mode of operation required by permit).
- WW-26 \$7,500 REPLACE LIFT STATION CONTROL PANEL
 - Replace the control panel for the lift station serving Stella Maris. Budget for the replacement of the control panel for one lift station per year for five years.

Capital Outlay – Irrigation

Funds spent on capital improvement projects for the irrigation system at the plant.

- I-4 \$155,000 3RD WELL TO PROVIDE IRRIGATION WATER SUPPLY
 - Drill, install pump, piping, valves & appurtenances, extend power, generator for 3rd well
- I-7 \$15,000 CANAL PS MODIFICATIONS
 - Add isolation valve and recirculation line for Canal Pump Station to allow exercising of the pumps. This facility will be the backup fire protection system for the community in the event of a major fire or water levels in the storage tanks are not sufficient or other emergency condition.
- I-8 \$11,670 MISC. EQUIPMENT REPLACEMENT

**PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT
Capital Improvement Program - Status Report**

ZONING

Project No.	Project Name or Description	Budget ⁽¹⁾	FY 2009 Estimate ⁽²⁾	Paid in FY 2009 ⁽³⁾	Paid Inception to Date ⁽⁴⁾	FY 2010	FY 2011	FY 2012	FY 2013	Project Status
G-1	Collier County Zoning/Fire Station Property	\$ 72,500	\$ 72,500	\$ 2,493	\$ 22,324	\$ -	\$ -	\$ -	\$ -	This will be needed in order to build a fire station in CID property in the future
G-2	Sign Variance Petition - Union Road	\$ -	\$ -	\$ 21,075	\$ 42,310	\$ -	\$ -	\$ -	\$ -	
Total Zoning		\$ 72,500	\$ 72,500	\$ 23,568	\$ 64,633	\$ -	\$ -	\$ -	\$ -	

ROADS PROGRAM

Project No.	Project Name or Description	Budget ⁽¹⁾	FY 2009 Estimate ⁽²⁾	Paid in FY 2009 ⁽³⁾	Paid Inception to Date ⁽⁴⁾	FY 2010	FY 2011	FY 2012	FY 2013	Project Status
R-3	Road resurfacing - Stella Meris and rest of Cay's Drive (Estimated Cost \$100,000)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	
R-4	Road resurfacing - Union Road from 41 - Paving ends (Estimated Cost \$100,000)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	
R-5	Union Road paving - Union Road to Water Treatment Plant (Estimated Cost \$150,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	
Total Roads Program		\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 175,000	\$ 75,000	\$ -	
Total General Fund		\$ 72,500	\$ 72,500	\$ 23,568	\$ 64,633	\$ 100,000	\$ 175,000	\$ 75,000	\$ -	

IRRIGATION PROGRAM

Project No.	Project Name or Description	Budget ⁽¹⁾	FY 2009 Estimate ⁽²⁾	Paid in FY 2009 ⁽³⁾	Paid Inception to Date ⁽⁴⁾	FY 2010	FY 2011	FY 2012	FY 2013	Project Status
I-2	Irrigation Supply Well Project	\$ 50,000	\$ -	\$ -	\$ 34,765	\$ -	\$ -	\$ -	\$ -	Brought forward from FY 2008
I-3	Wellfield Mechanical Upgrades	\$ 150,000	\$ 212,400	\$ 195,146	\$ 205,417	\$ -	\$ -	\$ -	\$ -	
I-4	3rd well to provide irrigation water supply (drill, install pump, piping, valves & appurtenances, extend power, generator for 3rd well)	\$ -	\$ 35,000	\$ 3,643	\$ 3,643	\$ 155,000	\$ -	\$ -	\$ -	may award contract in FY 2009 but we don't expect costs to come in until FY 2010
I-5	Wellfield SCADA (ensure ST proposals for wellfield SCADA system have been reviewed and executed)	\$ 30,000	\$ 27,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	ST project
I-6	Electrical Upgrades for Wellfield and WWTP Generator	\$ 261,484	\$ 265,377	\$ 197,437	\$ 213,392	\$ -	\$ -	\$ -	\$ -	
I-7	Canal PS Modifications	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	
I-8	Misc. Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ 11,670	\$ -	\$ -	\$ -	
Total Irrigation Program		\$ 491,484	\$ 540,377	\$ 396,226	\$ 457,217	\$ 181,670	\$ -	\$ -	\$ -	

WATER PROGRAM

Project No.	Project Name or Description	Budget ⁽¹⁾	FY 2009 Estimate ⁽²⁾	Paid in FY 2009 ⁽³⁾	Paid Inception to Date ⁽⁴⁾	FY 2010	FY 2011	FY 2012	FY 2013	Project Status
W-5	Water Treatment Plant - replace metal launders and walkways on softening unit plus other repairs as necessary	\$ 57,000	\$ 56,877	\$ 56,877	\$ 56,877	\$ -	\$ -	\$ -	\$ -	Brought forward from FY 2008.
W-6	Water Treatment Plant - replace gaseous chemical storage and feed system (chlorine) with liquid chemicals (bleach)	\$ 30,000	\$ 34,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Brought forward from FY 2008. ST contract approved by board on 9/19.
W-12	Preliminary Design - New Water Treatment Plant	\$ 90,000	\$ 30,000	\$ 23,041	\$ 23,041	\$ 60,000	\$ -	\$ -	\$ -	Estimated at 3% of construction cost; to be completed 2 years prior to construction
W-13	Water Treatment Plant - Design of new WTP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ -	Design to be completed 1 1/2 years prior to construction
W-14A	Construction of New Water Treatment Plant (Estimated Cost \$3,000,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	
W-14B	Inspection of New Water Treatment Plant (Estimated Cost \$210,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ -	
W-15	New water meter replacement program to include backflow prevention (Replace +/- 20% per year for 4 years)	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 49,000	\$ 7,000	\$ 7,000	\$ 7,000	ST project
W-17	SCADA	\$ 45,000	\$ 45,000	\$ -	\$ 202,105	\$ -	\$ -	\$ -	\$ -	ST project
W-18	WTP Rehab (high svc pumps \$45K, lime softening reactors \$50K, sand filter rehabilitation \$25K)	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	
W-19	Video surveillance and monitoring	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	
W-20	Spart parts	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
W-21	Misc. Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ 11,670	\$ -	\$ -	\$ -	
W-22	Fire hydrant repair and replacement	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	
Total Water Program		\$ 272,000	\$ 215,922	\$ 79,918	\$ 282,023	\$ 283,670	\$ 240,000	\$ 3,240,000	\$ 30,000	

**PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT
Capital Improvement Program - Status Report**

WASTEWATER PROGRAM

Project No.	Project Name or Description	Budget ⁽¹⁾	FY 2009 Estimate ⁽²⁾	Paid in FY 2009 ⁽³⁾	Paid Inception to Date ⁽⁴⁾	FY 2010	FY 2011	FY 2012	FY 2013	Project Status
WW-3	Wastewater Treatment Plant - various structural and architectural repairs to building (metal building cladding, roof, flooring, doors, windows)	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Brought forward from FY 2008; ST to provide estimate
WW-8	Wastewater Treatment Plant - add second reuse pump	\$ 218,000	\$ -	\$ -	\$ 111,973	\$ -	\$ -	\$ -	\$ -	completed in FY 2008
WW-10	Wastewater Treatment Plant - replace gaseous chemical storage and feed systems (chlorine and sulfur dioxide) with liquid chemicals (bleach and sodium thiosulfate)	\$ 30,000	\$ 34,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Brought forward from FY 2008. ST contract approved by board on 9/19.
WW-13A	Reuse Storage Tank - (250,000 gallon capacity) required by FDEP	\$ 460,000	\$ 580,400	\$ 346,476	\$ 350,760	\$ -	\$ -	\$ -	\$ -	Project deferred from prior year. Needed to minimize canal water usage. Will store water during the day that will be used for nightly irrigation.
WW-13B	Automation of reuse water system and supplemental water	\$ 86,250	\$ 86,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
WW-18	DynaLift MBR Membrane System	\$ 956,400	\$ 219,684	\$ 2,211	\$ 784,673	\$ 131,716	\$ -	\$ -	\$ -	Project 100% complete in FY08, not pd. in full; last inv. rec'd from Parkson was in Feb 08; Includes ~\$22K engineering fees.
WW-19	Electrical service upgrades at WWTP	\$ 200,000	\$ 20,142	\$ 20,142	\$ 211,761	\$ -	\$ -	\$ -	\$ -	This project is 100% complete
WW-20	New WWTP Generator	\$ 126,725	\$ 126,725	\$ 97,000	\$ 97,000	\$ -	\$ -	\$ -	\$ -	Generator is needed to handle all WTP & WWTP loads
WW-21	Storage Building	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
WW-22	SSES (Limited I/I study, lift station flow monitoring, cleaning and TV sewer lines 14,000 LF @ \$1.75/LF)	\$ -	\$ -	\$ -	\$ -	\$ 39,500				
WW-23	SCADA for lift stations	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
WW-24	Spart Parts	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	
WW-25	Misc. Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ 11,670	\$ -	\$ -	\$ -	
WW-26	Replace lift station control panel	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	
	Total Wastewater Program	\$ 2,094,375	\$ 1,084,246	\$ 465,829	\$ 1,556,166	\$ 480,386	\$ 22,500	\$ 22,500	\$ 22,500	
	Total Water, Wastewater & Irrigation Programs	\$ 2,857,859	\$ 1,840,545	\$ 941,973	\$ 2,295,406	\$ 945,726	\$ 262,500	\$ 3,262,500	\$ 52,500	

COMPLETED PROJECTS

Project No.	Project Name or Description	Project Total	Completion Date	Comments
R1 & 2	Road resurfacing and repair	\$ 473,138	9/30/2007	Completed in FY 2007
I-1	Irrigation & Fire Control Panel Upgrade	\$ 54,621	9/30/2008	Completed in FY 2008
W-2	Water Treatment Plant - replace transfer pumps	\$ 9,887	9/30/2008	Completed in FY 2008
W-4	Water Treatment Plant - various structural and architectural repairs to building (roof, doors, windows, painting)	\$ 14,050	9/30/2008	Completed in FY 2008
W-7	Water Treatment Plant - air condition room that houses compliance monitoring equipment	\$ 3,901	9/30/2008	Completed in FY 2008
WW-5	Wastewater Treatment Plant - two new mixers	\$ 18,810	9/30/2008	Completed in FY 2008

NOTES

NOTE ⁽¹⁾: The amounts shown in the 'BUDGET' columns above reflect the total amount budgeted (between FY 2007-FY 2009) for each project. These figures were obtained from the support schedules that accompanied the adopted budgets. These figures also include any adjustments made under board direction.

NOTE ⁽²⁾: The amounts shown in the 'FY 2009 ESTIMATE' columns reflect the most recent approximation of what the District expects to spend on each project between October 1, 2008 and September 30, 2009.

NOTE ⁽³⁾: The amounts shown in the 'PAID IN FY 2009' column reflects project expenses incurred between October 1, 2008 and September 30, 2009. The total of these columns will tie to the amounts reported as 'Year to Date Actual -Capital Reserves' in the corresponding monthly financial statement.

NOTE ⁽⁴⁾: The 'PAID INCEPTION TO DATE' columns reflect any payments made between FY 2006 and present.

**Port of the Islands Community Improvement District
Non-Ad Valorem Assessment Roll
FY 2009-2010**

Product Type	Maint. ERC Allocation	Maint/ERC	W/S ERC Allocation	W/S Standby	W/S Capital	Total per Product
		\$400		\$1,124	\$413	
Hotel Room	1.00	\$400	0.60	\$248	\$427	\$1,074
Condo Unit	1.00	\$400	0.80	\$330	\$569	\$1,299
Single Family	1.00	\$400	1.00	\$413	\$711	\$1,524

Comparison FY 2009 to FY 2010

Product Type	Total FY 2010	Total FY 2009	Increase (Decrease)	% Change
Hotel Room	\$1,074	\$1,074	(\$0)	(\$0)
Condo Unit	\$1,299	\$1,299	(\$0)	(\$0)
Single Family	\$1,524	\$1,524	(\$0)	(\$0)