



**Holiday Island Suburban Improvement District**  
**April, 2009 District Manager's Report**

**TO:** HISID Board of Commissioners  
**FROM:** Kevin Crosson, District Manager *KCC*  
**DATE:** April 22, 2009

The April, 2009 Manager's Report will provide you with an updated status report on 2009 goals and objectives and the detailed department reports. A summary financial report for the month of February, 2009 is also attached.

**Financial Summary for February, 2009**

**Assessments**

	Actual	Budget	Variance
Current Collected	\$ 6,236	\$1,717,930	\$ 1,711,694
Delinquent Collected	206,088	270,000	63,912
Penalties Collected	58,796	75,000	16,204
<b>Total Collected</b>	<b>\$ 271,121</b>	<b>\$2,062,930</b>	<b>\$ 1,791,809</b>

**Capital Expenditures**

	Actual	Budget	Balance
Budgeted-Facilities/Equip	\$ 0	\$281,000	\$ 281,000
Equipment Reserve		0	
2009 Projects/Unbudgeted		0	
Sewer Debt Funds-Offset		0	
<b>Totals</b>	<b>\$ 0</b>	<b>\$281,000</b>	<b>\$281,000</b>

**Operating Income/Expenses (ytd)**

	Actual	Budget	Variance
Income	\$ 284,000	\$ 1,987,000	\$(1,703,000)
Expense	(422,000)	(387,000)	(35,000)
<b>Net Income (&lt;depr)</b>	<b>\$ (138,000)</b>	<b>\$ 1,600,000</b>	<b>\$ (1,738,000)</b>

**Cash & Investments**

	Dec. 2008	February 2009	Inc./ (Dec)
Cash	\$ 159,000	\$ 329,000	\$ 170,000
Designated Res.	294,000	676,000	382,000
Undesignated Res.	958,000	966,000	8,000
<b>Totals</b>	<b>\$1,411,000</b>	<b>\$1,971,000</b>	<b>\$ 560,000</b>

**Actual/Budget Comparison**

	Actual	Budget	Variance
Income	\$ 284,000	\$ 1,987,000	\$ (1,703,000)
Expense	(422,000)	(387,000)	(35,000)
<b>Net Income (&lt;depr)</b>	<b>(138,000)</b>	<b>(1,600,000)</b>	<b>(1,738,000)</b>
Capital Expenditures (CE)	0	(281,000)	281,000
<b>Net Income After Initial CE</b>	<b>(138,000)</b>	<b>1,319,000</b>	<b>(1,457,000)</b>
CE - Equip Reserve	0	0	0
CE - 2007 Projects/Unbudgeted	0	0	0
CE-Offset by Sewer Debt	0	0	0
<b>Final Net Income</b>	<b>\$ (138,000)</b>	<b>\$ 1,319,000</b>	<b>\$ (1,457,000)</b>

**Summary Balance Sheet, February 28, 2009****ASSETS**

Unrestricted Cash	329,005.22
Restricted Cash	38,754.90
Unrestricted Invested Funds	(146,584.17)
Restricted Invested Funds	1,212,597.94
Debt Service Funds	176,502.60
Restricted Cash-Construction	
WWTP	360,581.56
Accounts Receivable	2,237,010.25
Allowance for Uncollectable Debt	(67,441.19)
Resale Inventory	56,582.89
Prepaid Expense (Insurance)	30,337.39
Land & Buildings	37,455,209.51
Accumulated Depreciation	<u>(18,263,015.68)</u>
	23,419,561.22

**LIABILITIES**

Short Term Payables	126,613.96
Long Term Payables	28,504.25
Bonds Payable WWTP	
Construction	1,144,141.00
Fire Wise Grant	25,169.35
Encumberd Funds-Sewer Debt	282,234.76
Contributed Capital	1,549,868.72
Retained Earnings	<u>20,263,029.18</u>
	23,419,561.22

## **2009 District Goals and Objectives**

**Goal #1:** Protect and systematically improve the District's infrastructure, including the water production, storage and distribution system; wastewater collection and treatment system; and road and drainage system.

### **Objectives:**

1. Monitor the construction phase of the District's wastewater treatment plant upgrade and expansion project, following agreed-upon construction observation/inspection protocol with the project engineers, to ensure project stays on schedule and is completed within funding allocations.

*Lead Staff:* District Manager, Public Works Director

*Completion Schedule:* End of 4<sup>th</sup> Quarter

*Status:* District Manager, Public Works Director currently attending monthly construction progress meetings with representatives of ANRC, BRB Construction, and McGoodwin, Williams and Yates; project 33% complete, on/slightly ahead of schedule, and within contract amount

2. Initiate an energy conservation program for District operations, and provide the Board a report that recommends specific policies, operational strategies and quantifiable efficiency goals to direct and control the use of non-renewable resources, including electricity, water, and fossil fuels.

*Lead Staff:* District Manager, Public Works Director

*Completion Schedule:* End of 2<sup>nd</sup> Quarter

*Status:* Currently researching programs with other communities

**Goal #2:** Ensure the integrity and stability of the District's revenue sources, and evaluate all opportunities to expand the revenue base.

### **Objectives:**

1. Develop a recommendation for board consideration that provides for usage of District amenities at a discounted price for long-term Holiday Island residential renters.

*Lead Staff:* District Manager, Golf Professional

*Completion Schedule:* End of 1<sup>st</sup> Quarter

*Status:* Project placed on hold pending recommendations to be made by proposed ad hoc advisory committee regarding golf financing structure

2. Develop a recommendation for board consideration to "index" key revenue sources to the Consumer Price Index to ensure income paces the rate of inflation.

*Lead Staff:* Office Manager

*Completion Schedule:* End of 3<sup>rd</sup> Quarter

Status:

3. Solicit the assistance of the District's state representatives to modify SID statutes regarding the timing and frequency of assessment payments.

Lead Staff: District Manager, Office Manager

Completion Schedule: End of 1<sup>st</sup> Quarter

Status: State Representative, Bryan King, introduced HB2270 the week of March 9 to significant opposition from the Arkansas Coalition of Counties; bill will be re-filed after current session for interim study and clarification.

4. Seek an Attorney General's Opinion regarding the eligibility of a Suburban Improvement District to receive state turn back funds.

Lead Staff: District Manager, Office Manager

Completion Schedule: End of 1<sup>st</sup> Quarter

Status: Staff to work with District attorney to draft formal AG request for opinion in late April; formal request will be made in April, slightly behind projected completion schedule

**Goal #3:** Ensure that all District operations, procedures and regulations are in compliance with all applicable federal, state and local laws, and are geared towards minimizing exposure and risk.

**Objectives:**

1. Develop, implement and enforce a District regulation requiring property owners to properly dispose of large piles of brush/timber in a timely manner to reduce serious fire hazards.

Lead Staff: Fire Chief

Completion Schedule: End of 2<sup>nd</sup> Quarter

Status: Revised Regulation approved at March Regular BOC meeting **\*Completed\***

**Goal #4:** Ensure the integrity/success of the District is maintained from the standpoints of future growth and aesthetics.

**Objectives:**

1. Develop report outlining options available to the District to expand and/or supplement law enforcement services for the community.

Lead Staff: District Manager, Fire Chief

Completion Schedule: End of 1<sup>st</sup> Quarter

Status: Revised law enforcement agreement approved by BOC at February Regular Meeting **\*Completed\***

2. Initiate the process of developing a deer management plan for the community by working with the Arkansas Game and Fish Commission to conduct a deer inventory.

Lead Staff: District Manager, Fire Chief

Completion Schedule: End of 1<sup>st</sup> Quarter

Status: Arkansas Game & Fish Commission conducted spotlight deer survey March 30 and 31.

3. Develop a recommendation for Board consideration regarding the establishment of an ad-hoc committee composed of Holiday Island property owners to evaluate and make recommendations to the Board of Commissioners regarding the financing structure of the District's golf operations, including marketing, fees and charges.

*Lead Staff:* District Manager, Golf Professional

*Completion Schedule:* End of 1st Quarter

*Status:* Recommendations regarding formation of committee approved at the March Regular BOC meeting; first committee meeting held Thursday, April 16

4. Develop recommendations for the Board for expanded communications opportunities with the property owners of Holiday Island.

*Lead Staff:* District Manager

*Completion Schedule:* End of 2<sup>nd</sup> Quarter

*Status:* Staff compiling website modifications for expansion of property owner communications and evaluate other webpage options; Commissioner Larson has agreed to provide assistance with website modifications, establishment of subscription monthly e-newsletter

**Goal #5:** Maintain quality District amenities for the property owners of Holiday Island as cost-effectively as possible.

#### **Objectives:**

1. Initiate a long-range programming study which outlines options for financing, siting possibilities, planning cost estimates, and potential partnerships for the development and scheduling of future Recreation Center expansion phases.

*Lead Staff:* District Manager, Recreation Director

*Completion Schedule:* End of 3<sup>rd</sup> Quarter

*Status:* Temporarily postponed pending hire of new Recreation Director

2. Initiate a long-range planning process for the development of a system of strategically-located neighborhood parks and nature trails.

*Lead Staff:* Recreation Director

*Completion Schedule:* End of 3<sup>rd</sup> Quarter

*Status:* Temporarily postponed pending hire of new Recreation Director

3. Develop and present a reporting model that provides a comparison of District amenities operations against comparable communities/operations for the purpose of evaluating cost-effectiveness.

*Lead Staff:* District Management Staff

*Completion Schedule:* End of 3<sup>rd</sup> Quarter

*Status:* Staff evaluating feasibility/applicability of proposing the member communities the Arkansas Coalition of Planned Communities (Bella Vista, Hot Springs Village, Cherokee Village, Fairfield Bay) as the pool of comparison communities; presented conceptually at ACPC meeting earlier this month, and will follow up with further details with group in April-May

**Goal #6:** Ensure District support of actions and methods that provide for and retain a competent, dedicated, and well-motivated work force that can respond to the evolving needs of the community.

**Objectives:**

1. Develop comprehensive set of administrative *standard operating procedures* to be used as a guide for District management and employees in the performance of their individual responsibilities.

*Lead Staff:* District Management Staff

*Completion Schedule:* End of 2<sup>nd</sup> Quarter

*Status:*

2. Evaluate and implement expanded in-house employee training programs, and implement procedures as needed to protect and improve District employee/property owner relationships.

*Lead Staff:* District Management Staff

*Completion Schedule:* Ongoing

*Status:* Staff developing 2009 schedule of quarterly all-employee training sessions; all-employee CPR training to be conducted April 20-21

3. Develop recommendations to the Board outlining modifications to the District's current incentive package to assist with volunteer firefighter recruitment.

*Lead Staff:* Fire Chief

*Completion Schedule:* End of 2<sup>nd</sup> Quarter

*Status:* Project currently placed on hold due to recent influx of new volunteer recruits; will evaluate need for adjustments to current incentive package later in year

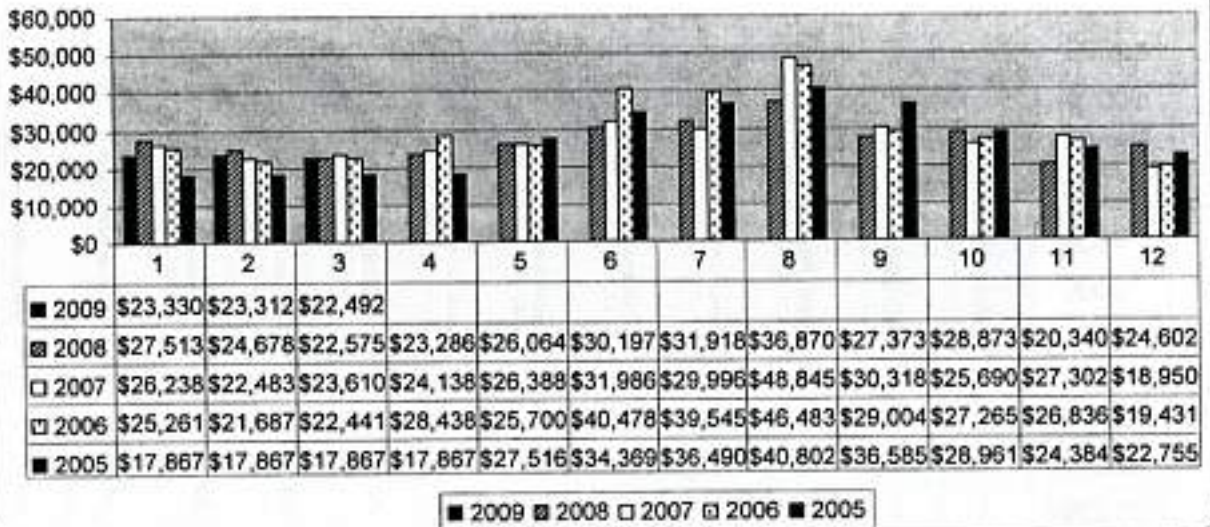
**Department Operations**

Annual Activity Card Program year-to-date report (thru March):

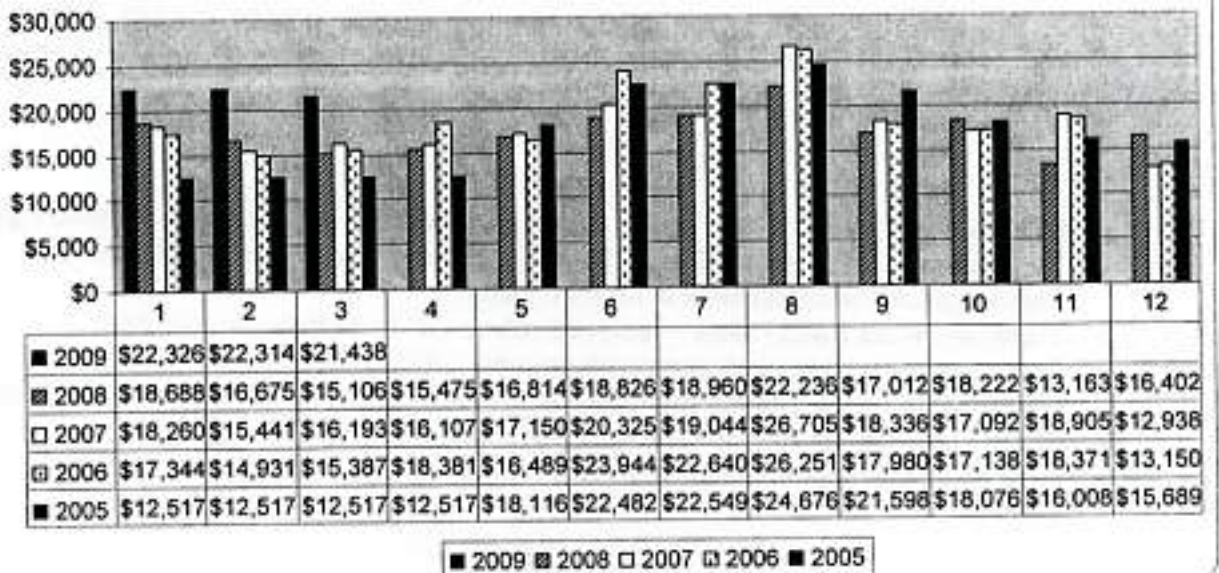
	YTD '08 - \$	YTD '09 - \$	YTD '08 - #	YTD '09 - #
Full Access Family	\$54,450	\$45,450	121	101
Full Access Individual	\$24,560	\$24,000	82	80
Limited Family	\$4,200	\$1,500	28	10
Limited Individual	\$595	\$1,700	7	20

- Water billed ytd 2009 is \$69,134 compared to ytd 2008 of \$74,766; wastewater billed ytd 2009 is \$66,078 compared to ytd 2008 of \$50,469. YTD \$38,171 has been collected for WW Treatment Plant Debt.

### Water Billed



### Wastewater Billed



- Holiday Island Planning Commission - Single family residential permits are our key indicator of community growth. There have been 3 single family residential permits issued by the HIPC ytd 2009, with 6 issued ytd 2008.

