

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

3G-2

AGENDA ITEM SUMMARY

Meeting Date: July 02, 2019 **Consent** **Regular**
 Workshop **Public Hearing**

Department: Office of Financial Management & Budget

Submitted By: Office of Financial Management & Budget


I. EXECUTIVE BRIEF

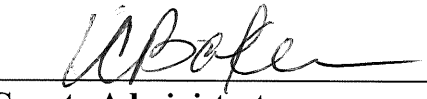
Motion and Title: Staff recommends motion to receive and file: Proposed FY 2020 Operating Budget for the Seminole Improvement District.

Summary: The Seminole Improvement District has submitted its Proposed FY 2020 Operating Budget. Countywide (DB).

Background and Justification: N/A

Attachments: Proposed Budget

Recommended by:  6/11/19
 Department Director **Date**

Approved by:  6/19/19
 County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____

**# ADDITIONAL FTE
POSITIONS (Cumulative)**

Is Item Included In Current Budget? Yes _____ No X
Does this item include the use of Federal Funds? Yes _____ No X
Budget Account No. _____ **Fund** _____ **Department** _____ **Unit** _____ **Object** _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] *6/11/19*
OFMB *6/11 SP 6/11* N/A
Contract Dev. and Control

B. Legal Sufficiency:

[Signature] *6/17/19*
Assistant County Attorney

C. Other Department Review:

N/A
Department Director



Seminole Improvement District

Board of Supervisors

Scott Massey, President
Dennis Church, Vice President
Jared Stern, Secretary/Treasurer

Ken Cassel, District Manager
Terry E. Lewis, District Counsel

June 4, 2019

Palm Beach County Administrator

Ms. Verdenia C. Baker
301 N. Olive Avenue
11th Floor
West Palm Beach, FL. 33401

JUN 05 2019

Re: Proposed Operating Budget for Fiscal Year 2020

Ms. Baker:

As a courtesy we are providing you for purposes of disclosure and information only, the proposed annual budget for the ensuing fiscal year.

If you have any questions or comments, please feel free to contact me at 954-603-0033.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth G. Cassel', is written in a cursive style.

Kenneth G. Cassel
District Manager

SEMINOLE IMPROVEMENT DISTRICT

Annual Operating and Enterprise Budget **Fiscal Year 2020**

Tentative Approved Budget
6/3/2019 16:00

Prepared by:



SEMINOLE IMPROVEMENT DISTRICT

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SEMINOLE IMPROVEMENT DISTRICT

General Fund - Operating Budget

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
 General Fund
 Fiscal Year 2020 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 3,504	4,131	\$ 3,000	\$ 4,267	3,048	\$ 7,315	\$ -
Building Permits	70,822	151,319	150,000	290,436	207,454	497,890	151,300
Physical Environment	-	6,480	-	15,120	10,800	25,920	61,700
Other Governmental Chrgs/Fees	-	40,000	-	-	-	-	-
Penalties	-	33	-	-	-	-	-
Interest - Tax Collector	26	158	-	-	-	-	-
Special Assmnts- Tax Collector	910,722	2,379,264	2,983,664	2,985,118	-	2,985,118	2,804,999
Special Assmnts- Other	-	-	-	-	-	-	21,496
Special Assmnts- CDD Collected	-	-	45,000	-	-	-	-
Special Assmnts- Discounts	(36,429)	(92,274)	(119,347)	(91,548)	-	(91,548)	(112,200)
Developer Contribution	11,632,216	-	1,100,000	916,134	-	916,134	2,006,200
Other Miscellaneous Revenues	171	-	-	-	-	-	-
Lien Search Fee	-	225	-	75	-	75	-
TOTAL REVENUES	12,581,032	2,489,336	4,162,317	4,119,602	221,302	4,340,904	4,933,495

EXPENDITURES

Administrative

ProfServ-Engineering	132,886	154,018	80,000	65,836	47,026	112,862	154,000
ProfServ-Info Technology	2,291	8,959	80,750	29,707	21,219	50,926	41,400
ProfServ-Legal Services	118,852	361,983	150,000	233,564	166,831	400,395	-
ProfServ-Mgmt Consulting Serv	67,000	104,524	71,080	166,199	118,714	284,913	293,500
ProfServ-Property Appraiser	75	150	150	-	150	150	200
ProfServ-Special Assessment	5,000	3,500	5,000	6,750	-	6,750	7,000
ProfServ-Planning	-	-	15,000	-	-	-	-
ProfServ-Other	-	-	150,000	135,839	85,114	220,953	221,000
ProfServ-Consultants	25,225	41,396	40,000	26,075	18,625	44,700	44,700
ProfServ-Assessment Methodology	-	-	-	-	-	-	8,000
Auditing Services	2,538	2,538	4,000	-	2,663	2,663	2,800
Contracts-Admin. Service	30,000	32,413	60,000	35,000	25,000	60,000	61,800
Communication -Telephone	1,597	2,880	-	-	-	-	-
Postage and Freight	498	923	1,500	1,324	561	1,885	1,900
Telephone/Fax/Internet Services	-	-	3,000	2,998	3,447	6,445	6,400
Lease - Copier	-	-	-	-	-	-	9,500
Insurance - General Liability	-	-	-	-	-	-	5,600
Public Officials Insurance	-	-	-	-	-	-	2,500
Liability/Property Insurance	3,500	6,371	8,815	7,362	-	7,362	-
Printing and Binding	508	1,048	-	-	-	-	-
Printing	-	-	1,500	636	454	1,090	1,500
Legal Advertising	1,149	3,765	3,500	2,628	1,877	4,505	4,500
Misc-Bank Charges	259	957	500	183	131	314	1,000
Misc-Assessmnt Collection Cost	3,443	9,084	29,837	28,936	-	28,936	28,050
Government Affairs	-	1,023	2,000	51,270	36,621	87,891	2,000
Misc-Web Hosting	370	375	4,000	285	204	489	15,500
Office Supplies	2,062	2,792	5,000	4,043	2,888	6,931	6,900
Subscriptions and Memberships	1,223	4,047	20,000	5,409	-	5,409	-
Annual District Filing Fee	175	225	200	-	225	225	200
Dues, Licenses, Subscriptions	-	129	-	-	-	-	7,500
Total Administrative	398,651	743,100	735,832	804,044	531,751	1,335,795	927,450

Summary of Revenues, Expenditures and Changes in Fund Balances
 General Fund
 Fiscal Year 2020 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Legal Counsel							
ProfServ-Legal Services	-	-	-	-	-	-	350,000
ProfServ-Legislative Expense	-	-	-	-	-	-	87,900
Total Legal Counsel	-	-	-	-	-	-	437,900
Emergency/Disaster Relief							
R&M-Emergency& Disaster Relief	-	1,528	15,000	-	15,000	15,000	15,000
Total Emergency/Disaster Relief	-	1,528	15,000	-	15,000	15,000	15,000
Electric Utility Services							
Utility - General	1,340	1,279	2,500	743	531	1,274	1,300
Total Electric Utility Services	1,340	1,279	2,500	743	531	1,274	1,300
Conservation and Resource Mgmt							
Contracts-Water Analysis	5,701	-	-	-	-	-	-
Utility - Irrigation	5,203	-	-	-	-	-	-
Electricity - Irrigation	236	-	-	-	-	-	-
R&M-Aquatic Weed Control	26,584	-	-	-	-	-	-
R&M-Canals Mowing	14,713	-	-	-	-	-	-
R&M-Canals Mechanical Interior	17,475	-	-	-	-	-	-
R&M-Surface Water Pump Station	151	-	-	-	-	-	-
Total Conservation and Resource Mgmt	70,063	-	-	-	-	-	-
Flood Control/Stormwater Mgmt							
Contracts-Janitorial Services	-	8,700	10,920	4,365	3,118	7,483	8,700
Contracts-Water Analysis	-	5,536	20,063	3,440	2,457	5,897	5,900
Utility - Irrigation	-	5,473	50,000	4,226	478	4,704	5,500
Utility - Refuse Removal	-	3,154	2,832	1,538	1,099	2,637	3,200
Electricity - Irrigation	-	233	3,700	145	104	249	200
R&M-General	27,346	24,886	28,000	13,877	2,489	16,366	24,900
R&M-Aquatic Weed Control	-	48,163	65,000	23,786	16,990	40,776	48,200
R&M-Canals Mechanical Outfall	-	-	5,000	4,720	-	4,720	5,000
R&M-Canals Mechanical Maintenance	-	34,650	65,000	-	-	-	65,000
R&M-Canals Mowing	-	13,940	28,000	9,950	-	9,950	13,900
R&M-Boundries Outfall	-	28,840	40,000	22,040	-	22,040	28,800
R&M-Canals Mechanical Interior	-	8,450	25,000	15,575	-	15,575	15,600
R&M-Culverts, Labor	-	-	10,000	-	-	-	10,000
R&M-Culverts, Other	-	-	10,000	2,535	-	2,535	10,000
R&M-Surface Water Pump Station	-	-	2,000	-	-	-	2,000
Misc-Contingency	1,377	112	100,000	1,883	-	1,883	50,000
Op Supplies - Fuel, Oil	9,809	8,443	20,000	6,201	4,429	10,630	10,600
Total Flood Control/Stormwater Mgmt	38,532	190,580	485,515	114,281	31,163	145,444	307,500
Field							
ProfServ-Field Management	95,457	126,107	150,000	51,560	36,829	88,389	88,400
Contractual Labor	-	-	162,211	84,161	60,115	144,276	162,200
Contracts-Landscape	133,870	150,153	155,000	47,350	33,821	81,171	160,000
Contracts-Landscaping (Lake banks)	-	-	100,000	5,035	25,175	30,210	100,000
Contracts-Landscape R-O-W	-	-	690,469	46,144	388,537	434,681	531,545
R&M-Aquatic Weed Control	-	-	37,000	-	-	-	37,000
Total Field	229,327	276,260	1,294,680	234,250	544,477	778,727	1,079,145

SEMINOLE IMPROVEMENT DISTRICT

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances
 General Fund
 Fiscal Year 2020 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APR-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Capital Expenditures & Projects							
Cap Outlay - Vehicles	-	10,856	20,000	-	-	-	20,000
Cap Outlay-Software	-	-	20,000	-	-	-	-
Cap Outlay - Canal	-	-	500,000	435,545	-	435,545	100,000
Cap Outlay-Roads	13,213,269	-	600,000	281,324	-	281,324	2,006,200
Cap Outlay-Water/Waste Project	19,694	-	-	-	-	-	-
Total Capital Expenditures & Projects	13,232,963	10,856	1,140,000	716,869	-	716,869	2,126,200
Road and Street Facilities							
Electricity - General	-	-	-	-	-	-	35,000
Road & Street Facilities	3,476	596	30,000	2,362	1,687	4,049	4,000
Total Road & Street Facilities	3,476	596	30,000	2,362	1,687	4,049	39,000
TOTAL EXPENDITURES	13,974,352	1,224,199	3,703,527	1,872,549	1,124,608	2,997,157	4,933,495
Excess (deficiency) of revenues							
Over (under) expenditures	(1,393,320)	1,265,137	458,790	2,247,053	(903,306)	1,343,747	(0)
OTHER FINANCING SOURCES (USES)							
Loan/Note Proceeds	414,284	-	-	-	-	-	-
Sale of General Capital Assets	-	-	-	-	-	-	-
Other Nonoperating Sources	-	1,000,000	-	2,000	-	2,000	-
Contribution to (Use of) Fund Balance	-	-	458,790	-	-	-	(0)
TOTAL OTHER SOURCES (USES)	414,284	1,000,000	-	2,000	-	2,000	(0)
Net change in fund balance	(979,036)	2,265,137	458,790	2,249,053	(903,306)	1,345,747	(0)
FUND BALANCE, BEGINNING	188,810	(790,226)	1,474,911	1,474,911	-	1,474,911	2,820,658
FUND BALANCE, ENDING	\$ (790,226)	\$ 1,474,911	\$ 1,933,701	\$ 3,723,964	\$ (903,306)	\$ 2,820,658	\$ 2,820,658

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 2,820,658
Net Change in Fund Balance - Fiscal Year 2020	(0)
Reserves - Fiscal Year 2020 Additions	-
Total Funds Available (Estimated) - 9/30/2020	2,820,658

ALLOCATION OF AVAILABLE FUNDS

<i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	701,824 ⁽¹⁾
Subtotal	<u>701,824</u>
Total Allocation of Available Funds	701,824

Total Unassigned (undesignated) Cash	<u>\$ 2,118,834</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2020

Revenue

Building Permits

The District collects permit fees for development construction projects.

Physical Environment

The District is reimbursed by the City Westlake for the time its personnel spend serving Westlake needs, as well as for the cost of electricity for streetlights.

Special Assessment - Tax Collector

The District levies a Non-Ad Valorem assessment on all sold and platted parcels within its boundaries to pay for its operating expenditures during the Fiscal Year.

Special Assessment - Other

A Non-Ad Valorem assessment is billed directly on specific parcels within the District to pay for the operating expenditures during the Fiscal Year.

Special Assessment - Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Developer Contributions

The Developer has agreed to reimburse the District for costs incurred to make roadway improvements.

Expenditures

Expenditures – Administrative

Professional Services - Engineering

This represents the cost of attendance and preparation for monthly board meetings, review of invoices, specifically requested assignments and other general engineering services provided to the District.

Professional Services - Info Technology

This represents the District's share of the cost to develop and maintain the information technology infrastructure it shares with the City of Westlake.

Professional Services - Management Consulting Services

This represents the cost of Management, Accounting and Accounts Payable services provided as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in the Management Agreement.

Professional Services - Property Appraiser

This represents the annual fee paid to the Palm Beach County Property Appraiser to expedite annual processing using the Uniform Method of Collection.

Professional Services - Special Assessment

This represents the cost to put the District's assessments on the Tax Roll, as well as the costs to produce estoppel letters and otherwise maintain the assessment rolls throughout the year. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

Budget Narrative
Fiscal Year 2020

Expenditures – Administrative (continued)

Professional Services - Other

This represents the cost of inspection services provided to the District.

Professional Services - Consultants

This represents the cost of consultants to provide assistance with issues such as land planning, rate studies and special reports.

Professional Services - Assessment Methodology

This represents the cost to develop and maintain the methodology used to calculate the District's assessments for the Tax Roll..

Auditing Services

This represents the cost to conduct an annual audit of the District's financial statements by an independent Certified Public Accounting firm.

Contracts - Administrative Service

This represents the cost to provide onsite administrative work, including receivables, field data entry and customer service. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

Postage and Freight

This represents the cost of postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Telephone/Fax/Internet Services

This represents the cost of telephone and internet services. The budgeted amount for the fiscal year is based on prior year spending.

Lease – Copier

This represents the District's share of machine and software lease payments made for the copier the district shares with the City of Westlake.

Public Officials/General Liability Insurance

This represents the cost of General Liability & Public Officials Liability Insurance policy provided by Public Risk Insurance Agency. Public Risk Insurance specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus any anticipated market adjustments.

Printing

The represents the cost to produce copies used in the preparation of agenda packages, required mailings and other special projects. The District receives this service as part of a Management Agreement with Inframark Infrastructure Management Services.

Legal Advertising

This represents the cost to publish required notices of monthly Board meetings and other public hearings in a newspaper of general circulation.

Misc - Bank Charges

This represents the cost of bank charges and other related expenses that are incurred during the year.

Misc. - Assessment Collection Costs

The represents the cost to reimburse the Palm Beach County Tax Collector for its necessary administrative costs. Per 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 1% on the amount of special assessments collected and remitted, whichever is greater. The current budget for collection costs was based on a maximum of 1% of the anticipated assessment collections.

Budget Narrative
Fiscal Year 2020

Expenditures – Administrative (continued)

Governmental Affairs

This represents costs associated with meetings and any dues required as part of intergovernmental groups.

Misc - Web Hosting

This represents the cost of website hosting and posting of information to meet current Florida Statutes. Also included is the annual domain name fees and any modifications to the web sites.

Office Supplies

The represents the cost of supplies used in the preparation of agenda packages, required mailings and other special projects. The budget for this line item also includes the cost for supplies in the District office.

Annual District Filing Fee

The represents the annual fee the District is required to pay to the Florida Department of Community Affairs.

Dues, Licenses, Subscriptions

This represents the cost of membership dues and subscriptions to associations associated with the management of special Districts in Florida. They include but are not limited to Florida Association of Special Districts (FASD), Florida Rural Water Association and South Florida intergovernmental groups.

Expenditures – Legal Counsel

Professional Services - Legal Services

This represents the cost of attendance and preparation for monthly meetings, review of operating and maintenance contracts, and other specifically requested assignments provided by the District's legal counsel.

Professional Services – Legislative Expense

This represents the cost of representation to the Florida legislature and related state agencies.

Operations and Maintenance:

Expenditures – Emergency/Disaster Relief

R&M - Emergency & Disaster Relief

This represents the cost of immediate needs of the District immediately following a disaster to facilitate the recovery from the event.

Expenditures – Electric Utility Service

Utility - General

This represents the cost of general outside lighting in areas throughout the District, as well as electricity for the District offices. The service is provided by FPL.

Expenditures – Flood Control/Stormwater Management

Contracts – Janitorial Services

This represents the cost of cleaning the District offices.

Budget Narrative
Fiscal Year 2020

Expenditures – Flood Control/Stormwater Management (continued)

Contracts - Water Analysis

This represents the cost of water analysis for surface water utilized in keeping the canal levels at the appropriate levels. It is a requirement of the interlocal agreements and other regulatory requirements that the surface water be tested for pollutants. The water is secured from the intakes on the M canal. Currently, Donovan Water Corporation provides this service.

Utility - Irrigation

This represents the cost of water used for irrigation throughout the Agricultural areas. In accordance with an interlocal agreement with the City of West Palm Beach the District pays an annual fee as well as per acre feet of water drawn from the M Canal.

Utility – Refuse Removal

This represents the cost for recycling collection, as well as disposal of yard waste and bulk items.

Electricity - Irrigation

The line covers the expense for electricity for the various pump stations throughout the District.

R&M - General

This represents the cost of general repairs and maintenance for automobiles, tractors, mowers and other machinery.

R&M - Aquatic Weed Control

This represents the cost to apply chemicals that minimize or eliminate various aquatic weeds from the canal and pond infrastructure throughout the District. This service is provided by Southern Aquatic & Upland Services.

R&M - Canals Mechanical Outfall

This represents the cost to maintain the main outfall canal.

R&M - Canals Mechanical Maintenance

This represents the cost to excavate and maintain the M2 Canal from Sycamore to Southern Boulevard

R&M - Canals Mowing

This represents the cost of specialty mowing for the steep banks of the drainage canals throughout the District. The District determined that it was more economical to contract specialty mowing rather than owning and maintaining the specialty equipment. This service is provided by Lytell McAllister Construction.

R&M - Boundaries Outfall

This represents the cost to maintain the main outfall at the southern end of the canal along SR 80 (Southern Blvd.)

R&M - Canals Mechanical Interior

This represents the cost of repairs and maintenance of the various control gates throughout the District. This includes repair and replacement of hydraulic hoses, parts and oil for the hydraulic pumps

R&M - Culverts, Labor

This represents the cost to maintain the District's rights of way. This includes operation of the intake gates and control gates throughout the District.

R&M - Culverts, Other

This represents the cost for other miscellaneous repairs that may be necessary to various culverts and ditches in the District.

R&M - Surface Water Pump Station

This represents the cost to operate and maintain portable surface water transfer pumps.

Budget Narrative
Fiscal Year 2020

Expenditures – Flood Control/Stormwater Management (continued)

Misc. - Contingency

This represents expenses incurred for out of scope services.

Op Supplies - Fuel, Oil

This represents the cost for the fuel and oil necessary to operate the field and flood control aspects of the District, as well as the cost for fuel for the tractors and trucks used to maintain the right of way and flood control gates

Expenditures - Field

Professional Services - Field Management

This represents the cost to oversee the day to day aspects of the field operations. These services are provided by Blake's Well & Pump.

Contractual Labor

This represents the cost of labor to perform field operations. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

Contracts - Landscape

This represents the cost of landscaping services around the District office and other locations within the District. These services are provided by Messier Contracting.

Contracts - Lakes

This represents the cost of landscaping services around the District's lakes.

Contracts - Landscape ROW

This represents the cost of landscaping services of the right-of-ways.

R&M - Aquatic Weed Control

This line covers the application of chemicals to minimize or eliminate various aquatic weeds from the canal and pond infrastructure throughout the District.

Expenditures – Capital Expenditures and Projects

Capital Outlay - Vehicles

This represents the estimated cost of vehicle additions/replacements.

Cap Outlay - Canal

This represents the cost to restructure the 60th Street Headworks of the M Canal.

Cap Outlay - Roads

The District has a construction agreement with J.W. Cheatham, LLC to construct roadway widening. Location of project is: Seminole Ridge High School to Sycamore Drive, Palm Beach County, Florida. The costs will be reimbursed by the Developer.

Expenditures – Road and Street Facilities

Electricity – General

This represents the cost to provide electricity to streetlights.

Budget Narrative
Fiscal Year 2020

Expenditures – Road and Street Facilities (continued)

Road and Street Facilities

This represents the cost of street sweeping, signage and gate repairs.

SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund - Water and Sewer Budget

Fiscal Year 2020

Summary of Revenues, Expenses and Changes in Net Assets
Enterprise Fund
Fiscal Year 2020 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET	THRU	MAY-	PROJECTED	BUDGET
			FY 2019	APR-2019	SEP-2019	FY 2019	FY 2020
OPERATING REVENUES							
Interest - Investments	\$ 4	18	\$ 510	\$ 9,242	6,601	\$ 15,843	-
Capacity Fees	172,781	-	-	-	-	-	-
Bulding Permits	-	-	173,400	2,500	1,786	4,286	4,300
Water Revenue	34,168	178,400	104,552	115,384	82,417	197,801	329,600
Water-Base Rate	-	-	63,558	-	-	-	-
Irrigation Revenue	-	14,199	-	-	-	-	-
Sewer Revenue	25,100	52,027	79,081	80,035	57,168	137,203	228,700
Reuse Water Revenue	-	85,854	28,152	89,724	64,089	153,813	259,700
Meter Fees	450	178,916	95,000	78,754	56,253	135,007	135,000
Penalties	-	-	-	45	-	45	-
Admin Fee	-	6,850	-	5,750	4,107	9,857	9,900
AGRF - Water	-	12,572	3,171	22,904	2,813	25,717	25,500
AGRF - Wastewater	-	5,768	1,216	11,019	1,290	12,309	11,700
Other Operating Revenues	-	1,699	2,400	18,242	-	18,242	-
Interest-Tax Collector	-	-	-	549	-	549	-
Special Assessments- Tax Collector	258,441	-	-	-	-	-	-
Special Assmnts- Discounts	(10,338)	-	-	-	-	-	-
Developer Contribution	-	2,922,698	-	27,634	-	27,634	602,100
Other Miscellaneous Revenues	25	-	-	-	-	-	-
Lien Search Fee	-	375	-	-	-	-	-
Connection Fees - W/S	-	596,239	495,346	541,691	16,494	558,185	334,800
TOTAL OPERATING REVENUES	480,631	4,055,615	1,046,386	1,003,473	293,017	1,296,490	1,941,300

OPERATING EXPENSES

Administrative

ProfServ-Engineering	122,860	174,472	55,000	74,918	53,513	128,431	174,500
ProfServ-Info Technology	4,445	2,049	80,000	21,225	21,185	42,410	42,400
ProfServ-Legal Services	101,033	54,047	90,000	23,212	16,580	39,792	-
ProfServ-Mgmt Consulting Serv	16,000	18,223	16,974	10,127	7,234	17,361	17,900
ProfServ-Property Appraiser	75	-	-	-	-	-	-
ProfServ-Consultants	-	4,900	20,600	-	-	-	20,600
Auditing Services	2,538	2,538	3,000	-	2,663	2,663	2,700
Contracts-Admin. Service	31,000	36,222	32,888	41,441	29,601	71,042	142,300
Communication - Telephone	1,862	2,399	2,500	1,603	1,145	2,748	2,700
Postage and Freight	453	295	2,480	594	424	1,018	1,000
	-	-	-	-	-	-	7,000
Public Officials Insurance	-	-	-	-	-	-	2,500
Liability/Property Insurance	18,348	13,360	20,588	16,668	-	16,668	-
Insurance(Liab,Auto,Property)	-	-	-	-	-	-	15,900
Printing and Binding	508	236	1,500	-	-	-	-
Printing	-	-	-	-	-	-	1,500
Legal Advertising	1,149	112	2,000	-	-	-	2,000
Misc-Bank Charges	259	-	80	2,049	1,464	3,513	3,500
Misc-Assessmnt Collection Cost	977	-	-	-	-	-	-
Misc-Contingency	-	-	24,978	4,384	3,131	7,515	-
Office Supplies	169	800	2,046	148	106	254	800
Subscriptions and Memberships	51	-	5,166	-	-	-	-
Dues, Licenses,Subscriptions	-	1,118	-	1,550	-	1,550	2,500
Bad Debt Expenses	-	-	1,836	-	-	-	-
Total Administrative	301,727	310,771	361,636	197,919	137,045	334,964	439,800

Legal Counsel

ProfServ-Legal Services	-	-	-	-	-	-	54,000
Total Legal Counsel	-	-	-	-	-	-	54,000

Summary of Revenues, Expenses and Changes in Net Assets
Enterprise Fund
Fiscal Year 2020 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET	THRU	MAY-	PROJECTED	BUDGET
			FY 2019	APR-2019	SEP-2019	FY 2019	FY 2020
Water Utility Services							
Depreciation Expense	43,719	-	-	-	-	-	-
Total Water Utility Services	43,719	-	-	-	-	-	-
Sewer/Wastewater Services							
Depreciation Expense	90,035	-	-	-	-	-	-
Total Sewer/Wastewater Services	90,035	-	-	-	-	-	-
Water-Sewer Comb Services							
Contracts-Bulk Potable Water	28,015	73,059	38,962	71,767	51,262	123,029	205,000
Contracts-Bulk Wastewater	23,374	54,354	34,268	50,640	36,171	86,811	144,700
Contracts-Building and Grounds	5,460	5,550	11,330	3,940	2,814	6,754	6,800
Contracts-Bulk Reclaimed Water	-	14,255	13,447	30,152	21,537	51,689	86,100
Operating Fee (PBC Contract)	25,971	18,700	-	-	-	-	-
Contracts-Utility Service	-	10,278	-	-	-	-	-
Communication - Teleph - Field	4,308	4,533	3,682	3,357	2,398	5,755	5,800
Communications-Other	-	-	-	-	-	-	2,000
Electricity - General	2,728	13,655	6,164	10,371	7,408	17,779	17,800
Water/Sewer Meter Reading	-	-	4,948	-	-	-	-
Utility Fees	-	-	-	2,568	2,568	5,136	8,600
R&M-Meters	-	25,437	23,000	-	-	-	25,400
R&M-Buildings & Grounds	-	6,348	6,210	637	-	637	6,300
R&M-Meter Change out	49,157	-	-	-	-	-	-
R&M-Meter Set Up	-	29,110	23,400	50,302	35,930	86,232	86,200
R&M-Potable Water Lines	1,728	6,524	9,315	1,044	-	1,044	6,500
R&M-Sewer Lines	1,550	750	5,175	-	-	-	5,200
R&M-Site Facilities	4,852	5,886	6,210	3,227	2,305	5,532	5,900
R&M-Water Plant Equipment	-	-	5,000	834	-	834	5,000
Miscellaneous Services	-	-	5,116	1,300	-	1,300	5,100
Misc-Late Fees	-	-	-	765	-	765	-
Misc-Contingency	325	-	-	-	-	-	-
Op Supplies - Chemicals	-	2,457	5,200	-	-	-	5,200
Depreciation Expense	567	-	-	-	-	-	-
Geographical Information System	-	8,830	-	-	-	-	-
Total Water-Sewer Comb Services	148,035	279,726	201,427	230,904	162,394	393,298	627,600
Field							
ProfServ-Field Management	42,752	33,963	33,184	13,462	9,616	23,078	34,000
Contractual Labor	-	-	77,500	45,208	32,291	77,499	79,800
Total Field	42,752	33,963	110,684	58,670	41,907	100,577	113,800
Capital Expenses & Projects							
ProfServ-Engineering	10,026	-	-	-	-	-	-
Depreciation Expense	-	376,838	-	-	-	-	-
Cap Outlay	-	-	20,000	-	-	-	-
Cap Outlay - Water/Waste Project	-	-	-	-	-	-	602,100
Total Capital Expenses & Projects	10,026	376,838	20,000	-	-	-	602,100
Debt Service							
Interest Expense	19,972	-	35,000	-	23,101	23,101	23,100
Total Debt Service	19,972	-	35,000	-	23,101	23,101	23,100
Other Operating Expenses							
Misc-Contingency	-	-	-	-	-	-	25,000
Bad Debt expense	-	-	-	-	-	-	1,800
Total Other Operating Expenses	-	-	-	-	-	-	26,800

Summary of Revenues, Expenses and Changes in Net Assets
 Enterprise Fund
 Fiscal Year 2020 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU APR-2019	MAY- SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
<i>Reserves</i>							
Reserve - Buildings	-	-	-	-	-	-	108,100
Total Reserves	-	-	-	-	-	-	108,100
TOTAL OPERATING EXPENSES & RESERVES	656,266	1,001,298	728,747	487,493	364,447	851,940	1,941,300
Operating income (loss)	(175,635)	3,054,317	317,639	515,980	(71,429)	444,551	-
Change in net assets	(175,635)	3,054,317	317,639	515,980	(71,429)	444,551	-
TOTAL NET ASSETS, BEGINNING	3,827,464	3,651,829	6,706,146	6,706,146	-	6,706,146	7,150,697
TOTAL NET ASSETS, ENDING	\$ 3,651,829	\$ 6,706,146	\$ 7,023,785	\$ 7,222,126	\$ (71,429)	\$ 7,150,697	\$ 7,150,697

Budget Narrative
Fiscal Year 2020

Revenue

Building Permits

The District collects fees for construction permits related to the water and wastewater system.

Water Revenue

The District bills each water/sewer system account for its water usage, which takes into consideration consumption growth and rate increases.

Sewer Revenue

The District bills each water/sewer system account for its sewer system usage, which takes into consideration consumption growth and rate increases.

Reuse Water Revenue

The District bills each water/sewer system account for its reuse water usage, which takes into consideration consumption growth and rate increases.

Meter Fees

The District charges each new water/system account for meter installation.

Admin Fee

The District collects a fee from each new water/sewer system account to cover administrative expenses incurred in creating the account.

AGFRF – Water

The District charges each new water/sewer system account an Accrued Guaranteed Revenue Fee (AGRF) for water service in accordance with the adopted rate schedule.

AGRF - Wastewater

The District charges each new water/sewer system account an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

Developer Contributions

The Developer has agreed to reimburse the District for costs incurred to construct additions/improvements to the water/sewer system.

Connection Fees

The District charges each new water/sewer system account a capital connection charge in accordance with the adopted rate schedule. This represents a contribution toward future capital costs necessary to maintain the system.

Budget Narrative
Fiscal Year 2020

Expenditures

Expenditures –Administrative

Professional Services - Engineering

This represents the cost of attendance and preparation for monthly board meetings, review of invoices, specifically requested assignments and other engineering services provided to the District related to the water/sewer system.

Professional Services - Info Technology

This represents the cost of maintaining the District's utility billing system, as well as the cost of professional fees for maintenance of the GIS system the District shares with the City of Westlake.

Professional Services - Management Consulting Services

This represents the cost of Management, Accounting and Accounts Payable services provided as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in the Management Agreement.

Professional Services - Consultants

This represents the cost of consultants to provide assistance with issues such as land planning, rate studies and special reports.

Auditing Services

This represents the cost to conduct an annual audit of the District's financial statements by an independent Certified Public Accounting firm.

Contracts - Administrative Service

This represents the cost to provide onsite administrative work, including water billing, receivables, and field data entry and customer service. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

Communication - Telephone

This represents the cost of telephone services. The budgeted amount for the fiscal year is based on prior year spending.

Postage & Freight

This represents the cost of postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Lease – Office Equipment

This represents the cost of quarterly lease payments for postage machines.

Public Officials Insurance/Insurance (Liab,Auto,Property)

This represents the cost of General Liability, Auto, Property & Public Officials Liability Insurance policy provided by Public Risk Insurance Agency. Public Risk Insurance specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus any anticipated market adjustments.

Printing

The represents the cost to produce copies used in the preparation of agenda packages, required mailings and other special projects. The District receives this service as part of a Management Agreement with Inframark Infrastructure Management Services.

Legal Advertising

This represents the cost to publish required notices of monthly Board meetings and other public hearings in a newspaper of general circulation.

Budget Narrative
Fiscal Year 2020

Expenditures –Administrative (continued)

Misc. - Bank Charges

This represents the cost of bank charges and other related expenses that are incurred during the year.

Office Supplies

The represents the cost of supplies used in the preparation of agenda packages, required mailings and other special projects. The budget for this line item also includes the cost for supplies in the District office.

Dues, Licenses and Subscriptions

The represents the cost of the District's operating license as well as the cost of memberships in necessary organizations.

Expenditures – Legal Counsel

Professional Services - Legal Services

The District's legal counsel will provide legal services to the District regarding water/sewer issues, i.e. attendance and preparation for monthly meetings, review of operating and maintenance contracts and other specifically requested assignments.

Expenditures –Sewer Comb Services

Contracts - Bulk Potable Water

This represents the cost to purchase potable water in accordance with an agreement with Palm Beach County Water Utilities.

Contracts - Bulk Wastewater (Sewer)

This represents the cost of wastewater services in accordance with an agreement with Palm Beach County Water Utilities.

Contracts - Building and Grounds

This represents the cost to maintain the grounds of the remote site for the storage tank. Currently the contractor is Botanical Oasis

Contracts - Bulk Reclaimed Water

This represents the cost to purchase reclaimed water in accordance with an agreement with Palm Beach County Water Utilities.

Communication - Telephone-Field

This represents the cost for the phone lines to monitor the operation of the remote site.

Communications - Other

This represents the cost of a system to control and receive information from the District's lift stations remotely.

Electricity - General

This represents the cost of electricity to operate the wastewater lift stations and remote site (re-use pumps). The service is provided by FPL.

Utility Fees

This represents the cost of monthly franchise fees paid to Royal Palm Beach for bulk reclaimed water.

R&M - Meters

This represents the cost to replace any meter in the water/sewer system.

R&M-Building & Grounds

This represents the cost of routine maintenance and repairs to the re-use pump stations.

Budget Narrative
Fiscal Year 2020**Expenditures – Sewer Comb Services (continued)****R&M- Meter Set Up**

This represents the cost to set up new meter for the water and sewer systems.

R&M - Potable Water Lines

This represents the cost of repairs and maintenance to the water distribution system in the District, includes parts and labor.

R&M - Sewer Lines

This represents the cost of repairs to the sewer collection system and lift stations throughout the District.

R&M - Site Facilities

This represents the cost of monthly inspections of the water/sewer system. Currently the contractor is Christopher Abbott.

R&M - Water Plant Equipment

This represents the cost of repairs and maintenance to the water plant equipment.

Miscellaneous Services

This represents the cost of permit reviews, troubleshooting, site grading, reimbursement for parts etc.

Op Supplies - Chemicals

This represents the cost of chemicals necessary to operate the re-use pump stations.

Expenditures – Field**Professional Services - Field Management**

This represents the cost to oversee the day to day aspects of the field operations. These services are provided by Blake's Well & Pump.

Contractual Labor

This represents the cost of labor to perform field operations. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

Expenditures – Capital Expenditures & Projects**Capital Outlay – Water/Waste Project**

The District has a construction agreement with J.W. Cheatham, LLC to construct additions/improvements to the water/sewer system. Location of project is: Seminole Ridge High School to Sycamore Drive, Palm Beach County, Florida. The costs will be reimbursed by the Developer.

Expenditures – Debt Service Payments**Interest Expense**

This represents the interest incurred on a Bond Anticipation Note held by Minto Communities LLC.

Budget Narrative
Fiscal Year 2020

Expenditures – Other Operating Expenses

Misc.-Contingency

This represents the cost of nonrecurring expenses necessary for operations or maintenance of the water and wastewater system not covered in specific line items within the budget.

Bad Debt Expense

This represents an estimate of the cost of uncollectible accounts receivable.

Expenditures – Reserves

Reserves – Buildings

This represents funds set aside for the construction of additional meeting, office and storage space.

SEMINOLE IMPROVEMENT DISTRICT

Supporting Budget Schedules

Fiscal Year 2020

Seminole

Improvement District

FY2019 - FY2020 Non-Ad Valorem Assessment Summary

Product Type		General Fund		
		FY 2020	FY 2019**	Percent Change
Tax Roll	Units			
40 X 100 Single Family Unit	740	\$311.85	\$ 412.91	-24%
40 x 130 Single Family Unit	966	\$321.85	\$ 450.72	-29%
50 x 125 Single Family Unit	1,313	\$334.38	\$ 494.68	-32%
50 x 130 Single Family Unit	196	\$340.01	\$ 522.87	-35%
55 x 120 Single Family Unit	60	\$340.92	\$ 525.00	-35%
55 x 130 Single Family Unit	207	\$349.44	\$ 560.14	-38%
65 x 125 Single Family Unit	246	\$362.19	\$ 605.52	-40%
85 x 125 Single Family Unit	18	\$390.01	\$ 687.38	-43%
Apartment Unit	0	\$0.00	\$ -	N/A
Condo/Townhouse Unit	800	\$260.49	\$ 495.06	-47%
Residential Condominium	0	\$0.00	\$ -	N/A
Mobile Home Park	0	\$0.00	\$ -	N/A
Senior Housing Attached	0	\$0.00	\$ -	N/A
Hotel	150	\$219.05	\$ 56.76	286%
General Office	1,487,621	\$0.36	\$ 0.36	0%
Medical Office	2,000	\$1.07	\$ -	N/A
Hospital (10,379 sq. ft.)	10,379	\$0.64	\$ -	N/A
Retail	500,000	\$1.13	\$ 0.32	254%
Community College	3,000	\$64.06	\$ 26.38	143%
FPL Solar Farm	400	\$67.75	\$ -	N/A
FPL Substation	4	\$127.26	\$ -	N/A
Off-Roll	Acres			
WP/GG (School) *	56	\$ 11,013.82	\$ 15,932.31	-31%
SRCHS (School) *	53.892	\$ 10,481.75	\$ 15,332.58	-32%

**** Please note that the FY 2019 calculations are for comparison purposes only.**