

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	August 19, 2025	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

Department: Office of Financial Management and Budget

Submitted By: Office of Financial Management and Budget

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: The Approved Preliminary Operating Budget for Fiscal Year 2026 for Briger Community Development District (BCDD).

Summary: The BCDD has submitted their Approved Preliminary Operating Budget for Fiscal Year 2026 as per section number 190.008(2)(b). Countywide (DB).

Background and Justification: N/A

Attachments: Approved Preliminary Operating Budget for Fiscal Year 2026

Recommended by:


Department Director

5/29/2025
Date

Approved by:


County Administrator

5/5/25
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</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
Does this item include the use of State 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:

Lu Mat 5/29/2025
OFMB 5/29 8/3/29

N/A
Contract Dev. and Control

B. Legal Sufficiency:

5/29/25
Assistant County Attorney

C. Other Department Review:

N/A
Department Director

This summary is not to be used as a basis for payment

Briger Community Development District
c/o Inframark, Community Management Services
11555 Heron Bay Blvd, Suite 201 Coral Springs, FL 33076
Phone: 954-282-0075; Fax: 954-345-1292

May 22, 2025

Ms. Verdenia Baker
Ms. S. Moser (Executive Assistant)

Palm Beach County Administrator

vbaker@pbcgov.org
smoser@pbcgov.org

City Clerk
WPB City Center
401 Clematis Street, 1st Floor
West Palm Beach, FL 33401
CityClerk@wpb.org

RE: **Approved Preliminary Operating Budget for Fiscal Year 2026**

To Whom It May Concern:

In accordance with Chapter 190.008(2)(b) of the Florida Statutes, the District is required to submit to the local governing authorities having jurisdiction over the area included in the District, for purposes of disclosure and information only, the proposed annual budget for the ensuing fiscal year at least sixty (60) days prior to the public hearing.

The District's public hearing is scheduled as follows:

Date: July 28, 2025
Time: 8:30 a.m.
Place: PGA National Office Center
300 Avenue of the Champions, Suite 270
Palm Beach Gardens, FL. 33418

I am pleased to enclose the District's Approved Preliminary Operating Budget for Fiscal Year 2026 as required by statute and request that you post it to the County's website under Special Districts. If you have any questions or comments, please feel free to contact me directly at Ken.Cassel@inframark.com

Sincerely,

Ken Cassel
Kenneth Cassel
District Manager

kc/kb
Enclosure – Briger CDD – FY 2026 Proposed Budget

BRIGER
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2026

Approved Preliminary Budget

Prepared by:



Table of Contents

	<u>Page #</u>
<u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1
Budget Narrative	2-4
Exhibit A - Allocation of Fund Balances	5
<u>DEBT SERVICE BUDGET</u>	
Series 2008	
Summary of Revenues, Expenditures and Changes in Fund Balances	6
Budget Narrative.....	7
Amortization Schedule.....	8
SUPPORTING BUDGET SCHEDULE	
Non-Ad Valorem Assessment Summary.....	9

Briger
Community Development District

Operating Budget
Fiscal Year 2026

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2026 Budget
General Fund

ACCOUNT DESCRIPTION	ANNUAL BUDGET FY 2025	ACTUAL THRU 4/30/2025	PROJECTED May- 9/30/2025	TOTAL PROJECTED FY 2025	ANNUAL BUDGET FY 2026
REVENUES					
Interest - Investments	\$ 100	\$ 3,993	\$ 2,914	\$ 6,907	\$ 2,801
Interest - Tax Collector	-	195	-	195	-
Special Assmnts- Tax Collector	62,250	56,872	5,378	62,250	62,250
Special Assmnts- Discounts	(2,490)	(2,130)	-	(2,130)	(2,490)
TOTAL REVENUES	59,860	58,930	8,292	67,222	62,561
EXPENDITURES					
<i>Administrative</i>					
P/R-Board of Supervisors	6,000	3,000	2,000	5,000	6,000
FICA Taxes	459	230	153	383	459
ProfServ-Arbitrage Rebate	600	-	600	600	600
ProfServ-Engineering	1,700	-	1,700	1,700	1,700
ProfServ-Legal Services	7,600	5,228	3,816	9,044	7,800
ProfServ-Mgmt Consulting Serv	21,000	12,250	8,750	21,000	21,630
ProfServ-Property Appraiser	150	-	150	150	150
ProfServ-Special Assessment	1,331	1,331	-	1,331	1,371
ProfServ-Trustee Fees	4,771	4,771	-	4,771	4,771
Auditing Services	4,200	-	4,200	4,200	4,200
Contract-Website Hosting	1,555	1,553	3	1,555	1,555
Website Compliance	1,520	317	231	548	1,520
Postage and Freight	200	11	8	19	50
Insurance - General Liability	6,799	6,838	-	6,838	7,081
Printing and Binding	250	-	250	250	100
Legal Advertising	976	-	976	976	976
Misc-Assessmnt Collection Cost	623	547	54	601	622
Payroll Services	-	96	70	166	175
Office Supplies	25	-	25	25	25
Annual District Filing Fee	175	175	-	175	175
Total Administrative	59,934	36,347	22,985	59,332	60,961
<i>Field</i>					
R&M-Grounds	800	-	800	800	800
Total Field	800	-	800	800	800
TOTAL EXPENDITURES	60,734	36,347	24,585	60,932	62,561
Excess (deficiency) of revenues					
Over (under) expenditures	(874)	22,583	(16,293)	6,290	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-
Net change in fund balance	(874)	22,583	(16,293)	6,290	-
FUND BALANCE, BEGINNING	189,423	189,423	-	189,423	195,713
FUND BALANCE, ENDING	\$ 188,549	\$ 212,006	\$ (16,293)	\$ 195,713	\$ 195,713

Budget Narrative
Fiscal Year 2026

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their operating, money market and certificates of deposit accounts.

Special Assessments-Tax Collector

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

Special Assessments-Discounts

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

EXPENDITURES

Administrative

P/R-Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all the meetings. Six meetings are scheduled.

Professional Services-Arbitrage Rebate Calculation

The District utilizes a company who specializes in calculating the District's Arbitrage Rebate Liability on the Series of Benefit Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

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, annual engineer report for compliance purposes and other specifically requested assignments. Annual engineer's report as required by the bond indenture.

Professional Services-Legal Services

The District's Attorney, Billing, Cochran, Lyles, Mauro & Ramsey P.A. 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 or requested by the Board of Supervisors and the District Manager.

Professional Services-Management Consulting Services

The District receives management, accounting, and administrative services as part of a management agreement with Inframark Infrastructure Management Services. Also includes the cost of Information Technology (GASB 54 Compliant Software System), transcription services, records management, and long-term offsite records storage. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the management agreement.

Professional Services-Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for the necessary administrative costs incurred to provide this service. Per the Florida Statues, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for property appraiser costs was based on a fixed administrative fee. The County Property Appraiser charges the District \$150 per year.

Budget Narrative
Fiscal Year 2026**EXPENDITURES****Administrative** (continued)**Professional Services-Special Assessment**

Administrative services to maintain the District's Assessments Roll including estoppels letters and reports to applicable agencies.

Professional Services - Trustee

The District issued this Series of 2008 Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

Contract-Website Hosting

The District contracted with a company to operate the website hosting to meet Florida statutes.

Website Compliance

The District contracted with a company to operate the website ADA compliance.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium. A 3% increase is projected.

Printing and Binding

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

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous-Assessment Collection Costs

The District reimburses the Palm Beach County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 1% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 1% of the anticipated assessment collections. Website administration costs for Inframark Management Services.

Office Supplies

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

Payroll Services

ADP board payroll fees.

Budget Narrative
Fiscal Year 2026

EXPENDITURES

Administrative (continued)

Annual District Filing Fee

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

Field

R&M-Grounds

Landscaping company to provide landscaping services for the District.

Exhibit "A"
Allocation of Fund Balances

FISCAL YEAR 2025 RESERVE FUND ANALYSIS		
Beginning Fund Balance - Carry Forward Surplus as of 10/1/2025	\$	194,839
Less: Forecasted Surplus/(Deficit) as of 9/30/2026		300
Estimated Funds Available - 9/30/2026		195,140

FISCAL YEAR 2026 RESERVE FUND ANALYSIS		
Beginning Fund Balance - Carry Forward Surplus as of 10/1/2025	\$	195,140
Less: First Quarter Operating Reserve		(15,631) ⁽¹⁾
Less: Designated Reserves for Capital Projects		-
Less: Forecasted Surplus/(Deficit) as of 9/30/2026		-
Estimated Remaining Undesignated Cash as of 9/30/2025		179,509

Notes

(1) Represents approximately 3 months of operating expenditures

Briger
Community Development District

Debt Service Budget
Fiscal Year 2026

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2026 Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2025	ACTUAL THRU 4/30/2025	PROJECTED May- 9/30/2025	TOTAL PROJECTED FY 2025	ANNUAL BUDGET FY 2026
REVENUES					
Interest - Investments	\$ 5	\$ 3,500	\$ -	\$ 3,500	\$ 2,000
Special Assmnts- Tax Collector	234,576	213,190	21,386	234,576	234,576
Special Assmnts- Discounts	(9,383)	(7,902)	-	(7,902)	(9,383)
TOTAL REVENUES	225,198	208,788	21,386	230,174	227,193
EXPENDITURES					
<i>Administrative</i>					
Misc-Assessmnt Collection Cost	2,346	2,053	214	2,267	2,346
Total Administrative	2,346	2,053	214	2,267	2,346
<i>Debt Service</i>					
Principal Debt Retirement	185,000	-	185,000	185,000	195,000
Interest Expense	36,925	18,614	18,311	36,925	28,278
Total Debt Service	221,925	18,614	203,311	221,925	223,278
TOTAL EXPENDITURES	224,271	20,667	203,525	224,192	225,624
Excess (deficiency) of revenues Over (under) expenditures	927	188,121	(182,139)	5,982	1,569
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	927	-	-	-	1,569
TOTAL OTHER SOURCES (USES)	927	-	-	-	1,569
Net change in fund balance	927	188,121	(182,139)	5,982	1,569
FUND BALANCE, BEGINNING	141,659	141,659	-	141,659	147,641
FUND BALANCE, ENDING	\$ 142,586	\$ 329,780	\$ (182,139)	\$ 147,641	\$ 149,210

Budget Narrative
Fiscal Year 2026

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their operating, money market and certificates of deposit accounts.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the debt service 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

Miscellaneous-Assessment Collection Cost

The District reimburses the Palm Beach County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 1% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 1% of the anticipated assessment collections.

Principal Debt Retirement

The District pays an annual principal amount on 5/1 of each fiscal year.

Interest Expense

The District pays semi-annual interest amounts on 5/1 and 11/1 of each fiscal year.

Special Assesment Revenue Refunding Bonds, \$2,840,000
Fixed Rate 4.61%

Date	Regular Principal	Principal Prepayments	Interest Expense	Outstanding Principal
11/1/2025			\$ 14,255.14	\$ 605,000
5/1/2026	\$ 195,000		14,022.72	410,000
11/1/2026			9,660.51	410,000
5/1/2027	200,000		9,503.00	210,000
11/1/2027			4,948.07	210,000
5/1/2028	210,000		4,894.28	-
Totals	\$ 605,000		\$ 57,284	

Briger
Community Development District

Supporting Budget Schedule
Fiscal Year 2026

BRIGER

Community Development District

All Funds

Comparison of Assessments Rates
Fiscal Year 2026 vs. Fiscal Year 2025

ASSESSMENT ALLOCATION - BASED ON CURRENT BUDGET											
Product Type	General Fund 001			Debt Service Series 2008			Total Assessments per Unit				# of Units
	FY 2026	FY 2025	% Chg	FY 2026	FY 2025	% Chg	FY 2026	FY 2025	% Chg	\$ Chg	
50' SF	\$108	\$108	0%	\$564	\$564	0%	\$672	\$672	0%	\$0	258
37.5 ' MF	\$108	\$108	0%	\$280	\$280	0%	\$388	\$388	0%	\$0	321
											579

Assessment Increase Analysis			
Product	Assessment Increase \$ 100,000		
	Per Product	Per Unit O&M % Increase	Per Unit O&M \$ Increase
50' SF	\$ 47,404	171%	\$ 184
37.5 ' MF	\$ 58,979	171%	\$ 184
Total	\$ 106,383 Collection costs included		

ASSESSMENT TREND ANALYSIS - GENERAL FUND				
FY 2026	FY 2025	FY 2024	FY 2023	FY 2022
\$108	\$109	\$108	\$108	\$108
\$108	\$109	\$108	\$108	\$108