

Seminole Improvement District

June 12, 2020

**Special Meeting
Agenda Package**



Seminole Improvement District

Board of Supervisors

Scott Massey, President
 Michael Shuping, Vice President
 Dennis Church, Secretary

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

June 5, 2020

Board of Supervisors
 Seminole Improvement District

Dear Board Members:

A special meeting for the Seminole Improvement District Board of Supervisors will be held Friday, June 12, 2020 at 8:30 a.m. at the Westlake Council Chambers, 4005 Seminole Pratt Whitney Road, Westlake, Florida and **members of the public can attend via teleconference at 800-747-5150, access code 4129245**. Following is the agenda for the meeting:

1. Roll Call
2. Public Comment
3. District Manager's Report
 - A. Consideration of Resolution 2020-37, Reapproving the Fiscal Year 2021 Budget and Setting the Public Hearing
4. Engineer's Report
5. Attorney's Report
6. Supervisors' Request
7. Adjournment

Any additional support materials for the items listed above, not included in the agenda package, will be distributed at the meeting or under separate cover. I look forward to seeing you there; however, if you have any questions before that time, please contact me.

Sincerely,

Ken Cassel

Ken Cassel/sd
 District Manager

cc: Terry Lewis
 Robert Ter Doest
 Brian Cale
 John Carter
 Robert Diffenderfer
 Ryan Wheeler

Third Order of Business

3A.

RESOLUTION 2020-37

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEMINOLE IMPROVEMENT DISTRICT REAPPROVING THE BUDGET FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW

WHEREAS, the District Manager prepared and submitted to the Board a proposed operating and/or debt service budget for Fiscal Year 2020/2021, and

WHEREAS, at a meeting held June 1, 2020 the Board approved said budget and set the public hearing, and

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a revised proposed operating and/or debt service budget for Fiscal Year 2020/2021; a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said revised proposed budget and desires to set the required public hearing thereon;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEMINOLE IMPROVEMENT DISTRICT;

1. The revised budget proposed by the District Manager for Fiscal Year 2020/2021 is hereby tentatively approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said tentatively approved budget is hereby declared and set for the following date, hour and place:

Date: August 3, 2020
Hour: 4:00 p.m.
Place: Westlake Community Center
4005 Seminole Pratt Whitney Road
Westlake, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 12th day of June, 2020.

Scott Massey, President

Kenneth Cassel, Assistant Secretary

SEMINOLE IMPROVEMENT DISTRICT

Annual Operating and Enterprise Budget

**TENTATIVE
Fiscal Year 2021**

6/4/2020 14:58

Prepared by:



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SEMINOLE IMPROVEMENT DISTRICT

General Fund - Operating Budget

TENTATIVE

Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
 General Fund
 Fiscal Year 2021 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU Apr-20	PROJECTED May- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	4,133	8,364	\$ -	\$ 11,211	8,008	\$ 19,219	\$ -
Building Permits	151,319	686,591	151,300	166,356	118,826	285,182	285,200
Physical Environment	6,480	25,920	61,700	44,950	32,107	77,057	67,500
Other Governmental Chrgs/Fees	40,000	-	-	-	-	-	-
Penalties	33	-	-	-	-	-	-
Interest - Tax Collector	158	600	-	-	-	-	-
Special Assmnts- Tax Collector	2,379,264	2,986,824	2,804,999	2,959,244	-	2,959,244	1,991,538
Special Assmnts- Other	-	-	21,496	113,911	-	113,911	17,339
Special Assmnts- Discounts	(92,274)	(91,548)	(112,200)	(107,632)	-	(107,632)	(79,662)
Developer Contribution	-	627,064	2,006,200	-	-	-	-
Other Miscellaneous Revenues	-	66	-	300	-	300	-
Lien Search Fee	225	450	-	1,200	-	1,200	-
TOTAL REVENUES	2,489,338	4,244,331	4,933,495	3,189,540	158,941	3,348,481	2,281,915
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Engineering	123,827	147,428	154,000	99,793	81,281	181,074	171,100
ProfServ-Info Technology	8,959	43,773	33,500	29,542	12,563	42,105	37,900
ProfServ-Property Appraiser	150	150	200	-	150	150	200
ProfServ-Special Assessment	3,500	6,750	7,000	7,000	-	7,000	7,200
ProfServ-Other	-	176,679	220,200	5,121	80,309	85,430	176,700
ProfServ-Consultants	41,396	41,200	42,500	21,888	15,634	37,522	41,400
ProfServ-Assessment Methodology	-	-	8,000	-	8,000	8,000	8,200
Prof Serv-Building Permits	-	202,024	-	-	-	-	-
Auditing Services	2,538	2,663	2,800	-	8,125	8,125	8,100
Contracts-Mgmt Services	104,524	284,912	293,500	171,208	122,291	293,499	302,300
Contracts-Admin. Service	32,413	60,000	61,800	36,050	25,750	61,800	63,700
Communication - Telephone	2,880	-	-	-	-	-	-
Postage and Freight	923	1,868	2,000	198	141	339	1,900
Telephone/Fax/Internet Services	-	7,844	6,600	1,050	750	1,800	1,800
Lease - Copier	-	-	9,500	10,296	3,104	13,400	7,000
Insurance - General Liability	-	-	5,600	1,916	3,800	5,716	6,300
Public Officials Insurance	-	-	2,500	2,250	-	2,250	2,500
Liability/Property Insurance	6,371	7,473	-	-	-	-	-
Printing and Binding	1,048	-	-	-	-	-	-
Printing	-	1,580	1,500	511	365	876	1,600
Legal Advertising	3,765	3,842	3,800	-	3,842	3,842	3,800
Misc-Bank Charges	957	183	1,000	-	957	957	1,000
Misc-Assessmnt Collection Cost	9,084	10,024	28,050	28,516	-	28,516	19,915
Government Affairs	1,023	89,301	2,000	96	160	256	1,000
Misc-Contingency	-	-	11,900	176	126	302	10,000
Misc-Web Hosting	375	375	15,400	295	6,430	6,725	15,400
Office Supplies	2,792	5,200	5,500	356	254	610	5,200
Subscriptions and Memberships	4,047	5,806	-	-	-	-	-
Annual District Filing Fee	225	175	200	-	175	175	200
Dues, Licenses, Subscriptions	129	-	7,500	5,732	429	6,161	6,000
Total Administrative	350,926	1,099,250	926,550	421,994	374,636	796,630	900,415
<i>Legal Counsel</i>							
ProfServ-Legal Services	361,983	498,833	350,000	306,397	180,553	486,950	433,300
ProfServ-Legislative Expense	-	-	88,800	52,640	37,500	90,140	90,000
Total Legal Counsel	361,983	498,833	438,800	359,037	218,053	577,090	523,300
<i>Emergency/Disaster Relief</i>							
R&M-Emergency& Disaster Relief	1,528	67	15,000	-	15,000	15,000	15,000
Total Emergency/Disaster Relief	1,528	67	15,000	-	15,000	15,000	15,000
<i>Electric Utility Services</i>							
Utility - General	1,279	1,373	1,300	960	686	1,646	1,600
Total Electric Utility Services	1,279	1,373	1,300	960	686	1,646	1,600

Summary of Revenues, Expenditures and Changes in Fund Balances
 General Fund
 Fiscal Year 2021 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU Apr-20	PROJECTED May- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
Flood Control/Stormwater Mgmt							
Contracts-Solid Waste	3,154	2,818	3,200	1,764	1,260	3,024	3,000
Contracts-Water Analysis	5,536	6,880	6,300	3,000	2,143	5,143	6,900
Utility - Irrigation	5,473	4,591	5,500	4,067	226	4,293	5,500
Electricity - Irrigation	233	260	300	103	74	177	300
R&M-General	24,886	32,853	24,900	4,701	4,258	8,959	24,900
R&M-Aquatic Weed Control	48,163	50,416	48,200	20,032	14,309	34,341	50,400
R&M-Canals Mechanical Outfall	-	4,720	5,000	-	4,720	4,720	4,700
R&M-Canals Mechanical Maintenance	34,650	-	65,000	-	-	-	34,700
R&M-Canals Mowing	13,940	9,950	13,900	-	13,940	13,940	13,900
R&M-Boundries Outfall	28,840	37,790	28,800	625	37,165	37,790	37,800
R&M-Canals Mechanical Interior	8,450	29,135	21,900	3,891	2,779	6,670	29,100
R&M-Culverts, Labor	-	-	10,000	-	-	-	-
R&M-Culverts, Other	-	2,535	10,000	-	2,535	2,535	2,500
R&M-Surface Water Pump Station	-	-	2,000	-	-	-	-
Misc-Late Fees	-	35	-	-	-	-	-
Misc-Contingency	112	33,769	42,800	4,878	3,484	8,362	33,800
Cleaning Services	8,700	7,845	8,700	4,063	2,902	6,965	8,700
Op Supplies - Fuel, Oil	8,443	11,842	11,000	1,414	10,428	11,842	11,800
Total Flood Control/Stormwater Mgmt	190,580	235,439	307,500	48,538	100,223	148,761	268,000
Field							
ProfServ-Field Management	126,107	88,252	88,300	53,371	38,122	91,493	95,000
Contractual Labor	-	152,355	162,200	94,617	67,584	162,201	193,100
Contracts-Lakes	-	30,209	100,000	37,263	26,616	63,879	307,000
Contracts-Landscape R-O-W	-	359,778	531,645	339,720	282,031	621,751	599,300
R&M-Aquatic Weed Control	-	-	37,000	-	-	-	-
Landscape Maintenance	150,153	85,750	160,000	78,630	56,164	134,794	134,800
R&M Other Field	-	-	-	53	-	53	-
Miscellaneous Services	-	-	-	314	-	314	-
Misc-Training	-	-	-	8,239	-	8,239	-
Total Field	276,260	716,344	1,079,145	612,207	470,518	1,082,725	1,329,200
Capital Expenditures & Projects							
Cap Outlay-Vehicles	10,856	15,798	20,000	-	-	-	-
Cap Outlay-Canal	-	562,755	100,000	-	-	-	-
Cap Outlay-Roads	-	6,250	2,006,200	-	-	-	-
Total Capital Expenditures & Projects	10,856	584,803	2,126,200	-	-	-	-
Road and Street Facilities							
Electricity - General	-	7,519	33,450	21,856	15,611	37,467	40,000
Road & Street Facilities	596	4,416	5,550	810	3,606	4,416	4,400
Total Road & Street Facilities	596	11,935	39,000	22,666	19,217	41,883	44,400
Non-Operating							
Debt Retirement-Other	-	-	702,979	702,979	-	702,979	-
Interest Expense-Note	-	-	104,463	104,463	-	104,463	-
Total Interest Expense-Note	-	-	807,442	807,442	-	807,442	-
TOTAL EXPENDITURES	1,194,008	3,148,044	5,740,937	2,272,844	1,198,333	3,471,177	3,081,915
Excess (deficiency) of revenues Over (under) expenditures	1,295,330	1,096,287	(807,442)	916,696	(1,039,392)	(122,696)	(800,000)
OTHER FINANCING SOURCES (USES)							
Sale of General Capital Assets	-	2,000	-	-	-	-	-
Other Nonoperating Sources	1,000,000	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	(807,442)	-	-	-	(800,000)
TOTAL OTHER SOURCES (USES)	1,000,000	2,000	-	-	-	-	(800,000)
Net change in fund balance	2,295,330	1,098,287	(807,442)	916,696	(1,039,392)	(122,696)	(800,000)
FUND BALANCE, BEGINNING	(1,055,692)	1,239,638	2,337,925	2,337,925	-	2,337,925	2,215,229
FUND BALANCE, ENDING	\$ 1,239,638	\$ 2,337,925	\$ 1,530,483	\$ 3,254,621	\$ (1,039,392)	\$ 2,215,229	\$ 1,415,228

Budget Narrative
Fiscal Year 2021

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.

SEMINOLE IMPROVEMENT DISTRICT

Supporting Budget Schedules

TENTATIVE
Fiscal Year 2021

FY2020 - FY2021 Non-Ad Valorem Assessment Summary

Product Type		General Fund		
		FY 2021	FY 2020**	Percent Change
<u>Tax Roll</u>	<u>Units</u>			
40 X 100 Single Family Unit	740	\$301.35	\$ 311.85	-3%
40 x 130 Single Family Unit	966	\$322.36	\$ 321.85	0%
50 x 125 Single Family Unit	1,313	\$344.99	\$ 334.38	3%
50 x 130 Single Family Unit	196	\$363.19	\$ 340.01	7%
55 x 120 Single Family Unit	60	\$363.78	\$ 340.92	7%
55 x 130 Single Family Unit	207	\$383.83	\$ 349.44	10%
65 x 125 Single Family Unit	246	\$406.61	\$ 362.19	12%
85 x 125 Single Family Unit	18	\$439.08	\$ 390.01	13%
Apartment Unit	0	\$0.00	\$ -	N/A
Condo/Townhouse Unit	800	\$296.93	\$ 260.49	14%
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	\$27.01	\$ 219.05	-88%
General Office	1,487,621	\$0.21	\$ 0.36	-42%
Medical Office	2,000	\$0.28	\$ 1.07	-74%
Hospital (10,379 sq. ft.)	10,379	\$0.31	\$ 0.64	-52%
Retail	500,000	\$0.21	\$ 1.13	-81%
Community College	3,000	\$13.31	\$ 64.06	-79%
FPL Solar Farm	400	\$58.02	\$ 67.75	-14%
FPL Substation	4	\$96.29	\$ 127.26	-24%
<u>Off-Roll</u>	<u>Acres</u>			
WP/GG (School) *	56	\$ 8,883.89	\$ 11,013.82	-19%
SRCHS (School) *	53.892	\$ 8,454.72	\$ 10,481.75	-19%

**** Please note that the FY 2020 calculations are for comparison purposes only.**