

# **SEMINOLE IMPROVEMENT DISTRICT**

## ***Annual Operating and Enterprise Budget***

**Fiscal Year 2018**

Version 1 - Approved Tentative Budget:  
(Approved on 6/15/17)

Prepared by:



# SEMINOLE IMPROVEMENT DISTRICT

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# **Seminole Improvement District**

## **General Fund - Operating Budget**

Fiscal Year 2018

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	BUDGET FY 2017	THRU APR 2017	MAY - SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<b>REVENUES</b>						
Interest - Investments	\$ 1,276	\$ 200	\$ 1,499	\$ 501	\$ 2,000	\$ 2,000
Interest - Tax Collector	30	-	26	-	26	-
Building Permits	-	-	68,922	-	68,922	35,000
Special Assmnts- Tax Collector	750,941	910,722	910,722	-	910,722	2,379,410
Special Assmnts- CDD Collected	20,336	38,516	-	25,558	25,558	66,298
Special Assmnts- Delinquent	70,530	-	-	-	-	-
Special Assmnts- Discounts	(25,581)	(36,429)	(36,429)	-	(36,429)	(95,176)
Sale of Surplus Equipment	750	-	-	-	-	-
County Contribution	-	1,600,000	-	-	-	-
Developer Contribution	831,564	16,743,978	5,598,345	6,145,633	11,743,978	5,000,000
Other Miscellaneous Revenues	-	-	150	-	150	-
<b>TOTAL REVENUES</b>	<b>1,649,846</b>	<b>19,256,987</b>	<b>6,543,235</b>	<b>6,171,692</b>	<b>12,714,927</b>	<b>7,387,532</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
ProfServ-Engineering	58,981	80,000	66,332	66,332	132,664	80,000
ProfServ-Info Technology	3,460	2,073	738	3,262	4,000	4,000
ProfServ-Legal Services	143,873	150,000	56,313	93,687	150,000	150,000
ProfServ-Mgmt Consulting Serv	56,666	67,000	39,083	27,917	67,000	69,010
ProfServ-Property Appraiser	75	150	-	150	150	150
ProfServ-Special Assessment	66,000	7,500	-	-	-	3,500
ProfServ-Planning	-	25,000	-	25,000	25,000	15,000
ProfServ-Consultants	20,792	-	6,150	7,500	13,650	10,000
Auditing Services	2,538	2,838	2,538	-	2,538	3,200
Contracts-Admin. Service	19,223	30,000	17,500	12,500	30,000	30,900
Communication - Telephone	1,450	3,000	916	654	1,570	3,000
Postage and Freight	394	1,500	253	181	434	1,500
Liability/Property Insurance	7,058	7,764	3,500	-	3,500	8,014
Printing and Binding	880	1,500	231	165	396	1,500
Legal Advertising	2,787	3,500	311	3,189	3,500	3,500
Misc-Bank Charges	18	500	134	96	230	500
Misc-Assessmnt Collection Cost	3,135	9,107	8,743	-	8,743	23,794
Government Affairs	-	2,000	-	-	-	2,000
Misc-Web Hosting	-	1,000	195	805	1,000	10,000
Office Supplies	1,764	4,500	672	480	1,152	4,500
Subscriptions and Memberships	5,220	20,000	1,163	-	1,163	20,000
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>394,489</b>	<b>419,107</b>	<b>204,947</b>	<b>241,918</b>	<b>446,865</b>	<b>444,243</b>
<i>Emergency/Disaster Relief</i>						
R&M-Emergency& Disaster Relief	-	15,000	-	-	-	15,000
<b>Total Emergency/Disaster Relief</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU APR 2017	PROJECTED MAY - SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
<b>Electric Utility Services</b>						
Utility - General	1,140	1,500	743	531	1,274	1,500
<b>Total Electric Utility Services</b>	<b>1,140</b>	<b>1,500</b>	<b>743</b>	<b>531</b>	<b>1,274</b>	<b>1,500</b>
<b>Flood Control/Stormwater Mgmt</b>						
Contracts-Water Analysis	13,821	19,108	8,861	10,247	19,108	19,108
Contracts-Janitorial Services	-	-	-	-	-	10,920
Utility - Irrigation	6,802	9,000	4,533	3,238	7,771	9,000
Electricity - Irrigation	299	3,500	127	91	218	500
Utility - Refuse Removal	-	-	-	-	-	2,832
R&M-General	25,498	20,000	12,637	7,363	20,000	20,000
R&M-Aquatic Weed Control	26,555	37,000	14,247	11,725	25,972	37,000
R&M-Canals Mowing	6,628	20,000	8,663	11,337	20,000	20,000
R&M-Boundries Outfall	480	4,000	-	4,000	4,000	40,000
R&M-Canals Mechanical Interior	-	20,000	11,375	8,625	20,000	20,000
R&M-Canals Mechanical Outfall	14,157	3,000	-	-	-	3,000
R&M-Canals Mechanical Maintenance	-	-	-	-	-	35,000
R&M-Culverts, Labor	-	10,000	-	-	-	10,000
R&M-Culverts, Other	-	10,000	-	-	-	10,000
R&M-Surface Water Pump Station	-	2,000	151	1,849	2,000	2,000
Misc-Contingency	-	12,000	-	-	-	15,000
Op Supplies - Fuel, Oil	12,549	20,000	5,066	14,934	20,000	20,000
Cap Outlay - Canal	-	-	-	-	-	1,200,000
Cap Outlay-Software	-	-	-	-	-	20,000
<b>Total Flood Control/Stormwater Mgmt</b>	<b>106,789</b>	<b>189,608</b>	<b>65,660</b>	<b>73,409</b>	<b>139,069</b>	<b>1,494,360</b>
<b>Field</b>						
ProfServ-Field Management	11,657	75,174	46,499	28,675	75,174	77,429
Contracts-Landscape	149,119	152,620	87,212	65,408	152,620	155,000
Contracts-Landscape R-O-W	-	10,000	-	-	-	150,000
Cap Outlay - Vehicles	-	30,000	-	-	-	30,000
<b>Total Field</b>	<b>160,776</b>	<b>267,794</b>	<b>133,711</b>	<b>94,083</b>	<b>227,794</b>	<b>412,429</b>
<b>Road and Street Facilities</b>						
Road & Street Facilities	3,097	20,000	2,446	17,554	20,000	20,000
<b>Total Road and Street Facilities</b>	<b>3,097</b>	<b>20,000</b>	<b>2,446</b>	<b>17,554</b>	<b>20,000</b>	<b>20,000</b>
<b>Capital Expenditures &amp; Projects</b>						
Cap Outlay-Engineering Plans	41,618	-	-	-	-	-
Cap Outlay-Roads	1,147,484	18,343,978	6,336,376	6,288,255	12,624,631	5,000,000
<b>Total Capital Expenditures &amp; Projects</b>	<b>1,189,102</b>	<b>18,343,978</b>	<b>6,336,376</b>	<b>6,288,255</b>	<b>12,624,631</b>	<b>5,000,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,855,393</b>	<b>19,256,987</b>	<b>6,743,883</b>	<b>6,715,749</b>	<b>13,459,632</b>	<b>7,387,532</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(205,547)	-	(200,648)	(544,057)	(744,705)	-

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU APR 2017	PROJECTED MAY - SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
<b>OTHER FINANCING SOURCES (USES)</b>						
Loan/Note Proceeds	288,695	-	249,284	500,964	750,248	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>288,695</b>	<b>-</b>	<b>249,284</b>	<b>500,964</b>	<b>750,248</b>	<b>-</b>
Net change in fund balance	83,148	-	48,636	(43,093)	5,543	-
<b>FUND BALANCE, BEGINNING</b>	105,658	188,806	188,806	-	188,806	194,349
<b>FUND BALANCE, ENDING</b>	<b>\$ 188,806</b>	<b>\$ 188,806</b>	<b>\$ 237,442</b>	<b>\$ (43,093)</b>	<b>\$ 194,349</b>	<b>\$ 194,349</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2018	\$ 194,349
Net Change in Fund Balance - Fiscal Year 2018	-
Reserves - Fiscal Year 2018 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2018</b>	<b>194,349</b>

**ALLOCATION OF AVAILABLE FUNDS**

<i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	189,829 <sup>(1)</sup>
Subtotal	<u>189,829</u>
<b>Total Allocation of Available Funds</b>	<b>189,829</b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 4,520</u></b>
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**Notes**

(1) Represents approximately 2 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2018

**Revenue**

**Interest - Investments**

The District earns interest income from investments in Money Market accounts.

**Special Assessment - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessment - CDD Collected**

The District will direct bill specific parcels a Non-Ad Valorem assessment on all sold and platted parcels within the District in order 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 Contribution**

Minto PBLH, LLC will fund the Seminole Ridge High School to the M Canal, Palm Beach County, Florida road project per funding agreement.

**Expenditures**

*Expenditures – Administrative*

**Professional Services - Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Professional Services - Info Technology**

This line covers the monthly maintenance contract for the Districts computer systems. Includes monitoring, anti-virus, service and monitoring of the system

**Professional Services - Legal Services**

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

**Professional Services - Management Consulting Services**

The District receives District Management, Accounting and Accounts Payable services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The budgeted amount for the fiscal year is based on the contracted fees outlined in the Management Agreement.



**Budget Narrative**  
Fiscal Year 2018

*Expenditures – Administrative (continued)*

**Professional Serviced - Property Appraiser**

The District reimburses the Palm Beach County Property Appraiser for her or his necessary administrative costs. This includes the annual fee of \$150 to expedite the annual processing that elects to use the Uniform Method of Collection.

**Professional Service - Special Assessment**

Administrative costs to put the District's assessments on the Tax Roll. This service also provides estopple letters and maintains the assessment rolls throughout the year. This line includes applicable reporting for the assessment process.

**Professional Services - Planning**

This line is for consultants in the area for land planning for the District.

**Professional Services - Consultants**

The District requires the assistance from time to time from various consultants including but not limited to land planning, rate studies, special reports.

**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 a projection of prior years' expenditures.

**Contracts-Administrative Service**

The District has contracted with a third party to provide onsite administrative work, including water billing, receivables, and field data entry and customer service.

**Communication - Telephone**

Telephone and fax machine expenses. The budgeted amount for the fiscal year is based on prior year spending. Main line split with W&S 50/50 - 561-790-1742 859 0457.

**Postage and Freight**

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

**Liability/Property Insurance**

The District's General Liability & Public Officials Liability Insurance policy is currently with Public Risk Insurance. 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 & 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.

**Misc-Bank Charges**

This includes bank charges and any other miscellaneous expenses that incurred during the year.

**Budget Narrative**  
Fiscal Year 2018

*Expenditures – Administrative (continued)*

**Misc - Assessment Collection Costs**

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 2% on the amount of special assessments collected and remitted, whichever is greater. The current budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Governmental Affairs**

This line is for cost associated with meetings and any dues required as part of intergovernmental groups.

**Misc - Web Hosting**

This line includes funds for the 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**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects. Also in this line item are cost for supplies in the District office.

**Subscriptions and Memberships**

This line includes funds for 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, South Florida Intergovernmental groups.

**Annual District Filing Fee**

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

**Operations and Maintenance:**

*Expenditures –Emergency/Disaster Relief*

**R&M - Emergency & Disaster Relief**

This line item covers the immediate needs of the District immediately following a disaster to facilitate the recovery from the event.

*Expenditures –Electric Utility Service*

**Utility - General**

This line covers the general outside lighting in areas throughout the District. The service is secured from FPL. This line also covers the electricity for the District office.

**Budget Narrative**  
Fiscal Year 2018

*Expenditures – Conservation and Resource Management*

**Contracts - Water Analysis**

This line covers 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, Everglades Laboratories is the vendor for this service.

**Contracts – Janitorial Services**

This line covers the cost of cleaning the offices.

**Utility - Irrigation**

The District has an interlocal agreement with the City of West Palm Beach for utilization of water from the M canal. The District pays an annual fee as well as per acre feet of water used from the M Canal. This water is used for irrigation throughout the Agricultural areas.

**Electricity - Irrigation**

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

**Utility – Refuse Removal**

The line covers the expense for refuse removal.

**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. This service is provided by Southern Aquatic & Upland Services.

**R&M - Canals Mowing**

The District contracts out for specialty mowing of 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 - Canals Mechanical Interior**

This line is for the repairs and maintenance of the various control gate throughout the District. It includes repair and replacement of hydraulic hoses, parts and oil for the hydraulic pumps

**R&M - Surface Water Pump Station**

This line is for operation and maintenance of portable surface water transfer pumps.

**R&M - General**

This is for general repairs and maintenance and includes solid waste disposal, office cleaning, auto repairs, tractor repairs, and hydraulic oil and mower repairs.

**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.

**R&M - Canals Mechanical Outfall**

The line covers the main outfall canal for steep bank mowing and maintenance. The bank mowing service is contracted to Lytell McCallister Construction.

**R&M - Boundaries Outfall**

This line covers the cost of maintenance for the main outfall at the southern end of the canal along SR 80 (Southern Blvd.)

**Budget Narrative**  
Fiscal Year 2018

*Expenditures – Flood Control/Stormwater Management*

**R&M - Culverts, Labor**

The District has contracted for labor to utilize its equipment to maintain the rights of way. The service also includes operation of the intake gates and control gates throughout the District. The service is provided by Messier contracting.

**R&M - Culverts, Other**

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

**Misc. - Contingency**

This line is for out of scope services.

**OP Supplies - Fuel, Oil**

This line is for the fuel and oil necessary to operate the field and flood control aspects of the District. This line also is for the fuel for the tractors and trucks to maintain the right of way and flood control gates

**Cap Outlay - Canal**

This is for restructure the M Canal.

**Cap Outlay**

This is to upgrade servers and computer systems for the District.

*Expenditures - Field*

**Professional Services - Field Management**

The District has contracted with a field management company to oversee the day to day aspects of the field management. This service is provided by Blake's Well & Pump, Inc.

**Contracts - Landscape**

This line is for labor for landscaping as well as periodic landscaping services around the District office and other locations within the District. Messier contracting provides labor.

**Contracts - Landscape ROW**

This line is for landscaping services of the right-of-ways areas.

**Cap Outlay - Vehicles**

This line is for a new vehicle.

*Expenditures – Road and Street Facilities*

**Road and Street Facilities**

The District has approximately twenty miles of dirt roads within the District for access to groves, fields, water plant, pump stations, flood control structures, and general access. These roads must be maintained from time to time to ensure access throughout the District. The District contracts out for the grading service from Lytell McAllister Construction.

**Budget Narrative**  
Fiscal Year 2018

*Expenditures – Capital Expenditures and Projects*

**Cap Outlay - Roads**

The District has a construction agreement with J.W. Cheatham, LLC to construct 7,400 L.F. of roadway widening and bridge. Location of project is: Seminole Ridge High School to the M Canal, Palm Beach County, Florida.

# **Seminole Improvement District**

## **Enterprise - Operating Budget**

Fiscal Year 2018

# SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

## Summary of Revenues, Expenses and Changes in Net Assets Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	BUDGET FY 2017	THRU APR 2017	MAY - SEP-2016	PROJECTED FY 2017	BUDGET FY 2018
<b>OPERATING REVENUES</b>						
Interest - Investments	\$ 2,654	\$ 200	\$ 2	\$ 100	\$ 102	\$ 510
Capacity Fees	172,781	172,781	100,789	71,992	172,781	-
Meter Fees	-	-	-	-	-	23,000
Water Revenue	30,134	36,000	21,976	15,697	37,673	104,552
Sewer Revenue	21,536	36,000	15,868	11,334	27,202	79,081
Reuse Water Revenue	-	-	-	-	-	28,152
AGRF - Water	-	-	-	-	-	3,171
AGRF - Wastewater	-	-	-	-	-	1,216
Special Assmnts- Tax Collector	188,244	258,441	258,441	-	258,441	-
Special Assmnts- CDD Collected	2,504	3,438	-	3,438	3,438	-
Special Assmnts- Delinquent	41,166	-	-	-	-	-
Special Assmnts- Discounts	(6,411)	(10,338)	(10,338)	-	(10,338)	-
Developer Contribution	-	-	-	-	-	354,695
Other Operating Revenues	-	-	-	-	-	2,400
Other Miscellaneous Revenues	4,181	-	25	-	25	-
Connection Fees	-	-	-	-	-	495,346
<b>TOTAL OPERATING REVENUES</b>	<b>456,789</b>	<b>496,522</b>	<b>386,763</b>	<b>102,561</b>	<b>489,324</b>	<b>1,092,123</b>
<b>OPERATING EXPENSES</b>						
<i>Personnel and Administration</i>						
ProfServ-Engineering	70,145	50,000	66,332	66,332	132,664	51,500
ProfServ-Info Technology	4,897	2,073	1,696	2,304	4,000	2,135
ProfServ-Legal Services	117,606	100,000	56,488	43,512	100,000	90,000
ProfServ-Mgmt Consulting Serv	18,583	16,000	9,333	6,667	16,000	16,480
ProfServ-Property Appraiser	75	-	-	75	75	-
ProfServ-Consultants	-	20,000	2,100	6,000	8,100	20,600
Auditing Services	2,538	2,838	2,538	-	2,538	2,924
Contracts-Admin. Service	27,310	31,000	18,083	12,917	31,000	31,930
Communication - Telephone	2,032	2,067	942	673	1,615	2,114
Postage and Freight	367	1,000	288	206	494	2,480
Insurance - General Liability	17,521	17,593	12,933	-	12,933	18,716
Printing and Binding	783	1,000	231	165	396	2,480
Legal Advertising	2,291	2,000	311	1,689	2,000	2,046
Misc-Bank Charges	3	100	134	-	134	80
Misc-Assessmnt Collection Cost	786	2,584	2,481	-	2,481	-
Office Supplies	-	2,000	67	48	115	2,046
Subscriptions and Memberships	33	5,050	31	5,050	5,081	5,166
<b>Total Personnel and Administration</b>	<b>264,970</b>	<b>255,305</b>	<b>173,988</b>	<b>145,637</b>	<b>319,625</b>	<b>250,697</b>

# SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

## Summary of Revenues, Expenses and Changes in Net Assets Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	BUDGET FY 2017	THRU APR 2017	MAY - SEP-2016	PROJECTED FY 2017	BUDGET FY 2018
<b>Water-Sewer Comb Services</b>						
Contracts-Bulk Potable Water	28,260	33,000	18,595	13,282	31,877	38,962
Contracts-Bulk Wastewater	12,040	33,000	15,514	11,081	26,595	34,268
Contracts-Bulk Reclaimed Water	-	-	-	-	-	13,447
Contracts-Building and Grounds	6,700	11,000	2,755	8,245	11,000	11,330
Operating Fee (PBC Contract)	74,376	60,000	16,073	11,481	27,554	30,900
Contracts-Utility Service	-	-	-	-	-	30,900
Communication - Teleph - Field	5,157	3,600	2,462	1,759	4,221	3,682
Electricity - General	15,428	6,000	2,015	1,439	3,454	6,164
Water/Sewer Meter Reading	-	2,000	-	-	-	4,948
Meter Reading Software Upgrade	-	10,000	-	10,000	10,000	-
Water Analysis (WWWWFT)	12,557	-	-	-	-	-
R&M-Buildings & Grounds	341	6,000	-	6,000	6,000	6,210
R&M-Meters	3,008	15,000	-	-	-	23,000
R&M-Meter Set Up	-	-	-	-	-	23,400
R&M-Potable Water Lines	810	9,000	92	908	1,000	9,315
R&M-Sewer Lines	1,550	5,000	1,550	3,450	5,000	5,175
R&M-Site Facilities	3,021	6,000	2,826	3,174	6,000	6,210
R&M-Water Plant Equipment	542	2,400	-	2,400	2,400	2,455
Miscellaneous Services	-	5,000	-	5,000	5,000	5,116
Misc-Contingency	563	2,000	141	1,859	2,000	-
Office Supplies	118	-	-	-	-	-
Op Supplies - Chemicals	5,431	-	-	-	-	5,200
Geographical Information System	-	-	-	-	-	65,000
Cap Outlay	-	-	4,779	-	4,779	20,000
Depreciation Expense	6,225,779	-	-	-	-	-
<b>Total Water-Sewer Comb Services</b>	<b>6,395,681</b>	<b>209,000</b>	<b>66,802</b>	<b>80,078</b>	<b>146,880</b>	<b>345,682</b>
<b>Field</b>						
ProfServ-Field Management	100,252	32,217	18,793	13,424	32,217	33,184
Depreciation Expense	567	-	-	567	567	-
<b>Total Field</b>	<b>100,819</b>	<b>32,217</b>	<b>18,793</b>	<b>13,991</b>	<b>32,784</b>	<b>33,184</b>
<b>Debt Service</b>						
Interest Expense	8,364	-	-	23,101	23,101	35,000
<b>Total Debt Service</b>	<b>8,364</b>	<b>-</b>	<b>-</b>	<b>23,101</b>	<b>23,101</b>	<b>35,000</b>



# SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

## Summary of Revenues, Expenses and Changes in Net Assets Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU APR 2017	PROJECTED MAY - SEP-2016	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
<b>Other Operating Expenses</b>						
Bad Debt Expense	-	-	-	-	-	1,836
Misc-Contingency	-	-	-	-	-	24,978
<b>Total Other Operating Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,814</b>
<b>Capital Expenses &amp; Projects</b>						
Demolition Cost	303,579	-	-	-	-	-
Cap Outlay - Water/Waste Project	-	-	57,016	386,692	443,708	-
<b>Total Capital Expenses &amp; Projects</b>	<b>303,579</b>	<b>-</b>	<b>57,016</b>	<b>386,692</b>	<b>443,708</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>7,073,413</b>	<b>496,522</b>	<b>316,599</b>	<b>649,500</b>	<b>966,099</b>	<b>691,377</b>
Operating income (loss)	(6,616,624)	-	70,164	(546,938)	(476,774)	400,746
Change in net assets	(6,616,624)	-	70,164	(546,938)	(476,774)	400,746
<b>TOTAL NET ASSETS, BEGINNING</b>	10,444,083	3,827,459	3,827,459	-	3,827,459	3,350,685
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$ 3,827,459</b>	<b>\$ 3,827,459</b>	<b>\$ 3,897,623</b>	<b>\$ (546,938)</b>	<b>\$ 3,350,685</b>	<b>\$ 3,751,431</b>

**Budget Narrative**  
Fiscal Year 2018

**Revenue**

**Interest - Investments**

The District earns interest income their checking account and other Money Market accounts.

**Meter Fees**

Installing meters to residential and commercial units.

**Water Revenue**

Utility billings for the water base and usage charges, which takes into consideration; consumption growth and rate increases.

**Sewer Revenue**

Utility billings for the sewer base and usage charges, which takes into consideration; consumption growth and rate.

**Reuse Water Revenue**

Utility billings for the reuse water base and usage charges, which takes into consideration; consumption growth and rate.

**AGFRF – Water**

Calculation of Accrued Guaranteed Revenue Fees (AGRF) and Derivation of AGRF Schedule

**AGRF - Wastewater**

Calculation of Accrued Guaranteed Revenue Fees (AGRF) and Derivation of AGRF Schedule

**Developer Contribution**

The District has a funding agreement in place with the main developer Minto PBLH, LLC which will fund deficits.

**Other Operating Revenues**

Reconnection Fess for Residential and Commercials accounts.

**Connection Fees**

In accordance with the adopted rate schedule, any new project coming online is charged fees for their connection to the utility system.

**Expenditures**

*Expenditures –Administrative*

**Professional Services - Engineering**

The District's engineer will provide water and sewer engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Professional Services - Info Technology**

This line covers the monthly maintenance contract for the Districts computer systems. Includes monitoring, anti-virus, service and monitoring of the system

**Professional Services - Legal Services**

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

**Budget Narrative**  
Fiscal Year 2018

*Expenditures –Administrative (continued)*

**Professional Services - Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The budgeted amount for the fiscal year is based on the amended contract fees.

**Professional Services - Consultants**

The District requires the assistance from time to time from various consultants including but not limited to land planning, rate studies, special reports.

**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 past fees and is projected for the next year.

**Contracts - Administrative Service**

The District has employed an administrative person for water billing, receivables, and field data entry and customer service.

**Communication - Telephone**

Telephone and fax machine expenses. The budgeted amount for the fiscal year is based on prior year spending. Main line split with GF 50/50 - 561-790-1742 859 0457.

**Postage & Freight**

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 currently with Public Risk Insurance. Public Risk Insurance specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums.

**Printing & 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.

**Misc. - Bank Charges**

This includes bank charges and any other miscellaneous expenses that incurred during the year.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects. Also in this line item are cost for supplies in the District office.

**Subscriptions and Memberships**

Membership with Central Palm Beach County, Board of Directors Chamber of Commerce.

**Budget Narrative**  
Fiscal Year 2018

*Expenditures – Sewer Comb Services*

**Contracts - Bulk Potable Water**

This is for the agreement with Palm Beach County Water Utilities to purchase potable water.

**Contracts - Bulk Wastewater (Sewer)**

This is for the agreement with Palm Beach County Water Utilities to purchase wastewater.

**Contracts - Bulk Reclaimed Water**

This is for the agreement with Palm Beach County Water Utilities to purchase wastewater.

**Contracts - Building and Grounds**

This line is for the maintenance of the grounds of the remote site for the storage tank. Currently the contractor is Botanical Oasis

**Contracts - Utility Service**

This is for the future contract with Severn Trent for the operation of the distribution and collection systems.

**Operating Fee (Palm Beach County Contract)**

This is for the agreement with Palm Beach County Water Utilities for the operation of the distribution and collection systems.

**Communication - Telephone-Field**

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

**Electricity - General**

This is for the electricity to operate the waste/water lift stations and remote site (Re-use pumps). The service is provided by FPL.

**Water/Sewer Meter Reading**

This is for the reading and calibration of water and sewer meters throughout the District.

**R&M-Building & Grounds**

This is for routine maintenance and repairs to the Re-use pump stations.

**R&M - Meters**

This line is to replace any meter for the water and sewer systems.

**R&M- Meter Set Up**

This line is to set up new meter for the water and sewer systems.

**R&M - Potable Water Lines**

This line is for repairs and maintenance for the water distribution system in the District, includes parts and labor.

**R&M - Sewer Lines**

This line is for repairs to the sewer collection system and lift stations throughout the District.

**R&M - Site Facilities**

This line is for the repair and maintenance of the site facilities and includes but is not limited to batteries, generator repairs, instrumentation, meters, calibration, oil, parts and labor and re-use and lift stations.

**Budget Narrative**  
Fiscal Year 2018

*Expenditures –Sewer Comb Services (continued)*

**R&M - Water Plant Equipment**

This line is for the repair and maintenance of the water plant equipment.

**Miscellaneous Services**

This line is for permit reviews, troubleshooting, site grading, reimbursement for parts etc.

**Misc. - Contingency**

This line is for those minor items that do not fit into any other category for operations or maintenance of the water and wastewater system.

**OP Supplies - Chemicals**

This line is for the chemicals to operate the re-use pump stations.

**Geographical Information System**

Install of a geographical info system for water/sewer lines.

**Cap Outlay**

This is to upgrade the water billing software to allow for online pay, ACH payments, E-billing, and electronic meter reading.

*Expenditures –Field*

**Professional Services - Field Management**

This line is for contracting out with a third party for the field management of the water and wastewater operations.

*Expenditures –Debt Service*

**Interest Expense**

This line is for interest for the Bond Anticipation Note from Minto Communities LLC.

*Expenditures –Other Operating Expenses*

**Bad Debt Expense**

This line is for bad debt expense.

**Misc-Contingency**

This line is for any unexpected expenses that are not covered.

# **Seminole Improvement District**

## **Supporting Budget Schedules**

Fiscal Year 2018

**Seminole**

Improvement District

**FY2018 - FY2017 Non-Ad Valorem Assessment Summary**

Product Type		General Fund		
		FY 2018	FY 2017	Percent Change
<b>Tax Roll</b>	<b>Units</b>			
40 X 100 Single Family Unit	740	\$ 274.37	\$ 133.55	105.45%
40 x 130 Single Family Unit	966	\$ 311.51	\$ 143.95	116.39%
50 x 125 Single Family Unit	1,313	\$ 358.13	\$ 155.57	130.21%
50 x 130 Single Family Unit	196	\$ 380.45	\$ 164.09	131.85%
55 x 120 Single Family Unit	60	\$ 383.73	\$ 164.51	133.26%
55 x 130 Single Family Unit	207	\$ 416.74	\$ 174.39	138.97%
65 x 125 Single Family Unit	246	\$ 465.55	\$ 186.28	149.91%
85 x 125 Single Family Unit	18	\$ 570.57	\$ 205.31	177.90%
Apartment Unit	0	\$ -	\$ -	N/A
Condo/Townhouse Unit	800	\$ 444.31	\$ 142.98	210.75%
Residential Condominium	0	\$ -	\$ -	N/A
Mobile Home Park	0	\$ -	\$ -	N/A
Senior Housing Attached	0	\$ -	\$ -	N/A
Hotel	150	\$ 68.24	\$ 14.88	358.60%
General Office	1,500,000	\$ 0.34	\$ 0.10	231.61%
Medical Office	0	\$ -	\$ -	N/A
Retail	500,000	\$ 0.27	\$ 0.10	169.22%
Community College	3,000	\$ 29.44	\$ 7.05	317.59%
<b>Off-Roll</b>	<b>Acres</b>			
<b>WP/GG (School) *</b>	56	\$ 33,784.92	\$ 19,627.19	72.13%
<b>SRCHS (School) *</b>	53.892	\$ 32,513.16	\$ 18,888.36	72.13%