

SEMINOLE IMPROVEMENT DISTRICT

Annual Operating Budgets **Fiscal Year 2016**

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

Prepared by:



SEMINOLE IMPROVEMENT DISTRICT

Table of Contents

	<u>Page #</u>
<u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1 - 2
Exhibit A - Allocation of Fund Balances	3
Budget Narrative	4 - 8
Enterprise Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	9 - 11
Exhibit B - Allocation of Fund Balances	12
Budget Narrative.....	13 - 16
<u>SUPPORTING BUDGET SCHEDULES</u>	
FY 2015 - FY 2016 Non-Ad Valorem Assessment Summary.....	17

Seminole Improvement District

Operating Budget

Fiscal Year 2016

SEMINOLE IMPROVEMENT DISTRICT

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2016 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
REVENUES						
Interest - Investments	\$ 3,732	\$ 1,500	\$ 4,213	\$ 100	\$ 4,313	\$ 10
Right-of-Way Fees	100	-	-	-	-	-
Interest - Tax Collector	7	-	12	-	12	-
Special Assmnts- Tax Collector	640,971	382,979	382,979	-	382,979	750,941
Special Assmnts- CDD Collected	-	10,371	-	10,371	10,371	20,336
Special Assmnts- Discounts	(24,834)	(15,319)	(15,318)	-	(15,318)	(30,038)
TOTAL REVENUES	619,976	379,531	371,886	10,471	382,357	741,249
EXPENDITURES						
<i>Administrative</i>						
ProfServ-Engineering	7,672	80,000	17,778	17,778	35,556	80,000
ProfServ-Info Technology	4,829	1,140	625	446	1,071	1,071
ProfServ-Legal Services	50,611	150,000	63,668	63,668	127,336	150,000
ProfServ-Mgmt Consulting Serv	52,187	51,500	30,042	21,458	51,500	51,500
ProfServ-Property Appraiser	75	75	-	-	-	75
ProfServ-Special Assessment	-	5,000	-	-	-	5,000
ProfServ-Planning	-	25,000	-	-	-	25,000
Auditing Services	6,000	5,750	2,500	-	2,500	5,750
Contracts-Admin. Service	21,330	21,600	11,776	8,681	20,457	20,835
Communication - Telephone	4,399	5,000	1,115	1,385	2,500	5,000
Postage and Freight	-	1,125	348	348	696	1,125
Liability/Property Insurance	6,361	6,997	6,995	-	6,995	7,695
Printing and Binding	-	1,000	638	638	1,276	1,500
Legal Advertising	646	900	946	2,000	2,946	3,000
Miscellaneous Services	1,023	-	-	-	-	-
Misc-Bank Charges	84	500	173	327	500	500
Misc-Assessmnt Collection Cost	2,654	3,830	3,678	-	3,678	7,509
Government Affairs	-	2,000	-	-	-	2,000
Misc-Web Hosting	85	300	-	-	-	875
Office Supplies	3,780	5,000	779	2,000	2,779	5,000
Subscriptions and Memberships	6,117	20,000	15,132	-	15,132	20,000
Annual District Filing Fee	175	175	175	-	175	175
Total Administrative	168,028	386,892	156,368	118,729	275,097	393,610
<i>Emergency/Disaster Relief</i>						
R&M-Emergency& Disaster Relief	-	10,000	-	-	-	10,000
Total Emergency/Disaster Relief	-	10,000	-	-	-	10,000
<i>Physical Environment</i>						
Cap Outlay-Engineering Plans	-	-	24,232	13,578	37,810	-
Total Physical Environment	-	-	24,232	13,578	37,810	-
<i>Electric Utility Services</i>						
Utility - General	1,196	2,000	603	1,197	1,800	2,000
Total Electric Utility Services	1,196	2,000	603	1,197	1,800	2,000

SEMINOLE IMPROVEMENT DISTRICT

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2016 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	BUDGET FY 2015	THRU APR-2015	MAY- SEP-2015	PROJECTED FY 2015	BUDGET FY 2016
Conservation and Resource Mgmt						
Contracts-Water Analysis	14,331	21,000	9,554	9,554	19,108	21,000
Utility - Irrigation	5,999	9,000	5,644	556	6,200	9,000
Electricity - Irrigation	4,547	7,000	1,265	3,335	4,600	7,000
R&M-Aquatic Weed Control	10,936	25,000	1,097	3,903	5,000	25,000
R&M-Canals Mowing	5,583	20,000	9,983	7,131	17,114	20,000
R&M-Canals Mechanical Interior	3,975	20,000	-	-	-	20,000
R&M-Surface Water Pump Station	30	2,000	-	-	-	2,000
Total Conservation and Resource Mgmt	45,401	104,000	27,543	24,479	52,022	104,000
Flood Control/Stormwater Mgmt						
R&M-General	24,871	20,000	14,107	5,893	20,000	20,000
R&M-Aquatic Weed Control	462	12,000	7,375	4,625	12,000	12,000
R&M-Canals Mechanical Outfall	8,910	3,000	-	-	-	3,000
R&M-Boundries Outfall	2,420	4,000	3,008	-	3,008	4,000
R&M-Culverts, Labor	1,558	10,000	-	-	-	10,000
R&M-Culverts, Other	-	10,000	-	-	-	10,000
Op Supplies - Fuel, Oil	21,121	20,000	10,082	10,082	20,164	20,000
Total Flood Control/Stormwater Mgmt	59,342	79,000	34,572	20,600	55,172	79,000
Field						
ProfServ-Field Management	8,728	7,139	4,165	2,974	7,139	7,139
Contracts-Landscape	143,537	136,000	81,135	55,495	136,630	136,000
Cap Outlay - Vehicles	-	-	13,241	-	13,241	-
Total Field	152,265	143,139	98,541	58,469	157,010	143,139
Road and Street Facilities						
Road & Street Facilities	1,105	9,500	9,136	364	9,500	9,500
Cap Outlay-Roads	-	-	567,150	434,660	1,001,810	-
Cap Outlay-Undergr Electricity	-	-	652,737	-	652,737	-
Total Road and Street Facilities	1,105	9,500	1,229,023	435,024	1,664,047	9,500
TOTAL EXPENDITURES	427,337	734,531	1,570,882	672,076	2,242,958	741,249
Excess (deficiency) of revenues						
Over (under) expenditures	192,639	(355,000)	(1,198,996)	(661,605)	(1,860,601)	-
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	-	(355,000)	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	(355,000)	-	-	-	-
Net change in fund balance	192,639	(355,000)	(1,198,996)	(661,605)	(1,860,601)	-
FUND BALANCE, BEGINNING	4,624,387	1,979,502	1,979,502	-	1,979,502	118,901
FUND BALANCE, ENDING	\$ 1,979,502	\$ 1,624,502	\$ 780,506	\$ (661,605)	\$ 118,901	\$ 118,901

Exhibit "A"
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2016	\$ 118,901
Net Change in Fund Balance - Fiscal Year 2016	-
Reserves - Fiscal Year 2016 Additions	-
Total Funds Available (Estimated) - 9/30/2016	118,901
Assigned Fund Balance	
Operating Reserve - Operating Capital	118,901 ⁽¹⁾
	-
	-
Subtotal	<u>118,901</u>
Total Allocation of Available Funds	118,901
Total Unassigned (undesignated) Cash	<u><u>\$ (0)</u></u>

Notes

(1) Represents approximately 2 months of operating expenditures

Budget Narrative
Fiscal Year 2016

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.

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 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.

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. This is split 50/50 with Water & Sewer Fund.

Professional Services- Planning

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

Budget Narrative
Fiscal Year 2016

Expenditures – Administrative (continued)

Professional Service-Special Assessment

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

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, field data entry and customer service. This service is provided by Chucks Dozer and is split with Enterprise fund 45/55.

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 45/55 - 561-790-1742 859 0457.

Postage & 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.

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 FY2015 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.

Budget Narrative
Fiscal Year 2016

Expenditures – Administrative (continued)

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.

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.

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. Currently this water is used for irrigation as well as blending with the reject water from the water treatment plant.

Electricity-Irrigation

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

Budget Narrative
Fiscal Year 2016

Expenditures – Conservation and Resource Management (continued)

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.

Expenditures – Flood Control/Stormwater Management

R&M-General

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

R&M-Aquatic Weed Control

This line is for treating the aquatic weeds in the main outfall canal. This service is contracted to Southern Aquatic & Upland Service.

R&M-Canals Mechanical Outfall

The line covers the main outfall canal for steep bank mowing and maintenance. The 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.)

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.

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

Budget Narrative
Fiscal Year 2016

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.

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.

Seminole Improvement District

Operating Enterprise Budget

Fiscal Year 2016

SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

Summary of Revenues, Expenses and Changes in Net Assets Fiscal Year 2016 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	BUDGET FY 2015	THRU APR-2015	MAY- SEP-2015	PROJECTED FY 2015	BUDGET FY 2016
OPERATING REVENUES						
Interest - Investments	\$ 3,886	\$ 2,000	\$ 2,840	\$ 600	\$ 3,440	\$ 100
Capacity Fees	319,904	320,293	186,838	133,456	320,294	320,293
Use Fee Per GPD	88,408	100,244	57,431	24,000	81,431	-
Other Fees	-	-	760	-	760	-
Water Revenue	-	-	-	9,000	9,000	36,000
Sewer Revenue	-	-	-	9,000	9,000	36,000
Net Incr (Decr) In FMV-Invest	(2,932)	-	-	-	-	-
Interest - Tax Collector	28	-	-	-	-	-
Special Assmnts- Tax Collector	699,605	188,244	188,244	-	188,244	188,244
Special Assmnts- CDD Collected	-	2,504	-	2,504	2,504	2,504
Special Assmnts- Discounts	(27,106)	(7,530)	(7,530)	-	(7,530)	(7,530)
Other Miscellaneous Revenues	25	-	25	-	25	-
TOTAL OPERATING REVENUES	1,081,818	605,755	428,608	178,560	607,168	575,611
OPERATING EXPENSES						
<i>Personnel and Administration</i>						
ProfServ-Engineering	15,067	50,000	4,014	5,000	9,014	50,000
ProfServ-Info Technology	1,980	1,140	625	446	1,071	1,140
ProfServ-Legal Services	44,505	50,000	53,392	53,392	106,784	50,000
ProfServ-Mgmt Consulting Serv	7,292	12,875	7,510	5,365	12,875	12,875
ProfServ-Property Appraiser	75	75	-	-	-	75
ProfServ-Consultants	-	20,000	-	-	-	20,000
Auditing Services	6,000	5,750	2,500	-	2,500	5,750
Contracts-Admin. Service	26,070	26,400	14,393	8,757	23,150	25,465
Communication - Telephone	4,381	4,000	1,194	1,076	2,270	4,000
Postage and Freight	-	1,000	-	-	-	1,000
Insurance - General Liability	12,236	11,281	16,492	-	16,492	16,492
Printing and Binding	-	1,000	111	111	222	1,000
Advertising	471	-	-	-	-	-
Legal Advertising	-	500	685	1,315	2,000	2,000
Misc-Bank Charges	79	100	104	28	132	100
Misc-Assessmnt Collection Cost	2,897	1,882	1,805	-	1,805	1,882
Subscriptions and Memberships	-	-	5,050	-	5,050	5,050
Total Personnel and Administration	121,053	186,003	107,875	75,490	183,365	196,829
<i>Water Utility Services</i>						
R&M-Potable Water Lines	854	9,000	2,969	1,272	4,241	-
R&M-Water Plant Equipment	17,580	100,000	6,487	2,780	9,267	-
R&M-Blending Processes	18,546	20,000	10,304	4,416	14,720	-
Depreciation Expense	254,206	-	-	-	-	-
Total Water Utility Services	291,186	129,000	19,760	8,469	28,229	-

SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

Summary of Revenues, Expenses and Changes in Net Assets Fiscal Year 2016 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	BUDGET FY 2015	THRU APR-2015	MAY- SEP-2015	PROJECTED FY 2015	BUDGET FY 2016
Sewer/Wastewater Services						
Sludge Disposal	-	5,000	-	-	-	-
R&M-Sewer Lines	366	5,000	-	-	-	-
R&M-Sewer Plant Equipment	19,504	25,000	414	-	414	-
R&M-AG Reuse	369	5,000	-	-	-	-
Dues, Licenses, Subscriptions	4,000	-	-	-	-	-
Depreciation Expense	88,914	-	-	-	-	-
Total Sewer/Wastewater Services	113,153	40,000	414	-	414	-
Water-Sewer Comb Services						
Contracts-Building and Grounds	8,250	11,000	4,900	3,500	8,400	11,000
Contracts-Bulk Potable Water	-	-	-	7,200	7,200	28,800
Contracts-Bulk Wastewater	-	-	-	6,975	6,975	24,300
Operating Fee (PBC)	119,509	130,000	59,002	25,287	84,289	20,000
Communication - Teleph - Field	4,985	4,000	3,336	2,383	5,719	4,000
Electricity - General	51,797	55,000	32,360	13,869	46,229	5,000
Water/Sewer Meter Reading	910	2,000	195	84	279	2,000
Water Analysis (WWWWFT)	46,302	56,000	20,719	8,880	29,599	5,000
R&M-Buildings & Grounds	10,184	20,000	100	-	100	6,000
R&M-Meter Change-Out	-	-	-	-	-	15,000
R&M-Potable Water Lines 346222	-	-	-	-	-	9,000
R&M-Sewer Lines 546353	-	-	-	-	-	5,000
R&M-Site Facilities	10,368	20,000	1,895	-	1,895	6,000
Miscellaneous Services	9,667	5,000	-	-	-	5,000
Misc-Contingency	200	2,000	-	-	-	2,000
Office Supplies	452	1,500	-	-	-	1,500
Op Supplies - Chemicals	61,390	60,000	35,364	15,156	50,520	5,000
Water/Wast/Reuse Utility Plant	-	-	356,301	320,534	676,835	-
Reserve - Utility Plant Project	-	-	-	-	-	154,930
Total Water-Sewer Comb Services	324,014	366,500	514,172	403,866	918,038	309,530
Field						
ProfServ-Field Management	67,425	69,252	41,618	16,063	57,681	69,252
Total Field	67,425	69,252	41,618	16,063	57,681	69,252
Debt Service						
ProfServ-Trustee Fees	2,500	-	-	-	-	-
Interest Expense	69,375	-	-	-	-	-
Total Debt Service	71,875	-	-	-	-	-
TOTAL OPERATING EXPENSES	988,706	790,755	683,839	503,888	1,187,727	575,611
Operating income (loss)	93,112	(185,000)	(255,231)	(325,328)	(580,559)	-

SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

Summary of Revenues, Expenses and Changes in Net Assets Fiscal Year 2016 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
OTHER FINANCING SOURCES (USES)						
Sale of General Capital Assets	12,500	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	12,500	-	-	-	-	-
Change in net assets	105,612	(185,000)	(255,231)	(325,328)	(580,559)	-
TOTAL NET ASSETS, BEGINNING	(1)	10,715,129	10,715,129	-	10,715,129	10,134,570
TOTAL NET ASSETS, ENDING	\$ 10,715,129	\$ 10,530,129	\$ 10,459,898	\$ (325,328)	\$ 10,134,570	\$ 10,134,570

Exhibit "B"
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2016	\$ 10,134,570
Net Change in Fund Balance - Fiscal Year 2016	-
Reserves - Fiscal Year 2016 Additions	-
Total Funds Available (Estimated) - 9/30/2016	10,134,570
Assigned Fund Balance	
Operating Reserve - Operating Capital	105,170 ⁽¹⁾
	-
	-
Subtotal	<u>105,170</u>
Total Allocation of Available Funds	105,170
Fixed Assets	9,436,248
Total Unassigned (undesignated) Cash	<u>\$ 593,152</u>

Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2016

Revenue

Interest - Investments

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

Capacity Fees

Utility billings for the capacity fee for maintenance and construction of the water plant and waste water plant sufficient to serve the customer. This is based upon engineer's reports and recommendations.

Water Revenue

Utility billings for the water usage charges (varies depending on consumption), which takes into consideration; consumption growth and rate increases.

Sewer Revenue

Utility billings for the sewer usage charges (varies depending on consumption), which takes into consideration; consumption growth and rate.

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.

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 2016

Expenditures –Administrative (continued)

Professional Services- Management 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 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. This is split 50/50 with General Fund.

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, 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 45/55 - 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.

Legal Advertising

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

Printing & Binding

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

Misc-Bank Charges

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

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 fiscal year budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative
Fiscal Year 2016

Expenditures –Administrative (continued)

Subscriptions and Memberships

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

Expenditures –Sewer Comb Services

Contracts-Building and Grounds

This line is for the maintenance of the grounds surrounding the water and wastewater plants as well as the remote site for the storage tank. Currently the contractor is Botanical Oasis

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.

Operating Fee (Palm Beach County)

This is for the agreement with Palm Beach County Water Utilities for the operation of the water and wastewater plants.

Communication-Telephone-Field

This is for the phone lines at the plant for utilization during the operation of the plant.

Electricity – General

This is for the electricity to operate the water and wastewater plants. 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.

Water Analysis (WWWFT)

This line covers the various water analysis that are required as part of the water and wastewater processes. It covers the analysis done by Palm Beach County as well as the analysis done directly by the district. Analysis includes but is not limited to fecal coliform, TSS, Sid etc.

R&M-Building & Grounds

This is for routine maintenance and repairs to the water and sewer facilities throughout the district. .

R&M-Meter Change-Out

This line is to replace any meter for the utility plant project.

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.

Budget Narrative
Fiscal Year 2016

Expenditures –Sewer Comb Services (continued)

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. Champion controls, instrument calibration treatment plant

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 neatly into any other category for operations or maintenance of the water and wastewater system.

Office Supplies

Supplies used in the preparation of water billing, required mailings, reports, and other special projects.

OP Supplies – Chemicals

This line covers all the chemicals utilized in the treatment processes for the water and wastewater plants. Includes but is not limited to sodium hypochlorite, hydroxide, acid, etc.

Reserve – Utility Plant Project

This year's budget does not include an amount for the utility project as the district is in transition.

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. Blake's Well & Pump, Inc is the current provider of this service.

Seminole Improvement District

Supporting Budget Schedules

Fiscal Year 2016

Seminole

Improvement District

FY2015 - FY2016 Non-Ad Valorem Assessment Summary

Product	General Fund			Enterprise Fund			Total Assessments per Unit			Total Units
	FY 2016	FY 2015	Percent Change	FY 2016	FY 2015	Percent Change	FY 2016	FY 2015	Percent Change	
Callery / Minto	\$194.80	\$99.35	96%	\$48.92	\$48.92	0%	\$243.71	\$148.26	64%	3,724
Silver Lake	\$194.80	\$99.35	96%	\$48.92	\$48.92	0%	\$243.71	\$148.26	64%	120
Market	\$194.80	\$99.35	96%	\$18.44	\$18.44	0%	\$213.23	\$117.78	81%	11
WP/GG (School)	\$194.80	\$99.35	96%	\$0.00	\$0.00	n/a	\$194.80	\$99.35	96%	56
SRCHS (School)	\$194.80	\$99.35	96%	\$48.92	\$48.92	0%	\$243.71	\$148.26	64%	54
										3965

	Acres	Unit 1 GF	Acres	Unit 2 EF	Acres	Unit 3 EF	Total
Callery / Minto	3724	\$725,422.43	3724	\$68,655.36	3724	\$113,515.20	\$907,593.00
Silver Lake	120	\$23,375.59	120	\$2,212.31	120	\$3,657.85	\$29,245.75
Market	11	\$2,142.76	11	\$202.80	0	\$0.00	\$2,345.56
WP/GG (School) *	56	\$10,363.18	0	\$0.00	0	\$0.00	\$10,363.18
SRCHS (School) *	53.892	\$9,973.08	53.892	\$943.87	53.892	\$1,560.60	\$12,477.55
Acres	3964.892		3908.892		3897.892		
Total		\$771,277.04		\$72,014.34		\$118,733.65	\$962,025.03

* amounts are net for the schools because they are not levied through the tax collector.