

# **SEMINOLE IMPROVEMENT DISTRICT**

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

**Fiscal Year 2019**

Approved Tentative Budget

6/4/2018-04:00 pm

Prepared by:



**SEMINOLE IMPROVEMENT DISTRICT**

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# **Seminole Improvement District**

## **General Fund - Operating Budget**

Fiscal Year 2019

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>REVENUES</b>						
Interest - Investments	\$ 3,507	\$ 2,000	\$ 2,504	\$ 1,789	\$ 4,293	\$ 3,000
Interest - Tax Collector	26	-	-	-	-	-
Building Permits	70,822	35,000	100	17,500	17,600	150,000
Special Assmnts- Tax Collector	910,722	2,379,410	2,379,264	146	2,379,410	2,983,664
Special Assmnts- CDD Collected	-	66,298	-	-	-	45,000
Special Assmnts- Discounts	(36,429)	(95,176)	(92,274)	-	(92,274)	(119,347)
Developer Contribution	11,767,075	5,000,000	2,641,253	2,358,747	5,000,000	1,100,000
Other Miscellaneous Revenues	199	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>12,715,922</b>	<b>7,387,532</b>	<b>4,930,847</b>	<b>2,378,182</b>	<b>7,309,029</b>	<b>4,162,317</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
ProfServ-Engineering	132,886	80,000	50,930	36,379	87,309	80,000
ProfServ-Info Technology	2,291	4,000	1,421	1,015	2,436	80,750
Inspection Services	-	-	-	-	-	150,000
ProfServ-Legal Services	126,966	150,000	182,244	130,174	312,418	150,000
ProfServ-Mgmt Consulting Serv	67,000	69,010	47,429	14,404	61,833	71,080
ProfServ-Property Appraiser	75	150	-	75	75	150
ProfServ-Special Assessment	5,000	3,500	3,500	-	3,500	5,000
ProfServ-Planning	-	15,000	-	7,500	7,500	15,000
ProfServ-Consultants	25,225	10,000	17,675	5,334	23,009	40,000
Auditing Services	2,538	3,200	-	3,200	3,200	4,000
Contracts-Admin. Service	30,000	30,900	27,935	2,965	30,900	60,000
Communication - Telephone	1,597	3,000	1,576	1,126	2,702	3,000
Postage and Freight	498	1,500	382	273	655	1,500
Liability/Property Insurance	3,500	8,014	4,166	2,892	7,058	8,815
Printing and Binding	508	1,500	336	358	694	1,500
Legal Advertising	1,149	3,500	2,042	1,459	3,501	3,500
Misc-Bank Charges	259	500	275	196	471	500
Misc-Assessmnt Collection Cost	3,443	23,794	22,870	-	22,870	29,837
Government Affairs	-	2,000	824	589	1,413	2,000
Misc-Web Hosting	370	10,000	300	214	514	4,000
Office Supplies	2,063	4,500	990	924	1,914	5,000
Subscriptions and Memberships	1,223	20,000	4,047	-	4,047	20,000
Annual District Filing Fee	175	175	225	-	225	200
<b>Total Administrative</b>	<b>406,766</b>	<b>444,243</b>	<b>369,167</b>	<b>209,075</b>	<b>578,242</b>	<b>735,833</b>
<i>Emergency/Disaster Relief</i>						
R&M-Emergency& Disaster Relief	-	15,000	-	15,000	15,000	15,000
<b>Total Emergency/Disaster Relief</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<i>Electric Utility Services</i>						
Utility - General	1,340	1,500	743	531	1,274	2,500
<b>Total Electric Utility Services</b>	<b>1,340</b>	<b>1,500</b>	<b>743</b>	<b>531</b>	<b>1,274</b>	<b>2,500</b>

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>Flood Control/Stormwater Mgmt</b>						
Contracts-Water Analysis	5,701	19,108	1,356	17,752	19,108	20,063
Contracts-Janitorial Services	-	10,920	3,754	5,363	9,117	10,920
Utility - Irrigation	5,203	9,000	5,033	3,595	8,628	50,000
Electricity - Irrigation	236	500	100	71	171	3,700
Utility - Refuse Removal	-	2,832	-	1,416	1,416	2,832
R&M-General	27,346	20,000	15,539	10,883	26,422	28,000
R&M-Aquatic Weed Control	26,584	37,000	24,446	17,461	41,907	65,000
R&M-Canals Mowing	14,713	20,000	-	10,671	10,671	28,000
R&M-Boundries Outfall	-	40,000	15,478	20,000	35,478	40,000
R&M-Canals Mechanical Interior	17,475	20,000	11,870	10,000	21,870	25,000
R&M-Canals Mechanical Outfall	-	3,000	-	1,500	1,500	5,000
R&M-Canals Mechanical Maintenance	-	35,000	22,860	17,500	40,360	65,000
R&M-Culverts, Labor	-	10,000	-	5,000	5,000	10,000
R&M-Culverts, Other	-	10,000	-	5,000	5,000	10,000
R&M-Surface Water Pump Station	151	2,000	-	1,000	1,000	2,000
Misc-Contingency	1,377	15,000	112	-	112	100,000
Op Supplies - Fuel, Oil	9,809	20,000	4,005	7,174	11,179	20,000
Cap Outlay - Canal	-	1,200,000	-	-	-	500,000
Cap Outlay-Software	-	20,000	22,905	-	22,905	20,000
<b>Total Flood Control/Stormwater Mgmt</b>	<b>108,595</b>	<b>1,494,360</b>	<b>127,458</b>	<b>134,386</b>	<b>261,844</b>	<b>1,005,515</b>
<b>Field</b>						
ProfServ-Field Management	95,457	77,429	63,119	38,715	101,834	150,000
Field Services	-	-	-	-	-	162,211
Contracts-Landscape	133,870	155,000	49,308	92,187	141,495	155,000
Contracts-Landscaping (Lake banks)	-	-	-	-	-	100,000
Contracts-Landscape R-O-W	-	150,000	-	75,000	75,000	690,469
R&M-Aquatic Weed Control	-	-	-	-	-	37,000
Cap Outlay - Vehicles	-	30,000	-	-	-	20,000
<b>Total Field</b>	<b>229,327</b>	<b>412,429</b>	<b>112,427</b>	<b>205,901</b>	<b>318,328</b>	<b>1,314,680</b>
<b>Road and Street Facilities</b>						
Road & Street Facilities	3,476	20,000	1,886	1,401	3,287	30,000
<b>Total Road and Street Facilities</b>	<b>3,476</b>	<b>20,000</b>	<b>1,886</b>	<b>1,401</b>	<b>3,287</b>	<b>30,000</b>
<b>Capital Expenditures &amp; Projects</b>						
Cap Outlay-Roads	13,161,492	5,000,000	2,648,825	2,351,175	5,000,000	600,000
Cap Outlay-Water/Waste Project	19,694	-	-	-	-	-
<b>Total Capital Expenditures &amp; Projects</b>	<b>13,181,186</b>	<b>5,000,000</b>	<b>2,648,825</b>	<b>2,351,175</b>	<b>5,000,000</b>	<b>600,000</b>
<b>TOTAL EXPENDITURES</b>	<b>13,930,690</b>	<b>7,387,532</b>	<b>3,260,506</b>	<b>2,917,469</b>	<b>6,177,975</b>	<b>3,703,528</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(1,214,768)	-	1,670,341	(539,287)	1,131,054	458,789

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>OTHER FINANCING SOURCES (USES)</b>						
Loan/Note Proceeds	414,284	-	-	-	-	-
Other Nonoperating Sources	-	-	1,000,000	-	1,000,000	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>414,284</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>458,789</b>
Net change in fund balance	(800,484)	-	2,670,341	(539,287)	2,131,054	458,789
<b>FUND BALANCE, BEGINNING</b>	188,807	(611,677)	(611,677)	-	(611,677)	1,519,377
<b>FUND BALANCE, ENDING</b>	<b>\$ (611,677)</b>	<b>\$ (611,677)</b>	<b>\$ 2,058,664</b>	<b>\$ (539,287)</b>	<b>\$ 1,519,377</b>	<b>\$ 1,978,166</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 1,519,377
Net Change in Fund Balance - Fiscal Year 2019	458,789
Reserves - Fiscal Year 2018 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2019</b>	<b>1,978,166</b>

**ALLOCATION OF AVAILABLE FUNDS**

<i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	261,111 <sup>(1)</sup>
Subtotal	<u>261,111</u>
<b>Total Allocation of Available Funds</b>	<b><u>261,111</u></b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 1,717,055</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2019**Revenue****Interest - Investments**

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

**Permit Fees**

The District will collect a fee of \$300 for each home constructed.

**Special Assessment - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District 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 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. Minto will also fund construction costs incurred for the 60<sup>th</sup> Street Headworks.

**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 District's computer systems. Includes monitoring, anti-virus, service and monitoring of the system. In fiscal year 2019, the District will be installing new IT infrastructure that will include cloud computing, GIS Services and permitting software.

**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 Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in the Management Agreement.



**Budget Narrative**  
Fiscal Year 2019

<i>Expenditures – Administrative (continued)</i>
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**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 2019

*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 1% on the amount of special assessments collected and remitted, whichever is greater. The current budget for collection costs was based on a maximum of 1% of the anticipated assessment collections.

**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. The budget for this line item also includes the 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, and South Florida intergovernmental groups.

**Annual District Filing Fee**

The District is required to pay an annual fee of \$200 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.

**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.

**Budget Narrative**  
Fiscal Year 2019**Expenditures – Conservation and Resource Management****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 - 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. 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 - 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 - 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 - 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 - Canals Mechanical Maintenance**

This line covers costs to excavate and maintain the M2 Canal from Sycamore to Southern Boulevard

**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.

**Expenditures – Flood Control/Stormwater Management****R&M - Surface Water Pump Station**

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

**Budget Narrative**  
Fiscal Year 2019**Expenditures – Flood Control/Stormwater Management (continued)****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 line is for costs to restructure the 60<sup>th</sup> Street Headworks of the M Canal.

**Cap Outlay - Software**

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. These services are provided by Blake's Well & Pump, Inc and Inframark Infrastructure Management Services.

**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.

**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.

**Contracts - Landscape ROW**

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

**Cap Outlay - Vehicles**

This line is for new vehicles. The District intends to purchase 2 John Deere GATORS.

**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.

**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 2019

# SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

## Summary of Revenues, Expenses and Changes in Net Assets Enterprise Fund Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>OPERATING REVENUES</b>						
Interest - Investments	\$ 9	\$ 510	\$ 5	5	\$ 10	\$ 510
Capacity Fees	158,382	-	-	165,582	165,582	-
Meter Fees	1,652	23,000	101,752	-	101,752	95,000
Other Fees	2,420	-	1,970	-	1,970	-
Base Fee	-	-	-	-	-	63,558
Water Revenue	32,854	104,552	113,786	113,786	227,572	104,552
Sewer Revenue	37,244	79,081	7,981	7,981	15,962	79,081
Reuse Water Revenue	-	28,152	33,711	-	33,711	28,152
AGRF - Water	-	3,171	-	1,586	1,586	3,171
AGRF - Wastewater	-	1,216	-	608	608	1,216
Special Assmnts- Tax Collector	258,441	-	-	-	-	-
Developer Contribution	-	354,695	662,227	377,036	1,039,263	-
Permits-Infrastructure	-	-	-	-	-	173,400
Other Operating Revenues	-	2,400	200	1,200	-	2,400
Other Miscellaneous Revenues	25	-	-	-	-	-
Connection Fees	-	495,346	-	247,673	247,673	495,346
<b>TOTAL OPERATING REVENUES</b>	<b>480,689</b>	<b>1,092,123</b>	<b>921,632</b>	<b>915,456</b>	<b>1,835,688</b>	<b>1,046,386</b>

### OPERATING EXPENSES

#### *Personnel and Administration*

ProfServ-Engineering	122,860	51,500	30,067	21,433	51,500	55,000
ProfServ-Info Technology	4,445	2,135	1,421	652	2,073	80,000
ProfServ-Legal Services	109,147	90,000	50,259	39,741	90,000	90,000
ProfServ-Mgmt Consulting Serv	16,000	16,480	9,613	7,679	17,292	16,974
ProfServ-Consultants	-	20,600	9,155	10,300	19,455	20,600
Auditing Services	2,538	2,924	-	2,924	2,924	3,000
Contracts-Admin. Service	31,000	31,930	31,088	842	31,930	32,888
Communication - Telephone	1,862	2,114	981	701	1,682	2,500
Postage and Freight	453	2,480	181	129	310	2,480
Insurance - General Liability	18,348	18,716	13,360	2,634	15,994	20,588
Printing and Binding	508	2,480	236	410	646	1,500
Legal Advertising	1,149	2,046	783	937	1,720	2,000
Misc-Bank Charges	259	80	164	117	281	80
Misc-Assessmnt Collection Cost	977	-	-	-	-	-
Office Supplies	169	2,046	101	1,023	1,124	2,046
Subscriptions and Memberships	51	5,166	-	42	42	5,166
<b>Total Personnel and Administration</b>	<b>309,841</b>	<b>250,697</b>	<b>147,409</b>	<b>89,563</b>	<b>236,972</b>	<b>508,222</b>

# SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

## Summary of Revenues, Expenses and Changes in Net Assets Enterprise Fund Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>Water-Sewer Comb Services</b>						
Contracts-Bulk Potable Water	28,015	38,962	38,725	237	38,962	38,962
Contracts-Bulk Wastewater	23,374	34,268	32,682	1,586	34,268	34,268
Contracts-Bulk Reclaimed Water	-	13,447	-	13,447	13,447	13,447
Contracts-Building and Grounds	5,460	11,330	3,030	8,300	11,330	11,330
Operating Fee (PBC Contract)	25,971	30,900	18,700	12,200	30,900	-
Contracts-Utility Service	-	30,900	10,278	20,622	30,900	-
Communication - Teleph - Field	4,308	3,682	2,808	2,006	4,814	3,682
Electricity - General	2,728	6,164	6,027	4,305	10,332	6,164
Water/Sewer Meter Reading	-	4,948	-	2,474	2,474	4,948
R&M-Buildings & Grounds	-	6,210	3,386	3,105	6,491	6,210
R&M-Meters	-	23,000	-	11,500	11,500	23,000
R&M-Meter Set Up	-	23,400	91,990	-	91,990	23,400
R&M-Meter Change out	49,157	-	-	-	-	-
R&M-Potable Water Lines	1,728	9,315	4,081	2,915	6,996	9,315
R&M-Sewer Lines	1,550	5,175	2,300	1,643	3,943	5,175
R&M-Site Facilities	4,852	6,210	3,446	2,461	5,907	6,210
R&M-Water Plant Equipment	-	2,455	-	1,228	1,228	5,000
Miscellaneous Services	-	5,116	1,437	2,558	3,995	5,116
Misc-Contingency	325	-	-	-	-	-
Op Supplies - Chemicals	-	5,200	1,126	2,600	3,726	5,200
Geographical Information System	-	65,000	-	65,000	65,000	-
Cap Outlay	7,483	20,000	46,585	-	46,585	20,000
<b>Total Water-Sewer Comb Services</b>	<b>154,951</b>	<b>345,682</b>	<b>266,601</b>	<b>158,187</b>	<b>424,788</b>	<b>221,427</b>
<b>Field</b>						
ProfServ-Field Management	42,752	33,184	18,985	18,985	37,970	33,184
Field Personnel	-	-	-	-	-	77,500
<b>Total Field</b>	<b>42,752</b>	<b>33,184</b>	<b>18,985</b>	<b>18,985</b>	<b>37,970</b>	<b>110,684</b>
<b>Debt Service</b>						
Interest Expense	-	35,000	-	23,101	23,101	35,000
<b>Total Debt Service</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>23,101</b>	<b>23,101</b>	<b>35,000</b>
<b>Other Operating Expenses</b>						
Bad Debt Expense	-	1,836	-	-	-	1,836
Misc-Contingency	-	24,978	-	-	-	24,978
<b>Total Other Operating Expenses</b>	<b>-</b>	<b>26,814</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,814</b>

# SEMINOLE IMPROVEMENT DISTRICT

Enterprise Fund

## Summary of Revenues, Expenses and Changes in Net Assets Enterprise Fund Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY- SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>Capital Expenses &amp; Projects</b>						
Cap Outlay-Engineering Plans	10,026	-	8,707	-	8,707	-
Cap Outlay - Irrigation	476,357	-	377,036	-	377,036	-
Cap Outlay - Roads	6,897	-	31,468	-	31,468	-
Cap Outlay - Water/Waste Project	130,264	-	24,563	-	24,563	-
<b>Total Capital Expenses &amp; Projects</b>	<b>623,544</b>	<b>-</b>	<b>441,774</b>	<b>-</b>	<b>441,774</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,131,088</b>	<b>691,377</b>	<b>874,769</b>	<b>289,835</b>	<b>1,164,604</b>	<b>902,147</b>
Operating income (loss)	(650,399)	400,746	46,863	625,621	671,084	144,239
Change in net assets	(650,399)	400,746	46,863	625,621	671,084	144,239
<b>TOTAL NET ASSETS, BEGINNING</b>	<b>3,827,459</b>	<b>3,177,060</b>	<b>3,177,060</b>	<b>-</b>	<b>3,177,060</b>	<b>3,848,144</b>
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$ 3,177,060</b>	<b>\$ 3,577,806</b>	<b>\$ 3,223,923</b>	<b>\$ 625,621</b>	<b>\$ 3,848,144</b>	<b>\$ 3,992,383</b>



**Budget Narrative**  
Fiscal Year 2019

**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.

**Base Fee**

The District will collect a monthly fee of \$14 for water service, \$15.71 for sewer service and \$5.6 for reclaimed water service for each home.

**Water Revenue**

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

**Sewer Revenue**

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

**Reuse Water Revenue**

Utility billings for the reuse water 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

**Permits Infrastructure**

The District will collect water and wastewater permit fees.

**Other Operating Revenues**

Reconnection Fees for Residential and Commercial 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. This line item will also cover engineering fees related to inspections.

**Budget Narrative**  
Fiscal Year 2019**Expenditures –Administrative (continued)****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. In fiscal year 2019, the District will be installing new IT infrastructure that will include cloud computing, GIS Services and permitting software.

**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 Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. 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. The budget for this line item also includes the cost for supplies in the District office.

**Budget Narrative**  
Fiscal Year 2019

*Expenditures –Administrative (continued)*

**Subscriptions and Memberships**

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

*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

**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.

**R&M - Water Plant Equipment**

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

**Budget Narrative**  
Fiscal Year 2019

*Expenditures –Sewer Comb Services (continued)*

**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.

**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 third parties 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 2019

# Seminole Improvement District

## FY2019 Non-Ad Valorem Assessment Summary

Product Type		General Fund		
		FY 2019	FY 2018	Percent Change
<b>Tax Roll</b>				
	<u>Units</u>			
40 X 100 Single Family Unit	740	\$412.91	\$ 274.37	50.49%
40 x 130 Single Family Unit	966	\$ 450.72	\$ 311.51	44.69%
50 x 125 Single Family Unit	1,313	\$ 494.68	\$ 358.13	38.13%
50 x 130 Single Family Unit	196	\$ 522.87	\$ 380.45	37.44%
55 x 120 Single Family Unit	60	\$ 525.00	\$ 383.73	36.82%
55 x 130 Single Family Unit	207	\$ 560.14	\$ 416.74	34.41%
65 x 125 Single Family Unit	246	\$ 605.52	\$ 465.55	30.07%
85 x 125 Single Family Unit	18	\$ 687.38	\$ 570.57	20.47%
Apartment Unit	0	\$ -	\$ -	N/A
Condo/Townhouse Unit	800	\$ 495.06	\$ 444.31	11.42%
Residential Condominium	0	\$ -	\$ -	N/A
Mobile Home Park	0	\$ -	\$ -	N/A
Senior Housing Attached	0	\$ -	\$ -	N/A
Hotel	150	\$ 56.76	\$ 68.24	-16.82%
General Office	1,500,000	\$ 0.36	\$ 0.34	5.95%
Medical Office	0	\$ -	\$ -	N/A
Retail	500,000	\$ 0.32	\$ 0.27	18.91%
Community College	3,000	\$ 26.38	\$ 29.44	-10.38%
<b>Off-Roll</b>				
	<u>Acres</u>			
WP/GG (School) *	56	\$ 43,932.29	\$ 33,784.92	30.04%
SRCHS (School) *	53.892	\$ 42,278.55	\$ 32,513.16	30.04%