

# **SEMINOLE IMPROVEMENT DISTRICT**

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

**Fiscal Year 2023**

**APPROVED 6/13/2022**

Prepared by:



**SEMINOLE IMPROVEMENT DISTRICT**

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# **SEMINOLE IMPROVEMENT DISTRICT**

## **General Fund - Operating Budget**

Fiscal Year 2023

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances General Fund Fiscal Year 2023 Approved Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2020	FY 2021	BUDGET FY 2022	THRU APR-2022	MAY- SEP-2022	PROJECTED FY 2022	BUDGET FY 2023
<b>REVENUES</b>							
Interest - Investments	\$ 12,500	\$ 3,052	\$ 3,200	\$ 1,827	1,305	\$ 3,132	\$ 3,100
Building Permits	548,436	503,490	487,200	83,200	59,429	142,629	142,600
Physical Environment	69,554	104,850	121,100	76,087	54,348	130,435	146,400
Interest - Tax Collector	3,467	118	-	212,000	-	-	-
Special Assmnts- Tax Collector	2,805,062	1,965,902	3,356,850	3,345,441	11,409	3,356,850	4,295,124
Special Assmnts- Other	21,496	11,164	10,727	-	10,727	10,727	8,039
Special Assmnts- Discounts	(97,532)	(74,798)	(134,274)	(129,987)	-	(129,987)	(171,805)
Developer Contribution	3,962,379	1,490,709	25,000	348,374	-	348,374	-
Other Miscellaneous Revenues	300	1,488	-	-	-	-	-
Lien Search Fee	1,908	8,925	-	8,700	-	8,700	1,900
<b>TOTAL REVENUES</b>	<b>7,419,985</b>	<b>4,014,900</b>	<b>3,869,803</b>	<b>3,733,854</b>	<b>137,217</b>	<b>3,870,859</b>	<b>4,425,358</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
ProfServ-Engineering	153,672	206,228	188,700	99,823	71,302	171,125	206,200
ProfServ-Info Technology	46,662	39,468	40,300	21,604	16,889	38,493	38,700
ProfServ-Legal Services	569,279	562,181	569,300	314,447	224,605	539,052	569,300
ProfServ-Property Appraiser	150	150	-	150	-	150	-
ProfServ-Legislative Expense	90,140	90,216	90,000	52,500	37,500	90,000	90,000
ProfServ-Special Assessment	7,000	-	7,400	7,400	-	7,400	7,600
ProfServ-Other	5,121	4,503	176,700	-	2,134	2,134	5,100
ProfServ-Consultants	44,788	40,574	41,200	5,100	3,643	8,743	8,700
ProfServ-Assessment Methodology	-	-	8,400	6,900	-	6,900	7,100
Auditing Services	4,063	4,125	4,100	-	4,125	4,125	4,100
Contracts-Mgmt Services	293,500	302,300	311,400	181,650	129,750	311,400	320,700
Contracts-Admin. Service	61,800	63,700	65,600	38,267	27,333	65,600	67,600
Postage and Freight	662	2,459	1,900	406	290	696	2,500
Telephone/Fax/Internet Services	2,100	2,523	2,900	3,627	4,791	8,418	6,500
Utility - General	1,850	4,754	3,500	729	521	1,250	1,900
Lease - Copier	11,893	3,515	3,500	2,118	1,513	3,631	2,200
Lease-Building	-	-	43,400	-	-	-	43,400
Insurance - General Liability	6,326	1,916	7,400	2,566	4,851	7,417	8,900
Public Officials Insurance	2,250	2,250	2,500	1,600	-	1,600	1,900
Printing	511	2,901	3,300	361	258	619	2,900
Legal Advertising	2,711	7,457	5,100	502	359	861	7,500
Misc-Bank Charges	-	144	-	-	-	-	-
Misc-Assessmnt Collection Costs	8,431	8,880	33,569	32,155	114	32,269	85,903
Government Affairs	295	114	-	-	-	-	-
Misc-Contingency	176	39	186,379	158	-	158	-
Misc-Web Hosting	385	385	15,400	295	6,340	6,635	15,400
Office Supplies	611	663	5,200	433	309	742	700
Annual District Filing Fee	175	175	200	-	175	175	200
Dues, Licenses, Subscriptions	6,382	6,785	6,800	5,132	943	6,075	6,100
<b>Total Administrative</b>	<b>1,320,933</b>	<b>1,358,405</b>	<b>1,824,148</b>	<b>777,923</b>	<b>537,744</b>	<b>1,315,667</b>	<b>1,511,103</b>
<i>Emergency/Disaster Relief</i>							
R&M-Emergency& Disaster Relief	-	-	15,000	-	15,000	15,000	25,000
<b>Total Emergency/Disaster Relief</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>25,000</b>
<i>Flood Control/Stormwater Mgmt</i>							
Contracts-Solid Waste	3,021	3,038	3,000	1,823	1,302	3,125	3,100
Contracts-Water Analysis	8,215	13,610	13,900	8,170	5,845	14,015	14,000
Utility - Irrigation	4,396	5,963	6,700	6,960	2,507	9,467	9,500
Electricity - Irrigation	150	1,192	1,300	209	149	358	1,200
R&M-General	9,272	24,086	20,000	14,347	5,618	19,965	24,100
R&M-Aquatic Weed Control	42,675	51,424	50,400	18,443	13,174	31,617	75,000
R&M-Canals Mechanical Outfall	171	-	4,700	-	-	-	-
R&M-Canals Mechanical Maintenance	-	-	20,000	-	-	-	-
R&M-Canals Mowing	-	5,400	10,000	22,540	5,400	27,940	27,900
R&M-Boundries Outfall	12,183	6,675	37,800	5,475	6,675	12,150	12,200
R&M-Canals Mechanical Interior	3,891	2,311	29,100	-	-	-	3,900
R&M-Culverts, Other	-	-	2,500	-	-	-	-
Misc-Contingency	16,624	10,299	35,100	5,172	-	5,172	16,600
Cleaning Services	7,163	7,835	7,800	4,813	3,322	8,135	8,100
Op Supplies - Fuel, Oil	2,515	6,042	11,800	3,594	2,567	6,161	6,200
<b>Total Flood Control/Stormwater Mgmt</b>	<b>110,276</b>	<b>137,875</b>	<b>254,100</b>	<b>91,546</b>	<b>46,559</b>	<b>138,105</b>	<b>201,800</b>

# SEMINOLE IMPROVEMENT DISTRICT

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances General Fund Fiscal Year 2023 Approved Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU APR-2022	PROJECTED MAY- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
<b>Field</b>							
ProfServ-Field Management	91,201	97,370	100,200	60,176	42,983	103,159	108,200
Contractual Labor	170,616	201,589	216,300	127,251	95,503	222,754	236,100
Contracts-Lakes	61,103	107,589	259,500	136,242	97,316	233,558	379,200
Contracts-Landscape R-O-W	564,555	745,660	867,200	633,631	264,517	898,148	1,565,900
Landscape Maintenance	137,850	184,245	204,700	120,205	85,861	206,066	206,100
Miscellaneous Services	486	-	-	-	-	-	-
Misc-Training	8,339	-	-	2,450	-	2,450	2,500
<b>Total Field</b>	<b>1,034,150</b>	<b>1,336,453</b>	<b>1,647,900</b>	<b>1,079,955</b>	<b>586,179</b>	<b>1,666,134</b>	<b>2,498,000</b>
<b>Capital Expenditures &amp; Projects</b>							
Capital Outlay	-	-	-	12,200	-	-	-
Cap Outlay-Roads	2,585,257	1,661,185	-	186,429	-	186,429	65,000
Capital Improvements	-	56,425	25,000	-	-	-	-
<b>Total Capital Expenditures &amp; Projects</b>	<b>2,585,257</b>	<b>1,717,610</b>	<b>25,000</b>	<b>198,629</b>	<b>-</b>	<b>186,429</b>	<b>65,000</b>
<b>Road and Street Facilities</b>							
Electricity - General	35,335	78,050	93,600	60,046	42,890	102,936	118,100
Road & Street Facilities	1,423	1,543	7,500	3,804	-	3,804	3,800
<b>Total Road &amp; Street Facilities</b>	<b>36,758</b>	<b>79,593</b>	<b>101,100</b>	<b>63,850</b>	<b>42,890</b>	<b>106,740</b>	<b>121,900</b>
<b>Other Transportation Services</b>							
Contracts-Transportation	1,363,814	-	-	-	-	-	-
<b>Total Other Transportation Services</b>	<b>1,363,814</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Lease Payments</b>							
Principal-Capital Lease Obligation	1,712	1,907	2,125	1,211	914	2,125	2,367
Interest-Capital Lease Obligation	842	646	430	278	152	430	188
<b>Total Capital Lease Payments</b>	<b>2,554</b>	<b>2,553</b>	<b>2,555</b>	<b>1,489</b>	<b>1,066</b>	<b>2,555</b>	<b>2,555</b>
<b>Non-Operating</b>							
Debt Retirement-Other	702,979	-	-	-	-	-	-
Interest Expense-Note	104,463	-	-	-	-	-	-
<b>Total Non-Operating</b>	<b>807,442</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>7,261,184</b>	<b>4,632,489</b>	<b>3,869,803</b>	<b>2,213,392</b>	<b>1,229,438</b>	<b>3,430,630</b>	<b>4,425,358</b>
Excess (deficiency) of revenues Over (under) expenditures	158,801	(617,589)	-	1,520,462	(1,092,221)	442,229	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Sale of General Capital Assets	-	7,400	-	2,600	-	2,600	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>7,400</b>	<b>-</b>	<b>2,600</b>	<b>-</b>	<b>2,600</b>	<b>-</b>
Net change in fund balance	158,801	(610,189)	-	1,523,062	(1,092,221)	442,829	-
<b>FUND BALANCE, BEGINNING</b>	<b>2,159,635</b>	<b>2,318,436</b>	<b>1,708,247</b>	<b>1,708,247</b>	<b>3,231,309</b>	<b>1,708,247</b>	<b>2,151,076</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,318,436</b>	<b>\$ 1,708,247</b>	<b>\$ 1,708,247</b>	<b>\$ 3,231,309</b>	<b>\$ 2,139,088</b>	<b>\$ 2,151,076</b>	<b>\$ 2,151,076</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2022	\$ 2,151,076
Net Change in Fund Balance - Fiscal Year 2022	-
Reserves - Fiscal Year 2022 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2022</b>	<b>2,151,076</b>

**ALLOCATION OF AVAILABLE FUNDS**

<i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	1,090,090 <sup>(1)</sup>
<b>Total Allocation of Available Funds</b>	<b>1,090,090</b>

<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 1,060,987</b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2023

**Revenue**

**Interest - Investments**

The District earns interest on amounts invested in a money-market account.

**Building Permits**

The District collects permit fees for development construction projects.

**Physical Environment**

The District is reimbursed by the City Westlake for the time its personnel spend serving Westlake needs and for the cost of electricity for streetlights.

**Special Assessment - Tax Collector**

The District levies a Non-Ad Valorem assessment on all sold and platted parcels within its boundaries to fund operating expenditures.

**Special Assessment - Other**

A Non-Ad Valorem assessment is billed directly to the Palm Beach County School District on specific parcels within the District to fund operating expenditures.

**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.

**Lien Search Fee**

The District collects fees for lien searches when properties in Westlake are sold.

**Expenditures**

*Expenditures – Administrative*

**Professional Services - Engineering**

This represents the cost of attending and preparing for monthly board meetings, reviewing invoices, completing specifically requested assignments and performing other general engineering services for the District.

**Professional Services - Info Technology**

This represents the District's share of the cost to develop and maintain the information technology infrastructure it shares with the City of Westlake.

**Professional Services - Legal Services**

This represents the cost of attending and preparing for monthly meetings, reviewing operating and maintenance contracts, and completing other specifically requested assignments by the District's legal counsel.

**Professional Services – Legislative Expense**

This represents the cost of representation to the Florida legislature and related state agencies.

**Professional Services - Special Assessment**

This represents the cost to put the District's assessments on the Tax Roll, as well as the costs to produce estoppel letters and otherwise maintain the assessment rolls throughout the year. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.



**Budget Narrative**  
Fiscal Year 2023

<i>Expenditures – Administrative (continued)</i>
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**Professional Services - Other**

This represents the cost of construction inspection services provided to the District.

**Professional Services - Consultants**

This represents the cost of consultants to assist with issues such as land planning, rate studies and special reports.

**Professional Services - Assessment Methodology**

This represents the cost to develop and maintain the methodology used to calculate the District's assessments for the Tax Roll.

**Auditing Services**

This represents the cost to conduct an annual audit of the District's financial statements by an independent Certified Public Accounting firm.

**Contracts - Management Services**

This represents the cost of Management, Accounting and Accounts Payable services provided 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.

**Contracts - Administrative Service**

This represents the cost to provide onsite administrative work, including receivables, field data entry and customer service. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Postage and Freight**

This represents the cost of postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Telephone/Fax/Internet Services**

This represents the cost of telephone and internet services. The budgeted amount for the fiscal year is based on prior year spending.

**Utility - General**

This represents the cost of general outside lighting in areas throughout the District, as well as electricity for the District offices. The service is provided by FPL.

**Lease – Copier**

This represents the District's share of machine lease payments made for the copiers the District shares with the City of Westlake.

**Lease – Building**

This represents the District's share of office lease payments made for space the District shares with the City of Westlake.

**Public Officials/General Liability Insurance**

This represents the cost of General Liability & Public Officials Liability Insurance policy provided by Public Risk Insurance Agency. 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**

The represents the cost to produce copies used to prepare agenda packages, create required mailings and perform other special projects. The District receives this service as part of a Management Agreement with Inframark Infrastructure Management Services.



**Budget Narrative**  
Fiscal Year 2023

*Expenditures – Administrative (continued)*

**Legal Advertising**

This represents the cost to publish required notices of monthly Board meetings and other public hearings in a newspaper of general circulation.

**Misc - Assessment Collection Costs**

The represents the cost to reimburse the Palm Beach County Tax Collector for its necessary administrative costs. Per 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.

**Misc - Web Hosting**

This represents the cost of website hosting, posting information to meet current Florida Statutes, annual domain name fees and any modifications to the web sites.

**Office Supplies**

This represents the cost of supplies used to prepare agenda packages, create required mailings and perform other special projects. The budget for this line item also includes the cost for supplies in the District office.

**Annual District Filing Fee**

This represents the annual fee the District is required to pay to the Florida Department of Community Affairs.

**Dues, Licenses, Subscriptions**

This represents the cost of dues and subscriptions including membership in associations devoted to the management of special districts in Florida. They include but are not limited to the Florida Association of Special Districts (FASD), Florida Rural Water Association, Florida Floodplain Manager’s Assoc and American Waterworks Assoc.

**Operations and Maintenance:**

*Expenditures – Emergency/Disaster Relief*

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

This represents the cost of immediate needs of the District immediately following a disaster to facilitate the recovery from the event.

*Expenditures – Flood Control/Stormwater Management*

**Contracts – Solid Waste**

This represents the cost for recycling collection, as well as disposal of yard waste and bulk items.

**Contracts - Water Analysis**

This represents 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, Donovan Water Corporation provides this service.

**Budget Narrative**  
Fiscal Year 2023**Expenditures – Flood Control/Stormwater Management (continued)****Utility - Irrigation**

This represents the cost of water used for irrigation throughout the Agricultural areas. In accordance with an interlocal agreement with the City of West Palm Beach the District pays an annual fee as well as per acre feet of water drawn from the M Canal.

**Electricity - Irrigation**

The represents the cost of electricity for the State Road 80 location.

**R&M - General**

This represents the cost of general repairs and maintenance for automobiles, tractors, mowers and other machinery.

**R&M - Aquatic Weed Control**

This represents the cost to apply chemicals that minimize or eliminate various aquatic weeds from the canal, lake and pond infrastructure throughout the District. This service is provided by Southern Aquatic & Upland Services.

**R&M - Canals Mowing**

This represents the cost of specialty mowing for 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 Thomas Messier, Inc.

**R&M - Boundaries Outfall**

This represents the cost to maintain the main outfall at the southern end of the canal along SR 80 (Southern Blvd.)

**R&M - Canals Mechanical Interior**

This represents the cost of repairs and maintenance of the various control gates throughout the District. This includes repair and replacement of hydraulic hoses, parts and oil for the hydraulic pumps

**Misc. - Contingency**

This represents nonrecurring expenditures for which a budget line does not exist.

**Cleaning Services**

This represents the District's share of costs to clean office space shared with the City of Westlake.

**Op Supplies - Fuel, Oil**

This represents the cost for the fuel and oil necessary to operate the field and flood control aspects of the District, as well as the cost for fuel for the tractors and trucks used to maintain the right of way and flood control gates

**Expenditures - Field****Professional Services - Field Management**

This represents the cost to oversee the day-to-day aspects of the field operations. These services are provided by Blake's Well & Pump.

**Contractual Labor**

This represents the cost of labor to perform field operations. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Contracts - Lakes**

This represents the cost of landscaping services around the District's lakes.

**Contracts - Landscape ROW**

This represents the cost of landscaping services of the rights-of-way.

**Budget Narrative**  
Fiscal Year 2023

*Expenditures – Field (continued)*

**Landscape Maintenance**

This represents the cost of landscaping services around the District office and other locations within the District. These services are provided by Messier Contracting.

**Misc – Training**

This represents the cost to maintain and enhance the abilities of District field staff.

*Expenditures – Capital Expenditures & Projects*

**Capital Outlay - Roads**

This represents the cost of necessary revisions to the design of roundabouts within the City of Westlake.

*Expenditures – Road and Street Facilities*

**Electricity – General**

This represents the cost to provide electricity to streetlights. This cost will be reimbursed by the City of Westlake.

**Road and Street Facilities**

This represents the cost of street sweeping, signage and gate repairs.

*Expenditures – Capital Lease Payments*

**Principal/Interest Capital Lease Obligation**

This represents the interest expense and reduction in the capital lease obligation related to a copier software lease.

# **SEMINOLE IMPROVEMENT DISTRICT**

## **Enterprise Fund - Water and Sewer Budget**

Fiscal Year 2023

**Summary of Revenues, Expenses and Changes in Net Assets**  
Enterprise Fund  
Fiscal Year 2023 Approved Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2020	FY 2021	BUDGET FY 2022	THRU APR-2022	MAY- SEP-2022	PROJECTED FY 2022	BUDGET FY 2023
<b>OPERATING REVENUES</b>							
Interest - Investments	\$ 9,804	\$ 4,260	\$ 4,900	\$ 969	692	\$ 1,661	\$ 1,700
Water-Sewer Combination Revenue	-	1,732	-	-	-	-	-
Hydrant Water-Base Rate	-	39,074	-	51,320	30,548	81,868	121,000
Hydrant Water-Usage	-	12,932	-	9,765	5,813	15,578	23,000
Water Revenue	310,162	303,022	731,500	-	-	-	-
Water-Base Rate	-	116,667	-	147,977	88,082	236,059	348,800
Water-Usage	-	108,365	-	184,349	109,732	294,081	434,500
Irrigation-Base Rate	-	40,268	-	59,439	35,380	94,819	140,100
Irrigation-Revenue	-	164,385	-	178,908	106,493	285,401	421,700
Sewer Revenue	222,141	222,360	535,700	-	-	-	-
Sewer-Base Rate	-	110,811	-	166,224	98,943	265,167	411,700
Sewer-Usage	-	98,993	-	140,268	83,493	223,761	347,400
Reuse Water Revenue	167,721	159,134	491,000	-	-	-	-
Meter Fees	252,538	424,471	275,900	205,606	146,861	352,467	338,800
Penalties	150	250	-	8,995	-	8,995	-
Admin Fee	17,445	32,450	9,600	20,350	14,536	34,886	17,400
AGRF - Water	104,666	253,180	91,200	153,991	91,661	245,652	252,200
AGRF - Wastewater	47,201	116,707	41,900	70,752	42,114	112,866	122,300
Other Operating Revenues	1,960	7,733	-	54	-	54	-
Disposition of Fixed Assets	(2,000,000)	-	-	-	-	-	-
Developer Contribution	-	3,500,646	-	-	-	-	-
Lien Search Fee	150	150	-	-	-	-	-
Connection Fees - W/S	1,321,645	2,375,870	685,000	1,290,244	768,002	2,058,246	-
<b>TOTAL OPERATING REVENUES</b>	<b>455,583</b>	<b>8,093,460</b>	<b>2,866,700</b>	<b>2,689,211</b>	<b>1,622,349</b>	<b>4,311,560</b>	<b>2,980,600</b>
<b>OPERATING EXPENSES</b>							
<i>Administrative</i>							
ProfServ-Engineering	163,672	206,184	188,600	99,823	71,302	171,125	171,100
ProfServ-Info Technology	58,543	84,353	80,400	44,205	25,137	69,342	84,400
ProfServ-Legal Services	-	10,220	25,600	1,477	1,055	2,532	10,200
ProfServ-Utility Billing	-	47,600	128,800	69,953	49,967	119,920	176,900
ProfServ-Consultants	-	21,294	-	27,710	-	27,710	-
Auditing Services	4,063	4,125	4,100	-	4,125	4,125	4,100
Contracts-Mgmt Services	17,700	18,200	18,700	10,908	7,792	18,700	19,300
Contracts-Admin. Service	139,100	143,300	147,600	86,100	61,500	147,600	152,000
Communication - Telephone	1,368	1,739	1,700	2,994	2,139	5,133	5,100
Postage and Freight	1,396	1,021	1,200	1	1	2	1,400
Lease - Office Equipment	7,038	6,865	6,300	3,606	3,489	7,095	5,700
Public Officials Insurance	2,250	2,250	2,500	1,600	-	1,600	1,900
Insurance(Liab,Auto,Property)	12,159	17,499	19,200	14,436	-	14,436	17,300
Misc-Bank Charges	1,919	3,310	2,800	1,255	896	2,151	3,300
Misc-Contingency	6,983	36,099	273,400	13,044	602	13,646	115,900
Office Supplies	51	123	-	-	-	-	-
Dues, Licenses,Subscriptions	2,050	1,800	1,800	1,845	-	1,845	1,800
Bad Debt Expenses	-	-	1,800	-	-	-	1,800
<b>Total Administrative</b>	<b>418,292</b>	<b>605,982</b>	<b>904,500</b>	<b>378,957</b>	<b>228,005</b>	<b>606,962</b>	<b>772,200</b>
Contracts-Bulk Potable Water	137,545	119,230	155,300	104,237	74,455	178,692	384,200
Contracts-Bulk Wastewater	85,708	78,985	102,800	69,779	49,842	119,621	305,000
Contracts-Building and Grounds	6,060	6,180	6,100	3,535	2,525	6,060	6,100
Contracts-Bulk Reclaimed Water	94,964	119,214	198,300	82,517	58,941	141,458	157,500
Communication - Teleph - Field	416	-	-	-	-	-	-
Communications-Other	-	-	2,000	-	-	-	2,000
Electricity - General	24,366	33,312	41,400	31,191	22,279	53,470	52,900
Utility - Gas	-	-	1,200	638	527	1,165	1,200
Utility Fees	9,496	11,921	19,800	8,252	5,900	14,152	15,800
R&M-Meters	78,477	33,426	78,500	15,368	10,977	26,345	78,500
R&M-Meter Set Up	160,514	209,230	197,400	151,854	108,467	260,321	260,300
R&M-Potable Water Lines	1,709	2,294	1,900	891	636	1,527	2,300
R&M-Site Facilities	5,883	5,640	5,900	3,081	2,201	5,282	5,900
R&M-Water Plant Equipment	4,342	7,715	7,800	3,468	-	3,468	4,300
Miscellaneous Services	50	291	3,500	873	-	873	-
Op Supplies - Chemicals	4,235	-	4,200	3,856	2,754	6,610	7,100
<b>Total Water-Sewer Comb Services</b>	<b>613,765</b>	<b>627,438</b>	<b>826,100</b>	<b>479,540</b>	<b>339,505</b>	<b>819,045</b>	<b>1,283,100</b>

**Summary of Revenues, Expenses and Changes in Net Assets**  
 Enterprise Fund  
 Fiscal Year 2023 Approved Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2020	FY 2021	BUDGET	THRU	MAY-	PROJECTED	BUDGET
			FY 2022	APR-2022	SEP-2022	FY 2022	FY 2023
<b>Field</b>							
ProfServ-Field Management	34,978	36,928	38,000	22,831	16,308	39,139	40,900
Contractual Labor	83,956	103,089	98,100	57,712	43,310	101,022	107,100
Misc-Contingency	326	-	-	-	-	-	-
<b>Total Field</b>	<b>119,260</b>	<b>140,017</b>	<b>136,100</b>	<b>80,543</b>	<b>59,618</b>	<b>140,161</b>	<b>148,000</b>
<b>Capital Expenses &amp; Projects</b>							
Impr.-Water/Wastewater Systems	-	-	1,000,000	-	-	-	-
Depreciation Expense	570,998	690,035	-	-	-	-	-
<b>Total Capital Expenses &amp; Projects</b>	<b>570,998</b>	<b>690,035</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>							
Principal Debt Retirement	-	-	-	-	-	-	530,000
Interest Expense	-	-	-	-	-	-	247,300
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>777,300</b>
<b>TOTAL OPERATING EXPENSES &amp; RESERVES</b>	<b>1,722,315</b>	<b>2,063,472</b>	<b>2,866,700</b>	<b>939,040</b>	<b>627,128</b>	<b>1,566,168</b>	<b>2,980,600</b>
Operating income (loss)	(1,266,732)	6,029,988	-	1,750,171	995,221	2,745,392	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Connection Fees - W/S	-	-	-	-	-	-	1,021,300
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,021,300</b>
Change in net assets	(1,266,732)	6,029,988	-	1,750,171	995,221	2,745,392	1,021,300
<b>TOTAL NET ASSETS, BEGINNING</b>	<b>7,616,239</b>	<b>6,349,507</b>	<b>12,379,495</b>	<b>12,379,495</b>	<b>-</b>	<b>12,379,495</b>	<b>15,124,887</b>
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$ 6,349,507</b>	<b>\$ 12,379,495</b>	<b>\$ 12,379,495</b>	<b>\$ 14,129,666</b>	<b>\$ 995,221</b>	<b>\$ 15,124,887</b>	<b>\$ 16,146,187</b>

**Budget Narrative**  
Fiscal Year 2023

**Revenue**

**Interest - Investments**

The District earns interest on amounts invested in a money-market account.

**Hydrant Water – Base Rate**

The District bills each water/sewer system customer for its water/reclaimed usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Hydrant Water - Usage**

The District bills each water/sewer system customer for its water/reclaimed in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Water – Base Rate**

The District bills each water/sewer system customer for its water/reclaimed usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Water - Usage**

The District bills each water/sewer system customer for its water/reclaimed usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Irrigation – Base Rate**

The District bills each water/sewer system customer for its water/reclaimed usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Irrigation - Usage**

The District bills each water/sewer system customer for its water/reclaimed usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Sewer – Base Rate**

The District bills each water/sewer system customer for its sewer system usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Sewer - Usage**

The District bills each water/sewer system customer for its sewer system usage in accordance with existing rate study estimates. Anticipated revenue is allocated to service type based on current year revenue.

**Meter Fees**

The District charges for meter installation when opening each new water/system account.

**Admin Fee**

The District collects a fee from each new water/sewer system customer to cover administrative expenses incurred in creating an account.

**AGFRF – Water**

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for water service in accordance with the adopted rate schedule.

**AGRF - Wastewater**

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

**Budget Narrative**  
Fiscal Year 2023

**Expenditures**

*Expenditures –Administrative*

**Professional Services - Engineering**

This represents the cost of attending and preparing for monthly board meetings, reviewing invoices, completing specifically requested assignments and performing other general engineering services for the District related to the water/sewer system.

**Professional Services - Info Technology**

This represents the cost of professional fees for maintenance of the GIS system the District shares with the City of Westlake.

**Professional Services - Legal Services**

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

**Professional Services – Utility Billing**

This represents the cost of maintaining the District's third-party utility billing system.

**Auditing Services**

This represents the cost to conduct an annual audit of the District's financial statements by an independent Certified Public Accounting firm.

**Contracts - Management Services**

This represents the cost of Management, Accounting and Accounts Payable services provided 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.

**Contracts - Administrative Service**

This represents the cost to provide onsite administrative work, including water billing, receivables, and field data entry and customer service. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Communication - Telephone**

This represents the cost of telephone services. The budgeted amount for the fiscal year is based on prior year spending.

**Postage & Freight**

This represents the cost of postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Lease – Office Equipment**

This represents the cost of quarterly lease payments for postage machines.

**Public Officials Insurance/Insurance (Liab,Auto,Property)**

This represents the cost of General Liability, Auto, Property & Public Officials Liability Insurance policy provided by Public Risk Insurance Agency. 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.

**Misc. - Bank Charges**

This represents the cost of bank charges and other related expenses that are incurred during the year.

**Misc.-Contingency**

This represents the cost of nonrecurring expenses necessary for operations or maintenance of the water and wastewater system not covered in specific line items within the budget.



**Budget Narrative**  
Fiscal Year 2023

*Expenditures –Administrative (continued)*

**Dues, Licenses and Subscriptions**

The represents the cost of the District’s operating license as well as the cost of memberships in necessary organizations.

**Bad Debt Expenses**

This represents an estimate of the cost of uncollectible accounts receivable.

*Expenditures – Water-Sewer Comb Services*

**Contracts - Bulk Potable Water**

This represents the cost to purchase potable water from Palm Beach County Water Utilities in accordance with existing rate study estimates.

**Contracts - Bulk Wastewater (Sewer)**

This represents the cost of wastewater services provided by Palm Beach County Water Utilities in accordance with existing rate study estimates.

**Contracts - Building and Grounds**

This represents the cost to maintain the grounds of the remote site for the storage tank. Currently the contractor is Botanical Oasis

**Contracts - Bulk Reclaimed Water**

This represents the cost to purchase reclaimed water from Palm Beach County Water Utilities in accordance with existing rate study estimates.

**Communications - Other**

This represents the cost of a system to control and receive information from the District’s lift stations remotely.

**Electricity - General**

This represents the cost of electricity to operate the wastewater lift stations and remote site re-use pumps. The service is provided by FPL.

**Utility - Gas**

This represents the cost of natural gas to operate the Hammocks and Meadows lift stations. The service is provided by Florida Public Utilities Corp.

**Utility Fees**

This represents the cost of monthly franchise fees paid to Royal Palm Beach for bulk reclaimed water.

**R&M - Meters**

This represents the cost to purchase meters for the water/sewer system.

**R&M- Meter Set Up**

This represents the cost to set up new meter for the water and sewer systems.

**R&M - Potable Water Lines**

This represents the cost of repairs and maintenance to the water distribution system in the District, includes parts and labor.

**R&M - Site Facilities**

This represents the cost of monthly inspections of the water/sewer system. Currently the contractor is Christopher Abbott.

**R&M - Water Plant Equipment**

This represents the cost of repairs and maintenance to the water plant equipment.

**Budget Narrative**  
Fiscal Year 2023

*Expenditures – Water-Sewer Comb Services (continued)*

**Miscellaneous Services**

This represents the cost of permit reviews, troubleshooting, site grading, reimbursement for parts etc.

**Op Supplies - Chemicals**

This represents the cost of chemicals necessary to operate the re-use pump stations.

*Expenditures – Field*

**Professional Services - Field Management**

This represents the cost to oversee the day-to-day aspects of the field operations. These services are provided by Blake's Well & Pump.

**Contractual Labor**

This represents the cost of labor to perform field operations. The District receives these services as part of a Management Agreement with Inframark Infrastructure Management Services.

*Expenditures – Debt Service*

**Principal Debt Retirement/Interest Expense**

This represents the interest expense and required principal payment related to the 2022 Revenue Bonds.

**Other Financing Sources (Uses)**

**Connection Fees – W/S**

The District charges each new water/sewer system customer a capital connection charge in accordance with the adopted rate schedule. This represents a contribution toward future capital costs necessary to maintain the system.

# **SEMINOLE IMPROVEMENT DISTRICT**

## **Supporting Budget Schedules**

Fiscal Year 2023

**Seminole**

Improvement District

**FY2022 - FY2023 Non-Ad Valorem Assessment Summary**

Product Type		General Fund		
		FY 2023	FY 2022**	Percent Change
<b>Tax Roll</b>	<b>Units/Sq. Ft.</b>			
< 4,999	246.00	\$587.78	\$ 503.76	17%
5,000 - 5,999	535.00	\$605.59	\$ 521.13	16%
6,000 - 6,999	1,026.00	\$623.41	\$ 538.49	16%
7,000 - 7,999	586.00	\$641.22	\$ 555.85	15%
8,000 - 8,999	536.00	\$659.03	\$ 573.21	15%
9,000 - 9,999	273.00	\$676.85	\$ 590.57	15%
10,000 - 10,999	144.00	\$694.66	\$ 607.93	14%
11,000 - 11,999	138.00	\$712.47	\$ 625.29	14%
12,000 - 12,999	114.00	\$730.29	\$ 642.65	14%
13,000 - 13,999	55.00	\$748.10	\$ 660.01	13%
> 14,000	93.00	\$765.91	\$ 677.37	13%
Condo/Townhouse Unit	800.00	\$556.43	\$ 501.81	11%
Hotel	150.00	\$142.71	\$ 34.21	317%
General Office	1,438,918.00	\$0.54	\$ 0.40	34%
Hospital	10,379.00	\$0.62	\$ 0.40	54%
Church (38,155 sq. ft.)	38,155.00	\$0.92	\$ 0.42	118%
General Office (3,636 sq. ft. -	3,636.00	\$0.55	\$ 0.40	36%
General Office (8,912 sq. ft. -	8,912.00	\$0.54	\$ 0.40	34%
Retail	420,595.00	\$1.02	\$ 0.43	137%
Publix Retail Center (76,902 s	76,902.00	\$0.92	\$ 0.42	117%
Mobil Gas and Convenience (	2,503.00	\$3.83	\$ 0.60	534%
Community College	3,000.00	\$18.99	\$ 4.12	361%
FPL Solar Farm	400.00	\$71.89	\$ 70.04	3%
FPL Sub-Station	0.40	\$706.63	\$ 667.47	6%
<b>Off-Roll</b>	<b>Acres</b>			
<b>WP/GG (School) *</b>	56	\$ 3,708.50	\$ 4,948.50	-25%
<b>SRCHS (School) *</b>	53.892	\$ 3,541.71	\$ 4,725.93	-25%
<b>New Site (School) *</b>	12.006	\$ 789.02	\$ 1,052.84	-25%

**\*\* Please note that the FY 2022 calculations are for comparison purposes only.**