

Westchester Special Dependent District

Governing Body Members

Arnold Korshin, President
Nick Peters, Vice President
Cyndi Moses, Treasurer
Mike deMare, Trustee
Greg Dary, Trustee

Staff

Andrew P. Mendenhall, PMP, District Manager

Budget Public Hearing Agenda

Wednesday, February 27, 2019 – 6:30 p.m.

1. **Roll Call**
2. **Audience Comments**
3. **Fiscal Year 2019 Budget Public Hearing**
 - A. Public Hearing to Consider Adoption of the Budget for Fiscal Year 2019
 - B. Consideration of Resolution 2019-01, Adopting the Budget for Fiscal Year 2019
4. **Audience Comments**
5. **Adjournment**

Regular Meeting

Wednesday, February 27, 2019 – 6:30 p.m.

1. **Roll Call**
2. **Approval of Agenda**
3. **Organizational Matters**
 - A. Appointment of Board Members
 - B. Oaths of Office for Newly Appointed Board Members
 - C. Resolution 2019-02, Election of Officers
4. **Approval of Consent Agenda**
 - A. Minutes of the August 29, 2018 and September 25, 2018 Meetings
 - B. Financial Statements as of January 31, 2019
 - C. Ratification of the Fiscal Year 2018 Audit Engagement Letter
 - D. Resolution 2019-03, Designation of Registered Agent
5. **Manager's Report**
6. **Board Requests**
7. **Adjournment**

The next meeting is scheduled for Wednesday, March 27, 2019 at 6:30 p.m.

District Office:
Inframark
2654 Cypress Ridge Boulevard, Suite 101
Wesley Chapel, Florida

Meeting Location:
Maureen B. Gauzza Public Library
Community Room 204B
11211 Countryway Boulevard
Tampa, Florida

-Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed,
please contact us prior to deadline at
or email at dalmeida@tampabay.com.

Westchester Special Dependent District Public Budget Hearing

The Westchester Special Dependent District is conducting a public budget hearing for the purpose of hearing public comment regarding its proposed Fiscal Year 2019 budget and 2018 assessment rate. The trustees will vote on the budget and assessment rate. The hearing will be conducted at the Maureen B. Gauzza Public Library, formally known as the Upper Tampa Bay Regional Public Library, Community Room 204B, 11211 Countryway Boulevard, Tampa, Florida 33626, on Wednesday, February 27, 2019, at 6:30 p.m. Immediately following this hearing, a regular Board meeting shall be held in which the Board will consider any other business which may come before it.

In accordance with Chapter 286, Florida Statutes, the public is advised that if a person decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this hearing and meeting, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All meeting facilities are accessible in accordance with the Americans with Disabilities Act. Any additional necessary accommodations will be provided with a 48-hour notice. For more information, call 954-603-0033.

Andrew P. Mendenhall, PMP
Manager

February 11, 2019

734958

<p><i>Date:</i> 01/22/19</p> <p><i>Account #:</i> 176040 <i>Company:</i> WESTCHESTER SPECIAL TAXING DISTRICT</p> <p><i>Contact:</i></p> <p><i>Address:</i> ATTN: INFRAMARK -AP 210 N. University Drive, Suite 702 Coral Springs, FL 33071</p> <p><i>Telephone:</i> (954) 603-0033 <i>Fax:</i></p> <p><i>Email:</i> Demarco, Sandra <Sandra. DeMarco@inframark.com></p>	<p><i>Publications:</i> Tampa Bay Times TampaBay.com</p> <p><i>Zones or Sections:</i></p> <p><i>Classification:</i> Legal</p>
<p><i>Ad ID:</i> 734958</p> <p><i>Start:</i> 02/11/19 <i>Stop:</i> 02/11/19</p> <p><i>Total Cost:</i> \$448.40 <i>Billed Lines:</i> 62.0 <i>Total Depth:</i> 2.778 <i># of Inserts:</i></p> <p><i>Phone #</i> <i>Email:</i> dalmeida@tampabay.com</p>	

RESOLUTION 2019-01

**RESOLUTION ADOPTING FISCAL YEAR 2019 BUDGET
AND APPROVING SPECIAL ASSESSMENTS FOR THE
YEAR 2019**

WHEREAS, WESTCHESTER SPECIAL DEPENDENT DISTRICT is a special District duly established and operating pursuant to Ordinance #05-3; and

WHEREAS, Ordinance #05-3 provided that the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has the right, power and authority to levy a special assessment against all parcels of property situated within the District for purposes including but not limited to, MAINTAINING AND IMPROVING PUBLIC RIGHTS-OF-WAY AND COMMON PROPERTY; and

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has determined that the assessment for the year 2019 shall be in the amount of \$91,972; and,

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has had a duly advertised Public Hearing on the 27^h day of February, 2019; and,

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has presented the proposed assessment and proposed budget to the property owners and residents of WESTCHESTER SPECIAL DEPENDENT DISTRICT at the Public Hearing; and

WHEREAS, the Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT has heard discussion and comments from the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF TRUSTEES OF WESTCHESTER SPECIAL
DEPENDENT DISTRICT, THIS 27TH DAY OF FEBRUARY
2019;**

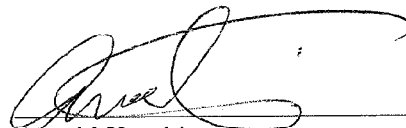
That the above recitation of findings of fact is hereby incorporated into this Resolution;

1. The Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT approves the proposed budget for Fiscal Year 2019.


2. The Board of Trustees of WESTCHESTER SPECIAL DEPENDENT DISTRICT approves the proposed assessment of \$91,972 for 2019.

Category	Product	General Fund 001			# of
		FY2019	FY2018	% Chg	Units/FF
1	Single Family	\$58.08	\$58.08	0%	368
2	Non-Single Family parcels with frontage on Countryway Blvd. within the boundaries of Westchester	\$12.00	\$12.00	0%	5830
3	Owned by HOAs, POAs, and Exempt Entities	\$0.00	\$0.00	n/a	21
4	Non-Single Family Parcels Embedded within Other Non-Single Family Parcels	\$58.08	\$58.08	0%	11
					6,230

3. Upon adoption, this Resolution shall be transmitted by the Trustees, along with the approved budget and all other materials required by Hillsborough County to the Board of County Commissioners for their approval.


 Arnold Korshin
 President

ATTEST:


 Andrew Mendenhall
 Secretary

ESTIMATING FUND BALANCE

DISTRICT: WESTCHESTER SDD
PERIOD ENDING: SEPTEMBER 30, 2018

BUDGET CATEGORIES	Adopted FY 18 BUDGET	ACTUAL	PROJECT	TOTAL
REVENUES				
363.10 SPECIAL ASSESSMENTS (Note A)	\$88,000	\$39,622	\$47,940	\$87,562
366.00 DONATIONS				\$0
361.00 INTEREST	\$200	\$70	\$50	\$120
TOTAL GROSS REVENUES	\$88,200	\$39,692	\$47,990	\$87,682
MINUS 5%	-\$4,410			
PLUS:				
384.00 DEBT PROCEEDS				\$0
389.00 BEGINNING FUND BALANCE (Note B)				\$0
TOTAL REVENUES	\$83,790	\$39,692	\$47,990	\$87,682

EXPENDITURES:	Adopted FY 18 BUDGET	ACTUAL	PROJECT	TOTAL
31.00 PROFESSIONAL SERVICES	\$1,000	\$8,736	\$4,583	\$13,319
32.00 ACCOUNTING AND AUDITING	\$1,200	\$1,100	\$0	\$1,100
34.00 OTHER CONTRACTUAL SERVICES	\$21,000	\$18,557	\$13,255	\$31,812
40.00 TRAVEL AND PER DIEM				\$0
41.00 COMMUNICATION SERVICES				\$0
42.00 TRANSPORTATION SERVICES				\$0
43.00 UTILITY SERVICES	\$1,000	\$341	\$244	\$585
44.00 RENTALS AND LEASES	\$2,600			\$0
45.00 INSURANCE			\$2,600	\$2,600
46.00 REPAIR AND MAINTENANCE	\$50,000			\$0
47.00 PRINTING AND BINDING			\$21,000	\$21,000
49.00 OTHER CHARGES AND OBLIGATIONS	\$1,000	\$196		\$196
51.00 OFFICE SUPPLIES				\$0
52.00 OPERATING SUPPLIES				\$0
54.00 BOOKS AND PUBLICATIONS				\$0
TOTAL OP EXPENDITURES	\$77,800	\$28,930	\$41,682	\$70,612

CAPITAL OUTLAY	Adopted FY 18 BUDGET	ACTUAL	PROJECT	TOTAL
61.00 LAND				\$0
62.00 BUILDINGS				\$0
63.00 IMPROVEMENTS	\$70,450			\$0
64.00 MACHINERY AND EQUIPMENT				\$0
TOTAL CAPITAL OUTLAY	\$70,450	\$0	\$0	\$0

DEBT SERVICE	Adopted FY 18 BUDGET	ACTUAL	PROJECT	TOTAL
71.00 PRINCIPAL				\$0
72.00 INTEREST				\$0
73.00 OTHER DEBT SERVICE COSTS				\$0
TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

ESTIMATING FUND BALANCE

NON-OPERATING	Adopted FY 18 BUDGET	ACTUAL	PROJECT	TOTAL
90.93 BUDGET TRANSFERS (Note C)		DO NOT USE		
90.99 RESERVE FOR FUTURE CAPITAL (Note C)				
90.99 RESERVE FOR CONTINGENCY (Note C)	\$8,000			
TOTAL NON-OPERATING	\$8,000			
TOTAL EXPEND AND NON-OPERATING	\$156,250	\$28,930	\$41,682	\$70,612

SUMMARY OF FY 18 FUND BALANCE	ACTUAL	PROJECT	TOTAL
FY 18 REVENUE: TOTAL =	\$39,692	\$47,990	\$87,682
MINUS: FY 18 EXPENDITURES: TOTAL =	\$28,930	\$41,682	\$70,612
ESTIMATED FUND BALANCE =	\$10,762	\$6,308	\$17,070

NOTES:

- (A) In "ACTUAL" column, use actual amount deposited to district account by Tax Collector's Office.
- (B) In "ACTUAL" column, enter the total fund balance amount from FY 17 Annual Financial Report. This includes all amounts even those reserved for capital projects.
- (C) There can be NO direct expenditures from any of these categories.

DISTRICT NAME WESTCHESTER SDD

BUDGET CATEGORIES	FY 19 BUDGET
REVENUES	
363.10 SPECIAL ASSESSMENTS	\$91,972
366.00 DONATIONS	
361.00 INTEREST	\$150
TOTAL GROSS REVENUES	\$92,122
MINUS 5%	-\$4,606
PLUS:	
384.00 DEBT PROCEEDS	
389.90 EST BEGINNING FUND BALANCE	\$60,927
TOTAL REVENUES	\$148,443

EXPENDITURES:	FY 19 BUDGET
31.00 PROFESSIONAL SERVICES	\$11,200
32.00 ACCOUNTING AND AUDITING	\$1,200
34.00 OTHER CONTRACTUAL SERVICES	\$31,812
40.00 TRAVEL AND PER DIEM	
41.00 COMMUNICATION SERVICES	
43.00 UTILITY SERVICES	\$663
44.00 RENTALS AND LEASES	
45.00 INSURANCE	\$2,600
46.00 REPAIR AND MAINTENANCE	\$30,804
47.00 PRINTING AND BINDING	\$100
49.00 OTHER CHARGES AND OBLIGATIONS	\$2,014
51.00 OFFICE SUPPLIES	\$50
52.00 OPERATING SUPPLIES	
54.00 BOOKS AND PUBLICATIONS	
TOTAL OP EXPENDITURES	\$80,443

CAPITAL OUTLAY	FY 19 BUDGET
61.00 LAND	
62.00 BUILDINGS	
63.00 IMPROVEMENTS	\$60,000
64.00 MACHINERY AND EQUIPMENT	
TOTAL CAPITAL OUTLAY	\$60,000

DEBT SERVICE	FY 19 BUDGET
71.00 PRINCIPAL	
72.00 INTEREST	
73.00 OTHER DEBT SERVICE COSTS	
TOTAL DEBT SERVICE	\$0

NON-OPERATING	FY 19 BUDGET
99.01 BUDGET TRANSFERS	
99.02 RESERVE FOR FUTURE CAPITAL	
99.03 RESERVE FOR CONTINGENCY	\$8,000
TOTAL NON-OPERATING	\$8,000
TOTAL EXPEND AND NON-OPERATING	\$148,443

Revenues Minus Expenditures Equals **\$0**

BACKUP SCHEDULES
Show in the area below, how line items are calculated:

363.10 SPECIAL ASSESSMENTS
366.00 DONATIONS
361.00 INTEREST
31.00 PROFESSIONAL SERVICES
32.00 ACCOUNTING AND AUDITING
34.00 OTHER CONTRACTUAL SERVICES
40.00 TRAVEL AND PER DIEM
41.00 COMMUNICATION SERVICES
43.00 UTILITY SERVICES
44.00 RENTALS AND LEASES
45.00 INSURANCE
46.00 REPAIR AND MAINTENANCE
47.00 PRINTING AND BINDING
49.00 OTHER CHARGES AND OBLIGATIONS
51.00 OFFICE SUPPLIES
52.00 OPERATING SUPPLIES
54.00 BOOKS AND PUBLICATIONS
71.00 PRINCIPAL
72.00 INTEREST
73.00 OTHER DEBT SERVICE COSTS
99.01 BUDGET TRANSFERS
99.02 RESERVE FOR FUTURE CAPITAL
99.03 RESERVE FOR CONTINGENCY

CAPITAL PROJECT AND OUTLAY INFORMATION FORM

NAME OF DISTRICT: WESTCHESTER	DATE: 2/27/19
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INSTRUCTIONS: Please complete this form and submit with budget package for all capital projects or equipment either underway or planned for implementation and acquisition.

=====

NAME OF PROJECT OR EQUIPMENT:

DESCRIPTION:

EXPENSE CATEGORY:

IS PROJECT UNDERWAY: YES NO IF YES, BEGINNING DATE 10/28/18
ESTIMATED END DATE 11/24/18
% COMPLETE 100

IF NO, EST BEGINNING DATE _____
ESTIMATED END DATE _____

TOTAL ESTIMATED COST: \$59,998.00

=====

NAME OF PROJECT OR EQUIPMENT:

DESCRIPTION:

EXPENSE CATEGORY:

IS PROJECT UNDERWAY: YES NO IF YES, BEGINNING DATE _____
ESTIMATED END DATE _____
% COMPLETE _____

IF NO, EST BEGINNING DATE _____
ESTIMATED END DATE _____

TOTAL ESTIMATED COST: _____

=====

WESTCHESTER
Special Dependent District

Annual Operating and Debt Service Budget

Fiscal Year 2019

Version 3 - Adopted Budget:
(Adopted at 2/27/2019 meeting)

Prepared by:



WESTCHESTER

Special Dependent District

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Westchester
Special Dependent District

Budget Overview
Fiscal Year 2019

Westchester
Special Dependent District

Operating Budget
Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted 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
REVENUES						
Interest - Investments	\$ 123	\$ 200	\$ 70	\$ 50	\$ 120	\$ 150
Use of Fund Balance	-	-	-	-	-	\$ 60,927
Special Assmnts- Tax Collector	59,423	88,000	39,631	52,341	91,972	91,972
Special Assmnts- Discounts	-	(4,410)	(9)	(4,401)	(4,410)	(4,606)
TOTAL REVENUES	59,546	83,790	39,692	47,990	87,682	148,443
EXPENDITURES						
<i>Administrative</i>						
ProfServ-Mgmt Consulting Serv	-	13,120	8,537	4,583	13,120	11,000
Auditing Services	1,100	1,200	1,100	-	1,100	1,200
Contractual Services	18,803	-	-	-	-	-
Contract-Website Hosting	-	200	199	-	199	200
Insurance - General Liability	2,344	2,600	-	2,600	2,600	2,600
Printing and Binding	-	-	-	-	-	100
Misc-Assessmnt Collection Cost	-	-	21	-	21	1,839
Other Current Charges	585	-	-	-	-	-
Office Supplies	-	-	-	-	-	50
Annual District Filing Fee	-	175	175	-	175	175
Total Administrative	22,832	17,295	10,032	7,183	17,215	17,164
<i>Field</i>						
Contracts-Lake and Wetland	-	2,724	1,589	1,135	2,724	2,724
Contracts-Other Services	-	5,781	-	-	-	-
Contracts-Landscape	-	23,828	13,900	9,928	23,828	23,828
Contracts-Irrigation	-	2,400	1,400	1,000	2,400	2,400
Contracts-Trees & Trimming	-	360	210	150	360	360
Utility - Water	588	1,000	341	243.57	585	663
R&M-General	29,240	20,912	-	20,000	20,000	20,000
R&M-Fertilizer	-	2,500	1,458	1,042	2,500	2,500
Misc-Contingency	-	1,000	-	1,000	1,000	10,804
Total Field	29,828	60,505	18,898	34,499	53,397	63,279
<i>Capital Expenditures & Projects</i>						
Capital Improvements	-	70,450	-	-	-	60,000
Total Capital Expenditures & Projects	-	70,450	-	-	-	60,000
<i>Non-Operating</i>						
Reserve - Contingency	-	8,000	-	-	-	8,000
Total Non-Operating	-	8,000	-	-	-	8,000
TOTAL EXPENDITURES	52,660	156,250	28,930	41,682	70,612	148,443
Excess (deficiency) of revenues						
Over (under) expenditures	6,886	(72,460)	10,762	6,308	17,070	(0)

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted 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
OTHER FINANCING SOURCES (USES)						
Other NonOperating Uses	-	(3,520)	-	-	-	-
Contribution to (Use of) Fund Balance	-	(75,980)	-	-	-	(0)
TOTAL OTHER SOURCES (USES)	-	(79,500)	-	-	-	(0)
Net change in fund balance	6,886	(75,980)	10,762	6,308	17,070	(0)
FUND BALANCE, BEGINNING	-	136,558	136,558	-	136,558	153,628
FUND BALANCE, ENDING	\$ 136,558	\$ 60,578	\$ 147,320	\$ 6,308	\$ 153,628	\$ 153,628

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

The District earns interest on the monthly average collected balance for their operating account.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES**Administrative****Professional Services-Management Consulting Services**

The District receives management, accounting and administrative services as part of a management agreement with Inframark Infrastructure Management Services. Also includes cost of Information Technology (GASB 54 Compliant Software System), transcription services, records management and long term offsite records storage. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the management agreement.

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 contracted fees from an existing engagement letter.

Contracts-Web Hosting

Web hosting of Budget and minutes to comply with new State Statutes.

Postage and Freight

Actual 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.

Printing and Binding

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

Miscellaneous-Assessment Collection Costs

The District reimburses the Hillsborough County Tax Collector for 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 budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Office Supplies

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

Budget Narrative
Fiscal Year 2019**EXPENDITURES****Administrative** (Continue)**Annual District Filing Fee**

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

Field**Contracts-Lake and Wetland**

The District has a contract with Aquatic Systems, Inc. to maintain the lakes for the District.

Contracts-Landscape

The District has a contract with U.S. Lawns of North Tampa Inc. to maintain the landscape for the District.

Contracts-Irrigation

The District has a contract with U.S. Lawns of North Tampa Inc. to maintain the irrigation for the District.

Contracts-Tree & Trimming

The District has a contract with U.S. Lawns of North Tampa Inc. to maintain the trees for the District.

Utility - Water

The District has monthly water expenses with B.O.C.C..

R&M-General

This is to cover non-contractual expenses for the District.

R&M-Fertilizer

The District has a contract with U.S. Lawns of North Tampa Inc. to provide fertilizer services for the District.

Miscellaneous-Contingency

This is for miscellaneous expenses that the District may incur.

Non-Operating**Reserve - Contingency**

This is for planned purchases that the District may want to incur.

WESTCHESTERSpecial Dependent District

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

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 153,628
Net Change in Fund Balance - Fiscal Year 2019	(0)
Reserves - Fiscal Year 2019 Additions	8,000
Total Funds Available (Estimated) - 9/30/2019	161,628

ALLOCATION OF AVAILABLE FUNDS***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	15,820 ⁽¹⁾
Reserves - Contingency 2018	8,000
Reserves - Contingency 2019	8,000
Subtotal	<u>31,820</u>
Total Allocation of Available Funds	31,820

Total Unassigned (undesignated) Cash	<u>\$ 129,809</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Westchester
Special Dependent District

Supporting Budget Schedule
Fiscal Year 2019

WESTCHESTERSpecial Dependent District

**Comparison of Assessments Rates
Fiscal Year 2019 vs. Fiscal Year 2018**

Category	Product	General Fund 001			# of
		FY 2019	FY 2018	% Chg	Units/FF
1	Single Family	\$58.08	\$58.08	0%	368
2	Non-Single Family parcels with frontage on Countryway Blvd. within the boundaries of Westchester	\$12.00	\$12.00	0%	5830
3	Owned by HOAs, POAs, and Exempt Entities	\$0.00	\$0.00	n/a	21
4	Non-Single Family Parcels Embedded within Other Non-Single Family Parcels	\$58.08	\$58.08	0%	11
					6,230