

# **Coral Springs Improvement District**

## **General Fund**

**Adopted Budget  
Fiscal Year 2011/2012**

**June 20, 2011  
Board of Supervisors Meeting**

**Coral Springs Improvement District**  
**General Fund**  
**Adopted Budget**  
**Fiscal Year Ending 2012**

Description	Actual FYE 2010	Adopted Budget FYE 2011	Actual thru 2/28/2011	Proposed Next 7 Months	Total Projected thru 9/30/2011	Adopted Budget FYE 2012
<b>REVENUES:</b>						
Assessment Revenues (Net)..budgeted	2,030,206	2,030,195	\$ 1,949,208	\$ 80,987	\$ 2,030,195	2,192,462
Assessment Revenues..excess collected	195,683	-	-	-	-	-
Interest Income	19,510	-	9,634	-	9,634	-
Permit Review Fees	4,100	3,000	200	200	400	-
Shared Personnel Revenue	25,978	26,757	11,149	15,608	26,757	27,560
Grant Revenue-NRCS	-	-	-	-	-	-
Miscellaneous Revenue	600	-	-	-	-	-
Unrealized Gain (Loss)-SBA	4,802	-	-	-	-	-
Carry Forward Designated Funds	-	96,842	-	-	-	566,800
<b>Total Revenues</b>	<b>\$ 2,280,879</b>	<b>\$ 2,156,794</b>	<b>\$ 1,970,191</b>	<b>\$ 96,795</b>	<b>\$ 2,066,986</b>	<b>\$ 2,786,822</b>
<b>EXPENDITURES:</b>						
<b>Administrative:</b>						
Supervisor Fees	7,200	7,200	3,000	4,200	7,200	7,200
Salaries and Wages	44,027	47,433	17,834	17,834	35,668	49,391
Special Pay	-	92	-	-	-	92
FICA Taxes	3,919	4,180	1,594	1,594	3,188	4,329
Pension Expense	2,769	2,846	1,071	1,071	2,142	2,963
Health Insurance	6,409	16,741	4,204	4,204	8,408	20,214
Worker's Compensation Ins.	132	227	15	15	30	238
Legal Fees	13,534	15,000	5,143	5,143	10,286	15,000
Engineering Fees	24,267	36,000	728	12,859	13,587	18,000
Special Consulting Services	-	30,000	-	-	-	50,000
Annual Audit	7,000	7,416	6,638	-	6,638	7,638
Actuarial Computation-OPEB	-	1,200	432	-	432	454
Management Fees	56,262	57,950	24,146	33,804	57,950	59,688
Computer Expense/Technology	14,428	21,138	8,808	12,330	21,138	21,138
Digital Record Management	-	-	-	-	-	50,000
Telephone Expense	2,520	2,646	1,103	1,544	2,646	2,778
Postage	514	540	225	315	540	600
Administrative Building Costs	4,944	5,092	2,122	2,971	5,092	12,000
Printing & Binding	2,354	2,205	919	1,287	2,205	2,424
Legal Advertising	2,591	1,870	221	309	530	1,980
EMS Assessments	3,501	3,627	6,414	-	6,414	7,055
Office Supplies	1,260	1,320	709	709	1,418	1,440
Dues, Subscriptions, etal.	2,693	4,300	2,800	1,000	3,800	4,800
Contingencies (6%)	1,798	-	-	-	-	-
Capital Purchased	-	-	-	3,000	3,000	-
<b>Total Administrative</b>	<b>202,122</b>	<b>269,023</b>	<b>88,126</b>	<b>104,189</b>	<b>192,315</b>	<b>339,422</b>

**Coral Springs Improvement District**  
**General Fund**  
**Adopted Budget**  
**Fiscal Year Ending 2012**

Description	Actual FYE 2010	Adopted Budget FYE 2011	Actual thru 2/28/2011	Proposed Next 7 Months	Total Projected thru 9/30/2011	Adopted Budget FYE 2012
<b>Field Operations</b>						
Salaries and Wages	216,162	220,195	84,079	84,079	168,158	228,966
Special Pay	-	975	-	-	-	1,028
FICA Taxes	16,536	16,845	6,432	6,432	12,864	17,515
Pension Expense	12,960	13,212	3,966	3,966	7,932	13,739
Health Insurance	49,573	55,206	22,720	22,720	45,440	61,409
Worker's Compensation Ins.	7,136	11,912	3,275	3,275	6,550	12,387
Water Quality Testing	3,729	3,892	1,945	2,723	4,668	4,000
Telephone/Communications Exp.	1,266	984	410	574	984	1,080
Electric	1,315	1,371	527	738	1,265	1,440
Rentals and Leases	-	-	-	-	-	-
Insurance	14,896	17,225	6,591	9,227	15,818	18,086
R&M - General (Note A)	14,789	87,611	8,046	11,264	19,310	98,292
R&M - Culvert Inspection & Cleaning (Note A)	-	65,000	-	29,200	29,200	-
R&M - Canal Dredging Maintenance (Note A)	-	150,000	-	150,000	150,000	150,000
R&M - Vegetation Management (Note A)	-	50,000	-	50,000	50,000	50,000
Oper Supplies - General (Note B)	2,500	14,123	-	14,123	14,123	14,500
Oper Supplies - Chemicals (Note B)	84,260	119,078	34,772	84,306	119,078	96,892
Oper Supplies - Motor Fuels (Note B)	28,732	17,638	2,817	8,817	11,634	22,562
Oper Supplies - Uniform Rental (Note B)	1,679	1,529	905	1,267	2,172	3,529
Dues, Licenses, Schools	258	975	580	745	1,325	975
Capital Outlay-Equipment	-	1,000	70,289	80,000	150,289	1,000
Capital Improvements	99,257	289,000	-	289,000	289,000	900,000
<b>Total Field Operations</b>	<b>555,048</b>	<b>1,137,771</b>	<b>247,354</b>	<b>852,456</b>	<b>1,099,810</b>	<b>1,697,400</b>
<b>Total Expenditures</b>	<b>757,170</b>	<b>1,406,794</b>	<b>335,480</b>	<b>956,645</b>	<b>1,292,125</b>	<b>2,036,822</b>
<b>Excess Revenues Over Expenditures</b>	<b>1,523,709</b>	<b>750,000</b>	<b>1,634,711</b>	<b>(859,850)</b>	<b>774,861</b>	<b>750,000</b>
<b>Reserves</b>						
Reserved for 1st Qtr Operating	450,000	450,000	-	450,000	450,000	450,000
Reserves for Designated Projects / Emergency	300,000	300,000	259,200	40,800	300,000	300,000
<b>Total Reserves</b>	<b>750,000</b>	<b>750,000</b>	<b>259,200</b>	<b>490,800</b>	<b>750,000</b>	<b>750,000</b>
<b>Excess Revenues Over Expenditures &amp; Reserves</b>	<b>773,709</b>	<b>-</b>	<b>1,375,511</b>	<b>(1,350,650)</b>	<b>24,861</b>	<b>-</b>
<b>Net Tax Levy</b>						<b>\$ 2,192,462</b>
<b>Add: Discounts/Collections at 7%</b>	<b>FYE</b>	<b>FYE</b>				<b>165,024</b>
<b>Total Tax Levy</b>	<b>2010</b>	<b>2011</b>				<b>\$ 2,357,486</b>
<b>Total Assessable Units</b>	<b>11,687</b>	<b>11,687</b>				<b>12,621</b>
<b>Assessment Per Unit</b>	<b>\$ 186.79</b>	<b>\$ 186.79</b>				<b>\$ 186.79</b>

**Coral Springs Improvement District**  
General Fund  
Adopted Budget  
Fiscal Year 2011 / 2012

**REVENUES:**

**Assessments**

The District levies a Non-Ad Valorem Assessment on all taxable property within the Coral Springs Improvement District in order to pay for operating and maintenance expenditures.

**Interest Income**

Interest is earned on cash balances in the District's funds on deposit in checking and money market accounts and in various certificates of deposit. Due to the current low interest environment, no interest is being budgeted for the upcoming budget year.

**Permit Review Fees**

Permit fees are based on prior year's revenues. No permit fees are being budgeted for this budget year.

**Shared Personnel Revenue**

The District has entered into an interlocal agreement with Pinetree Water Control District. Under the provisions of that agreement the District provides the services of an appropriately licensed field supervisor to Pinetree. Budgeted revenue from this source is \$27,560.

**Carry Forward Designated Funds**

The District is planning to use \$566,800 of prior year designated funds to pay for planned capital improvements being partially funded by FEMA grant.

**Coral Springs Improvement District**  
General Fund  
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Fiscal Year 2011 / 2012

**EXPENDITURES:**

**Administrative:**

**Supervisor Fees**

Board of Supervisors may be compensated \$200 per meeting, not to exceed \$2,400 per year. Based on 3 supervisors and 12 meetings per year, the amount should not exceed \$7,200.

**Salaries and Wages**

Salaries for this Fiscal Year are not expected to exceed \$49,391.

**Special Pay**

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$92.

**FICA Taxes**

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$49,391 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$4,329.

**Pension Expense**

The pension plan was established whereby the employer contributes 6.00% of each employee's salary into a Pension plan. Based on salaries of \$49,391 pension expense is budgeted for \$2,963.

**Health Insurance**

The District offers each employee Health, Life, Dental and Disability Insurance. Each employee has a maximum expense of \$1,179 per month towards benefits. In addition, the board members are provided Health and Dental Insurance only. The projected amount for this fiscal year is \$20,214.

**Worker's Compensation Insurance**

The District's Worker's Compensation policy is with the Preferred Governmental Insurance Trust. Based on the current rate of .48%, the projected amount for this fiscal year is \$238.

**Coral Springs Improvement District**  
General Fund  
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Fiscal Year 2011 / 2012

**EXPENDITURES:**

**Administrative (Continued):**

**Legal Fees**

The District currently has a contract with Billing, Cochran, Heath, Lyles & Mauro P.A., as legal counsel for the District. This contract includes preparation for monthly board meetings, contract review, etc. Based on prior year's experience the projected amount for this Fiscal Year is \$15,000.

**Engineering Fees**

The District currently has a contract with CH2M Hill to provide engineering services to the District. Based on prior year's experience, the projected amount for this Fiscal Year is \$18,000

**Special Consulting Services**

The District will need to engage a consultant that specializes in legislative codification matters that amend bringing current certain District limitations. Included in the current limitations are bidding threshold requirements, efficiencies gains and benefits inherent in contract administrations and supervisor compensation levels. The anticipated cost for these special services is \$50,000.

**Annual Audit**

The District is required by Florida Statutes to arrange for an Independent audit of it's financial records on an annual basis. Based on the current activity level the amount is not expected to exceed \$7,638.

**Actuarial Computation-OPEB**

Florida state statutes require the employer to make health coverage available to retirees at the employer's group rate. GASB 45 requires a periodic actuarial assessment of the cost and liability associated with these benefits. The District is required to make this assessment beginning in FYE 2011 for a fee of \$454.

**Management Fees**

Management services are provided to the District under the Management Contract with Severn Trent Services, Inc., which includes a 3% increase. The amount projected for this fiscal year is \$59,688.

**Coral Springs Improvement District**  
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**EXPENDITURES:**

**Administrative (Continued):**

**Technology Sharing**

All the District's financial records, accounts payable are processed on a main frame computer owned by Coral Springs Improvement District Water and Sewer Fund. The budget amount for this technology is \$21,138 and includes the cost of digital record keeping for engineering/project plans.

**Digital Record Management**

The District is providing for the set up and maintenance of digital records of existing infrastructure as-builts as well as providing for the mapping of drainage assets. The amount being budgeted is \$50,000.

**Telephone**

Telephone and fax machine expenses are budgeted for this Fiscal Year is \$2,778.

**Postage**

Mailing of agenda packages, overnight deliveries, correspondence, etc. The projected expense for this Fiscal Year is \$600.

**Administrative Building Costs**

This expense represents the costs to operate and maintain the administration building. The projected amount for this cost is \$12,000.

**Printing and Binding**

Checks, stationary, envelopes, photocopies, etc. The projected expense for this Fiscal Year is \$2,424.

**Coral Springs Improvement District**  
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**EXPENDITURES:**

**Administrative (Continued):**

**Legal Advertising**

The District does most of its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, etc. Based on prior year's experience the amount should not exceed \$1,980.

**EMS Assessments**

Assessments from the City of Coral Springs for EMS Services. Based on prior year's expense the amount should not exceed \$7,055.

**Office Supplies**

Accounting and Administrative Supplies. The projected expense for this Fiscal Year is \$1,440.

**Dues, Licenses, Subscriptions**

An annual renewal fee to Florida Assoc. of Special Districts in the amount of \$2,625, an annual Special District fee to the Department of Community Affairs in the amount of \$175 and on-going accounting and CPA seminars totaling \$2,000. The projected expense is \$4,800.

**Contingencies**

No amounts are being budgeted in this category.

**Capital Purchases**

There are no budgeted expenditures.



**Coral Springs Improvement District**  
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Fiscal Year 2011 / 2012

**EXPENDITURES:**

**Field Operations:**

**Salaries and Wages**

Salaries are being budgeted at \$228,966.

**Special Pay**

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$1,028.

**FICA Taxes**

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$228,966 FICA taxes are being budgeted for \$17,515.

**Pension Expense**

The pension plan was established whereby the employer contributes 6.00% of each employee's salary into a pension plan. Based on salaries of \$228,966 pension expense is budgeted for \$13,739.

**Health Insurance**

The District offers the employees Health, Life, Dental and Disability Insurance. The maximum benefit per employee will be \$1,179 a month with a yearly total of \$61,409.

**Worker's Compensation Insurance**

The District's Worker's Compensation policy is with the Preferred Governmental Insurance Trust. Based on the current rate of 5.86%, the amount projected for this fiscal year is \$12,387.

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**EXPENDITURES:**

**Field Operations (Continued):**

**Water Quality Testing**

Water Quality Testing is done to provide a guide for planning the aquatic plant control program and in addition provides indications of dangerous or threatening conditions. Based on last year's quarterly testing the amount is estimated to be \$4,000.

**Telephone**

The District provides Nextel telephones for the field employees. The following are the estimated costs for the budget year.

	<u>Mo. Average</u>	<u>Yearly</u>
Field Supervisor	\$ 55.00	\$ 660
Truck No. 1	17.50	210
Truck No. 2	17.50	210
<b>Total</b>		<b>\$1,080</b>

**Electric**

The District currently has the following utility accounts with Florida Power and Light Co. for purposes of providing electricity to the District's two pump stations:

<b>Address</b>	<b>Avg. Monthly</b>	<b>Annual</b>
Pump Station # 1 - 121 N.W. 93 <sup>rd</sup> Terrace	\$ 62.00	\$ 744
Pump Station # 2 - 12000 S.W. 1 <sup>st</sup> Street	58.00	696
<b>Total</b>		<b>\$ 1,440</b>

**Coral Springs Improvement District**  
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**EXPENDITURES:**

**Field Operations (Continued):**

**Rentals and Leases**

There are no budgeted expenditures.

**Insurance**

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. Based on the prior years' experience the expected amount for this Fiscal Year should not exceed \$18,086.

**Repair & Maintenance - General**

The following is a listing of the different repairs and maintenance needed for operations.

Vehicle Maintenance	\$ 5,594
Pump Station #2 Maintenance- repair erosion at culvert	85,000
Fence Repairs/Maintenance	-0-
Trash Pick-up Service	5,027
Misc. Repairs	2,671
<b>Total</b>	<b>\$ 98,292</b>

**Repair & Maintenance - Culvert Inspection and Cleaning**

Culvert inspection and culvert cleaning costs are not being budgeted for this year.

**Repair & Maintenance - Canal Dredging Maintenance**

Estimated costs for canal dredging maintenance are \$150,000.

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**EXPENDITURES:**

**Field Operations (Continued):**

**Repair & Maintenance - Vegetation Management**

Prevention of growth of invasive vegetation in canal rights-of-way, with associated bank repair. This should not exceed \$50,000.

**Operating Supplies - General**

The following is a listing of the different operating supplies needed for operations.

Grass Eating Triploid Carp	\$ 12,000
Annual Waterway Cleanup Donation	2,500
Total	\$ 14,500

**Operating Supplies - Chemicals**

Estimated costs for chemicals for the budget year are \$96,892.

**Operating Supplies - Motor Fuels & Propane**

Estimated costs for motor fuels and propane for the budget year are \$22,562.

**Operating Supplies - Uniform Rental / Purchase**

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$3,529.

**Dues, Licenses, Schools**

Employees are required to have an Aquatic License. This expense includes the classes, licenses and all fees related to the employee obtaining an Aquatic License. This year's projected amount should not exceed \$975.

**Coral Springs Improvement District**  
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**EXPENDITURES:**

**Field Operations (Continued):**

**Capital Outlay-Equipment**

Capital outlay for equipment includes the following:

Miscellaneous equipment	\$ 1,000
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**Capital Improvements**

Pump Station Improvements with high priority estimated costs, including associated engineering. Planned improvements at both pump stations include replacement of LP tanks, installation of new fencing at Pump Station #2, and asphalt driveways and resurfacing.

Additional expenditures are being budgeted to cover the District's portion of the culvert project awarded by FEMA. Designated funds accumulated in prior years will be utilized in covering these costs.

Pump Stations No. 1 & 2	\$300,000
<u>District's portion of FEMA Project</u>	<u>600,000</u>
Total	\$900,000

**Reserves for 1<sup>st</sup> Quarter Operating**

The amount of \$450,000 is reserved toward 1<sup>st</sup> quarter operation expenses.

**Reserves for Designated Projects and Emergencies**

The reserve fund is established to set aside funds for unexpected events that may occur. The District's goal is to keep a reserve fund of \$1,000,000. This fiscal year the amount projected to be set aside is \$300,000.