

Coral Springs Improvement District

General Fund

**Adopted Budget
Fiscal Year 2017/2018**

**July 17, 2017
Board of Supervisors Meeting**

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year Ending 2018

Description	Actual FYE 2016	Adopted Budget FYE 2017	Actual thru 3/31/2017	Proposed Next 6 Months	Total Projected thru 9/30/2017	Adopted Budget FYE 2018
REVENUES:						
Assessment Revenues (Net)..budgeted	\$ 1,781,758	\$ 1,781,748	\$ 1,689,204	\$ 92,544	\$ 1,781,748	\$ 1,781,819
Assessment Revenues..excess collected	32,079	-	-	-	-	-
Permit Review Fees	5,850	1,000	2,300	-	2,300	1,000
Miscellaneous Revenue	49,174	-	-	-	-	-
Interest Income	19,205	2,400	9,010	9,000	18,010	12,000
Unrealized Gain (Loss)-SBA	-	-	-	-	-	-
Shared Personnel Revenue	31,019	31,950	15,975	15,975	31,950	32,909
Carry Forward Assigned Funds	-	125,498	-	-	108,588	187,850
Total Revenues	\$ 1,919,085	\$ 1,942,596	\$ 1,716,489	\$ 117,519	\$ 1,942,596	2,015,578
EXPENDITURES:						
Administrative:						
Supervisor Fees	7,200	7,200	3,600	3,600	7,200	7,200
Salaries and Wages	137,018	129,212	61,245	61,245	122,490	145,441
Special Pay	209	227	220	-	220	266
FICA Taxes	11,047	10,437	4,980	4,980	9,960	11,678
Pension Expense	15,091	14,214	6,757	6,757	13,514	15,999
Health Insurance	16,608	31,346	8,142	40,128	48,270	56,377
Worker's Compensation Ins.	201	367	120	120	240	410
Engineering Fees	35,656	30,000	15,243	15,000	30,243	30,000
Legal Fees	73,363	36,000	12,131	18,000	30,131	36,000
Special Consulting Services	23,861	70,000	20,689	40,000	60,689	56,887
Annual Audit	7,600	7,622	7,800	-	7,800	7,850
Actuarial Computation-OPEB	651	435	-	435	435	435
Management Fees	52,450	54,023	27,012	27,011	54,023	55,644
Telephone Expense	3,338	3,024	1,512	1,512	3,024	3,175
Postage	680	636	318	318	636	636
Printing & Binding	2,520	1,200	600	600	1,200	1,200
Administrative Building Costs	12,000	12,000	6,000	6,000	12,000	12,000
Insurance	1,041	1,041	562	561	1,123	1,123
Legal Advertising	711	2,000	407	1,407	1,814	2,000
Contingencies	-	-	-	-	-	-
Computer Expense/Technology	15,031	15,000	11,950	7,500	19,450	29,400
Digital Record Management	7,337	5,000	63	500	563	1,000
Office Supplies	7,720	6,525	3,628	3,600	7,228	7,125
Dues, Subscriptions, etal.	1,305	7,500	4,675	1,500	6,175	8,300
Promotional Expense	3,465	4,800	243	1,000	1,243	4,800
Capital Purchases	-	-	716	-	716	-
Total Administrative	436,103	449,809	198,613	241,774	440,387	494,946

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Field Operations						
Salaries & Wages	349,634	247,933	117,037	117,037	234,074	257,579
Special Pay	1,245	759	812	-	812	813
FICA Taxes	26,400	18,966	8,858	8,858	17,716	19,704
Pension Expense	38,464	27,273	12,862	12,862	25,724	28,334
Health Insurance	102,193	71,029	52,864	52,864	105,728	81,220
Worker's comp Ins	10,150	13,736	4,497	4,497	8,994	14,270
Water Quality Testing	2,399	2,800	1,076	1,076	2,162	2,400
Communications-Radios/Cellphones	1,109	1,092	518	756	1,274	1,272
Electric	1,334	1,720	502	702	1,204	1,411
Rentals and Leases	-	-	-	-	-	-
Insurance	14,671	17,250	6,491	6,881	13,372	13,372
R&M - General	25,002	140,875	7,761	115,500	123,261	53,410
R&M - Culvert Inspection & Cleaning	35,000	35,000	-	19,500	19,500	69,500
R&M - Canal Dredging & Maintenance	-	-	-	-	-	-
R&M - Vegetation Management	4,875	20,000	-	5,000	5,000	15,000
Oper Supplies - General	15,160	12,525	12,703	-	12,703	1,025
Oper Supplies - Chemicals	102,910	116,308	61,309	53,691	115,000	113,346
Oper Supplies - Uniform Rental	1,648	1,697	819	862	1,681	1,760
Oper Supplies - Motor Fuels	18,426	42,694	5,629	37,065	42,694	54,694
Dues, Licenses, Schools	2,044	1,530	1,421	109	1,530	3,672
Capital Outlay-Equipment	-	39,600	28,939	11,600	40,539	47,850
Capital Improvements	1,666,955	80,000	-	80,000	80,000	140,000
Total Field Operations	2,419,619	892,787	324,098	528,860	852,958	920,632
Total Expenditures	2,855,722	1,342,596	522,711	770,634	1,293,345	1,415,578
Excess Revenues Over Expenditures	(936,637)	600,000	1,193,778	(653,115)	649,251	600,000
Reserves						
Reserved for 1st Qtr Operating	450,000	350,000	-	-	-	350,000
Reserves for Designated Projects / Emergency	300,000	250,000	-	-	-	250,000
Total Reserves	750,000	600,000	-	-	-	600,000
Excess Revenues Over Expenditures & Reserves	(1,686,637)	-	1,193,778	(653,115)	649,251	-
Net Tax Levy						1,781,819
Add: Discounts/Collections at 7%	FYE	FYE				134,115
Total Tax Levy	2016	2017				1,915,934
Total Assessable Units	12,622	12,622				12,622
Assessment Per Unit	\$ 151.79	\$ 151.79				\$ 151.79

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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.

Permit Review Fees

Permit fees are based on prior year's revenues.

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.

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 \$32,909

Carry Forward Assigned Funds

The District is planning to use prior year assigned funds to pay for planned capital purchases and repairs.

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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

The total amount of budgeted wages for this Fiscal Year is \$145,441.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$266.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$145,441 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$11,678.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$145,441 pension expense is budgeted for \$15,999.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. In addition, the board members are provided Health and Dental Insurance only. The projected cost to be paid by the District for this fiscal year is \$56,377.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$410.

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EXPENDITURES:

Administrative (Continued):

Engineering Fees

The District contracts for general engineering services on an annual basis. Based on prior year's experience, the projected amount for this Fiscal Year is \$30,000.

Legal Fees

The District currently has a contract with Lewis Longman & Walker, 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 \$36,000.

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. Additional consulting may be needed to conduct workshop sessions involving staff and department managers. The anticipated cost is \$56,887.

Annual Audit

The District is required by Florida Statutes to arrange for an Independent audit of its financial records on an annual basis. Based on the current activity level the amount is not expected to exceed \$7,850.

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 budgeting \$435 for this item.

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EXPENDITURES:

Administrative (Continued):

Management Fees

This service includes \$55,644 in management and financial advisory services provided to the District under the Management Contract with Severn Trent Services.

Telephone

Telephone and fax machine expenses are budgeted for this Fiscal Year for \$3,175.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc. The projected expense for this Fiscal Year is \$636.

Printing and Binding

Checks, stationary, envelopes, photocopies, etc. The projected expense for this Fiscal Year is \$1,200.

Administrative Building Costs

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

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. The expected amount for this Fiscal Year should not exceed \$1,123.

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 \$2,000.

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EXPENDITURES:

Administrative (Continued):

Contingencies

There are no budgeted expenditures.

Computer Expense/Technology

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 \$29,400 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 \$1,000.

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$7,125.

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, on-going accounting and CPA seminars totaling \$1,500, and \$4,000 for other management related training. The projected expense totals \$8,300.

Promotional Expense

The District circulates periodic newsletters for the purpose of keeping its residents informed of issues affecting them and may sponsor an open house event for educating District residents about the services being provided. The annual budget for this item is \$4,800.

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EXPENDITURES:

Administrative (Continued):

Capital Purchases

There are no budgeted expenditures.

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Field Operations:

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$257,579.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$813.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$257,579 FICA taxes are being budgeted for \$19,704.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$257,579 pension expense is budgeted for \$28,334.

Health Insurance

The District offers the employees Health, Life, Dental and Disability Insurance. The projected cost to be paid by the District for this fiscal year is \$81,220.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$14,270.

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 \$2,400.

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EXPENDITURES:

Field Operations (Continued):

Communications-Radios/Cellphones

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	\$ 62	\$ 744
Truck No. 1	22	264
Truck No. 2	22	264
Total		\$1,272

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:

Address	Avg. Monthly	Annual
Pump Station # 1 - 121 N.W. 93 rd Terrace	\$ 61.08	\$ 733
Pump Station # 2 - 12000 S.W. 1 st Street	56.50	678
Total		\$ 1,411

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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 \$13,372.

Repair & Maintenance - General

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

Vehicle Maintenance	\$ 8,467
Pump Station Repairs/Maintenance	14,800
Trash Pick-up Service	4,973
Canal Bank Mowing	1,800
<u>Misc. Repairs</u>	<u>23,370</u>
Total	\$ 53,410

Repair & Maintenance - Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$69,500 are being budgeted this year.

Repair & Maintenance - Canal Dredging & Maintenance

There are no budgeted expenditures.

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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 \$15,000.

Operating Supplies - General

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

Safety equipment	\$ 500
<u>Annual Waterway Cleanup Donation</u>	<u>525</u>
Total	\$ 1,025

Operating Supplies - Chemicals

Estimated costs for chemicals for the budget year are \$113,346.

Operating Supplies - Uniform Rental / Purchase

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$1,760.

Operating Supplies - Motor Fuels & Propane

Estimated costs for motor fuels and propane for the budget year are \$54,694.

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 \$3,672.

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EXPENDITURES:

Field Operations (Continued):

Capital Outlay-Equipment

Capital outlay for equipment is budgeted for \$47,850.

Capital Improvements

Capital improvements in the amount of \$140,000 are being budgeted for canal bank restoration assessment and pump station improvements.

Reserves for 1st Quarter Operating

The amount of \$350,000 is reserved toward 1st quarter operation expenses.

Reserves for Assigned Projects and Emergencies

The reserve fund is established to set aside funds for projects designed to maintain the District's drainage assets and to provide for unexpected events/natural disasters that may occur. This fiscal year the amount projected to be set aside is \$250,000.