

Coral Springs Improvement District

General Fund

**Adopted Budget
Fiscal Year 2013/2014**

**June 17, 2013
Board of Supervisors Meeting**

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year Ending 2014

Description	Actual FYE 2012	Adopted Budget FYE 2013	Actual thru 3/31/2013	Proposed Next 6 Months	Total Projected thru 9/30/2013	Adopted Budget FYE 2014
REVENUES:						
Assessment Revenues (Net)..budgeted	\$ 2,142,462	\$ 2,074,946	\$ 1,932,330	\$ 142,616	\$ 2,074,946	\$ 1,958,486
Assessment Revenues..excess collected	89,921	-	-	-	-	-
Permit Review Fees	1,350	1,200	350	700	1,050	1,000
Miscellaneous Revenue	950	-	-	-	-	-
Interest Income	17,593	2,400	5,054	4,000	9,054	2,400
Unrealized Gain (Loss)-SBA	2,647	-	-	-	-	-
Shared Personnel Revenue	27,560	28,387	14,194	14,193	28,387	29,239
Carry Forward Assigned Funds	-	275,900	-	-	-	476,722
Total Revenues	\$ 2,282,483	\$ 2,382,833	\$ 1,951,928	\$ 161,509	\$ 2,113,437	2,467,847
EXPENDITURES:						
Administrative:						
Supervisor Fees	7,200	7,200	3,600	3,600	7,200	7,200
Salaries and Wages	49,987	95,883	46,824	46,824	93,648	100,286
Special Pay	90	224	223	-	223	224
FICA Taxes	4,382	7,887	3,876	3,876	7,752	8,224
Pension Expense	3,058	9,588	3,867	3,867	7,734	10,029
Health Insurance	12,575	25,189	13,314	13,314	26,628	26,627
Worker's Compensation Ins.	238	2,576	119	119	238	495
Engineering Fees	22,350	12,000	10,957	10,957	21,914	24,000
Legal Fees	55,866	36,000	45,911	37,911	83,822	36,000
Consulting-Workshops	2,575	-	-	-	-	-
Special Consulting Services	50,000	50,000	-	-	-	50,000
Annual Audit	7,560	7,868	7,760	-	7,760	7,200
Actuarial Computation-OPEB	-	454	435	-	435	-
Management Fees	59,688	48,000	24,000	24,000	48,000	49,440
Telephone Expense	2,778	2,961	1,481	1,480	2,961	2,961
Postage	600	636	318	318	636	636
Printing & Binding	2,424	2,520	1,260	1,260	2,520	2,520
Administrative Building Costs	12,000	12,000	6,000	6,000	12,000	12,000
Insurance	-	28,326	1,794	1,794	3,588	3,600
Legal Advertising	1,857	1,980	1,184	1,184	2,368	2,200
Contingencies	3,439	2,400	763	763	1,526	2,400
EMS Assessments	8,550	7,847	10,316	-	10,316	10,800
Computer Expense/Technology	21,138	22,000	12,435	12,435	24,870	26,000
Digital Record Management	21,179	25,000	-	-	-	10,000
Office Supplies	2,750	3,420	2,482	2,482	4,964	5,100
Dues, Subscriptions, etal.	3,946	5,000	4,775	2,725	7,500	7,500
Promotional Expense	9,956	12,000	1,118	1,118	2,236	4,800
Capital Purchases	14,448	-	-	-	-	-
Total Administrative	380,634	428,959	204,812	176,027	380,839	410,242

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Field Operations						
Salaries and Wages	232,590	245,126	120,491	120,491	240,982	262,423
Special Pay	1,016	1,016	1,007	-	1,007	1,137
FICA Taxes	17,820	18,752	9,169	9,169	18,338	20,076
Pension Expense	13,943	24,512	9,708	9,708	19,416	26,243
Health Insurance	54,581	55,688	30,087	30,087	60,174	50,180
Worker's Compensation Ins.	6,738	6,269	4,929	4,929	9,858	12,413
Water Quality Testing	3,566	4,000	1,655	1,655	3,310	3,600
Communications-Radios/Cellphones	1,174	1,104	535	535	1,070	1,320
Electric	1,317	1,383	603	603	1,206	1,248
Rentals and Leases	-	20,000	-	-	-	-
Insurance	15,608	20,564	10,649	10,649	21,298	24,495
R&M - General	98,312	21,291	8,504	8,504	17,008	42,007
R&M - Culvert Inspection & Cleaning	-	65,000	17,500	95,000	112,500	100,000
R&M - Canal Dredging & Maintenance	-	200,000	-	-	-	150,000
R&M - Vegetation Management	-	-	-	25,000	25,000	50,000
Oper Supplies - General	2,508	18,375	500	-	500	525
Oper Supplies - Chemicals	99,146	137,036	20,050	60,150	80,200	119,907
Oper Supplies - Uniform Rental	1,382	1,678	661	661	1,322	1,697
Oper Supplies - Motor Fuels	42,578	44,210	6,154	6,154	12,308	44,210
Dues, Licenses, Schools	889	1,020	273	273	546	3,090
Capital Outlay-Equipment	1,283	850	22,461	-	22,461	-
Capital Improvements	-	316,000	27,373	-	27,373	393,034
Grant Expenditures	22	-	-	-	-	-
Total Field Operations	594,473	1,203,874	292,309	383,568	675,877	1,307,605
Total Expenditures	975,107	1,632,833	497,121	559,595	1,056,716	1,717,847
Excess Revenues Over Expenditures	1,307,376	750,000	1,454,807	(398,086)	1,056,721	750,000
Reserves						
Reserved for 1st Qtr Operating	450,000	450,000	-	450,000	450,000	450,000
Reserves for Designated Projects / Emergency	300,000	300,000	-	300,000	300,000	300,000
Total Reserves	750,000	750,000	-	750,000	750,000	750,000
Excess Revenues Over Expenditures & Reserves	557,376	-	1,454,807	(1,148,086)	306,721	-
Net Tax Levy						
Net Tax Levy						1,958,486
Add: Discounts/Collections at 7%	FYE	FYE				147,413
Total Tax Levy	2012	2013				2,105,899
Total Assessable Units						
Total Assessable Units	12,620	12,620				12,626
Assessment Per Unit						
Assessment Per Unit	\$ 186.79	\$ 176.79				\$ 166.79

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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 \$29,239.

Carry Forward Assigned Funds

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

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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 \$100,286.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$224.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$100,286 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$8,224.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$100,286 pension expense is budgeted for \$10,029.

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 \$26,627.

Worker's Compensation Insurance

The District's Worker's Compensation policy is with the Preferred Governmental Insurance Trust. The projected amount for this fiscal year is \$495.

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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 \$24,000.

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. 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 \$7,200.

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 will not be budgeting this item in FYE 2014. This will be budgeted again in FYE 2015.

Management Fees

This service includes management and financial advisory services provided to the District under the Management Contract with Severn Trent Services. This fiscal year the expense is \$49,440.

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EXPENDITURES:

Administrative (Continued):

Telephone

Telephone and fax machine expenses are budgeted for this Fiscal Year for \$2,961.

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 \$2,520.

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 \$3,600.

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 \$2,200.

Contingencies

The District is budgeting \$2,400 for various bank charges incurred on its accounts.

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EXPENDITURES:

Administrative (Continued):

EMS Assessments

Assessments from the City of Coral Springs for EMS Services. Based on prior year's expense the amount should not exceed \$10,800.

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 \$26,000 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 \$10,000.

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$5,100.

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 \$2,200, and \$2,500 for other management related training. The projected expense totals \$7,500.

Promotional Expense

The District incurs expenses related to circulating its periodic newsletters for the purpose of keeping its residents informed of issues affecting them. The annual budget for this item is \$4,800.

Capital Purchases

There are no budgeted expenditures.

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EXPENDITURES:

Field Operations:

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$262,423.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$1,137.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$262,423 FICA taxes are being budgeted for \$20,076.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$262,423 pension expense is budgeted for \$26,243.

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 \$50,180.

Worker's Compensation Insurance

The District's Worker's Compensation policy is with the Preferred Governmental Insurance Trust. The projected amount for this fiscal year is \$12,413.

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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 \$3,600.

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	\$ 75.00	\$ 900
Truck No. 1	17.50	210
Truck No. 2	17.50	210
Total		\$1,320

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:

	<u>Avg. Monthly</u>	<u>Annual</u>
Pump Station # 1 - 121 N.W. 93 rd Terrace	\$ 54.00	\$ 648
Pump Station # 2 - 12000 S.W. 1 st Street	50.00	600
Total		\$ 1,248

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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 \$24,495.

Repair & Maintenance - General

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

Vehicle Maintenance	\$ 4,281
Pump Station Repairs/Maintenance	14,800
Trash Pick-up Service	13,454
Misc. Repairs	9,472
<u>Total</u>	<u>\$ 42,007</u>

Repair & Maintenance - Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$100,000 are being budgeted this year.

Repair & Maintenance - Canal Dredging & Maintenance

Estimated costs for canal 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.

Annual Waterway Cleanup Donation	\$ 525
Total	\$ 525

Operating Supplies - Chemicals

Estimated costs for chemicals for the budget year are \$119,907.

Operating Supplies - Uniform Rental / Purchase

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$1,697.

Operating Supplies - Motor Fuels & Propane

Estimated costs for motor fuels and propane for the budget year are \$44,210.

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 \$3,090.

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EXPENDITURES:

Field Operations (Continued):

Capital Outlay-Equipment

There are no budgeted expenditures.

Capital Improvements

Pump Station Improvements with high priority include associated engineering costs. Planned improvements at both pump stations include installation of new fencing at Pump Station #2, asphalt driveways and resurfacing, storage for hazardous materials, measures needed to provide additional security for chemical storage, and scheduled drainage improvements.

Pump Stations No. 1 & 2	<u>\$393,034</u>
Total	\$393,034

Reserves for 1st Quarter Operating

The amount of \$450,000 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 \$300,000.