

Coral Springs Improvement District

General Fund

**Adopted Budget
Fiscal Year 2012/2013**

**August 20, 2012
Board of Supervisors Meeting**

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year Ending 2013

Description	Actual FYE 2011	Adopted Budget FYE 2012	Actual thru 3/31/2012	Proposed Next 6 Months	Total Projected thru 9/30/2012	Adopted Budget FYE 2013
REVENUES:						
Assessment Revenues (Net)..budgeted	\$ 2,030,195	\$ 2,142,462	\$ 2,037,553	\$ 154,909	\$ 2,192,462	\$ 2,074,946
Assessment Revenues..excess collected	213,265	-	-	-	-	-
Interest Income	26,496	-	5,590	2,000	7,590	2,400
Permit Review Fees	1,650	-	1,150	500	1,650	1,200
Shared Personnel Revenue	26,757	27,560	13,779	13,779	27,558	28,387
Grant Revenue-NRCS	-	-	-	-	-	-
Miscellaneous Revenue	200	-	-	-	-	-
Unrealized Gain (Loss)-SBA	1,654	-	-	-	-	-
Carry Forward Assigned Funds	-	566,800	-	-	-	275,900
Total Revenues	\$ 2,300,217	\$ 2,736,822	\$ 2,058,072	\$ 171,188	\$ 2,229,260	2,382,833
EXPENDITURES:						
Administrative:						
Supervisor Fees	7,000	7,200	3,600	3,600	7,200	7,200
Salaries and Wages	47,185	49,391	24,088	24,088	48,176	95,883
Special Pay	-	92	90	-	90	224
FICA Taxes	4,145	4,329	2,125	2,125	4,250	7,887
Pension Expense	2,831	2,963	1,451	1,451	2,902	9,588
Health Insurance	9,682	20,214	6,196	6,196	12,392	25,189
Worker's Compensation Ins.	36	238	119	119	238	2,576
Legal Fees	14,216	15,000	21,646	21,646	43,292	36,000
Engineering Fees	4,942	18,000	650	650	1,300	12,000
Consulting-Workshops	-	-	1,175	1,175	2,350	-
Special Consulting Services	-	50,000	50,000	-	50,000	50,000
Annual Audit	7,200	7,638	7,560	-	7,560	7,868
Actuarial Computation-OPEB	432	454	-	-	-	454
Management Fees	57,950	59,688	29,844	29,844	59,688	48,000
Computer Expense/Technology	21,138	21,138	10,569	10,569	21,138	22,000
Digital Record Management	-	50,000	-	50,000	50,000	25,000
Telephone Expense	2,646	2,778	1,389	1,390	2,779	2,961
Insurance	-	-	-	-	-	28,326
Postage	540	600	300	300	600	636
Administrative Building Costs	5,092	12,000	6,000	6,000	12,000	12,000
Printing & Binding	2,439	2,424	1,212	1,212	2,424	2,520
Legal Advertising	1,960	1,980	778	778	1,556	1,980
EMS Assessments	6,414	7,055	7,473	-	7,473	7,847
Office Supplies	1,709	1,440	1,646	1,625	3,271	3,420
Dues, Subscriptions, etal.	2,800	4,800	3,376	2,900	6,276	5,000
Promotional Expense	-	-	5,586	5,586	11,172	12,000
Contingencies (6%)	1,044	-	1,649	1,649	3,298	2,400
Capital Purchased	-	-	-	-	-	-
Total Administrative	201,401	339,422	188,522	172,903	361,425	428,959

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year Ending 2013

Description	Actual FYE 2011	Adopted Budget FYE 2012	Actual thru 3/31/2012	Proposed Next 6 Months	Total Projected thru 9/30/2012	Adopted Budget FYE 2013
Field Operations						
Salaries and Wages	222,717	228,966	113,519	113,519	227,038	245,126
Special Pay	-	1,028	1,016	-	1,016	1,016
FICA Taxes	17,038	17,515	8,762	8,762	17,524	18,752
Pension Expense	12,284	13,739	6,799	6,799	13,598	24,512
Health Insurance	54,219	61,409	26,716	26,716	53,432	55,688
Worker's Compensation Ins.	7,860	12,387	3,369	3,369	6,738	6,269
Water Quality Testing	3,815	4,000	1,762	1,762	3,524	4,000
Communications-Radios/Cellphones	1,262	1,080	489	591	1,080	1,104
Electric	1,314	1,440	677	788	1,465	1,383
Rentals and Leases	-	-	-	-	-	20,000
Insurance	15,042	18,086	7,804	7,804	15,608	20,564
R&M - General	15,633	98,292	10,994	10,994	21,988	21,291
R&M - Culvert Inspection & Cleaning	109,800	-	-	-	-	65,000
R&M - Canal Dredging & Maintenance	4,200	150,000	-	-	-	200,000
Oper Supplies - General	2,500	14,500	2,508	2,508	5,016	18,375
Oper Supplies - Chemicals	94,576	96,892	38,830	38,830	77,660	137,036
Oper Supplies - Motor Fuels	21,322	22,562	16,742	6,000	22,742	44,210
Oper Supplies - Uniform Rental	1,857	3,529	649	649	1,298	1,678
Dues, Licenses, Schools	1,050	975	731	731	1,462	1,020
Grant Expenditures	76,636	-	22	-	22	-
Capital Outlay-Equipment	63,562	1,000	-	1,000	1,000	850
Capital Improvements	70,289	900,000	-	150,000	150,000	316,000
Total Field Operations	796,976	1,647,400	241,389	380,822	622,211	1,203,874
Total Expenditures	998,377	1,986,822	429,911	553,725	983,636	1,632,833
Excess Revenues Over Expenditures	1,301,840	750,000	1,628,161	(382,537)	1,245,624	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	259,200	40,800	300,000	300,000
Total Reserves	750,000	750,000	259,200	490,800	750,000	750,000
Excess Revenues Over Expenditures & Reserves	551,840	-	1,368,961	(873,337)	495,624	-
Net Tax Levy						2,074,946
Add: Discounts/Collections at 7%	FYE	FYE				156,179
Total Tax Levy	2011	2012				2,231,125
Total Assessable Units	11,687	12,620				12,620
Assessment Per Unit	\$ 186.79	\$ 186.79				\$ 176.79

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

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.

Permit Review Fees

Permit fees are based on prior year's revenues.

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 \$28,387.

Carry Forward Assigned Funds

The District is planning to use \$275,900 of prior year assigned funds to pay for planned capital improvements.

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

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 \$95,883.

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 \$95,883 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$7,887.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$95,883 pension expense is budgeted for \$9,588.

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 \$25,189.

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 \$2,576.

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

EXPENDITURES:

Administrative (Continued):

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.

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 \$12,000

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 \$7,868.

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 \$454 for this computation.

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 \$48,000.

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

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 \$22,000 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 \$25,000.

Telephone

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

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 \$28,326.

Postage

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

Administrative Building Costs

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

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

EXPENDITURES:

Administrative (Continued):

Printing and Binding

Checks, stationary, envelopes, photocopies, etc. The projected expense for this Fiscal Year is \$2,520

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 \$7,847.

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$3,420.

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 \$2,200. The projected expense is \$5,000.

Promotional Expense

The District incurs expenses related to circulating its periodic newsletters for the purpose of keeping its residents informed off issues affecting them. The annual budget for this item is \$12,000.

Contingencies

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

Capital Purchases

There are no budgeted expenditures.

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

EXPENDITURES:

Field Operations:

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$245,126.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$1,016.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$245,126 FICA taxes are being budgeted for \$18,752.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$245,126 pension expense is budgeted for \$24,512.

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 \$55,688.

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 \$6,269.

Coral Springs Improvement District
 General Fund
 Adopted Budget
 Fiscal Year 2012 / 2013

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.

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	\$ 57.00	\$ 684
Truck No. 1	17.50	210
Truck No. 2	17.50	210
Total		\$1,104

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>Address</u>	<u>Avg. Monthly</u>	<u>Annual</u>
Pump Station # 1	121 N.W. 93 rd Terrace	\$ 61.00	\$ 732
Pump Station # 2	12000 S.W. 1 st Street	54.25	651
Total			\$ 1,383

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

EXPENDITURES:

Field Operations (Continued):

Rentals and Leases

The District is providing \$20,000 in the budget for rental of telemetry equipment to be installed at both pump stations.

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 \$20,564.

Repair & Maintenance - General

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

Vehicle Maintenance	\$ 5,338
Pump Station Repairs/Maintenance	5,000
Trash Pick-up Service	3,854
Misc. Repairs	7,099
Total	\$ 21,291

Repair & Maintenance - Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$65,000 are being budgeted this year.

Repair & Maintenance - Canal Dredging & Maintenance

Estimated costs for canal maintenance are \$200,000.

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

EXPENDITURES:

Field Operations (Continued):

Operating Supplies - General

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

Grass Eating Triploid Carp	\$ 15,750
Annual Waterway Cleanup Donation	<u>2,625</u>
Total	\$ 18,375

Operating Supplies - Chemicals

Estimated costs for chemicals for the budget year are \$137,036.

Operating Supplies - Motor Fuels & Propane

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

Operating Supplies - Uniform Rental / Purchase

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$1,678.

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 \$1,020.

Capital Outlay-Equipment

Capital outlay for equipment includes the following:

Miscellaneous equipment	\$ 850
-------------------------	--------

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year 2012 / 2013

EXPENDITURES:

Field Operations (Continued):

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.

Pump Stations No. 1& 2	<u>\$316,000</u>
Total	\$316,000

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.