

Coral Springs Improvement District

General Fund

**Proposed Budget
Fiscal Year 2015/2016**

**July 20, 2015
Board of Supervisors Meeting**

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year Ending 2016

Description	Actual FYE 2014	Adopted Budget FYE 2015	Actual thru 3/31/2015	Proposed Next 6 Months	Total Projected thru 9/30/2015	Proposed Budget FYE 2016
REVENUES:						
Assessment Revenues (Net)..budgeted	\$ 1,992,062	\$ 1,781,795	\$ 1,670,675	\$ 111,120	\$ 1,781,795	\$ 1,781,758
Assessment Revenues..excess collected	-	-	-	-	-	-
Permit Review Fees	6,750	1,000	6,900	-	6,900	1,000
Miscellaneous Revenue	289	-	-	-	-	-
Interest Income	16,341	2,400	7,233	-	7,233	2,400
Unrealized Gain (Loss)-SBA	-	-	-	-	-	-
Shared Personnel Revenue	29,239	30,116	15,058	15,058	30,116	31,019
Carry Forward Assigned Funds	-	2,096,635	-	4,199,470	4,199,470	1,900,000
Total Revenues	\$ 2,044,681	\$ 3,911,946	\$ 1,699,866	\$ 4,325,648	\$ 6,025,514	3,716,177
EXPENDITURES:						
Administrative:						
Supervisor Fees	7,200	7,200	3,600	3,600	7,200	7,200
Salaries and Wages	101,531	103,253	60,754	60,754	121,508	124,846
Special Pay	235	249	177	-	177	227
FICA Taxes	8,350	8,451	4,929	4,929	9,858	10,103
Pension Expense	10,170	10,325	5,785	5,785	11,570	12,484
Health Insurance	26,756	25,097	12,157	12,157	24,314	30,276
Worker's Compensation Ins.	230	297	94	94	188	355
Engineering Fees	19,910	27,600	19,143	19,143	38,286	30,000
Legal Fees	46,091	36,000	14,214	14,214	28,428	24,000
Special Consulting Services	18,065	50,000	1,733	-	1,733	20,000
Annual Audit	7,200	7,416	7,400	-	7,400	7,622
Actuarial Computation-OPEB	-	435	-	-	-	435
Management Fees	49,440	50,923	25,461	25,462	50,923	52,450
Telephone Expense	3,338	2,961	1,481	1,481	2,962	2,961
Postage	636	636	318	318	636	636
Printing & Binding	2,520	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	2,519	4,140	179	179	358	1,000
Legal Advertising	1,342	2,200	185	1,000	1,185	2,000
Contingencies	374	1,200	268	332	600	-
EMS Assessments	10,361	10,880	9,650	-	9,650	10,880
Computer Expense/Technology	22,000	26,000	13,000	13,000	26,000	15,000
Digital Record Management	7,201	10,000	63	1,000	1,063	5,000
Office Supplies	6,117	5,600	3,500	3,748	7,248	6,000
Dues, Subscriptions, etal.	5,587	7,500	3,745	3,755	7,500	7,500
Promotional Expense	4,936	3,600	-	-	-	3,600
Capital Purchases	-	-	-	-	-	-
Total Administrative	374,109	416,483	195,096	178,211	373,307	389,095

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Field Operations						
Salaries and Wages	269,287	291,286	153,006	153,006	306,012	320,927
Special Pay	1,137	1,246	1,245	-	1,245	1,246
FICA Taxes	20,292	22,284	11,638	11,638	23,276	24,551
Pension Expense	25,757	29,128	15,345	15,345	30,690	32,093
Health Insurance	58,308	71,508	38,732	38,732	77,464	78,486
Worker's Compensation Ins.	11,413	16,136	6,367	6,367	12,734	17,778
Water Quality Testing	2,930	3,600	2,971	1,800	4,771	4,700
Communications-Radios/Cellphones	1,058	1,380	464	690	1,154	1,380
Electric	1,238	1,224	512	600	1,112	1,224
Rentals and Leases	-	-	-	-	-	-
Insurance	22,887	26,317	12,368	12,368	24,736	28,446
R&M - General	26,516	42,988	27,982	15,006	42,988	63,953
R&M - Culvert Inspection & Cleaning	-	125,000	-	-	-	50,000
R&M - Canal Dredging & Maintenance	-	50,000	-	-	-	25,000
R&M - Vegetation Management	-	50,000	-	10,000	10,000	20,000
Oper Supplies - General	500	525	3,040	3,040	6,080	25,525
Oper Supplies - Chemicals	86,073	132,844	28,877	91,123	120,000	89,396
Oper Supplies - Uniform Rental	1,437	1,697	815	882	1,697	1,697
Oper Supplies - Motor Fuels	18,130	44,210	5,766	6,100	11,866	34,210
Dues, Licenses, Schools	1,807	2,790	839	2,001	2,840	5,170
Capital Outlay-Equipment	-	1,300	-	-	-	1,300
Capital Improvements	236,242	1,830,000	133,849	3,778,739	3,912,588	1,900,000
Total Field Operations	785,012	2,745,463	443,816	4,147,437	4,591,253	2,727,082
Total Expenditures	1,159,121	3,161,946	638,912	4,325,648	4,964,560	3,116,177
Excess Revenues Over Expenditures	885,560	750,000	1,060,954	-	1,060,954	600,000
Reserves						
Reserved for 1st Qtr Operating	450,000	450,000	-	-	-	350,000
Reserves for Designated Projects / Emergency	300,000	300,000	-	-	-	250,000
Total Reserves	750,000	750,000	-	-	-	600,000
Excess Revenues Over Expenditures & Reserves	135,560	-	1,060,954	-	1,060,954	-
Net Tax Levy						1,781,758
Add: Discounts/Collections at 7%	FYE	FYE				134,111
Total Tax Levy	2014	2015				1,915,869
Total Assessable Units	12,626	12,622				12,622
Assessment Per Unit	\$ 166.79	\$ 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 \$31,019.

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 \$124,846.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$227.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$124,846 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$10,103.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$124,846 pension expense is budgeted for \$12,484.

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 \$30,276.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$355.

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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 \$24,000.

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 \$20,000.

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 \$7,622.

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.

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 \$52,450.

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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 \$1,000.

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.

Contingencies

There are no budgeted expenditures.

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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 \$10,880.

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 \$15,000 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 \$5,000.

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$6,000.

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 \$3,600.

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 \$320,927.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$1,246.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$320,927 FICA taxes are being budgeted for \$24,551.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$260,086 pension expense is budgeted for \$32,093.

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 \$78,486.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$17,778.

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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 \$4,700.

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	\$ 78.00	\$ 936
Truck No. 1	18.50	222
Truck No. 2	18.50	222
Total		\$1,380

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	\$ 53.00	\$ 636
Pump Station # 2	12000 S.W. 1 st Street	49.00	588
Total			\$ 1,224

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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 \$28,446.

Repair & Maintenance - General

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

Vehicle Maintenance	\$ 6,602
Pump Station Repairs/Maintenance	52,800
Trash Pick-up Service	2,854
<u>Misc. Repairs</u>	<u>1,697</u>
Total	\$ 63,953

Repair & Maintenance - Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$50,000 are being budgeted this year.

Repair & Maintenance - Canal Dredging & Maintenance

Estimated costs for canal maintenance are \$25,000.

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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 \$20,000.

Operating Supplies - General

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

Grass Eating Triploid Carp	\$25,000
Annual Waterway Cleanup Donation	\$ 525
Total	\$25,525

Operating Supplies - Chemicals

Estimated costs for chemicals for the budget year are \$89,396.

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 \$34,210.

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 \$5,170.

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EXPENDITURES:

Field Operations (Continued):

Capital Outlay-Equipment

Capital outlay for equipment is budgeted for \$1,300.

Capital Improvements

Capital improvements are being budgeted for repairs at Pump Station # 1 in the amount of \$100,000. An additional \$1,800,000 is budgeted for completion of Phase 1 of our canal bank restoration project which commenced in FYE 2015..

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.