



CORAL SPRINGS IMPROVEMENT DISTRICT

## GENERAL FUND

# ADOPTED BUDGET

FY 2021 / 2022

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**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND  
ADOPTED BUDGET  
Fiscal Year 2021 / 2022**

DESCRIPTION	ADOPTED BUDGET FY 2020/2021	Actual thru 3/31/2021	Projected Next 6 Months	Total Projected 9/30/2021	ADOPTED BUDGET FY 2021/2022
<b>REVENUES</b>					
Assessment Revenues (Net)..Budgeted *	3,600,896	3,440,396	160,500	3,600,896	3,090,041
Permit Review Fees	1,000	4,800	-	4,800	1,000
Miscellaneous Revenue	-	-	-	-	-
Interest Income	-	18,983	-	18,983	-
Shared Personnel Revenue	35,960	23,972	11,988	35,960	35,960
FEMA Reimbursement (Federal & State)	-	143,754	-	143,754	-
Carry Forward Assigned Funds	435,079	-	384,722	384,722	5,115,099
<b>Total Revenues</b>	<b>4,072,935</b>	<b>3,631,905</b>	<b>557,210</b>	<b>4,189,115</b>	<b>8,242,100</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATIVE</b>					
Supervisor Fees	7,200	3,600	3,600	7,200	7,200
Salaries and Wages	166,682	76,385	76,385	152,770	184,900
Special Pay	281	281	-	281	300
FICA Taxes	13,303	6,146	6,146	12,293	14,700
Pension Expense	20,002	9,212	9,212	18,424	22,200
Health Insurance	46,554	31,724	31,724	63,449	69,800
Worker's Compensation Ins.	574	274	274	548	700
Engineering Fees	42,000	14,438	27,562	42,000	44,100
Legal Fees	84,000	46,894	37,106	84,000	96,000
Special Consulting Services	100,000	11,538	11,538	23,076	200,000
Annual Audit	10,600	8,100	2,500	10,600	10,700
Actuarial Computation-OPEB	1,400	-	2,772	2,772	500
Management Fees	60,803	30,401	28,631	59,032	62,630
Telephone Expense	3,537	1,767	1,770	3,537	3,650
Postage	709	427	281	709	730
Printing & Binding	1,337	671	666	1,337	1,380
Administrative Building Costs	12,731	6,365	6,366	12,731	13,120
Insurance	1,238	407	771	1,178	1,300
Legal Advertising	6,000	739	1,211	1,950	6,000
Other Charges / Contingencies	1,700	489	1,211	1,700	1,700
Paver Driveway Incentive Program	12,500	-	-	-	12,500
Computer Expense/Technology	30,900	7,958	18,828	26,786	31,500
Digital Record Management	1,000	-	1,000	1,000	1,000
Office Supplies	7,559	3,779	3,670	7,449	7,790
Dues, Licenses & Subscriptions	7,875	3,241	4,634	7,875	7,900
Promotional Expense	8,630	2,236	6,394	6,394	4,800
Capital Purchases	-	-	-	-	-
<b>Total Administrative</b>	<b>649,114</b>	<b>267,073</b>	<b>284,253</b>	<b>549,090</b>	<b>807,100</b>

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DESCRIPTION	ADOPTED BUDGET FY 2020/2021	Actual thru 3/31/2021	Projected Next 6 Months	Total Projected 9/30/2021	ADOPTED BUDGET FY 2021/2022
<b>FIELD OPERATIONS</b>					
Salaries & Wages	290,861	136,679	154,182	290,861	301,100
Special Pay	867	975	-	975	1,000
FICA Taxes	22,251	10,392	11,859	22,251	23,100
Pension Expense	34,904	16,422	18,482	34,904	36,200
Health Insurance	114,567	48,295	48,295	96,590	102,500
Worker's comp Ins	16,113	7,608	8,505	16,113	16,200
Water Quality Testing	3,000	1,076	1,076	2,152	3,000
Communications-Radios/Cellphones	2,022	605	1,417	2,022	2,200
Electric	1,458	460	998	1,458	1,500
Rentals and Leases	500	42	458	500	500
Insurance	16,055	4,792	4,542	9,334	16,600
R&M - General	61,375	51,338	1,300	52,638	140,700
R&M - Facility	3,000	714	2,286	3,000	14,000
Culvert Inspection & Cleaning	119,500	19,500	100,000	119,500	131,500
Canal Dredging & Maintenance	25,000	-	25,000	25,000	-
Vegetation Management	60,000	11,200	48,800	60,000	10,000
Operating Supplies	20,525	1,016	19,509	20,525	7,100
Chemicals	126,746	53,930	72,816	126,746	126,800
Uniforms	3,035	737	2,298	3,035	3,200
Motor Fuels & Propane	58,600	16,301	42,299	58,600	57,300
Dues, Licenses, Schools & Training	3,942	225	3,717	3,942	5,500
Capital Outlay-Equipment	114,500	2,115	112,385	114,500	85,000
Capital Improvements	725,000	836,143	137,000	973,143	5,650,000
<b>Total Field Operations</b>	<b>1,823,821</b>	<b>1,220,565</b>	<b>817,225</b>	<b>2,037,789</b>	<b>6,735,000</b>
<b>TOTAL EXPENDITURES</b>	<b>2,472,935</b>	<b>1,487,637</b>	<b>1,101,478</b>	<b>2,586,879</b>	<b>7,542,100</b>
<b>Reserves</b>					
Reserved for 1st Qtr. Operating	350,000	-	350,000	350,000	450,000
Reserves for Designated Projects/Emergency	250,000	-	250,000	250,000	250,000
Storm Damages Reserves	1,000,000	-	1,000,000	1,000,000	-
<b>Total Reserves</b>	<b>1,600,000</b>	<b>-</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>700,000</b>
<b>Total Expenses &amp; Reserves</b>	<b>4,072,935</b>	<b>1,487,637</b>	<b>2,701,478</b>	<b>4,186,879</b>	<b>8,242,100</b>
<b>Excess Revenues Over Expenditures &amp; Reserves</b>	<b>-</b>	<b>2,144,268</b>	<b>(2,144,268)</b>	<b>-</b>	<b>-</b>

\*Reduced by \$700k for Storm Reserves. Net Assessment Value increased by 5%

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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 fund operating and maintenance expenditures, and future reserves. Based on the following table:

**Fee Impact Examples**

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<b>Parcel Type</b>	<b>Impervious Area</b>
Residential Dwelling - Tier 1	1,947
Residential Dwelling - Tier 2	3,423
Residential Dwelling - Tier 3	5,449
Residential Dwelling - Tier 4	6,792
Small Apartment Building	9,354
Large Apartment Building	178,965
Retail/Office	21,261
Big Box Store	188,748

**Source:** Assessment Methodology Study – 5/2018

The Assessment Revenues reflect a reduction of 14.20% on per Equivalent Residential Unit (ERU). The decrease on the Assessments per ERU unit from \$298.11 to \$255.87 compared to previous year will bring a Net Assessment Revenue of \$3,090.041.

**Permit Review Fees**

Permit fees are based on prior year's revenues. The revenue budgeted from this source is \$1,000.

**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. Interest rates are at historic lows. There is nothing budgeted for this line.

**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 \$35,960.

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**EXPENDITURES**

**ADMINISTRATIVE**

**Supervisor Fees**

Board of Supervisors may be compensated \$200 per meeting, not to exceed \$2,400 each 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 \$184,900.

**Special Pay**

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$300.

**FICA Taxes**

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$184,900 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for a rounded figure of \$14,700.

**Pension Expense**

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$184,900 pension expense is budgeted for \$22,200.

**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 \$69,800.

**Worker's Compensation Insurance**

The District's Worker's Compensation Insurance premium is budgeted for \$700.

**Engineering Fees**

The District contracts for general engineering services on an annual basis. Based on prior years' experience, the projected amount for this Fiscal Year is \$44,100.

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**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 years' experience the projected amount for this Fiscal Year is \$96,000.

**Special Consulting Services**

The District will need to engage a consultant who specializes in legislative codification. Certain District limitations relating to bidding threshold requirements, efficiencies, gains and benefits inherent in contract administration, and supervisor compensation levels need to be revised and updated. Additional consulting may be needed to conduct workshop sessions involving staff and department managers. The total amount being budgeted is \$200,000.

**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 \$10,700.

**Actuarial Computation - OPEB**

Florida Statutes require the employer to make health coverage available to retirees at the employer's group rate. The Governmental Accounting Standards Board requires a periodic actuarial assessment of the cost and liability associated with these benefits. In June 2017 GASB 75 replaced and expanded GASB 45 reporting requirements. The District is budgeting \$500 for this assessment.

**Management Fees**

This service includes \$62,630 in management and financial advisory services provided to the District under the Management Contract with Inframark.

**Telephone**

Telephone and fax machine expenses are budgeted for this Fiscal Year for \$3,650.

**Postage**

Mailing of agenda packages, overnight deliveries, correspondence, etc. The projected expense for this Fiscal Year is \$730.

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**Printing and Binding**

Checks, stationary, envelopes, photocopies, etc. The projected expense for this Fiscal Year is \$1,380.

**Administrative Building Costs**

This expense represents the costs to operate and maintain the administration building. The projected amount for this cost is \$13,120.

**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 \$1,300.

**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 years' experience the amount should not exceed \$6,000.

**Other Charges / Contingencies**

The District is budgeting \$1,700 for various bank charges incurred on its accounts.

**Paver Driveway Incentive Program**

An incentive of \$250 payment each year to the first fifty District residents to replace a concrete or other impervious surface driveway with a pervious paver type driveway. Total budgeted is \$12,500.

**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 \$31,500 and includes the cost of digital record keeping for engineering/project plans.



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**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 \$7,790.

**Dues, Licenses, Subscriptions**

	<b><u>Yearly</u></b>
Annual renewal fee to Florida Assoc.	\$3,000
Annual Special District fee	175
Accounting and seminars	1,000
Management related training	3,700
Others	<u>25</u>
Total	\$7,900

**Promotional Expense**

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

**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 \$301,100.

**Special Pay**

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$ 1,000.

**FICA Taxes**

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$301,100 FICA taxes are being budgeted for a rounded amount of \$23,100.

**Pension Expense**

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$301,100 pension expense is budgeted for \$36,200.

**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 \$102,500.

**Worker's Compensation Insurance**

The District's Worker's Compensation Insurance premium is budgeted for \$16,200.

**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 \$3,000.

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**Communications-Radios/Cellphones**

The District provides Sprint/T-Mobile telephones for the field employees. The following are the estimated costs for the budget year.

	<b><u>Yearly</u></b>
Field Supervisor	\$1,200
Truck No. 1	500
Truck No. 1	<u>500</u>
Total	\$2,200

**Electric**

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

<b><u>Address</u></b>	<b><u>Yearly</u></b>
Pump Station #1 – 121 NW 93 <sup>rd</sup> Terrace	\$ 750
Pump Station #2 – 12000 SW 1 <sup>st</sup> Street	<u>750</u>
Total	\$1,500

**Rentals and Leases**

Payments related to a lease on a copy machine. The projected cost to be paid by the District for this fiscal year is \$500.

**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 \$16,600.

**Repair & Maintenance - General**

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

	<b><u>Yearly</u></b>
Vehicle Maintenance	\$ 5,200
Pump Station Repairs/Maintenance	79,100
Replace mufflers	25,000
Trash Pick-up Service	5,200
Backhoe – R&M	5,000
Misc. Repairs	<u>21,200</u>
Total	\$140,700

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**Repair & Maintenance - Facility**

Estimated costs for general facility maintenance are \$14,000.

**Culvert Inspection and Cleaning**

Culvert inspection and cleaning costs of \$131,500 are being budgeted this year.

**Canal Dredging & Maintenance**

No amount budgeted for this task.

**Vegetation Management**

Prevention of growth of invasive vegetation in canal rights-of-way, with associated bank repair. This should not exceed \$10,000.

**Operating Supplies**

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

	<b><u>Yearly</u></b>
Safety equipment	\$ 6,575
Annual Waterway Cleanup Donation	<u>525</u>
Total	\$ 7,100

**Chemicals**

Estimated costs for chemicals for the budget year are \$126,800.

**Uniform Rental / Purchase**

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$3,200.

**Motor Fuels & Propane**

Estimated costs for motor fuels and propane for the budget year are \$57,300.

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**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 \$5,500.

**Capital Outlay-Equipment**

Capital outlay for equipment is budgeted for \$85,000.

**Capital Improvements**

Capital improvements in the amount of \$5,650,000 are being budgeted for canal bank restoration, canal bank assessment, right of way clearing and LP Fuel tank storage capacity increase.

**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 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 other than those related to Hurricanes. This fiscal year the amount projected to be set aside is \$250,000.

**Storms Damages Reserves**

The district had established that 3 million dollars would be collected over the past three years to limit exposure of financial losses due to storms. This target was achieved in the prior fiscal year.