

Coral Springs Improvement District

General Fund

**Adopted Budget
Fiscal Year 2016/2017**

**July 18, 2016
Board of Supervisors Meeting**

Coral Springs Improvement District
General Fund
Adopted Budget
Fiscal Year Ending 2017

Description	Actual FYE 2015	Adopted Budget FYE 2016	Actual thru 3/31/2016	Proposed Next 6 Months	Total Projected thru 9/30/2016	Adopted Budget FYE 2017
REVENUES:						
Assessment Revenues (Net)..budgeted	\$ 1,781,795	\$ 1,781,758	\$ 1,683,273	\$ 111,120	\$ 1,794,393	\$ 1,781,748
Assessment Revenues..excess collected	30,024	-	-	-	-	-
Permit Review Fees	9,100	1,000	5,250	-	5,250	1,000
Miscellaneous Revenue	-	-	37,779	-	37,779	-
Interest Income	15,179	2,400	9,227	-	9,227	2,400
Unrealized Gain (Loss)-SBA	-	-	-	-	-	-
Shared Personnel Revenue	30,116	31,019	15,509	15,058	30,567	31,950
Carry Forward Assigned Funds	-	1,900,000	-	1,532,683	1,532,683	125,498
Total Revenues	\$ 1,866,214	\$ 3,716,177	\$ 1,751,038	\$ 1,658,861	\$ 3,409,899	1,942,596
EXPENDITURES:						
Administrative:						
Supervisor Fees	7,200	7,200	3,600	3,600	7,200	7,200
Salaries and Wages	122,344	124,846	65,116	65,116	130,232	129,212
Special Pay	177	227	209	-	209	227
FICA Taxes	9,910	10,103	5,271	5,271	10,542	10,437
Pension Expense	11,677	12,484	7,184	7,184	14,368	14,214
Health Insurance	19,286	30,276	8,304	8,304	16,608	31,346
Worker's Compensation Ins.	188	355	100	100	200	367
Engineering Fees	54,462	30,000	11,054	12,554	23,608	30,000
Legal Fees	45,548	24,000	31,047	12,000	43,047	36,000
Special Consulting Services	1,733	20,000	975	8,775	9,750	70,000
Annual Audit	7,400	7,622	7,600	-	7,600	7,622
Actuarial Computation-OPEB	578	435	-	435	435	435
Management Fees	50,923	52,450	26,225	26,225	52,450	54,023
Telephone Expense	3,338	2,961	1,481	1,481	2,962	3,024
Postage	374	636	332	318	650	636
Printing & Binding	2,520	2,520	1,260	1,260	2,520	1,200
Administrative Building Costs	12,000	12,000	6,000	6,000	12,000	12,000
Insurance	357	1,000	520	520	1,040	1,041
Legal Advertising	1,417	2,000	404	1,000	1,404	2,000
Contingencies	409	-	-	-	-	-
EMS Assessments	9,650	10,880	-	-	-	-
Computer Expense/Technology	26,000	15,000	7,531	7,500	15,031	15,000
Digital Record Management	8,082	5,000	-	-	-	5,000
Office Supplies	6,539	6,000	3,616	3,000	6,616	6,525
Dues, Subscriptions, etal.	8,337	7,500	280	2,500	2,780	7,500
Promotional Expense	6,330	3,600	1,888	1,900	3,788	4,800
Capital Purchases	-	-	-	-	-	-
Total Administrative	416,779	389,095	189,997	175,043	365,040	449,809

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Field Operations						
Salaries & Wages	304,619	320,927	150,936	150,936	301,872	247,933
Special Pay	1,245	1,246	1,245	-	1,245	759
FICA Taxes	23,250	24,551	11,437	11,437	22,874	18,966
Pension Expense	30,611	32,093	16,607	16,607	33,214	27,273
Health Insurance	81,411	78,486	50,039	50,039	100,078	71,029
Worker's comp Ins	12,734	17,778	5,075	5,075	10,150	13,736
Water Quality Testing	4,615	4,700	1,323	1,323	2,646	2,800
Communications-Radios/Cellphones	912	1,380	448	648	1,096	1,092
Electric	1,165	1,224	668	668	1,336	1,720
Rentals and Leases	-	-	-	-	-	-
Insurance	24,735	28,446	7,336	7,336	14,672	17,250
R&M - General	35,512	63,953	12,854	12,854	25,708	140,875
R&M - Culvert Inspection & Cleaning	16,500	50,000	35,000	-	35,000	35,000
R&M - Canal Dredging & Maintenance	-	25,000	-	-	-	-
R&M - Vegetation Management	-	20,000	-	-	-	20,000
Oper Supplies - General	6,971	25,525	1,740	20,000	21,740	12,525
Oper Supplies - Chemicals	91,038	89,396	40,550	40,550	81,100	116,308
Oper Supplies - Uniform Rental	1,686	1,697	787	787	1,574	1,697
Oper Supplies - Motor Fuels	15,570	34,210	6,344	6,344	12,688	42,694
Dues, Licenses, Schools	1,268	5,170	977	2,500	3,477	1,530
Capital Outlay-Equipment	-	1,300	-	-	-	39,600
Capital Improvements	4,303,154	1,900,000	216,209	1,316,474	1,532,683	80,000
Total Field Operations	4,956,996	2,727,082	559,575	1,643,578	2,203,153	892,787
Total Expenditures	5,373,775	3,116,177	749,572	1,818,621	2,568,193	1,342,596
Excess Revenues Over Expenditures	(3,507,561)	600,000	1,001,466	(159,760)	841,706	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	(4,257,561)	-	1,001,466	(159,760)	841,706	-
Net Tax Levy						
Net Tax Levy						1,781,748
Add: Discounts/Collections at 7%	FYE	FYE				134,110
Total Tax Levy	2015	2016				1,915,858
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 \$31,950.

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 \$129,212.

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 \$129,212 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$10,437.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$129,212 pension expense is budgeted for \$14,214.

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 \$31,346.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$367.

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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 \$70,000.

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 \$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.

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EXPENDITURES:

Administrative (Continued):

Management Fees

This service includes \$54,023 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 \$3,024.

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 \$1,041.

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.

EMS Assessments

The City of Coral Springs no longer assesses the District for EMS services.

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 \$6,525.

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 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 \$247,933.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$759.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$247,933 FICA taxes are being budgeted for \$18,966.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$247,933 pension expense is budgeted for \$27,273.

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 \$71,029.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$13,736.

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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 \$2,800.

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	\$ 54.00	\$ 648
Truck No. 1	18.50	222
Truck No. 2	18.50	222
Total		\$1,092

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	\$ 74.50	\$ 894
Pump Station # 2 - 12000 S.W. 1 st Street	68.83	826
Total		\$ 1,720

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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 \$17,250.

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	112,800
Trash Pick-up Service	4,473
Canal Bank Mowing	1,800
Misc. Repairs	13,335
Total	\$ 140,875

Repair & Maintenance - Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$35,000 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 \$20,000.

Operating Supplies - General

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

Grass Eating Triploid Carp	\$12,000
<u>Annual Waterway Cleanup Donation</u>	<u>525</u>
Total	\$12,525

Operating Supplies - Chemicals

Estimated costs for chemicals for the budget year are \$116,308.

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 \$42,694.

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 \$1,530.

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EXPENDITURES:

Field Operations (Continued):

Capital Outlay-Equipment

Capital outlay for equipment is budgeted for \$39,600.

Capital Improvements

Capital improvements in the amount of \$80,000 are being budgeted for assessment of potential future canal bank 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.