



CORAL SPRINGS IMPROVEMENT DISTRICT

GENERAL FUND

ADOPTED

BUDGET

FY 2020 / 2021

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CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
ADOPTED BUDGET
Fiscal Year 2020/2021

DESCRIPTION	ADOPTED BUDGET 2019/2020	ACTUAL thru 3/31/2020	PROPOSED Next 6 Months	TOTAL Projected thru 9/30/2020	ADOPTED BUDGET 2020/2021
REVENUES					
Assessment Revenues (Net)..Budgeted	3,429,399	3,335,344	94,055	3,429,399	3,600,896
Permit Review Fees	1,000	3,100	-	3,100	1,000
Miscellaneous Revenue	-	2,665	-	2,665	-
Interest Income	20,000	74,364	-	74,364	-
Shared Personnel Revenue	34,912	17,459	17,459	34,918	35,960
FEMA Reimbursement (Federal & State)	-	294,311	-	294,311	-
Carry Forward Assigned Funds	420,557	-	137,798	137,798	435,079
Total Revenues	3,905,868	3,727,243	249,312	3,976,555	4,072,935
EXPENDITURES					
ADMINISTRATIVE					
Supervisor Fees	7,200	4,000	3,200	7,200	7,200
Salaries and Wages	162,726	76,610	76,610	153,220	166,682
Special Pay	281	260	-	260	281
FICA Taxes	13,000	6,185	6,185	12,370	13,303
Pension Expense	19,527	9,222	9,222	18,444	20,002
Health Insurance	63,655	28,453	28,453	56,905	46,554
Worker's Compensation Ins.	620	277	277	554	574
Engineering Fees	42,000	8,181	33,819	42,000	42,000
Legal Fees	84,000	29,764	54,236	84,000	84,000
Special Consulting Services	94,600	132,776	132,776	265,552	100,000
Annual Audit	10,600	8,100	2,500	10,600	10,600
Actuarial Computation-OPEB	2,772	-	2,772	2,772	1,400
Management Fees	59,032	29,518	29,514	59,032	60,803
Telephone Expense	3,434	1,718	1,716	3,434	3,537
Postage	688	346	342	688	709
Printing & Binding	1,298	650	648	1,298	1,337
Administrative Building Costs	12,360	6,180	6,180	12,360	12,731
Insurance	1,238	389	771	1,160	1,238
Legal Advertising	2,000	1,211	1,211	2,422	6,000
Other Charges / Contingencies	1,000	648	602	1,250	1,700
Paver Incentive Program	12,500	-	-	-	12,500
Computer Expense/Technology	29,400	7,722	18,828	26,550	30,900
Digital Record Management	1,000	-	1,000	1,000	1,000
Office Supplies	7,337	3,667	3,670	7,337	7,559
Dues, Licenses & Subscriptions	7,875	175	7,625	7,800	7,875
Promotional Expense	4,800	-	4,800	4,800	8,630
Capital Purchases	-	-	-	-	-
Total Administrative	644,943	356,053	426,956	783,009	649,114

DESCRIPTION	ADOPTED BUDGET 2019/2020	ACTUAL thru 3/31/2020	PROPOSED Next 6 Months	TOTAL Projected thru 9/30/2020	ADOPTED BUDGET 2020/2021
FIELD OPERATIONS					
Salaries & Wages	286,361	132,440	132,440	264,880	290,861
Special Pay	921	920	-	920	867
FICA Taxes	21,907	10,059	10,059	20,119	22,251
Pension Expense	34,363	15,059	15,059	30,118	34,904
Health Insurance	107,813	43,430	43,430	86,861	114,567
Worker's comp Ins	15,864	7,451	7,451	14,902	16,113
Water Quality Testing	3,000	1,076	1,076	2,152	3,000
Communications-Radios/Cellphones	2,022	598	1,424	2,022	2,022
Electric	1,458	391	1,067	1,458	1,458
Rentals and Leases	500	137	363	500	500
Insurance	15,290	4,546	4,542	9,088	16,055
R&M - General	74,250	15,125	59,125	74,250	61,375
R&M - Facility	3,000	1,060	1,940	3,000	3,000
R&M - Culvert Inspection & Cleaning	119,500	19,500	100,000	119,500	119,500
R&M - Canal Dredging & Maintenance	25,000	-	25,000	25,000	25,000
R&M - Vegetation Management	60,000	4,200	55,800	60,000	60,000
Oper Supplies - General	17,025	13,760	3,265	17,025	20,525
Oper Supplies - Chemicals	120,540	59,668	60,872	120,540	126,746
Oper Supplies - Uniform Rental	2,414	1,061	1,353	2,414	3,035
Oper Supplies - Motor Fuels	51,705	2,426	49,279	51,705	58,600
Dues, Licenses, Schools	3,842	1,600	2,342	3,942	3,942
Capital Outlay-Equipment	27,500	-	27,500	27,500	114,500
Capital Improvements	655,650	96,934	558,716	655,650	725,000
Total Field Operations	1,649,925	431,444	1,162,102	1,593,546	1,823,821
TOTAL EXPENDITURES	2,294,868	787,497	1,589,058	2,376,555	2,472,935
Reserves					
Reserved for 1st Qtr. Operating	361,000	350,000	-	350,000	350,000
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	1,000,000
Total Reserves	1,611,000	1,600,000	-	1,600,000	1,600,000
Total Expenses & Reserves	3,905,868	2,387,497	1,589,058	3,976,555	4,072,935
Excess Revenues Over Expenditures & Reserves	-	1,339,746	(1,339,746)	-	-

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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

Parcel Type	Impervious Area	ERUs
Residential Dwelling - Tier 1	1,947	0.40
Residential Dwelling - Tier 2	3,423	1.00
Residential Dwelling - Tier 3	5,449	1.40
Residential Dwelling - Tier 4	6,792	1.81
Small Apartment Building	9,354	2.00
Large Apartment Building	178,965	75.20
Retail/Office	21,261	5.55
Big Box Store	188,748	49.24
Restaurant	55,191	14.40
Car Dealership	187,133	48.81

Source: Assessment Methodology Study – 5/2018

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 \$35,960.

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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 \$166,682.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$281.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$166,682 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for \$13,303.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$166,682 pension expense is budgeted for \$20,002.

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 \$46,554.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$574.

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 \$42,000.

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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 year's experience the projected amount for this Fiscal Year is \$84,000.

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 \$100,000.

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 \$10,600.

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 \$1,400 for this assessment.

Management Fees

This service includes \$60,803 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 \$3,537.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc. The projected expense for this Fiscal Year is \$709.

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Printing and Binding

Checks, stationary, envelopes, photocopies, etc. The projected expense for this Fiscal Year is \$1,337.

Administrative Building Costs

This expense represents the costs to operate and maintain the administration building. The projected amount for this cost is \$12,731.

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 \$1,238.

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 \$30,900 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 \$7,559.

Dues, Licenses, Subscriptions

An annual renewal fee to Florida Assoc. of Special Districts in the amount of \$3,000, an annual Special District fee to the Department of Community Affairs in the amount of \$175, on-going accounting and seminars totaling \$1,000, and \$3,700 for other management related training. The projected expense totals \$7,875.

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 \$8,630.

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 \$290,861.

Special Pay

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$867.

FICA Taxes

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$290,861 FICA taxes are being budgeted for \$22,251.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$290,861 pension expense is budgeted for \$34,904.

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 \$114,567.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$16,113.

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 Nextel/Sprint telephones for the field employees. The following are the estimated costs for the budget year.

	<u>Yearly</u>
Field Supervisor	\$1,206
Truck No. 1	408
Truck No. 2	408
Total	\$2,022

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>Yearly</u>
Pump Station # 1 - 121 N.W. 93 rd Terrace	\$ 758
Pump Station # 2 - 12000 S.W. 1 st Street	700
Total	\$ 1,458

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 \$16,055.

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Repair & Maintenance - General

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

Vehicle Maintenance	\$ 5,500
Pump Station Repairs/Maintenance	15,955
Trash Pick-up Service	5,200
Canal Bank Mowing	12,000
Misc. Repairs	22,720
<u>Total</u>	<u>\$ 61,375</u>

Repair & Maintenance - Facility

Estimated costs for general facility maintenance are \$3,000.

Repair & Maintenance - Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$119,500 are being budgeted this year.

Repair & Maintenance - Canal Dredging & Maintenance

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

Repair & Maintenance – Vegetation Management

Prevention of growth of invasive vegetation in canal rights-of-way, with associated bank repair. This should not exceed \$60,000.

Operating Supplies - General

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

Safety equipment	\$ 6,500
Grass eating triploid carp	13,500
Annual Waterway Cleanup Donation	525
<u>Total</u>	<u>\$20,525</u>

Operating Supplies - Chemicals

Estimated costs for chemicals for the budget year are \$126,746.

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Operating Supplies - Uniform Rental / Purchase

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$3,035.

Operating Supplies - Motor Fuels & Propane

Estimated costs for motor fuels and propane for the budget year are \$58,600.

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 \$3,942.

Capital Outlay-Equipment

Capital outlay for equipment is budgeted for \$114,500.

Capital Improvements

Capital improvements in the amount of \$725,000 are being budgeted for canal bank restoration assessment.

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

Storms Damages Reserves

The district has established that 3 million dollars will be collected over the next three years to limit exposure of financial losses due to storms. The 1 million dollars represents 3/3 of our target goal.