



CSID Coral Springs
Improvement District

GENERAL FUND

APPROVED TENTATIVE BUDGET

FY 2022 / 2023

Table of Contents

BUDGET HIGHLIGHTS

A. Proposed Budget.....3-4

B. Budget Narrative.....5-14

**CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
PROPOSED BUDGET
Fiscal Year 2022 / 2023**

DESCRIPTION	ADOPTED BUDGET FY 2021/2022	ACTUAL thru 2/28/2022	PROJECTED Next 7 Months	TOTAL Projected thru 9/30/2022	PROPOSED BUDGET FY 2022/2023
REVENUES					
Assessment Revenues (Net)..Budgeted *	3,090,041	2,924,523	165,518	3,090,041	3,244,543
Permit Review Fees	1,000	1,000	-	1,000	1,000
Miscellaneous Revenue	-	-	-	-	-
Interest Income	-	3,175	(3,175)	-	-
Shared Personnel Revenue	35,960	18,517	17,443	35,960	38,150
FEMA Reimbursement (Federal & State)	-	-	-	-	-
Carry Forward Assigned Funds	5,115,099	-	5,115,099	5,115,099	5,488,933
Total Revenues	8,242,100	2,947,215	5,294,885	8,242,100	8,772,626
EXPENDITURES					
ADMINISTRATIVE					
Supervisor Fees	7,200	3,000	4,200	7,200	7,200
Salaries and Wages	184,900	60,756	124,144	184,900	239,000
Special Pay	300	250	50	300	300
FICA Taxes	14,700	4,894	9,807	14,700	18,300
Pension Expense	22,200	7,326	14,874	22,200	28,700
Health Insurance	69,800	20,669	49,131	69,800	73,300
Worker's Compensation Ins.	700	155	545	700	700
Engineering Fees	44,100	14,290	29,810	44,100	44,100
Legal Fees	96,000	18,159	77,841	96,000	96,000
Special Consulting Services	200,000	-	200,000	200,000	200,000
Annual Audit	10,700	8,200	2,500	10,700	10,700
Actuarial Computation-OPEB	500	-	500	500	1,400
Management Fees	62,630	26,097	36,533	62,630	64,506
Telephone Expense	3,650	1,515	2,135	3,650	3,760
Postage	730	303	427	730	810
Printing & Binding	1,380	572	808	1,380	1,380
Administrative Building Costs	13,120	5,462	7,658	13,120	13,120
Insurance	1,300	394	906	1,300	1,300
Legal Advertising	6,000	298	5,702	6,000	6,000
Other Charges / Contingencies	1,700	1,196	504	1,700	1,700
Paver Driveway Incentive Program	12,500	-	12,500	12,500	12,500
Computer Expense/Technology	31,500	6,829	24,671	31,500	31,500
Digital Record Management	1,000	-	1,000	1,000	11,000
Office Supplies	7,790	3,243	4,547	7,790	7,790
Dues, Licenses & Subscriptions	7,900	3,175	4,725	7,900	7,900
Promotional Expense	4,800	275	4,525	4,800	5,260
Capital Purchases	-	-	-	-	11,000
Total Administrative	807,100	187,057	620,043	807,100	899,226

**CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
PROPOSED BUDGET
Fiscal Year 2022 / 2023**

DESCRIPTION	ADOPTED BUDGET FY 2021/2022	ACTUAL thru 2/28/2022	PROJECTED Next 7 Months	TOTAL Projected thru 9/30/2022	PROPOSED BUDGET FY 2022/2023
FIELD OPERATIONS					
Salaries & Wages	301,100	126,700	174,400	301,100	318,000
Special Pay	1,000	-	1,000	1,000	1,000
FICA Taxes	23,100	9,607	13,493	23,100	25,000
Pension Expense	36,200	14,271	21,929	36,200	39,000
Health Insurance	102,500	36,822	65,678	102,500	107,000
Worker's comp Ins	16,200	4,312	11,888	16,200	17,000
Water Quality Testing	3,000	1,076	1,924	3,000	3,000
Communications-Radios/Cellphones	2,200	392	1,808	2,200	2,200
Electric	1,500	363	1,137	1,500	1,200
Rentals and Leases	500	47	453	500	500
Insurance	16,600	4,644	11,956	16,600	18,300
R&M - General	140,700	8,594	132,106	140,700	137,000
R&M - Facility	14,000	8,424	5,576	14,000	11,500
Culvert Inspection & Cleaning	131,500	19,500	112,000	131,500	94,500
Canal Dredging & Maintenance	-	-	-	-	-
Vegetation Management	10,000	-	10,000	10,000	15,000
Operating Supplies	7,100	532	6,568	7,100	19,600
Chemicals	126,800	81,020	45,780	126,800	145,000
Uniforms	3,200	577	2,623	3,200	2,900
Motor Fuels & Propane	57,300	4,412	52,888	57,300	57,300
Dues, Licenses, Schools & Training	5,500	60	5,440	5,500	8,400
Capital Outlay-Equipment	85,000	-	85,000	85,000	10,000
Capital Improvements	5,650,000	1,007,515	4,642,485	5,650,000	6,140,000
Total Field Operations	6,735,000	1,328,866	5,406,134	6,735,000	7,173,400
TOTAL EXPENDITURES	7,542,100	1,515,923	6,026,177	7,542,100	8,072,626
Reserves					
Reserved for 1st Qtr. Operating	450,000	-	450,000	450,000	450,000
Reserves for Designated Projects/Emergency	250,000	-	250,000	250,000	250,000
Storm Damages Reserves	-	-	-	-	-
Total Reserves	700,000	-	700,000	700,000	700,000
Total Expenses & Reserves	8,242,100	1,515,923	6,726,177	8,242,100	8,772,626
Excess Revenues Over Expenditures & Reserves	-	1,431,292	(1,431,292)	-	-

* Net Assessment Value increased by 5%

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022/2023

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
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

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 \$38,150.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022/2023

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 \$239,026.

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 \$239,000 and Supervisors Fees of \$7,200, FICA taxes are being budgeted for a rounded figure of \$18,300.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$239,000, pension expense is budgeted for \$28,700.

Health Insurance

The District offers each employee Health, Life, Dental, Vision 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 \$73,300.

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.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022/2023

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 \$1,400 for this assessment.

Management Fees

This service includes \$64,506 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 \$3,760.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc. The projected expense for this Fiscal Year is \$810.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022/2023

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 processes 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.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022/2023

Digital Record Management

The District provides 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 budgeted is \$11,000.

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$7,790.

Dues, Licenses, Subscriptions

Dues, licenses and subscriptions includes professional publications such as annual fees to Florida Assoc., Special District Fee, etc. This expense also covers the cost for CPA continuing education requirements and license renewal, management training, etc. The amount should not exceed \$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 \$5,260.

Capital Purchases

The District is budgeting amounts to construct administrative office projects. The total amount budgeted is \$11,000.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022/2023

FIELD OPERATIONS

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$318,000.

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 \$318,000, FICA taxes are being budgeted for a rounded amount of \$25,000.

Pension Expense

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$318,000 pension expense is budgeted for \$39,000.

Health Insurance

The District offers the employees' Health, Life, Dental, Vision and Disability Insurance. The projected cost to be paid by the District for this fiscal year is \$107,000.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance premium is budgeted for \$17,000.

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.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022 / 2023

Communications-Radios/Cellphones

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

	<u>Yearly</u>
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:

<u>Address</u>	<u>Yearly</u>
Pump Station #1 – 121 NW 93 rd Terrace	\$ 600
Pump Station #2 – 12000 SW 1 st Street	<u>600</u>
Total	\$1,200

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 \$18,300.

Repair & Maintenance - General

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

	<u>Yearly</u>
Vehicle Maintenance	\$ 5,500
Pump Station Repairs/Maintenance	100,155
Trash Pick-up Service	5,200
Backhoe – R&M	5,000
Misc. Repairs	<u>21,145</u>
Total	\$ 137,000

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022 / 2023

Repair & Maintenance - Facility

Estimated costs for general facility maintenance are \$11,500.

Culvert Inspection and Cleaning

Culvert inspection and cleaning costs of \$94,500 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 \$15,000.

Operating Supplies

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

	<u>Yearly</u>
Safety equipment	\$ 6,575
Grass Eating Triploid Carp	15,000
Annual Waterway Cleanup Donation	<u>525</u>
Total	\$19,600

Chemicals

Estimated costs for chemicals for the budget year are \$145,000.

Uniform Rental / Purchase

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$2,900.

Motor Fuels & Propane

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

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022 / 2023

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 \$8,400.

Capital Outlay-Equipment

Capital outlay for equipment is budgeted for \$10,000.

Capital Improvements

Capital improvements in the amount of \$6,140,000 are being budgeted for canal bank restoration, canal bank assessment, right of way clearing and LP Fuel tank storage capacity increase.

Coral Springs Improvement District
General Fund
Proposed Budget
Fiscal Year 2022 / 2023

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 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 four years to limit exposure of financial losses due to storms. This target was achieved in the prior fiscal years.