

PINE TREE

Water Control District

Annual Operating Budget

Fiscal Year 2019

Version 1 - Approved Tentative Budget
(Approved at the 05/03/18 meeting)

Prepared by:



Table of Contents

	<u>Page #</u>
<u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1-2
Exhibit A - Allocation of Fund Balances	3
Budget Narrative	4-7
<u>SUPPORTING BUDGET SCHEDULE</u>	
Comparison of Assessment Rates	8

PINE TREE

Water Control District

Operating Budget

Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU MAR 2018	APR - SEP 2018	PROJECTED FY 2018	BUDGET FY 2019
REVENUES							
Interest - Investments	\$ 4,399	\$ 8,788	\$ 2,400	\$ 4,607	\$ 3,000	\$ 7,607	\$ 2,400
Other Licenses, Fees & Permits	1,600	2,300	100	850	-	850	100
Interest - Tax Collector	54	208	-	156	-	156	-
Special Assmnts- Tax Collector	645,256	644,944	644,943	586,322	58,621	644,943	655,620
Special Assmnts- Delinquent	9	126	-	7	-	7	-
Special Assmnts- Discounts	(21,361)	(22,109)	(25,798)	(22,587)	(240)	(22,827)	(26,225)
Sale of Surplus Equipment	-	3,000	-	-	-	-	-
Other Miscellaneous Revenues	627	275	-	41	-	41	-
TOTAL REVENUES	630,584	637,532	621,645	569,396	61,381	630,777	631,895
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	2,600	3,100	3,500	1,400	1,500	2,900	3,500
Payroll-Contract Personnel	11,807	12,161	12,526	6,263	6,263	12,526	12,902
FICA Taxes	199	237	268	107	115	222	268
ProfServ-Engineering	11,795	31,828	24,000	4,685	12,000	16,685	24,000
ProfServ-Legal Services	3,826	8,493	12,000	2,378	6,000	8,378	12,000
ProfServ-Mgmt Consulting Serv	34,227	35,253	36,310	18,155	18,155	36,310	37,398
Auditing Services	4,000	3,500	4,000	-	4,000	4,000	4,000
Postage and Freight	179	303	300	86	150	236	300
Printing and Binding	573	885	1,200	131	600	731	1,200
Legal Advertising	2,916	2,619	2,000	138	1,002	1,140	2,000
Misc-Assessmnt Collection Cost	12,478	12,459	12,899	11,275	1,172	12,447	13,112
Misc-Contingency	747	1,998	840	805	420	1,225	840
Misc-Web Hosting	875	1,000	1,000	500	500	1,000	1,100
Office Supplies	279	303	600	154	300	454	600
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	86,676	114,314	111,618	46,252	52,177	98,429	113,395
<i>Field</i>							
Payroll-Hourly	81,405	83,839	86,075	44,782	43,038	87,820	92,943
Payroll-Contract Personnel	31,019	31,950	32,909	16,454	16,455	32,909	33,896
Payroll - Special Pay	271	271	271	325	-	325	325
FICA Taxes	6,228	6,410	6,606	3,440	3,306	6,746	7,135
Pension Benefits	8,824	9,120	8,608	4,952	4,302	9,254	9,294
Life and Health Insurance	19,945	22,134	22,776	11,402	11,376	22,778	23,662
Workers' Compensation	4,230	4,212	4,808	2,332	2,132	4,464	4,910
Contracts-Culvert Inspection	10,500	12,500	12,500	-	12,500	12,500	12,500
Contracts-Ditch Bank	-	-	19,500	-	19,500	19,500	19,500
Communication - Teleph - Field	142	142	142	72	72	144	144

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU MAR 2018	APR - SEP 2018	PROJECTED FY 2018	BUDGET FY 2019
Utility - Recharge Water	-	-	3,500	-	3,500	3,500	3,500
Rentals - General	7,380	7,601	7,829	3,914	3,915	7,829	8,064
Insurance - General Liability	8,681	10,028	11,031	9,414	-	9,414	10,355
R&M-General	10,034	3,982	15,000	1,973	7,500	9,473	15,000
R&M-Aquatic Weed Control	26,886	19,916	40,000	3,914	16,800	20,714	40,000
R&M-Canal Bank Restoration	158,290	169,341	200,000	223	199,777	200,000	200,000
R&M-Culvert Cleaning	65,000	-	55,000	-	55,000	55,000	55,000
Misc-Licenses & Permits	80	293	900	170	730	900	900
Misc-Contingency	9,870	4,000	5,280	-	5,280	5,280	5,280
Op Supplies - General	596	2,102	1,560	335	780	1,115	1,560
Op Supplies - Uniforms	618	704	718	269	360	629	718
Op Supplies - Fuel, Oil	3,113	3,050	6,000	1,638	2,100	3,738	4,800
Cap Outlay - Vehicles	60,425	-	9,000	-	9,000	9,000	9,000
Total Field	513,537	391,595	550,013	105,609	417,423	523,032	558,486
TOTAL EXPENDITURES	600,213	505,909	661,631	151,861	469,600	621,462	671,881
Excess (deficiency) of revenues							
Over (under) expenditures	30,371	131,623	(39,986)	417,535	(408,219)	9,315	(39,986)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(39,986)	-	-	-	(39,986)
TOTAL OTHER SOURCES (USES)	-	-	(39,986)	-	-	-	(39,986)
Net change in fund balance	30,371	131,623	(39,986)	417,535	(408,219)	9,315	(39,986)
FUND BALANCE, BEGINNING	1,018,005	1,048,376	1,179,999	1,179,999	-	1,179,999	1,189,314
FUND BALANCE, ENDING	\$ 1,048,376	\$ 1,179,999	\$ 1,140,013	\$ 1,597,534	\$ (408,219)	\$ 1,189,314	\$ 1,149,328

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 1,189,314
Net Change in Fund Balance - Fiscal Year 2019	(39,986)
Reserves - Fiscal Year 2019 Additions	-
Total Funds Available (Estimated) - 9/30/2019	1,149,328

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	167,970 (1)
Reserves - Equipment (Prior Years)	67,000 (2)
Reserves - Infrastructure* (Prior Years)	121,004 (2)
Subtotal	<u>355,974</u>
Total Allocation of Available Funds	355,974

Total Unassigned (undesignated) Cash	<u>\$ 793,354</u>
---	--------------------------

Notes

(1) Represents approximately 3 months of operating expenditures

(2) Represents reserves from prior years

* Infrastructure includes headwall repairs, bank restoration, culvert replacement/repair, control structures

Budget Narrative
Fiscal Year 2019

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their operating, money market accounts and certificate of deposits.

Permit and Review Fees

The District receives revenue from permits and reviews.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

P/R - Board of Supervisors

HB 869 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$100 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending seven meetings for the year.

P/R - Contract Personnel

This expense includes personnel, human resources services, payroll and customer service pursuant to the Interlocal Agreement between the District and Coral Springs Improvement District.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services-Legal Services

The District's attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Professional Services-Management Consulting Services

The District receives Management, Accounting, Administrative and Assessment services as part of a Management Agreement with Inframark Infrastructure Management Services, Inc. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Budget Narrative
Fiscal Year 2019

EXPENDITURES

Administrative (continued)

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous-Assessment Collection Costs

The District reimburses the Broward County Tax Collector for the necessary administrative costs and the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Miscellaneous-Contingency

This represents administrative budget for unforeseen expenditures.

Bank Service Charge	\$ 300
Gift Certificate for Thanksgiving	\$ 50
Holiday Lunch	\$ 150
Annual District Picnic	\$ 100
Miscellaneous Expenses	\$ 240
TOTAL	\$ 840

Miscellaneous-Web Hosting

The District is mandated to post on the internet the approved and adopted budgets, minutes and audits per State requirements.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Budget Narrative
Fiscal Year 2019

EXPENDITURES

Field

Payroll - Hourly

This includes Payroll, Workers Comp, FUTA/SUTA Taxes and payroll charges for two Field personnel based upon current rate plus an increase.

Payroll – Contract Personnel

The District contracts for the Supervisor pursuant to the current Interlocal Agreement between the District and Coral Springs Improvement District. The charges that are included in this fee are salary, taxes, worker’s compensation, health care, pension expense and Holiday bonus.

Payroll - Special Pay

The Special Pay is a holiday bonus based upon number of years of service. This also includes taxes.

FICA Taxes

Payroll taxes for the Field personnel.

Pension Benefits

The District’s plan is at approximately 10% and is based upon wages.

Life and Health Insurance

The District offers the employees Health, Life, Dental and Disability.

Workers’ Compensation

The District’s policy is with Preferred Government Insurance Trust.

Contracts - Culvert Inspection

This expense includes a contract for underwater diving services as well as a contract for canal cleaning.

Contracts – Ditch Bank

This expense includes a contract for ditch bank mowing of the newly acquired ditch.

Communication – Telephone - Field

The District provides Nextel telephones for all field employees.

Utility - Recharge Water

Recharge pumping into the Pine Tree Water Control District for Cocomar Water Control District.

Rentals - General

This covers vehicles, boat and chemical storage (new certified, insured, hazardous material) located at the Coral Springs Improvement District.

Insurance – General Liability

This is for the general liability insurance and auto insurance for the District.

Budget Narrative
Fiscal Year 2019

EXPENDITURES

Field (continued)

R&M – General

The following is a listing of repairs and maintenance necessary for operations:

Waste Container Clean Up (shared CSID)	\$ 8,400
Truck Maintenance	\$ 2,400
Mower Repairs	\$ 1,000
Miscellaneous Repairs	\$ 3,200
	\$15,000

R&M – Aquatic Weed Control

This includes the purchase of chemicals for aquatic weed control that include Alligare, Aquaneat, Argos, Cutrine, Diquat, Hydrolthol, and Tribune.

R&M – Canal Bank Restoration

This is for the canal bank restoration project.

R&M – Culvert Cleaning

This is for the cleaning of the debris and sand from the culverts on a biennial basis.

Licenses & Permits

This includes any permit fees, classes, licenses and all fees related to the employee obtaining an Aquatic License.

Contingency

This is for any miscellaneous item or repair that the District may incur.

Operating Supplies – General

This is for any miscellaneous operating supplies that necessary for the District.

Operating Supplies – Uniforms

This is for the weekly uniform rental for 2 employees plus an annual shoe allowance of \$90/employee.

Operating Supplies – Fuel/Oil

This is for Diesel Fuel for the tractor mower and Gasoline for vehicles.

Capital Outlay - Vehicles

This is for the new boat that needs to be purchased for the District.

PINE TREE

Water Control District

Supporting Budget Schedule

Fiscal Year 2019

**Comparison of Assessment Rates
Fiscal Year 2019 vs. Fiscal Year 2018**

	FY 2019	FY 2018
Net Tax Levy	\$ 616,283.00	\$ 606,246.00
Add: Discounts/Collections at 6%	<u>39,337.00</u>	<u>38,697.00</u>
Total Tax Levy	\$655,620.00	\$644,943.00
Taxable Units	2,124.52	2,124.52
Assessment Per Unit	\$308.60	\$303.57