

# **PINE TREE**

Water Control District

## ***Annual Operating Budget***

**Fiscal Year 2020**

Version 2 - Approved Tentative Budget  
(Approved at the 05/02/19 Meeting)

Prepared by:



**PINE TREE**

Water Control District

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**PINE TREE**

Water Control District

**Operating Budget**

Fiscal Year 2020

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU MAR 2019	APR - SEP 2019	PROJECTED FY 2019	BUDGET FY 2020
<b>REVENUES</b>							
Interest - Investments	\$ 8,788	\$ 11,395	\$ 2,400	\$ 7,825	\$ 4,800	\$ 12,625	\$ 4,800
Other Licenses, Fees & Permits	2,300	1,800	100	2,650	-	2,650	100
Interest - Tax Collector	208	321	-	323	-	323	-
Special Assmnts- Tax Collector	644,944	644,795	655,489	599,079	56,410	655,489	655,489
Special Assmnts- Delinquent	126	59	-	9	-	9	-
Special Assmnts- Discounts	(22,109)	(21,697)	(26,220)	(23,066)	-	(23,066)	(26,220)
Sale of Surplus Equipment	3,000	-	-	-	-	-	-
Other Miscellaneous Revenues	275	41	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>637,532</b>	<b>636,714</b>	<b>631,769</b>	<b>586,820</b>	<b>61,210</b>	<b>648,030</b>	<b>634,169</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	3,100	3,000	3,500	900	2,500	3,400	3,500
Payroll-Contract Personnel	12,161	12,526	12,902	6,452	6,450	12,902	13,289
FICA Taxes	237	230	268	69	191	260	268
ProfServ-Engineering	31,828	4,685	24,000	-	12,000	12,000	24,000
ProfServ-Legal Services	8,493	5,798	12,000	1,158	6,000	7,158	12,000
ProfServ-Mgmt Consulting Serv	35,253	36,310	37,398	18,699	18,699	37,398	38,520
Auditing Services	3,500	3,600	4,000	-	4,000	4,000	4,000
Postage and Freight	303	268	300	58	150	208	300
Printing and Binding	885	308	1,200	162	600	762	1,200
Legal Advertising	2,619	730	2,000	152	1,800	1,952	2,000
Misc-Assessmnt Collection Cost	12,459	12,463	13,110	11,520	1,128	12,648	13,110
Misc-Contingency	1,998	4,422	840	100	420	520	840
Misc-Web Hosting	1,000	1,000	1,100	550	550	1,100	15,000
Office Supplies	303	270	600	77	300	377	600
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>114,314</b>	<b>85,785</b>	<b>113,393</b>	<b>40,072</b>	<b>54,788</b>	<b>94,860</b>	<b>128,802</b>
<i>Field</i>							
Payroll-Hourly	83,839	89,930	92,943	46,490	46,200	92,690	95,731
Payroll-Contract Personnel	31,950	32,909	33,896	16,946	16,950	33,896	34,913
Payroll - Special Pay	271	325	325	325	-	325	325
FICA Taxes	6,410	6,884	7,135	3,571	3,570	7,141	7,348
Pension Benefits	9,120	9,760	9,294	5,152	4,650	9,802	10,530
Life and Health Insurance	22,134	23,038	23,662	12,047	12,120	24,167	25,210
Workers' Compensation	4,212	4,608	4,910	2,570	2,456	5,026	5,428
Contracts-Culvert Inspection	12,500	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	161	144	94	93	187	192

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU MAR 2019	APR - SEP 2019	PROJECTED FY 2019	BUDGET FY 2020
Utility - Recharge Water	-	-	3,500	-	3,500	3,500	3,500
Rentals - General	7,601	7,829	8,064	4,032	4,032	8,064	8,306
Insurance - General Liability	10,028	9,414	10,355	9,204	-	9,204	10,124
R&M-General	3,982	4,805	15,000	3,673	7,500	11,173	15,000
R&M-Aquatic Weed Control	19,916	29,282	40,000	3,678	36,322	40,000	40,000
R&M-Canal Bank Restoration	169,341	223	200,000	-	200,000	200,000	200,000
R&M-Culvert Cleaning	-	-	55,000	-	55,000	55,000	55,000
Misc-Licenses & Permits	293	170	900	576	324	900	900
Misc-Hurricane Expense	-	270,000	-	-	-	-	-
Misc-Contingency	4,000	1,499	5,280	233	5,047	5,280	5,280
Op Supplies - General	2,102	1,040	1,560	98	780	878	1,560
Op Supplies - Uniforms	704	670	720	238	360	598	720
Op Supplies - Fuel, Oil	3,050	3,710	4,800	1,638	2,100	3,738	4,800
Cap Outlay - Vehicles	-	-	9,000	-	9,000	9,000	9,000
<b>Total Field</b>	<b>391,595</b>	<b>508,757</b>	<b>558,488</b>	<b>110,565</b>	<b>442,004</b>	<b>552,567</b>	<b>565,867</b>
<b>TOTAL EXPENDITURES</b>	<b>505,909</b>	<b>594,542</b>	<b>671,881</b>	<b>150,637</b>	<b>496,793</b>	<b>647,427</b>	<b>694,669</b>
Excess (deficiency) of revenues							
Over (under) expenditures	131,623	42,172	(40,112)	436,183	(435,583)	603	(60,500)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	(40,112)	-	-	-	(60,500)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(40,112)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(60,500)</b>
Net change in fund balance	131,623	42,172	(40,112)	436,183	(435,583)	603	(60,500)
<b>FUND BALANCE, BEGINNING</b>	<b>1,048,376</b>	<b>1,179,999</b>	<b>1,222,171</b>	<b>1,222,171</b>	<b>-</b>	<b>1,222,171</b>	<b>1,222,774</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,179,999</b>	<b>\$ 1,222,171</b>	<b>\$ 1,182,059</b>	<b>\$ 1,658,354</b>	<b>\$ (435,583)</b>	<b>\$ 1,222,774</b>	<b>\$ 1,162,274</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 1,222,774
Net Change in Fund Balance - Fiscal Year 2020	(60,500)
Reserves - Fiscal Year 2020 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2020</b>	<b>1,162,274</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	173,667	(1)
Reserves - Equipment (Prior Years)	67,000	(2)
Reserves - Infrastructure* (Prior Years)	121,004	(2)
Subtotal	<u>361,671</u>	
<b>Total Allocation of Available Funds</b>	<b>361,671</b>	

<b>Total Unassigned (undesignated) Cash</b>	<b>\$ <u>800,603</u></b>
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**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 2020

**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 2020

**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
<b>TOTAL</b>	<b>\$ 840</b>

**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 2020

**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 2020

**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
	<b>\$15,000</b>

**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 2020

**Comparison of Assessment Rates  
Fiscal Year 2020 vs. Fiscal Year 2019**

	<b>FY 2020</b>	<b>FY 2019</b>
<b>Net Tax Levy</b>	\$ 616,159.00	\$ 616,159.00
<b>Add: Discounts/Collections at 6%</b>	<u>39,330.00</u>	<u>39,330.00</u>
<b>Total Tax Levy</b>	\$ 655,489.00	\$ 655,489.00
<b>Taxable Units</b>	2,124.04	2,124.04
<b>Assessment Per Unit</b>	\$ 308.60	\$ 308.60