



ADOPTED BUDGET  
2019 | 2020



# WATER & SEWER

CORAL SPRINGS  
IMPROVEMENT  
DISTRICT



## **Water & Sewer Revenues**

The District will use reserve funds in the amount of \$1,705,236 to help offset infrastructure projects required by Plant & Field departments.

### Water Revenue

The estimated amount that will be billed to users of the water system of the District is determined by the utility rate agreement. Based on prior year revenues the water revenues are projected to be \$6,467,008.

### Sewer Revenue

The estimated amount that will be billed to users of the wastewater system of the District is determined by the utility rate agreement. Based on prior year revenues the sewer revenues are projected to be \$5,852,977.

### Standby Revenue

The standby charge is applied to each lot, parcel or tract, which has been reserved for water and sewer capacity. The standby charges for this Fiscal Year are based on 13 units per month @ \$20 per unit. The amount projected for this Fiscal Year is \$3,120.

### Processing Fees

A processing fee of \$20 is charged to each new utility account. Based on the District’s history of new accounts, the projected amount for this fiscal year is \$12,000.

### Lien Revenue Fees

The Board adopted a \$25 charge for an estoppel letter. Based on the prior years’ history of estoppel letters, the estimated amount for this fiscal year is \$9,000.

### Delinquent Fees

The District levies a \$25 charge for each month the account is delinquent until the account is current. The projected amount for this fiscal year is \$290,000.



## REVENUES (Continued)

### Contract Utility Billing Services

The District contracts out utility billing services for the benefit of cost sharing. This fiscal year the District expects to receive \$62,602.

### Contract HR & Payroll Services

The District provides human resource and payroll services to other Districts based on fees established under interlocal agreements. Budgeted fees are \$13,289.

### Facility Connection Fees

Represents the amount collected for new connections. The amount projected for this Fiscal Year is zero and is based on no new connections.

### Meter Fees

Represents the amount collected for meter fees based on the size of the meter. This Fiscal Year the amount projected is zero.

### Line Connection Fees

Represents the amount collected for new connections. The amount projected for this Fiscal Year is zero and is based on no new connections.

### Interest Income (Restricted)

Interest is earned on restricted bond related accounts and managed by Trust accounts. The District has zero control over performance, and no interest is being budgeted.

### Interest Income (Operations)

Interest is earned on cash balances in the District's funds on deposit in checking, money market, and investment accounts. Interest income on these is being budgeted for \$65,000.



## REVENUES (Continued)

### Rent Revenue

This line item represents the lease of office space to perform work on other Districts. The total revenue from this source is \$65,203.

### Technology Sharing Revenue

The District owns an IBM AS-400 computer system as well as a suite of proprietary software programs. Technology sharing is the revenue associated with the performance of duties on the Districts system, phone, fax, ISP and other technology hardware, used for the benefit of the District. The amount being reimbursed by other funds is \$15,450.

### Miscellaneous Revenues

Represents miscellaneous fees charged to customers for NSF, meter boxes, repairs and other services provided to customer by the District. Based on prior years' experience, this amount is projected to be \$12,000.

### Renewal & Replacement

Funds accumulated in prior years are used in the budget year for payment of various renewal and rehabilitation projects. The amount projected for this Fiscal Year is zero.



## **ADMINISTRATION EXPENDITURES**

A contractual increase in independent attorney services, merchant fees, health care insurance and website requirements account mainly for the 4.8% ADOPTED increase in the total administrative budget.

### Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$1,011,726.

### Special Pay

Special pay is a holiday bonus based on the employee’s number of years of service. This year’s expense is \$2,534.

### FICA Taxes

FICA tax is established by law and the current rate is 7.65%. Based on salaries of \$1,011,726 the amount projected for FICA tax is \$77,397.

### Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$1,011,726 the amount projected for pension expense is \$121,408.

### Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$233,182.

### Worker’s Compensation Insurance

The District Worker’s Compensation policy is currently with Florida Insurance Alliance. The projected amount for this Fiscal Year is \$3,423.

### Unemployment Compensation

Unemployment compensation is expected to be \$4,000.



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ADMINISTRATION EXPENDITURES (Continued)

OPEB Expense

Other post-employment benefits (OPEB) are the benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee (GASB Statements 74 and 75). The budgeted amount is estimated to be \$2,862.

Engineering Fees

The District currently has a contract with Globaltech, to provide general engineering services not related to or associated with any specific capital improvement project. The contract includes preparation for monthly meetings, monthly reporting, and responses to requests from the Board. Based on anticipated general engineering work the fees are not expected to exceed \$33,600.

Trustee Fees/Other Debt Expense

This expense includes charges associated with the currently existing outstanding bond issues. Pending bond fees & arbitrage costs are not included in this listing.

Trustee Fees (2016 Series)	\$10,120
AMTEC Report	<u>600</u>
Total Expenses	\$10,720

Legal Fees

The District currently has a contract with Lewis, Longman and Walker, PA as legal counsel for the District. This contract includes preparation for monthly board meetings, contract review, etc. In addition, the District expects to have additional expenses with changes to District codification. This year's budget is not expected to exceed \$60,000.



## ADMINISTRATION EXPENDITURES (Continued)

### Special Consulting Services

The District may need to engage a consultant that specializes in legislative codification matters that would amend the current charter. Included in those matters are bidding threshold requirements, efficiencies, gains, and benefits inherent in contract administration. Other consulting services may be incurred for special projects as needed. The anticipated cost for all of these services is \$86,000.

### Travel & Per Diem (Board)

This expense represents travel expenses for the Board of Supervisor 's. The budgeted amount for this fiscal year is \$4,500.

### Annual Audit

The District's auditing firm is Keefe, McCullough & Co., LLP. Based on the current activity level this amount should not exceed \$12,150.

### Actuarial Computation - OPEB

Florida state statutes require the employer to make health coverage available to retirees at the employer's group rate. GASB 75 requires a periodic actuarial assessment of the cost and liability associated with these benefits. The budgeted amount for this fiscal year is \$2,700.

### Management Fees

This service includes management and financial advisory services provided to the District under the Management Contract with Severn Trent Services. This fiscal year the expense is \$88,552.

### Telephone Expense

Telephone Service, fax machine and long-distance calls are included under this expense. Based on the prior years' experience, the amount should not exceed \$13,835.



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ADMINISTRATION EXPENDITURES (Continued)

Postage

Overnight deliveries, correspondence, utility bills, etc.

Utility Billing	31,200
Administrative	2,400
Special Mailings	<u>3,000</u>
Total	\$36,600

Printing and Binding

Stationary, utility billing forms, personnel forms, envelopes, photocopies, etc.

Utility Billing	10,000
Administrative	2,970
Accounting	1,300
Annual Water Quality Report	3,500
Personnel Department	1,600
Marketing Materials	<u>2,600</u>
Total	\$21,970

Electric Expense

This expense includes the electric service for the Administrative Building. Based on prior years' expense the projected amount for this Fiscal Year is \$12,960.





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ADMINISTRATION EXPENDITURES (Continued)

Rentals and Leases

The following charges are being budgeted in the fiscal year:

Copier Lease	\$ 2,290
Mail Machine	<u>785</u>
Total	\$ 3,075

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 \$16,520.

Repair and Maintenance

The following expenses are anticipated for the budget year.

Pest Control	\$ 1,920
A/C Maintenance & Repairs	13,860
Carpet Cleaning	3,680
Title & Baths Cleaning	700
Building small supplies/materials	1,300
Window Cleaning	1,440
Marble Polishing	1,600
Other Repairs & Maintenance	<u>1,960</u>
Total	\$ 26,460



## CORAL SPRINGS IMPROVEMENT DISTRICT “ADOPTED BUDGET 2019/2020”

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### ADMINISTRATION EXPENDITURES (Continued)

#### Legal Advertising

The District does most of its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, request for bids, etc. The estimated amount should not exceed \$4,500.

#### Other Current Charges

Bank charges and any other miscellaneous expenses that occur during the year as follows:

Meeting Refreshments	\$ 280
Commercial Bank Charges	6,000
Security Signature Stamps	300
Phone System Computer Boards	5,000
Monitoring Fees	775
Employment & Drug Screening	1,800
Other Contractual Services	1,560
Cleaners/Pest Control/etc.	1,200
Miscellaneous Charges	<u>12,995</u>
TOTAL	\$ 29,910

#### Merchant Fees

The District is charged monthly administrative fees as well as individual transaction fees on all credit card payments we receive. Based on last years' experience the projected amount should not exceed \$78,520.



## CORAL SPRINGS IMPROVEMENT DISTRICT “ADOPTED BUDGET 2019/2020”

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### ADMINISTRATION EXPENDITURES (Continued)

#### Computer/Technology Expenses

This represents software, anti-virus, web hosting, tech services & additional computer project systems and support for this fiscal year which amount should not exceed \$113,835.

#### Employment Ads

Recruiting Expenses for qualified candidates for Plant Operators, Field and Administration Personnel. Based on prior years' experience the amount should not exceed \$13,550.

#### Toilet Rebates

Utility bills are credited \$99 for those customers who install a qualifying toilet under the rebate program established by the District. Budgeted rebates reflect a total of 150 toilets for \$14,850.

#### Office Supplies

Accounting, Utility Billing and Administrative Supplies such as printer cartridges, file cabinets, computer supplies, file folders, pens, pencils, cleaning supplies, paper products, etc. Based on historical experience the amount should not exceed \$4,000.

#### Dues, Licenses, Schools & Permits

This item includes professional publications such as GAAP Guide and Florida Statutes. This expense also covers the cost for continuing education requirements and license renewal, management training, and training related to human resources. The amount should not exceed \$12,000.

#### Promotional Expenses

The District is budgeting \$14,640 for the budget year.



**CORAL SPRINGS IMPROVEMENT DISTRICT “ADOPTED BUDGET 2019/2020”**

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ADMINISTRATION EXPENDITURES (Continued)

Capital Outlay

The budgeted amount of \$23,000 is being provided for the purchase of office carpeting (budgeted but not completed on previous year) and equipment.



## **EXPENDITURES - PLANT OPERATIONS**

Since overall funding remains unchanged from the current fiscal year, a decrease in capital projects compared with previous year is reflected in this section.

An increase in Repairs & Maintenance is due to the electrical upgrades suggested by the Arc Flash study presented by independent Engineers along with generators and wellfield maintenance and repairs.

### Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$1,700,446.

### Special Pay

Special pay is a holiday bonus based on the employee’s number of years of service. This year’s expense is \$2,703.

### FICA Taxes

FICA tax is established by law and the current rate is 7.65%. Based on salaries of \$1,700,446 the amount projected for FICA tax is \$130,084.

### Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$1,700,446 the amount projected for pension expense is \$201,000.

### Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$354,297.

### Worker’s Compensation Insurance

Worker’s compensation insurance is being budgeted for \$93,877.



## EXPENDITURES - PLANT OPERATIONS (Continued)

### OPEB Expense

Other post-employment benefits (OPEB) calculation budgeted amount is based on previous year calculation and estimated to be \$4,437.

### Water Quality Testing

Water Quality Testing is provided by Florida Spectrum Environmental Services, Inc. This Fiscal Year the projected amount for water quality testing is \$68,475.

### Telephone Expense

Telephone charges for this Fiscal Year include Bellsouth phone service for Water and Wastewater offices and Sprint phone services. The projected amount for this fiscal year is \$8,900.

### Electric Expense

The electric requirements for the plant facility and wells are based upon the operating history. Based on prior year's expense the projected amount for this Fiscal Year is \$698,830.

### Rentals and Leases

The District is budgeting \$15,500 for miscellaneous equipment rentals.

### 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 expense should not exceed \$166,630.

### Repairs & Maintenance - General

Repair and maintenance expenses anticipated to be spent in the fiscal year are as follows:



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EXPENDITURES - PLANT OPERATIONS (Continued)

Water Department

Flow meters	\$15,000
Sulfuric acid tank cleaning, inspection & repair	60,000
Electrical upgrades	75,000
Interconnect usage	10,000
R&M general	18,000
Air conditioning	6,590
Vehicle maintenance	4,000
Generator maintenance & repairs	23,000
Vibration Analysis Program	41,800
Well & Wellfield Maintenance	164,080
Instrument and Control Repairs/Calibration	56,000
Facility Maintenance	<u>36,700</u>
Total Water	\$ 510,170



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EXPENDITURES - PLANT OPERATIONS (Continued)

Wastewater Department

Electrical upgrades	\$120,000
Annual certification	2,500
Sludge Truck Maintenance & Repair	1,900
Air conditioning	10,690
Vehicle Maintenance	2,500
Vibration Analysis Program	9,000
Lift Stations	2,500
Generator Maintenance & Repair	26,675
Deep Well Maintenance	38,000
Instruments & Controls/ Meter Calibration	43,480
Tank Cleaning	55,000
Paint interior Plant C	66,000
Electrical breaker, blower parts & repairs	40,000
Other Facility Maintenance	5,000
Mechanical injection well	<u>500</u>
Total Wastewater	\$ 423,745





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EXPENDITURES - PLANT OPERATIONS (Continued)

Maintenance

R&M general	\$6,080
Vehicle Maintenance	3,000
R&M trash pick up	5,720
Lawn Maintenance Contract	52,000
Other Facility Maintenance	<u>7,000</u>
Total Maintenance	\$73,800

**TOTAL REPAIRS & MAINTENANCE - PLANT**

**\$1,007,715**

Filters for Water Plant

Budgeted replacement costs for filters, membranes and interconnectors for the Water Plant are \$678,290.

Sludge Management - Sewer

Sludge removal costs are budgeted for \$150,000.

Chemicals

Products used in the process of Water & Wastewater treatments. The amount projected to be spent in this fiscal year is \$337,995.

Operating Supplies - General

General operating supplies include laboratory chemicals and miscellaneous tools and equipment. The projected amount is \$98,675.



## EXPENDITURES - PLANT OPERATIONS (Continued)

### Office Supplies

Paper, pens, folders, and other office supplies. The projected amount for this fiscal year is \$3,635.

### Uniforms

Uniform purchases, rentals and safety boot allowances are budgeted at \$9,775.

### Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of auxiliary generators. The projected amount is \$99,411.

### Dues, Licenses, Schools & Permits

This expense represents costs for license renewals, subscriptions, and employee licensing, books and schooling required to maintain licenses to operate for plant employees. The projected amount for this fiscal year is \$56,950.

### Capital Outlay

The District is budgeting amounts for addition of VFD's to wells, post flush recovery reduction, high service pump motor replacement, building drainage improvements, water blower, interconnect study, Plant C repairs and tools for maintenance. The total amount budgeted is \$964,000.

### Renewal & Replacement

The District is budgeting \$0 for this concept this fiscal year.



## **EXPENDITURES - FIELD OPERATIONS**

Repairs & Maintenance includes upgrades in the Electrical systems. In general, total expenditures decreased due to fewer capital projects.

### Salaries and Wages

The total amount of budgeted wages for this fiscal year is \$786,613.

### Special Pay

Special pay is a holiday bonus based on the employee’s number of years of service. This year’s expense is \$1,405.

### FICA Taxes

FICA tax is established by law and currently is 7.65%. Based on salaries of \$786,613 the amount projected for FICA tax is \$60,176.

### Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$786,613 the amount projected for pension expense is \$94,394.

### Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$247,480.

### Worker’s Compensation Insurance

The District Worker’s Compensation policy is currently with Florida Insurance Alliance. The projected amount is \$49,556.



## EXPENDITURES - FIELD OPERATIONS (Continued)

### OPEB Expense

Other post-employment benefits (OPEB) calculation budgeted amount is based on previous year calculation and estimated to be \$2,723.

### Water Quality Testing

Water Quality Testing is provided by Florida Spectrum Environmental Services, Inc. This Fiscal Year the projected amount for water quality testing is \$1,000.

### Naturescape Irrigation Service

Annual fee of \$4,970 is paid to Broward County for the operation of the Naturescape irrigation service.

### Telephone Expense

Telephone and fax machine are budgeted annually. Based on prior year’s experience the amount should not exceed \$13,950.

### Electric Expense

The electric requirements (for Lift Stations) are based upon the operating history. Based on prior years’ expense the projected amount for this fiscal year is \$114,480.

### Rent Expense

Equipment rental, other than for SCADA, is budgeted for \$9,500.

### Rent Expense-SCADA

The District will install and rent components for telemetry lift-station operation and monitoring for \$56,040.



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EXPENDITURES - FIELD OPERATIONS (Continued)

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 \$24,000.

Repair and Maintenance

Following is a listing of the different repairs and maintenance needed for field operations maintenance.

GIS Services	\$ 37,500
Backhoe maintenance	8,000
Jet machine service	4,000
R&M general	5,000
Electrical upgrades	20,000
Air Conditioning	3,500
Asphalt improvements	30,000
R&M Facilities	4,500
Backflow certifications & replacements	9,500
Valve replacement & maintenance	10,000
Streets & landscape	46,000
Hydrants	18,000
Vehicles	<u>20,000</u>
Total Repairs & Maintenance	\$216,000



## EXPENDITURES - FIELD OPERATIONS (Continued)

### Lift Stations

This expense is to cover lift stations maintenance and repairs including new pumps and electrical supplies. The District operates 41 Lift Stations on the Field. The projected amount for this fiscal year is \$168,850.

### Generators

Amount projected for expenses related to Portable Generators including services and repairs. The District owns 7 Portable Generators. Budget amount should not exceed \$33,080.

### Meters

This program was setup to replace old meters. The projected amount for this fiscal year includes new connections and supplies costs. The amount being budgeted for new connections is \$60,680.

### Office Supplies

Paper, pens, folders, and other office supplies. The projected amount for this fiscal year is \$1,680.

### Operating Supplies

General operating supplies include laboratory chemicals and miscellaneous tools and equipment. The projected amount is \$57,190.

### Uniforms

Uniform purchases and rentals and safety boot allowances are budgeted at \$5,820.

### Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of portable generators. The projected amount is \$22,860.



## CORAL SPRINGS IMPROVEMENT DISTRICT “ADOPTED BUDGET 2019/2020”

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### EXPENDITURES - FIELD OPERATIONS (Continued)

#### Dues, Licenses, Schools & Permits

This expense represents the cost for license renewals, subscriptions, and employee licensing, books and schooling required to maintain their license to operate. The projected amount is \$13,300.

#### Capital Outlay

The District is budgeting for projects such as the purchase of various field related equipment, lift station camera work and rehab of lift stations. The expected amount for this Fiscal year should not exceed \$381,000.

#### Renewal & Replacement

No amounts are being budgeted for FYE 2019/2020.



CORAL SPRINGS IMPROVEMENT DISTRICT “ADOPTED BUDGET 2019/2020”

**DEBT SERVICE**

During FY 2015/2016, Coral Springs Improvement District refinanced Series 2007 Bonds with Refunded Revenue Bonds Series 2016 in the amount of \$42,830,000 with a rate of 3.05%.

\$38 million were used to the construction project of water plant and \$4 million has been set aside to take care of interest during the capitalized period, and to ensure those payments are available to the bondholders.

Debt service schedule represents the amount of money required to make payments on the principal and interest on the outstanding loan.

The schedule below reflects principal and interest obligations for the new fiscal year.

**2016 Water and Sewer Refunding Revenue Bonds  
DEBT SERVICE SCHEDULE**

<b>Period Ending October 1</b>	<b>Principal Amount</b>	<b>Interest Amount</b>	<b>Total Debt Service</b>
2017	1,075,000	928,935	2,003,935
2018	1,545,000	1,273,528	2,818,528
2019	1,595,000	1,226,405	2,821,405
<b>2020</b>	<b>1,640,000</b>	<b>1,177,758</b>	<b>2,817,758</b>
2021	1,695,000	1,127,738	2,822,738
2022	1,745,000	1,076,040	2,821,040
2023	1,795,000	1,022,817	2,817,817
2024	1,850,000	968,070	2,818,070
2025	1,910,000	911,645	2,821,645
2026	1,965,000	853,390	2,818,390
2027	2,025,000	793,457	2,818,457
2028	2,090,000	731,695	2,821,695
2029	2,150,000	667,950	2,817,950
2030	2,220,000	602,375	2,822,375
2031	17,530,000	534,665	18,064,665
	<b>42,830,000</b>	<b>13,896,468</b>	<b>56,726,468</b>