

MEMORANDUM

TO: Governing Board
FROM: Joe Flanagan, Deputy Executive Director 
THRU: David Still, Executive Director 
DATE: May 21, 2009
RE: Approval of April Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the April Financial Report and confirm the expenditures of the District.

BACKGROUND

Chapter 373.553(1), F.S., authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, the Governing Board of the Suwannee River Water Management District has directed staff to prepare a Financial Report in the manner presented.

As of April 30, 2009, total District expenditures were \$8,109,211. This is equal to 12% of the \$69,786,244 FY 2009 Budget, as approved by the Governing Board on September 23, 2008.

The District Budget of \$69,786,244 contains \$23,071,000 earmarked for acquisition and \$12,730,866 earmarked for reserves. The District budget, exclusive of acquisition and reserves, is \$33,984,378.

Year-to-date expenditures, exclusive of land purchases, total \$8,062,44. This is equal to 24% of \$33,984,378.

If you have any questions about this recommendation or if you would like any further information regarding the District's financial transactions before the June 9 Governing Board meeting, please contact me.

JF/kc

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,387,574	\$675,449	\$777,041	87%
540 Other Personal Services	100,000	44,399	56,000	79%
580 Legal Services	151,000	66,212	84,560	78%
585 Audit Services	4,000	4,746	2,240	212%
586 Contractual Services	3,907,361	1,189,334	2,188,122	54%
590 Pmt. in Lieu of Taxes	175,000	0	98,000	0%
605 Printing & Binding	48,400	1,580	27,104	6%
606 Publication of Notices	3,000	7,599	1,680	452%
621 Meetings	6,000	0	3,360	0%
622 Registrations & Training	27,000	5,368	15,120	36%
626 Travel Expenses	20,000	5,699	11,200	51%
627 Utilities	9,000	11,737	5,040	233%
628 Communications	4,000	2,695	2,240	120%
629 Facilities Maintenance	2,500	1,907	1,400	136%
631 Equipment Maintenance	7,500	1,405	4,200	33%
701 Field Supplies	316,444	106,709	177,209	60%
702 Office Supplies	2,000	25	1,120	2%
703 Computer Supplies	5,500	0	3,080	0%
706 Books & Documents	3,000	738	1,680	44%
715 Photographic Supplies	2,000	0	1,120	0%
740 Office Support Equipment	1,000	520	560	93%
790 Other Commodities	5,000	0	2,800	0%
801 Computer Software	0	619	0	N/A
802 Equipment Rental	5,500	49	3,080	2%
805 Property & Casualty Insurance	9,000	5	5,040	1%
809 Fees & Permits	5,000	1,604	2,800	57%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Land Acquisition & Management	Continued			
Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	3,000	0	1,680	0%
905 Mobile Equipment	55,000	0	30,800	0%
920 Acquisition	23,071,000	47,167	12,919,760	1%
922 Construction	0	355,168	0	N/A
924 Land Improvements	5,340,872	142,932	2,990,888	5%
930 Interagency Expenditures	373,500	31,478	209,160	15%
960 Reserves	8,929,895	0	5,000,741	0%
TOTAL	\$43,980,046	\$2,705,141	24,628,826	11%
TOTAL W/O Acquisition/Reserves	\$11,979,151	\$2,657,975	6,708,325	40%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,453,001	\$689,506	\$813,681	85%
540 Other Personal Services	130,000	29,736	72,800	41%
580 Legal Services	119,000	85,408	66,640	128%
586 Contractual Services	1,671,620	235,921	936,107	25%
605 Printing & Binding	8,500	802	4,760	17%
606 Publication of Notices	15,000	1,570	8,400	19%
621 Meetings	4,200	0	2,352	0%
622 Registrations & Training	31,850	5,403	17,836	30%
626 Travel Expenses	22,979	8,634	12,868	67%
631 Equipment Maintenance	1,900	365	1,064	34%
690 Other Contractual Services	8,400	0	4,704	0%
701 Field Supplies	6,500	1,678	3,640	46%
703 Computer Supplies	2,400	0	1,344	0%
705 Maps & Aerials	2,500	0	1,400	0%
706 Books & Documents	2,500	232	1,400	17%
715 Photographic Supplies	2,400	642	1,344	48%
740 Office Support Equipment	5,000	168	2,800	6%
790 Other Commodities	1,600	0	896	0%
801 Computer Software	6,500	0	3,640	0%
802 Equipment Rental	3,000	0	1,680	0%
809 Fees & Permits	3,000	133	1,680	8%
903 Office Equipment	6,000	0	3,360	0%
905 Mobile Equipment	25,000	0	14,000	0%
907 Lab & Field Equipment	8,000	0	4,480	0%
930 Interagency Expenditures	8,387,500	282,699	4,697,000	6%
TOTAL	\$11,928,350	\$1,342,900	6,679,876	20%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,136,414	\$625,206	\$636,392	98%
540 Other Personal Services	150,900	61,607	84,504	73%
580 Legal Services	23,500	885	13,160	7%
586 Contractual Services	3,933,977	999,427	2,203,027	45%
605 Printing & Binding	43,000	9,339	24,080	39%
606 Publication of Notices	2,700	1,377	1,512	91%
621 Meetings	1,500	100	840	12%
622 Registrations & Training	29,100	727	16,296	4%
626 Travel Expenses	17,700	2,593	9,912	26%
631 Equipment Maintenance	15,500	238	8,680	3%
690 Other Contractual Services	17,600	810	9,856	8%
701 Field Supplies	58,200	4,421	32,592	14%
702 Office Supplies	1,100	0	616	0%
703 Computer Supplies	2,000	0	1,120	0%
705 Maps & Aerials	5,000	0	2,800	0%
706 Books & Documents	2,500	470	1,400	34%
715 Photographic Supplies	3,000	52	1,680	3%
720 Graphic Arts Supplies	250	0	140	0%
740 Office Support Equipment	2,900	0	1,624	0%
801 Computer Software	8,500	609	4,760	13%
802 Equipment Rental	8,000	1,200	4,480	27%
903 Office Equipment	2,500	0	1,400	0%
905 Mobile Equipment	60,000	1,830	33,600	5%
906 Computer Equipment	14,000	0	7,840	0%
907 Lab & Field Equipment	51,300	13,413	28,728	47%
930 Interagency Expenditures	618,315	107,280	346,256	31%
TOTAL	\$6,209,456	\$1,831,583	3,477,295	53%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$186,496	\$219,546	85%
580 Legal Services	36,000	8,046	20,160	40%
586 Contractual Services	25,000	2,040	14,000	15%
605 Printing & Binding	13,000	2,388	7,280	33%
621 Meetings	3,000	0	1,680	0%
622 Registrations & Training	10,000	1,351	5,600	24%
626 Travel Expenses	50,500	5,521	28,280	20%
650 Promotions	15,000	5,306	8,400	63%
690 Other Contractual Services	5,000	0	2,800	0%
706 Books & Documents	3,000	1,806	1,680	107%
715 Photographic Supplies	500	334	280	119%
740 Office Support Equipment	1,500	0	840	0%
903 Office Equipment	1,500	0	840	0%
930 Interagency Expenditures	12,500	5,863	7,000	84%
960 Reserves	3,800,971	0	2,128,544	0%
TOTAL	\$4,369,518	\$219,152	2,446,930	9%
TOTAL W/O Acquisition/Reserves	\$568,547	\$219,152	318,386	69%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,300,636	\$1,002,209	\$728,356	138%
540 Other Personal Services	60,000	19,025	33,600	57%
580 Legal Services	5,000	1,447	2,800	52%
585 Audit Services	35,000	35,000	35,000	100%
586 Contractual Services	218,438	100,466	122,325	82%
550 Property Appriaser	200,000	155,633	112,000	139%
565 Tax Collector	110,000	70,138	61,600	114%
605 Printing & Binding	20,000	9,940	11,200	89%
606 Publication of Notices	18,000	327	10,080	3%
607 Postage	45,000	7,748	25,200	31%
621 Meetings	1,000	637	560	114%
622 Registrations & Training	29,000	15,124	16,240	93%
626 Travel Expenses	24,500	10,977	13,720	80%
627 Utilities	90,000	29,268	50,400	58%
628 Communications	140,000	79,207	78,400	101%
629 Facilities Maintenance	150,000	111,693	84,000	133%
630 Vehicle Maintenance	40,000	21,241	22,400	95%
631 Equipment Maintenance	44,800	9,538	25,088	38%
690 Other Contractual Services	2,000	249	1,120	22%
701 Field Supplies	12,000	5,010	6,720	75%
702 Office Supplies	60,000	19,263	33,600	57%
703 Computer Supplies	46,000	19,529	25,760	76%
704 Fuel & Lubricants	150,000	32,312	84,000	38%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 4/30/09

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
705 Maps & Aerials	2,000	101	1,120	9%
706 Books & Documents	8,000	2,021	4,480	45%
740 Office Support Equipment	11,000	1,840	6,160	30%
790 Other Commodities	8,000	0	4,480	0%
801 Computer Software	82,500	50,498	46,200	109%
802 Equipment Rental	42,000	21,192	23,520	90%
804 Workers Comp. Insurance	35,000	21,905	35,000	63%
805 Property & Casualty Insurance	75,000	43,209	75,000	58%
903 Office Equipment	10,000	0	5,600	0%
906 Computer Equipment	169,000	113,689	94,640	120%
907 Lab & Field Equipment	10,000	0	5,600	0%
930 Interagency Expenditures	45,000	0	25,200	0%
TOTAL	\$3,298,874	\$2,010,434	1,847,369	109%
DISTRICT TOTAL	\$69,786,244	\$8,109,211	39,080,297	21%
TOTAL W/0 Acquisition/Reserves	\$33,984,378	\$8,062,044	19,031,252	42%

MEMORANDUM

TO: Governing Board

FROM: Lloyd W. Baldwin, Computer Systems Administrator *LB*

THRU: Jon Wood, Information Services Coordinator *JW*
Joe Flanagan, Deputy Executive Director *JF*
David Still, Executive Director *DS*

DATE: May 21, 2009

RE: Blade Server Upgrades

RECOMMENDATION

Staff recommends that the Governing Board authorize purchase of a Dell blade server enclosure with three blade servers for a State Contract price not to exceed \$50,000.

BACKGROUND

Several years ago, the District installed four blade servers in the computer room to replace several standalone servers. The blades concentrate computing power in one chassis to provide ease of management and upgrades. At the same time, virtualization software was installed on the blades to allow staff to convert physical servers to virtual servers to provide a more flexible computing environment. The four current blades support more than a dozen virtual servers that control the District's GIS environment, databases, plotters, and other specific applications that would otherwise require separate physical servers.

Recent advances in hardware and virtualization software have improved capabilities for system management and applications. For example, the current blades use 32-bit processors while many applications are being recoded to take advantage of improved speed and throughput afforded by 64-bit processors. The proposed upgraded chassis and blades will use 64-bit processors and allow more memory to be installed on each blade. As an added benefit, much of the virtualization software is now embedded in the blades. The proposed upgrade includes a five-year maintenance contract for on-site, 7x24 service.

Funds for the purchase are budgeted in the Information Technology Project under Capital Outlay. Please contact Joe Flanagan, Jon Wood, or Lloyd Baldwin if you have further questions.

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF*

THRU: David Still, Executive Director *DS*

DATE: May 21, 2009

RE: Activity Report, Department of Administration

GEOGRAPHIC INFORMATION SYSTEMS:

Paul Buchanan, GIS Program Coordinator, has been working with some of the District's GIS tools that make staff interface with the District's GIS software and data easier and more efficient. For example, Paul has been adding more data links to the GIS Add Layer Tool that allows staff to quickly look and add GIS data to their digital map display. He has also been evaluating newer GPS models as some of the District GPS units are old and beyond repair. Paul has also been assisting with the contract development project to collect or create GIS data representing public supply and service area boundaries for municipalities with the SRWMD.

Bebe Willis, GIS Analyst II, continues to work with FEMA contractors on current counties being updated through the Map Modernization process. She has also worked on completion of a web page on the SRWMD web site for the public to download frequently requested GIS data.

INFORMATION TECHNOLOGY:

David Jenness, Programmer/Analyst, continued working on improvements to the Water Use Reporting System. He is researching improvements into the storing of spatial data in our tabular databases. He participated in a pilot of the Halogen Software.

Lloyd Baldwin, Senior Systems Administrator, is currently working on an upgrade for the District's blade servers to improve speed and capacity for the District's core computing activities. He is also working on ways to provide network access to RO Ranch and outbuildings at District headquarters.

Rhonda Scott, Computer Systems Analyst, has been applying windows updates to servers. She also helped reorganize Land Management's network work folder and continues to provide staff with support.

Jon Wood, Network and Systems Coordinator, assisted finance project staff with upgrade to AccuFund financial software. He also continued working with the team helping to implement the Halogen (Human Resources) software.

FINANCE:

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll. She also assisted employees with insurance and retirement.

Vern Roberts, Accounting Coordinator, along with other staff members, worked with Tony Thompson on the installation of the Financial Software System upgrade to AccuFund. We have installed General Ledger and Accounts Payable and will be installing Payroll and possibly some other options in July.

Linda Smith, Procurement Coordinator, prepared requests for bids and purchase orders, purchased office supplies and equipment, coded District invoices, and performed administrative duties for the District Procurement Card Program.

ADMINISTRATION:

Diane Bell, Records Manager, has completed the mailing list survey and the database has been updated. She has also completed the process of updating elected officials and additions for the Cares Dinner in June. Diane is still working with IT staff to move archived data from CDs and DVDs onto the server for more stability of District Archived Records. Diane is working on a database to store historical Governing Board information of important data and dates along with the prepping of ERP records for imaging. She also continues to assist staff and the public with records requests and subpoenas, which have been up significantly this month.

Kristel Callahan, Business Resource Specialist II, processed ERP, WUP, Complaint, and Enforcement files, including entering new file information into the SmeadSoft database, setting up file folders, scanning documents, and distributing the files to staff; assisted with contract extensions and closures; assisted with distribution of accounts payable checks; assisted in preparing Board materials; and completed other administrative tasks as assigned.

Thank you for your attention to this monthly activity report. The mission of the Department of Administration is to provide both the facilities and the processes that enhance the productivity of the District. This report attempts to highlight both the ongoing and non-routine activities of the Department of Administration that contribute to the overall mission of the District. If you would like any additional information or specifics on any of the above, please feel free to contact me prior to the June 9, 2009, Governing Board Meeting.