

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF*

THRU: David Still, Executive Director *DS*

DATE: June 25, 2009

RE: Approval of May Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the May 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 May 31, 2009, total District expenditures were \$12,415,142. This is equal to 18% 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 \$9,421,675. This is equal to 28% 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 July 14 Governing Board meeting, please contact me.

jf

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,387,574	\$800,980	\$925,049	87%
540 Other Personal Services	100,000	49,975	66,667	75%
580 Legal Services	151,000	69,891	100,667	69%
585 Audit Services	4,000	4,746	2,667	178%
586 Contractual Services	3,907,361	1,305,908	2,604,907	50%
590 Pmt. in Lieu of Taxes	175,000	0	116,667	0%
605 Printing & Binding	48,400	1,985	32,267	6%
606 Publication of Notices	3,000	7,686	2,000	384%
621 Meetings	6,000	0	4,000	0%
622 Registrations & Training	27,000	5,503	18,000	31%
626 Travel Expenses	20,000	5,866	13,333	44%
627 Utilities	9,000	11,982	6,000	200%
628 Communications	4,000	2,695	2,667	101%
629 Facilities Maintenance	2,500	2,169	1,667	130%
631 Equipment Maintenance	7,500	1,405	5,000	28%
701 Field Supplies	316,444	111,739	210,963	53%
702 Office Supplies	2,000	25	1,333	2%
703 Computer Supplies	5,500	0	3,667	0%
706 Books & Documents	3,000	738	2,000	37%
715 Photographic Supplies	2,000	0	1,333	0%
740 Office Support Equipment	1,000	520	667	78%
790 Other Commodities	5,000	0	3,333	0%
801 Computer Software	0	619	0	N/A
802 Equipment Rental	5,500	157	3,667	4%
805 Property & Casualty Insurance	9,000	4,681	6,000	1%
809 Fees & Permits	5,000	1,604	3,333	48%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	3,000	0	2,000	0%
905 Mobile Equipment	55,000	0	36,667	0%
920 Acquisition	23,071,000	2,993,467	15,380,667	1%
922 Construction	0	498,461	0	N/A
924 Land Improvements	5,340,872	142,932	3,560,581	4%
930 Interagency Expenditures	373,500	32,322	249,000	13%
960 Reserves	8,929,895	0	5,953,263	0%
TOTAL	\$43,980,046	\$6,058,054	\$29,320,031	21%
TOTAL W/O Acquisition/Reserves	\$11,979,151	\$3,064,588	\$7,986,101	38%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,453,001	\$779,372	\$968,667	80%
540 Other Personal Services	130,000	34,102	86,667	39%
580 Legal Services	119,000	98,485	79,333	124%
586 Contractual Services	1,671,620	362,912	1,114,413	33%
605 Printing & Binding	8,500	1,143	5,667	20%
606 Publication of Notices	15,000	1,877	10,000	19%
621 Meetings	4,200	0	2,800	0%
622 Registrations & Training	31,850	6,078	21,233	29%
626 Travel Expenses	22,979	10,304	15,319	67%
631 Equipment Maintenance	1,900	365	1,267	29%
690 Other Contractual Services	8,400	0	5,600	0%
701 Field Supplies	6,500	1,965	4,333	45%
703 Computer Supplies	2,400	0	1,600	0%
705 Maps & Aerials	2,500	0	1,667	0%
706 Books & Documents	2,500	232	1,667	14%
715 Photographic Supplies	2,400	642	1,600	40%
740 Office Support Equipment	5,000	168	3,333	5%
790 Other Commodities	1,600	0	1,067	0%
801 Computer Software	6,500	0	4,333	0%
802 Equipment Rental	3,000	0	2,000	0%
809 Fees & Permits	3,000	133	2,000	7%
903 Office Equipment	6,000	0	4,000	0%
905 Mobile Equipment	25,000	0	16,667	0%
907 Lab & Field Equipment	8,000	0	5,333	0%
930 Interagency Expenditures	8,387,500	477,903	5,591,667	9%
TOTAL	\$11,928,350	\$1,775,682	\$7,952,233	22%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,136,414	\$708,566	\$757,609	94%
540 Other Personal Services	150,900	63,758	100,600	63%
580 Legal Services	23,500	987	15,667	6%
586 Contractual Services	3,933,977	1,250,315	2,622,651	48%
605 Printing & Binding	43,000	15,784	28,667	55%
606 Publication of Notices	2,700	1,377	1,800	76%
621 Meetings	1,500	100	1,000	10%
622 Registrations & Training	29,100	767	19,400	4%
626 Travel Expenses	17,700	2,660	11,800	23%
631 Equipment Maintenance	15,500	238	10,333	2%
690 Other Contractual Services	17,600	1,962	11,733	17%
701 Field Supplies	58,200	4,700	38,800	12%
702 Office Supplies	1,100	0	733	0%
703 Computer Supplies	2,000	0	1,333	0%
705 Maps & Aerials	5,000	0	3,333	0%
706 Books & Documents	2,500	470	1,667	28%
715 Photographic Supplies	3,000	52	2,000	3%
720 Graphic Arts Supplies	250	0	167	0%
740 Office Support Equipment	2,900	0	1,933	0%
801 Computer Software	8,500	609	5,667	11%
802 Equipment Rental	8,000	1,560	5,333	29%
903 Office Equipment	2,500	0	1,667	0%
905 Mobile Equipment	60,000	1,830	40,000	5%
906 Computer Equipment	14,000	0	9,333	0%
907 Lab & Field Equipment	51,300	13,413	34,200	39%
930 Interagency Expenditures	618,315	107,280	412,210	26%
TOTAL	\$6,209,456	\$2,176,427	\$4,139,637	53%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$212,460	\$261,365	81%
580 Legal Services	36,000	9,142	24,000	38%
586 Contractual Services	25,000	2,040	16,667	12%
605 Printing & Binding	13,000	2,388	8,667	28%
621 Meetings	3,000	0	2,000	0%
622 Registrations & Training	10,000	1,701	6,667	26%
626 Travel Expenses	50,500	6,569	33,667	20%
650 Promotions	15,000	5,685	10,000	57%
690 Other Contractual Services	5,000	0	3,333	0%
706 Books & Documents	3,000	1,941	2,000	97%
715 Photographic Supplies	500	334	333	100%
740 Office Support Equipment	1,500	0	1,000	0%
903 Office Equipment	1,500	0	1,000	0%
930 Interagency Expenditures	12,500	5,863	8,333	70%
960 Reserves	3,800,971	0	2,533,981	0%
TOTAL	\$4,369,518	\$248,123	\$2,913,012	9%
TOTAL W/O Acquisition/Reserves	\$568,547	\$248,123	\$379,031	65%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,300,636	\$1,080,795	\$867,091	125%
540 Other Personal Services	60,000	19,625	40,000	49%
580 Legal Services	5,000	1,919	3,333	58%
585 Audit Services	35,000	35,000	23,333	150%
586 Contractual Services	218,438	109,022	145,625	75%
550 Property Appriaser	200,000	155,633	133,333	117%
565 Tax Collector	110,000	72,956	73,333	99%
605 Printing & Binding	20,000	10,969	13,333	82%
606 Publication of Notices	18,000	391	12,000	3%
607 Postage	45,000	17,533	30,000	58%
621 Meetings	1,000	637	667	96%
622 Registrations & Training	29,000	16,292	19,333	84%
626 Travel Expenses	24,500	11,357	16,333	70%
627 Utilities	90,000	33,300	60,000	56%
628 Communications	140,000	92,151	93,333	99%
629 Facilities Maintenance	150,000	113,135	100,000	113%
630 Vehicle Maintenance	40,000	22,281	26,667	84%
631 Equipment Maintenance	44,800	10,698	29,867	36%
690 Other Contractual Services	2,000	406	1,333	30%
701 Field Supplies	12,000	5,155	8,000	64%
702 Office Supplies	60,000	21,703	40,000	54%
703 Computer Supplies	46,000	21,194	30,667	69%
704 Fuel & Lubricants	150,000	37,928	100,000	38%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 5/31/09

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
705 Maps & Aerials	2,000	101	1,333	8%
706 Books & Documents	8,000	2,244	5,333	42%
740 Office Support Equipment	11,000	1,840	7,333	25%
790 Other Commodities	8,000	0	5,333	0%
801 Computer Software	82,500	55,920	55,000	102%
802 Equipment Rental	42,000	22,930	28,000	82%
804 Workers Comp. Insurance	35,000	21,905	23,333	94%
805 Property & Casualty Insurance	75,000	45,449	50,000	91%
903 Office Equipment	10,000	0	6,667	0%
906 Computer Equipment	169,000	116,382	112,667	103%
907 Lab & Field Equipment	10,000	0	6,667	0%
930 Interagency Expenditures	45,000	0	30,000	0%
TOTAL	\$3,298,874	\$2,156,855	\$2,199,249	98%
DISTRICT TOTAL	\$69,786,244	\$12,415,142	\$46,524,163	27%
TOTAL W/O Acquisition/Reserves	\$33,984,378	\$9,421,675	\$22,656,252	42%

MEMORANDUM

TO: Governing Board

FROM: Vern Roberts, Finance Officer *VR*

THRU: Joe Flanagan, Deputy Executive Director *JF*
David Still, Executive Director *DS*

DATE: June 25, 2009

RE: Approval of Tentative FY 2009-2010 Budget; Authorization to Notify Property Appraisers of Proposed Millage for Fiscal Year 2009-2010 along with the Dates and Times of Public Hearings

RECOMMENDATION

Staff recommends that the Governing Board consider the Tentative Fiscal Year 2009-2010 Budget of \$55,959,885, which is comprised of a reserve component of \$28,961,043 and an operational component of \$26,998,842, and authorize staff to: (1) notify the Property Appraisers of the District's 15 counties that the District proposes to levy a millage rate of 0.4399; (2) notify the Property Appraisers that the District will hold one public hearing on September 8, 2009, at 5:30 p.m. to tentatively adopt the Fiscal Year 2009-2010 budget and establish the millage rate; and (3) will hold a second public hearing on September 22, 2009, at 5:30 p.m. to adopt the Fiscal Year 2009-2010 budget and establish the millage rate.

BACKGROUND

Section 373.536(2), Florida Statutes, requires the District budget officer, on or before July 15 of each year, to submit for consideration by the Governing Board of the District a tentative budget for the District covering its proposed operation and requirements for the ensuing fiscal year. The tentative budget was prepared in consultation with the Leadership Team and the Governing Board.

The tentative budget represents the 20th consecutive year of no increase in numbers of full time equivalent staff positions and the 20th consecutive year of no increase in ad valorem tax millage. Each proposed expenditure or project has undergone a rigid review and evaluation with respect to statutory requirements and priorities established by the Governing Board.

Further refinements of fund allocations and areas of emphasis within the budget may be changed between now and September 8, 2009, as deemed appropriate by the Governing Board.

The major milestones in the budget adoption process for FY 2009-2010 are as follows:

July 14	Tentative Budget and Millage adopted by Governing Board
July 15	Millage provided to Property Appraisers
August 1	Tentative Budget submitted to Governor's Office
September 8	First Public Hearing on FY 2009-2010 Budget
September 18	Comments From Governors Office
September 22	Final Public Hearing on FY 2009-2010 Budget

If you have any questions about this recommendation, or if you would like any additional information before the July 14 Governing Board meeting, please feel free to contact us.

jf

MEMORANDUM

TO: Governing Board

FROM: Linda R. Smith, Procurement Coordinator

THRU: David Still, Executive Director DS
Joe Flanagan, Deputy Executive Director JF
Vern H. Roberts, Accounting Coordinator VHR

DATE: June 25, 2009

RE: Declaration of Surplus Property and Disposition

RECOMMENDATION

District staff recommends the Governing Board declare the enclosed list of property items as surplus and authorize staff to dispose of these property items in the most efficient and cost-effective means as determined by the District as authorized by Chapter 274.06, Florida Statutes.

BACKGROUND

Due to several factors, which include changes in technology, equipment compatibility concerns, high maintenance cost, and wear and tear over time, various property items that are owned by the District become functionally obsolete each year. The Florida Statutes recognize that property items do become functionally obsolete and provides a process of declaring property items as surplus, and for the disposition of this surplus property.

As provided by Florida Statutes, staff recommends the Governing Board declare the list of property items to be surplus property, and authorize staff to dispose of these surplus property items by outsourcing the bidding process to A-1 Assets, a state recognized company.

Outsourcing the bidding process will maximize our revenues without any out-of-pocket expense to the District. A-1 Assets will pickup, transport and store all items identified as surplus until items are auctioned or recycled. The company provides free advertising, packing and shipping of our marketable items to the consumer. They have a web-based system enabling us to track our inventory in real-time over the internet. All sales are recorded, granting us full disclosure of each item's final destination. A-1 Assets ensures that all sensitive data is wiped from hard drives using a DOD, HIPPA compliant and FBI certified software

program. All property tags are removed from inventory to maintain confidentiality. In case any computer or electronic items are not sold, A-1 Assets is recognized by the State of Florida Department of Environmental Protection to properly recycle equipment.

If you would like any additional information, please contact me before the July 14, 2009, Governing Board Meeting.

Irs

Declaration of Surplus Property and Disposition
Page 3 of 3

Asset No.	Description	Quantity	Year Purchased	Purchase Price
2080	Sun 8mm Exabyte Tape Drive	1	1994	\$5,162.00
2178	Gateway 4DX4-100 Laptop	1	1996	\$3,283.00
2195	Executone Telephone Switch WV	1	1996	\$33,974.00
2204	HP Laserjet 4 Printer	1	1996	\$1,419.00
2330	Gateway Solo 2300	1	1998	\$3,285.00
2392 2425	Sun Ultra 10 Workstation	2	1999	\$3,793.25 each
2496	Sun Workstation	1	2000	\$5,629.84
2622	Dell PowerEdge 4400 Server	1	2001	\$7,753.00
2663 2664	Gateway Solo 600 Laptop	2	2002	\$1,899.00 each
2707 2708	Dell PowerEdge 2650 Server	2	2003	\$6,892.00 each
2742	Trimble TSCe GPS Data Logger	1	2003	\$3,550.00
2740	Gateway DS600	1	2003	\$1,934
2749	Gateway Solo 675 Laptop	1	2003	\$2,272.00
2757 2776	Dell Optiplex GX270PC	2	2004	\$1,667.00 each
2760	Dell OptiPlex GX270	1	2004	\$1,667.00
2801	Dell PowerEdge 2650 Server	1	2004	\$5,922.00
2826	Dell Latitude D400 Laptop	1	2004	\$2,390.05
2827 2828 2829	Dell MP3300 Projector	3	2004	\$1,833.08 each
2833	Dell MP3300 Projector	1	2005	\$1,450.00
2842 2851 2862	Dell Optiplex GX280	3	2005	\$1,626.80 each
2859	Dell PowerEdge 2650 Server	1	2005	\$3,263.96
2867	Dell Optiplex GX280	1	2005	\$1,300.90
2885	Dell Optiplex GX280	1	2005	\$1,603.12
2946 2940 2941 2943 2945 2958 2959 2965	Dell OptiPlex GX620	8	2006	\$1,932.14 each
2972	Dell Optiplex GX620	1	2006	\$1,533.14

MEMORANDUM

TO: Governing Board

FROM: Paul Buchanan, GIS Project Coordinator *PB*

THRU: David Still, Executive Director *DS*
Joe Flanagan, Deputy Executive Director *JF*

DATE: June 25, 2009

RE: Authorization to Enter into a Contract with the Florida Resources and Environmental Analysis Center (FREAC) for Aerial Image Repository, Archiving, and Data Distribution

RECOMMENDATION

Staff recommends that the Governing Board authorize staff to enter into a contract with FREAC to provide a web page for aerial imagery access by the public and staff. FREAC will also provide data distribution services for bulk image data requests. In addition, FREAC will archive aerial imagery created and or used by the District and serve as a data recovery site if ever needed by the District. The contract to complete this process is for a not-to-exceed fee of \$20,000.

BACKGROUND

The Florida Resources and Environmental Analysis Center (FREAC) has been delivering Geographic Information Systems (GIS) development and technical assistance services to state agencies and water management districts for more than 20 years. The Land Boundary Information System (LABINS) web site (www.labins.org) managed by FREAC and supported by the Florida Department of Environmental Protection has been instrumental in providing the best source for distribution of imagery data collected by Florida's state, regional and local government agencies. The District supports the mission of FREAC and finds great value to our agency and the public in FREAC's effort to provide a central point of distribution for public domain imagery collected in Florida. This proposed task is a cooperative effort between all five water management districts. In addition, this effort will also help ensure that FREAC's spatial data clearinghouse project, started in 2007 with USGS Nation Geospatial Program Office Cooperative Grant 06ERAG0056, will continue to serve as the primary tool to access the state's most up-to-date imagery.

Please feel free to contact Paul Buchanan or Joe Flanagan prior to the July 14 Governing Board meeting if you would like any additional information about this recommendation.

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director 

THRU: David Still, Executive Director *DS*

DATE: June 25, 2009

RE: Activity Report, Department of Administration

GEOGRAPHIC INFORMATION SYSTEMS:

Paul Buchanan, GIS Program Coordinator, has been working to update soil data from the Natural Resource Commission Service (NRCS) for all the counties in the District. In addition to being used for routine applications involving soil site analysis, this data will be used by the District's groundwater models. He has also temporarily acquired, from a contractor, a new model Trimble GPS unit with multiple software interfaces for further evaluation.

Bebe Willis, GIS Analyst II, was awarded a scholarship to attend the National Association of State Floodplain Managers (ASFPM) Conference in Orlando this past month. In addition to attending multiple technical sessions at the conference, she also completed a variety of floodplain training courses as required by the ASFPM for advanced training and topics to retain her floodplain manager's certification status. These training courses were presented in conjunction with the conference.

INFORMATION TECHNOLOGY:

David Jenness, Programmer/Analyst, continued working on improvements to the Water Use Reporting System. He gave a presentation and set a timeline for the "Location ID" system, which will provide better spatial data support in our tabular databases. He installed ArcGIS Server 9.3.1. He documented the End User Training for the Performance Appraisal System. He made some changes for Resource Management for the Governing Board Report.

Lloyd Baldwin, Computer Systems Administrator, has ordered an upgrade for the District's blade servers to improve speed and capacity for the District's core computing activities. He is also working with the state's My Florida Network to provide network access from R. O. Ranch to District headquarters.

Rhonda Scott, Computer Systems Analyst, has been working on a conversion to use Outlook Calendar in place of Meeting Maker for staff use in scheduling meetings, and she has been organizing phone coverage for the R. O. Ranch. She also continues to provide staff with support.

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

Deborah Parker, Web Developer and Desktop Publisher, served as project leader for the electronic Governing Board meeting materials project. She completed the installation, setup, and training on departmental scanners. She also developed a new design layout for the R.O. Ranch website.

FINANCE:

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll; worked with Tony Thompson on the AccuFund conversion; and set up training for online purchase requisitions. She is preparing for the payroll conversion and electronic timesheets; working through accounts payable issues that came with the update; and assisting all departments on implementing the new accounting system. She is making improvements to the accounting system and training users so that they can take advantage of the changes. 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. We are also preparing statements, schedules, and other documents for James Moore & Co., District auditors, who will be in the office early 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, continues to prep records for imaging in addition to daily responsibilities. She also continues to assist staff and the public with records requests and subpoenas.

Vanessa Fultz, Business Resource Specialist III, has been working on press releases on hunting and hiking opportunities on District lands, projects sponsored by TIP, the water supply plan, and proposed updates to water use rules. She visited two CARES farms to prepare a feature on the program. She is also working on getting more news releases, photos and videos on the District website.

Kristel Callahan, Business Resource Specialist II, assisted the Records Manager with 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 the Executive Office Coordinator with contract extensions and closures; assisted the Fiscal Coordinator with distribution of accounts payable checks; assisted the HR/Governing Board Coordinator with preparing Governing Board materials; prepared documents and advertised several Invitations to Bid and Requests for Proposals; 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 July 14, 2009, Governing Board Meeting.