

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director 

THRU: David Still, Executive Director 

DATE: November 12, 2009

RE: Approval of October Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the October 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 October 31, 2009, total District expenditures were \$1,074,703. This is equal to 2% of the \$55,959,885 FY 2010 Budget, as approved by the Governing Board on September 22, 2009.

The District Budget of \$55,959,885 contains \$14,721,000 earmarked for acquisition and \$17,825,931 earmarked for reserves. The District budget, exclusive of acquisition and reserves, is \$23,412,954.

Year-to-date expenditures, exclusive of land purchases, total \$1,074,703. This is equal to 5% of \$23,412,954.

If you have any questions about this recommendation or if you would like any further information regarding the District's financial transactions before the December 8 Governing Board meeting, please contact me.

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,310,378	\$137,967	\$109,198	126%
540 Other Personal Services	75,000	2,415	6,250	39%
580 Legal Services	127,500	0	10,625	0%
585 Audit Services	5,600	0	467	0%
586 Contractual Services	2,130,900	19,372	177,575	11%
590 Pmt. in Lieu of Taxes	200,000	0	16,667	0%
605 Printing & Binding	11,400	60	950	6%
606 Publication of Notices	3,000	106	250	42%
621 Meetings	1,500	0	125	0%
622 Registrations & Training	13,500	0	1,125	0%
626 Travel Expenses	8,000	62	667	9%
627 Utilities	21,000	307	1,750	18%
628 Communications	5,000	168	417	40%
629 Facilities Maintenance	7,000	0	583	0%
631 Equipment Maintenance	5,500	0	458	0%
701 Field Supplies	130,000	2,933	10,833	27%
702 Office Supplies	2,000	0	167	0%
703 Computer Supplies	5,500	0	458	0%
706 Books & Documents	1,500	0	125	0%
740 Office Support Equipment	3,000	0	250	0%
790 Other Commodities	1,000	0	83	0%
801 Computer Software	1,000	0	83	N/A
802 Equipment Rental	2,500	0	208	0%
805 Property & Casualty Insurance	9,000	0	750	1%
809 Fees & Permits	4,000	0	333	0%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	8,500	0	708	0%
905 Mobile Equipment	55,000	0	4,583	0%
906 Computer Equipment	6,000	0	500	0%
920 Acquisition	14,721,000	0	1,226,750	1%
924 Land Improvements	2,038,273	0	169,856	0%
930 Interagency Expenditures	345,000	8,000	28,750	28%
960 Reserves	8,617,512	0	718,126	0%
TOTAL	\$29,876,063	\$171,391	\$2,489,672	7%
TOTAL W/O Acquisition/Reserves	\$6,537,551	\$171,391	\$544,796	31%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,442,535	\$166,673	\$120,211	139%
540 Other Personal Services	105,000	5,720	8,750	65%
580 Legal Services	117,427	0	9,786	0%
586 Contractual Services	6,515,927	176,940	542,994	33%
605 Printing & Binding	2,250	0	188	0%
606 Publication of Notices	6,000	350	500	70%
622 Registrations & Training	23,000	408	1,917	21%
626 Travel Expenses	21,500	321	1,792	18%
690 Other Contractual Services	0	650	0	n/a
701 Field Supplies	2,100	0	175	0%
706 Books & Documents	700	0	58	0%
715 Photographic Supplies	1,500	0	125	0%
740 Office Support Equipment	1,000	0	83	0%
801 Computer Software	1,200	0	100	0%
809 Fees & Permits	300	0	25	0%
903 Office Equipment	1,500	0	125	0%
930 Interagency Expenditures	1,191,000	0	99,250	0%
TOTAL	\$9,432,939	\$351,061	\$786,078	45%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,417,729	\$153,042	\$118,144	130%
580 Legal Services	4,700	0	392	0%
586 Contractual Services	1,558,350	2,770	129,863	2%
605 Printing & Binding	18,900	27	1,575	2%
606 Publication of Notices	2,000	58	167	35%
621 Meetings	800	0	67	0%
622 Registrations & Training	10,000	0	833	0%
626 Travel Expenses	12,800	0	1,067	0%
631 Equipment Maintenance	2,500	0	208	0%
701 Field Supplies	20,800	0	1,733	0%
702 Office Supplies	300	0	25	0%
703 Computer Supplies	100	0	8	0%
706 Books & Documents	1,500	0	125	0%
715 Photographic Supplies	650	0	54	0%
740 Office Support Equipment	500	68	42	164%
801 Computer Software	7,450	0	621	0%
802 Equipment Rental	2,250	0	188	0%
905 Mobile Equipment	24,000	0	2,000	0%
906 Computer Equipment	2,000	0	167	0%
907 Lab & Field Equipment	15,000	0	1,250	0%
930 Interagency Expenditures	446,000	0	37,167	0%
960 Reserves	2,762,114	0	230,176	0%
TOTAL	\$6,310,443	\$155,965	\$525,870	30%
TOTAL W/O Acquisition/Reserves	\$3,548,329	\$155,965	\$295,694	53%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$29,811	\$32,671	91%
580 Legal Services	19,500	0	1,625	0%
586 Contractual Services	10,000	3,315	833	398%
605 Printing & Binding	4,000	0	333	0%
621 Meetings	1,500	100	125	80%
622 Registrations & Training	7,500	175	625	28%
626 Travel Expenses	30,000	854	2,500	34%
650 Promotions	15,000	550	1,250	44%
706 Books & Documents	1,750	42	146	29%
715 Photographic Supplies	500	0	42	0%
740 Office Support Equipment	1,500	0	125	0%
930 Interagency Expenditures	7,000	0	583	0%
960 Reserves	6,446,305	0	537,192	0%
TOTAL	\$6,936,602	\$34,847	\$578,050	6%
TOTAL W/O Acquisition/Reserves	\$490,297	\$34,847	\$40,858	85%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,344,900	\$142,242	\$112,075	127%
580 Legal Services	7,000	0	583	0%
585 Audit Services	35,000	24,188	2,917	829%
586 Contractual Services	328,438	65,923	27,370	241%
550 Property Appriaser	210,000	28,642	17,500	164%
565 Tax Collector	125,000	0	10,417	0%
605 Printing & Binding	20,000	0	1,667	0%
606 Publication of Notices	23,500	2,043	1,958	104%
607 Postage	40,000	23	3,333	1%
621 Meetings	1,000	0	83	0%
622 Registrations & Training	29,000	435	2,417	18%
626 Travel Expenses	21,000	0	1,750	0%
627 Utilities	70,000	198	5,833	3%
628 Communications	150,000	6,198	12,500	50%
629 Facilities Maintenance	80,000	15,629	6,667	234%
630 Vehicle Maintenance	40,000	1,442	3,333	43%
631 Equipment Maintenance	27,500	32	2,292	1%
690 Other Contractual Services	3,500	0	292	0%
701 Field Supplies	7,000	23	583	4%
702 Office Supplies	55,000	1,976	4,583	43%
703 Computer Supplies	31,000	0	2,583	0%
704 Fuel & Lubricants	130,000	0	10,833	0%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 10/30/09

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
706 Books & Documents	8,000	0	667	0%
740 Office Support Equipment	7,000	0	583	0%
790 Other Commodities	8,000	0	667	0%
801 Computer Software	95,300	0	7,942	0%
802 Equipment Rental	57,700	3,523	4,808	73%
804 Workers Comp. Insurance	35,000	16,192	2,917	555%
805 Property & Casualty Insurance	75,000	52,731	6,250	844%
903 Office Equipment	10,000	0	833	0%
906 Computer Equipment	274,000	0	22,833	0%
907 Lab & Field Equipment	10,000	0	833	0%
930 Interagency Expenditures	45,000	0	3,750	0%
TOTAL	\$3,403,838	\$361,439	\$283,653	127%
DISTRICT TOTAL	\$55,959,885	\$1,074,703	\$4,663,324	23%
TOTAL W/0 Acquisition/Reserves	\$23,412,954	\$1,074,703	\$1,951,080	55%

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF*

THRU: David Still, Executive Director *DS*

DATE: November 12, 2009

RE: Activity Report, Department of Administration

GEOGRAPHIC INFORMATION SYSTEMS:

Paul Buchanan, GIS Program Coordinator, has been working on GIS data structure development. In addition, he has also been working on GPS database templates for field use to make data input easier for field data collection.

Bebe Willis, GIS Analyst II, participated in the public outreach meeting of the preliminary GIS Federal Emergency Management Agency (FEMA) Map Modernization flood data for Bradford County and is compiling the data for the public outreach meeting. She is also working on a project to update the spatial location of existing spring data to improve location accuracy for mapping and analysis applications.

INFORMATION TECHNOLOGY:

David Jenness, Programmer/Analyst, created a utility for Megan Wetherington to help cut down the time on a report for the public fairly significantly. He also replaced our Barracuda SPAM firewall due to a hardware malfunction.

Lloyd Baldwin, Computer Systems Administrator, installed a high-capacity tape library to improve the District's backup procedures. He is investigating alternatives for the District's internet connections to find the most cost effective solution. He is also working with Land Management staff to improve internet access at R. O. Ranch and Otter Springs.

Rhonda Scott, Computer Systems Analyst, deployed a new windows server to manage the latest McAfee management software. She also configured District laptops and desktops to report into the new management server to receive the latest antivirus updates. She continues to provide staff with support.

Jon Wood, Network and Systems Coordinator, continued to work on the Special Use Authorization database for Land Management as well as worked with Resource Management and Water Resources staff on a redesign of the Water Use Permitting database.

Deborah Parker, Web Developer and Desktop Publisher, continued work on the 2010 Water Assessment Regional Network atlas and 2010 Strategic Plan.

FINANCE:

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll. She worked on quality control of insurance enrollments, changes and billings. Leah continues to resolve any issues with the new health, dental and vision insurance. Leah is working on payroll issues with AccuFund software support. She continues to help employees in using AccuFund for timesheets and various reports. She provided auditors with requested accounts payable checks with invoices, timesheets with payroll records, and any other information needed to complete the financial audit. She is preparing for the end of the fiscal year and the beginning of the new fiscal year. She completed the Workers Compensation Audit for FY 08/09.

Vern Roberts, Accounting Coordinator, along with other staff members, is currently working on closing out the Fiscal Year which ended September 30 and preparing statements, schedules, and other documents for our auditors James Moore & Co who will be in the District's office in mid November to work on year end audit and Comprehensive Annual Financial Report (CAFR). We also received word from the Department of Revenue that our Budget process and Truth in Millage certification was in order with no violations. We also heard from the Government Finance Officers Association (GFOA) that our 2008 CAFR qualifies for a Certificate of Achievement in Financial Reporting. This is the 17th year the District has been awarded the certificate from the GFOA.

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. O. J. Lake, Rhonda Morris, Computer Systems Analyst, and Linda Smith represented the District at the Office of Supplier Diversity 2009 Matchmaker Conference and Trade Show. This event is held annually to assist minority, women, and service-disabled veteran enterprises to connect with state government procurement staff. Suwannee River, South Florida, Southwest, and St. Johns River Water Management Districts sponsored a booth at the Trade Show. The water management districts also conducted a workshop on "Doing Business with the Water Management Districts" which highlighted projects and the procurement process of each district. The districts also participated in the One-On-One sessions. These appointments provide vendors with the means to make personal contact with purchasing officials, to ask

questions, and obtain valuable information from these representatives without having to travel statewide.

ADMINISTRATION:

Diane Bell, Records Manager, has completed prepping records for imaging for this fiscal year. Diane has begun to purge old records that have met retention requirements beginning October 1. She also continues to assist staff and the public with records requests and subpoenas.

Vanessa Fultz, Business Resource Specialist III, completed brochures for Land Management on R. O. Ranch and for Resource Management on Permitting in Regulatory Floodways. She is designing a brochure for Land Management on Otter Springs. She attended a Bradford County Commission Meeting concerning the FEMA Flood Insurance Rate Maps (FIRMs) and attended an open house and presentation to Bradford County homeowners concerning FIRMs. She also helped man The Ichetucknee Partnership booth at the Columbia County Fair.

Kristel Callahan, Business Resource Specialist II, assisted the Records Manager in processing new ERP, WUP, Complaint, and Enforcement files; assisted the Executive Office Coordinator with contracts; assisted the Fiscal Coordinator with distribution of accounts payable checks; assisted the HR/Governing Board Coordinator with 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 December 8, 2009, Governing Board Meeting.