

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF*

THRU: David Still, Executive Director *DS*

DATE: December 17, 2009

RE: Approval of November Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the November 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 November 30, 2009, total District expenditures were \$2,261,260. This is equal to 4% 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 \$2,261,260. This is equal to 10% 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 January 12 Governing Board meeting, please contact me.

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,310,378	\$224,951	\$253,296	89%
540 Other Personal Services	75,000	3,623	\$12,500	29%
580 Legal Services	127,500	11,804	\$21,250	56%
585 Audit Services	5,600	0	\$933	0%
586 Contractual Services	2,130,900	110,944	\$355,150	31%
590 Pmt. in Lieu of Taxes	200,000	0	\$33,333	0%
605 Printing & Binding	11,400	60	\$1,900	3%
606 Publication of Notices	3,000	182	\$500	36%
621 Meetings	1,500	0	\$250	0%
622 Registrations & Training	13,500	405	\$2,250	18%
626 Travel Expenses	8,000	651	\$1,333	49%
627 Utilities	21,000	568	\$3,500	16%
628 Communications	5,000	339	\$833	41%
629 Facilities Maintenance	7,000	392	\$1,167	34%
631 Equipment Maintenance	5,500	0	\$917	0%
701 Field Supplies	130,000	15,765	\$21,667	73%
702 Office Supplies	2,000	0	\$333	0%
703 Computer Supplies	5,500	0	\$917	0%
706 Books & Documents	1,500	110	\$250	44%
740 Office Support Equipment	3,000	0	\$500	0%
790 Other Commodities	1,000	0	\$167	0%
801 Computer Software	1,000	0	\$167	N/A
802 Equipment Rental	2,500	0	\$417	0%
805 Property & Casualty Insurance	9,000	616	\$1,500	1%
809 Fees & Permits	4,000	0	\$667	0%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	8,500	0	1,417	0%
905 Mobile Equipment	55,000	0	9,167	0%
906 Computer Equipment	6,000	0	1,000	0%
920 Acquisition	14,721,000	0	2,453,500	1%
922 Construction	0	146,536	0	N/A
924 Land Improvements	2,038,273	0	339,712	0%
930 Interagency Expenditures	345,000	8,000	57,500	14%
960 Reserves	8,617,512	0	1,436,252	0%
TOTAL	\$29,876,063	\$524,946	\$4,979,344	11%
TOTAL W/O Acquisition/Reserves	\$6,537,551	\$524,946	\$1,089,592	48%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,442,535	\$260,648	\$278,842	93%
540 Other Personal Services	105,000	8,936	\$17,500	51%
580 Legal Services	117,427	22,499	\$19,571	115%
586 Contractual Services	6,515,927	234,926	\$1,085,988	22%
605 Printing & Binding	2,250	0	\$375	0%
606 Publication of Notices	6,000	547	\$1,000	55%
622 Registrations & Training	23,000	1,188	\$3,833	31%
626 Travel Expenses	21,500	2,181	\$3,583	61%
690 Other Contractual Services	0	650	\$0	N/A
701 Field Supplies	2,100	11	\$350	3%
706 Books & Documents	700	383	\$117	328%
715 Photographic Supplies	1,500	0	\$250	0%
740 Office Support Equipment	1,000	274	\$167	165%
801 Computer Software	1,200	0	\$200	0%
809 Fees & Permits	300	44	\$50	88%
903 Office Equipment	1,500	0	\$250	0%
930 Interagency Expenditures	1,191,000	254,944	\$198,500	128%
TOTAL	\$9,432,939	\$787,231	\$1,572,157	50%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,417,729	\$254,908	\$274,047	93%
540 Other Personal Services	0	1,054	\$0	N/A
580 Legal Services	4,700	1,272	\$783	162%
586 Contractual Services	1,558,350	29,093	\$259,725	11%
605 Printing & Binding	18,900	227	\$3,150	7%
606 Publication of Notices	2,000	58	\$333	17%
621 Meetings	800	0	\$133	0%
622 Registrations & Training	10,000	318	\$1,667	19%
626 Travel Expenses	12,800	336	\$2,133	16%
631 Equipment Maintenance	2,500	0	\$417	0%
701 Field Supplies	20,800	1,158	\$3,467	33%
702 Office Supplies	300	0	\$50	0%
703 Computer Supplies	100	0	\$17	0%
706 Books & Documents	1,500	0	\$250	0%
715 Photographic Supplies	650	0	\$108	0%
740 Office Support Equipment	500	194	\$83	233%
801 Computer Software	7,450	0	\$1,242	0%
802 Equipment Rental	2,250	0	\$375	0%
905 Mobile Equipment	24,000	0	\$4,000	0%
906 Computer Equipment	2,000	0	\$333	0%
907 Lab & Field Equipment	15,000	0	\$2,500	0%
930 Interagency Expenditures	446,000	0	\$74,333	0%
960 Reserves	2,762,114	0	\$460,352	0%
TOTAL	\$6,310,443	\$288,618	\$1,051,741	27%
TOTAL W/O Acquisition/Reserves	\$3,548,329	\$288,618	\$591,388	49%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$68,337	\$75,783	90%
580 Legal Services	19,500	8,550	\$3,250	263%
586 Contractual Services	10,000	3,315	\$1,667	199%
605 Printing & Binding	4,000	0	\$667	0%
621 Meetings	1,500	100	\$250	40%
622 Registrations & Training	7,500	737	\$1,250	59%
626 Travel Expenses	30,000	1,496	\$5,000	30%
650 Promotions	15,000	846	\$2,500	34%
706 Books & Documents	1,750	274	\$292	94%
715 Photographic Supplies	500	0	\$83	0%
740 Office Support Equipment	1,500	0	\$250	0%
930 Interagency Expenditures	7,000	0	\$1,167	0%
960 Reserves	6,446,305	0	\$1,074,384	0%
TOTAL	\$6,936,602	\$83,655	\$1,156,100	7%
TOTAL W/O Acquisition/Reserves	\$490,297	\$83,655	\$81,716	102%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,344,900	\$225,154	\$259,969	87%
580 Legal Services	7,000	1,114	\$1,167	95%
585 Audit Services	35,000	24,188	\$5,833	415%
586 Contractual Services	328,438	88,922	\$54,740	162%
550 Property Appriaser	210,000	40,256	\$35,000	115%
565 Tax Collector	125,000	0	\$20,833	0%
605 Printing & Binding	20,000	114	\$3,333	3%
606 Publication of Notices	23,500	2,112	\$3,917	54%
607 Postage	40,000	281	\$6,667	4%
621 Meetings	1,000	15	\$167	9%
622 Registrations & Training	29,000	1,405	\$4,833	29%
626 Travel Expenses	21,000	262	\$3,500	7%
627 Utilities	70,000	8,417	\$11,667	72%
628 Communications	150,000	23,390	\$25,000	94%
629 Facilities Maintenance	80,000	43,032	\$13,333	323%
630 Vehicle Maintenance	40,000	5,453	\$6,667	82%
631 Equipment Maintenance	27,500	526	\$4,583	11%
690 Other Contractual Services	3,500	119	\$583	20%
701 Field Supplies	7,000	650	\$1,167	56%
702 Office Supplies	55,000	5,573	\$9,167	61%
703 Computer Supplies	31,000	3,076	\$5,167	60%
704 Fuel & Lubricants	130,000	6,029	\$21,667	28%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 11/30/09

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
706 Books & Documents	8,000	303	1,333	23%
740 Office Support Equipment	7,000	301	1,167	26%
790 Other Commodities	8,000	0	1,333	0%
801 Computer Software	95,300	2,725	15,883	17%
802 Equipment Rental	57,700	6,014	9,617	63%
804 Workers Comp. Insurance	35,000	16,192	5,833	278%
805 Property & Casualty Insurance	75,000	52,731	12,500	422%
903 Office Equipment	10,000	0	1,667	0%
906 Computer Equipment	274,000	18,456	45,667	40%
907 Lab & Field Equipment	10,000	0	1,667	0%
930 Interagency Expenditures	45,000	0	7,500	0%
TOTAL	\$3,403,838	\$576,811	\$567,306	102%
DISTRICT TOTAL	\$55,959,885	\$2,261,260	\$9,326,648	24%
TOTAL W/0 Acquisition/Reserves	\$23,412,954	\$2,261,260	\$3,902,159	58%

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF*

THRU: David Still, Executive Director *DS*

DATE: December 17, 2009

RE: Activity Report, Department of Administration

GEOGRAPHIC INFORMATION SYSTEMS:

Paul Buchanan, GIS Program Coordinator, has been working on GIS spatial database structure (SDE) transition and development of Land Management data. Also, Paul has been working with Bebe on permit GIS spatial representation and maintenance methodology of District water use data.

Bebe Willis, GIS Analyst II, is working on creating and integrating custom map symbology of NAVTEQ GIS road data purchased and provided by FDOT. She is working with SJRWMD on this project. In addition, Bebe has been working with Paul on permit GIS spatial representation and maintenance methodology of District water use data

INFORMATION TECHNOLOGY:

David Jenness, Programmer/Analyst, created a new program to allow users to get contract and bid numbers more easily. He also installed a new version of the AccuFund accounting software. He also performed a recovery on one of the database servers and minimized any downtime and data-loss associated with it.

Lloyd Baldwin, Computer Systems Administrator, reworked server backup procedures to take advantage of increased speed and higher capacity of the new tape library. He is working on an upgrade for the District's Storage Area Network (SAN).

Rhonda Scott, Computer Systems Analyst, deployed a new windows printer server and created training documentation on the new printer installations. She continues to provide staff with support.

Jon Wood, Network and Systems Coordinator, is currently evaluating a new version of desktop backup software. This software performs automated backups of client

desktops on a routine basis which aids in rapid recovery of lost files and system restores due to hardware failure.

Deborah Parker, Web Developer and Desktop Publisher, completed the first drafts of the 2010 Water Assessment Regional Network atlas and 2010 Strategic Plan. She also produced three maps for a UF land conservation publication and began working on a new interface for the Otter Springs website.

FINANCE:

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll. She continues to work through different issues that arise with the new financial AccuFund software. She continues to help employees in using AccuFund for timesheets and various reports.

Vern Roberts, Accounting Coordinator, along with other staff members, finished closing out the Fiscal Year which ended September 30. Our auditors, James Moore & Co., were in the District's office in mid November to work on the year end audit and Comprehensive Annual Financial Report. This report is scheduled to be presented to the board for its consideration in March, 2010.

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 purge old records that have met retention requirements. She also continues to assist staff and the public with records requests and subpoenas.

Vanessa Fultz, Business Resource Specialist III, is developing material on the Water Supply Planning process for the District website. She proofread the Strategic Plan. She attended a meeting in Branford on the water supply plan and Environmental Protection Agency nutrient standards. She also attended a meeting in Fort White on the BMAP (basin management action plan) plan. Additionally, she is writing material for brochures on the FOG (fats, oils, and grease) problem in Cedar Key.

Kristel Callahan, Business Resource Specialist II, continues to support the Records Manager in processing new ERP, WUP, Complaint, and Enforcement files. She worked on a request for bids and contract renewals, extensions, and closures. She continues to assist the Fiscal Coordinator with distribution of accounts payable checks and to assist the HR/Governing Board Coordinator with preparing Board

materials and submitting advertisements of the upcoming Board meetings to the Florida Administrative Weekly and local newspapers. She also 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 January 12, 2010, Governing Board Meeting.