

RESOLUTION NO. 16-09-11

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE KEY LARGO WASTEWATER TREATMENT DISTRICT ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 2012 FOR THE DISTRICT LOCATED IN MONROE COUNTY, FLORIDA; PROVIDING FOR THE GENERAL MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT;

Section 1. DISTRICT.

Pursuant to the Key Largo Wastewater Treatment District Act (Ch. 2002-337, Laws of Florida, as amended) (the "Act"), the Board of Directors of the Key Largo Wastewater Treatment District (the Board) has the power and the duty to adopt budgets for and on behalf of the Key Largo Wastewater Treatment District (the "District").

Section 2. ADOPTION OF THE BUDGET AND AUTHORIZATION TO EXPEND FUNDS.

(A) The District Utility System Operating Budget, and Capital Improvement Budget for the Fiscal Year ending September 30, 2012, attached hereto as Exhibits "A" and "B", respectively, are incorporated herein and are hereby adopted. Collectively, the Operating Budget and the Capital Improvement Budget shall be hereinafter known as the "Budgets."

(B) Subject to the limitation in Section 2(G), below, the General Manager is hereby authorized to expend funds of the District for official purposes of the operation, maintenance, billing, customer services, construction, debt service payment, capital improvements and other business activities of the District in accordance with the adopted Budgets.

(C) No contract or other commitment of funds, written or oral, shall be entered into without the certification of the Chief Financial Officer, that such contract or other commitment of funds is in the budget and that sufficient cash to meet the contractual or other commitment of funds will be available within the time allowed for payment under the Florida Prompt Payment Act. When such certification is made, the Chief Financial Officer shall record this action in the financial records of the District so as to encumber those funds and prevent their being used for other expenditures prior to the completion of the commitment for which the funds were approved. The Chief Financial Officer may adjust the actual restricted amount as he determines that such a change is warranted due to the activities related to the commitment.

(D) The Operating Budget contains the following categories of Operating Revenue, Operating Expenses, Non-Operating Revenue and Non-Operating Expenses. The amounts shown within such categories are established as a target level for each specific type of revenue or expenditure indicated. Recognizing that the items listed in the Budgets may actually be higher or lower than those estimated, the Chief Financial Officer is authorized to reallocate the adopted Budgets within each category. Allocation of funds from one category to another is prohibited. Only the Board is authorized to increase the budgeted amounts for a category.

(E) The General Manager is authorized to spend funds not in the Budgets in the event of an emergency related to the KLWTD Utility System which is reasonably believed may result in danger or injury to persons, damage to assets of the District, or the material loss of the district to provide wastewater services. As soon as possible thereafter the General Manager or Chief Financial Officer shall report to the Chairman any such actions taken or to be taken in such circumstances. However, such communication shall occur no later than 24 hours after such actions or events.

(F) The Chief Financial Officer shall notify the Board when he determines that the actual revenues of a utility system are likely to be less than those indicated in the adopted Budgets and shall also prepare proposed revised Budgets for the Board's review and consideration.

(G) Pursuant to Resolution 01-01-05, any disbursement in excess of \$10,000, other than emergency contracts as provided in Sections 2(E) of this Resolution, must be approved by the Board prior to entering into such a contract.

(H) Pursuant to Resolution 01-01-05, except for emergency expenditures under Section 3(E), above, any work order equal to or in excess of \$10,000 for a professional services contract previously approved by the Board, must be approved by the Board prior to accepting such a work order. Those work orders less than \$10,000 for such contracts do not require prior Board approval but will be presented to the Board for ratification.

(I) The Board authorizes the General Manager and the Chief Financial Officer to do all acts and things required of them by this Resolution and the Budgets for the full, punctual, and complete performance thereof, and the Chairman and each member of the Board, officers, attorneys, and other agents of the District are hereby authorized and directed to execute and deliver any and all papers and instruments and to do and cause to be done all acts and things necessary or proper for carrying out the Budgets and transactions contemplated by this Resolution, or Florida Statutes.

Section 3. APPLICABILITY AND EFFECTIVE DATE.

This resolution shall take effect upon adoption by the Board of Commissioners.

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RESOLVED AND ADOPTED this 12th of September, 2011.

The foregoing RESOLUTION was offered by Commissioner HAMMAKER, who moved its approval. The motion was seconded by Commissioner TOBIN, and being put to a vote the result was as follows:

Chairman Robert Majeska
Commissioner Andrew Tobin
Commissioner Susan Hammaker
Commissioner Charles Brooks
Commissioner Norman Higgins

AYE	NAY
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____

The Chairman thereupon declared Resolution No. 16-09-11 duly passed and adopted the 12th day of September, 2011.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: Robert Majeska

Chair Robert Majeska

ATTEST:

Carol Walker

Carol Walker, Clerk

Approved to as to form and legal sufficiency:

Thomas M. Dillon

District Counsel, Thomas M. Dillon



EXHIBIT A

Key Largo Wastewater Treatment District

FY 2012 Operating Budget

OPERATING REVENUE

Wastewater Service Revenue	\$ 6,500,000
Miscellaneous Service Charges	150,000
Sub-total Operating Revenue	6,650,000

NON-OPERATING REVENUE

System Development Charges	200,000
Non Ad Valorem Assessments	5,700,000
Investment Income	50,000
Sub-total Non-Operating Revenue	5,950,000

Total Operating & Non-Operating Revenue	\$ 12,600,000
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OPERATING EXPENSES

Administrative Expenses

Board Meeting Compensation	\$ 54,000
Salaries & Wages	375,617
Payroll Taxes	32,866
Retirement Program	11,269
Group Health Insurance	73,728
Group Health Administration	25,000
Payroll Admin Fees	6,000
Unemployment Compensation	20,000
Workers Comp Insurance	15,000
Copier Expense	10,000
Postage/Delivery Expense	35,000
Liability Insurance	30,000
Property Insurance	7,500
Legal Advertisements	18,000
Office Supplies	40,000
Travel	10,000
Rents & Leases	35,000
Electric	6,000
Water	300
Telephone	9,000
Repairs & Maintenance	1,500
Dues & Subscriptions	4,000
FCAA Billing Services	75,000
Interest Expense (LOC)	32,000
Trash Removal	500
Internet Connectivity	8,000
Miscellaneous Expenses	14,500
GSG Tax Roll Services	5,400
Reserve For Contingencies	5,000
Sub-total Administrative Expenses	\$ 960,180

FY2012 Operating Budget (Continued)

Collection System Department

Salaries & Wages	\$ 486,570
Payroll Taxes	30,200
Retirement Program	14,600
Workers Comp Insurance	9,400
Group Health Insurance	73,728
Group Health Administration	12,240
Electric	150,000
Water	6,000
Internet Connectivity	15,000
Trash - Solid Waste	1,000
Telephone	5,000
Repairs & Maintenance	75,000
Vehicle Expense	30,000
Start Up Expenses	50,000
Office Supplies	10,000
Pollution Liability Insurance	45,000
Property Insurance	15,000
Miscellaneous Expenses	10,000
Reserve For Contingencies	10,000
Sub-total Collection System Department	\$ 1,048,738
Sub-total Operating Expenses	\$ 4,290,382

NON-OPERATING EXPENSES

Capital Expenditures From Operating Account	
Collection System Department	75,000
Treatment Plant Department	60,000
Renewal & Replacement Transfer	487,500
Debt Service Transfer	6,000,000
Debt Service (LOC Loan)	800,000
Transfer To (From) Capital Reserve	281,838
Surplus To (Deficit From) Operating Reserve	605,280
Sub-total Non-Operating Expenses	\$ 8,309,618
Total Operating & Non-Operating Expenses	\$ 12,600,000

FY 2012 Operating Budget (Continued)

Professional Services Expenses

Legal - General Counsel	\$ 60,000
Legal - Outside Counsel	10,000
Legal - Litigation Reserve	20,000
Low Income Assistance	10,000
Utility Rate Consultant	15,000
Engineering Services	5,000
Audit Fees	26,000
Computer Support	10,000
Lobbyists	85,000
Project Planning Contingency	25,000
Sub-total Professional Services	\$ 266,000

Operations Staff Department

Salaries & Wages	\$ 80,185
Payroll Taxes	6,134
Retirement Program	2,400
Workers Comp Insurance	4,300
Group Health Insurance	33,792
Group Health Administration	5,610
Telephone	1,000
Dues & Subscriptions	5,000
Postage Expense	1,500
Travel Expense	27,000
Regulatory / Permit Fees	6,000
Computer Support	25,000
Engineering Services	55,000
Supplies (Office & Safety)	5,000
Sub-total Operations Staff Department	\$ 257,921

Treatment Plant Department

Salaries & Wages	\$ 336,705
Payroll Taxes	20,900
Retirement Program	10,100
Workers Comp Insurance	3,600
Group Health Insurance	27,648
Group Health Administration	4,590
Telephone	3,000
Internet Connectivity	16,000
Electric	250,000
Water	6,000
Trash - Solid Waste	9,000
Chemicals	440,000
Sludge Hauling	125,000
Lab Services	30,000
Property Insurance	300,000
Supplemental Operating Support	10,000
Repairs & Maintenance	75,000
Vehicle Expense	5,000
Start Up Expenses	25,000
Supplies (Office, Lab, Safety, Uniforms)	40,000
Miscellaneous Expenses	10,000
Reserve For Contingencies	10,000
Sub-total Treatment Plant Department	\$ 1,757,543