



MEMORANDUM

AGENDA ITEM #III.I

DATE: SEPTEMBER 12, 2011
TO: COUNCIL MEMBERS
FROM: STAFF
SUBJECT: FY 2011-12 OPERATING BUDGET AND WORK PROGRAM

Background

Staff has prepared the Fiscal Year 2011-12 operating budget and work program for your review. The attached summaries of Revenues and Expenditures present the amended budget for FY 2010-11 alongside the proposed budget for FY 2011-12, both of which are submitted for your approval today. The budget is presented in "funds" format, consistent with the Council's accounting software - the Special Revenue Funds have been subdivided into Federal, State and Local categories.

Revenues

The proposed operating budget for Fiscal Year 2011-12 is \$3,700,900, an increase of \$831,572 when compared to the amended budget for the current year. Included in the total is a projected \$1,219,200 in contract and pass-through funding (32.9% of the overall budget), \$940,000 of which is associated with the HUD Sustainable Communities Initiative Grant. The core budget of \$2,481,700 reflects the proposed county membership fees certified at the July Council meeting, based on a per capita rate of \$0.175. A table with the history of annual membership fees since 2006-07 and options for Fiscal Year 2011-12 is attached. In addition to the loss of funding from the Department of Community Affairs, the projected revenues reflect increases and decreases in many of the recurring funding streams of the Council, along with some new sources. A category has been included for new project development.

Expenditures

The salary and fringe package in the FY 2010-11 budget was lowered to reflect the period when the Executive Director's salary was paid through a professional services contract. Projected expenditures for FY 2011-12 include a small increase in the overall salary and fringe package to replace that amount. The salary and fringe package for current staff includes no increases for the fifth year. The fringe rate is projected to fall slightly this year due mostly to a reduction in the Council's portion of contributions to the State of Florida Retirement System, the cost of which has now been shifted to staff. Pass-through expenditures are reflected in the non-recurring professional services line item.

Recommendation

Approve the Fiscal Year 2011-12 Operating Budget and Work Program.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL
FY 2011-12 DRAFT OPERATING BUDGET, SEP/11**

REVENUES	FY 2010-11 (Amended Sep/11)	FY 2011-12 (Proposed Sep/11)
GENERAL FUND (1)		
Membership Fees		
Broward County	\$306,271	\$305,912
Miami-Dade County	\$436,178	\$436,876
Monroe County	\$13,664	\$12,791
Interest Income	\$500	\$500
TOTAL GENERAL FUND	\$756,613	\$756,078
SPECIAL REVENUE FUNDS (1)		
Federal Funded Projects	\$1,583,686	\$2,340,584
CDC / MDCHD - Miami-Dade Healthy Food Access (8)	\$41,667	\$83,333
DHS / RDSTF - Interoperable Emergency Communications (9)	\$173,832	\$102,500
DHS / RDSTF - Palm Beach Sherrif's Office Crime Analysts (6)	\$210,000	\$210,000
DOE - Clean Cities Coalition	\$65,152	\$65,000
DOE - Energy Efficiency Block Grants RLF	\$61,879	\$30,939
EDA - Economic Development District Planning (4)	\$70,293	\$43,100
EDA / TBRPC - Energy Resiliency Strategy	\$0	\$51,024
EDA - Revolving Loan Funds Administration	\$295,000	\$295,000
EPA - Brownfields Administration	\$20,000	\$20,000
FDEM - Hazardous Materials Emergency Planning - HMEP (3)(7)	\$67,189	\$74,687
FTA - Miami-Dade County MPO (3)	\$28,674	\$25,000
HUD - Sustainable Communities Initiative (5)	\$550,000	\$1,340,000
State Funded Projects	\$312,144	\$100,774
DCA - Florida Department of Community Affairs (3)	\$224,541	\$0
FDEM - Local Emergency Planning Committee - Staff (3)	\$41,829	\$40,909
FDEM - Hazards Analysis in Monroe County	\$2,715	\$2,365
FDEM - SRESP Updates	\$0	\$25,000
FDEM - Training and Exercise Program	\$29,559	\$7,000
FDEP - Turkey Point Expansion Review	\$0	\$12,000
OTTED - Small Business Bridge Loan Administration	\$13,500	\$13,500
Local Funded Projects	\$216,884	\$503,464
Broward County Micro Loan Fund	\$4,000	\$4,000
Coordinating Council of Broward - CCB (3)	\$29,484	\$0
Development of Regional Impact (DRI) Fees	\$50,000	\$20,000
MHS - Evaluation of Outreach Programs	\$0	\$10,000
Monroe County Marina Siting Plan	\$10,000	\$40,000
SFRTA - Transportation Oriented Development	\$100,000	\$100,000
South Florida Economic Forecasting Partnership	\$8,400	\$21,800
State Road 7 Partnership	\$15,000	\$15,000
New Program Development (2)	\$0	\$292,664
TOTAL SPECIAL REVENUE FUNDS	\$2,112,714	\$2,944,822
GRAND TOTAL	\$2,869,328	\$3,700,900

See Numbered Notes on the last page.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL
FY 2011-12 DRAFT OPERATING BUDGET, SEP/11**

EXPENDITURES	FY 2010-11 (Amended Sep/11)	FY 2011-12 (Proposed Sep/11)
Salaries and Leave	\$1,386,000	\$1,460,000
Fringe Benefits	\$388,080	\$408,800
Occupancy	\$296,000	\$300,000
Equipment, Furniture	\$4,000	\$4,000
Office Automation	\$54,000	\$50,000
Supplies	\$18,000	\$15,000
Communications, Postage	\$15,000	\$15,000
Printing, Advertising, Notices	\$8,000	\$5,000
Travel	\$48,000	\$35,000
Professional Development	\$33,000	\$33,000
Insurance	\$20,000	\$20,000
Miscellaneous Expenses	\$19,348	\$15,000
Subtotal	\$2,289,428	\$2,360,800
Nonrecurring Professional Services	\$458,000	\$1,219,200
Legal Services	\$78,000	\$78,000
RLF Legal Fees	\$5,000	\$4,000
Financial Services	\$38,900	\$38,900
Subtotal	\$579,900	\$1,340,100
TOTAL	\$2,869,328	\$3,700,900
Core Operating Expenses (10)	\$2,411,328	\$2,481,700

Numbered Notes

(1)	The General Fund will serve as a source for both required and voluntary match funds for Special Revenue projects. In addition, Special Revenue project surpluses and deficits will generate operating transfers to and from the General Fund at the end of each fiscal year.
(2)	New program development is included in the budget to accommodate for expected new projects.
(3)	The contract period is from July to June. In each year, budgeted amounts shown include the portion of annual funding estimated for the Council's fiscal year beginning in October through the following June (9 months), plus the portion of anticipated contract renewals in the following year for the period from July to September (3 months).
(4)	The contract period is from January to December each year. The total includes funds from the annual contract carried forward in October (3 months) plus the portion of the projected contract for the following year estimated to be used in the period from January to September (9 months).
(5)	Includes contract (pass-through) revenues and expenditures of \$940,000 in 2011-12 related to payment of external partners and contracts.
(6)	Includes contract (pass-through) revenues and expenditures of \$189,000 in 2011-12 related to external hiring of crime analysts for the Regional Domestic Security Task Force.
(7)	Includes contract (pass-through) revenues and expenditures of \$25,000 in 2011-12 related to payment of external trainers.
(8)	Includes contract (pass-through) revenues and expenditures of \$35,000 in 2011-12 related to payment of external contracts.
(9)	Includes contract (pass-through) revenues and expenditures of \$25,000 in 2011-12 related to payment of external contracts.
(10)	Total expenditures excluding nonrecurring professional services and pass-throughs.

**South Florida Regional Planning Council
2011-12 Work Program**

Activity	General Fund	Special Revenue Fund			Total
		Federal	State	Local	
Regional Planning	84,487	1,944,750	54,409	180,800	2,264,446
Strategic Regional Policy Plan					0
Local Emergency Planning Committee			40,909		40,909
Hazardous Materials Emergency Planning		74,687			74,687
Monroe County Marina Siting Plan				40,000	40,000
South Florida Transportation / Land Use				100,000	100,000
DOE - Clean Cities Coalition		65,000			65,000
DOE - Energy Efficiency RLF Administration		30,939			30,939
EPA - Brownfields Administration	14,480	20,000			34,480
Miami-Dade Metropolitan Planning Organization		25,000			25,000
State Road 7 / US 441 Collaborative				15,000	15,000
SF Economic Forecasting Partnership				21,800	21,800
Economic Development Administration	57,307	94,124			151,431
EDA Revolving Loan Fund Administration		295,000			295,000
HUD - Sustainable Communities Initiative	1,467	1,340,000			1,341,467
Broward County Micro Loan RLF Administration				4,000	4,000
OTTED - Small Business Bridge Loan Administrati	11,233		13,500		24,733
Impact Assessment	9,581	0	12,000	20,000	41,581
Local Plans / Plan Amendments / EAR Review					0
Development of Regional Impact (DRI) Reviews				20,000	20,000
DRI Technical Assistance					0
Intergovernmental Coordination and Review	9,581		12,000		21,581
Federal and State Projects and Permits					0
State Programs, Plans and Rules					0
Regional and Local Programs, Plans and Rules					0
Technical Assistance	219	395,833	34,365	302,664	733,081
Technical Assistance on Local Issues					0
Regional Domestic Security Task Force		210,000			210,000
Florida Division of Emergency Management		102,500	34,365		136,865
Miami-Dade County Healthy Food Access	219	83,333			83,552
Memorial Healthcare System				10,000	10,000
New Program Development				292,664	292,664
RPC Overhead	661,791				661,791
Total	756,078	2,340,584	100,774	503,464	3,700,900

**South Florida Regional Planning Council
Annual Membership Fees
Fiscal Years 2006-07 to 2011-12**

Fiscal Year	Annual Membership Fees (@ \$0.175 per capita)				% Change
	Broward	Miami-Dade	Monroe	Total	
2006-07	\$314,550.95	\$437,837.40	\$14,657.30	\$767,045.65	
2007-08	\$316,853.25	\$437,857.70	\$14,105.88	\$768,816.83	0.2%
2008-09	\$313,716.55	\$436,715.83	\$13,789.30	\$764,221.68	-0.6%
2009-10	\$305,480.00	\$434,140.00	\$13,055.00	\$752,675.00	-1.5%
2010-11	\$306,271.00	\$436,178.40	\$13,664.00	\$756,113.40	0.5%
2011-12	\$305,911.55	\$436,876.13	\$12,790.75	\$755,578.43	-0.1%
Options for FY 2011-12					
@ \$0.170	\$297,171.22	\$424,393.95	\$12,425.30	\$733,990.47	
Change	-\$8,740.33	-\$12,482.18	-\$365.45	-\$21,587.95	
@ \$0.165	\$288,430.89	\$411,911.78	\$12,059.85	\$712,402.52	
Change	-\$17,480.66	-\$24,964.35	-\$730.90	-\$43,175.91	
@ \$0.160	\$279,690.56	\$399,429.60	\$11,694.40	\$690,814.56	
Change	-\$26,220.99	-\$37,446.53	-\$1,096.35	-\$64,763.87	
2010 Census (April 1)	1,748,066	2,496,435	73,090	4,317,591	