



MEMORANDUM

AGENDA ITEM #III.G

DATE: JULY 7, 2014

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: FY 2013-14 OPERATING BUDGET AMENDMENT

Background

Staff has prepared an amendment to the Operating Budget for Fiscal Year 2013-14 for your approval today. The attached summaries of Revenues and Expenditures present the budget approved by the Council in September 2013 alongside the proposed amended operating budget. A final budget amendment for Fiscal Year 2013-14 will be brought to the Council in September 2014.

Revenues

The Council revenue budget for 2013-14 has been adjusted to \$2,891,943, from the \$3,069,824 approved in September 2013. This is a (\$177,881) reduction from budget. The reason for this budget shortfall is because the council did not receive expected contracts for transportation planning services from FDOT and FEC operations planning work from the Broward MPO. Council staff is continuing its discussions with FDOT and the Broward MPO to finalize work product deliverables and contracts.

The approved budget had a revenue line item for "New Program Development" of \$254,001. This budget "hole" has been filled by increased activity in our regional economic development work, (our revolving loan fund programs (RLF)), and increase activity in our emergency management preparedness work with the Palm Beach Sheriff's Office (PBSO) and the Regional Domestic Security Task Force (RDSTF).

County membership fees and other special revenue fund revenues remain at the previously budgeted levels for the current year. Any variance from budget is the result of funds carried forward from/to previous/next fiscal year(s), the development of new grants and projects, and grants and projects that were not funded as initially projected.

Expenditures

The Council operating expense budget for 2013-14 has been adjusted to \$2,949,118, from the \$3,069,824 approved in September 2013. This is a (\$120,705) reduction from budget. A 14% reduction in core operating expense of (\$301,900) is being offset by an increase in Nonrecurring Professional Services (Pass-Through Revenue/Expenses), of \$181,195. The core operating expense reduction reflects the impact of the 4 day work week change, staff vacancies, and rent savings from the re-negotiated lease completed in the second quarter of fiscal 2013-14. The increase in Nonrecurring Professional Services (Pass-Through Revenue/Expenses) is due to the timing of payments for contracted Seven 50 work, increases in the PBSO contract expense (offset by increase in revenue), and increases in revolving loan underwriting expense for

new loans. The council's US Economic Development Agency sponsored RLF has originated over \$650,000 in new loans to qualified small businesses during fiscal 2013-14.

Operating Deficit

The budgeted revenue shortfalls discussed above offset by budgeted expense savings result in an operating deficit of (\$57,175) for fiscal 2013-14. This is an improvement from last year's actual fiscal deficit of (\$275,031) (after adjusting for RLF write-offs; a non-cash item) and reflects the impact of the council not being funded by the state of Florida DEO and the Council's inability to offset this funding shortfall with other projects and or additional spending cuts.

Recommendation

Staff recommends approval of the Operating Budget Amendment for fiscal year 2013-14.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL
FY 2013-14 OPERATING BUDGET AMENDMENT, JUL/14**

REVENUES	FY 2013-14 (Adopted Sept/13)	FY 2013-14 (Proposed Jul/14)
GENERAL FUND (1)		
Membership Fees		
Broward County	\$305,912	\$305,912
Miami-Dade County	\$436,876	\$436,876
Monroe County	\$12,791	\$12,791
Interest & Other Income	\$100	\$2,671
TOTAL GENERAL FUND	\$755,678	\$758,250
SPECIAL REVENUE FUNDS (1)		
Federal Funded Projects	\$1,372,198	\$1,658,692
DHS / RDSTF - Interoperable Emergency Communications	\$8,000	\$15,000
DHS / RDSTF - Region 7 Activities	\$13,250	\$40,000
DHS / UASI - Palm Beach Sherrif's Office Crime Analysts (2)	\$260,000	\$356,963
DOE - Clean Cities Coalition	\$45,000	\$41,500
DOE - Florida Clean Cities	\$40,000	\$40,000
EDA - Economic Development District Planning	\$63,000	\$63,000
EDA - Revolving Loan Funds Administration	\$272,000	\$306,720
EPA - Brownfields Revolving Loan Funds Administration	\$15,000	\$76,570
FDEM - Hazardous Materials Emergency Planning/Training	\$74,600	\$74,687
FTA - Miami-Dade County MPO	\$25,000	\$25,000
HUD - Sustainable Communities Initiative (3)	\$556,348	\$619,252
State Funded Projects	\$331,147	\$191,466
FDEM - Local Emergency Planning Committee - Staff	\$40,909	\$40,909
FDEM - Hazards Analysis in Monroe County	\$3,000	\$2,457
FDEM - SRESP Updates	\$27,000	\$45,100
FDEM - Training and Exercise Program	\$10,238	\$0
FDEP / DEO - Climate Change Adaptation Action Areas (4)	\$150,000	\$103,000
FDOT - Land Use Transportation	\$100,000	\$0
Local Funded Projects	\$610,801	\$283,535
Development of Regional Impact (DRI) Fees	\$15,000	\$15,000
Citi Bank Data Commons Business Plan	\$20,000	\$50,000
Monroe County Marina Siting Plan	\$0	\$1,760
Institute for Community Collaboration	\$50,000	\$45,000
Opa-Locka CRA	\$25,000	\$25,000
SFRTA - Transportation Oriented Development	\$100,000	\$100,000
Broward MPO - FEC Operations	\$100,000	\$0
South Florida Economic Forecasting Partnership	\$16,800	\$16,800
Miscellaneous Economic Impact Analysis	\$0	\$600
State Road 7 Partnership	\$30,000	\$22,500
North Miami Action Plan		\$1,875
Florida Public Health Institute 1415		\$5,000
New Program Development (5)	\$254,001	\$0
TOTAL SPECIAL REVENUE FUNDS	\$2,314,146	\$2,133,693
GRAND TOTAL	\$3,069,824	\$2,891,943

See Numbered Notes on the last page.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL
FY 2013-14 OPERATING BUDGET AMENDMENT, JUL/14**

EXPENDITURES	FY 2013-14 (Adopted Sept/13)	FY 2013-14 (Proposed Jul/14)
Salaries and Leave	\$1,245,000	\$1,026,000
Fringe Benefits	\$365,000	\$323,000
Occupancy	\$285,000	\$220,500
Equipment, Furniture	\$1,000	\$0
Office Automation	\$41,000	\$45,000
Supplies	\$11,500	\$7,500
Communications, Postage	\$14,000	\$9,600
Printing, Advertising, Notices	\$4,000	\$6,000
Travel	\$40,000	\$45,000
Professional Development	\$35,000	\$37,000
Insurance	\$20,000	\$20,000
Miscellaneous Expenses	\$10,000	\$30,000
Subtotal	\$2,071,500	\$1,769,600
Nonrecurring Professional Services	\$850,824	\$1,032,018
Legal Services	\$95,000	\$95,000
Financial Services	\$52,500	\$52,500
Subtotal	\$998,324	\$1,179,518
RLF Write-Off	\$0	\$0
TOTAL	\$3,069,824	\$2,949,118
Budget Surplus/(Deficit)	\$0	\$ (57,175)
Memo: Core Operating Expenses (6)	\$2,219,000	\$1,917,100

Numbered Notes

- 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.
- (1) Revenue project surpluses and deficits will generate operating transfers to and from the General Fund at the end of each fiscal year.
 - (2) Includes contract (pass-through) revenues and expenditures of \$327,200 related to the expense of analysts for the Regional Fusion Center.
 - (3) Includes contract (pass-through) revenues and expenditures of \$545,740 in 2013-14 related to payment of external partners and contracts.
 - (4) Includes contract (pass-through) revenues and expenditures of \$90,600 in 2013-14 related to payment of external contracts.
 - (5) New program development is included in the budget for new projects expected to be finalized before or during the fiscal year.
 - (6) Total expenditures excluding nonrecurring professional services and pass-throughs.