



# MEMORANDUM

AGENDA ITEM #III.G

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DATE:           SEPTEMBER 9, 2013

TO:             COUNCIL MEMBERS

FROM:          STAFF

SUBJECT:       FY 2013-14 OPERATING BUDGET AND WORK PROGRAM

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## Background

Staff has prepared the Fiscal Year 2013-14 operating budget and work program for your review. The attached summaries of Revenues and Expenditures present the amended budget for FY 2012-13 alongside the proposed budget for FY 2013-14, both of which are submitted for your approval today.

## Revenues

The proposed operating budget for Fiscal Year 2013-14 is \$3,069,824, a decrease of \$1,242,091 when compared to the amended budget for the current year. The majority of the budget decline is due to the expected completion of the HUD Sustainable Communities Initiative Grant (Seven50) in February 2014. Included in the budget is \$850,824 of nonrecurring pass-through payments. Excluding these payments, the core budget is \$2,219,000 or 4% less than the amended budget for 2012-2013. This budget reflects the county membership fees of \$755,578 certified at the July 2013 Council meeting, or one quarter of the total Operating Budget and Work Program. The projected revenues reflect increases and decreases in many of the recurring funding streams of the Council, along with several new sources. A category has been included for new project development, representing the \$254,001 required to close the current funding gap.

## Expenditures

The salary and fringe package for current staff includes no increases for the seventh year, and incorporates the reduction in one full-time position that will not be filled with the departure of staff. The projected fringe expense reflects a significant increase in the Council's portion of contributions to the State of Florida Retirement System as well as projected increases in the staff health care cost (+10%). In spite of these increases, overall council spending will be \$90,000 lower than the prior fiscal year due to cost savings related to financial service expenses, office automation expense, travel expense, and miscellaneous supplies/expenses.

## Recommendation

Approve the Fiscal Year 2013-14 Operating Budget and Work Program.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL  
FY 2013-14 OPERATING BUDGET, SEPT/13**

REVENUES	FY 2012-13 (Proposed Sept/13)	FY 2013-14 (Proposed Sept/13)
<b>GENERAL FUND (1)</b>		
<b>Membership Fees</b>		
Broward County	\$305,912	\$305,912
Miami-Dade County	\$436,876	\$436,876
Monroe County	\$12,791	\$12,791
<b>Interest Income</b>	\$100	\$100
<b>TOTAL GENERAL FUND</b>	<b>\$755,678</b>	<b>\$755,678</b>
<b>SPECIAL REVENUE FUNDS (1)</b>		
<b>Federal Funded Projects</b>	<b>\$3,148,850</b>	<b>\$1,372,198</b>
DHS / RDSTF - Interoperable Emergency Communications	\$8,000	\$8,000
DHS / RDSTF - Region 7 Activities	\$38,250	\$13,250
DHS / UASI - Palm Beach Sheriff's Office Crime Analysts (2)	\$249,000	\$260,000
DOE - Clean Cities Coalition	\$30,000	\$45,000
DOE - Florida Clean Cities	\$40,000	\$40,000
DOE / Electric Vehicle Charging Infrastructure Plan	\$269,300	\$0
DOE / FDACS / TBRPC / Regional Energy Assurance Strategies	\$32,800	\$0
EDA - Economic Development District Planning	\$63,000	\$63,000
EDA / TBRPC - Energy Resiliency Strategy	\$63,400	\$0
EDA - Revolving Loan Funds Administration	\$272,000	\$272,000
EPA - Brownfields Administration	\$15,000	\$15,000
FDEM - Hazardous Materials Emergency Planning - HMEP	\$74,600	\$74,600
FTA - Miami-Dade County MPO	\$25,000	\$25,000
HUD - Sustainable Communities Initiative (3)	\$1,968,500	\$556,348
<b>State Funded Projects</b>	<b>\$111,721</b>	<b>\$331,147</b>
FDEM - Local Emergency Planning Committee - Staff	\$40,909	\$40,909
FDEM - Hazards Analysis in Monroe County	\$3,074	\$3,000
FDEM - SRESP Updates	\$12,500	\$27,000
FDEM - Training and Exercise Program	\$10,238	\$10,238
FDEP / DEO - Climate Change Adaptation Action Areas (4)	\$45,000	\$150,000
FDOT - Land Use Transportation		\$100,000
<b>Local Funded Projects</b>	<b>\$295,665</b>	<b>\$610,801</b>
Development of Regional Impact (DRI) Fees	\$11,500	\$15,000
Miami-Dade Economic Advocacy Trust - Data Commons	\$20,000	\$20,000
Monroe County Marina Siting Plan	\$7,500	\$0
Institute for Community Collaboration	\$52,365	\$50,000
Opa-Locka CRA	\$25,000	\$25,000
SFRTA - Transportation Oriented Development	\$125,000	\$100,000
Broward MPO - FEC Operations	\$0	\$100,000
South Florida Economic Forecasting Partnership	\$16,800	\$16,800
SRESP - Local Updates	\$2,500	\$0
State Road 7 Partnership	\$30,000	\$30,000
TCRPC / Broward Boulevard Gateway Implementation	\$5,000	\$0
New Program Development (5)	\$0	\$254,001
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$3,556,236</b>	<b>\$2,314,146</b>
<b>GRAND TOTAL</b>	<b>\$4,311,915</b>	<b>\$3,069,824</b>

See Numbered Notes on the last page.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL  
FY 2013-14 OPERATING BUDGET, SEPT/13**

EXPENDITURES	FY 2012-13 (Proposed Sept/13)	FY 2013-14 (Proposed Sept/13)
Salaries and Leave	\$1,265,000	\$1,245,000
Fringe Benefits	\$316,000	\$365,000
Occupancy	\$265,000	\$285,000
Equipment, Furniture	\$4,000	\$1,000
Office Automation	\$51,000	\$41,000
Supplies	\$28,000	\$11,500
Communications, Postage	\$16,000	\$14,000
Printing, Advertising, Notices	\$3,000	\$4,000
Travel	\$53,000	\$40,000
Professional Development	\$35,000	\$35,000
Insurance	\$20,000	\$20,000
Miscellaneous Expenses	\$43,000	\$10,000
<b>Subtotal</b>	<b>\$2,099,000</b>	<b>\$2,071,500</b>
Nonrecurring Professional Services	\$2,002,915	\$850,824
Legal Services	\$105,000	\$95,000
Financial Services	\$105,000	\$52,500
<b>Subtotal</b>	<b>\$2,212,915</b>	<b>\$998,324</b>
RLF Write-Off	\$49,363	\$0
<b>TOTAL</b>	<b>\$4,311,915</b>	<b>\$3,069,824</b>
<b>Core Operating Expenses (6)</b>	<b>\$2,309,000</b>	<b>\$2,219,000</b>
<b>Numbered Notes</b>		
(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)	Includes contract (pass-through) revenues and expenditures of \$236,364 in 2013-14 related to external hiring of crime	
(3)	Includes contract (pass-through) revenues and expenditures of \$470,960 in 2013-14 related to payment of external partners and contracts.	
(4)	Includes contract (pass-through) revenues and expenditures of \$83,000 in 2013-14 related to payment of external contracts.	
(5)	New program development is included in the budget to accommodate for expected new projects.	
(6)	Total expenditures excluding nonrecurring professional services and pass-throughs.	

**South Florida Regional Planning Council  
2013-14 Work Program**

Activity	General Fund	Special Revenue Fund			Total
		Federal	State	Local	
<b>Regional Planning</b>	<b>250,409</b>	<b>1,090,948</b>	<b>190,909</b>	<b>241,800</b>	<b>1,774,066</b>
Strategic Regional Policy Plan	126,317				126,317
Local Emergency Planning Committee			40,909		40,909
Hazardous Materials Emergency Planning		74,600			74,600
South Florida Transportation / Land Use				100,000	100,000
DOE - Clean Cities Coalition		85,000			85,000
EPA - Brownfields Administration	11,597	15,000			26,597
NOAA - Climate Change Adaptation Action Areas			150,000		150,000
Miami-Dade Metropolitan Planning Organization		25,000			25,000
State Road 7 / US 441 Collaborative				30,000	30,000
SF Economic Forecasting Partnership				16,800	16,800
Economic Development Administration	63,000	63,000			126,000
EDA Revolving Loan Fund Administration		272,000			272,000
Opa-Locka CRA				25,000	25,000
HUD - Sustainable Communities Initiative	49,495	556,348			605,843
MDEAT - Data Commons				20,000	20,000
ICC - CitiBank Indicators Project				50,000	50,000
<b>Impact Assessment</b>	<b>378,952</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>393,952</b>
Local Plans / Plan Amendments / EAR Review	126,317				126,317
Development of Regional Impact (DRI) Reviews				15,000	15,000
Intergovernmental Coordination and Review	63,159				63,159
Federal and State Projects and Permits	63,159				63,159
State Programs, Plans and Rules	63,159				63,159
Regional and Local Programs, Plans and Rules	63,159				63,159
<b>Technical Assistance</b>	<b>126,317</b>	<b>281,250</b>	<b>140,238</b>	<b>354,001</b>	<b>901,806</b>
Technical Assistance on Local Issues	126,317				126,317
Regional Domestic Security Task Force		21,250			21,250
Urban Areas Security Initiatives		260,000			260,000
Florida Division of Emergency Management			40,238		40,238
Broward MPO - FEC Operations				100,000	100,000
FDOT - Land Use Transportation			100,000		100,000
New Program Development				254,001	254,001
<b>Total</b>	<b>755,678</b>	<b>1,372,198</b>	<b>331,147</b>	<b>610,801</b>	<b>3,069,824</b>