

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 7A
From: Budget/Personnel Committee
Date: May 19, 2017 Council Meeting
Subject: Proposed Budget Amendment for Fiscal Year 2016-2017

Introduction

Members of the Budget/Personnel Committee met on April 21, 2017, to discuss a proposed budget amendment for Fiscal Year (FY) 2016-2017. Committee members in attendance were Chairman Doug Smith, Commissioner Tod Mowery, Vice Chairman Reece Parrish, Commissioner Peter O'Bryan, Councilman Jeff Hmara, and Councilmember Michael Davis. Council staff members in attendance were Michael Busha, Thomas Lanahan, Stephanie Heidt, and Liz Gulick. The Budget/Personnel Committee reviewed staff's proposal and recommended that the budget amendment be presented to Council for approval.

Background

Council is required to adopt an annual budget three to four months prior to the start of each new fiscal year. The original FY 2016-2017 budget was adopted in July 2016. Additional contracts/revenue are frequently secured after Council adopts its annual budget. This typically necessitates a budget amendment during the fiscal year to account for new revenue and expenses.

The proposed budget amendment includes modifications to revenue and expenditures in the original budget to reflect a net increase of \$91,241 in confirmed revenue from state, federal, and local sources related to transportation, economic development, urban design, capital planning, and emergency management. A comparison of the adopted FY 2016-2017 budget and proposed FY 2016-2017 amended budget is provided for both Revenues (TABLE 1) and Expenditures (TABLE 2). The narratives following the tables summarize each category in the proposed amended budget.

Recommendation

Council should approve the proposed budget amendment for Fiscal Year 2016-2017.

Attachments

Acronym List

ADA	Americans with Disabilities Act
CRA	Community Redevelopment Agency
CFRPC	Central Florida Regional Planning Council
FDEM	Florida Division of Emergency Management
DRI	Development of Regional Impact
EDA	Economic Development Administration
EPA	Environmental Protection Agency
FARB	Fixed Asset Replacement Budget
FDOT	Florida Department of Transportation
HMEP	Hazardous Materials Emergency Preparedness
IRC	Indian River County
JPA	Joint Participation Agreement
LEPC	Local Emergency Planning Committee
MC	Martin County
MPO	Metropolitan Planning Organization
PBC	Palm Beach County
PBCSD	Palm Beach County School District
SARA	Superfund Amendments and Reauthorization Act
SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority
SLC	St. Lucie County
TCRPC	Treasure Coast Regional Planning Council
TOD	Transit-Oriented Development

TABLE 1

PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2016-2017

REVENUES

	Adopted 2016-2017	Proposed 2016-2017	Change	Percent
STATE				
FDEM - SARA Title III (LEPC)	\$59,000	\$59,000	\$0	
SLC - Hazards Analysis	6,837	6,837	0	
FDEO Chain of Lakes Blueways Project	211,900	264,065	52,165	
TOD Pilot Planning Project	430,000	150,000	-280,000	
SLC Small Quantity Generator Project	19,330	0	-19,330	
Hernando Hazards Analysis	0	2,576	2,576	
Regional Full Scale Exercise	23,000	33,000	10,000	
Subtotal	\$750,067	\$515,478	-\$234,589	-31.3%
FEDERAL				
EPA - Revolving Loan Fund Management	\$10,000	\$10,000	\$0	
EPA - Brownfields Assessment Grant	214,200	214,200	0	
HMEP - Training & Planning	75,000	75,000	0	
FDOT Land Use & Transportation Study	50,000	50,000	0	
EDA Planning	10,000	94,900	84,900	
Subtotal	\$359,200	\$444,100	\$84,900	23.6%
LOCAL				
SFRTA Planning	\$100,000	\$100,000	\$0	
No. Palm Beach Community Master Plan	0	24,330	24,330	
PBC - MPO Planning	150,000	100,000	-50,000	
Riviera Beach CRA Planning Services	10,000	10,000	0	
Hallandale LDR 2	0	48,000	48,000	
Martin County CRA Retreat	0	19,600	19,600	
Martin County CRA Pettway / Gomez Plan	0	5,600	5,600	
Martin County Golf Course Workshop	0	14,000	14,000	
Lake Park Market Study	0	41,000	41,000	
Town of Mangonia Park - FON	0	25,000	25,000	
Village of Palm Springs CRA	0	60,000	60,000	
City of Sebastian - Parks & Recreation Element Update	0	19,600	19,600	
South Dixie Highway Complete Streets Project	0	20,000	20,000	
Boca Raton 20th Street Visioning Workshop	20,000	25,000	5,000	
SFRPC Coastal Resiliency	10,000	10,000	0	
CFRPC Lakeland Charrette	25,500	25,500	0	
Subtotal	\$315,500	\$547,630	\$232,130	73.6%
LOCAL DUES				
Palm Beach County	\$592,719	\$592,719	\$0	
Martin County	64,527	64,527	0	
St. Lucie County	123,732	123,732	0	
Indian River County	61,630	61,630	0	
Subtotal	\$842,608	\$842,608	\$0	0.0%
MISCELLANEOUS				
DRI Fees	\$2,500	\$2,500	\$0	
Interest	1,000	2,300	1,300	
Miscellaneous	1,000	8,500	7,500	
Subtotal	\$4,500	\$13,300	\$8,800	195.6%
TOTAL	\$2,271,875	\$2,363,116	\$91,241	4.0%

TABLE 2

PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2016-2017

EXPENDITURES

Spending Category	Adopted 2016-2017	Proposed 2016-2017	Change	Percent
Salaries	\$858,000	\$888,000	\$30,000	3.5%
Benefits	394,000	394,000	0	
Occupancy Expenses	10,000	10,000	0	
Insurance	22,000	22,000	0	
Brownfields Insurance	3,000	0	-3,000	-100.0%
Equipment Maintenance	18,000	18,000	0	
Office Supplies & Expenses	50,000	50,000	0	
Graphics	2,000	2,000	0	
Copying	24,000	24,000	0	
Telephone	15,000	15,000	0	
Postage	5,000	5,000	0	
Travel	70,000	70,000	0	
Dues & Memberships	32,000	32,000	0	
Training & Conferences	10,000	12,000	2,000	20.0%
Education	2,500	2,500	0	
Library & Publications	500	500	0	
Legal Advertising	2,500	3,500	1,000	40.0%
Legal Fees	25,000	25,000	0	
Audit Fees	11,500	11,500	0	
Utilities	12,000	12,000	0	
Note Principal	84,391	84,391	0	
Note Interest	47,908	47,908	0	
Subtotal	\$1,699,299	\$1,729,299	\$30,000	1.8%
Consultants - Planning	552,576	578,817	26,241	4.7%
Subtotal	\$2,251,875	\$2,308,116	\$56,241	2.5%
Capital Outlay	15,000	50,000	35,000	233.3%
Capital Outlay-Bldg (FARB)	5,000	5,000	0	
Total	\$2,271,875	\$2,363,116	\$91,241	4.0%

NARRATIVE ON REVENUES

TABLE 1 summarizes and compares Council revenues budgeted for FY 2016-2017 with the proposed budget amendment for FY 2016-2017. Following is a line-by-line discussion of revenues:

STATE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$750,067	\$515,478	(\$234,589)

The proposed change represents a decrease of 31.3 percent. The net decrease in revenues reflects slower than anticipated progress on the TOD Pilot Planning project and an increase in the contract amount for the existing Chain of Lakes Blueways project. In the adopted budget, both the TOD Pilot Planning and Chain of Lakes Blueways projects were categorized as “Local” but are more accurately categorized as “State.”

FEDERAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$359,200	\$444,100	\$84,900

The proposed change represents an increase of 23.6 percent. The increase in revenues is due to approval of the new three-year contract with EDA for updating and administering Council’s Comprehensive Economic Development Strategy Plan.

LOCAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$315,500	\$547,630	\$232,130

The proposed change represents an increase of 73.6 percent. The increase in revenues primarily reflects confirmed contracts for ten new projects.

LOCAL DUES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$842,608	\$842,608	-0-

No change. The revenue reflects the use of 2015 population estimates to determine local member contributions. Local dues are charged at a rate of \$0.43 per capita.

MISCELLANEOUS

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$4,500	\$13,300	\$8,800

The miscellaneous revenues category includes DRI revenues, interest, publication sales, and other miscellaneous revenue. Estimated revenues are proposed to be increased by \$8,800 to account for increased interest earnings due to the balance on hand in the revolving loan fund, revenue from the economic development summit in October, and revenue from the sale of a Council vehicle.

TOTAL REVENUE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,271,875	\$2,363,116	\$91,241

The Revenue total of all categories reflects a net increase of \$91,241 in confirmed revenue in the proposed budget, which is 4% higher than originally estimated.

NARRATIVE ON EXPENDITURES

TABLE 2 summarizes and compares Council expenditures budgeted for FY 2016-2017 with the proposed budget amendment for FY 2016-2017. Following is a line-by-line discussion of expenditures:

Salaries

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$858,000	\$888,000	\$30,000

The proposed 3.5 percent increase represents a 3 percent salary increase approved for this fiscal year which began on October 1, 2016 as well as staff position changes and to account for an accrued leave payout for a retiring employee.

Benefits

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$394,000	\$394,000	\$0

No change. Benefit expenditures include employee health insurance, Social Security and Medicare expenses, and retirement plan funding.

Occupancy Expenses

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$10,000	\$10,000	\$0

No change. Included in this category is the archive for files and expense for meeting room space.

Insurance

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$22,000	\$22,000	\$0

No change. This category includes automobile, liability, property, equipment, and workers' compensation insurance.

Brownfield's Insurance

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$3,000	\$0	(\$3,000)

This category represents an insurance policy to cover potential liability associated with work performed and management associated with Council's EPA Brownfields grant and loan program. The proposed change represents a decision to forgo this type of insurance.

DRAFT
Subject to Modifications

Equipment Maintenance

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$18,000	\$18,000	\$0

No change. This category covers repair and maintenance of office equipment such as computers, printers, plotters, scanners, server, etc.

Office Supplies & Expenses

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$50,000	\$50,000	\$0

No change. This category includes expenses under \$1,000 for items such as common office supply materials, computer software/upgrades, janitorial service, pest control, landscaping service, office furniture, file cabinets, etc.

Graphics

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,000	\$2,000	\$0

No change. This category includes digital imaging, color printing, and the enlargement of maps and drawings.

Copying

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$24,000	\$24,000	\$0

No change. This category covers the expenses related to copying and reproduction of all correspondence, publications, and documents produced by Council, as well as the monthly expense of Council’s copy machine lease.

Telephone

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$15,000	\$15,000	\$0

No change. This category covers the cost of the computer line, land line and cell phone service, air cards, and conference calls.

DRAFT
Subject to Modifications

Postage

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$5,000	\$5,000	\$0

No change. This category covers the cost of postage and express document shipping.

Travel

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$70,000	\$70,000	\$0

No change. This category includes the cost of employee travel to meetings and off-site charrette locations.

Dues & Membership

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$32,000	\$32,000	\$0

No change. This category covers Council's membership and voting representation in the statewide organization of the Florida Regional Councils Association and the National Association of Regional Councils.

Training & Conferences

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$10,000	\$12,000	\$2,000

The proposed change represents an increase of 20 percent primarily due to an increase in HMEP contract funded first-responder training. This category also includes the cost of attending or hosting conferences. Attendance is often a contract requirement and is paid for out of contract funds. Travel and other expenses for these conferences are included in this category.

Education

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,500	\$2,500	\$0

No change. This category covers job-related courses and accredited seminars.

Library & Publications

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$500	\$500	\$0

No change. This category covers books and professional publications for Council and staff.

Legal Advertising

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,500	\$3,500	\$1,000

The proposed change represents an increase of 40 percent and is the result of more Request For Qualification (RFQ) advertisements than anticipated. This category covers the cost of required advertising of regular and committee meetings in Florida Administrative Weekly.

Legal Fees

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$25,000	\$25,000	\$0

No change. This category covers the cost of Council's Attorney.

Audit Fees

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$11,500	\$11,500	\$0

No change. This category covers the cost of the Council's Annual Audit.

Utilities

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$12,000	\$12,000	\$0

No change. This category covers the cost of the electric, water, sewer, and trash/recycling collection services.

Note Principal

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$84,391	\$84,391	\$0

No change. This category covers the expense of servicing the revenue note with TD Bank, the proceeds of which were used by Council to build its office building in 2008.

Note Interest

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$47,908	\$47,908	\$0

No change. This category covers the cost of servicing the revenue note with TD Bank, the proceeds of which were used by Council to build its office building in 2008.

Consultants - Planning

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$552,576	\$578,817	\$26,241

The proposed change represents a 4.7 percent increase based on the projected needs to complete additional confirmed contracts in FY 2016-2017. Consultants are sometimes required to complete contract work dealing with transportation engineering and modeling, economic analysis, emergency preparedness and training, and urban design and town planning.

Capital Outlay

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$15,000	\$50,000	\$35,000

The proposed change will allow for the replacement of a ten year old high mileage Council vehicle and the purchase of a replacement computer. This category covers the cost of items over \$1,000 that are depreciated over a period of three or five years.

Capital Outlay-Building Fixed Asset Replacement Budget

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$5,000	\$5,000	\$0

No change. This category reflects funds to be set aside for major repair/replacement costs for the building (e.g. air conditioner, roof, windows, etc.)

Total Expenditures

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,271,875	\$2,363,116	\$91,241

The budget reflects a 4.0 percent increase in expenses.