

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 8

From: Council's Budget/Personnel Committee

Date: July 15, 2016 Council Meeting

Subject: Proposed Budget for Fiscal Year 2016-2017

Introduction

The proposed budget for fiscal year (FY) 2016-2017 is scheduled for adoption by Council at the July 15, 2016 meeting. Council is required to have an approved budget on or before the July Council meeting for the FY that begins on October 1<sup>st</sup> of each year. The Budget/Personnel Committee has the responsibility to review the proposed budget and present a recommendation to Council for action at the July meeting.

Members of the Budget/Personnel Committee met on Wednesday, July 6, 2016 to discuss Council's proposed budget for FY 2016-2017. Committee members in attendance were Commissioner Ed Fielding, Commissioner Paula Lewis, Councilmember Reece Parrish, Commissioner Peter O'Bryan, and Commissioner Priscilla Taylor. Council staff members in attendance were Michael Busha, Peter Merritt, and Liz Gulick.

Background

The proposed budget reflects a 0.1 percent decrease from the prior year budget. Modifications to revenues and expenditures in the proposed budget are primarily related to the completion of several contracts, addition of new project contracts, and changes in staffing. Sufficient funding to support a merit increase for staff of three percent is built into this year's budget. A comparison of the adopted FY 2015-2016 and proposed FY 2016-2017 budgets is provided for both Revenues (Table 1) and Expenditures (Table 2). Also included are the latest population figures for each county and the calculation of local government dues (Table 3), and the proposed holiday schedule for FY 2016-2017 (Table 4). The narrative following the tables summarizes each revenue and expense category in the proposed budget.

Recommendation

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

Attachments

## **Acronym List**

CRA	Community Redevelopment Agency
FDEM	Florida Division of Emergency Management
DRI	Development of Regional Impact
EDA	U.S. Economic Development Administration
EPA	U.S. Environmental Protection Agency
FARB	Fixed Asset Replacement Budget
FDOT	Florida Department of Transportation
HMEP	Hazardous Materials Emergency Preparedness
LEPC	Local Emergency Planning Committee
MPO	Metropolitan Planning Organization
PBC	Palm Beach County
PBCSD	Palm Beach County School District
SARA	Superfund Amendments and Reauthorization Act
SFRC	South Florida Regional Council
SFRTA	South Florida Regional Transportation Authority
SLC	St. Lucie County
TCRPC	Treasure Coast Regional Planning Council
TOD	Transit-Oriented Development

TABLE 1

TCRPC PROPOSED BUDGET FOR FISCAL YEAR 2016-2017

REVENUES

Revenue Source	Adopted 2015 - 2016	Proposed 2016 - 2017	Change	Percent
<b>STATE</b>				
FDEM-SARA Title III (LEPC)	50,750	59,000	8,250	
SLC - Hazards Analysis	4,449	6,837	2,388	
SLC Small Quantity Generator Project	15,500	19,330	3,830	
Hernando Hazards Analysis	17,778	-	(17,778)	
SLC Local Mitigation Plan Strategy	2,666	-	(2,666)	
Regional Full-Scale Exercise	17,000	23,000	6,000	
<b>Subtotal</b>	<b>108,143</b>	<b>108,167</b>	<b>24</b>	<b>0.0%</b>
<b>FEDERAL</b>				
HMEP-Training	53,704	52,000	(1,704)	
HMEP-Planning	22,921	23,000	79	
EDA Planning	61,451	10,000	(51,451)	
EDA Capacity Grant	10,000	-	(10,000)	
EPA - Revolving Loan Fund Management	9,720	10,000	280	
EPA - Brownfields Assessment Grant	87,891	214,200	126,309	
FDOT Land Use & Transportation Study	70,657	50,000	(20,657)	
<b>Subtotal</b>	<b>316,344</b>	<b>359,200</b>	<b>42,856</b>	<b>13.5%</b>

TABLE 1 (continued)

TCRPC PROPOSED BUDGET FOR FISCAL YEAR 2016-2017

REVENUES

Revenue Source	Adopted 2015 - 2016	Proposed 2016 - 2017	Change	Percent
<b>LOCAL</b>				
PBC-MPO Planning	146,559	150,000	3,441	
SFRTA Planning	100,000	100,000	-	
TOD Pilot Planning Project	-	430,000	430,000	
Riviera Beach CRA Planning Services	6,740	10,000	3,260	
Delray Beach Planning Services	5,000	-	(5,000)	
Boynton Beach Planning Services	23,500	-	(23,500)	
Fellsmere EDA Grant Management	14,000	-	(14,000)	
North Palm Beach Community Master Plan	190,000	-	(190,000)	
Lake Clark Shores Master Plan	50,000	-	(50,000)	
Lake Clark Shores Finding of Necessity	20,000	-	(20,000)	
Town of Jupiter / Indiantown Road Study	64,700	-	(64,700)	
Indian River Lagoon Economic Study	100,000	-	(100,000)	
Tequesta Town Planning Services	8,000	-	(8,000)	
Boca Raton 20th Street Planning	5,000	20,000	15,000	
PBCSD Adult Community Education Center	1,500	-	(1,500)	
SFRC Coastal Resiliency	5,000	10,000	5,000	
Lakeland Charrette	225,000	25,500	(199,500)	
Chain of Lakes Blueways Project	-	211,900	211,900	
C-51 Boatlift	25,000	-	(25,000)	
Dania Beach TOD Charrette	25,000	-	(25,000)	
<b>Subtotal</b>	<b>1,014,999</b>	<b>957,400</b>	<b>(57,599)</b>	<b>-5.7%</b>
<b>LOCAL DUES</b>				
Palm Beach County	584,902	592,719	7,817	
Martin County	63,892	64,527	635	
St. Lucie County	121,613	123,732	2,119	
Indian River County	60,611	61,630	1,019	
<b>Subtotal</b>	<b>831,018</b>	<b>842,608</b>	<b>11,590</b>	<b>1.4%</b>
<b>MISCELLANEOUS</b>				
DRI Fees	2,500	2,500	-	
Interest	1,000	1,000	-	
Miscellaneous	1,000	1,000	-	
<b>Subtotal</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>\$2,275,004</b>	<b>\$2,271,875</b>	<b>(\$3,129)</b>	<b>-0.1%</b>

TABLE 2

TCRPC PROPOSED BUDGET FOR FISCAL YEAR 2016-2017

EXPENDITURES

<u>Spending Category</u>	<u>Adopted 2015-2016</u>	<u>Proposed 2016-2017</u>	<u>Change</u>	<u>Percent</u>
Salaries	808,000	858,000	50,000	6.2%
Benefits	360,000	394,000	34,000	9.4%
Occupancy Expenses	8,000	10,000	2,000	25.0%
Insurance	22,000	22,000	-	-
Brownfields Insurance	3,000	3,000	-	-
Equipment Maintenance	18,000	18,000	-	-
Office Supplies & Expenses	50,000	50,000	-	-
Graphics	2,000	2,000	-	-
Copying	24,000	24,000	-	-
Telephone	15,000	15,000	-	-
Postage	5,000	5,000	-	-
Travel	70,000	70,000	-	-
Dues & Memberships	32,000	32,000	-	-
Training & Conferences	7,500	10,000	2,500	33.3%
Education	2,500	2,500	-	-
Library & Publications	500	500	-	-
Legal Advertising	2,500	2,500	-	-
Legal Fees	25,000	25,000	-	-
Audit Fees	11,500	11,500	-	-
Utilities	12,000	12,000	-	-
Note Principal	86,624	84,391	(2,233)	-2.6%
Note Interest	49,565	47,908	(1,657)	-3.3%
<b>Subtotal</b>	<b>1,614,689</b>	<b>1,699,299</b>	<b>84,610</b>	<b>5.2%</b>
Consultants - Planning	640,315	552,576	(87,739)	-13.7%
<b>Subtotal</b>	<b>2,255,004</b>	<b>2,251,875</b>	<b>(3,129)</b>	<b>-0.1%</b>
Capital Outlay	15,000	15,000	-	-
Capital Outlay-Bldg (FARB)	5,000	5,000	-	-
<b>Total</b>	<b>\$2,275,004</b>	<b>\$2,271,875</b>	<b>(\$3,129)</b>	<b>-0.1%</b>

TABLE 3

TREASURE COAST REGIONAL PLANNING COUNCIL  
LOCAL MEMBER CONTRIBUTIONS  
FISCAL YEAR 2016-2017

County	2015 Population	2016-2017 Local Dues*
Palm Beach	1,378,417	\$592,719
Martin	150,062	64,527
St. Lucie	287,749	123,732
Indian River	143,326	61,630
<b>TOTAL</b>	<b>1,959,554</b>	<b>\$842,608</b>

\* Local dues are charged at a rate of \$0.43 per capita.

TABLE 4

TREASURE COAST REGIONAL PLANNING COUNCIL  
HOLIDAY SCHEDULE  
2016-2017

Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Eve	Friday, December 23, 2016
Christmas Day	Monday, December 26, 2016
New Years Day	Monday, January 2, 2017
Martin Luther King Day*	Monday, January 16, 2017
President's Day*	Monday, February 20, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Two Personal Days**	

\* Staff has the option of taking either Martin Luther King Day or President's Day.

\*\* Staff receives a total of 12 holidays, which includes two personal days. Personal days must be taken before September 30, 2017.

## NARRATIVE ON REVENUES

TABLE 1 summarizes and compares Council revenues budgeted for FY 2015-2016 with the proposed budget for FY 2016-2017. Following is a line-by-line discussion of revenues:

### STATE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$108,143	\$108,167	\$24

The proposed change represents a slight increase. The change in revenue is the result of the completion of two projects and the addition of several new projects. Various contracts for Council services are typically secured after Council's initial budgeting period.

### FEDERAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$316,344	\$359,200	\$42,856

The proposed change represents an increase of 13.5 percent. The increase in revenue is primarily related to a three-year Brownfield Assessment Grant.

### LOCAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$1,014,999	\$957,400	(\$57,599)

The proposed change represents a decrease of 5.7 percent. The decrease in revenue reflects the completion of several large contracts at the end of FY 2015-2016. Various contracts for services are typically secured after Council's initial budgeting period.

### LOCAL DUES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$831,018	\$842,608	\$11,590

The proposed change represents an increase of 1.4 percent. The increase in revenue reflects the use of 2015 population estimates to determine local member contributions (Table 3). Local dues are charged at a rate of \$0.43 per capita.

**MISCELLANEOUS**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$4,500	\$4,500	\$0

No change. The miscellaneous category includes DRI revenues, interest, publication sales, and projected revenue.

**TOTAL REVENUE**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,275,004	\$2,271,875	(\$3,129)

The budget reflects a 0.1 percent decrease in net revenue.

## NARRATIVE ON EXPENDITURES

TABLE 2 summarizes and compares Council expenditures budgeted for FY 2015-2016 with the proposed budget for FY 2016-2017. Following is a line-by-line discussion of expenditures:

### Salaries

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$808,000	\$858,000	\$50,000

The proposed change represents a 6.2 percent increase due to staffing changes and sufficient funding to support a merit increase for staff of three percent.

### Benefits

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$360,000	\$394,000	\$34,000

The proposed change represents a 9.4 percent increase due to staffing changes, a three percent merit increase for staff, and an anticipated increase in health insurance premiums. 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>
\$8,000	\$10,000	\$2,000

The proposed change represents an increase of 25 percent due to higher costs for storage and meeting room rental. Included in this category is the archive of files and expense for meeting room space.

### Insurance

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

No change. Included in this category are automobile, liability, property, equipment, and workers' compensation insurance.

### **Brownfield's Insurance**

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

No change. 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.

### **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, cell phones, air cards, conference calls, and day-to-day phone costs. The phone and computer expense primarily reflect fixed costs.

## 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>
\$7,500	\$10,000	\$2,500

The proposed change represents a 33.3 percent increase in costs for conferences and training first responders. This category 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	\$2,500	\$0

No change. This category covers required advertising costs for 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>
\$86,624	\$84,391	(\$2,233)

The proposed change represents a decrease of 2.6 percent. This change is the result of a renegotiated loan effective April 2016 with a more favorable rate. 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>
\$49,565	\$47,908	(\$1,657)

The proposed change represents a decrease of 3.3 percent. This change is due to lower payments associated with the renegotiated loan with a more favorable rate effective April 2016. 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>
\$640,315	\$552,576	(\$87,739)

The proposed change represents a 13.7 percent decrease based on the projected needs to complete confirmed contracts in FY 2016-2017. Consultants are retained to assist in completing some contractual responsibilities. Consultants are required to complete contract work dealing with transportation engineering and modeling, brownfields technical work, emergency preparedness and training, and urban design and town planning.

### **Capital Outlay**

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

No change. 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 (FARB)**

<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>
\$2,275,004	\$2,271,875	(\$3,129)

The budget reflects a 0.1 percent decrease in expenses.