

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members Agenda Item 12  
From: Budget/Personnel Committee  
Date: May 20, 2016 Council Meeting  
Subject: Budget Amendment for Fiscal Year 2015-2016

Introduction

Members of the Budget/Personnel Committee met on Monday, May 2, 2016, to discuss a proposed budget amendment for Fiscal Year (FY) 2015-2016. Committee members in attendance were Commissioner Paula Lewis, Commissioner Peter O'Bryan, Councilmember Reece Parrish, Commissioner Priscilla Taylor, Commissioner Ed Fielding, and Councilman Bruce Guyton. Council staff members in attendance were Michael Busha, Peter Merritt, and Liz Gulick. The Budget/Personnel Committee recommended that the proposed budget amendment be presented to Council for approval.

Background

Council is required to adopt an annual budget four to five months prior to the start of each new fiscal year. The original FY 2015-2016 budget was adopted in July 2015. Additional contracts/revenue are frequently secured after Council adopts its annual budget. This typically necessitates budget amendments during the fiscal year to account for the new revenue.

The proposed budget amendment includes modifications to revenue and expenditures in the original budget to reflect a net increase of \$445,210 in confirmed revenue from state, federal, and local contracts related to transportation, economic development, urban design, and emergency management. A comparison of the adopted FY 2015-2016 budget and proposed FY 2015-2016 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 2015-2016.

Attachment

## **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
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

PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2015-2016

Revenue Source	<u>REVENUES</u>			
	Adopted 2015 - 2016	Proposed 2015 - 2016	Change	Percent
<b>STATE</b>				
FDEM-SARA Title III (LEPC)	36,000	50,750	14,750	
2014 SLC - Hazards Analysis	4,449	4,449	-	
2015 SLC Small Quantity Generator Project	15,500	15,500	-	
Hernando Hazards Analysis	-	17,778	17,778	
SLC Local Mitigation Plan Strategy	-	2,666	2,666	
MC/SLC/IRC Full Scale Exercise	-	17,000	17,000	
<b>Subtotal</b>	<b>55,949</b>	<b>108,143</b>	<b>52,194</b>	<b>93.3%</b>
<b>FEDERAL</b>				
HMEP-Training	49,227	53,704	4,477	
HMEP-Planning	22,000	22,921	921	
EDA Planning	80,000	61,451	(18,549)	
EDA Capacity Grant	15,000	10,000	(5,000)	
EPA - Revolving Loan Fund Management	20,000	9,720	(10,280)	
EPA - Brownfields Assessment Grant	170,800	87,891	(82,909)	
FDOT Land Use & Transportation JPA	102,300	70,657	(31,643)	
<b>Subtotal</b>	<b>459,327</b>	<b>316,344</b>	<b>(142,983)</b>	<b>-31.1%</b>

TABLE 1 (continued)

PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2015-2016

REVENUES

Revenue Source	Adopted 2015 - 2016	Proposed 2015 - 2016	Change	Percent
<b>LOCAL</b>				
PBC-MPO Planning	150,000	146,559	(3,441)	
South FL Reg. Transportation Authority	100,000	100,000	-	
Riviera Beach CRA Planning Services	10,000	6,740	(3,260)	
Delray Beach Planning Services	10,000	5,000	(5,000)	
Boynton Beach Planning Services	10,000	23,500	13,500	
Fellsmere EDA Grant Management	1,500	14,000	12,500	
Vero Beach Cultural Arts Village	5,000	-	(5,000)	
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	-	5,000	5,000	
PBCSD Adult Community Education Center	-	1,500	1,500	
SFRC Coastal Resiliency	-	5,000	5,000	
CFRPC Lakeland Charrette	-	225,000	225,000	
C-51 Boatlift	-	25,000	25,000	
Dania Beach SFRTA TOD Charrette	-	25,000	25,000	
<b>Subtotal</b>	<b>476,500</b>	<b>1,014,999</b>	<b>538,499</b>	<b>113.0%</b>
<b>LOCAL DUES</b>				
Palm Beach County	584,902	584,902	-	
Martin County	63,892	63,892	-	
St. Lucie County	121,613	121,613	-	
Indian River County	60,611	60,611	-	
<b>Subtotal</b>	<b>831,018</b>	<b>831,018</b>	<b>-</b>	<b>0.0%</b>
<b>MISCELLANEOUS</b>				
DRI Fees	5,000	2,500	(2,500)	
Interest	1,000	1,000	-	
Miscellaneous	1,000	1,000	-	
<b>Subtotal</b>	<b>7,000</b>	<b>4,500</b>	<b>(2,500)</b>	<b>-35.7%</b>
<b>Revenue Subtotal</b>	<b>\$1,829,794</b>	<b>\$2,275,004</b>	<b>\$445,210</b>	<b>24.3%</b>
Projected Revenue	281,685	-	(281,685)	
<b>TOTAL</b>	<b>\$2,111,479</b>	<b>\$2,275,004</b>	<b>\$163,525</b>	<b>7.7%</b>

TABLE 2

PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2015-2016

EXPENDITURES

Spending Category	Adopted 2015-2016	Proposed 2015-2016	Change	Percent
Salaries	789,000	808,000	19,000	2.4%
Benefits	355,000	360,000	5,000	1.4%
Occupancy Expenses	7,000	8,000	1,000	14.3%
Insurance	22,000	22,000	-	-
Brownfields Insurance	6,000	3,000	(3,000)	-50.0%
Equipment Maintenance	18,000	18,000	-	-
Office Supplies & Expenses	50,000	50,000	-	-
Graphics	2,000	2,000	-	-
Copying	40,000	24,000	(16,000)	-40.0%
Telephone	15,000	15,000	-	-
Postage	5,000	5,000	-	-
Travel	70,000	70,000	-	-
Dues & Memberships	32,000	32,000	-	-
Training & Conferences	4,500	7,500	3,000	66.7%
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	117,047	86,624	(30,423)	-26.0%
Note Interest	53,032	49,565	(3,467)	-6.5%
<b>Subtotal</b>	<b>1,639,579</b>	<b>1,614,689</b>	<b>(24,890)</b>	<b>-1.5%</b>
Consultants - Planning	451,900	640,315	188,415	41.7%
<b>Subtotal</b>	<b>2,091,479</b>	<b>2,255,004</b>	<b>163,525</b>	<b>7.8%</b>
Capital Outlay	15,000	15,000	-	-
Capital Outlay-Bldg (FARB)	5,000	5,000	-	-
<b>Total</b>	<b>\$2,111,479</b>	<b>\$2,275,004</b>	<b>\$163,525</b>	<b>7.7%</b>

## NARRATIVE ON REVENUES

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

### STATE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$55,949	\$108,143	\$52,194

The proposed change represents an increase of 93.3 percent. The increase in revenues reflects confirmed contracts from three new projects and an increase in contract amount for one existing project.

### FEDERAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$459,327	316,344	(\$142,983)

The proposed change represents a decrease of 31.1 percent. The decrease in revenues primarily reflects a reduction in the amount of contract work expected this year in the Brownfields Program. Additionally, a portion of the revenues from the FDOT Land Use and Transportation Study are now expected to be earned in the next fiscal year.

### LOCAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$476,500	\$1,014,999	\$538,499

The proposed change represents an increase of 113.0 percent. The increase in revenues primarily reflects confirmed contracts for eleven new projects.

### LOCAL DUES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$831,018	\$831,018	-0-

No change. The revenue reflects the use of 2014 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>
\$7,000	\$4,500	(\$2,500)

The miscellaneous revenues category includes DRI revenues, interest publication sales, and projected revenue. DRI fees were reduced to reflect a more accurate accounting of actual fees expected to be earned this year.

The Revenue Subtotal of all categories reflects a net increase of \$445,210 in confirmed revenue in the proposed budget. The Projected Revenue goal of \$281,685 in the adopted budget was achieved and this revenue is now reflected in the new projects listed in TABLE 1.

**TOTAL REVENUE**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,111,479	\$2,275,004	\$163,525

The budget reflects a 7.7 percent increase in net revenue.

## NARRATIVE ON EXPENDITURES

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

### Salaries

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$789,000	\$808,000	\$19,000

The proposed change represents a 3 percent salary increase approved this fiscal year to begin on January 1, 2016.

### Benefits

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$355,000	\$360,000	\$5,000

Benefit expenditures include employee health insurance, Social Security and Medicare expenses, and retirement plan funding and correspond with the increase in salary expense.

### Occupancy Expenses

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$7,000	\$8,000	\$1,000

The proposed change represents an increase of 14.3 percent due to higher costs associated with the archive of files and expenses 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>
\$6,000	\$3,000	(\$3,000)

The proposed change represents a decrease of 50 percent due to a renegotiated insurance policy. 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>
\$40,000	\$24,000	(\$16,000)

The proposed change represents a decrease of 40.0 percent. This change is the result of a renegotiated contract for leasing copying equipment and services at a lower governmental rate. 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.

**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>
\$4,500	\$7,500	\$3,000

The proposed change represents an increase of 66.7 percent primarily due to an increase in the HMEP contract for 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	\$2,500	\$0

No change. 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>
\$117,047	\$86,624	(\$30,423)

The proposed change represents a decrease of 26.0 percent. The 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. These savings will be applied at a rate of \$2,500 per month towards paying off the office building loan.

**Note Interest**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$53,032	\$49,565	(\$3,467)

The proposed change represents a decrease of 6.5 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>
\$451,900	\$640,315	\$188,415

The proposed change represents a 41.7 percent increase based on the projected needs to complete additional confirmed contracts in FY 2015-2016. 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	\$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**

<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>
\$2,111,479	\$2,275,004	\$163,525

The budget reflects a 7.7 percent increase in expenses.