

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 8A
From: Council's Budget and Personnel Committee
Date: May 18, 2018 Council Meeting
Subject: Proposed Budget Amendment for Fiscal Year 2017-2018

Introduction

Members of the Budget and Personnel Committee met on April 20, 2018, to discuss a proposed budget amendment for Fiscal Year (FY) 2017-2018. Committee members in attendance were Committee Chairman Peter O'Bryan, Commissioner Doug Smith, Councilman Jeff Hmara, Vice Mayor Mack Bernard, Commissioner Hal Valeche, Council Chairman Reece Parrish, and Councilwoman Jolien Caraballo (alternate). Council staff members in attendance were Michael Busha, Thomas Lanahan, and Liz Gulick. Council's attorney, Keith Davis was also in attendance. The Budget and 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 2017-2018 budget was adopted in July 2017. 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 the new revenue and expenses.

The proposed budget amendment includes modifications to revenue and expenditures in the original budget to reflect an increase of \$145,358 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 2017-2018 budget and proposed FY 2017-2018 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.

While not reflected in the budget document, as previously directed by Council an additional principal payment of \$2,500 is made towards the note for Council's building each month as cash flow allows. Such payments have been made each month so far this year.

Recommendation

Council should approve the proposed budget amendment for Fiscal Year 2017-2018.

Attachments

Acronym List

ADA	Americans with Disabilities Act
CRA	Community Redevelopment Agency
CFRPC	Central Florida Regional Planning Council
DRI	Development of Regional Impact
EDA	U.S. Economic Development Administration
EPA	U.S. Environmental Protection Agency
FARB	Fixed Asset Replacement Budget
FDEM	Florida Division of Emergency Management
FDOT	Florida Department of Transportation
FON	Finding of Necessity
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
TPA	Transportation Planning Agency

TABLE 1
PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2017-2018

REVENUES

Revenue Source	Adopted 2017 - 2018	Amended 2017 - 2018	Change	Percent
STATE				
FDEM-SARA Title III (LEPC)	\$59,000	\$67,072	\$8,072	
SLC - Hazards Analysis	6,837	6,809	-28	
TOD Pilot Planning Project	710,000	710,000	0	
SLC Small Quantity Generator Project	24,250	24,250	0	
Hernando Hazards Analysis	2,800	0	-2,800	
Subtotal	\$802,887	\$808,131	\$5,244	0.7%
FEDERAL				
EPA - Brownfields Assessment Grant	\$142,000	\$106,000	-\$36,000	
EPA - Revolving Loan Fund Management	6,000	15,000	9,000	
HMEP Training & Planning	37,500	68,618	31,118	
FDOT Land Use & Transportation Study	50,000	36,646	-13,354	
EDA Planning	70,000	70,000	0	
Subtotal	\$305,500	\$296,264	-\$9,236	-3.0%
LOCAL				
SFRTA Planning Assistance	\$100,000	\$100,000	\$0	
PBTPA Planning	75,000	100,000	25,000	
<i>[LW Road; US 1 MM Study; FH Blvd & Quiet Zones]</i>				
Riviera Beach CRA Planning Services	10,000	0	-10,000	
Martin County CRA Planning Services	25,000	25,000	0	
Lake Park Market Study	14,250	14,500	250	
Town of Mangonia Park CRA	25,000	0	-25,000	
Village of Palm Springs FON	50,000	0	-50,000	
Forest Hill Blvd. Complete Street	0	70,000	70,000	
Lake Worth Historic Guidelines	0	60,000	60,000	
Leighton Park Charrette	0	43,500	43,500	
Sebastian Recreation Element	0	19,600	19,600	
Subtotal	\$299,250	\$432,600	\$133,350	44.6%
LOCAL DUES				
Palm Beach County	\$598,449	\$598,449	\$0	
Martin County	64,874	64,874	0	
St. Lucie County	125,915	125,915	0	
Indian River County	62,956	62,956	0	
Subtotal	\$852,194	\$852,194	\$0	0.0%
MISCELLANEOUS				
DRI Fees	\$2,500	\$2,500	\$0	
Interest	4,000	20,000	16,000	
Miscellaneous	1,000	1,000	0	
Subtotal	\$7,500	\$23,500	\$16,000	213.3%
TOTAL	\$2,267,331	\$2,412,689	\$145,358	6.4%

TABLE 2
PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2017-2018
EXPENDITURES

Spending Category	Adopted 2017-2018	Amended 2017-2018	Change	Percent
Salaries	\$847,000	\$860,000	\$13,000	1.5%
Benefits	384,000	384,000	0	
Occupancy Expenses	10,000	10,000	0	
Insurance	25,900	25,900	0	
Equipment Maintenance	18,000	18,000	0	
Office Supplies & Expenses	50,000	50,000	0	
Graphics	1,000	1,000	0	
Copying	18,000	18,000	0	
Telephone	12,000	12,000	0	
Postage	3,000	3,000	0	
Travel	70,000	82,000	12,000	17.1%
Dues & Memberships	32,000	32,000	0	
Training & Conferences	14,000	49,000	35,000	250.0%
Education	2,500	2,500	0	
Library & Publications	500	500	0	
Legal Advertising	3,500	3,500	0	
Legal Fees	25,000	25,000	0	
Audit Fees	11,500	12,500	1,000	8.7%
Utilities and Maintenance for Building	12,000	32,000	20,000	166.7%
Note Payable	132,816	132,816	0	
Subtotal	\$1,672,716	\$1,753,716	\$81,000	4.8%
Consultants - Planning	574,615	638,973	64,358	11.2%
Subtotal	\$2,247,331	\$2,392,689	\$145,358	6.5%
Capital Outlay	15,000	15,000	0	0.0%
Capital Outlay-Bldg (FARB)	5,000	5,000	0	
Total	\$2,267,331	\$2,412,689	\$145,358	6.4%

NARRATIVE ON REVENUES

TABLE 1 summarizes and compares Council revenues budgeted for FY 2017-2018 with the proposed budget amendment for FY 2017-2018. Following is a line-by-line discussion of revenues:

STATE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$802,887	\$808,131	\$5,244

The proposed change represents an increase of 0.7 percent. The net increase in revenues reflects more funding being provided in the Local Emergency Planning Committee (LEPC) contract with the Florida Division of Emergency Management (FDEM) than originally anticipated.

FEDERAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$305,500	\$296,264	(\$9,236)

The proposed change represents a decrease of 3.0 percent. The net decrease in revenue is due to a reduction in funds in the Brownfields Assessment Grant and less revenue generating activity for FDOT which are not fully offset by increases in management fee income for the Revolving Loan Fund and a larger than expected contract for Hazardous Materials Emergency Preparedness (HMEP).

LOCAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$299,250	\$432,600	\$133,350

The proposed change represents an increase of 44.6 percent. The net increase in revenues primarily reflects confirmed contracts for three new projects, an expanded contract with the Palm Beach County TPA, and cancellation of previously anticipated work for two CRAs in Palm Beach County.

LOCAL DUES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$852,194	\$852,194	-0-

No change. The revenue reflects the use of 2016 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>
\$7,500	\$23,500	\$16,000

The miscellaneous revenues category includes DRI revenues, interest, publication sales, and other miscellaneous revenue. Estimated revenues are proposed to be increased by 213 percent to account for increased interest earnings due to the transfer of the balance on hand in the revolving loan fund to a bank account with a higher interest rate.

TOTAL REVENUE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,267,331	\$2,412,689	\$145,358

The Revenue total of all categories reflects a net increase of \$145,358 in revenue in the proposed amended budget, which is 6.4% higher than originally estimated when the budget was adopted.

NARRATIVE ON EXPENDITURES

TABLE 2 summarizes and compares Council expenditures budgeted for FY 2017-2018 with the proposed budget amendment for FY 2017-2018. Following is a line-by-line discussion of expenditures:

Salaries

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$847,000	\$860,000	\$13,000

The proposed 1.5 percent increase is due to the addition mid-year of a part time employee in the urban design studio (previously an independent contractor), partially offset by lower than budgeted expenses for the part time accounting employee.

Benefits

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$384,000	\$384,000	\$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>
\$25,900	\$25,900	\$0

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

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>
\$1,000	\$1,000	\$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>
\$18,000	\$18,000	\$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>
\$12,000	\$12,000	\$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>
\$3,000	\$3,000	\$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	\$82,000	\$12,000

This category includes the cost of employee travel to meetings and off-site charrette locations. The proposed change represents an increase of 17.1 percent, primarily due to an increase in travel related to full and small scale charrettes for the grant-funded station area TOD planning as well as new contracts secured after adoption of the budget.

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>
\$14,000	\$49,000	\$35,000

The proposed change represents an increase of 250 percent due to an increase in HMEP contract funded first-responder training and anticipated expenses for the new conference on biosolids that was not part of the work program when the budget was adopted. 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>
\$3,500	\$3,500	\$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	\$12,500	\$1,000

The proposed change represents an increase of 8.7 percent in the cost of Council's 2017 Annual Audit in comparison to what was anticipated during preparation and adoption of the budget.

Utilities and Building Maintenance

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$12,000	\$32,000	\$20,000

The proposed change represents an increase of 166.7 percent and is due to the unanticipated expense of repairing water intrusion and damage in a portion of Council's building. This category covers the cost of the electric, water, sewer, and trash/recycling collection services.

Note Payable

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$132,816	\$132,816	\$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.

Consultants - Planning

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$574,615	\$638,973	\$64,358

The proposed change represents an 11.2 percent increase based on the projected needs to complete additional confirmed contracts in FY 2017-2018. 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>
\$2,267,331	\$2,412,689	\$145,358

The budget reflects a 6.4 percent increase in expenses.