



# MEMORANDUM

AGENDA ITEM #III.H

---

DATE: JULY 9, 2012  
TO: COUNCIL MEMBERS  
FROM: STAFF  
SUBJECT: FY 2011-12 OPERATING BUDGET AMENDMENT

---

## Background

Staff has prepared a second interim amendment to the Fiscal Year 2011-12 Budget and Work Program for your approval. The attached summaries of Revenues and Expenditures present the budget approved by the Council in March 2012 alongside the amended budget submitted for your approval today. A final budget amendment for Fiscal Year 2011-12 will be brought to the Council in September 2012.

## Revenues

The Council budget for 2011-12 has been adjusted to \$4,296,336, down slightly from the \$4,310,525 approved in March 2012. Pass-through funding would rise to \$1,809,100, which represents 42.1% of the overall budget. The core budget, without pass-through funds, is projected at \$2,487,236, down by \$108,464 (4.2%) from the budget previously approved.

County membership fees and other general fund revenues remain at the previously budgeted level for the current year. Changes in projected revenue are a result of adjustments to the projected revenues for existing grants, along with a small number of new grants.

## Expenditures

A total reduction of \$108,464 in expenditures is proposed, matching the decrease in the core budget. These reductions include a substantial decrease in the salary and fringe category, reflecting the cumulative impact of the position left vacant with the departure of the previous Executive Director and the period when the Finance Director's position was filled by contract services. The reduction in the amount for Professional Development reflects reallocation of funding previously reserved for membership fees in the Open Indicators Consortium, as part of the Citi Community Development grant. Increases are proposed for legal services, including the consolidation of Revolving Loan Fund legal fees into the overall category; financial services to reflect the expenses incurred with contract services; and non-recurring professional services (and pass-throughs), mostly to reflect changes in the expenditures of the Sustainable Communities Initiative.

## Recommendation

Staff recommends approval of the amended FY 2011-12 Budget and Work Program.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL  
FY 2011-12 AMENDED OPERATING BUDGET, JUL/12**

REVENUES	FY 2011-12 (Adopted Mar/12)	FY 2011-12 (Proposed Jul/12)
<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>	\$500	\$500
<b>TOTAL GENERAL FUND</b>	<b>\$756,078</b>	<b>\$756,078</b>
<b>SPECIAL REVENUE FUNDS (1)</b>		
<b>Federal Funded Projects</b>	<b>\$3,126,448</b>	<b>\$3,089,259</b>
CDC / MDCHD - Miami-Dade Healthy Food Access (8)	\$404,697	\$404,697
CDC / BRHPC - Broward Community Transformation Grant	\$90,611	\$90,611
DHS / RDSTF - Interoperable Emergency Communications	\$71,500	\$80,500
DHS / RDSTF - Palm Beach Sherrif's Office Crime Analysts (6)	\$210,000	\$210,000
DHS / RDSTF - Region 7 Activities	\$0	\$7,000
DOE - Clean Cities Coalition	\$40,000	\$40,000
DOE / Electric Vehicle Charging Infrastructure Plan (10)	\$396,328	\$376,328
DOE - Energy Efficiency Block Grants RLF	\$30,939	\$0
EDA - Economic Development District Planning (4)	\$47,250	\$47,250
EDA / TBRPC - Energy Resiliency Strategy	\$51,030	\$51,030
EDA - Revolving Loan Funds Administration	\$295,000	\$260,000
EPA - Brownfields Administration	\$20,000	\$20,000
EPA - Environmental Justice Mini-Grant (7)	\$25,000	\$25,000
FDEM - Hazardous Materials Emergency Planning - HMEP (3)(9)	\$74,687	\$74,687
FTA - Miami-Dade County MPO (3)	\$29,406	\$29,406
HUD - Sustainable Communities Initiative (5)	\$1,340,000	\$1,372,750
<b>State Funded Projects</b>	<b>\$108,661</b>	<b>\$119,161</b>
FDEM - Local Emergency Planning Committee - Staff (3)	\$43,558	\$43,558
FDEM - Hazards Analysis in Monroe County	\$2,365	\$2,365
FDEM - SRESP Updates	\$39,000	\$43,000
FDEM - Training and Exercise Program	\$10,238	\$10,238
FDEP / FCMP / DEO - Climate Change Adaptation Action Areas	\$0	\$10,000
OTTED - Small Business Bridge Loan Administration	\$13,500	\$10,000
<b>Local Funded Projects</b>	<b>\$319,338</b>	<b>\$331,838</b>
Broward County Micro Loan Fund	\$4,000	\$4,000
Development of Regional Impact (DRI) Fees	\$20,000	\$20,000
MHS - Evaluation of Outreach Programs	\$10,000	\$0
Monroe County Marina Siting Plan	\$48,538	\$41,038
Institute for Community Collaboration	\$100,000	\$100,000
Opa-Locka CRA	\$0	\$25,000
SFRTA - Transportation Oriented Development	\$100,000	\$100,000
South Florida Economic Forecasting Partnership	\$21,800	\$16,800
State Road 7 Partnership	\$15,000	\$15,000
TCRPC / Broward Boulevard Gateway Implementation	\$0	\$10,000
New Program Development (2)	\$0	\$0
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$3,554,447</b>	<b>\$3,540,258</b>
<b>GRAND TOTAL</b>	<b>\$4,310,525</b>	<b>\$4,296,336</b>

See Numbered Notes on the last page.

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL  
FY 2011-12 AMENDED OPERATING BUDGET, JUL/12**

EXPENDITURES	FY 2011-12 (Adopted Mar/12)	FY 2011-12 (Proposed Jul/12)
Salaries and Leave	\$1,460,000	\$1,400,000
Fringe Benefits	\$408,800	\$350,000
Occupancy	\$300,000	\$300,000
Equipment, Furniture	\$4,000	\$4,000
Office Automation	\$50,000	\$50,000
Supplies	\$15,000	\$15,000
Communications, Postage	\$15,000	\$15,000
Printing, Advertising, Notices	\$5,000	\$5,000
Travel	\$60,000	\$60,000
Professional Development	\$108,000	\$86,000
Insurance	\$20,000	\$20,000
Miscellaneous Expenses	\$25,000	\$25,000
<b>Subtotal</b>	<b>\$2,470,800</b>	<b>\$2,330,000</b>
Nonrecurring Professional Services	\$1,714,825	\$1,809,100
Legal Services	\$76,000	\$97,000
RLF Legal Fees	\$10,000	\$0
Financial Services	\$38,900	\$60,236
<b>Subtotal</b>	<b>\$1,839,725</b>	<b>\$1,966,336</b>
<b>TOTAL</b>	<b>\$4,310,525</b>	<b>\$4,296,336</b>
<b>Core Operating Expenses (11)</b>	<b>\$2,595,700</b>	<b>\$2,487,236</b>

**Numbered Notes**

(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)	New program development is included in the budget to accommodate for expected new projects.
(3)	The contract period is from July to June. In each year, budgeted amounts shown include the portion of annual funding estimated for the Council's fiscal year beginning in October through the following June (9 months), plus the portion of anticipated contract renewals in the following year for the period from July to September (3 months).
(4)	The contract period is from January to December each year. The total includes funds from the annual contract carried forward in October (3 months) plus the portion of the projected contract for the following year estimated to be used in the period from January to September (9 months).
(5)	Includes contract (pass-through) revenues and expenditures of \$1,055,500 in 2011-12 related to payment of external partners and contracts.
(6)	Includes contract (pass-through) revenues and expenditures of \$189,000 in 2011-12 related to external hiring of crime analysts for the Regional Domestic Security Task Force.
(7)	Includes contract (pass-through) revenues and expenditures of \$23,365 in 2011-12 related to payment of an external contract.
(8)	Includes contract (pass-through) revenues and expenditures of \$279,742 in 2011-12 related to payment of external contracts.
(9)	Includes contract (pass-through) revenues and expenditures of \$27,000 in 2011-12 related to payment of external contracts.
(10)	Includes contract (pass-through) revenues and expenditures of \$230,000 in 2011-12 related to payment of external contracts.
(11)	Total expenditures excluding nonrecurring professional services and pass-throughs.

**South Florida Regional Planning Council  
2011-12 Work Program**

Activity	General Fund	Special Revenue Fund			Total
		Federal	State	Local	
<b>Regional Planning</b>	<b>220,378</b>	<b>2,271,451</b>	<b>63,558</b>	<b>301,838</b>	<b>2,857,225</b>
Strategic Regional Policy Plan	133,689				133,689
Local Emergency Planning Committee			43,558		43,558
Hazardous Materials Emergency Planning		74,687			74,687
Monroe County Marina Siting Plan				41,038	41,038
South Florida Transportation / Land Use				100,000	100,000
DOE - Clean Cities Coalition		40,000			40,000
DOE - Electric Vehicle Charging Plan	533	376,328			376,861
EPA - Brownfields Administration	14,480	20,000			34,480
NOAA - Climate Change Adaptation Action Areas	22		10,000		10,022
Miami-Dade Metropolitan Planning Organization		29,406			29,406
State Road 7 / US 441 Collaborative				15,000	15,000
SF Economic Forecasting Partnership				16,800	16,800
Economic Development Administration	61,508	98,280			159,788
EDA Revolving Loan Fund Administration		260,000			260,000
HUD - Sustainable Communities Initiative	1,149	1,372,750			1,373,899
ICC - CitiBank Indicators Project				100,000	100,000
Opa-Locka CRA				25,000	25,000
Broward County Micro Loan RLF Administration				4,000	4,000
OTTED - Small Business Bridge Loan Administrati	8,996		10,000		18,996
<b>Impact Assessment</b>	<b>401,067</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>421,067</b>
Local Plans / Plan Amendments / EAR Review	133,689				133,689
Development of Regional Impact (DRI) Reviews				20,000	20,000
Intergovernmental Coordination and Review	66,844				66,844
Federal and State Projects and Permits	66,844				66,844
State Programs, Plans and Rules	66,844				66,844
Regional and Local Programs, Plans and Rules	66,844				66,844
<b>Technical Assistance</b>	<b>134,634</b>	<b>817,808</b>	<b>55,603</b>	<b>10,000</b>	<b>1,018,045</b>
Technical Assistance on Local Issues	133,689				133,689
Regional Domestic Security Task Force		217,000			217,000
Florida Division of Emergency Management		80,500	55,603		136,103
Broward County Community Transformation	349	90,611			90,960
Miami-Dade County Healthy Food Access	596	404,697			405,293
EPA - Environmental Justice Mini-Grant		25,000			25,000
TCRPC - Broward Boulevard Gateway				10,000	10,000
New Program Development				0	0
<b>Total</b>	<b>756,078</b>	<b>3,089,259</b>	<b>119,161</b>	<b>331,838</b>	<b>4,296,336</b>