



MEMORANDUM

AGENDA ITEM #IV.F

DATE: JUNE 25, 2018
TO: COUNCIL MEMBERS
FROM: STAFF
SUBJECT: FY 2017-18 OPERATING BUDGET AMENDMENT

Background

Staff has prepared an amendment to the Operating Budget for Fiscal Year 2017-18 for your approval today. The attached summaries of Revenues and Expenditures present the budget approved by the Council in September 2017 alongside the proposed amended operating budget. A final budget amendment for Fiscal Year 2017-18 will be brought to the Council in September 2018.

Revenues

The Council revenue budget, for the Fiscal Year 2017-18, has been adjusted to \$2,119,702, a decrease of \$150,661 from the adopted budget. The main reason is the shift of \$163,000 from the current year to next year for part of the FTA- SFRTA Regional TOD Pilot Program, and reduction of expected revenues from the SFCDFI program, among others. This was somewhat offset by new projects added during the year.

Expenditures

The Council's operating expenses budget for Fiscal Year 2017-18 have been adjusted to \$2,237,225, a decrease of \$24,900 from the adopted budget. The main reason is the reduction of occupancy cost by \$65,700, which was offset by a one-time leasehold improvement of \$74,000, related to the office relocation. In addition, \$75,669 in pass-through expenses related to the FTA- SFRTA Regional TOD Pilot Program were postponed until next fiscal year.

Operating Surplus/(Deficit)

The budget amendment results in an operating deficit of \$111,213 for Fiscal Year 2018. The main reasons are the \$23,000 in office relocation, and the \$74,000 in one-time leasehold improvements.

Recommendation

Staff recommends approval of the Operating Budget Amendment for Fiscal Year 2018.



**South Florida Regional Planning Council
Revised Budget for 2017-18**

REVENUES	FY 2017-18 Adopted SEP17	FY 2017-18 Revised JUN18
GENERAL FUND		
Membership Fees		
Broward County	\$ 332,628	\$ 332,628
Miami-Dade County	487,366	487,366
Monroe County	13,527	13,527
Interest & Other Income	<u>1,300</u>	<u>1,300</u>
TOTAL GENERAL FUND	\$ 834,821	\$ 834,821
SPECIAL REVENUE FUNDS		
Federal Funded Projects	1,111,541	1,005,046
Miami Dade MPO UPWP 2016-2018	40,000	50,000
FTA - SFRTA Regional TOD Pilot Program	273,000	110,000
EDA-C RLF Operating - Revenue	97,753	164,250
BROWNSFIELD RLF	17,822	17,822
EDA/EDD1517 - Econ Dev District Planning, Ja	63,000	68,250
NOAA-GOMA CHHA Monroe	36,000	34,804
FDEM/HMEP1617 - Planning, Oct16-Sept17	\$20,000	20,000
FDEM/HMEP1617 - Training, Oct16-Sept17	\$64,040	64,040
DHS/UASI (2018) Regional FSE	65,880	65,880
SFRPC Grant Contract Employees	365,000	365,000
Creating Alt Fuel Vehicle Training Network -	16,385	-
DOE - Clean Cities	27,661	45,000
DEO Climate Study	25,000	
State Funded Projects	83,547	92,435
FDEM/LEPC Staff, Jul16-Jun17	\$80,000	64,250
FDEM - Hazards Analysis Monroe Jul16-Jun17	\$3,547	3,185
FDEO Climate Study Tech Asst SB 1094		25,000
Local Funded Projects	240,454	187,400
SFRTA - Land Use Transportation	100,000	100,000
DRI - Annual Report Review	2,620	1,000
ICC - Citi Data Commons Bus Plan, Jun/14-Dec	17,000	-
Miami Resilience SLR	4,034	
South Florida Community Development Fund, Inc.	100,000	69,600
SFEFP1617 - Economic Forecasting Partnership	16,800	16,800
TOTAL SPECIAL REVENUE FUNDS	1,435,542	1,284,881
TOTAL Revenues	\$ 2,270,363	\$ 2,119,702

EXPENDITURES		FY 2017-18 Adopted SEP17	FY 2017-18 Revised JUL17
	Leasehold Improvement- Soft costs	\$0	\$ 53,000
	Leasehold Improvement- Hard costs (net of landlord credit)	0	21,000
Allocated cost:			
	Salary and Leave	765,980	700,000
	Fringe Benefits	316,551	425,000
	Occupancy	195,000	120,000
	Utilities- electric/ Sanitation	0	2,100
	Janitorial Services	0	7,200
	Office Relocation	0	23,000
	Office Automation and Equipment	88,000	60,000
	Financial Services	59,000	59,000
	Legal Services *	45,000	50,000
	Professional Development	37,000	37,000
	Travel	30,000	30,000
	Insurance	19,000	19,000
	Miscellaneous Expenses	18,000	18,000
	Professional Consultants	9,500	9,500
	Communication, Postage	8,100	8,100
	Supplies	3,300	3,300
	Printing, Advertising, Notices	2,800	2,800
	Equipment & Software Upgrades	-	-
	Subtotal	1,597,231	1,648,000
	Pass-through Expenses	608,289	532,620
	Miscellaneous Direct Expenses	\$56,605	56,605
	Subtotal	664,894	589,225
	TOTAL EXPENDITURES	2,262,125	2,237,225
GRANTS PENDING APPROVAL			
	DEO 2018 Peril of Flood (State) Revenue		7,000
	DEO 2018 Peril of Flood (State) Out of pocket expenses	-	(690)
	TOTAL GRANTS PENDING APPROVAL	-	6,310
	Budget Surplus/(Deficit)	\$ 8,238	\$ (111,213)
	Memo: Core Operating Expenses *	\$ 1,597,231	\$ 1,648,000
	<i>(1) Includes an estimated \$8,000 related to the RLF and \$8,000 related to the lease</i>		