



# MEMORANDUM

AGENDA ITEM #IV.F

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DATE: JULY 22, 2019  
TO: COUNCIL MEMBERS  
FROM: STAFF  
SUBJECT: REVISED FY 2018-19 OPERATING BUDGET

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Please find herewith the Revised Operating Budget for Fiscal Year 2018-19 for your review and approval.

The Council's Revenue Budget for Fiscal Year 2018-19 amounts to \$2,474,430, up from \$2,410,413 in the original Adopted Budget. The increase of \$64,017 is due to the addition of several new projects.

The Council's Expense Budget for Fiscal Year 2018-19 amounts to \$2,497,764, as compared to \$2,408,489 in the original Adopted Budget. The increase of \$89,275 is mainly attributed to the way the PBSO Administrative Fees collected by the Council are reported. This fee is a pass-through expenditure entirely funded by grants. In the revenue section, you will see where the revenue is recognized by the Council.

During the Fiscal Year ended 9/30/2018, the General Fund Balance increased by \$248,569 to \$747,320. The Revised Budget projects a General Fund Balance for the Fiscal Year ending 9/30/2019 of \$723,986, a decrease of \$23,334.

## Recommendation

Approve the Fiscal Year 2018-19 Revised Operating Budget.



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**South Florida Regional Planning Council  
Revised Budget for 2018-19**

<b>REVENUES</b>		<b>FY 2018-19 Adopted SEPT18</b>	<b>FY 2018-19 Revised JULY18</b>	<b>Change</b>
<b>GENERAL FUND</b>				
<b>Membership Fees</b>				
	Broward County	\$ 336,071	\$ 336,071	\$ -
	Miami-Dade County	495,292	495,292	-
	Monroe County	13,299	13,299	-
<b>Interest</b>		5,201	5,201	-
<b>Other Income</b>		700	700	-
<b>Administrative Fee from PBSO</b>		-	39,369	39,369
<b>Local Funded Projects</b>				
	Monroe Post-Disaster Strategy	-	80,000	80,000
	Miami Dade TPO UPWP 2016-2018	12,500	25,000	12,500
	SFRTA - Land Use Transportation	100,000	100,000	-
	Southeast Florida Community Development Fund, Inc.	28,791	28,791	-
	Economic Forecasting Partnership	16,800	16,800	-
	Southeast Florida Regional Prosperity Institute	1,650	1,650	-
	<b>TOTAL GENERAL FUND</b>	<b>1,010,304</b>	<b>1,142,173</b>	<b>131,869</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>Federal Funded Projects</b>				
		<b>1,051,561</b>	<b>941,434</b>	<b>(110,127)</b>
	FTA - SFRTA Regional TOD Pilot Program	318,500	205,248	(113,252)
	EDA/EDD- Econ Dev South Dade District	20,000	25,000	5,000
	EDA/EDD1820 - Econ Dev Distric	70,000	70,000	-
	DOE/SolSmart Nov/18-July/19	75,000	75,000	-
	DHS SHSGP 2017 0318-0819 METADATA	79,965	79,965	-
	DHS SHSGP 2017 0318-0819 ANALYSTS	130,108	130,108	-
	FDEM/HMEP - Planning, Oct-Sept	\$20,000	\$20,000	-
	FDEM/HMEP - Training, Oct-Sept	\$70,000	\$70,000	-
	DHS/UASI Analysts	189,599	189,599	-
	DHS/UASI Metadata	33,389	33,389	-
	DOE- Clean Cities	45,000	43,125	(1,875)
	DEO Climate Study			
	<b>State Funded Projects</b>	<b>123,143</b>	<b>135,800</b>	<b>12,657</b>
	FDEP - Peril of Flood Jun-19	-	\$36,857	\$36,857
	FDEM/LEPC Staff	\$80,000	\$80,000	-
	FDEM-Hazards Analysis Monroe	\$3,143	\$3,143	-
	FDEO Tech Asst SB 1094 2018-19	40,000	15,800	(24,200)
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,174,704</b>	<b>1,077,234</b>	<b>(97,470)</b>
<b>Trust Funds</b>				
	EDA-Consolidated RLF	194,662	224,280	29,618
	BROWNSFIELD RLF	30,743	30,743	-
	<b>TOTAL AGENCY FUNDS</b>	<b>225,405</b>	<b>255,023</b>	<b>29,618</b>
<b>TOTAL Revenues</b>		<b>\$ 2,410,413</b>	<b>\$ 2,474,430</b>	<b>\$ 64,017</b>

<b>EXPENDITURES</b>		<b>FY 2018-19 Adopted SEPT18</b>	<b>FY 2018-19 Revised JULY18</b>	<b>Change</b>
<b>Capital Expenditures:</b>				
	Equipment	\$ 50,000	\$ 50,000	\$ -
	Leasehold Improvement- Soft costs	34,290	34,290	-
	Leasehold Improvement- Hard costs (net of landlord credit)	105,196	105,196	-
	<b>Subtotal</b>	<b>189,486</b>	<b>189,486</b>	<b>-</b>
<b>Core Operating Expenses (Allocated):</b>				
	Salary	618,200	631,607	13,407
	Leave	135,729	135,729	-
	Fringe Benefits	288,009	288,009	-
	Occupancy	98,320	92,820	(5,500)
	Office Relocation	5,100	5,100	-
	Utilities- electric/ Sanitation	8,835	8,835	-
	Repairs & Maintenance	-	2,000	2,000
	Storage	-	3,500	3,500
	Janitorial Services	13,800	13,800	-
	Office Automation	60,000	60,000	-
	Financial Services	61,000	61,000	-
	Legal Services	45,000	45,000	-
	Professional Development	37,000	37,000	-
	Travel	9,000	9,000	-
	Insurance	20,000	20,000	-
	Miscellaneous Expenses	5,000	5,000	-
	Professional Consultants	14,970	14,970	-
	Communication, Postage	8,000	8,000	-
	Supplies	3,000	3,000	-
	Printing, Advertising, Notices	2,800	2,800	-
	<b>Subtotal</b>	<b>1,433,763</b>	<b>1,447,170</b>	<b>13,407</b>
<b>Pass-through Expenses</b>				
	Professional Consultants	335,631	373,710	38,079
	PBSO Salary & Fringe	393,692	393,692	-
	PBSO Administrative Fees	-	39,369	39,369
	Legal Services	22,900	30,000	7,100
	Financial Services	800	500	(300)
	Travel	24,840	31,355	6,515
	Miscellaneous Direct Expenses	1,000	501	(499)
	Printing, Advertising, Notices	1,371	5,675	4,304
	Supplies	378	1,278	900
	Office Automation	2,628	4,128	1,500
	Communication, Postage	850	750	(100)
	Insurance	1,150	1,150	-
	Reimbursement from Borrower	-	(21,000)	(21,000)
	<b>Subtotal</b>	<b>785,240</b>	<b>861,108</b>	<b>75,868</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,408,489</b>	<b>2,497,764</b>	<b>89,275</b>
	<b>Change in Fund Balance</b>	<b>\$ 1,924</b>	<b>\$ (23,334)</b>	<b>\$ (25,258)</b>
	<b>General Fund balance at beginning of year</b>	<b>747,320</b>	<b>747,320</b>	<b>-</b>
	<b>Projected General Fund balance at end of year</b>	<b>\$ 749,244</b>	<b>\$ 723,986</b>	<b>\$ (25,258)</b>