



MEMORANDUM

AGENDA ITEM #IV.G

DATE: JULY 11, 2016
TO: COUNCIL MEMBERS
FROM: STAFF
SUBJECT: FISCAL YEAR 2015-16 OPERATING BUDGET AMENDMENT

Background

Staff has prepared an amendment to the Operating Budget for Fiscal Year 2016 for your approval today. The attached summaries of Revenues and Expenditures present the budget approved by the Council in September 2015 alongside the proposed amended operating budget. A final budget amendment for Fiscal Year 2016 will be brought to the Council in September 2016.

Revenues

The Council revenue budget, for the Fiscal Year 2015-16, has been adjusted to \$2,432,477, from the \$2,631,636 approved in September 2015. This is a \$199,159 reduction from the approved budget. The reason for this budget shortfall is two-fold. First, on April 11, 2016 Council staff received notification from the Florida Department of Health regarding the loss of Center for Disease Control and Prevention funds for the Healthy Corner Stores project. This resulted in the subsequent termination of the Florida Department of Health's \$146,000 contract for services with the Council until such time funding becomes available in the future. Second, Council staff has not completely offset its beginning total budget funding "gap" of \$139,500. The Council began FY 2015-2016 with a budget "gap" of \$139,500. Since September 2015, the Council has closed 60% of the gap through cost saving measures including not filling open staff positions and the outsourcing of IT support services.

Any variance from budget is the result of funds carried forward from/to previous/next fiscal year(s), the development of new grants and projects, and grants and projects that were not funded as initially projected.

Expenditures

The Council's operating expense budget for Fiscal Year 2015-16 has been adjusted to \$2,413,156, from the \$2,631,635 approved in September 2015. This is a \$218,479 reduction from the budget. A 13% reduction in core operating expense of \$253,690 is being offset by an increase in Nonrecurring



Professional Services (Pass-Through Revenue/Expenses) of \$35,212. The core operating expense reduction reflects the impact of not replacing recent vacancies as a result of retirement. Also, certain jobs have been consolidated in an effort to reduce operating expenses of the Council. The offset to a portion of this savings is an increase in Pass-Through Revenue/Expenses primarily due to the Palm Beach Sheriff Office contracts and conversion of salary (in the case of Council IT support) to outside contract services.

Operating Surplus

The budget amendment results in an Operating surplus of \$19,321. for Fiscal Year 2016.

Recommendation

Staff recommends approval of the Operating Budget Amendment for Fiscal Year 2016.

South Florida Regional Council
Budget Analysis - FY 2016 Budget Amendment
July 11, 2016

REVENUES	FY 2015-16 (Adopted SEPT 15)	FY 2015-16 (Proposed July 16)
GENERAL FUND		
Membership Fees		
Broward County	\$ 320,814	\$ 320,814
Miami-Dade County	468,020	468,020
Monroe County	12,978	12,978
Interest & Other Income	3,000	3,000
TOTAL GENERAL FUND	\$ 804,812	\$ 804,812
SPECIAL REVENUE FUNDS		
Federal Funded Projects	1,229,680	1,091,508
DHS / UASI - Palm Beach Sheriff's Office Crime Analysts	390,000	444,624
DHS / UASI - Regional Full-scale Exercise	75,000	79,135
MDC Healthy Corner Store Conversions	209,000	63,069
DOE - Clean Cities Coalition - CCFAA Grant	40,000	40,000
NETL/UCF - Creating Alt Fuel Training Network - Florida	20,000	20,000
EDA - Economic Development District Planning	63,000	63,000
EDA - Revolving Loan Funds Administration	240,000	213,000
EPA - Brownfield's Administration	74,000	50,000
FDEM - Hazardous Materials Emergency Planning - HMEP	93,680	93,680
FTA - Miami-Dade County MPO	25,000	25,000
State Funded Projects	85,895	139,477
FDEM - Local Emergency Planning Committee - Staff	48,000	48,000
FDEM - Hazards Analysis in Monroe County	2,500	2,453
FDEM - SRESP Updates	-	20,000
FDEO-FDEP Train the Trainers Grant	35,395	69,024
Local Funded Projects	511,249	396,680
Development of Regional Impact (DRI) Fees	15,000	64,280
SFRTA - Transportation Oriented Development	100,000	100,000
South Florida Economic Forecasting Partnership	16,800	16,800
Miscellaneous Economic Impact Analysis	-	600
Florida Public Health Institute 1415	10,000	5,000
Monroe Climate Summit Conference	30,000	30,000
Southeast Florida Community Development Fund, Inc.	100,000	80,000
Citi Bank Data Commons Business Plan	100,000	100,000
New Program Development	139,449	-
TOTAL SPECIAL REVENUE FUNDS	1,826,824	1,627,665
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GRAND TOTAL	2,631,636	\$ 2,432,477
EXPENDITURES	FY 2014-15 (Adopted SEPT 15)	FY 2015-16 (Proposed July 16)
Salaries and Leave	\$ 1,109,860	\$ 858,541
Fringe Benefits	348,970	276,230
Occupancy	190,660	192,000
Office Automation *	45,000	51,500
Supplies *	7,500	53,908
Communications, Postage *	10,500	10,500
Printing, Advertising, Notices *	5,000	9,400
Travel *	40,000	51,920
Professional Development	37,000	37,000
Insurance	20,000	20,000
Miscellaneous Expenses	8,000	8,000
Subtotal	1,822,490	1,568,999
Project Related Professional Services (Pass-through)	669,145	704,357
Legal Services	90,000	93,800
Financial Services	50,000	46,000
Subtotal	809,145	844,157
TOTAL	2,631,635	2,413,156
Budget Surplus/(Deficit)	\$ 0	\$ 19,321
Memo: Core Operating Expenses **	\$ 1,962,490	\$ 1,708,799
<i>*Includes "project" related expenses in excess of budget which have been reimbursed by the project's grant or contract</i>		
<i>**Core Operating Expenses excludes project related professional services</i>		