

# ADOPTED BUDGET

OCTOBER 1, 2016 – SEPTEMBER 30, 2017

FY  
2017

ADOPTED: JUNE 16, 2016

AMENDED: JULY 14, 2016



SOUTHWEST FLORIDA  
REGIONAL PLANNING COUNCIL

**FY 17 ADOPTED BUDGET**  
OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

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## FY 17 ADOPTED BUDGET

OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

Revenues	SWFRPC General Fund	SWFRPC Special Revenue	2017 Budget Totals
Assessments	\$ 485,948	\$ -	\$ 485,948
Secured Federal/State Grants	-	96,934	96,934
*Program Development (Unsecured Grants/Contracts)	-	150,000	150,000
Secured Contractual	-	3,900	3,900
DRIs/NOPCs/Other Reviews	-	35,000	35,000
Interest/Misc	6,000	-	6,000
**Fund Balance from Audit YE 9/30/15 (FY14/15)	588,437	-	588,437
<b>Total Income (Revenue)</b>	<b>\$ 1,080,385</b>	<b>\$ 285,834</b>	<b>\$ 1,366,219</b>

Expenditures (Expenses)			
<b>Direct:</b>			
Salaries (A)	\$ 218,569	\$ 207,472	\$ 426,041
FICA	32,592	-	32,592
Unemployment	-	-	-
Workers Compensation	3,687	-	3,687
Retirement	47,769	-	47,769
Health Insurance (B)	63,090	-	63,090
<b>Total Personnel Expenses</b>	<b>\$ 365,707</b>	<b>\$ 207,472</b>	<b>\$ 573,179</b>

Expenses			
Consultants (C)	\$ 33,100	\$ -	\$ 33,100
Grant/Consulting - Contractual (D)	-	-	-
Audit Fees	25,000	-	25,000
Travel	6,000	9,680	15,680
Telephone	5,100	-	5,100
Postage	1,500	125	1,625
Equipment Rental (E)	7,190	-	7,190
Insurance (F)	10,566	-	10,566
Repair/Maint. (Grounds/Bldg/Equip)	500	-	500
Printing/Reproduction	2,581	100	2,681
Utilities (Elec/Internet)	13,200	-	13,200
Advertising	600	1,150	1,750
Other Miscellaneous	200	-	200
Bank Service Charges	-	-	-
Office Supplies	4,000	-	4,000
Computer Related Expenses (G)	21,671	-	21,671
Dues and Memberships (H)	25,310	-	25,310
Publications	100	-	100
Professional Development	1,000	-	1,000
Meetings/Events	1,250	-	1,250
Capital Outlay-Operations	5,000	-	5,000
Capital Outlay-Building	1,000	-	1,000
Lease Long Term	42,000	-	42,000
**Fund Balance from Audit YE 9/30/15 (FY14/15)	588,437	-	588,437
<b>Operational Expense</b>	<b>\$ 795,305</b>	<b>\$ 11,055</b>	<b>\$ 806,360</b>

<b>Fringe/Indirect Allocation</b>	<b>\$ (67,307)</b>	<b>\$ 67,307</b>	<b>\$ -</b>
<b>Utilized Reserve</b>	<b>\$ (13,320)</b>		<b>\$ (13,320)</b>
<b>Total Operational Expenses</b>	<b>\$ 714,678</b>	<b>\$ 78,362</b>	<b>\$ 793,040</b>
<b>Total Cash Outlays</b>	<b>\$ 1,080,385</b>	<b>\$ 285,834</b>	<b>\$ 1,366,219</b>

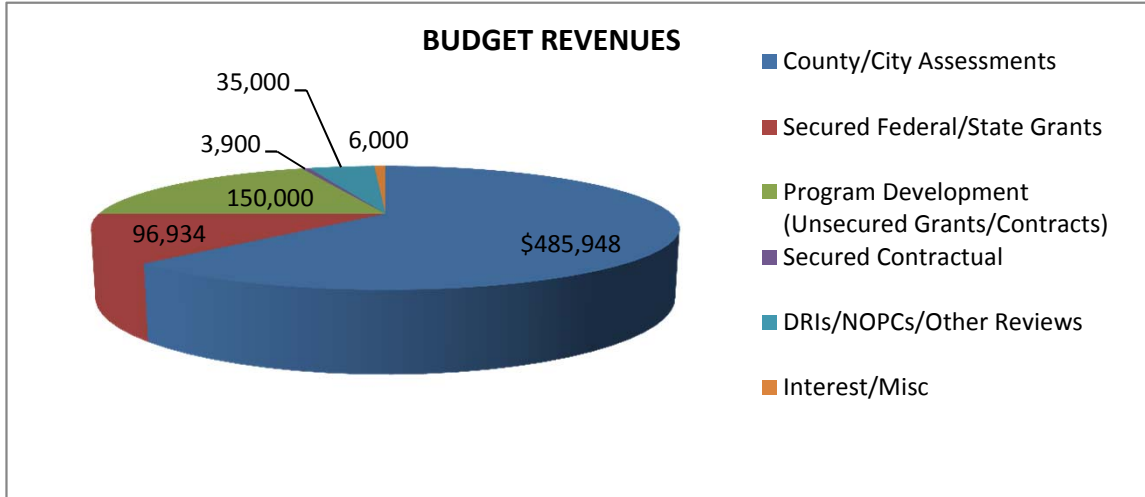
<b>Net Income/Loss</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>
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\* This amount was determined based on three previous years budgets which brought in at least \$100,000 in additional revenue after the budget was adopted

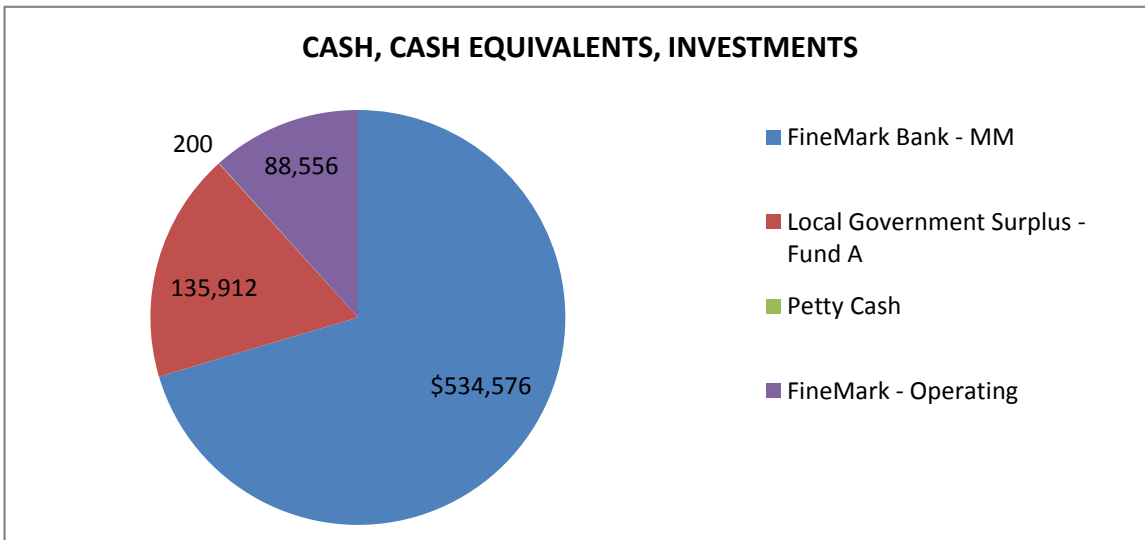
\*\*Fund Balance from Audit YE 9/30/15 (FY14/15) - included in this fund is the investments, operating funds and net of all assets and liabilities as of 9/30/15.

## REVENUE SOURCES

BUDGET REVENUES	AMOUNT
County/City Assessments	\$ 485,948
Secured Federal/State Grants	96,934
Program Development (Unsecured Grants/Contracts)	150,000
Secured Contractual	3,900
DRIs/NOPCs/Other Reviews	35,000
Interest/Misc	6,000
<b>Total Revenue</b>	<b>\$ 777,782</b>



CASH, CASH EQUIVALENTS, INVESTMENTS (as of May 30, 2016):	AMOUNT
FineMark Bank - MM	\$ 534,576
Local Government Surplus - Fund A	135,912
Petty Cash	200
FineMark - Operating	88,556
<b>Total Cash, Cash Equivalents, Investments</b>	<b>\$ 759,244</b>



## FY 17 REVENUE SOURCES

OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

GENERAL REVENUES		SPECIAL REVENUES	
Interest/Misc.	\$ 6,000	Federal/State Grants	\$ 96,934
Assessments	\$ 485,948	Contractual	\$ 188,900
	<b>\$ 491,948</b>		<b>\$ 285,834</b>
		<b>Total Revenues</b>	<b>\$ 777,782</b>
		<b>FY15 Fund Balance</b>	<b>\$ 588,437</b>
		<b>Total Budget</b>	<b>\$ 1,366,219</b>

MEMBER	POPULATION 2015 (BEBR Estimates)	ASSESSMENT
Charlotte County	167,141	\$ 50,142
Collier County	343,802	103,141
Glades County	12,853	3,856
Hendry County	38,096	11,429
Lee County (Unincorporated)	367,608	110,282
City of Cape Coral	166,508	49,952
City of Fort Myers	72,395	21,719
Town of Fort Myers Beach	6,264	1,879
City of Bonita Springs	46,568	13,970
City of Sanibel	6,502	1,951
Sarasota County	392,090	117,627
<b>Total Assessments</b>	<b>1,619,827</b>	<b>\$ 485,948</b>

Additional Revenue	TOTAL
Interest/Misc.	\$ 6,000
ABM Sponsorship	-
<b>Total General Revenues</b>	<b>\$ 491,948</b>

SPECIAL REVENUES	FEDERAL/STATE GRANTS	CONTRACTUAL	TOTAL
DEM - Title III	\$ 44,250	\$ -	\$ 44,250
FL CTD-Glades/Hendry TD	28,880	-	28,880
Collier Hazard Analysis	8,054	-	8,054
Economic Development	15,750	-	15,750
SQG-Glades		3,900	3,900
DRI/NOPC Fees		35,000	35,000
Program Development (Unsecured Grants/Contracts)		150,000	150,000
<b>Total RPC Special Revenues</b>	<b>\$ 96,934</b>	<b>\$ 188,900</b>	<b>\$ 285,834</b>

Assessments based upon official Bureau of Business and Economic Research population estimates.

Assessments are estimated at 30 cents/capita as provided for in the Council's Interlocal Agreement, adopted November 8, 1973.

## SWFRPC 5 YEAR BUDGET COMPARISON

Fiscal Year 2012 - Fiscal Year 2016

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016 Amendment
<b>Revenues</b>					
Assessments	\$ 459,517	\$ 462,218	\$ 469,411	\$ 472,879	\$ 477,787
Federal/State/Local Funds/Contract.	1,890,422	1,839,113	1,581,167	399,968	557,025
Contractual				190,067	90,600
DRIs/NOPCs/Monitoring	93,546	42,625	41,265	88,523	35,000
Interest/Misc	9,565	24,732	39,057	4,347	6,372
Rental Income		28,750	15,000	1,250	-
Fund Balance	542,977	708,484	748,896	588,437	588,437
<b>Total Income</b>	<b>\$ 2,996,027</b>	<b>\$ 3,105,922</b>	<b>\$ 2,894,796</b>	<b>\$ 1,745,471</b>	<b>\$ 1,755,221</b>
<b>Expenditures</b>					
<u>Direct:</u>					
Salaries - Total	\$ 1,165,861	\$ 1,006,838	\$ 982,363	\$ 609,843	\$ 519,301
FICA/Workers Comp/Unemployment	101,321	83,783	76,524	49,691	43,414
Retirement	60,395	63,019	101,994	63,714	60,084
Health Insurance	127,272	118,764	136,255	98,290	79,799
<b>Total Personnel Services</b>	<b>\$ 1,454,849</b>	<b>\$ 1,272,403</b>	<b>\$ 1,297,136</b>	<b>\$ 821,538</b>	<b>\$ 702,598</b>
Legal fees					
Consultant Fees	59,430	87,014	35,525	57,588	54,843
Grant/Consulting Expense				63,533	92,384
NEP Contractual	275,454	326,993	356,951		
NEP-Other					
MPO Contractual	89,523				
Audit Fees	44,430	43,543	41,000	36,820	30,000
Travel	32,500	42,369	48,185	27,273	40,000
Telephone	6,754	8,224	6,554	5,749	5,100
Postage	30,524	19,925	1,655	3,173	4,975
Equipment Rental	21,961	7,016	6,799	7,964	7,335
Insurance	21,559	25,091	20,683	22,970	17,207
Repair/Maint. (Grounds/Bldg/Equip)	15,668	17,497	19,499	10,311	5,000
Printing/Reproduction	53,373	73,954	5,539	6,431	8,571
Utilities (Elec, water, garb)	22,572	22,226	23,470	20,889	12,500
Advertising	10,018	3,218	2,827	7,766	2,750
Other Miscellaneous	9,897	3,979	4,923	5,162	1,000
Uncollectable Receivables	19,000				
Bank Service Charges	1,133	2,745			2,200
Office Supplies	13,695	13,870	9,853	4,494	5,000
Computer Related Expenses	39,155	40,011	41,876	27,326	24,319
Publications	1,496	226	1,338	211	200
Bad debt				19,736	
Dues and Memberships		32,659	35,484	14,037	25,510
Professional Development	37,486	3,225			3,000
Meetings/Events	22,333	20,580	3,065	26,771	20,000
Moving					42,500
Capital Outlay-Operations	15,056	27,792	15,375		6,000
Capital Outlay-Building	4,324	8,185			1,000
Long Term Debt (Building Loan)	127,751	127,751	127,751	127,751	21,292
Lease Long Term					31,500
Events		1,436			
Reserve for Operations Expense	542,977	708,484	748,896	588,437	588,437
<b>Total Cash Outlays</b>	<b>\$ 2,972,919</b>	<b>\$ 2,940,415</b>	<b>\$ 2,854,384</b>	<b>\$ 1,905,930</b>	<b>\$ 1,755,221</b>
<b>Net Income/(Loss)</b>	<b>\$ 23,109</b>	<b>\$ 165,507</b>	<b>\$ 40,412</b>	<b>\$ (160,459)</b>	<b>-</b>

## SALARY EXPENSES

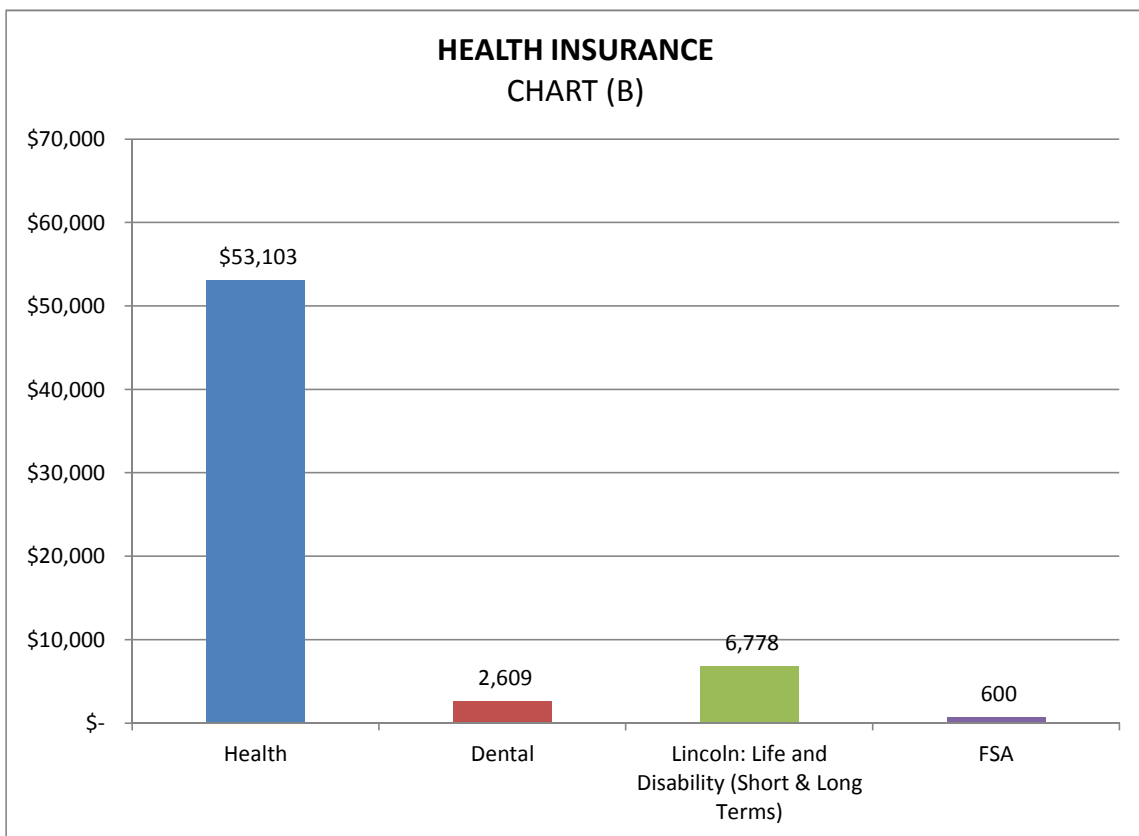
TABLE (A)

POSITION TITLE CLASSIFICATION	CLASSIFICATION LEVEL	10/1/2015 SALARY RANGE	HOURLY RATE	ANNUAL SALARY
<b>Executive Director</b>	Exempt	As determined by Council	\$ 57.13	\$ 118,830
Regional Counsel	Exempt			15,450
Planner IV (Environmental)	Exempt	27.53 - 39.89	33.64	69,971
Planner II	Exempt	20.07 - 31.74	26.29	54,683
Planner I	Exempt	18.90 - 27.31	27.79	57,803
Planner I	Exempt	18.90 - 27.31	19.57	40,706
GIS Manager	Exempt	20.26 - 32.99	32.98	68,598
<b>Total \$</b>				<b>426,041</b>

## HEALTH INSURANCE

TABLE (B)

INSURANCE TYPE	COVERAGE	AMOUNT
Health	Employee Only	\$ 53,103
Dental	Employee Only	2,609
Lincoln: Life and Disability (Short & Long Terms)	Employee Only	6,778
FSA	Employee Only	600
<b>Total</b>		<b>\$ 63,090</b>





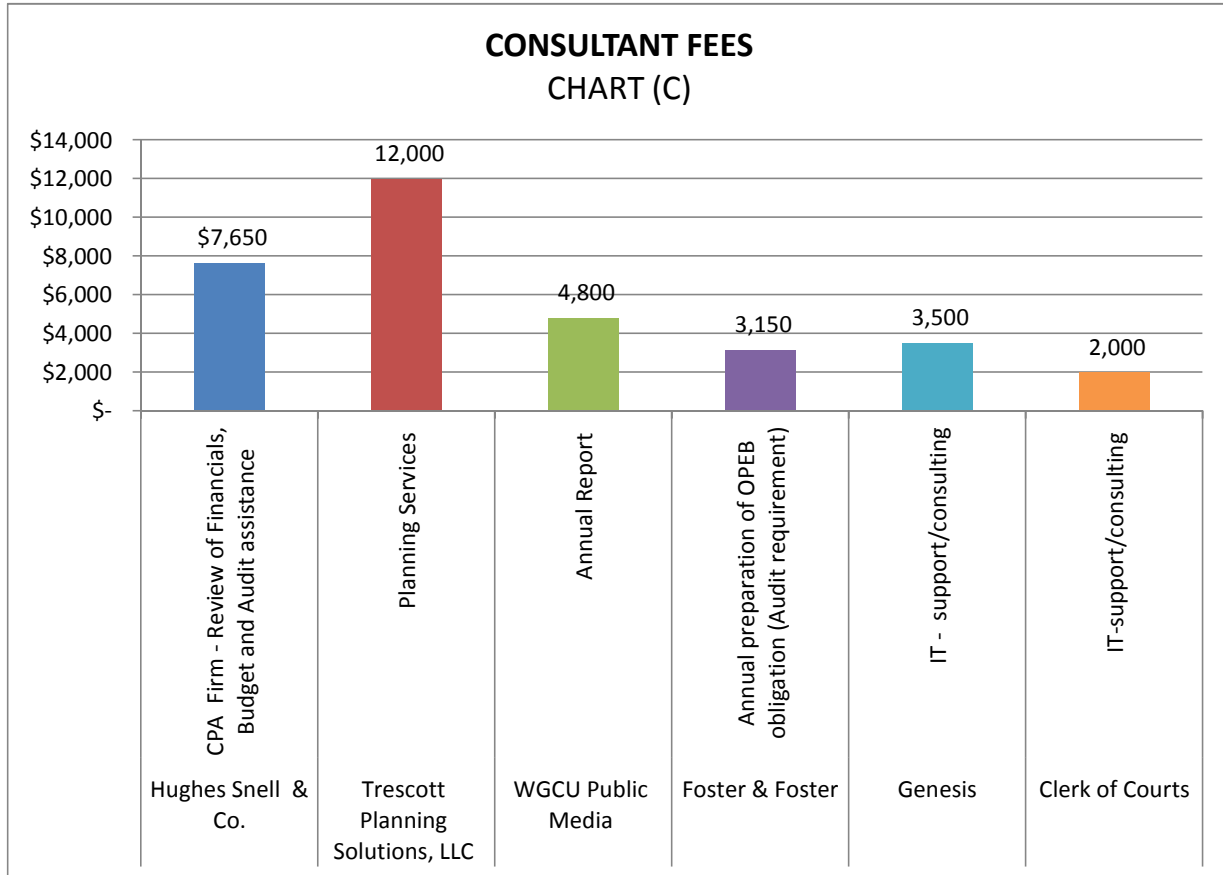
## CONSULTANT FEES

TABLE (C)

CONSULTANT	DESCRIPTION	AMOUNT
Hughes Snell & Co.	CPA Firm - Review of Financials, Budget and Audit assistance	\$ 7,650
Trescott Planning Solutions, LLC	Planning Services	12,000
WGPU Public Media	Annual Report	4,800
Foster & Foster	Annual preparation of OPEB obligation (Audit requirement)	3,150
Genesis	IT - support/consulting	3,500
Clerk of Courts	IT-support/consulting	2,000
<b>Total \$</b>		<b>33,100</b>

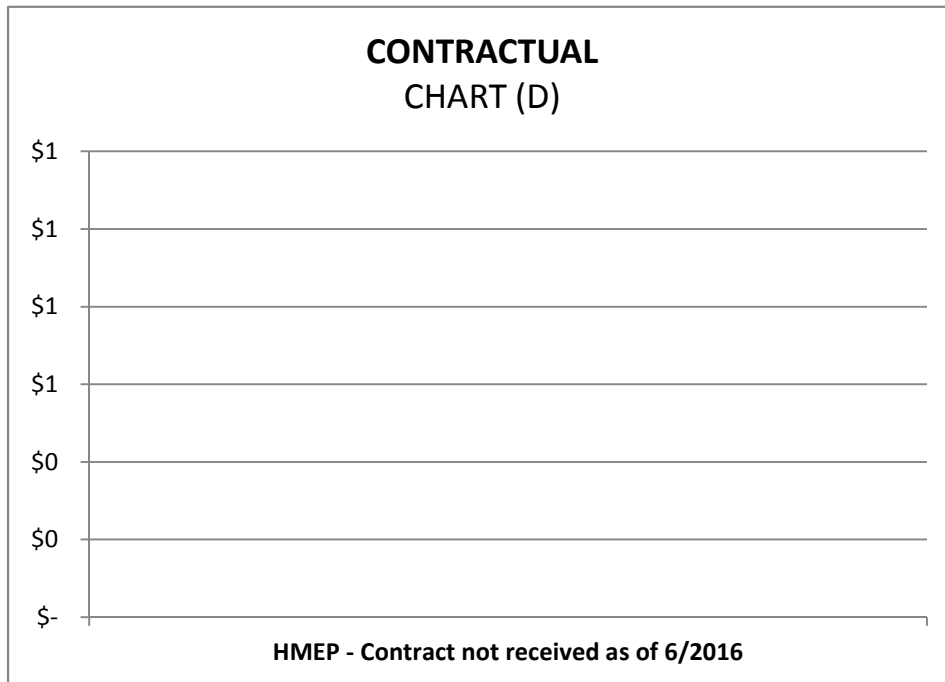
## CONSULTANT FEES

CHART (C)



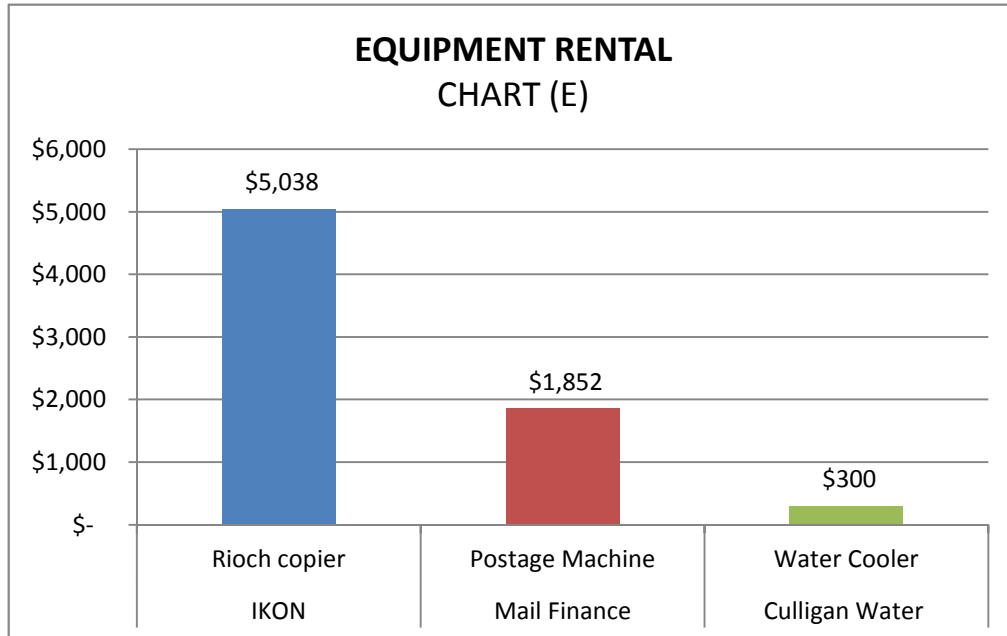
**CONTRACTUAL  
TABLE (D)**

GRANT	DESCRIPTION	AMOUNT
	HMEP - Contract not received as of 6/2016	
	<b>Total</b>	<b>\$ -</b>



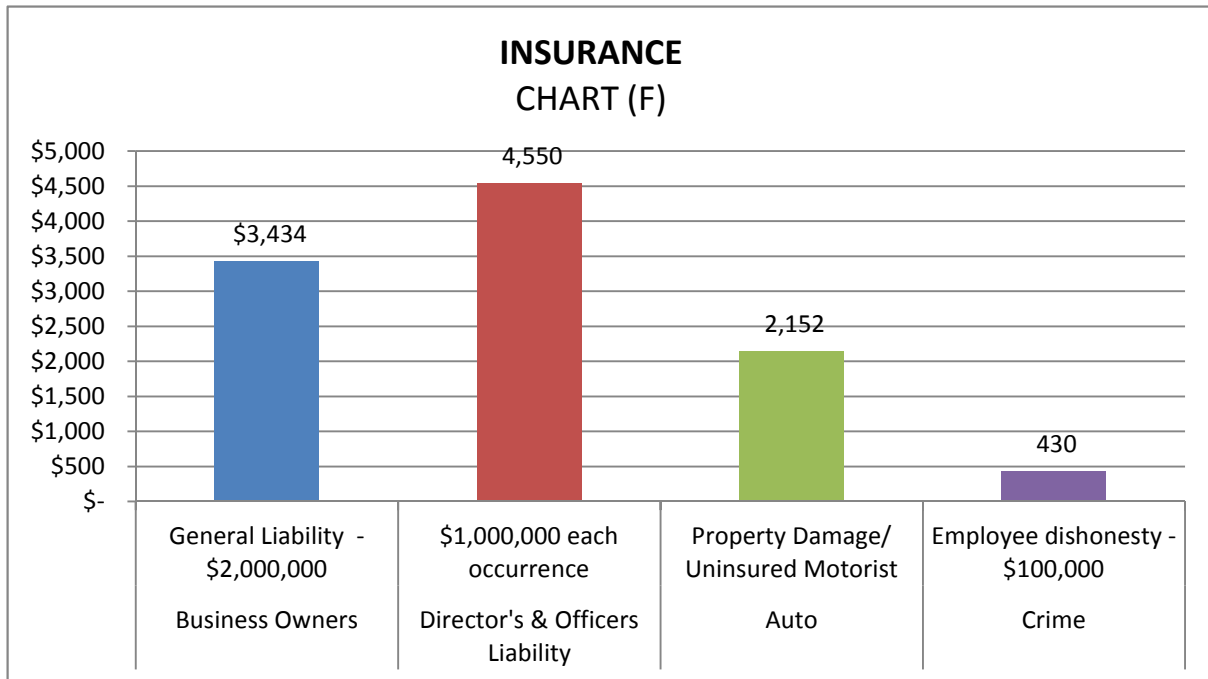
**EQUIPMENT RENTAL  
TABLE (E)**

	DESCRIPTION		
IKON	Rioch copier	\$	5,038
Mail Finance	Postage Machine	\$	1,852
Culligan Water	Water Cooler	\$	300
		<b>Total</b>	<b>\$ 7,190</b>



**INSURANCE  
TABLE (F)**

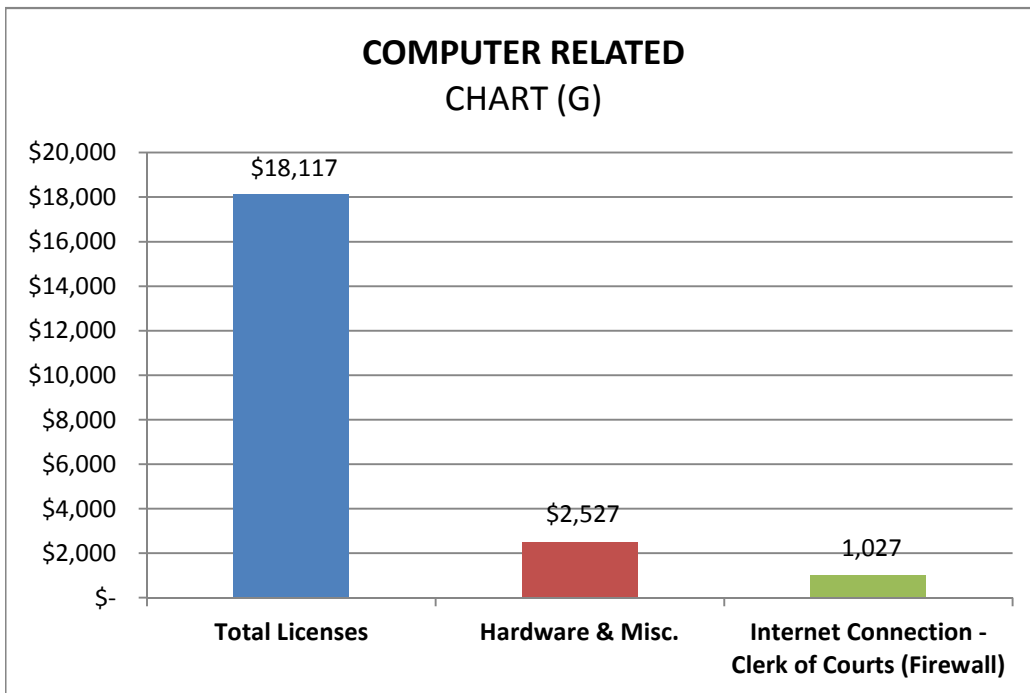
<b>POLICY</b>	<b>DESCRIPTION</b>	<b>PREMIUM</b>
Business Owners	General Liability - \$2,000,000	\$ 3,434
Director's & Officers Liability	\$1,000,000 each occurrence	4,550
Auto	Property Damage/ Uninsured Motorist	2,152
Crime	Employee dishonesty - \$100,000	430
<b>Total</b>		<b>\$ 10,566</b>



**COMPUTER RELATED  
TABLE (G)**

LICENSES	AMOUNT
Sage Peachtree ( Accounting Software)	\$ 2,217
REMI (Modeling Software)	4,500
ArcView (GIS)	8,650
VM	1,000
Bill Quick	1,750
<b>Total Licenses</b>	<b>\$ 18,117</b>

OTHER	AMOUNT
Hardware & Misc.	\$ 2,527
Internet Connection - Clerk of Courts (Firewall)	1,027
<b>Total Expenses</b>	<b>\$ 21,671</b>



**DUES & MEMBERSHIPS**  
TABLE (H)

ORGANIZATION	DESCRIPTION	AMOUNT
FRCA	Florida Regional Council Association	\$ 20,500
ULI	Urban Land Institute	215
FHREDI	Florida Heartland Regional Economic Development Initiative	2,500
Misc.	Misc.	500
<b>Total</b>		<b>\$ 23,715</b>

GRANT RELATED SUBSCRIPTIONS	DESCRIPTION	AMOUNT
FEDC	Florida Economic Development Council	300
IEDC	IEDC	1,295
<b>Total Grant Related</b>		<b>\$ 1,595</b>

<b>Total</b>		<b>\$ 25,310</b>
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