



SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL

# ADOPTED BUDGET

## FY 2016

OCTOBER 1, 2015 TO SEPTEMBER 30, 2016



**FY 16 PROPOSED BUDGET**  
OCTOBER 1, 2015 TO SEPTEMBER 30, 2016

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**FY 16 ADOPTED BUDGET**  
OCTOBER 1, 2015 TO SEPTEMBER 30, 2016

Revenues	SWFRPC General Fund	SWFRPC Special Revenue	2016 Budget Totals
Assessments	\$ 477,787	\$ -	\$ 477,787
Secured Federal/State Grants	-	187,266	187,266
*Program Development (Unsecured Grants/Contracts)		100,000	100,000
Secured Contractual	-	70,150	70,150
DRIs/NOPCs/Other Reviews	-	35,000	35,000
Rental/Interest/Misc	1,500	-	1,500
Fund Balance	640,816	-	640,816
<b>Total Income (Revenue)</b>	<b>\$ 1,120,103</b>	<b>\$ 392,416</b>	<b>\$ 1,512,519</b>

Expenditures (Expenses)			
<u>Direct:</u>			
Salaries (A)	\$ 316,875	\$ 170,223	\$ 487,098
FICA	37,263	-	37,263
Unemployment	-	-	-
Workers Compensation	3,687	-	3,687
Retirement	35,084	-	35,084
Health Insurance (B)	79,799	-	79,799
<b>Total Personnel Expenses</b>	<b>\$ 472,708</b>	<b>\$ 170,223</b>	<b>\$ 642,931</b>

Expenses			
Consultants (C)	\$ 21,100	\$ 12,000	\$ 33,100
Contractual (D)	-	18,100	18,100
Audit Fees	32,000		32,000
Travel	2,500	10,460	12,960
Telephone	5,100		5,100
Postage	2,000	75	2,075
Equipment Rental (E)	7,335		7,335
Insurance (F)	23,207		23,207
Repair/Maint. (Grounds/Bldg/Equip)	5,000		5,000
Printing/Reproduction	2,000	580	2,580
Utilities (Elec, water, garb)	21,500		21,500
Advertising	1,900	850	2,750
Other Miscellaneous	2,000	150	2,150
Bank Service Charges	2,700		2,700
Office Supplies	4,000		4,000
Computer Related Expenses (G)	22,969		22,969
Publications	200		200
Professional Development	1,000	2,000	3,000
Dues and Memberships (H)	23,915	1,595	25,510
Meetings/Events	1,000	250	1,250
Capital Outlay-Operations	5,000		5,000
Capital Outlay-Building	4,000		4,000
Long Term Debt	128,000		128,000
Fund Balance	640,816		640,816
<b>Operational Expense</b>	<b>\$ 959,242</b>	<b>\$ 46,060</b>	<b>\$ 1,005,302</b>

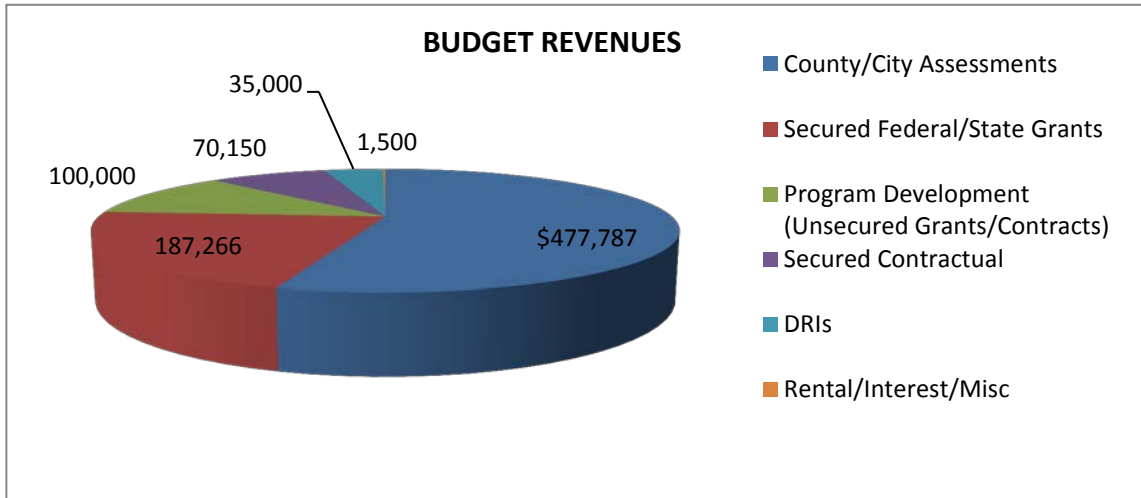
<b>Fringe/Indirect Allocation</b>	<b>\$ (176,133)</b>	<b>\$ 176,133</b>	<b>\$ -</b>
<b>Utilized Reserve</b>	<b>\$ (135,714)</b>		<b>\$ (135,714)</b>
<b>Total Operational Expenses</b>	<b>\$ 647,395</b>	<b>\$ 222,193</b>	<b>\$ 869,588</b>
<b>Total Cash Outlays</b>	<b>\$ 1,120,103</b>	<b>\$ 392,416</b>	<b>\$ 1,512,519</b>

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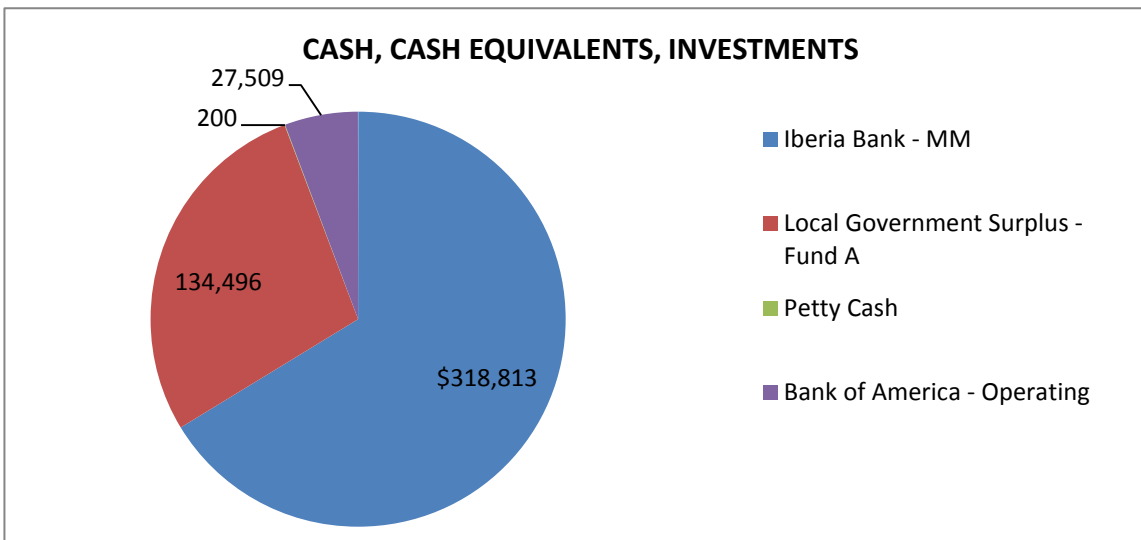
\* This amount was determined based on three previous years budgets which brought in at least \$100,000 in additional revenue after the budget was adopted

## REVENUE SOURCES

BUDGET REVENUES	AMOUNT
County/City Assessments	\$ 477,787
Secured Federal/State Grants	187,266
Program Development (Unsecured Grants/Contracts)	100,000
Secured Contractual	70,150
DRIs	35,000
Rental/Interest/Misc	1,500
<b>Total Revenue</b>	<b>\$ 871,703</b>



CASH, CASH EQUIVALENTS, INVESTMENTS (as of June 30, 2015):	AMOUNT
Iberia Bank - MM	\$ 318,813
Local Government Surplus - Fund A	134,496
Petty Cash	200
Bank of America - Operating	27,509
<b>Total Cash, Cash Equivalents, Investments</b>	<b>\$ 481,018</b>



## FY 16 REVENUE SOURCES

OCTOBER 1, 2015 TO SEPTEMBER 30, 2016

GENERAL REVENUES		SPECIAL REVENUES	
Rental/Interest/Misc.	\$ 1,500	Federal/State Grants	\$ 187,266
Assessments	\$ 477,787	Contractual	\$ 205,150
	<b>\$ 479,287</b>		<b>\$ 392,416</b>
		<b>Total Revenues</b>	<b>\$ 871,703</b>
		<b>Prior Year Fund Balance</b>	<b>\$ 640,816</b>
		<b>Total Budget</b>	<b>\$ 1,512,519</b>

MEMBER	POPULATION (2014 BEBR Estimates)	ASSESSMENT
Charlotte County	\$ 164,467	\$ 49,340
Collier County	336,783	101,035
Glades County	12,852	3,856
Hendry County	37,895	11,369
Lee County	525,489	157,647
City of Bonita Springs	45,819	13,746
City of Fort Myers	69,437	20,831
Town of Fort Myers Beach	6,250	1,875
City of Sanibel	6,490	1,947
Sarasota County	387,140	116,142
<b>Total Assessments</b>	<b>\$ 1,592,622</b>	<b>\$ 477,787</b>

Additional Revenue	TOTAL
Rental/Interest/Misc.	\$ 1,500
ABM Sponsorship	\$ -
<b>Total General Revenues</b>	<b>\$ 479,287</b>

SPECIAL REVENUES	FEDERAL/STATE GRANTS	CONTRACTUAL	TOTAL
DEM - Title III	\$ 48,000		\$ 48,000
DEM-HMEP Planning& Training	22,000		22,000
FL CTD-Glades/Hendry TD	38,573		38,573
MARC	6,000		6,000
Hazard Analysis	9,693		9,693
Economic Development	63,000		63,000
City of Bonita Springs- Spring Creek		30,000	30,000
Visit Florida		4,000	4,000
Mangrove Loss		32,250	32,250
SQG-Glades		3,900	3,900
DRI/NOPC Fees		35,000	35,000
Program Development (Unsecured Grants/Contracts)		100,000	100,000
<b>Total RPC Special Revenues</b>	<b>\$ 187,266</b>	<b>\$ 205,150</b>	<b>\$ 392,416</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 2011 - Fiscal Year 2015

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	Budget FY 2015 (Amended)	Budget Amendment FY 2015 (Proposed)
<b>Revenues</b>						
Assessments	\$ 466,669	\$ 459,517	\$ 462,218	\$ 469,411	\$ 472,941	472,941
Federal/State/Local Funds/Contract.	2,591,297	1,890,422	1,839,113	1,581,167	358,630	428,894
Contractual					199,169	123,881
DRIs	215,357	93,546	42,625	41,265		74,510
Interest/Misc	14,813	9,565	24,732	39,057		1,541
Rental Income			28,750	15,000	7,500	
Fund Balance	519,868	542,977	708,484	748,896	748,895	748,895
<b>Total Income</b>	<b>\$ 3,808,004</b>	<b>\$ 2,996,027</b>	<b>\$ 3,105,922</b>	<b>\$ 2,894,796</b>	<b>\$ 1,787,135</b>	<b>\$ 1,850,662</b>
<b>Expenditures</b>						
<b>Direct:</b>						
Salaries - Total	\$ 1,785,396	\$ 1,165,861	\$ 1,006,838	\$ 982,363	\$ 694,945	\$ 576,520
FICA/Workers Comp/Unemployment	135,632	101,321	83,783	76,524	55,538	48,517
Retirement	170,332	60,395	63,019	101,994	56,166	56,166
Health Insurance	176,024	127,272	118,764	136,255	125,579	100,884
<b>Total Personnel Services</b>	<b>\$ 2,267,385</b>	<b>\$ 1,454,849</b>	<b>\$ 1,272,403</b>	<b>\$ 1,297,136</b>	<b>\$ 932,228</b>	<b>\$ 782,087</b>
Legal fees					0	0
Consultant Fees	64,094	59,430	87,014	35,525	46,850	46,850
Contractual					54,396	54,396
NEP Contractual	233,995	275,454	326,993	356,951	0	
NEP-Other						
MPO Contractual	246,699	89,523				
Audit Fees	46,220	44,430	43,543	41,000	40,000	34,620
Travel	39,442	32,500	42,369	48,185	35,670	24,670
Telephone	12,093	6,754	8,224	6,554	5,100	5,100
Postage	23,767	30,524	19,925	1,655	4,287	4,287
Equipment Rental	29,253	21,961	7,016	6,799	7,015	7,015
Insurance	19,820	21,559	25,091	20,683	22,500	22,500
Repair/Maint. (Grounds/Bldg/Equip)	20,937	15,668	17,497	19,499	15,000	10,000
Printing/Reproduction	93,224	53,373	73,954	5,539	6,190	6,190
Utilities (Elec, water, garb)	24,411	22,572	22,226	23,470	23,200	20,700
Advertising	16,558	10,018	3,218	2,827	2,454	2,454
Other Miscellaneous	4,491	9,897	3,979	4,923	4,500	3,000
Uncollectable Receivables		19,000			7,233	0
Bank Service Charges		1,133	2,745		2,700	2,700
Office Supplies	17,637	13,695	13,870	9,853	5,175	3,175
Computer Related Expenses	56,993	39,155	40,011	41,876	27,070	24,070
Publications	2,476	1,496	226	1,338	461	14,700
Dues and Memberships	38,109		32,659	35,484	29,700	461
Professional Development		37,486	3,225		10,256	4,256
Meetings/Events	54,966	22,333	20,580	3,065	11,616	8,616
Capital Outlay-Operations	8,037	15,056	27,792	15,375	7,500	0
Capital Outlay-Building		4,324	8,185		35,150	0
Long Term Debt (Building Loan)	127,751	127,751	127,751	127,751	128,000	128,000
Events			1,436			0
Reserve for Operations Expense	519,868	542,977	708,484	748,896	748,895	748,895
<b>Total Cash Outlays</b>	<b>\$ 3,968,226</b>	<b>\$ 2,972,919</b>	<b>\$ 2,940,415</b>	<b>\$ 2,854,384</b>	<b>\$ 2,213,146</b>	<b>\$ 1,958,742</b>
<b>Net Income/(Loss)</b>	<b>\$ (160,222)</b>	<b>\$ 23,109</b>	<b>\$ 165,507</b>	<b>\$ 40,412</b>	<b>-\$426,011</b>	<b>\$ (108,080)</b>

## SALARY EXPENSES

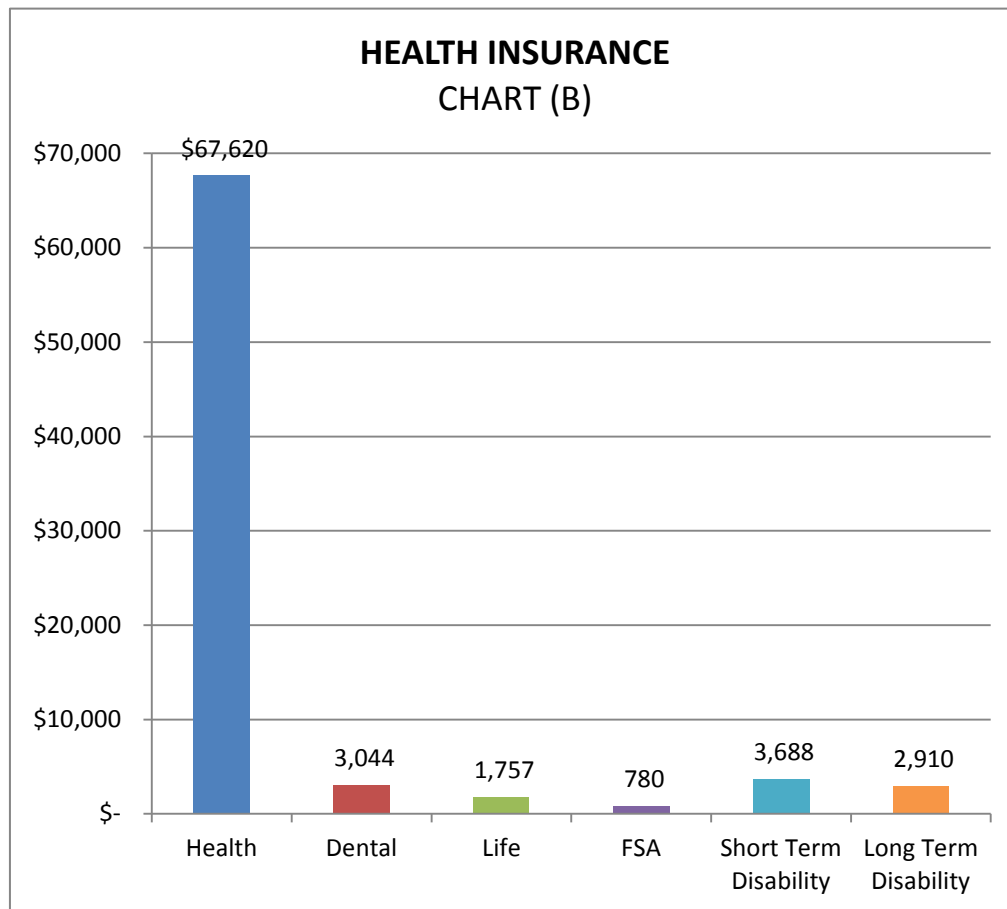
TABLE (A)

POSITION TITLE CLASSIFICATION	CLASSIFICATION LEVEL	10/1/2015 SALARY RANGE			HOURLY RATE	ANNUAL SALARY
<b>Executive Director</b>	Exempt	As determined by Council			\$ 55.47	\$ 115,378
Regional Counsel	Exempt					15,000
Deputy Director/Economic Development Program Mgr.	Exempt	31.08	42.62		35.32	73,466
Planner IV (Environmental)	Exempt	27.53	- 39.89		32.66	67,933
Planner II	Exempt	20.07	- 31.74		25.52	53,082
Planner I	Exempt	18.90	- 27.31		26.98	56,118
Planner I	Exempt	18.90	- 27.31		19.00	39,520
GIS Manager	Exempt	20.26	- 32.99		32.02	66,602
<b>Total \$</b>						<b>487,098</b>

## HEALTH INSURANCE

TABLE (B)

INSURANCE TYPE	COVERAGE	AMOUNT
Health	Employee Only	\$ 67,620
Dental	Employee Only	3,044
Life	Employee Only	1,757
FSA	Employee Only	780
Short Term Disability	Employee Only	3,688
Long Term Disability	Employee Only	2,910
<b>Total</b>		<b>\$ 79,799</b>



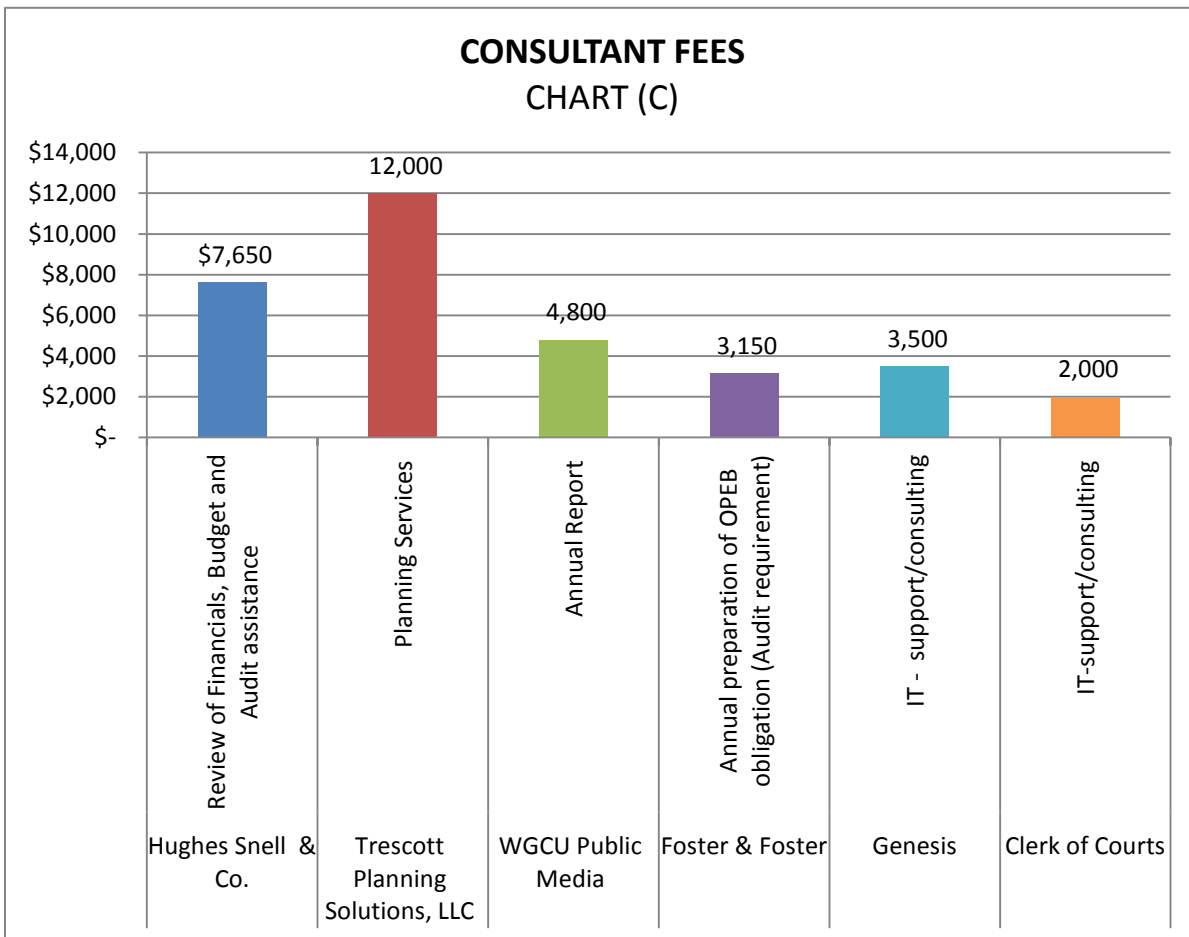
*NOTE Coverage - Employee Only*



## CONSULTANT FEES

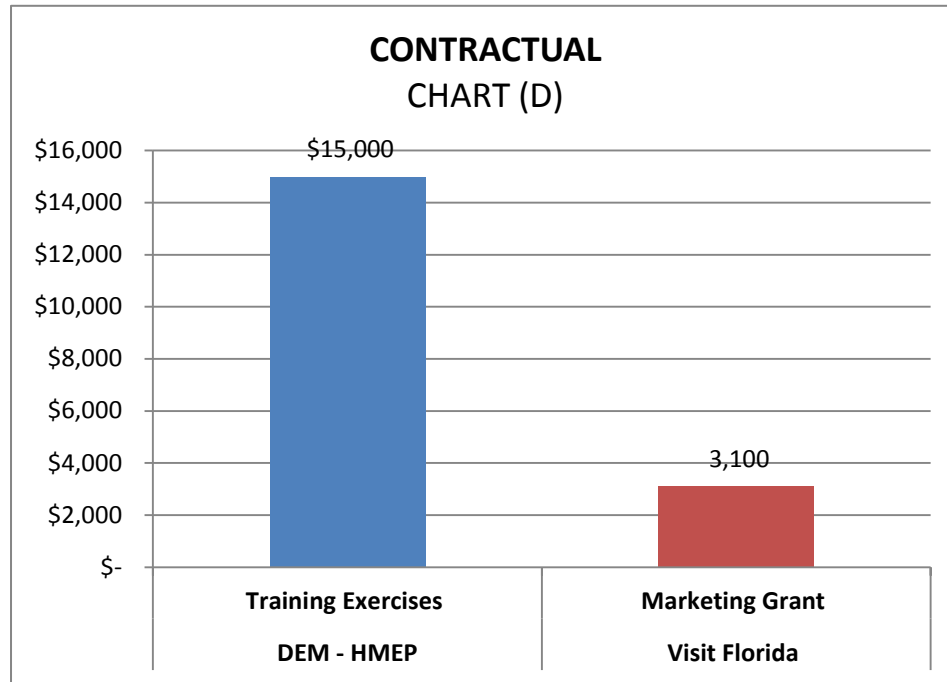
TABLE (C)

CONSULTANT	DESCRIPTION	AMOUNT
Hughes Snell & Co.	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>



**CONTRACTUAL  
TABLE (D)**

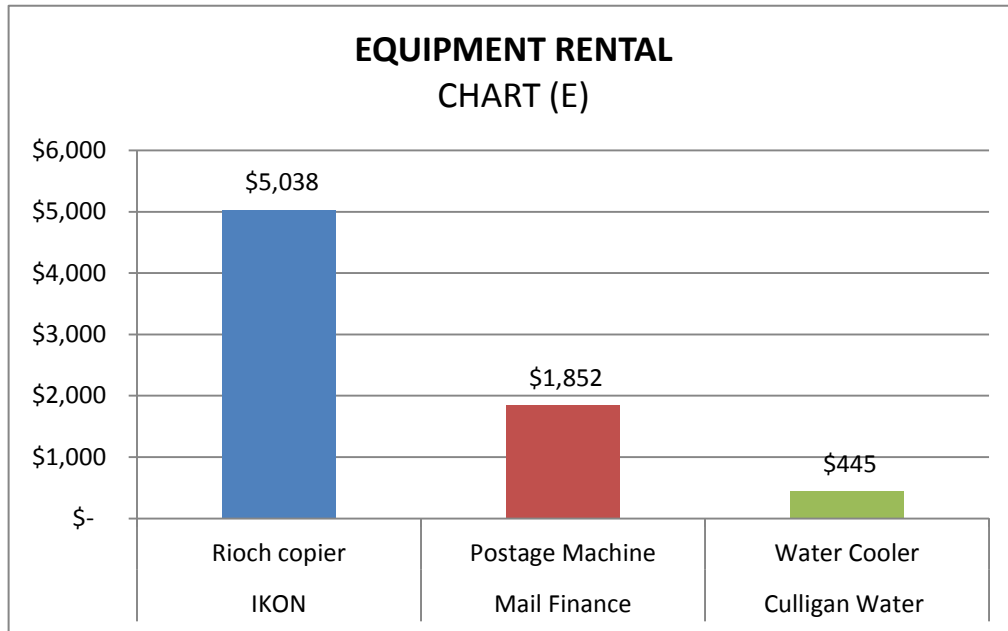
GRANT	DESCRIPTION	AMOUNT
DEM - HMEP	Training Exercises	\$ 15,000
Visit Florida	Marketing Grant	3,100
<b>Total</b>		<b>\$ 18,100</b>



## EQUIPMENT RENTAL

TABLE (E)

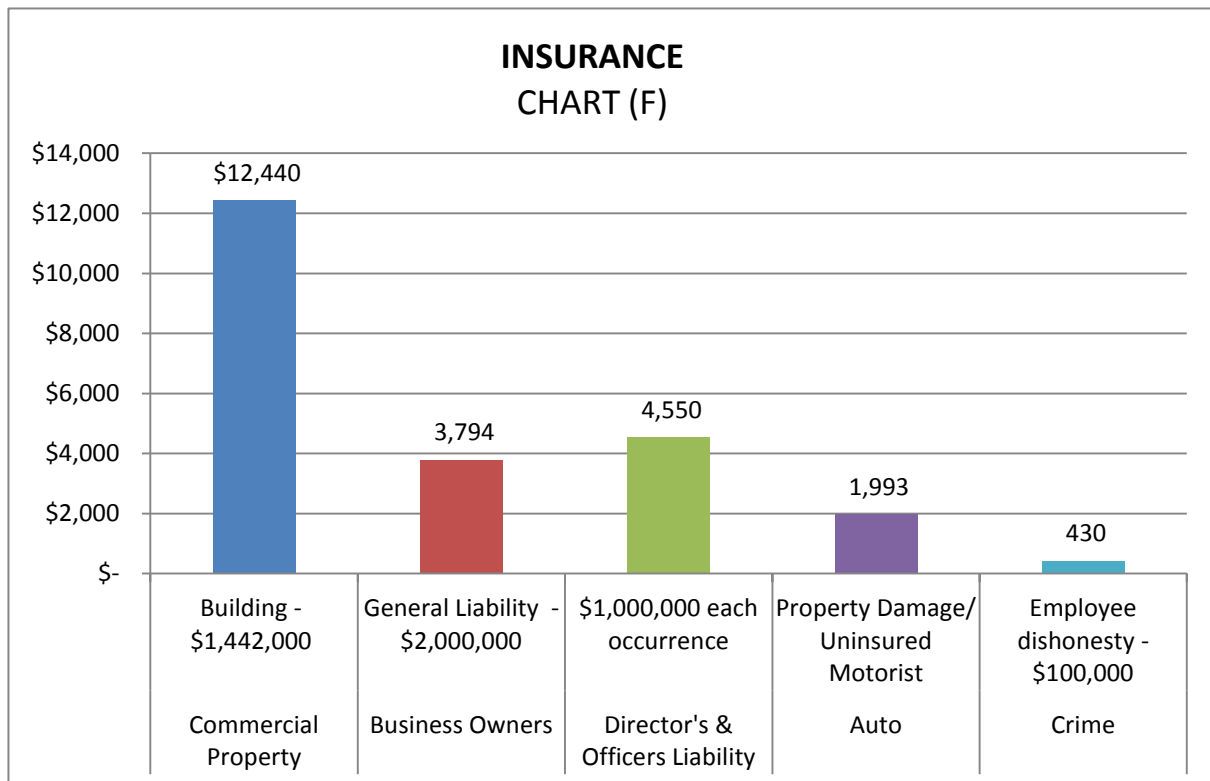
	DESCRIPTION	
IKON	Rioch copier	\$ 5,038
Mail Finance	Postage Machine	\$ 1,852
Culligan Water	Water Cooler	\$ 445
<b>Total</b>		<b>\$ 7,335</b>



# INSURANCE

## TABLE (F)

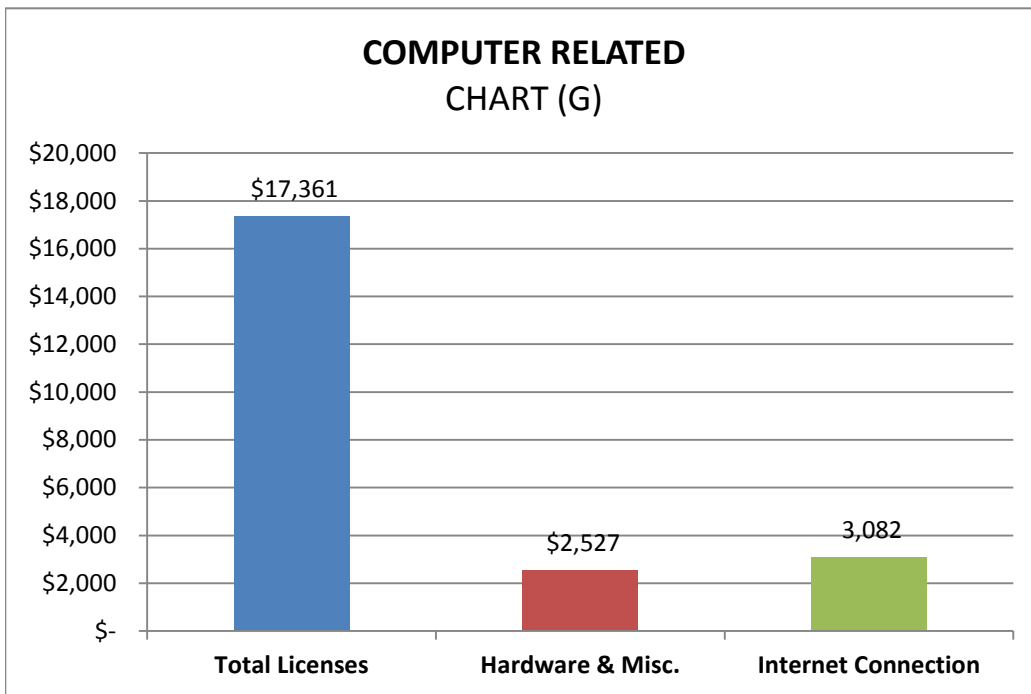
POLICY	DESCRIPTION	PREMIUM
Commercial Property	Building - \$1,442,000	\$ 12,440
Business Owners	General Liability - \$2,000,000	3,794
Director's & Officers Liability	\$1,000,000 each occurrence	4,550
Auto	Property Damage/ Uninsured Motorist	1,993
Crime	Employee dishonesty - \$100,000	430
<b>Total</b>		<b>\$ 23,207</b>



**COMPUTER RELATED  
TABLE (G)**

LICENSES	AMOUNT
Peachtree ( Accounting Software)	\$ 1,567
REMI (Modeling Software)	4,500
ArcView (GIS)	8,650
VM	1,000
Bill Quick	1,644
<b>Total Licenses</b>	<b>\$ 17,361</b>

OTHER	AMOUNT
Hardware & Misc.	\$ 2,527
Internet Connection	3,082
<b>Total Expenses</b>	<b>\$ 22,969</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
SWFLN	Southwest Florida Library Network	200
Misc.	Misc.	500
<b>Total</b>		<b>\$ 23,915</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>\$ 25,510</b>
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