

“

IF EVERYONE IS MOVING
FORWARD TOGETHER,
T H E N S U C C E S S
TAKES CARE OF ITSELF.

”

- HENRY FORD



FISCAL YEAR 2019 - 2020

WORKPLAN & BUDGET

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL



06/20/19

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MESSAGE

Recognizing the need to work together across neighboring communities, share knowledge, explore ideas and foster collaboration in order to protect and improve the unique and relatively unspoiled character of the physical, economic and social aspects of the region for the benefit of future generations, the first Interlocal Agreement was signed in 1973 by the Counties of Sarasota, Charlotte, Lee, Hendry, Glades and Collier creating the Southwest Florida Regional Planning Council. Subsequently, State legislation was passed mandating that all counties in Florida belong to a regional planning council.

Beginning in 2009 and through 2011, the Florida legislature substantially revised the growth management system to significantly reduce the state and regional management components of the system, and to release local communities from mandates intended to discourage urban sprawl. However, with the current Florida population at 20,840,568 and projected to increase by another 3.5 million people in 2030, the growth pressures continue now more than ever. Regional collaboration is needed not only on land use issues but also on a myriad of other subjects including transportation innovation, quality of life issues, substance abuse and mental health, water quality and resources, climate change and resiliency, attainable housing, and other issues that have impacts beyond county and municipal boundaries.

The Southwest Florida Regional Planning Council has been discussing the relevancy and the future of the Council for several years. At the May 16, 2019 meeting of the RPC, the consensus of those in attendance was that the SWFRPC is not now nor would it ever be what it once was. Accepting this fact, our board members felt that we must reinvent the agency to be an innovative and creative regional coalition with a common voice on the issues impacting our region. The following Workplan and Budget for FY2019-2020 is presented based on the discussion at the May 16, 2019 meeting. The Workplan addresses:

- The unfunded statutory obligations of the RPC
- Ongoing programs funded by the Federal Government through the State to the RPCs (\$172,164)
- Current projects/grants that need to be completed
- The recommendations of the board members
- Operational changes

Acknowledging the differing opinions and ideas of the board members, as well as the diversity of our six counties, the perfect restructuring of the SWFRPC cannot be accomplished overnight. Transition can begin immediately. Nevertheless, it will take trial and error before the most effective operating structure can be achieved for an innovative and creative regional coalition that will ultimately result in a new Interlocal Agreement adopted by all of the counties.



EXECUTIVE DIRECTOR
Margaret Wuerstle



NEW MEETING SCHEDULE FY 19-20

21

NOVEMBER
2019

- Workshop to determine relevant issues and potential speakers for the year.
- Nominating Committee appointed for election of 2020 Officers.

16

JANUARY
2020

- Election of Officers
- Speaker on subject determined at workshop

19

MARCH
2020

- Speaker on subject determined at workshop

18

JUNE
2020

- Audit Report
- Budget & Workplan
- Speaker on subject determined at workshop

17

SEPTEMBER
2020

- Host Major Event

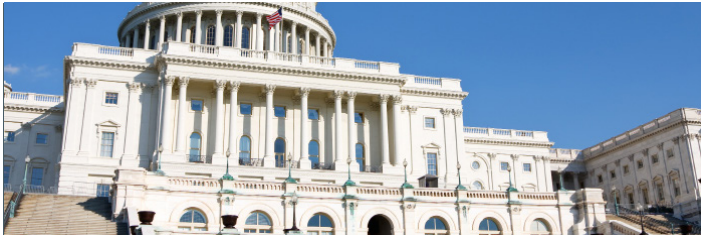
MISSION

“To work together across neighboring communities to consistently protect and improve the unique and relatively unspoiled character of the physical, economic and social worlds we share for the benefit of our future generations.”



FOCUS AREAS

UNFUNDED



01 REGULATORY RESPONSIBILITIES

- Update and Maintain the Strategic Regional Policy Plan
- Regional Data Clearinghouse / IC&R (Intergovernmental Coordination and Review)
- Provide an Annual Report/Financial Audit & Reporting
- Regional Dispute Resolution

FUNDED



02 ONGOING PROGRAMS

Ongoing Programs Funded by the Federal Government (\$172,164)

1. Local Emergency Planning Committee
2. Hazardous Material Emergency Planning
3. Economic Development District

FUNDED



03 COMPLETE CURRENT PROJECTS

Complete Currently Funded Projects

1. \$600,000: Brownfield Grant - EPA (October 2021)
2. \$258,182: SWF Agriculture Sustainability/Marketing Grant - EDA (July 2021)
3. Promise Zone (June 2026)



04 GRANT MANAGEMENT

Pending Grants: **\$1,572,397** approximately

- Health and Human Services – Media Campaign \$1,453,315
- USDA REDI for technical assistance to Promise Zone
- DEO - Updating the 2009 Comprehensive Southwest Florida/Charlotte Harbor Climate Change Vulnerability Assessment - \$40,075
- DEO -Southwest Florida Opioid Resource Guide - \$40,007
- Charles and Mary Grant Foundation for Southwest Florida Harm Reduction: Take-Home Naloxone Project - \$38,000



05 INTER-GOVERNMENTAL COORDINATION & COMMUNICATION

1. Identify Impacts of Development on Adjacent Counties
2. Coordinate and Share Information with County Staff
3. Provide Information on Common Issues
 - Provide a Common Voice in Tallahassee on issues impacting the region:
 - Home Rule
 - Water Quality
 - Affordable Housing
 - Beach Renourishment
 - Resiliency
 - Quality of Life Issues
 - Share all comp plan amendments with adjacent counties and County/City Planning Staff
 - Coordinate meeting with all planning directors and appropriate planning staff twice a year
 - Coordinate quarterly RPC meetings with presentations on relevant common issues
 - Hold one workshop with board members and regional leaders to identify the issues to be included in our Common Voice and set the Agenda for quarterly meetings and major event
 - Coordinate and host one major event with a renowned speaker on an issue of importance to the RPC Board members

BUDGET



06

Proposed
Budget



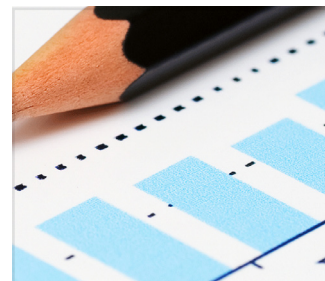
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FY20 PROPOSED BUDGET

PROPOSED BUDGET

October 1, 2019
to
September 30, 2020

FY20 PROPOSED BUDGET

Revenues	SWFRPC General Fund	SWFRPC Special Revenue	Budget Totals
Assessments	\$518,780	-	\$518,780
Assessments: Loss of Membership	\$(350,963)	-	\$(350,963)
Total Assessment Income:	\$167,817		\$167,817
Secured Federal/State Grants		560,052	560,052
*Program Development (Unsecured Grants/Contracts)	219,264	40,122	259,386
Secured Contractual	-	15,000	15,000
Interest/Misc	6,000	-	6,000
Total Income (Revenue):	\$393,081	\$615,174	\$1,008,256
Expenditures			
<u>Direct:</u>			
Salaries (A)	\$94,328	\$237,390	\$331,718
FICA	25,376	-	25,376
Unemployment	-	-	-
Workers Compensation	1,246	-	1,246
Retirement	46,175	-	46,175
Health Insurance (B)	55,187	-	55,187
Total Personnel Services:	\$222,313	\$237,390	\$459,703
Consultant Fees (C)	-	\$54,950	\$54,950
Contractual (D)	-	289,333	289,333
Audit Fees	24,000	-	24,000
Travel	10,000	27,000	37,000
Telephone	3,800	-	3,800
Postage	1,200	-	1,200
Equipment Rental (E)	4,896	-	4,896
Insurance (F)	9,029	-	9,029
Repair/Maint. (Equip/Vehicle)	500	-	500
Printing/Reproduction	3,000	-	3,000
Utilities (Elec, Internet)	8,500	-	8,500
Advertising	600	1,000	1,600
Other Miscellaneous	200	-	200
Office Supplies	1,500	1,500	3,000
Computer Related Expenses (G)	25,097	-	25,097
Dues and Memberships (H)	23,800	-	23,800
Professional Development	1,000	-	1,000
Meetings/Events	3,000	4,000	7,000
Capital Outlay-Operations	-	-	-
Lease Long Term	50,646	-	50,646
Operational Expense:	\$170,768	\$377,783	\$548,551
Total Cash Outlays:	\$393,081	\$615,173	\$1,008,255
Net Income/Loss:	0	-	0

FY20 PROPOSED BUDGET

Including Fund Balance

PROPOSED BUDGET

October 1, 2019
to
September 30, 2020

FY20 PROPOSED BUDGET

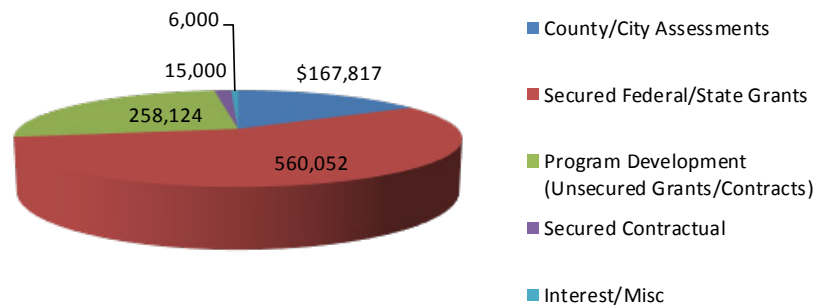
Revenues	SWFRPC General Fund	SWFRPC Special Revenue	Budget Totals
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Assessments: Loss of Membership	\$(350,963)	-	\$(350,963)
Total Assessment Income:	\$167,817		\$167,817
Secured Federal/State Grants		560,052	560,052
*Program Development (Unsecured Grants/Contracts)	219,264	40,122	259,386
Secured Contractual	-	15,000	15,000
Interest/Misc	6,000	-	6,000
Fund Balance from Audit YE 9/30/18	854,470	-	854,470
Total Income (Revenue):	\$1,247,551	\$615,174	\$1,862,726
Expenditures			
<u>Direct:</u>			
Salaries (A)	\$94,328	\$237,390	\$331,718
FICA	25,376	-	25,376
Unemployment	-	-	-
Workers Compensation	1,246	-	1,246
Retirement	46,175	-	46,175
Health Insurance (B)	55,187	-	55,187
Total Personnel Services:	\$222,313	\$237,390	\$459,703
Consultant Fees (C)	-	\$54,950	\$54,950
Contractual (D)	-	289,333	289,333
Audit Fees	24,000	-	24,000
Travel	10,000	27,000	37,000
Telephone	3,800	-	3,800
Postage	1,200	-	1,200
Equipment Rental (E)	4,896	-	4,896
Insurance (F)	9,029	-	9,029
Repair/Maint. (Equip/Vehicle)	500	-	500
Printing/Reproduction	3,000	-	3,000
Utilities (Elec, Internet)	8,500	-	8,500
Advertising	600	1,000	1,600
Other Miscellaneous	200	-	200
Office Supplies	1,500	1,500	3,000
Computer Related Expenses (G)	25,097	-	25,097
Dues and Memberships (H)	23,800	-	23,800
Professional Development	1,000	-	1,000
Meetings/Events	3,000	4,000	7,000
Capital Outlay-Operations	-	-	-
Lease Long Term	50,646	-	50,646
Fund Balance from Audit YE 9/30/18	854,470	-	854,470
Operational Expense:	\$1,025,238	\$377,783	\$1,403,021
Total Cash Outlays:	\$1,247,551	\$615,173	\$1,862,725
Net Income/Loss:	0	-	0

REVENUE SOURCES

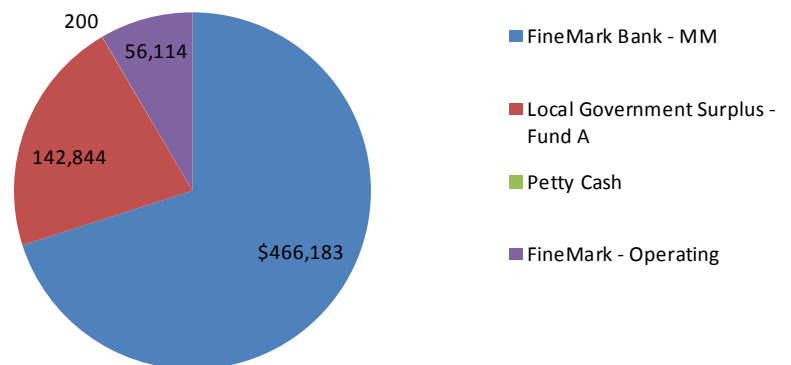
REVENUE SOURCES

October 1, 2019 -
September 30, 2020

Budget Revenues	Amount
County/City Assessments	\$167,817
Secured Federal/State Grants	560,052
Unsecured Program Development	259,386
Secured Contractual	15,000
Interest/Misc	6,000
Total Revenue	\$1,008,255



Fund Balance	Amount
FineMark Bank - MM	\$466,183
Local Government Surplus - Fund A	142,844
Petty Cash	200
FineMark - Operating	56,114
Total Fund Balance	665,028



REVENUE SOURCES

General Revenues		Special Revenues	
Rental/Interest/Misc.	6,000	Federal/State Grants	560,052
Assessments	167,817	Contractual	15,000
	173,817		575,052
		Total Revenues	748,869
Program Development Unsecured Grants/Contracts			259,386
		Total Budget	\$1,008,255

Member	Population	Assessment
Collier County	367,347	110,204
Glades County	13,002	3,901
Hendry County	39,586	11,876
City of Fort Myers	81,868	24,560
Town of Fort Myers Beach	6,406	1,922
City of Bonita Springs	51,181	15,354
Total Assessments	551,844	\$167,817
Interest/Misc.		6,000
Total General Revenues		\$173,817

Special Revenues	Federal/State Grants	Contractual	Total
DEM - Title III - LEPC	\$80,000		80,000
DEM - HMEP Planning & Training	62,164		62,164
Lee/Collier Hazard Analysis	19,615		19,615
Brownfields	200,000		200,000
Economic Development	30,000		30,000
Disaster Coordinator - EDA	50,000		50,000
Agriculture Sustainability - EDA	103,273		103,273
National Community Service VISTA	15,000		15,000
SQG-Glades		4,500	4,500
CHNEP Graphic Design Services		4,500	4,500
FHERO		6,000	6,000
Total Special Revenues	\$560,052	\$15,000	575,052

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.

5 YEAR BUDGET COMPARISON FY 15 -19

5 YEAR BUDGET COMPARISON

Fiscal Year 15 -
Fiscal Year 19

5 YEAR BUDGET COMPARISON: FY15 - FY19

	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Proposed FY 2020
Revenues						
Assessments	\$472,879	\$477,790	\$485,955	\$344,643	\$181,713	\$167,817
Federal/State/Local Funds/Contractual	399,968	525,449	384,471	507,177	393,005	560,052
Unsecured Grants/Contracts	-	-	-	-	369,633	259,386
Contractual	190,067	105,045	96,158	116,151	4,500	15,000
DRIs	88,523	62,871	55,481	106,238	-	-
Interest/Misc	4,347	12,489	3,280	5,997	6,000	6,000
Rental Income	1,250	-	-	-	-	-
Fund Balance	588,437	811,779	852,378	852,378	852,378	854,470
Total Income	\$1,745,471	\$1,995,423	\$1,877,723	\$1,932,584	\$1,807,229	\$1,862,726
Expenditures						
Direct:						
Salaries - Total	\$609,843	\$474,751	\$421,671	\$486,877	\$511,780	\$331,718
FICA/Workers Comp/Unemployment	49,691	36,357	33,344	38,968	42,055	26,622
Retirement	63,714	60,027	49,312	56,794	58,184	46,175
Health Insurance	98,290	63,792	57,706	71,541	83,330	55,187
Total Personnel Services	\$821,538	\$634,927	\$562,033	\$654,181	\$695,349	\$459,703
Legal fees	-	-	-	-	-	-
Consultant Fees	57,588	104,734	144,468	94,802	\$42,650	\$54,950
Contractual	63,533	105,796	44,848	96,542	-	289,333
Audit Fees	36,820	31,100	32,000	-	32,000	24,000
Travel	27,273	33,870	33,170	27,500	24,000	37,000
Telephone	5,749	4,377	4,422	32,054	4,600	3,800
Postage	3,173	4,332	1,628	4,025	1,200	1,200
Equipment Rental	7,964	7,066	6,356	416	6,695	4,896
Insurance	22,970	15,490	10,935	6,279	11,612	9,029
Repair/Maint. (Grounds/Bldg/Equip)	10,311	3,379	1,035	11,428	1,000	500
Printing/Reproduction	6,431	6,278	5,037	85	3,100	3,000
Utilities (Elec, water, garb)	20,889	16,997	17,351	2,252	21,100	8,500
Advertising	7,766	1,526	2,543	19,064	1,600	1,600
Other Miscellaneous	5,162	3,254	-	1,776	200	200
Uncollectable Receivables	-	-	-	60	-	-
Office Supplies	4,494	4,743	3,402	-	3,500	3,000
Computer Related Expenses	27,326	25,558	22,684	2,968	24,917	25,097
Publications	211	-	-	48,760	-	-
Bad debt	19,736	15,000	2,413	-	-	-
Dues and Memberships	14,037	24,655	38,732	-	25,095	23,800
Professional Development	-	1,813	991	14,775	1,000	1,000
Meetings/Events	26,771	9,266	6,948	-	7,000	7,000
Moving	-	42,418	-	15,209	-	-
Capital Outlay-Operations	-	29,568	-	-	-	-
Capital Outlay-Building	-	4,324	8,185	-	-	-
Long Term Debt (Building Loan)	127,751	-	-	-	-	-
Lease Long Term	-	31,500	43,750	45,938	48,233	50,646
Reserve for Operations Expense (Fund Balance)	588,437	811,779	852,378	852,378	852,378	854,470
Total Cash Outlays	1,905,930	1,969,426	1,837,124	\$1,930,492	1,807,229	\$1,862,725
Net Income/(Loss)	-160,459	25,997	40,599	\$2,092	0	0

APPENDIX A

SALARY EXPENSES

APPENDIX A

Position Title Classification	Classification Level	Salary Range	Hourly Rate	Annual Salary
Executive Director	Exempt	As determined by Council	57.13	\$118,830
Planner IV (Environmental)	Exempt	27.53 - 39.89	33.64	69,971
Business Operations Manager	Exempt	25.96 - 47.75	40.62	84,490
Planner I/Operations Analyst	Exempt	20.07 - 31.74	28.09	58,427

\$331,718

APPENDIX B

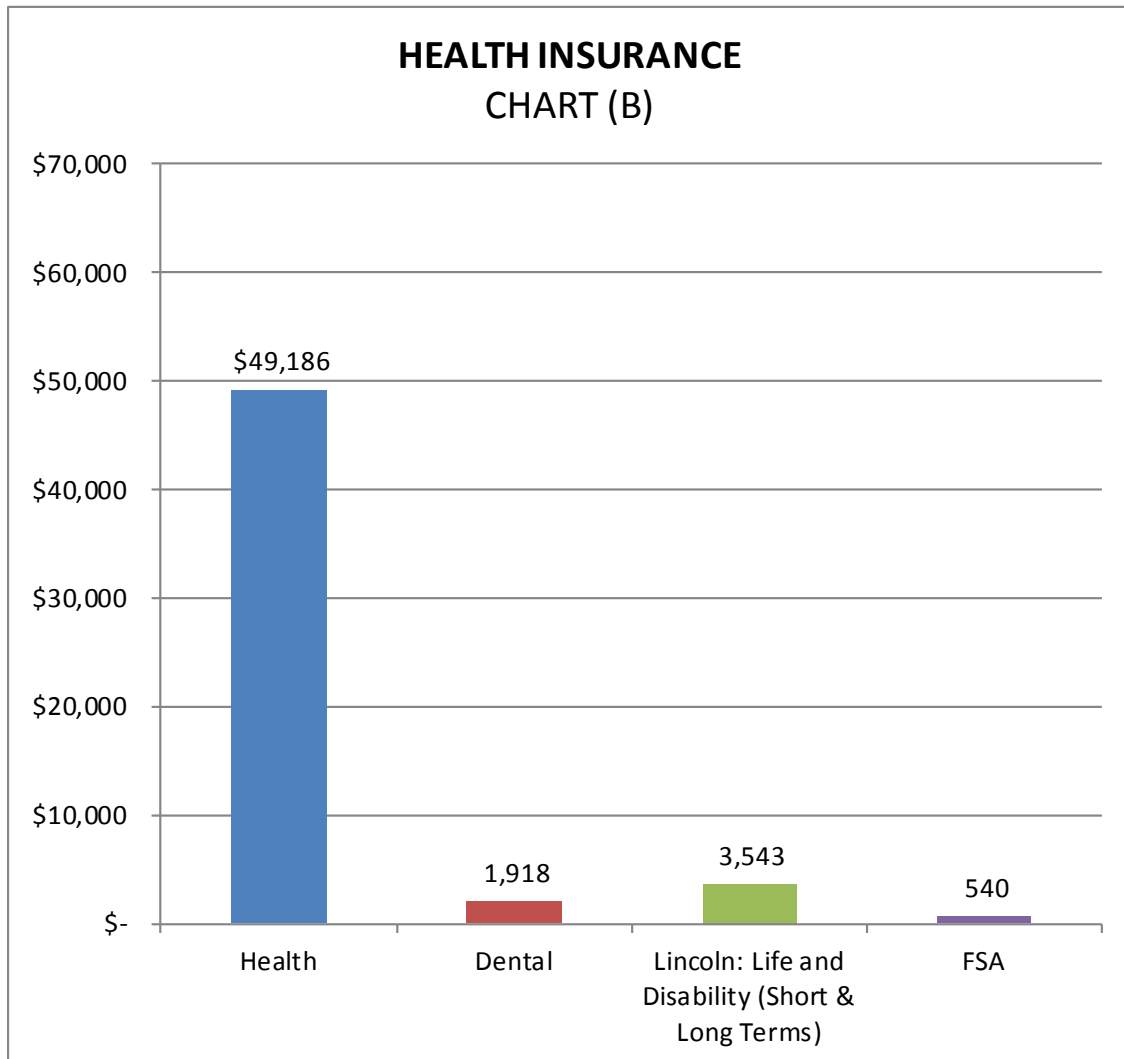
HEALTH INSURANCE EXPENSES

APPENDIX B

Health Insurance Expenses

Insurance	Type	Premium
Health	Employee Only	\$49,186
Dental	Employee Only	1,918
Life (Short & Long Term Disability)	Employee Only	3,543
FSA	Employee Only	540

Total **\$55,187**



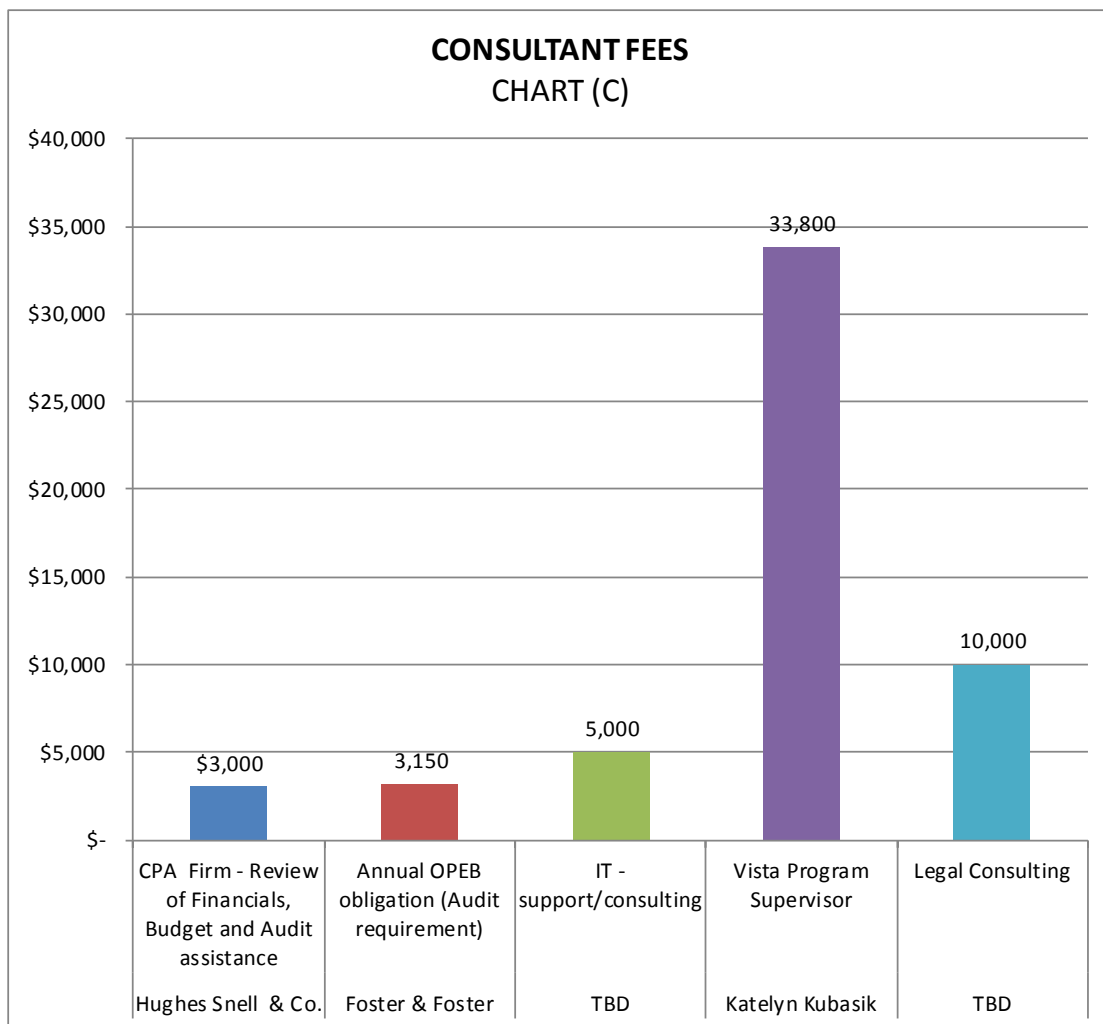
APPENDIX C

CONSULTANT FEES EXPENSES

APPENDIX C

Consultant Fees Expenses

Name	Description	Amount
Hughes Snell & Co.	Review of Financials, Budget and Audit assistance	\$3,000
Foster & Foster	Annual preparation of OPEB obligation (Audit requirement)	3,150
	IT - support/consulting	5,000
Katelyn Kubasik	Vista Program Supervisor	33,800
	Legal Consulting	10,000
Total		\$54,950



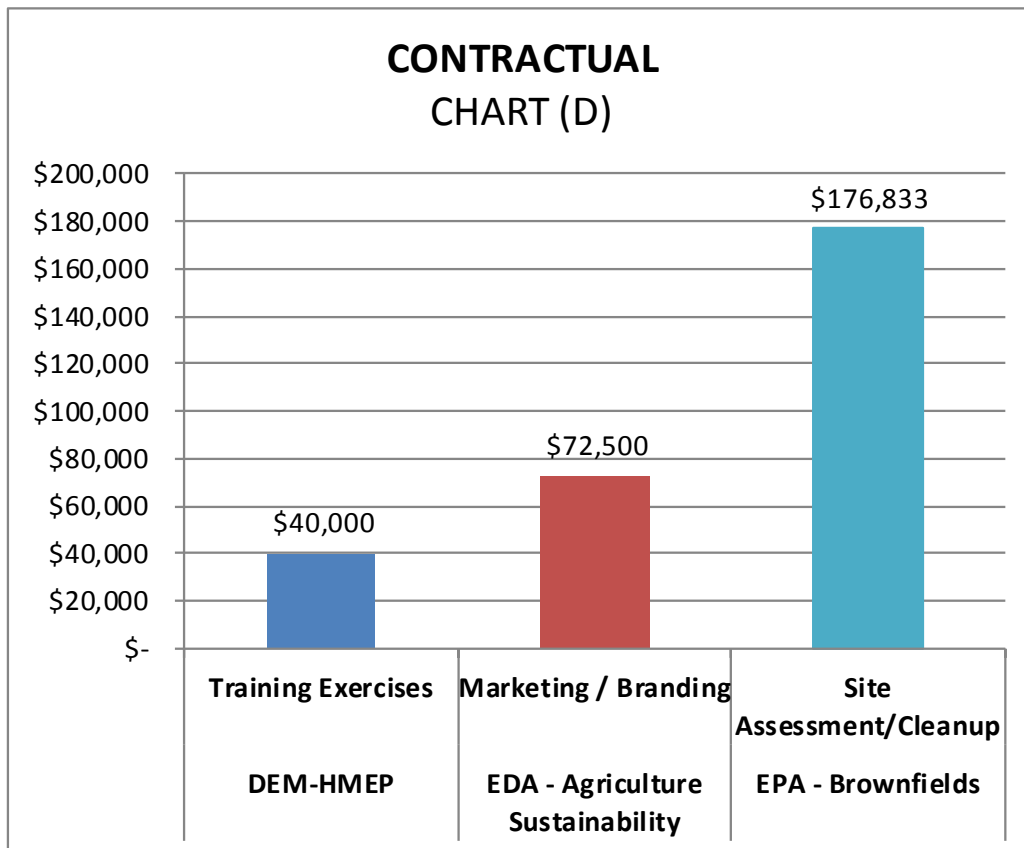
APPENDIX D

CONTRACTUAL EXPENSES

APPENDIX D

Contractual Expenses

Grant/Project	Description	Amount
DEM-HMEP	Training Exercises	\$40,000
EDA - Agriculture Sustainability	Marketing / Branding	\$72,500
EPA - Brownfields	Site Assessment/Cleanup	\$176,833
Total		\$289,333



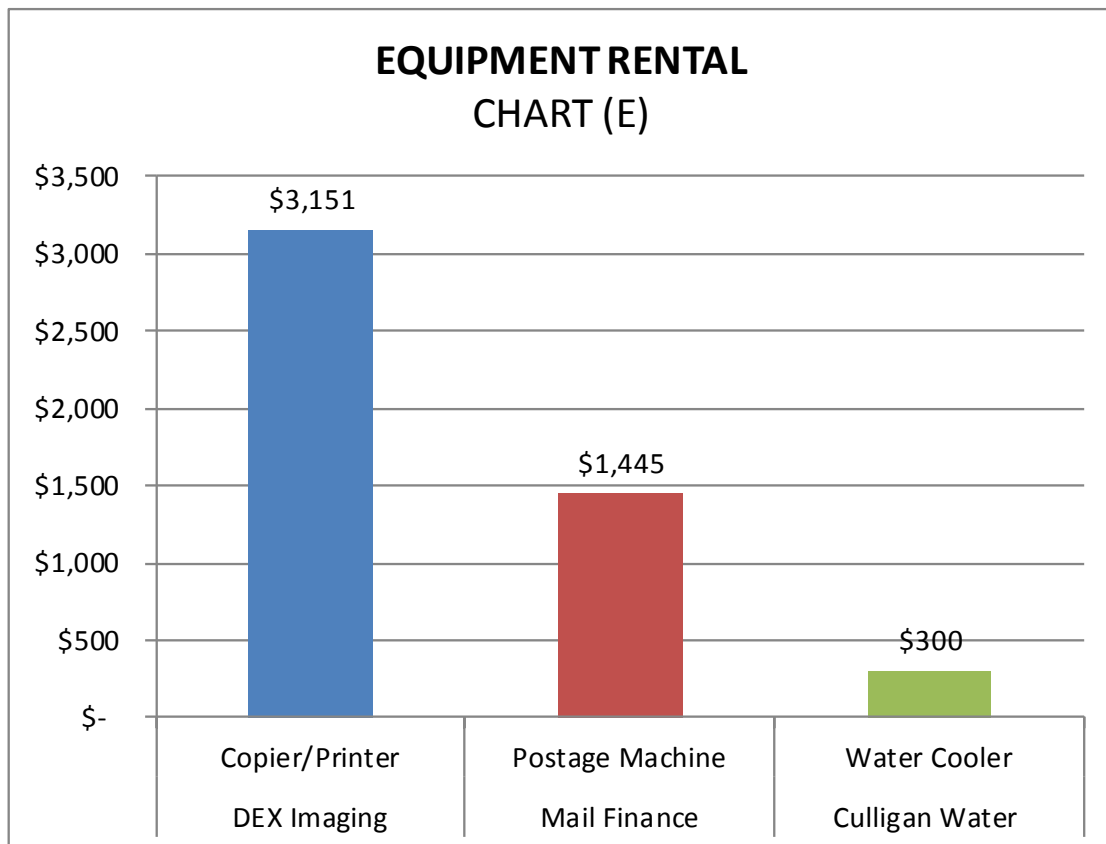
APPENDIX E

EQUIPMENT RENTAL EXPENSES

APPENDIX E

Equipment Rental Expenses

Grant/Project	Description	Amount
DEX Imaging	Copier/Printer	\$3,151
Mail Finance	Postage Machine	\$1,445
Culligan Water	Water Cooler	\$300
Total		\$4,896



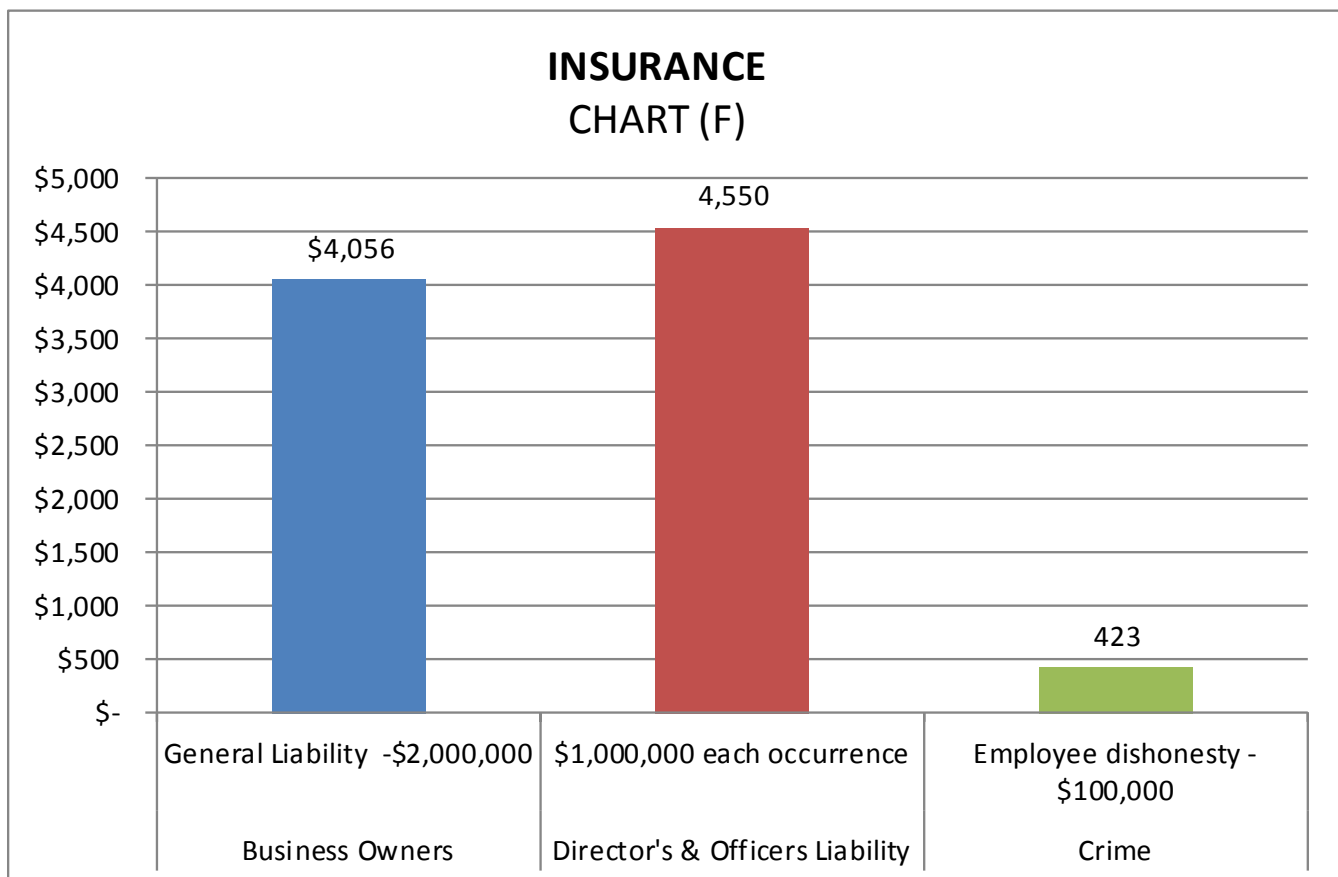
APPENDIX F

INSURANCE EXPENSES

APPENDIX F

Insurances Expenses

Policy	Description	Premium
Business Owners	General Liability -\$2,000,000	\$4,056
Director's & Officers Liability	\$1,000,000 each occurrence	4,550
Crime	Employee dishonesty - \$100,000	423
Total		\$9,029



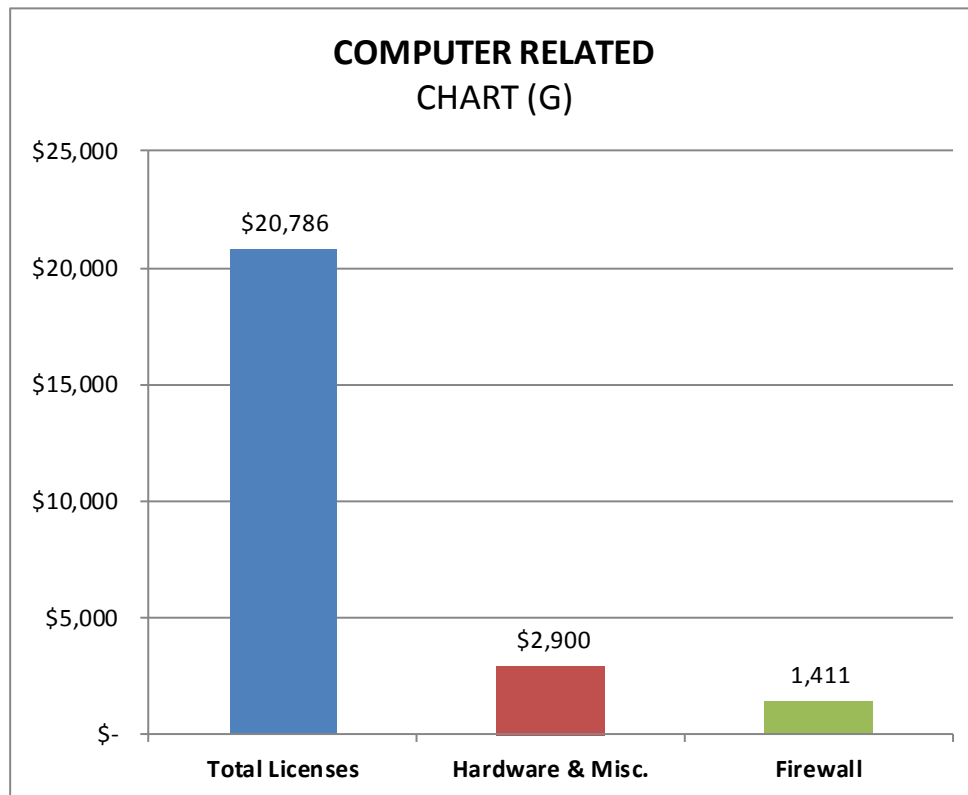
APPENDIX G

COMPUTER RELATED EXPENSES

APPENDIX G

Computer Related Expenses

Licenses	Annual Cost	
Peachtree/Sage 50 (Accounting Software)	\$2,506	
REMI (Modeling Software)	4,500	
ArcView (GIS)	8,650	
MS Office 365	1,980	
Bill Quick	3,150	
Sub-Total: Licenses		\$20,786
Hardware & Misc.:	\$2,900	
Firewall	1,411	
Total Expenses		\$25,097



APPENDIX H

ORGANIZATIONAL DUES AND MEMBERSHIPS

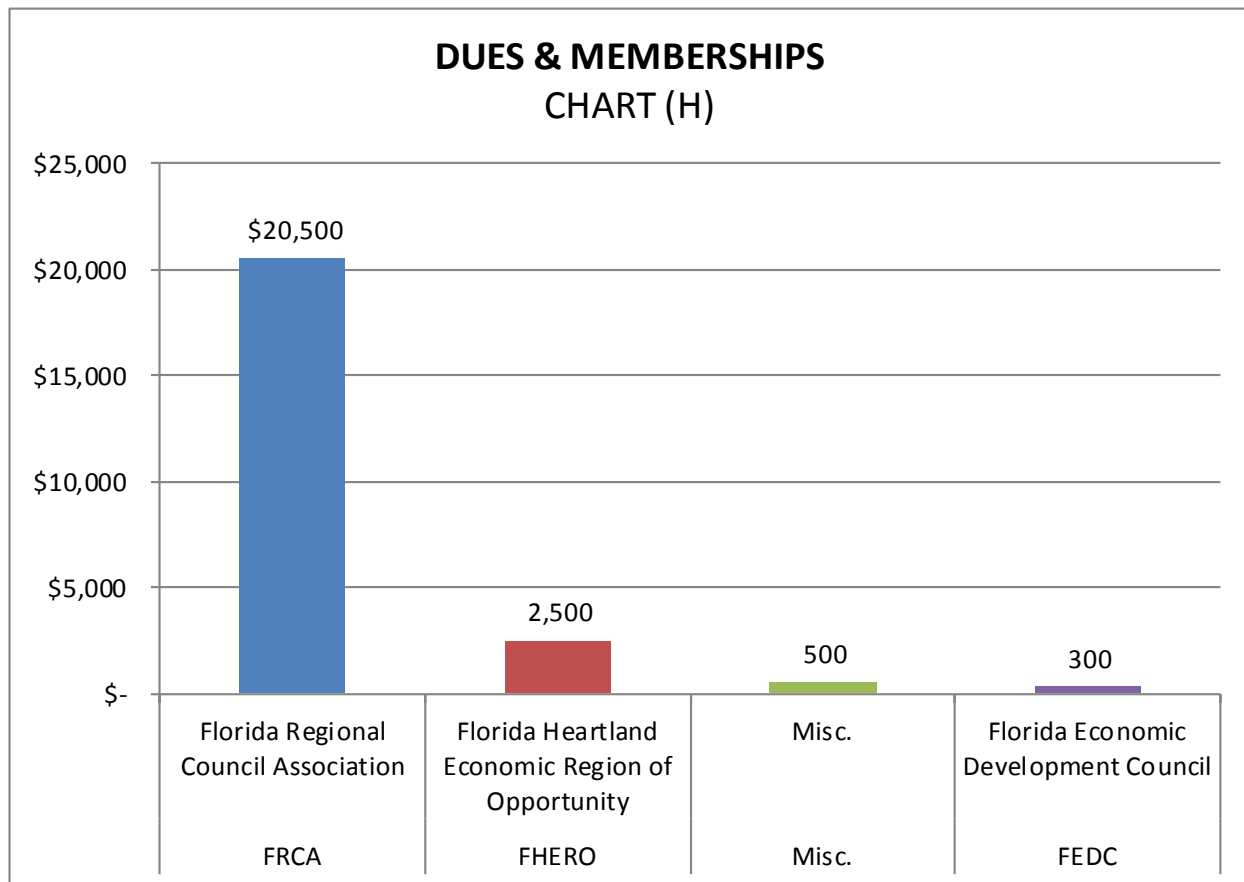
APPENDIX H

Organizational Dues and Memberships Expenses

Organization		Annual Dues
FRCA	Florida Regional Council Association	\$20,500
FHERO	Florida Heartland Economic Region of Opportunity	\$2,500
Misc.	Misc.	\$500
Sub-Total		\$23,500

Grant Related

FEDC	Florida Economic Development Council	\$300
Total		\$23,800



www.swfrpc.org

FISCAL YEAR 2019 - 2020

WORKPLAN AND BUDGET

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL

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