

# Coastal Regional Commission

Darien, Georgia

## FY 2018 Annual Work Program & Budget



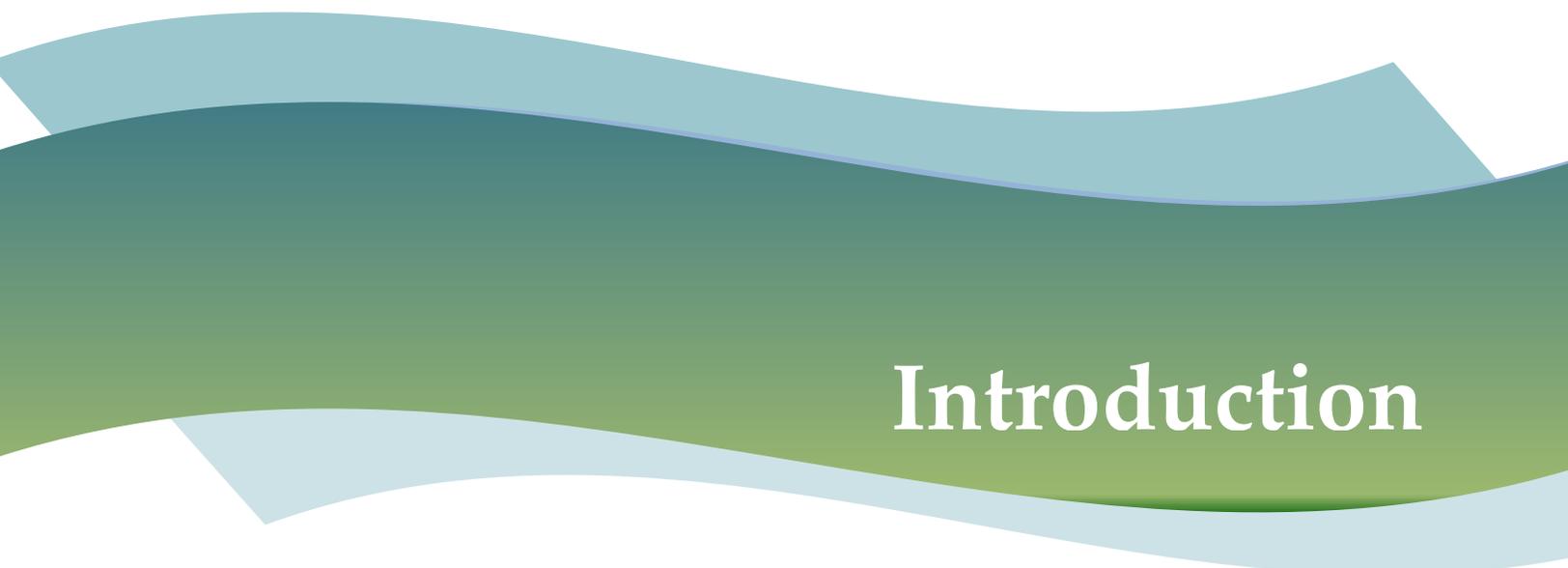


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# Introduction

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## Government Profile

The Coastal Regional Commission (CRC) is a regional governmental entity with the purpose to create, promote, and foster the orderly growth, economic prosperity, and continuing development of the industrial, civic, commercial, educational, natural, and human resources of the Region and member communities. The enactment of the Georgia State Planning Act of 1989 and the Official Code of Georgia Annotated (OCGA) Section 50-8-31 et al is the basis of the Coastal Regional Commission's existence.

There are 12 Regional Commissions in the state of Georgia. Coastal Regional Commission's boundaries include Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh, and Screven counties.

The Commission functions as the regional planning entity for land use, economic development, environmental, transportation, historic preservation planning, coordinated transportation, and services for the elderly, persons with disabilities, and their caregivers.

The Commission is an organization constituted to serve its members and shall be member driven. Membership in the Commission consists of each municipality and county within the territorial boundaries of the Commission.

There are thirty-nine (39) members on the Council that establish policy and direction for the Commission and perform such other functions as may be provided or authorized by law.

The Council appoints an Executive Director, who is the chief administrative officer of the Commission. The Executive Director is responsible to the Council for the administration

of the Commission's affairs and for implementing policy directives of the Council.





The Coastal Regional Commission is governed by ten counties and 35 cities that are known as the Coastal Region of Georgia.

**Bryan County**

Pembroke  
Richmond Hill

**Bulloch County**

Brooklet  
Portal  
Register  
Statesboro

**Camden County**

Kingsland  
St. Marys  
Woodbine

**Chatham County**

Bloomington  
Garden City  
Pooler  
Port Wentworth  
Savannah  
Thunderbolt  
Tybee Island  
Vernonburg

**Effingham County**

Guyton  
Rincon  
Springfield

**Glynn County**

Brunswick

**Liberty County**

Allenhurst  
Flemington  
Gumbranch  
Hinesville  
Midway  
Riceboro  
Walthourville

**Long County**

Ludowici

**McIntosh County**

Darien

**Screven County**

Hiltonia  
Newington  
Oliver  
Rocky Ford  
Sylvania



Tom Ratcliff, CRC Council Chairman  
State Non-Public

Commissioner Reggie Loper, CRC Council Vice-Chairman  
Effingham County Commission

Mayor Ken Lee, CRC Secretary  
City of Rincon

### CRC Council Members

#### **BRYAN COUNTY**

Chairman Carter Infinger  
Bryan Co. Commission

Mayor Harold Fowler  
City of Richmond Hill

Sean Register  
Non-Public

#### **BULLOCH COUNTY**

Commissioner Walter Gibson  
Bulloch Co. Commission

Mayor Jan Moore  
City of Statesboro

Allen Amason  
Post Secondary Education

#### **CAMDEN COUNTY**

Chairman Jimmy Starline  
Camden Co. Commission

Mayor John F. Morrissey  
City of St. Marys

Craig Root  
Non-Public

#### **CHATHAM COUNTY**

Chairman Al Scott  
Chatham Co. Commission

Alderman Julian Miller  
City of Savannah

Chris Blaine  
Non-Public

Phil Phillips  
Non-Public

One Vacancy  
Non-Public

#### **EFFINGHAM COUNTY**

Commissioner Reggie Loper  
Effingham Co. Commission

Mayor Ken Lee  
City of Rincon

Herb Jones  
Non-Public

#### **GLYNN COUNTY**

Chairman Bill Brunson  
Glynn Co. Commission

Mayor Pro Tem Julie Martin  
City of Brunswick

David Boland  
Non-Public

Shaw McVeigh  
Non-Public

#### **LIBERTY COUNTY**

Chairman Donald Lovette  
Liberty Co. Commission

Mayor Allen Brown  
City of Hinesville

Graylan Quarterman  
Non-Public

Charles Frasier  
Non-Public

#### **LONG COUNTY**

Chairman Mike Riddle  
Long Co. Commission

Mayor Pro Tem Mary Hamilton  
City of Ludowici

Ray Howard  
Non-Public

#### **MCINTOSH COUNTY**

Chairman David Stevens  
McIntosh Co. Commission

Mayor Hugh Hodge  
City of Darien

Jordy Evans  
Non-Public



**CRC Council Members,  
cont.**

**SCREVEN COUNTY**

Commissioner Rosa Romero  
Screven Co. Commission

Mayor Preston Dees  
City of Sylvania

Rick Freeman  
Non-Public

**STATE OF GEORGIA  
APPOINTMENTS**

Tom Ratcliffe  
Dan Coty  
Chap Bennett  
Jason Coley  
One Vacancy

**EX-OFFICIO MEMBERS**

Dina McKain  
Fort Stewart

Dorothy Glisson  
Screven County

Ron Elliot  
Fort Stewart



## Regional Profile

### Climate

The coastal region boasts an attractive subtropical climate with winter temperatures mainly in the 50s during the day and only approximately 20 days of freezing weather. Summer temperatures usually reach between 80 and 90 with 60 – 75% humidity.

### Economy

Port-related distribution is a major economic generator with the Georgia Ports Authority listed as one of the strongest ports in the country.

The University System of Georgia campuses in the region continue to act as economic engines. The Universities in the region include Georgia Southern University, Armstrong Atlantic State University, College of Coastal Georgia and Savannah State University.

Tourism is another resource that proves to be very important in the promotion of Georgia's Coast. Treasures such as historic forts King George, Pulaski, and McAllister, state parks, waterfronts and islands, historic Downtown Savannah, various film and motion picture sites throughout the region continued to make Coastal Georgia an attractive and inexpensive destination for tourists.

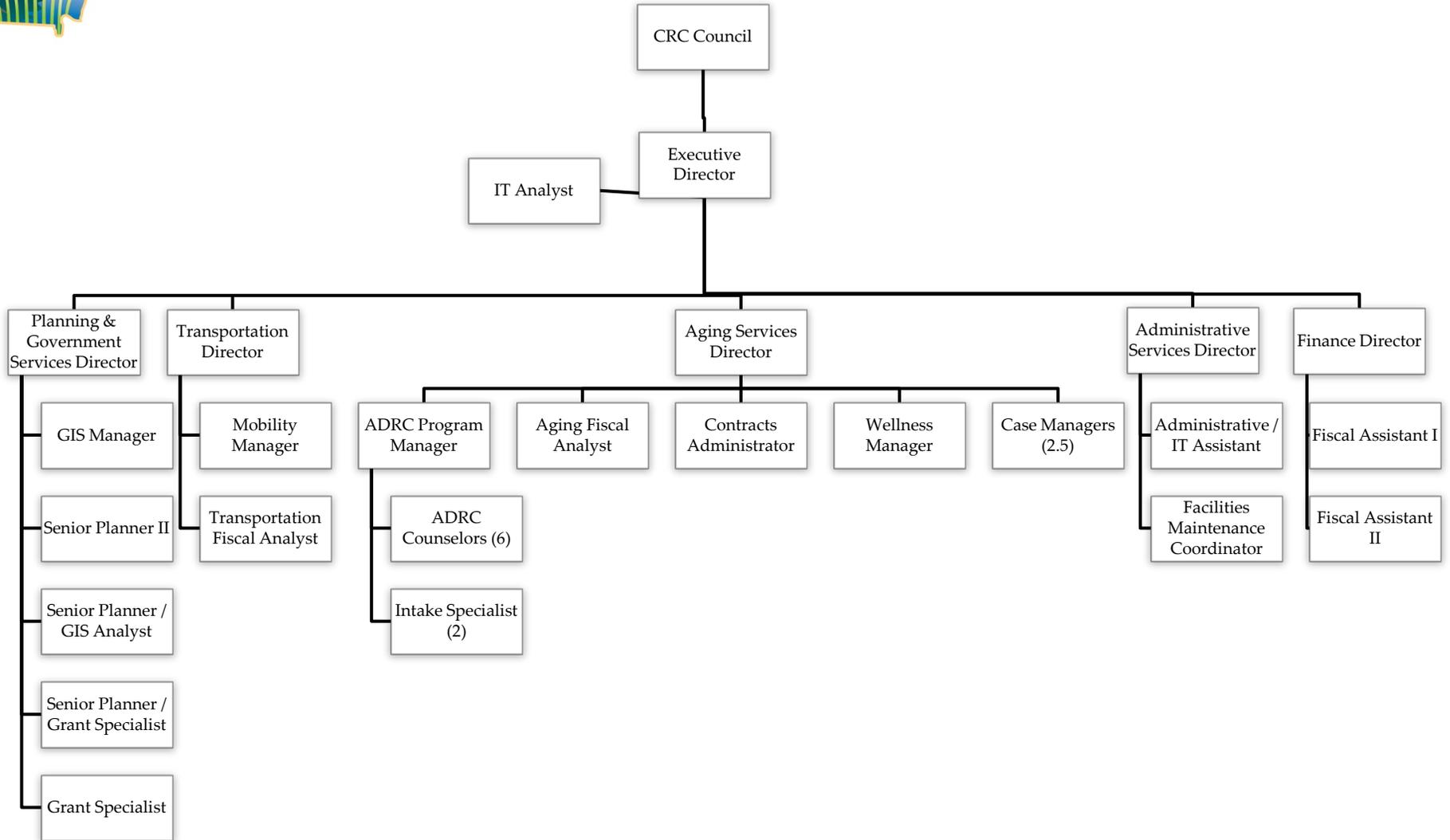
Military installations such as Fort Stewart / Hunter Army Airfield (HAAF), Kings Bay Naval Submarine Base and the Federal Law Enforcement Training Center continue to contribute substantially to the region's economy.

While respecting the natural resources of Georgia's Coast, the region has managed to continue to provide job opportunities and quality of life for many families.





## CRC Staff Organizational Chart





## CRC Executive Management Team



Allen Burns, Executive Director  
[aburns@crc.ga.gov](mailto:aburns@crc.ga.gov)



Colletta Harper, Administrative Services  
Director  
[charper@crc.ga.gov](mailto:charper@crc.ga.gov)



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Lena Geiger, Financial Services Director  
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Dionne Lovett, Aging Services Director  
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Lupita McClenning, Planning & Government  
Services Director  
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# Budget Message



## Budget Message



### To: CRC Council Members

It is our pleasure to present a balanced 2018 Work Program and Budget. Included herein is a work program narrative describing the anticipated activities by our respective departments, a budget summary by individual department, and the total proposed FY 2018 Operating and Capital Budget of the Coastal Regional Commission.

The total proposed 2018 Operating and Capital Budget is \$12,151,571 consisting of \$5,715,434 for Aging Services, \$5,085,745 for Coordinated Transportation, \$939,178 for Planning/GIS/Economic Development Services and the General Fund budget of \$411,214. This budget compares to the 2017 Final Budget of \$12,393,848, representing a net decrease of 2 %. The majority of the decrease is primarily due to a reduction in funding for Aging Services.

Local dues are budgeted at \$851,253 for FY 18, consistent with FY 17. State law requires that all local governments remit the dues established by the CRC Council. The CRC Council approved a rate increase of \$0.30 per capita, effective April 1, 2015, above the \$1.00 per capita minimum, as required by state law. This increase was put in place to re-build our reserves, based on our auditor's recommendation. CRC's membership dues are assessed at \$1.30 per capita, based on the 2010 census population of 654,810.

Consistent with last year, the budget includes provision for an annual merit raise, budgeted up to 3%. Merit increases will be effective, based on the employee's evaluation, at the date of each employee's performance review. There is no cost of living (COLA) budgeted for FY 2018. Due to the economy, the CRC has not given employees a COLA since 2008. With the exception of FY 2016, our employees have absorbed the increases in our health insurance premiums for the past several years, thereby reducing their annual income. Because of this reason, I strongly recommend that we continue to offer merit increases, based on their performance.

### Priorities and Issues

The CRC is committed to rebuilding the unassigned fund balance, after sustaining several years of losses in the public transit program. As required by our By-Laws, we are to maintain an unassigned fund balance greater than 5% of budgeted revenues. We projected in the FY17 Mid-Year Budget to add to our unassigned fund balance approximately \$161,252, which would give us close to \$1.3 million in reserves to start this new budget year. That would equate to be 10.6% of the budgeted revenues for FY 18. Our goal is to have approximately \$2 million, or two months of operating costs, in our reserves, since the majority of our reimbursements have a sixty day turnaround. This goal is consistent with our auditor's recommendation. This FY 2018

Budget will bring us closer to achieving that goal by added an additional \$272,503 to the balance.

The sustainability of the transportation program continues to be a major concern and priority. We continue to be focused on efficiencies; system safety, reliability and working with our local partners to develop a reliable and efficient transit system that will help provide more options for the residents of the Coastal region.

Items of special note follow:

## Aging Department

The Aging Department's budget decreased by \$236,323, as compared to the 2017 Final Budget. This decrease is based on the Division of Aging's Area Plan allocation for FY18. Changes in allocations are common, with several budget amendments each year. All services are based on federal and state funding and budgets are adjusted accordingly.

We have several new successful projects, such as Care Transitions and the Tools for Life Lab and are exploring new and innovative ways to offer services. The department is committed to look for new grant opportunities to support services for the Elderly and Disabled.

## Coordinated Transportation

The Transportation Department's budget has a net increase of \$89,534, as compared to the 2017 Final Budget. This increase is attributable to estimating an increase in DHS revenues to restore funding, based on outreach efforts to make Human Service Providers aware of available funding for transportation for their clients.

## Planning, GIS, Economic Development and Local Government Services

The Planning, GIS, Economic Development and Local Government Services Department's budget has a net decrease of \$113,213, as compared to the 2017 Final Budget. The majority of this decrease is related to the completion of the Geographic Information Officer project.

We remain committed to providing our member governments with assistance in Planning, GIS and Economic Development services through a variety of projects, such as updates to comprehensive plans, leadership development, GIS tailored to the member's needs, Information Technology, continuing education, targeted industry analysis for economic development and grant writing and administration.

## Internal Service Fund (Indirect and Fringe Benefit Costs)

Total indirect costs have increased by \$67,891, as compared to the Final Budget for FY 2017. The majority of the increase is related to the upgrade of the HVAC control system, as well as budgeted merit increases.

The indirect cost rate, as presented for FY 18, is 62.44%. This compares to the final budgeted FY 17 rate of 63.83% and an FY16 actual rate of 60.86%.

Total fringe benefits costs have increased by \$58,198, as compared to the Final Budget for FY 17. The majority of the increase is related to an increase in leave time and our required pension contribution. The increase in leave time is due to several of our staff members will meet their five and ten year anniversaries. These milestones increase the amount of leave they are eligible to earn. The fringe benefit rate as presented for FY 18 is 48.20%. This compares to the budgeted FY 17 fringe rate of 47.72% and an FY 16 actual rate of 47.79%.

## General Fund

The general fund budget is \$411,214, which represents a net increase of \$17,725, as compared to the Final Budget for FY 17. The majority of the increase is attributable to recent lease/purchase agreement for the Brunswick offices.

We have included \$272,503 from the general fund to re-build the general reserve. As required by our By-Laws, we have to maintain an unassigned fund balance greater than 5% of budgeted revenues. For budgeted revenues of \$12,151,571 we will need to have a minimum of \$607,579 in our reserve. We estimate that we will have \$1,281,860 in unassigned funds at the end of FY17. This would equate to 10.6% of the budgeted revenues for FY 2018.

## Conclusion

I would like to take a moment to thank the Council for their guidance and support throughout the year. We are strategically looking forward, while remaining cautious, to make our coastal communities the best place to live, work, play and grow old. We will continue to engage with our citizens, partner with our stakeholders, and strategically invest in efforts to strengthen our community.

The preparation of this budget has been a collaborative effort involving the Executive Management Team and Finance staff. I would like to thank all of the employees of the Commission who have contributed to make the FY 2018 budget a reality.

## Recommendation of Executive Director

I recommend that the Coastal Regional Commission Council approve the FY 2018 Work Program and Budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allen Burns", with a long horizontal flourish extending to the right.

Allen Burns, Executive Director



# Budget Summary



Agency Wide Budget  
Summary

Agency Wide Revenues

Agency Wide Expenditures

Fund Balance



# Budget Summary

## Coastal Regional Commission 2018 Budget Agency Wide Budget Summary

	FY 15 Actual	FY 16 Actual	FY 17 Mid Year Budget	FY 18 Budget	Variance from Prior Year
# of Full-time Equivalent	36	31	31	32	0.9
<b>Revenue Source</b>					
Federal	\$ 9,409,542	\$ 6,655,023	\$ 7,209,740	\$ 6,942,044	\$ (267,696)
State	2,715,759	2,803,479	3,131,581	3,083,573	(48,007)
Local	805,109	1,194,734	1,201,275	1,274,701	73,426
Membership Dues	703,921	851,253	851,253	851,253	-
<b>Total Revenues</b>	<b>\$ 13,634,331</b>	<b>\$ 11,504,490</b>	<b>\$ 12,393,849</b>	<b>\$ 12,151,571</b>	<b>\$ (242,277)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 2,302,223	\$ 2,205,740	\$ 2,241,876	\$ 2,405,565	\$ 163,689
Contractual	9,013,189	7,208,930	7,514,507	7,141,228	(373,279)
Utilities/Telecommunications	175,408	158,935	158,096	154,910	(3,186)
Insurance & Liability	37,177	39,201	36,200	28,000	(8,200)
Vehicle Expenses	1,064,677	947,716	927,853	872,500	(55,353)
Materials & Supplies	77,122	84,149	100,324	56,484	(43,840)
Travel/Meetings & Seminars	114,289	84,647	118,196	123,192	4,996
Other Operating Expenses	630,312	539,521	389,687	411,781	22,094
Capital	177,495	13,500	764,008	715,408	(48,600)
<b>Total Expenditures</b>	<b>\$ 13,591,892</b>	<b>\$ 11,282,337</b>	<b>\$ 12,250,746</b>	<b>\$ 11,909,068</b>	<b>\$ (341,678)</b>
Excess (deficiency) of revenues	\$ 42,438	\$ 222,153	\$ 143,102	\$ 242,503	\$ 99,401
Fund Balance - Beginning of Year	\$ 928,248	\$ 970,686	\$ 1,192,839	\$ 1,335,941	
Fund Balance - End of Year	\$ 970,686	\$ 1,192,839	\$ 1,335,941	\$ 1,578,444	



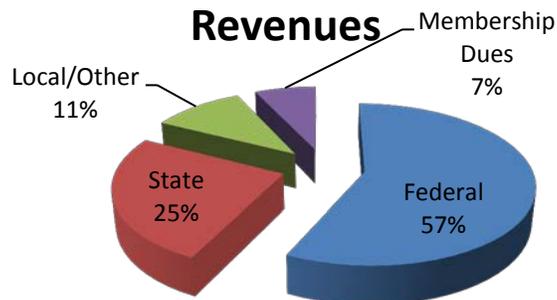
# Budget Summary

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## Agency Wide Revenues

Total projected revenues for FY 2018 are \$12,151,571. This represents a net decrease of 242,277 from projected revenues for FY 2017. The majority of the decrease is due to a reduction in our Aging Services budget planning allocation. Changes in allocations are common, with several budget amendments each year.

The graph below represents a break-down, by category, of total projected revenues for FY 2018. Federal and state funding account for 82% of the budget.



### Federal Funding

The Commission receives direct federal funding from the U.S. Department of Commerce's Economic Development Administration (EDA) for Economic Development activities. Funding for Economic Development activities are usually on-going, with contracts renewed every three years, although the new administration at the federal level has proposed the elimination of the Economic Development Administration. Even though we are not certain that will come to fruition, we have prepared this budget, based on our current contract with EDA, which expires December 31, 2017, and assumes that there will be no additional funding for these types of activities.

The Commission also receives federal funding that is passed through the state of Georgia's Department of Human Services and the Department of Transportation. This is on-going funding and is subject to the states allocation.

### State Funding

The Commission receives state funding from several state agencies for Aging, Transportation and Planning services. Georgia funding agencies include:



# Budget Summary

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Department of Community Affairs for Planning & Government services  
Department of Natural Resources for Historic Preservation services  
Department of Human Services for Aging and Transportation services  
Department of Transportation for Transportation and Planning & Government services

State funding is on-going and subject to the state's allocation.

## Local/Other

Local funding consist of local technical assistance contracts for Planning & Government services, local government support for Public Transportation as well as local transportation service contracts, required local match for Aging services and other miscellaneous contracts that are not federal or state funds.

Other funding consists of interest earned on cash and investment accounts, as well as mileage recovery and lease revenue in the General Fund.

## Membership Dues

The Official Code of Georgia § 50-8-30 et seq., mandates that all county and municipal governments within Region 12 are members of the Coastal Regional Commission and that the Commission must assess and collect annual dues (minimum of \$1.00 per capita) for each resident within the region. Member governments are required to pay the dues, in order to remain eligible for any supplemental funding from the state of Georgia. CRC's membership dues are assessed at \$1.30 per capita, based on the 2010 census.

## Agency Wide Expenditures

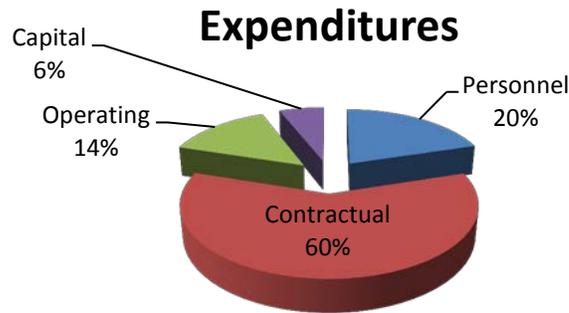
Total projected expenditures for FY2018 are \$11,909,068. This represents a net decrease of \$341,678 from the projected expenditures for FY 2017. There are various line item changes, most significant being the reduction in contract services in the Aging Department.

The graph below represents a break-down, by function, of total projected expenditures for FY 2018.



# Budget Summary

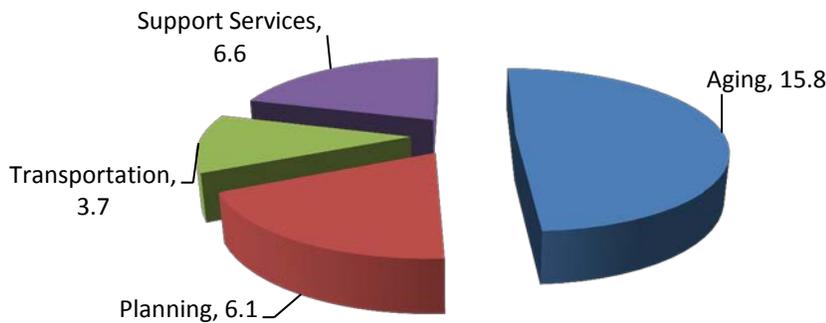
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## Salaries & Benefits

This category includes payroll and benefits for all positions authorized by the council. It includes wages, holiday, paid time off leave, payroll taxes and medical and pension benefits. Salaries account for \$1,623,167 and benefits account for \$782,398 of the total. Consistent with last year, the budget includes provision for an annual merit raise, budgeted up to 3%. Merit increases will be effective, based on the employee's evaluation, at the date of each employee's performance review.

The graph below represents a breakdown of full-time equivalent staff by department.



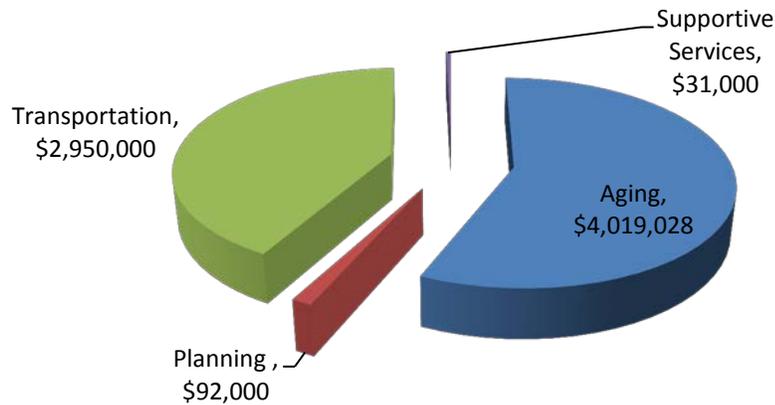
## Contractual

This category represents services that are sub-contracted through providers and consultants. The graph below represents a breakdown by department.



# Budget Summary

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## Utilities/Telecommunications

This category represents expenses for electrical, cable, internet service and phone systems.

## Insurance & Liability

This category represents liability policies, such as Director & Officer's Policy, Flood and Property insurance and Commercial Crime policies.

## Vehicle Expenses

This category represents expenses related to the operation of the public transit fleet, as well as the CRC agency fleet. Included are costs for gasoline, vehicle insurance and vehicle maintenance.

## Material & Supplies

This category includes costs for postage, office supplies and miscellaneous supplies.

## Travel/Meeting & Seminars

This category represents costs associated with employee travel, meetings, seminar registration fees, continuing education, per diem and car mileage expenses.

## Other Operating Expenses

This category represents various operating expenses, such as outside printing costs, advertising, dues, computer software and other minor miscellaneous expenses.

## Capital

This category captures the capital expenses for vehicle replacements.



# Budget Summary

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## Fund Balance

Fund balance is a term used to describe the difference between the assets and liabilities reported in a governmental fund. In February 2009, the Governmental Accounting and Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The standard did not change the total amount of fund balance to be reported, but did substantially alter the categories and terminology used to describe its components. A government's financial statements must report the following classifications of fund balance:

- Non-spendable – amounts that cannot be spent because they are either (a) not spendable form or (b) legally or contractually required to be maintained intact.
- Restricted – amounts are restricted when constraints have been placed on the use of resources by (a) externally imposed by creditors, grantors, contributors or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Council. The Council approves committed resources through a motion and vote during the voting session of Council meetings.
- Assigned – amounts that are constrained by the Council's intent to be used for specific purposes, but are neither restricted nor committed. The intent is expressed by the Council.
- Unassigned – amounts that have not been assigned to other funds and that are not restricted, committed or assigned to specific purposes within the General Fund.

When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the Commission's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Commission's policy to use fund balance in the following order:

- Committed
- Assigned
- Unassigned

The following is a summary of the Commission's fund balances, as of June 30, 2016, the Commission's most recent Comprehensive Annual Financial Report.



# Budget Summary

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Fund Balances	General Fund	Special Revenue Fund	Total
<b>Non-spendable:</b>			
Prepays	\$ 199,100		\$ 199,100
<b>Assigned for:</b>			
Aging Services	-	72,331	72,331
Unassigned	921,408		921,408
<b>Total Fund Balance</b>	<b>\$ 1,120,508</b>	<b>\$ 72,331</b>	<b>\$ 1,192,839</b>

The CRC is committed to rebuilding the unassigned fund balance, based on the recommendation of our auditors. We projected in the FY17 Mid-Year Budget to add to our general fund balance approximately \$161k, which would give us close to \$1.3 million in reserve to start this new budget year. That would equate to be 10.6 % of the budgeted revenues for FY 18.

Since all of our contracts are reimbursable, it is ideal that we have enough cash on hand for 2 months of expenses in reserve. This FY 2018 Budget will bring us closer to achieving that goal by added an additional \$272,503 to the balance.

# Governmental Fund Budgets



General Fund

Special Revenue Funds

- Aging Services
- Coordinated  
Transportation
- Planning &  
Government Services



# General Fund

## Coastal Regional Commission 2018 Budget General Fund

	FY 15 Actual	FY 16 Actual	FY 17 Mid Year Budget	FY 18 Budget	Variance from Prior Year
# of Full-time Equivalent	-	-	-	-	-
<b>Revenue Source</b>					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	-	-	-	-	-
Local/Other	143,443	262,280	180,675	197,954	17,279
Membership Dues	37,105	214,028	212,814	213,260	446
<b>Total Revenues</b>	<b>\$ 180,548</b>	<b>\$ 476,308</b>	<b>\$ 393,489</b>	<b>\$ 411,214</b>	<b>\$ 17,725</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	-	-	-	-	-
Utilities/Telecommunications	8,864	14,570	4,600	-	(4,600)
Insurance & Liability	14,998	14,144	8,200	-	(8,200)
Vehicle Expenses	23,821	17,636	27,500	27,500	-
Materials & Supplies	44	-	-	-	-
Travel/Meetings & Seminars	728	774	1,700	3,200	1,500
Other Operating Expenses	177,209	206,279	131,866	\$108,011	(23,855)
Capital	5,210	13,500	-	-	-
<b>Total Expenditures</b>	<b>\$ 230,872</b>	<b>\$ 266,904</b>	<b>\$ 173,866</b>	<b>\$ 138,711</b>	<b>\$ (35,155)</b>
Excess (deficiency) of revenues	\$ (50,324)	\$ 209,404	\$ 219,623	\$ 272,503	\$ 52,880
Transfers In (Out)	8,431	43,342	(58,271)	-	-
<b>Fund Balance - Beginning of Year</b>	<b>909,656</b>	<b>867,763</b>	<b>1,120,508</b>	<b>1,281,860</b>	
<b>Fund Balance - End of Year</b>	<b>\$ 867,763</b>	<b>\$ 1,120,508</b>	<b>\$ 1,281,860</b>	<b>\$ 1,554,363</b>	

## General Fund

The general fund of the CRC accounts for all financial resources except those required to be accounted for in another fund. Dues from member governments are accounted for in the general fund. Any portion of member dues used as matching funds for grant and contracts are transferred to the special revenue fund. The general fund also accounts for any activity of the CRC that is not allowable for reimbursement under a grant or contractual agreement.



# Special Revenue Funds

**Area Agency On Aging**

## Department Mission Statement

*The mission of the Aging Services Department is to foster the development of a comprehensive coordinated system of services which promotes the independence and well-being of coastal area older adults and those with disabilities, and to provide these individuals and their caregivers with information and access to needed services.*

## Overview

The Coastal Regional Commission is the designated Area Agency on Aging (AAA) for the nine county Coastal Georgia region, offering services in Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Long, Liberty and McIntosh counties. Screven County is not included in the CRC Area Agency on Aging because the county was originally within the boundaries of the Central Savannah River Area Regional Commission and the county's request to transfer aging service administration to the CRC was denied by the Division of Aging Services.

The AAA has the responsibility of addressing aging and long-term care issues within Coastal Georgia's diverse and growing communities. Our priorities and objectives align with the US Administration for Community Living (ACL) and the Georgia Division of Aging Services (DAS) to promote the coordination of services in order to foster dignity, independence, healthy

living, and well-being for seniors, persons with disabilities and their family caregivers. The AAA serves all residents, regardless of income, race or national origin.



The AAA operates on a four-year planning cycle (The Area Plan), and each year this plan is updated to assure that residents have access services. The Area Plan is a comprehensive document that outlines aging programs and services contracted by

the AAA for meeting the needs of older persons. In accordance with the Older Americans Act legislation, the AAA has an Advisory Council made up of three representatives from each county in the region, the majority of whom are over age 60. The Council meets quarterly to



## Special Revenue Funds

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review AAA programs and to provide input regarding service and training needs in the region. The Council has an Executive Committee made up of a Chair, Co-Chair, and a Secretary, and operates under established By-Laws. On official matters requiring action, the Council takes a vote and makes its recommendations to the CRC Council for approval.

Each planning cycle includes the development of a needs assessment of local older adults and their caregivers. The purpose is to develop a demographic trend analysis to effectively estimate the demand for services and activities through the year 2030. The needs assessment along with input from public hearings held throughout the region, callers to the agency's Aging and Disability Resource Center's (ADRC) information and referral office, members of the service provider network, and members of the Aging Services Advisory Council assists the AAA in developing and updating the Area Plan.

Services provided through the department are funded through federal and state grants, local dues, and other grant funded contracts.

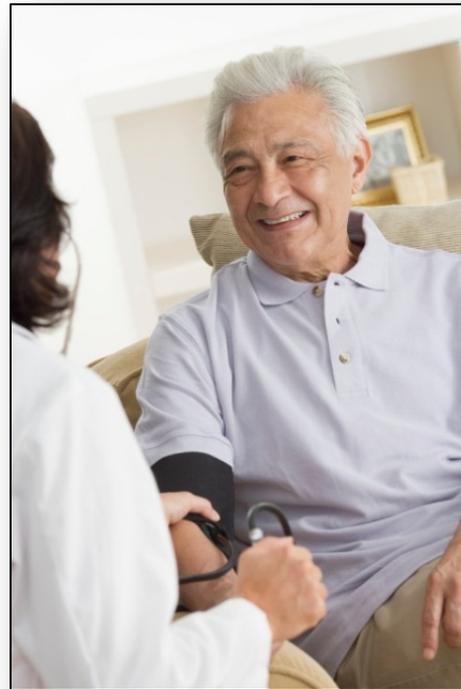
Core services sub-contracted through the CRC AAA include:

- Congregate Meals
- Home Delivered Meals
- Homemaker Services
- Personal Care Services
- Respite Care Services
- Adult Day Care
- Nutritional Education
- Case Management/Care Consultation

### ***Area Agency On Aging***

- Elderly Legal Assistance
- Care Coordination
- GeorgiaCares-State Health Insurance Assistance Program

For more information concerning AAA programs and services, please contact Dionne Lovett, Aging Services Director at 912-437-0840. To refer a senior for services, please contact our ADRC office at 800-580-6860.





# Special Revenue Funds

*Area Agency On Aging*

**Coastal Regional Commission  
2018 Budget Summary  
Area Agency On Aging**

<b>Authorized Positions</b>	<b>FY 15 Actual</b>	<b>FY 16 Actual</b>	<b>FY 17 Mid Year Budget</b>	<b>FY 18 Budget</b>	<b>Variance from Prior Year</b>
<b># of Full-time Equivalent</b>	<b>14.0</b>	<b>14.3</b>	<b>15.1</b>	<b>15.8</b>	<b>0.7</b>
<b>Revenue Source</b>					
Federal	\$ 3,250,774	\$ 3,094,582	\$ 3,267,808	\$ 2,955,026	\$ (312,782)
State	2,186,294	2,276,984	2,401,671	2,357,441	(44,230)
Local	203,843	254,152	190,655	315,612	124,957
Membership Dues	98,503	97,504	91,623	87,355	(4,268)
<b>Total Revenues</b>	<b>\$ 5,739,413</b>	<b>\$ 5,723,222</b>	<b>\$ 5,951,757</b>	<b>\$ 5,715,434</b>	<b>\$ (236,323)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 779,242	\$ 854,710	\$ 858,160	\$ 965,909	\$ 107,749
Contractual	4,271,980	4,135,825	4,314,717	4,019,028	(295,689)
Utilities/Telecommunications	4,212	2,999	3,270	3,250	(20)
Materials & Supplies	65,415	59,868	77,302	33,423	(43,879)
Travel/Meetings & Seminars	65,838	47,154	82,173	84,720	2,547
Other Operating Expenses	471,089	624,711	585,785	639,104	53,319
Capital	-	-	48,600	-	(48,600)
<b>Total Expenditures</b>	<b>\$ 5,657,776</b>	<b>\$ 5,725,267</b>	<b>\$ 5,970,007</b>	<b>\$ 5,745,434</b>	<b>\$ (224,573)</b>
<b>Excess (deficiency) of revenues</b>	<b>\$ 81,638</b>	<b>\$ (2,045)</b>	<b>\$ (18,250)</b>	<b>\$ (30,000)</b>	<b>\$ (11,750)</b>
<b>Transfers In (Out)</b>	<b>(8,431)</b>	<b>(7,263)</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance - Beginning of Year</b>	<b>8,433</b>	<b>81,639</b>	<b>72,331</b>	<b>54,081</b>	
<b>Fund Balance - End of Year</b>	<b>\$ 81,639</b>	<b>\$ 72,331</b>	<b>\$ 54,081</b>	<b>\$ 24,081</b>	



# Special Revenue Funds

## Area Agency On Aging

2018 BUDGET DETAILS  
AREA AGENCY ON AGING

PROGRAM COSTS	AAA Administration	AAA Wellness	AAA Case Management	AAA Gateway/ADRC	AAA Special Projects	Local Contractors	2018 Budget	2017 Mid-Year Budget	Variance
PROFESSIONAL STAFF	\$ 213,930	22,811	\$ 107,106	\$ 294,905	\$ -	\$ -	\$ 638,752	\$ 568,927	\$ 69,825
CLERICAL STAFF	8,746	-	1,140	3,114	-	-	13,000	12,019	981
FRINGE BENEFITS	107,334	10,995	52,177	143,651	-	-	314,157	277,214	36,943
CONTRACT SERVICES	68,900	-	54,368	54,749	20,000	3,821,010	4,019,028	4,314,717	(295,689)
TELEPHONE	1,200	-	1,000	1,050	-	-	3,250	3,270	(20)
POSTAGE	5,625	50	500	1,500	-	-	7,675	7,455	220
PERSONNEL SRVCS	100	-	100	350	-	-	550	661	(111)
OFFICE SUPPLIES	1,550	-	1,500	600	-	-	3,650	2,972	678
ADVERTISING	2,250	850	500	8,200	-	-	11,800	12,392	(592)
MEETINGS & SEMINARS	11,700	1,070	1,400	11,000	-	-	25,170	25,801	(631)
DUES	9,330	-	-	575	-	-	9,905	9,745	160
TRAVEL	20,000	2,000	2,500	4,200	-	-	28,700	29,468	(768)
COMMISSION CAR	10,100	950	13,000	6,800	-	-	30,850	26,904	3,946
VEHICLE PURCHASE	-	-	-	-	-	-	-	48,600	(48,600)
EQUIPMENT PURCHASE	-	-	-	-	-	-	-	1,500	(1,500)
EQUIPMENT MAINT	2,500	-	-	-	-	-	2,500	2,500	-
COMPUTER SOFTWARE	1,200	-	1,500	8,550	-	-	11,250	11,249	1
MISCELLANEOUS	3,665	647	(0)	7,786	10,000	-	22,098	66,875	(44,777)
INDIRECT COST	293,731	-	90,074	219,294	-	-	603,099	547,737	55,362
<b>TOTAL EXPENDITURES</b>	<b>\$ 761,861</b>	<b>\$ 39,373</b>	<b>\$ 326,865</b>	<b>\$ 766,325</b>	<b>\$ 30,000</b>	<b>\$ 3,821,010</b>	<b>\$ 5,745,434</b>	<b>\$ 5,970,007</b>	<b>\$ (224,573)</b>
<b>REVENUE</b>									
FEDERAL	\$ 412,902	\$ 33,805	\$ 37,070	\$ 404,293	\$ -	\$ 2,066,956	\$ 2,955,026	\$ 3,267,808	\$ (312,782)
STATE	290,174	1,856	103,368	341,966	-	1,620,077	2,357,441	2,401,671	(44,230)
DUES	58,785	3,712	4,792	20,066	-	-	87,355	91,623	(4,268)
LOCAL MATCH	-	-	-	-	-	133,977	133,977	135,155	(1,178)
MISC REVENUE	-	-	181,635	-	-	-	181,635	55,500	126,135
<b>TOTAL REVENUE</b>	<b>\$ 761,861</b>	<b>\$ 39,373</b>	<b>\$ 326,865</b>	<b>\$ 766,325</b>	<b>\$ -</b>	<b>\$ 3,821,010</b>	<b>\$ 5,715,434</b>	<b>\$ 5,951,757</b>	<b>\$ (236,323)</b>



# Special Revenue Funds

## *Coordinated Transportation Department*

### Department Mission Statement

*The mission of the Coordinated Transportation Department is to provide cost-effective and efficient regional transportation services for employment, medical, and public service needs within the ten counties of the Coastal Georgia region.*

### Overview

The Transportation Department administers a variety of transportation services to meet the needs of seniors, people with disabilities, low-income households, and the general public simultaneously. All of the services are coordinated on one fleet of vehicles to ensure efficiency and reduce the overall cost of providing the service.

For public transit, county boundaries are virtually eliminated and passengers are able to travel regionally for whatever their purpose. Because this is funded with rural transit dollars, one leg of the trip must be in a rural area. Trips originating in Hinesville or Savannah are coordinated with Liberty Transit and Chatham Area Transit, the fixed-route urban systems in those areas.

The Transportation Department works directly with the Georgia Department of Human Services, Georgia Department of Transportation,

and with elected officials who represent their constituents in the ten counties and 35 municipalities in the coastal Georgia region. Staff communicates daily with human service agencies, senior centers, medical facilities, and private agencies to schedule transportation services, and with transit operators to ensure that these services are provided.



For more information concerning transportation services, please contact Don Masisak, Coordinated Transportation Director, at 912-437-0830.



# Special Revenue Funds

## Coordinated Transportation Department

### Coastal Regional Commission 2018 Budget Summary Coordinated Transportation Department

Authorized Positions	FY 15 Actual	FY 16 Actual	FY 17 Mid Year Budget	FY 18 Budget	Variance from Prior Year
# of Full-time Equivalent	9.5	3.1	3.6	3.7	0.1
<b>Revenue Source</b>					
Federal	\$ 3,834,325	\$ 3,274,576	\$ 3,758,751	\$ 3,854,401	\$ 95,650
State	280,079	285,268	417,045	420,267	3,222
Local	275,327	466,522	532,311	520,000	(12,311)
Membership Dues	233,974	233,477	288,104	291,077	2,973
<b>Total Revenues</b>	<b>\$ 4,623,704</b>	<b>\$ 4,259,843</b>	<b>\$ 4,996,211</b>	<b>\$ 5,085,745</b>	<b>\$ 89,534</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 401,985	\$ 249,558	\$ 289,011	\$ 299,966	\$ 10,955
Contractual	2,643,984	2,836,849	2,879,426	2,950,000	70,574
Utilities/Telecommunications	63,785	42,525	38,526	40,000	1,474
Vehicle Expenses	1,040,856	930,080	900,353	845,000	(55,353)
Materials & Supplies	532	1,847	3,162	3,200	38
Travel/Meetings & Seminars	2,603	4,664	5,061	4,800	(261)
Other Operating Expenses	438,020	194,320	223,535	227,370	3,835
Capital	172,285	-	715,408	715,408	-
<b>Total Expenditures</b>	<b>\$ 4,764,049</b>	<b>\$ 4,259,843</b>	<b>\$ 5,054,482</b>	<b>\$ 5,085,745</b>	<b>\$ 31,265</b>
Excess (deficiency) of revenues	\$ (140,345)	\$ -	\$ (58,271)	\$ -	\$ 58,271
Transfers In (Out)	140,345	-	58,271	-	-
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>



# Special Revenue Funds

## Coordinated Transportation Department

### 2018 BUDGET DETAILS COORDINATED TRANSPORTATION

PROGRAM COSTS	DHS Coordinated Transportation	GDOT 5311 Rural Public Transit Operating	GDOT 5311 - Capital	JARC 5316 Mobility Management	2018 Budget	2017 Mid- Year Budget	Variance
PROFESSIONAL STAFF	\$ -	\$ -	\$ -	\$ 202,404	\$ 202,404	\$ 195,551	\$ 6,853
CLERICAL STAFF	-	-	-	-	-	100	(100)
FRINGE BENEFITS	-	-	-	97,563	97,562	93,360	4,202
CONTRACT SERVICES	1,005,000	1,900,000	-	-	2,905,000	2,834,715	70,285
GASOLINE	-	450,000	-	-	450,000	448,523	1,478
VEHICLE REPAIRS	-	125,000	-	-	125,000	165,780	(40,780)
VEHICLE PURCHASE	-	-	715,408	-	715,408	715,408	-
C T VEHICLE INSURANCE	-	270,000	-	-	270,000	286,050	(16,050)
TELEPHONE	-	40,000	-	-	40,000	38,526	1,474
POSTAGE	100	100	-	-	200	162	39
OFFICE SUPPLIES	-	3,000	-	-	3,000	3,000	-
ADVERTISING	-	500	-	-	500	500	-
TANSIT DRUG TESTING	-	6,500	-	-	6,500	6,450	50
MEETINGS & SEMINARS	-	1,500	-	-	1,500	1,500	-
DUES	-	375	-	-	375	375	-
TRAVEL	-	3,300	-	-	3,300	3,521	(221)
COMMISSION CAR	-	-	-	-	-	40	(40)
EQUIPMENT LEASE/PURCHASE	-	1,700	-	-	1,700	1,695	5
COMPUTER SOFTWARE	-	30,000	-	-	30,000	30,000	-
MISCELLANEOUS	-	1,000	-	-	1,000	50	950
MINIMUM MATCH	45,000	-	-	-	45,000	44,711	289
INDIRECT COST	-	-	-	187,295	187,295	184,465	2,830
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,050,100</b>	<b>\$ 2,832,975</b>	<b>\$ 715,408</b>	<b>\$ 487,262</b>	<b>\$ 5,085,745</b>	<b>\$ 5,054,481</b>	<b>\$ 31,264</b>
<b>REVENUE</b>							
FEDERAL	\$ 1,200,000	\$ 1,692,265	\$ 572,326	\$ 389,809	\$ 3,854,401	\$ 3,758,751	\$ 95,650
STATE	300,000	-	71,541	48,726	420,267	417,045	3,222
MINIMUM MATCH	45,000	-	-	-	45,000	44,711	289
LOCAL/OTHER	-	475,000	-	-	475,000	487,600	(12,600)
MEMBERSHIP DUES	-	170,810	71,541	48,726	291,077	288,104	2,973
<b>TOTAL REVENUE</b>	<b>\$ 1,545,000</b>	<b>\$ 2,338,075</b>	<b>\$ 715,408</b>	<b>\$ 487,262</b>	<b>\$ 5,085,745</b>	<b>\$ 4,996,210</b>	<b>\$ 89,534</b>





# Special Revenue Funds

## *Planning & Government Services Department*

### *Department Mission Statement*

*The mission of the Planning and Government Services Department is to provide long-range strategic planning and local technical assistance to CRC member governments to help them identify and support beneficial community and regional growth management policies, plans, and programs.*

### **Overview**

The Planning and Local Government Services Department provides a variety of planning and technical services to the ten counties and thirty-five cities of coastal Georgia. This Department's areas of services include regional, comprehensive, solid waste and small area planning; technical assistance; ordinance development; historic preservation planning and assistance; Geographic Information Services; planning retreats and specialized training and education. Staff continuously responds to a wide array of requests for data, including demographic and socio-economic forecasts, historic and natural resource data, and statutory requirements.

Services provided through the department are funded through federal and state grants, local dues, and locally funded contracts.

For more information concerning Planning and Government services, please contact Lupita McClenning, Planning Director, at 912-437-0870.

- *Update of the Regional Plan of Coastal Georgia*
- *Local Plan Review and Assessment*
- *Practicum Series-Education, Outreach and Technical Assistance*
- *Historic Preservation Planning*
- *Transportation Planning*
- *Land Development and Zoning Codes*
- *Comprehensive GIS Services*
- *Comprehensive Economic Development Strategy (CEDS)*
- *Targeted Industry Analysis*
- *Grant Writing and Administration*



# Special Revenue Funds

## Planning & Government Services Department

### Coastal Regional Commission 2018 Budget Summary Planning, Economic Development, GIS & Government Services Department

<b>Authorized Positions</b>	<b>FY 15 Actual</b>	<b>FY 16 Actual</b>	<b>FY 17 Mid Year Budget</b>	<b>FY 18 Budget</b>	<b>Variance from Prior Year</b>
<b># of Full-time Equivalent</b>	5.8	6.2	5.9	6.1	0.2
<b>Revenue Source</b>					
Federal	\$ 2,324,444	\$ 285,865	\$ 183,181	\$ 132,617	\$ (50,564)
State	249,387	241,227	312,865	305,865	(7,000)
Local	183,921	211,780	297,634	241,135	(56,499)
Membership Dues	233,490	306,244	258,712	259,561	849
<b>Total Revenues</b>	<b>\$ 2,991,242</b>	<b>\$ 1,045,116</b>	<b>\$ 1,052,392</b>	<b>\$ 939,178</b>	<b>\$ (113,213)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 531,922	\$ 455,268	\$ 461,436	\$ 487,231	\$ 25,795
Contractual	2,074,226	217,256	240,164	92,000	(148,164)
Utilities/Telecommunications	1,136	657	700	660	(40)
Materials & Supplies	508	3,510	1,860	1,860	0
Travel/Meetings & Seminars	25,222	20,022	19,139	19,472	333
Other Operating Expenses	306,191	333,612	329,093	337,955	8,862
Capital	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,939,204</b>	<b>\$ 1,030,325</b>	<b>\$ 1,052,392</b>	<b>\$ 939,178</b>	<b>\$ (113,213)</b>
<b>Excess (deficiency) of revenues</b>	<b>\$ 52,038</b>	<b>\$ 14,791</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers In (Out)</b>	<b>(40,914)</b>	<b>(36,079)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>10,164</b>	<b>21,288</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 21,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# Special Revenue Funds

## Planning & Government Services Department

### 2018 BUDGET DETAILS PLANNING & LOCAL GOVERNMENT SERVICES

PROGRAM COSTS	DCA & Local Govt Technical Assistance	DNR Historic Preservation	GDOT Planning Contract	Economic Development Administration	Local Govt Grant Writing Technical Assistance	Local Govt GIS Technical Assistance	Local Govt Planning Technical Assistance	Local Project Development	2018 Budget	FY 2017 Mid-Year BUDGET	Variance
PROFESSIONAL STAFF	\$ 151,684	\$ 1,602	\$ 19,858	\$ 46,404	\$ 1,880	\$ 56,271	\$ 22,784	\$ 23,279	\$ 323,761	\$ 307,080	\$ 16,681
CLERICAL STAFF	4,803	-	170	27	-	-	-	-	5,000	5,297	(297)
FRINGE BENEFITS	75,430	772	9,654	22,381	906	27,124	10,982	11,221	158,470	149,059	9,411
PLANNING CONTRACT	-	-	-	-	-	-	92,000	-	92,000	221,159	(129,159)
OTHER CONTRACT SVCS	-	-	-	-	-	-	-	-	-	19,005	(19,005)
POSTAGE	20	-	-	50	-	-	-	25	95	95	-
TELEPHONE	-	-	-	-	-	-	-	660	660	700	(40)
PERSONNEL SERVICES	-	-	-	-	-	-	-	150	150	150	-
OFFICE SUPPLIES	565	-	-	-	-	-	-	1,200	1,765	1,765	0
MEETINGS & SEMINARS	1,800	-	-	750	-	-	-	1,500	4,050	4,100	(50)
DUES	855	-	-	-	-	-	-	750	1,605	1,605	-
TRAVEL	3,600	-	-	1,500	-	-	-	600	5,700	5,813	(113)
COMMISSION CAR	3,105	-	2,000	1,000	100	2,111	907	500	9,722	9,226	496
EQUIPMENT PURCHASE	-	-	-	875	-	-	-	4,000	4,875	4,875	-
COMPUTER SOFTWARE	160	-	600	-	-	-	-	25,500	26,260	26,260	-
MISCELLANEOUS	15	234	-	-	-	397	98	100	844	1,682	(838)
INDIRECT COST	144,806	1,482	18,533	42,965	1,740	52,070	21,083	21,541	304,220	294,520	9,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 386,843</b>	<b>\$ 4,090</b>	<b>\$ 50,815</b>	<b>\$ 115,951</b>	<b>\$ 4,626</b>	<b>\$ 137,973</b>	<b>\$ 147,854</b>	<b>\$ 91,026</b>	<b>\$ 939,178</b>	<b>\$ 1,052,392</b>	<b>\$ (113,213)</b>
<b>REVENUE</b>											
FEDERAL	\$ -	\$ 4,090	\$ 40,652	\$ 35,000	\$ -	\$ 52,875	\$ -	\$ -	\$ 132,617	\$ 183,181	\$ (50,564)
STATE	205,865	-	-	-	-	-	100,000	-	305,865	312,865	(7,000)
DUES	77,421	-	10,163	80,951	-	-	-	91,026	259,561	258,712	849
IN-KIND	-	-	-	-	-	-	-	-	-	-	-
LOCAL	103,557	-	-	-	4,626	85,098	47,854	-	241,135	297,634	(56,499)
<b>TOTAL REVENUE</b>	<b>\$ 386,843</b>	<b>\$ 4,090</b>	<b>\$ 50,815</b>	<b>\$ 115,951</b>	<b>\$ 4,626</b>	<b>\$ 137,973</b>	<b>\$ 147,854</b>	<b>\$ 91,026</b>	<b>\$ 939,178</b>	<b>\$ 1,052,392</b>	<b>\$ (113,213)</b>



# Proprietary Fund Budgets



## Internal Service Funds

- Administrative Services
- Financial Services
- Central Support Costs Budget
- Fringe Benefit Costs Budget



# Proprietary Fund Budgets

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## Internal Service Funds

The Commission uses a Proprietary Fund, the internal service fund (Central Support Costs) to account for goods and services given to one department, by another on a cost reimbursed basis.

Central support costs are defined as costs that are incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Pursuant to Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, central support costs are recorded in the Commission's internal service fund as indirect costs. Indirect costs are allocated to the benefiting cost objectives (departments) by means of an indirect cost rate. Total salaries plus fringe benefits is used as the base to fairly allocate the cost.

These costs are pooled and billed to the grants and contracts accounted for in the special revenue fund. These reimbursements from the special revenue fund are recognized as revenue in the internal service fund as cost recoveries. Operating expenses for the internal service fund include the cost of services and administrative expenses. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Administrative and Finance Departments provide supportive services to all other departments of the Commission. Costs for these departments are included in the Central Support Costs Budget. The following department descriptions are provided to help better understand the services and support they provide to the Commission.



# Proprietary Fund Budgets

*Administrative Services*

## Department Mission Statement

*The Mission of the Administrative Services Department is to be the services oriented backbone of the CRC by providing a lasting professional impact through secretarial, public relations and maintenance operations.*

## Overview

The Administrative Services Department provides staff support services to other departments within the CRC and to the council, which ensure the proficient daily operation of the Commission.

The department provides staff support for all meetings of the Council; takes notes, tapes records, and prepares minutes of the Council official meetings; publishes and/or records all documents in support of Council action, and ensures compliance with all applicable statutes, policies, or guidelines as pertains to responsibilities.

Staff provides administrative support for other departments within the CRC. Support services include assistance with meetings, mail-outs and various publication productions. Staff also provides public relation activities including press releases, layout and design of flyers and brochures, as well as assistance in the production of the CRC's Annual Report, the Comprehensive Annual Financial Report, the Annual Work Program and Budget and the Area Plan. Staff also assists in contract development and formatting various documents.

Staff produces the Coastal Region's City/County Directory which is a vital source of information provided to the coastal cities and counties and contains listings for coastal Georgia's city council members, county commissioners, legislators, Georgia Regional Commissions, and the Coastal Regional Commission Council. This is available on our website at [www.crc.ga.gov](http://www.crc.ga.gov) and updated as needed. The Administrative Assistant is responsible for the organization's quarterly newsletter, The Pelican Brief.

For more information concerning Administrative Services, please contact Colletta Harper, Administrative Services Director at 912-437-0811.





# Proprietary Fund Budgets

*Financial Services*

## Department Mission Statement

*The Mission of the Financial Services Department is to provide professional, responsible fiscal management and stewardship with accurate financial reporting encompassing integrity, accountability, and exceptional customer service.*

## Overview

The Finance Department manages all internal and external financial activities of the CRC. The Department runs all financial operations required for the day-to-day maintenance of the Commission such as: accounts payable, accounts receivable, payroll, cash management, capital budgeting, financial analysis and reporting, and internal control procedures.

The Finance Department supports other departments in the Commission by tracking the funding status and expenditure levels of grants received, submitting required reports to grantor agencies, and assuring compliance with federal, state, and local regulations for programs and funding received by the Commission.

The Finance Department plays an integral role in reviewing contracts, bids and proposals, monitoring the status of grants and programs in relation to contractual commitments, preparing requisite financial reports for grantor agencies,

and monitoring the performance of subcontractors and their compliance with required guidelines, procedures and reporting.



For more information concerning Financial Services, please contact Lena Geiger, Finance Director at 912-437-0820.



# Proprietary Fund Budgets

## Internal Service Funds

### Coastal Regional Commission 2018 Budget Central Support Costs/Internal Service Fund

Authorized Positions	FY 15 Actual	FY 16 Actual	FY 17 Mid Year Budget	FY 18 Budget	Variance from Prior Year
# of Full-time Equivalent	6.5	7.3	6.7	6.6	(0.1)
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 589,074	\$ 646,204	\$ 633,269	\$ 652,459	\$ 19,190
Contractual	23,000	19,000	80,200	80,200	-
Utilities/Telecommunications	97,411	98,185	111,000	111,000	-
Insurance & Liability	22,179	25,057	28,000	28,000	-
Materials & Supplies	10,624	18,924	18,000	18,000	-
Travel/Meetings & Seminars	19,899	12,032	10,123	11,000	877
Other Operating Expenses	133,625	131,537	146,131	193,955	47,824
Capital	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 895,812</b>	<b>\$ 950,938</b>	<b>\$ 1,026,723</b>	<b>\$ 1,094,614</b>	<b>\$ 67,891</b>
<b>Cost Recovery from:</b>					
Aging Department	\$ 407,469	\$ 522,101	\$ 547,738	\$ 603,099	\$ 55,362
Planning Department	278,144	276,963	294,520	304,220	9,700
Transportation Department	210,200	151,874	184,465	187,295	2,830
General Fund	-	-	-	-	-
<b>Total Cost Recovery</b>	<b>\$ 895,813</b>	<b>\$ 950,938</b>	<b>\$ 1,026,723</b>	<b>\$ 1,094,614</b>	<b>\$ 67,891</b>
<b>COMPUTATION OF INDIRECT COST RATE</b>					
A. Indirect Cost Pool	\$ 895,812	\$ 950,938	\$ 1,026,723	\$ 1,094,614	\$ 67,891
B. Chargeable Salaries plus Fringe Benefits	1,713,149	1,562,573	1,608,607	1,753,104	144,497
<b>Indirect Cost Rate = A/B</b>	<b>52.29%</b>	<b>60.86%</b>	<b>63.83%</b>	<b>62.44%</b>	<b>-1.39%</b>



# Proprietary Fund Budgets

## Internal Service Funds

### Coastal Regional Commission 2018 Budget Schedule to Compute Employee Benefit Cost Pool Rate

	FY 15 Actual	FY 16 Actual	FY 17 Mid Year Budget	FY 18 Budget	Variance from Prior Year
<b>Released Time:</b>					
Paid time off and accrued	\$ 135,328	\$ 131,341	\$ 125,424	\$ 141,143	\$ 15,719
Emergency leave	-	4,361	2,989	4,400	1,411
Holiday pay	83,252	77,269	77,839	83,549	5,710
Jury Duty or Military leave	3,067	336	700	1,000	300
Sick pay	2,896	4,110	-	-	-
<b>Total Released Time</b>	<b>\$ 224,543</b>	<b>\$ 217,417</b>	<b>\$ 206,952</b>	<b>\$ 230,092</b>	<b>\$ 23,140</b>
<b>Fringe Benefits Paid:</b>					
Pension	\$ 169,224	\$ 190,641	\$ 197,252	\$ 213,821	\$ 16,569
Employer's FICA and Medicare	126,251	115,441	116,494	121,715	5,221
Unemployment Insurance	-	4,290	2,500	2,500	-
Health Insurance	169,505	158,052	173,382	182,024	8,642
Dental Insurance	10,886	10,625	9,136	10,788	1,652
Long-term disability	11,613	13,317	14,085	17,059	2,974
Worker's Compensation	4,931	4,440	4,400	4,400	-
<b>Total Fringe Benefits Paid</b>	<b>\$ 492,410</b>	<b>\$ 496,806</b>	<b>\$ 517,249</b>	<b>\$ 552,306</b>	<b>\$ 35,057</b>
<b>Allocable Employee Benefits</b>	<b>\$ 716,953</b>	<b>\$ 714,223</b>	<b>\$ 724,200</b>	<b>\$ 782,398</b>	<b>\$ 58,198</b>
<b>Fringe Benefit Cost Recovery from:</b>					
Aging Department	\$ 242,839	\$ 277,091	\$ 277,214	\$ 314,157	\$ 36,943
Planning Department	165,842	147,212	149,059	158,470	9,411
Transportation Department	124,660	80,869	93,361	97,562	4,202
Indirect Service Fund	183,611	209,051	204,567	212,209	7,642
General Fund	-	-	-	-	-
<b>Total Cost Recovery</b>	<b>\$ 716,953</b>	<b>\$ 714,223</b>	<b>\$ 724,201</b>	<b>\$ 782,398</b>	<b>\$ 58,198</b>
<b>COMPUTATION OF EMPLOYEE BENEFIT RATE</b>					
Gross Salaries	\$ 1,809,813	\$ 1,711,972	\$ 1,724,627	\$ 1,853,257	\$ 128,630
Less: Released Time	(224,543)	(217,417)	(206,952)	(230,092)	(23,140)
<b>Allocation base - chargeable salaries</b>	<b>\$ 1,585,270</b>	<b>\$ 1,494,555</b>	<b>\$ 1,517,675</b>	<b>\$ 1,623,165</b>	<b>\$ 105,490</b>
<b>Employee Benefit Rate</b>	<b>45.23%</b>	<b>47.79%</b>	<b>47.72%</b>	<b>48.20%</b>	<b>0.48%</b>



# Budget Detail



Agency Wide Budget Detail  
Budget Detail Variance

COASTAL REGIONAL COMMISSION  
AGENCY WIDE  
BUDGET FOR FISCAL YEAR 2018

PROGRAM COSTS	2018	2017	VARIANCE	DIRECT COSTS				INDIRECT COSTS
	ORIGINAL BUDGET	MID-YEAR BUDGET		AGING SERVICES	COORDINATED TRANSPORTATION	PLANNING, GIS/ED & LOCAL GOV	GENERAL FUND	
CRC STAFF	\$ 1,623,167	\$ 1,517,676	\$ 105,491	\$ 651,752	\$ 202,404	\$ 328,761	\$ -	\$ 440,250
FRINGE BENEFITS	782,398	724,200	58,198	314,157	97,562	158,470	-	212,209
CONTRACT SERVICES	7,113,228	7,486,507	(373,279)	4,019,028	2,950,000	92,000		52,200
GASOLINE	455,500	454,023	1,478		450,000		5,500	
VEHICLE REPAIRS	133,000	173,780	(40,780)		125,000		8,000	
VEHICLE PURCHASE	715,408	764,008	(48,600)		715,408		-	
VEHICLE INSURANCE	284,000	300,050	(16,050)		270,000		14,000	
CAPITAL LEASE	70,461	75,816	(5,355)				70,461	
UTILITIES	96,500	101,100	(4,600)				-	96,500
INSURANCE	28,000	36,200	(8,200)				-	28,000
TELEPHONE	58,410	56,996	1,414	3,250	40,000	660		14,500
POSTAGE	11,470	11,212	259	7,675	200	95	-	3,500
PERSONNEL SERVICES	700	811	(111)	550		150	-	
OFFICE SUPPLIES	22,915	22,237	678	3,650	3,000	1,765	-	14,500
ADVERTISING / MARKETING	12,300	12,892	(592)	11,800	500		-	
ANNUAL REPORT	3,000	2,676	324					3,000
BOARD MTG EXPENSE	7,000	7,000	-				7,000	
TRANSIT DRUG TESTING	6,500	6,450			6,500			
MEETINGS & SEMINARS	35,220	34,401	819	25,170	1,500	4,050	2,500	2,000
DUES & REGISTRATION	18,385	18,225	160	9,905	375	1,605	-	6,500
TRAVEL	41,400	42,502	(1,102)	28,700	3,300	5,700	700	3,000
COMMISSION CAR	46,572	41,293	5,279	30,850		9,722		6,000
EQUIPMENT PURCHASE	10,575	12,070	(1,495)		1,700	4,875		4,000
EQUIPMENT LEASE	13,000	13,000	-					13,000
EQUIPMENT REPAIR	2,500	2,500	-				-	2,500
EQUIP MAINT. AGREE	2,500	2,500	-	2,500		-		
COMPUTER LICENSE/SOFTWARE	87,510	80,009	7,501	11,250	30,000	26,260		20,000
LAWN & BLG MAINT.	67,000	45,500	21,500				-	67,000
DEPRECIATION	72,455	72,455	-					72,455
AUDIT/LEGAL FEES	31,000	31,000	-				3,000	28,000
JANITORIAL SERVICE	3,000	3,000	-					3,000
MISCELLANEOUS	53,993	98,657	(44,664)	22,098	1,000	844	27,550	2,500
INDIRECT COSTS	1,094,614	1,026,723	67,891	603,099	187,295	304,220		
<b>TOTAL PROGRAM COSTS</b>	<b>\$ 11,909,068</b>	<b>\$ 12,250,746</b>	<b>\$ (341,678)</b>	<b>\$ 5,745,434</b>	<b>\$ 5,085,745</b>	<b>\$ 939,178</b>	<b>\$ 138,711</b>	<b>1,094,614</b>
GENERAL RESERVE	\$ 272,503	\$ 161,352	\$ 111,151	\$ -	\$ -	\$ -	\$ 272,503	
AGING RESERVE	(30,000)	(18,250)	(11,750)	(30,000)				
<b>REVENUE</b>								
FEDERAL FUNDS	\$ 6,942,044	\$ 7,209,739	\$ (267,696)	\$ 2,955,026	\$ 3,854,401	\$ 132,617	\$ -	\$ -
STATE FUNDS	3,083,573	3,131,580	(48,007)	2,357,441	420,267	305,865		
MEMBERSHIP DUES	851,253	851,253	-	87,355	291,077	259,561	213,260	
LOCAL FUNDS	716,135	785,234	(69,099)		475,000	241,135		
MILEAGE RECOVERY	46,572	41,293	5,280				46,572	
MISC. REVENUE	333,017	194,882	138,135	181,635			151,382	
MINIMUM MATCH	178,977	179,866	(889)	133,977	45,000			
<b>TOTAL REVENUE</b>	<b>\$ 12,151,571</b>	<b>\$ 12,393,848</b>	<b>\$ (242,277)</b>	<b>\$ 5,715,434</b>	<b>\$ 5,085,745</b>	<b>\$ 939,178</b>	<b>\$ 411,214</b>	<b>\$ -</b>

COASTAL REGIONAL COMMISSION  
AGENCY WIDE  
Budget Variance for FY18 Original Budget from FY17 Mid-Year Budget

PROGRAM COSTS	2018 Original Budget	2017 Mid-Year Budget	VARIANCE	AGING SERVICES	COORDINATED TRANSPORTATION	PLANNING, GIS/ED & LOCAL GOV	GENERAL FUND	INDIRECT COSTS	EXPLANATION OF VARIANCE:
CRC STAFF	\$ 1,623,167	\$ 1,517,676	\$ 105,491	\$ 70,806	\$ 6,753	\$ 16,384	\$ -	\$ 11,548	Merit increase budgeted @ 3% for all position, Aging-Full year for open positions in CM & IA, Planning-Full year for all positions
FRINGE BENEFITS	782,398	724,200	58,198	36,943	4,202	9,411	-	7,642	Related to salaries and increase for PTO and pension
CONTRACT SERVICES	7,113,228	7,486,507	(373,279)	(295,689)	70,574	(148,164)	-	-	Aging-based on allocation, Transportation-estimated increase in DHS, Planning-reduction GIO/GIS projects
GASOLINE	455,500	454,023	1,478	-	1,478	-	-	-	
VEHICLE REPAIRS	133,000	173,780	(40,780)	-	(40,780)	-	-	-	Should see reduction in maintenance due to new transit buses
VEHICLE PURCHASE	715,408	764,008	(48,600)	(48,600)	-	-	-	-	Aging-2 vehicles in FY17
VEHICLE INSURANCE	284,000	300,050	(16,050)	-	(16,050)	-	-	-	Transportation-est for fleet reduction
CAPITAL LEASE	70,461	75,816	(5,355)	-	-	-	(5,355)	-	Based on amortization schedule
UTILITIES	96,500	101,100	(4,600)	-	-	-	(4,600)	-	GF-reduced due to Brunswick lease/purchase, Indirect-HVAC issues
INSURANCE	28,000	36,200	(8,200)	-	-	-	(8,200)	-	GF-reduced due to Brunswick lease/purchase
TELEPHONE	58,410	56,996	1,414	(20)	1,474	(40)	-	-	Based on trends
POSTAGE	11,470	11,212	259	220	39	-	-	-	
PERSONNEL SERVICES	700	811	(111)	(111)	-	-	-	-	
OFFICE SUPPLIES	22,915	22,237	678	678	-	0	-	-	
ADVERTISING / MARKETING	12,300	12,892	(592)	(592)	-	-	-	-	
ANNUAL REPORT	3,000	2,676	324	-	-	-	-	324	
BOARD MTG EXPENSE	7,000	7,000	-	-	-	-	-	-	
TRANSIT DRUG TESTING	6,500	6,450	50	-	50	-	-	-	Based on trend
MEETINGS & SEMINARS	35,220	34,401	819	(631)	-	(50)	1,500	-	
DUES & REGISTRATION	18,385	18,225	160	160	-	-	-	-	
TRAVEL	41,400	42,502	(1,102)	(768)	(221)	(113)	-	-	
COMMISSION CAR	46,572	41,293	5,279	3,946	(40)	496	-	877	Estimated increase for expansion of Care Transitions in Chatham Co.
EQUIPMENT PURCHASE	10,575	12,070	(1,495)	(1,500)	5	-	-	-	
EQUIPMENT LEASE	13,000	13,000	-	-	-	-	-	-	
EQUIPMENT REPAIR	2,500	2,500	-	-	-	-	-	-	
EQUIP MAINT. AGREE	2,500	2,500	-	-	-	-	-	-	
COMPUTER SOFTWARE	87,510	80,009	7,501	1	-	-	-	7,500	
LAWN & BLG MAINT.	67,000	45,500	21,500	-	-	-	(18,500)	40,000	GF-reduced due to Brunswick lease/purchase, Indirect-1st year of upgrade of HVAC control system
DEPRECIATION	72,455	72,455	-	-	-	-	-	-	
AUDIT/LEGAL FEES	31,000	31,000	-	-	-	-	-	-	
JANITORIAL SERVICE	3,000	3,000	-	-	-	-	-	-	
MISCELLANEOUS	53,993	98,657	(44,664)	(44,777)	950	(838)	-	-	Aging-reduction based on current allocation
INDIRECT	1,094,614	1,026,723	67,891	55,362	2,830	9,700	-	-	
TOTAL PROGRAM COSTS	\$ 11,909,068	\$ 12,250,746	\$ (341,678)	\$ (224,573)	\$ 31,264	\$ (113,213)	\$ (35,155)	\$ 67,891	
GENERAL RESERVE	\$ 272,503	\$ 161,352	\$ 111,151	-	\$ 58,271	\$ -	\$ 52,880	-	
AGING RESERVE	(30,000)	(18,250)	(11,750)	(11,750)	-	-	-	-	Aging Reserve FY16 balance was \$72,330
REVENUE									
FEDERAL FUNDS	\$ 6,942,044	\$ 7,209,739	\$ (267,696)	\$ (312,782)	\$ 95,650	\$ (50,564)	-	-	Aging-decrease in allocation, Transportation-estimated increase in DHS, Planning-reduction for GIO, addition for Map 21
STATE FUNDS	3,083,573	3,131,580	(48,007)	(44,230)	3,222	(7,000)	-	-	Aging-based on allocation, Transportation-minor adjustments for state match, Planning-reduction for DNR Orthoimagery
MEMBERSHIP DUES	851,253	851,253	-	(4,268)	2,973	849	446	-	Minor adjustments for departments
LOCAL FUNDS	716,135	785,234	(69,099)	-	(12,600)	(56,499)	-	-	Transportation-estimated net decrease in local support, Planning-decrease in estimate of local contracts
MILEAGE RECOVERY	46,572	41,293	5,280	-	-	-	5,279	-	Increase in estimate for additional Case Management
MISC. REVENUE	333,017	194,882	138,135	126,135	-	-	12,000	-	Aging-reduction in est for local care transitions rev GF-lease/purchase revenue for Brunswick offices
MINIMUM MATCH	178,977	179,866	(889)	(1,178)	289	-	-	-	
TOTAL REVENUE	\$ 12,151,571	\$ 12,393,848	\$ (242,277)	\$ (236,323)	\$ 89,534	\$ (113,213)	\$ 17,725	-	