

# Coastal Regional Commission

Darien, Georgia

## FY 2019 Annual Work Program & Budget



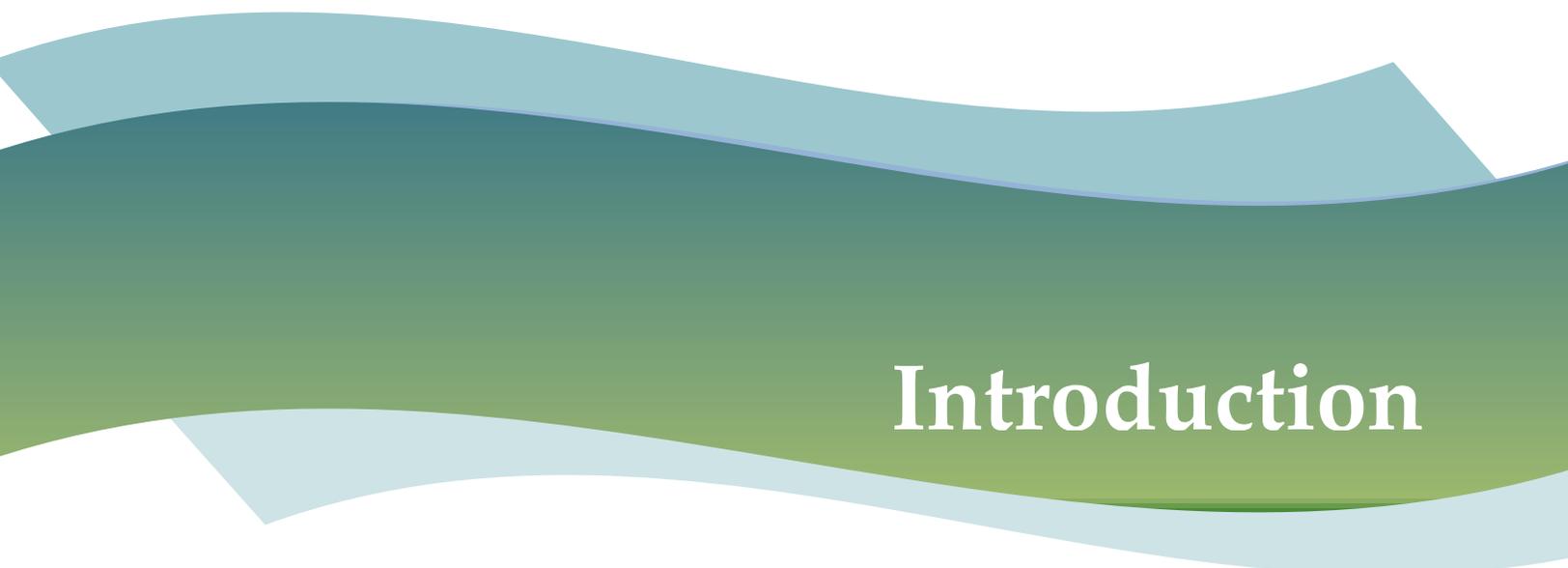


## Table of Contents

Introduction	1
Government Profile	2
Governing Council Members	4
Regional Profile	6
Staff Organizational Chart	8
Executive Management Team	9
Budget Message	10
Budget Summary	17
Agency Wide Budget Summary	19
Agency Wide Revenues	19
Agency Wide Expenditures	20
Fund Balance	23
Governmental Fund Budgets	25
General Fund	26
Aging Services Department	27
Coordinated Transportation Services Department	31
Planning & Local Government Services Department	35
GIS/IT & Local Government Services Department	39
Proprietary Fund Budgets	43
Internal Service Funds	44
Administrative Services Department	45
Financial Services Department	46
Central Support Cost Budget Summary	47
Fringe Benefit Cost Budget Summary	48

## Table of Contents, cont.

Budget Detail	49
Agency Wide Budget Detail	50
Budget Variance from FY2018	51



# Introduction

Government Profile

Council Members

Regional Profile

Staff Organizational Chart

Executive Management Team



# Coastal Regional Commission

## Government Profile

The Coastal Regional Commission (CRC) is a regional governmental entity constituted in the state of Georgia. The CRC 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.

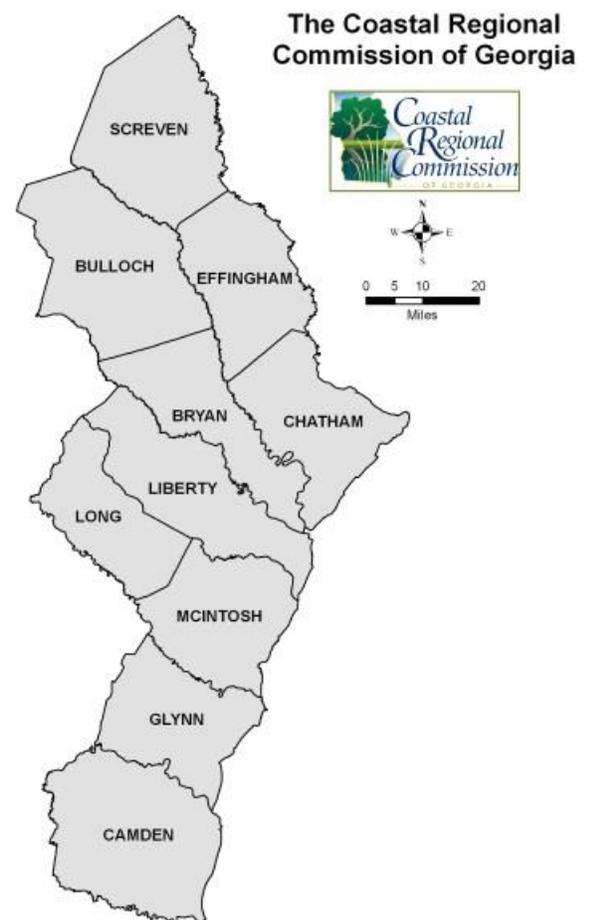
Created in the early 1960s, the state's Regional Commissions (RCs) began as area planning and development commissions (APDCs). At the time, Georgia was one of the first states to allow local governments to voluntarily join together and assess themselves local dues in order to hire professional staff for their mutual benefit. By 1969, 153 of Georgia's 159 counties had joined one of the state's eighteen APDCs, making the state a national model for regional cooperation.

The APDCs were later reconstituted as regional development centers (RDCs) in 1989 with the passage of the Georgia Planning Act, which gave the agencies the responsibility of coordinated and comprehensive planning statewide. In 2009 the RCs were again reconstituted, which changed their organizational structure and service areas down to the current twelve RC regions.

The CRC 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. The CRC's boundaries include Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh, and Screven counties.

There are thirty-nine (39) members on the Council that establish policy and direction for the CRC 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 CRC. The Executive Director is responsible to the Council for the administration of the CRC's affairs and for implementing policy directives of the Council.





## Coastal Regional Commission

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



# Coastal Regional Commission

## CRC Council Officers

Commissioner Reggie Loper, CRC Council Chairman  
Effingham County Commission

Mayor Allen Brown, CRC Council Vice-Chairman  
City of Hinesville

Jason Coley, CRC Secretary  
State Non-Public

## CRC Council Members

### **BRYAN COUNTY**

Chairman Carter Infinger  
Bryan Co. Commission

Councilwoman Tara Baraniak  
City of Richmond Hill

Sean Register  
Non-Public

### **BULLOCH COUNTY**

Commissioner Walter Gibson  
Bulloch Co. Commission

Mayor Jonathan McCollar  
City of Statesboro

Allen Amason  
Post Secondary Education

### **CAMDEN COUNTY**

Commissioner Lannie Brant  
Camden Co. Commission

Mayor John F. Morrissey  
City of St. Marys

Craig Root  
Non-Public

### **CHATHAM COUNTY**

Commissioner Chester Ellis  
Chatham Co. Commission

Alderman Julian Miller  
City of Savannah

Chris Blaine  
Non-Public

Phil Phillips  
Non-Public

Dr. Pricilla Thomas  
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 David Richardson  
Long Co. Commission

Mayor Pro Tem Mary Hamilton  
City of Ludowici

Ray Howard  
Non-Public

### **MCINTOSH COUNTY**

Vice Chairman Bill Watson  
McIntosh Co. Commission

Mayor Hugh Hodge  
City of Darien

Jordy Evans  
Non-Public



# Coastal Regional Commission

## CRC Council Members, cont.

### **SCREVEN COUNTY**

Commissioner Rosa Romeo  
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**

Chris Fletcher  
Fort Stewart

Dina McKain  
Fort Stewart

Dorothy Glisson  
Screven County



# Coastal Regional Commission

## Regional Profile

### Climate

The coastal region of Georgia is classified as subtropical. It is favored by both latitude and proximity to the Atlantic Ocean, resulting in a moderate climate. Winter temperatures are in the 50s during the day and the 40s at night, while summer temperatures are usually in the 80s - 90s during the day and the 70s at night. The temperature exceeds 90 degrees about 75 days a year, while freezing temperatures occur about 20 days a year and last only a few hours. Humidity is high, generally between 60% and 75%. Conditions are more moderate closer to the ocean—slightly cooler in summer and warmer in winter.



### Economy



Port-related distribution is a major economic generator with the Georgia Ports Authority listed as one of the fastest growing and most critical ports in the southeast. Georgia deep-water ports and inland barge terminals support more than 369,000 jobs throughout the state annually and contribute \$20.4 billion in income, \$84.1 billion in revenue and \$2.3 billion in state and local taxes to Georgia's economy.

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. Not only is the military sector relatively sizeable and stable, but it also provides some of the highest paying jobs. These installations serve as catalysts for a wide variety of indirect businesses and industries—improving the overall economic diversification of the region.

The passage of the Georgia Entertainment Investment Act in May 2008 has helped catapult the state into the ranks of one of the top film and TV production locations in the U.S., with more than 320 productions



## Coastal Regional Commission

filmed in the state in FY 2017. Georgia's ability to provide a variety of astounding locations, a highly-skilled workforce, significant infrastructure and cutting-edge tax incentives makes Georgia an extremely desirable place to film. The economic impact of the film industry can be felt across multiple sectors. In addition to camera, lighting and audio equipment, film companies use a wide range of support services during production including catering, construction, transportation, accounting and payroll and post-production. In addition, several counties in the region have been designated "Camera Ready Communities" by the Georgia Department of Economic Development.

### Natural Resources

Coastal Georgia has experienced significant population growth and development in recent years. This population growth has been part of a national population shift to the coast of the U.S. over the last decade; abundant natural resources of coastal areas are a major reason for this growth. To Georgia's benefit, its coastal area has been overlooked by development until recently and is the largest coastal marsh system remaining on the East Coast.

Communities throughout the region place an emphasis on the importance of conserving natural resources. Local, state and non-profit organizations have invested in parks and natural areas that have begun to lay the foundation of an interconnected green infrastructure system in the region. The need to protect and enhance natural resources has been bolstered by the connection to economic vitality within the communities of the region.



### Historic and Cultural Resources

In the coastal region, rich historic resources and cultural landscapes contribute to community identity. An increasing awareness of the importance of sites and places identified with the unique heritage of the region has led to a greater emphasis on historic preservation.

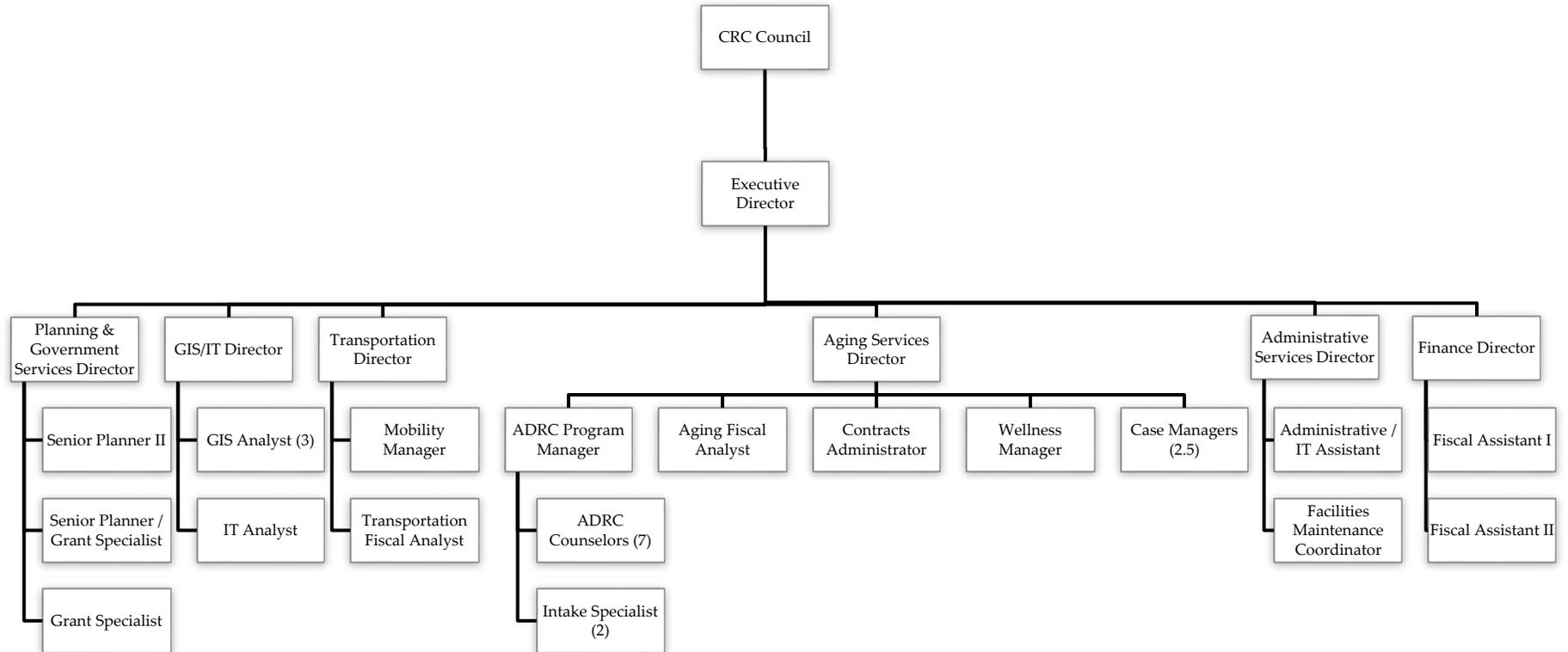


Coastal Georgia is home to several National and State parks and historic sites including historic military installations, archeological sites, and settlements. Collectively, these sites encompass several thousand acres and offer unique opportunities for environmental conservation, heritage preservation and recreation.

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. Activities such as industry focus, the expansion of companies, the deepening of the Savannah Harbor and infrastructure development continue to make Coastal Georgia poised to attract an extraordinary workforce, job opportunities and investment in the future.



## CRC Staff Organizational Chart





## CRC Executive Management Team



Allen Burns, Executive Director

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Lena Geiger, Financial Services  
Director

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Hunter Key, GIS/IT Director

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# Budget Message





## Coastal Regional Commission

### Budget Message

#### To: CRC Council Members

It is our pleasure to present a balanced 2019 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 2019 Operating and Capital Budget of the Coastal Regional Commission.

The total proposed 2019 Operating and Capital Budget is \$11,881,249 consisting of \$5,066,279 for Aging Services, \$5,354,533 for Coordinated Transportation, \$684,549 for Planning, Economic Development & Local Government Services, \$631,525 for GIS/IT & Local Government Services and the General Fund budget of \$144,363. This budget compares to the 2018 Final Budget of \$13,619,784, representing a net decrease of 13%. The majority of the decrease is due to a reduction in funding for Aging Services and public transit vehicles.



Local dues are budgeted at \$851,253 for FY 19, consistent with FY 18. 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 2019. 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

Rebuilding the unassigned fund balance, after sustaining several years of losses in the public transit program, continues to be a priority for the CRC. As required by our By-Laws, we are to maintain an unassigned fund balance greater than 5% of budgeted revenues. We project, based on the FY18 Mid-Year Budget, that our unassigned fund balance to start this new budget year should be a little over \$1.2 million. That would equate to be 10.6% of the budgeted revenues for FY 19. 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



## Coastal Regional Commission

consistent with our auditor's recommendation. This FY 2019 Budget will bring us closer to achieving that goal by added an additional \$115,484 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.

GIS/IT priorities include the implementation of Next Gen 911, the development of the SEGRASS (Southeast Georgia Regional Alliance of Spatial Solutions) partnership, continued funding for IT infrastructure and expansion of server capacity.

A priority for Planning and Economic Development services is planning for the anticipated growth in the Coastal area, tied to the overall national economic growth.

For Aging services, the expansion of services as our population continues to age. In 2014, the population 60 years and older was 16% of the total and that is expected to grow to 20% in the year 2020.

Items of special note follow:

### Aging Department

The Aging Department's budget decreased by \$993,525, as compared to the 2018 Final Budget. The majority of this decrease is due to the Georgia Department of Community Health's (DCH) decision to contract directly with care coordination providers for case management services. As a result of the new billing model, the Aging Department will experience a 50% overall reduction in funding from DCH and we will no longer sub-contract any care coordination services, as we have done for the past 15+ years. However, the AAA will continue to provide the eligibility screening/assessment function under a contractual arrangement with DCH.

Aging's FY19 budget allocation from the Georgia Division of Aging Services is consistent with 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.



## Coastal Regional Commission

### Coordinated Transportation

The Transportation Department's budget has a net decrease of \$675,230, as compared to the 2018 Final Budget. The majority of the decrease is related to vehicle purchases in FY18. Due to the delay of vehicles during FY17, we received two rounds of vehicles in FY18. We have included conservative increases for fuel, maintenance and insurance, with the largest increase being for equipment purchases. We have requested funding from GDOT to replace the electronic tablets used in all the buses, as well as video surveillance equipment.

Operating expenses and revenues for the coordinated transportation system are consistent with FY18.

### Planning, Economic Development and Local Government Services

The Planning, Economic Development and Local Government Services Department's budget has a net increase of \$3,456, as compared to the 2018 Final Budget. There are minor variances by line items, with the majority of the increase being in salaries.

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

### Geospatial Information Systems/Information Technology (GIS/IT) and Local Government Services

The GIS/IT and Local Government Services Department's budget has a net decrease of \$85,336, as compared to the 2018 Final Budget. The majority of this decrease is related to the GIS Consortium project for ortho-imagery and LiDar data. Completion of this project is estimated for the fall of 2018. There are increases in salaries and benefits for a full year of the new position that was added at the end of FY18.

We remain committed to providing our member governments with assistance in GIS and information technology services. We are able to provide a variety of services, such as GIS tailored to the member's needs, GIS staff assistance remotely or on site, as well as GIS applications and administration. Information technology services include secure server storage and back-ups for data, website development, and various information technology training opportunities.



## Coastal Regional Commission

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

Total indirect costs have increased by \$69,932, as compared to the Final Budget for FY 2018. The majority of the increase is related to replacement of IT equipment, certification training for IT staff, as well as budgeted merit increases.

The indirect cost rate, as presented for FY 19, is 60.84%. This compares to the final budgeted FY 18 rate of 63.19% and an FY17 actual rate of 63.3%. The reduction in the rate is attributable to the increase in chargeable salaries and related fringe for 3 new FTE staff for FY 19.

Total fringe benefits costs have increased by \$38,837, as compared to the Final Budget for FY 18. The majority of the increase is related to pension contributions, payroll taxes and benefits. The decrease in leave time is largely due to a reduction in emergency leave. Hopefully, we will not have as many hurricanes or snow storms in the coming year, but we did allow some for the unknown. The fringe benefit rate as presented for FY 19 is 49.46%. This compares to the budgeted FY 18 fringe rate of 52.51% and an FY 17 actual rate of 47.72%.

### General Fund

The general fund budget is \$144,363, which represents a net increase of \$12,102, as compared to the Final Budget for FY 18. There are various line items adjustments with the majority of the increase in our allowance for uncollectable accounts.

We have included \$115,484 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 \$11,894,733 we will need to have a minimum of \$594,737 in our reserve. We estimate that we will have approximately \$1.2 million in unassigned funds at the end of FY18. This would equate to 10% of the budgeted revenues for FY 2019.

### Conclusion

We would like 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 2019 budget a reality.



## Coastal Regional Commission

### Recommendation of Executive Director

In agreement with the Budget and Finance Committee, I recommend that the Council approve the FY 2019 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

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## Coastal Regional Commission 2019 Budget Agency Wide Budget Summary

	FY 16 Actual	FY 17 Actual	FY 18 Mid-Year Budget	FY 19 Budget	Variance from Prior Year
<b># of Full-time Equivalent</b>	31	30	33	34	1.8
<b>Revenue Source</b>					
Federal	\$ 6,655,023	\$ 6,894,313	\$ 7,875,725	\$ 6,657,387	\$ (1,218,338)
State	2,803,479	2,866,308	3,516,125	2,959,949	(556,176)
Local	1,194,734	980,588	1,437,421	1,426,144	(11,277)
Membership Dues	851,253	788,188	851,253	851,253	(0)
<b>Total Revenues</b>	<b>\$ 11,504,490</b>	<b>\$ 11,529,397</b>	<b>\$ 13,680,525</b>	<b>\$ 11,894,733</b>	<b>\$ (1,785,791)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 2,205,740	\$ 2,045,664	\$ 2,366,833	\$ 2,580,007	\$ 213,174
Contractual	7,208,930	7,127,112	7,849,380	6,614,729	(1,234,651)
Utilities/Telecommunications	158,935	158,553	152,172	155,038	2,866
Insurance & Liability	39,201	32,549	28,000	28,000	-
Vehicle Expenses	947,716	965,584	982,522	1,090,000	107,478
Materials & Supplies	84,149	63,061	133,248	87,952	(45,296)
Travel/Meetings & Seminars	84,647	98,065	131,607	135,669	4,062
Other Operating Expenses	539,521	278,187	448,332	538,874	90,542
Capital	13,500	690,149	1,527,690	650,980	(876,710)
<b>Total Expenditures</b>	<b>\$ 11,282,337</b>	<b>\$ 11,458,924</b>	<b>\$ 13,619,784</b>	<b>\$ 11,881,249</b>	<b>\$ (1,738,535)</b>
<b>Excess (deficiency) of revenues</b>	<b>\$ 222,153</b>	<b>\$ 70,473</b>	<b>\$ 60,741</b>	<b>\$ 13,484</b>	<b>\$ (47,257)</b>
<b>Fund Balance - Beginning of Year</b>	<b>\$ 970,686</b>	<b>\$ 1,192,839</b>	<b>\$ 1,263,312</b>	<b>\$ 1,324,053</b>	
<b>Fund Balance - End of Year</b>	<b>\$ 1,192,839</b>	<b>\$ 1,263,312</b>	<b>\$ 1,324,053</b>	<b>\$ 1,337,537</b>	



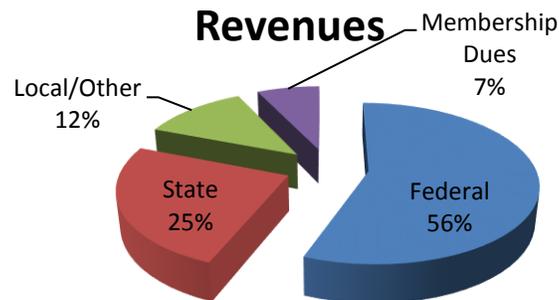
# Budget Summary

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## Agency Wide Revenues

Total projected revenues for FY 2019 are \$11,894,733. This represents a net decrease of \$1,785,791 from projected revenues for FY 2018. The majority of the decrease is due to a reduction in pass-through funding for Aging contracted services and public transit vehicles.

The graph below represents a break-down, by category, of total projected revenues for FY 2019. Federal and state funding account for 81% 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. The Commission was awarded another three year contract in January 2018.

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:

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



# Budget Summary

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Department of Community Health for Aging 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 consists of contracts for technical assistance and service to our member governments and other local partners provided by the different departments of the Commission. Other types of local revenue consists of 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.

The CRC Council approved a rate increase of \$0.30 per capita, effective April 1, 2015, above the \$1.00 per capita minimum. 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.

## Agency Wide Expenditures

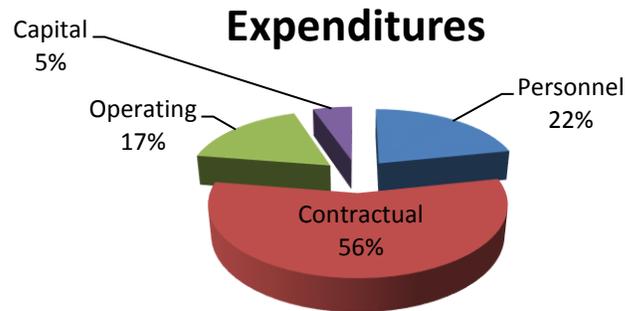
Total projected expenditures for FY2019 are \$11,881,249. This represents a net decrease of \$1,738,535 from the projected expenditures for FY 2018. There are various line item changes, with the majority of the reductions in contract services in the Aging Department and vehicle purchases in the Transportation Department.

The graph below represents a break-down, by function, of total projected expenditures for FY 2019.



# Budget Summary

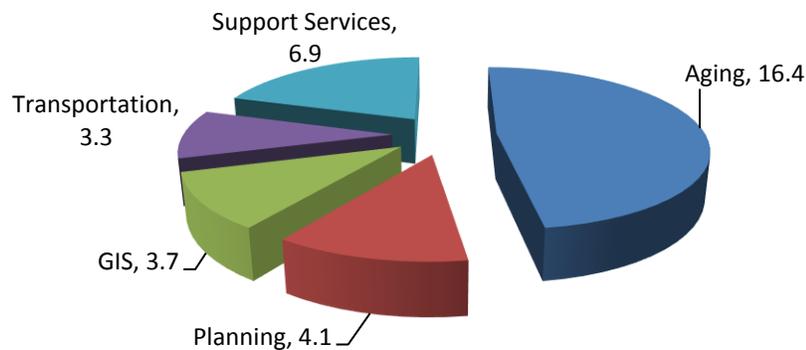
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## Salaries & Benefits

This category includes payroll and benefits for all positions authorized by the council. It includes wages, holiday leave, paid time off, payroll taxes and medical and pension benefits. Salaries account for \$1,726,221 and benefits account for \$853,786 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.



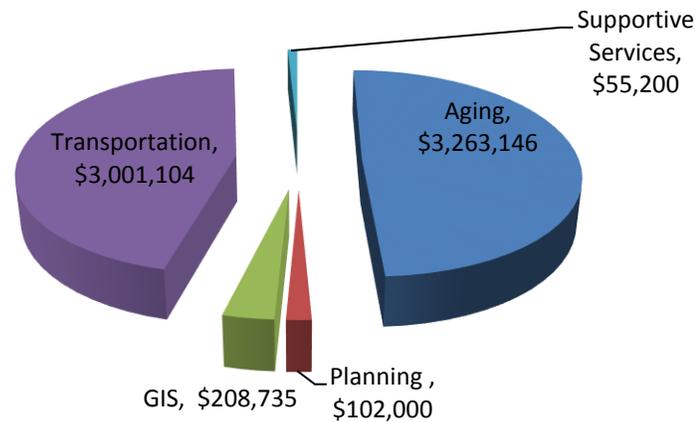
## Contractual

This category represents 55.8% of the budgeted expenses. This is for 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, 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 and equipment 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, 2017, 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	\$ 186,507		\$ 186,507
<b>Assigned for:</b>			
Aging Services	-	50,790	50,790
Unassigned	1,026,011		1,026,011
<b>Total Fund Balance</b>	<b>\$ 1,212,518</b>	<b>\$ 50,790</b>	<b>\$ 1,263,308</b>

Rebuilding the unassigned fund balance, after sustaining several years of losses in the public transit program, continues to be a priority for the CRC. As required by our By-Laws, we are to maintain an unassigned fund balance greater than 5% of budgeted revenues. We project, based on the FY18 Mid-Year Budget, that our unassigned fund balance to start this new budget year should be a little over \$1.2 million. That would equate to be 10.6% of the budgeted revenues for FY 19.

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 2019 Budget will bring us closer to achieving that goal by added an additional \$115,484 to the balance.

# Governmental Fund Budgets



## General Fund

## Special Revenue Funds

- Aging Services
- Coordinated  
Transportation
- Planning &  
Government Services



# General Fund

## Coastal Regional Commission 2019 Budget General Fund

	FY 16 Actual	FY 17 Actual	FY 18 Mid-Year Budget	FY 19 Budget	Variance from Prior Year
<b># of Full-time Equivalent</b>	-	-	-	-	-
<b>Revenue Source</b>					
Federal	\$ -	\$ -	\$ -	\$ -	\$ -
State	-	-	-	-	-
Local/Other	262,280	151,573	137,825	150,999	13,174
Membership Dues	219,980	229,752	-	108,849	108,849
<b>Total Revenues</b>	<b>\$ 482,260</b>	<b>\$ 381,325</b>	<b>\$ 137,825</b>	<b>\$ 259,847</b>	<b>\$ 122,022</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	-	-	-	-	-
Utilities/Telecommunications	14,570	4,649	-	-	-
Insurance & Liability	14,144	8,196	-	-	-
Vehicle Expenses	17,636	25,545	25,600	28,000	2,400
Materials & Supplies	-	-	1,500	1,500	-
Travel/Meetings & Seminars	774	1,760	1,000	2,000	1,000
Other Operating Expenses	206,279	119,705	\$104,161	\$ 112,863	8,702
Capital	13,500	15,583	-	-	-
<b>Total Expenditures</b>	<b>\$ 266,904</b>	<b>\$ 175,438</b>	<b>\$ 132,261</b>	<b>\$ 144,363</b>	<b>\$ 12,102</b>
Excess (deficiency) of revenues	\$ 215,356	\$ 205,887	\$ 5,564	\$ 115,484	\$ 109,920
Transfers In (Out)	37,390	(113,877)	(13,525)	-	
<b>Fund Balance - Beginning of Year</b>	<b>867,762</b>	<b>1,120,508</b>	<b>1,212,518</b>	<b>1,204,557</b>	
<b>Fund Balance - End of Year</b>	<b>\$ 1,120,508</b>	<b>\$ 1,212,518</b>	<b>\$ 1,204,557</b>	<b>\$ 1,320,041</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
- 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  
2019 Budget  
Area Agency On Aging**

<b>Authorized Positions</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Mid-Year Budget</b>	<b>FY 19 Budget</b>	<b>Variance from Prior Year</b>
<b># of Full-time Equivalent</b>	14.3	14.4	15.1	16.4	1.3
<b>Revenue Source</b>					
Federal	\$ 3,094,582	\$ 3,134,112	\$ 3,141,543	\$ 2,570,460	\$ (571,083)
State	2,276,984	2,254,332	2,617,286	2,162,522	(454,764)
Local	254,152	195,484	183,101	231,379	48,278
Membership Dues	97,504	91,449	87,874	91,918	4,044
<b>Total Revenues</b>	\$ 5,723,222	\$ 5,675,377	\$ 6,029,804	\$ 5,056,279	\$ (973,525)
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 854,710	\$ 871,681	\$ 884,993	\$ 1,006,531	\$ 121,538
Contractual	4,135,825	4,076,967	4,392,682	3,263,146	(1,129,536)
Utilities/Telecommunications	2,999	2,913	3,967	5,838	1,871
Materials & Supplies	59,868	41,790	106,087	60,650	(45,436)
Travel/Meetings & Seminars	47,154	68,979	79,522	84,114	4,592
Other Operating Expenses	624,711	586,000	592,554	645,999	53,445
Capital	-	48,584	-	-	-
<b>Total Expenditures</b>	\$ 5,725,267	\$ 5,696,914	\$ 6,059,804	\$ 5,066,279	\$ (993,526)
<b>Excess (deficiency) of revenues</b>	\$ (2,045)	\$ (21,537)	\$ (30,000)	\$ (10,000)	\$ 20,000
<b>Transfers In (Out)</b>	(7,263)	-	-		
<b>Fund Balance - Beginning of Year</b>	81,638	72,330	50,793	20,792	
<b>Fund Balance - End of Year</b>	\$ 72,330	\$ 50,793	\$ 20,792	\$ 10,792	



# Special Revenue Funds

## Area Agency On Aging

COASTAL REGIONAL COMMISSION  
 AREA AGENCY ON AGING  
 2019 BUDGET DETAILS  
 COMBINED GRANTS & CONTRACTS

	AAA	AAA	AAA	AAA	AAA	AAA	Local	2019	2018	
PROGRAM COSTS	Administration	Wellness	Case Management	Gateway/ADRC	Special Projects	Georgia Cares-	Contractors	Budget	Mid-Year Budget	Variance
PROFESSIONAL STAFF	\$ 233,941	24,560	\$ 108,956	\$ 280,749	\$ -	\$ 4,090	\$ -	\$ 652,296	\$ 559,271	\$ 93,025
CLERICAL STAFF	6,970	-	1,180	13,000	-	-	-	21,150	21,000	150
FRINGE BENEFITS	119,154	12,147	54,473	145,288	-	2,023	-	333,085	304,722	28,363
CONTRACT SERVICES	269,643	-	33,600	72,853	-	51,381	2,835,669	3,263,146	4,392,682	(1,129,536)
TELEPHONE	713	-	4,094	1,031	-	-	-	5,838	3,967	1,871
POSTAGE	1,500	50	160	3,105	-	20	-	4,835	5,861	(1,026)
PERSONNEL SRVCS	200	150	45	250	-	-	-	645	1,181	(536)
OFFICE SUPPLIES	1,050	-	250	700	-	-	-	2,000	3,200	(1,200)
ADVERTISING	1,500	650	-	12,660	-	-	-	14,810	16,702	(1,892)
MEETINGS & SEMINARS	16,070	800	100	3,325	-	700	-	20,995	21,711	(716)
DUES	8,082	100	-	560	-	-	-	8,742	8,797	(55)
TRAVEL	26,400	2,000	2,300	3,850	-	1,000	-	35,550	32,384	3,166
COMMISSION CAR	11,122	1,000	10,782	4,665	-	-	-	27,569	25,427	2,142
VEHICLE PURCHASE	-	-	-	-	-	-	-	-	-	-
EQUIPMENT PURCHASE	-	-	-	-	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	1,000	(1,000)
COMPUTER SOFTWARE	5,422	-	-	4,000	-	-	-	9,422	5,615	3,807
MISCELLANEOUS	30,311	243	3,088	9,174	10,000	1,000	-	53,816	97,025	(43,209)
INDIRECT COST	310,353	-	89,407	208,902	-	3,719	-	612,380	559,259	53,121
TOTAL EXPENDITURES	\$ 1,042,431	\$ 41,701	\$ 308,434	\$ 764,111	\$ 10,000	\$ 63,933	\$ 2,835,669	\$ 5,066,279	\$ 6,059,804	\$ (993,525)
<b>REVENUE</b>										
FEDERAL	\$ 525,929	\$ 35,446	\$ 101,717	\$ 344,747	\$ -	\$ 58,405	\$ 1,504,216	\$ 2,570,460	\$ 3,141,543	\$ (571,083)
STATE	456,473	2,085	91,753	405,233	-	5,528	1,201,450	2,162,522	2,617,286	(454,764)
DUES	60,029	4,170	13,588	14,131	-	-	-	91,918	87,874	4,044
LOCAL MATCH	-	-	-	-	-	-	130,003	130,003	135,547	(5,544)
MISC REVENUE	-	-	101,376	-	-	-	-	101,376	47,554	53,822
TOTAL REVENUE	\$ 1,042,431	\$ 41,701	\$ 308,434	\$ 764,111	\$ -	\$ 63,933	\$ 2,835,669	\$ 5,056,279	\$ 6,029,804	\$ (973,525)



# 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 2019 Budget Coordinated Transportation Department

<b>Authorized Positions</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 19 Budget</b>	<b>Variance from Prior Year</b>
# of Full-time Equivalent	3.1	3.6	3.3	3.3	-
<b>Revenue Source</b>					
Federal	\$ 3,274,576	\$ 3,690,188	4,333,765	3,806,618	\$ (527,147)
State	285,268	388,988	545,480	488,320	(57,161)
Local	466,522	539,308	543,456	575,456	32,000
Membership Dues	227,525	288,104	587,330	484,139	(103,192)
<b>Total Revenues</b>	<b>\$ 4,253,891</b>	<b>\$ 4,906,588</b>	<b>\$ 6,010,032</b>	<b>\$ 5,354,533</b>	<b>\$ (655,499)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 249,558	\$ 288,223	286,630	295,447	\$ 8,817
Contractual	2,836,849	2,898,108	2,937,648	2,957,648	20,000
Utilities/Telecommunications	42,525	40,035	38,886	40,000	1,114
Vehicle Expenses	930,080	940,039	956,922	1,062,000	105,078
Materials & Supplies	1,847	4,166	2,150	2,150	-
Travel/Meetings & Seminars	4,664	3,872	4,000	4,000	-
Other Operating Expenses	194,320	220,040	275,838	367,308	91,470
Capital	-	625,982	1,527,690	625,980	(901,710)
<b>Total Expenditures</b>	<b>\$ 4,259,843</b>	<b>\$ 5,020,465</b>	<b>\$ 6,029,764</b>	<b>\$ 5,354,533</b>	<b>\$ (675,231)</b>
Excess (deficiency) of revenues	\$ (5,952)	\$ (113,877)	\$ (19,732)	\$ -	\$ 19,732
Transfers In (Out)	5,952	113,877	19,732	-	-
<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>				



# Special Revenue Funds

## Coordinated Transportation Department

COASTAL REGIONAL COMMISSION  
 COORDINATED TRANSPORTATION  
 2019 BUDGET DETAILS  
 COMBINED GRANTS & CONTRACTS

PROGRAM COSTS	DHS Coordinated Transportation	GDOT 5311 Rural Public Transit Operating	GDOT 5311 - Capital	JARC 5316 Mobility Management	Misc. Local POS Contracts	2019 Budget	2018 Mid-Year Budget	Variance
PROFESSIONAL STAFF	-	75,790	-	121,886	-	197,676	\$ 187,937	9,739
CLERICAL STAFF	-	-	-	-	-	-	-	-
FRINGE BENEFITS	-	37,486	-	60,285	-	97,770	98,693	(923)
CONTRACT SERVICES	957,648	1,980,000	-	-	20,000	2,957,648	2,937,648	20,000
GASOLINE	-	500,000	-	-	10,000	510,000	461,071	48,929
VEHICLE REPAIRS	-	150,000	-	-	2,000	152,000	120,577	31,423
VEHICLE PURCHASE	-	-	625,980	-	-	625,980	1,527,690	(901,710)
C T VEHICLE INSURANCE	-	400,000	-	-	-	400,000	375,274	24,726
RENT	-	-	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-	-	-
TELEPHONE	-	40,000	-	-	-	40,000	38,886	1,114
POSTAGE	100	50	-	-	-	150	150	-
PERSONNEL SRVCS	-	-	-	-	-	-	-	-
OFFICE SUPPLIES	-	2,000	-	-	-	2,000	2,000	-
PRINTING	-	-	-	-	-	-	-	-
ADVERTISING	-	500	12,000	-	-	12,500	10,900	1,600
TANSIT DRUG TESTING	-	10,000	-	-	-	10,000	6,000	4,000
MEETINGS & SEMINARS	-	2,000	-	-	-	2,000	2,000	-
DUES	-	1,000	-	-	-	1,000	1,000	-
TRAVEL	-	2,000	-	-	-	2,000	2,000	-
COMMISSION CAR	-	-	-	-	-	-	-	-
EQUIPMENT LEASE/PURCHASE	-	1,600	87,000	-	-	88,600	1,600	87,000
EQUIPMENT MAINT	-	-	-	-	-	-	-	-
COMPUTER SOFTWARE	-	30,000	-	-	-	30,000	29,750	250
FURNITURE & FIXTURES	-	-	-	-	-	-	-	-
MISCELLANEOUS	-	2,000	-	-	-	2,000	2,000	-
MINIMUM MATCH	43,456	-	-	-	-	43,456	43,456	-
INDIRECT COST	-	68,918	-	110,834	-	179,752	181,132	(1,380)
<b>TOTAL EXPENDITURES</b>	<b>1,001,204</b>	<b>3,303,343</b>	<b>724,980</b>	<b>293,005</b>	<b>32,000</b>	<b>5,354,533</b>	<b>\$ 6,029,764</b>	<b>(675,230)</b>
<b>REVENUE</b>								
FEDERAL	1,107,230	1,885,000	579,984	234,404	-	3,806,618	\$ 4,333,765	(527,147)
STATE	386,521	-	72,498	29,301	-	488,320	545,480	(57,160)
MINIMUM MATCH	43,456	-	-	-	-	43,456	43,456	-
LOCAL/OTHER	-	500,000	-	-	32,000	532,000	500,000	32,000
MEMBERSHIP DUES	-	382,340	72,498	29,301	-	484,139	587,330	(103,191)
TRANSFER FROM GF RESERVES	-	-	-	-	-	-	19,732	(19,732)
<b>TOTAL REVENUE</b>	<b>1,537,207</b>	<b>2,767,340</b>	<b>724,980</b>	<b>293,005</b>	<b>32,000</b>	<b>5,354,533</b>	<b>\$ 6,029,763</b>	<b>(675,230)</b>





# Special Revenue Funds

## *Planning, Economic Development & Local Government Services Department*

### *Department Mission Statement*

*The mission of the Planning, Economic Development and Local 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, Economic Development & 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; 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, Economic Development & Local 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 Economic Development Strategy (CEDS)*
- *Targeted Industry Analysis*
- *Grant Writing and Administration*



# Special Revenue Funds

## *Planning, Economic Development & Local Government Services Department*

### Coastal Regional Commission 2019 Budget

#### Planning, Economic Development & Local Government Services Department

Authorized Positions	FY 16 Actual	FY 17 Actual	FY 18 Mid-Year Budget	FY 19 Budget	Variance from Prior Year
# of Full-time Equivalent	6.2	3.8	4.1	4.1	(0.0)
<b>Revenue Source</b>					
Federal	\$ 285,865	\$ 70,013	\$ 167,509	\$ 148,309	\$ (19,200)
State	241,227	222,988	253,783	253,783	(0)
Local	211,780	94,223	144,948	170,000	25,052
Membership Dues	306,244	178,883	121,059	112,458	(8,601)
<b>Total Revenues</b>	<b>\$ 1,045,116</b>	<b>\$ 566,107</b>	<b>\$ 687,299</b>	<b>\$ 684,549</b>	<b>\$ (2,750)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 455,268	\$ 254,981	\$ 331,652	\$ 343,951	\$ 12,299
Contractual	217,256	64,400	104,000	102,000	(2,000)
Utilities/Telecommunications	657	665	660	700	40
Materials & Supplies	3,510	1,387	1,170	1,627	457
Travel/Meetings & Seminars	20,022	12,138	26,233	18,601	(7,632)
Other Operating Expenses	333,612	232,536	217,377	217,670	293
Capital	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,030,325</b>	<b>\$ 566,107</b>	<b>\$ 681,092</b>	<b>\$ 684,549</b>	<b>\$ 3,457</b>
Excess (deficiency) of revenues	\$ 14,791	\$ -	\$ 6,207	\$ -	\$ (6,207)
Transfers In (Out)	(36,079)	-	(6,207)	-	-
<b>Fund Balance - Beginning of Year</b>	<b>21,288</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

## Planning, Economic Development & Local Government Services Department

COASTAL REGIONAL COMMISSION  
PLANNING, ECONOMIC DEVELOPMENT & LOCAL GOVERNMENT SERVICES  
2019 BUDGET DETAILS  
COMBINED GRANTS & CONTRACTS

PROGRAM COSTS	Economic	DCA	DCA	DNR	GDOT	Local Govt	Local	2019	FY 2018	Variance
	Development	& Local Govt	East Coast	Historic	Planning	Planning	Project		Mid-Year	
	Administration	Technical Assistance	Greenway Project	Preservation	Contract	Technical Assistance	Development		BUDGET	
PROFESSIONAL STAFF	\$ 47,145	\$ 71,528	\$ 3,955	\$ 1,454	\$ 38,236	\$ 55,909	\$ 6,901	\$ 225,129	\$ 217,071	\$ 8,058
CLERICAL STAFF	-	5,001	-	-	-	-	-	5,001	388	4,613
FRINGE BENEFITS	23,318	37,851	1,956	719	18,912	27,653	3,413	113,822	114,194	(372)
PLANNING CONTRACT	-	12,000	90,000	-	-	-	-	102,000	104,000	(2,000)
OTHER CONTRACT SVCS	-	-	-	-	-	-	-	-	-	-
POSTAGE	150	50	-	-	-	-	25	225	195	30
TELEPHONE	-	-	-	-	-	-	700	700	660	40
PERSONNEL SERVICES	-	-	-	-	-	-	-	-	-	-
OFFICE SUPPLIES	402	500	-	-	-	-	500	1,402	975	427
MEETINGS & SEMINARS	750	10,000	-	-	-	-	500	11,250	17,957	(6,707)
DUES	-	1,000	-	-	-	-	600	1,600	855	745
TRAVEL	800	2,000	-	-	-	-	-	2,800	3,000	(200)
COMMISSION CAR	1,000	1,500	-	596	357	598	500	4,551	6,003	(1,452)
EQUIPMENT PURCHASE	-	-	-	-	-	-	2,000	2,000	2,000	-
EQUIPMENT MAINTENANC	-	-	-	-	-	-	-	-	-	-
COMPUTER SOFTWARE	-	-	-	-	500	-	3,500	4,000	4,020	(20)
MISCELLANEOUS	232	-	492	-	-	-	85	808	193	615
INDIRECT COST	42,870	69,589	3,597	1,322	34,769	50,840	6,275	209,262	209,582	(320)
TOTAL EXPENDITURES	\$ 116,667	\$ 211,019	\$ 100,000	\$ 4,090	\$ 92,774	\$ 135,000	\$ 25,000	\$ 684,549	\$ 681,093	\$ 3,456
<b>REVENUE</b>										
FEDERAL	\$ 70,000	\$ -	\$ -	\$ 4,090	\$ 74,219	\$ -	\$ -	\$ 148,309	\$ 167,509	\$ (19,200)
STATE	-	153,783	100,000	-	-	-	-	253,783	253,784	(1)
DUES	46,667	22,236	-	-	18,555	-	25,000	112,458	121,060	(8,602)
IN-KIND	-	-	-	-	-	-	-	-	-	-
LOCAL	-	35,000	-	-	-	135,000	-	170,000	144,948	25,052
TOTAL REVENUE	\$ 116,667	\$ 211,019	\$ 100,000	\$ 4,090	\$ 92,774	\$ 135,000	\$ 25,000	\$ 684,549	\$ 687,300	\$ (2,751)





# Special Revenue Funds

## GIS/IT & Local Government Services Department

### Department Mission Statement

*The Mission of the Geospatial Information Systems/Information Technology Department is to provide high quality, reliable and secure technology services with a focus on innovation, fiscal responsibility and exceptional customer service.*

### Overview

The Geospatial Information Systems/Information Technology (GIS/IT) & Local Government Services Department provides a variety of GIS and IT technical services to the ten counties and thirty-five cities of coastal Georgia.

This department's areas of services to our member governments and partners include Geospatial Information Systems tailored to the member's needs, GIS staff assistance remotely or on site, as well as GIS applications and administration. Information technology services include secure server storage and back-ups for data, website development, IT technical assistance and specialized training opportunities.

IT staff provide network, mobile, desktop, phone and application support services for all CRC departments. This includes enterprise wide

systems such as SharePoint, Microsoft products, financial and asset management, electronic document management systems for individual departments and database support.



IT staff are responsible the ordering, operations, troubleshooting, and repair of devices and systems. Staff also performs installation, maintenance, and repair of computer software, stand-alone and networked hardware, voice and data networks and peripheral equipment.

For more information concerning GIS/IT & Local Government services, please contact Hunter Key, GIS/IT Director, at 912-437-0876.



# Special Revenue Funds

## GIS/IT & Local Government Services Department

### Coastal Regional Commission 2019 Budget Geospatial Information Systems/ Information Technology Department

<b>Authorized Positions</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Mid-Year Budget</b>	<b>FY 19 Budget</b>	<b>Variance from Prior Year</b>
# of Full-time Equivalent		2.0	2.9	3.7	0.8
<b>Revenue Source</b>					
Federal	\$ -	\$ 127,372	\$ 232,908	\$ 132,000	\$ (100,908)
State	-	47,747	99,576	55,325	(44,251)
Local	-	173,650	428,091	298,310	(129,781)
Membership Dues	-	63,065	54,990	53,890	(1,100)
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 411,834</b>	<b>\$ 815,565</b>	<b>\$ 539,525</b>	<b>\$ (276,040)</b>
<b>Expenditure Category</b>					
Salaries & Benefits	\$ -	\$ 186,199	\$ 198,071	\$ 236,158	\$ 38,087
Contractual	-	139,230	331,850	208,735	(123,115)
Utilities/Telecommunications	-	-	660	500	(160)
Materials & Supplies	-	-	3,341	3,025	(316)
Travel/Meetings & Seminars	-	2,174	9,352	10,954	1,602
Other Operating Expenses	-	84,231	173,589	172,153	(1,436)
Capital	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 411,834</b>	<b>\$ 716,863</b>	<b>\$ 631,525</b>	<b>\$ (85,338)</b>
<b>Excess (deficiency) of revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,702</b>	<b>\$ (92,000)</b>	<b>\$ (190,702)</b>
<b>Transfers In (Out)</b>	-	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	-	-	-	98,702	
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,702</b>	<b>\$ 6,702</b>	

Note: Data not available, prior to 2017.



# Special Revenue Funds

## GIS/IT & Local Government Services Department

COASTAL REGIONAL COMMISSION  
 GEOSPATIAL INFORMATION SYSTEMS/INFORMATION TECHNOLOGY & LOCAL GOVERNMENT SERVICES  
 2019 BUDGET DETAILS  
 COMBINED GRANTS & CONTRACTS

PROGRAM COSTS	DCA Mapping & LUCA	GDOT GIS	GIS Consortium	GIS SeaGrass	Local Govt GIS	Local GIS	2019 BUDGET	2018 Mid-Year Budget	Variance
	Technical Assistance	Contract		Projects	Technical Assistance	Development			
PROFESSIONAL STAFF	\$ 29,084	\$ 33,602	\$ 6,190	\$ 54,575	\$ 26,023	\$ 8,533	\$ 158,008	\$ 129,871	\$ 28,137
CLERICAL STAFF	-	-	-	-	-	-	-	-	-
FRINGE BENEFITS	14,385	16,619	3,062	26,993	12,871	4,221	78,150	68,200	9,950
PLANNING CONTRACT	-	-	-	-	-	-	-	-	-
OTHER CONTRACT SVCS	-	-	170,735	30,000	8,000	-	208,735	331,850	(123,115)
POSTAGE	-	-	-	-	-	25	25	25	-
TELEPHONE	-	-	-	-	-	500	500	660	(160)
PERSONNEL SERVICES	-	-	-	-	-	-	-	200	(200)
OFFICE SUPPLIES	500	1,000	-	1,000	-	500	3,000	3,116	(116)
SUBSCRIPTION	-	-	-	-	-	-	-	-	-
PRINTING	-	-	-	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-	-	-	-
ADVISORY COUNCIL	-	-	-	-	-	-	-	-	-
MEETINGS & SEMINARS	-	1,000	-	1,250	500	1,250	4,000	4,025	(25)
DUES	-	-	-	1,000	142	600	1,742	1,625	117
TRAVEL	-	1,000	-	1,000	500	2,000	4,500	4,601	(101)
COMMISSION CAR	336	-	118	1,000	-	1,000	2,454	3,572	(1,118)
VEHICLE PURCHASE	-	-	-	-	-	-	-	-	-
EQUIPMENT PURCHASE	-	-	-	-	-	2,000	2,000	18,600	(16,600)
EQUIPMENT MAINTENANCE	-	-	-	-	-	1,500	1,500	-	1,500
COMPUTER SOFTWARE	-	-	-	-	-	23,000	23,000	23,000	-
FURNITURE & FIXTURES	-	-	-	-	-	-	-	-	-
AUDIT/ACCOUNTING	-	-	-	-	-	-	-	-	-
MISCELLANEOUS	-	224	-	7	-	-	231	2,350	(2,119)
INDIRECT COST	26,447	30,555	5,629	49,626	23,664	7,760	143,680	125,166	18,514
TOTAL EXPENDITURES	\$ 70,753	\$ 84,000	\$ 185,733	\$ 166,451	\$ 71,700	\$ 52,889	\$ 631,525	\$ 716,861	\$ (85,336)
<b>REVENUE</b>									
FEDERAL	\$ -	\$ 84,000	\$ -	\$ -	\$ 48,000	\$ -	\$ 132,000	\$ 232,908	\$ (100,908)
STATE	55,325	-	-	-	-	-	55,325	99,576	(44,251)
DUES	1,002	-	-	-	-	52,889	53,890	54,990	(1,100)
IN-KIND	-	-	-	-	-	-	-	-	-
LOCAL	-	-	120,360	154,250	23,700	-	298,310	428,091	(129,781)
TOTAL REVENUE	\$ 56,327	\$ 84,000	\$ 120,360	\$ 154,250	\$ 71,700	\$ 52,889	\$ 539,525	\$ 815,564	\$ (276,039)



# 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 2019 Budget Central Support Costs/Internal Service Fund

Authorized Positions	FY 16 Actual	FY 17 Actual	FY 18 Mid-Year Budget	FY 19 Budget	Variance from Prior Year
# of Full-time Equivalent	7.3	6.7	7.2	6.9	(0.27)
<b>Expenditure Category</b>					
Salaries & Benefits	\$ 646,204	\$ 630,779	\$ 665,487	\$ 697,919	\$ 32,432
Contractual	19,000	87,637	83,200	83,200	-
Utilities/Telecommunications	98,185	110,291	108,000	108,000	-
Insurance & Liability	25,057	24,353	28,000	28,000	-
Materials & Supplies	18,924	15,718	19,000	19,000	-
Travel/Meetings & Seminars	12,032	11,316	11,500	16,000	4,500
Other Operating Expenses	131,537	133,376	159,955	167,955	8,000
Capital	-	-	-	25,000	25,000
<b>Total Expenditures</b>	<b>\$ 950,938</b>	<b>\$ 1,013,470</b>	<b>\$ 1,075,142</b>	<b>\$ 1,145,074</b>	<b>\$ 69,932</b>
<b>Cost Recovery from:</b>					
Aging Department	\$ 522,101	\$ 551,765	\$ 559,259	\$ 612,380	\$ 53,121
Planning/ED Department	276,963	279,263	218,289	209,262	(9,026)
GIS Department	-	-	116,462	143,680	27,218
Transportation Department	151,874	182,442	181,132	179,752	(1,380)
General Fund	-	-	-	-	-
<b>Total Cost Recovery</b>	<b>\$ 950,938</b>	<b>\$ 1,013,470</b>	<b>\$ 1,075,142</b>	<b>\$ 1,145,074</b>	<b>\$ 69,932</b>
<b>COMPUTATION OF INDIRECT COST RATE</b>					
A. Indirect Cost Pool	\$ 950,938	\$ 1,013,470	\$ 1,075,142	\$ 1,145,074	\$ 69,932
B. Chargeable Salaries plus Fringe E	1,562,573	1,601,083	1,701,347	1,882,088	180,741
<b>Indirect Cost Rate = A/B</b>	<b>60.86%</b>	<b>63.30%</b>	<b>63.19%</b>	<b>60.84%</b>	<b>-2.35%</b>



# Proprietary Fund Budgets

## Internal Service Funds

### Coastal Regional Commission 2019 Budget Schedule to Compute Employee Benefit Cost Pool Rate

	FY 16 Actual	FY 17 Actual	FY 18 Mid-Year Budget	FY 19 Budget	Variance from Prior Year
<b>Released Time:</b>					
Paid time off and accrued	\$ 131,341	\$ 131,584	\$ 142,116	\$ 146,334	\$ 4,217
Emergency leave	4,361	3,841	56,888	29,074	(27,814)
Holiday pay	77,269	79,024	83,442	89,019	5,577
Jury Duty or Military leave	336	470	500	1,000	500
Extended Illness Bank	4,110	63	600	-	(600)
<b>Total Released Time</b>	<b>\$ 217,417</b>	<b>\$ 214,982</b>	<b>\$ 283,547</b>	<b>\$ 265,427</b>	<b>\$ (18,119)</b>
<b>Fringe Benefits Paid:</b>					
Pension	\$ 190,641	\$ 198,350	\$ 213,295	\$ 235,018	\$ 21,723
Employer's FICA and Medicare	115,441	117,960	120,812	131,825	11,013
Unemployment Insurance	4,290	-	2,500	2,500	-
Health Insurance	158,052	168,853	162,575	185,274	22,699
Dental Insurance	10,625	9,083	10,730	11,339	609
Long-term disability	13,317	14,223	17,092	18,002	910
Worker's Compensation	4,440	4,160	4,400	4,400	-
<b>Total Fringe Benefits Paid</b>	<b>\$ 496,806</b>	<b>\$ 512,629</b>	<b>\$ 531,403</b>	<b>\$ 588,358</b>	<b>\$ 56,955</b>
<b>Allocable Employee Benefits</b>	<b>\$ 714,223</b>	<b>\$ 727,611</b>	<b>\$ 814,950</b>	<b>\$ 853,786</b>	<b>\$ 38,836</b>
<b>Fringe Benefit Cost Recovery from:</b>					
Aging Department	\$ 277,091	\$ 284,141	\$ 304,722	\$ 333,085	\$ 28,363
Planning/ED Department	147,212	143,914	118,938	113,822	(5,116)
GIS Department	-	-	63,457	78,150	14,694
Transportation Department	80,869	94,065	98,693	97,770	(922)
Indirect Service Fund	209,051	205,491	229,141	230,958	1,817
General Fund	-	-	-	-	-
<b>Total Cost Recovery</b>	<b>\$ 714,223</b>	<b>\$ 727,611</b>	<b>\$ 814,950</b>	<b>\$ 853,786</b>	<b>\$ 38,836</b>
<b>COMPUTATION OF EMPLOYEE BENEFIT RATE</b>					
Gross Salaries	\$ 1,711,972	\$ 1,719,253	\$ 1,835,430	\$ 1,991,649	\$ 156,218
Less: Released Time	(217,417)	(214,982)	(283,547)	(265,427)	18,119
<b>Allocation base - chargeable salaries</b>	<b>\$ 1,494,555</b>	<b>\$ 1,504,271</b>	<b>\$ 1,551,884</b>	<b>\$ 1,726,221</b>	<b>\$ 174,338</b>
<b>Employee Benefit Rate</b>	<b>47.79%</b>	<b>48.37%</b>	<b>52.51%</b>	<b>49.46%</b>	<b>-3.05%</b>



# Budget Detail



Agency Wide Budget Detail  
Budget Detail Variance

COASTAL REGIONAL COMMISSION  
AGENCY WIDE  
BUDGET FOR FISCAL YEAR 2019

PROGRAM COSTS	2019		2018		DIRECT COSTS					GENERAL FUND	INDIRECT COSTS
	BUDGET	MID-YEAR BUDGET	VARIANCE	AGING SERVICES	COORDINATED TRANSPORTATION	PLANNING GOVT SERVICES	GOVT SERVICES	GS/IT GOVT SERVICES			
	\$	\$	\$						\$		
CRC STAFF	1,726,221	1,551,883	174,338	673,446	197,676	238,130	158,008	-	-	-	466,961
PRINCE BENEFITS	853,785	814,550	38,835	333,065	971,770	113,822	78,150	-	-	-	230,958
CONTRACT SERVICES	6,630,185	7,864,836	(1,234,651)	3,263,146	3,001,104	102,000	208,735	-	-	-	55,200
GASOLINE	517,000	467,471	49,529	33,233	510,000	-	-	-	-	-	7,000
VEHICLE REPAIRS	159,000	125,777	33,223	152,000	152,000	-	-	-	-	-	7,000
VEHICLE PURCHASE	625,980	1,531,608	(905,710)	625,980	625,980	-	-	-	-	-	-
VEHICLE INSURANCE	414,000	389,254	24,746	400,000	400,000	-	-	-	-	-	-
CAPITAL LEASE	44,813	70,464	(25,651)	-	-	-	-	-	-	-	-
UTILITIES	32,000	32,000	-	-	-	-	-	-	-	-	92,000
INSURANCE	28,000	28,000	-	-	-	-	-	-	-	-	-
TELEPHONE	63,038	60,172	2,866	5,838	40,000	700	500	-	-	-	25,000
POSTAGE	8,235	9,231	(996)	4,835	150	225	25	-	-	-	3,000
PERSONNEL SERVICES	645	1,381	(736)	645	2,000	1,402	3,000	-	-	-	16,000
OFFICE SUPPLIES	25,902	26,791	(889)	2,000	2,000	-	-	-	-	-	-
ADVERTISING / MARKETING	27,310	27,602	(292)	14,810	12,500	-	-	-	-	-	-
ANNUAL REPORT	3,000	3,000	-	-	-	-	-	-	-	-	3,000
BOARD MTG EXPENSE	7,000	6,000	1,000	10,000	10,000	-	-	-	-	-	7,000
TRANSIT DRUG TESTING	10,000	6,000	4,000	20,975	20,975	11,250	4,000	-	-	-	5,000
MEETINGS & SEMINARS	44,245	48,692	(4,447)	8,742	1,000	1,742	1,742	-	-	-	10,500
DUES & REGISTRATION	23,584	19,777	3,807	3,550	2,000	2,800	4,500	-	-	-	6,000
TRAVEL	50,850	45,485	5,365	35,550	2,000	4,551	2,454	-	-	-	35,000
COMMISSION CAR	48,574	41,000	7,574	27,569	85,600	2,000	2,000	-	-	-	3,000
EQUIPMENT PURCHASE	127,600	32,000	95,600	-	-	-	-	-	-	-	3,000
EQUIPMENT LEASE	13,000	13,000	-	-	-	-	-	-	-	-	2,500
EQUIPMENT REPAIR	6,500	2,000	4,500	-	-	-	-	-	-	-	4,000
EQUIP MAINT/AGREE	1,500	1,000	500	-	-	-	-	-	-	-	-
COMPUTER LICENSE/SOFTWARE	91,422	87,985	4,037	9,422	30,000	4,000	23,000	-	-	-	25,000
LAWN & BLDG MAINT.	22,000	20,200	1,800	-	-	-	-	-	-	-	22,000
DEPRECIATION	72,455	72,455	-	-	-	-	-	-	-	-	72,455
AUDIT/LEGAL FEES	31,000	29,000	2,000	-	-	-	-	-	-	-	3,000
JANITORIAL SERVICE	3,000	3,000	-	-	-	-	-	-	-	-	28,000
MISCELLANEOUS	97,405	128,068	(30,663)	53,816	2,000	808	231	-	-	-	3,000
INDIRECT COSTS	1,148,074	1,075,142	69,932	612,300	179,751	209,262	143,680	-	-	-	5,000
TOTAL PROGRAM COSTS	11,881,249	13,619,784	(1,738,535)	5,066,279	5,354,533	684,549	631,525	-	-	-	1,148,074
GENERAL RESERVE	115,484	(7,962)	123,446	-	(0)	-	-	-	-	-	115,484
GIS RESERVE	(92,000)	98,702	(190,702)	(10,000)	-	-	(92,000)	-	-	-	-
AGING RESERVE	(10,000)	(30,000)	20,000	-	-	-	-	-	-	-	-
REVENUE											
FEDERAL FUNDS	6,657,387	7,875,725	(1,218,338)	2,570,460	3,806,618	148,509	132,000	-	-	-	-
STATE FUNDS	2,959,949	3,516,125	(556,176)	2,163,522	488,250	253,783	55,232	-	-	-	-
MEMBERSHIP DUES	851,253	851,253	-	91,978	484,139	112,458	53,890	-	-	-	108,849
LOCAL FUNDS	1,000,310	1,073,039	(72,729)	-	532,000	170,000	298,310	-	-	-	-
MILEAGE RECOVERY	40,574	41,000	(426)	-	-	-	-	-	-	-	40,574
MISC. REVENUE	211,801	144,979	67,422	101,376	-	-	-	-	-	-	110,425
MINIMUM MATCH	173,459	179,003	(5,544)	130,003	43,456	-	-	-	-	-	-
TOTAL REVENUE	11,894,733	13,680,624	(1,785,791)	5,066,279	5,354,533	684,549	631,525	-	-	-	289,847

COASTAL REGIONAL COMMISSION

AGENCY WIDE

Budget Variance for FY19 Original Budget from FY18 Mid-Year Budget

PROGRAM COSTS	2019 Budget	2018 Mid-Year Budget	VARIANCE	AGING SERVICES	COORDINATED TRANSPORTATION	PLANNING GOVT SERVICES	GOVT SERVICES	GIS/IT	GENERAL FUND	INDIRECT COSTS	EXPLANATION OF VARIANCE:
CRC STAFF	\$ 1,726,221	\$ 1,551,883	\$ 174,338	\$ 93,175	\$ 9,739	\$ 12,671	\$ 28,137	\$ 9,950	\$ -	\$ 30,615	Merit increase budgeted @ 3% for all positions. Aging-Full year for open positions in CM & IA. GIS-Full year for new position added late FY18
FRINGE BENEFITS	853,785	814,950	38,835	28,363	(923)	(372)				1,817	Related to salaries and increases for PTO and pension
CONTRACT SERVICES	6,630,185	7,864,836	(1,234,651)	(1,129,436)	20,000	(2,000)		(123,115)	600		Aging-based on allocation. Transportation-estimated increase for POS contracts. GIS orlho project
GASOLINE	517,000	467,471	49,529	48,929					1,800		Double round of Coaches replacements in FY18
VEHICLE REPAIRS	159,000	125,777	33,223	31,423					(4,000)		Estimate in projection
VEHICLE PURCHASE	625,980	1,531,690	(905,710)		(901,710)				(5,648)		Based on amortization schedule
VEHICLE INSURANCE	414,000	389,274	24,726								
CAPITAL LEASE	64,813	70,461	(5,648)								
UTILITIES	92,000	92,000									
INSURANCE	28,000	28,000									
TELEPHONE	63,038	60,172	2,866	1,871	1,114	40	(169)				
POSTAGE	8,235	9,231	(996)	(1,026)		30					
PERSONNEL SERVICES	645	1,381	(736)	(636)			(200)				
OFFICE SUPPLIES	25,902	26,791	(889)	(1,200)		427	(116)				
ADVERTISING / MARKETING	27,310	27,602	(292)	(1,892)	1,600						
ANNUAL REPORT	3,000	3,000									
BOARD MTG EXPENSE	7,000	6,000	1,000						1,000		
TRANSIT DRUG TESTING	10,000	6,000	4,000	4,000	4,000						
MEETINGS & SEMINARS	44,245	48,692	(4,447)	(716)		(6,707)	(25)		500	2,500	
DUES & REGISTRATION	23,584	19,777	3,807	(5)		745				3,000	
TRAVEL	50,850	45,485	5,365	3,166		(200)	(101)		500	2,000	
COMMISSION CAR	40,574	41,000	(426)	2,142		(1,452)	(1,118)				Transportation-video surveillance and tablets in Coaches, GIS Server storage in FY18
EQUIPMENT PURCHASE	127,600	32,200	95,400		87,000			(16,600)		25,000	
EQUIPMENT LEASE	13,000	13,000									
EQUIPMENT REPAIR	6,500	2,000	4,500	(1,000)				1,500	2,500	2,000	
EQUIP MAINT. AGREE	1,500	1,000	500								
COMPUTER SOFTWARE	91,422	87,385	4,037	3,807	250	(20)					
LAWN & BLDG MAINT.	22,000	20,200	1,800						(200)	2,000	
DEPRECIATION	72,455	72,455							2,000		
AUDIT/LEGAL FEES	31,000	29,000	2,000								
JANITORIAL SERVICE	3,000	3,000									
MISCELLANEOUS	97,405	128,068	(30,663)	(43,209)		615	(2,119)		13,050	1,000	
INDIRECT	1,145,074	1,075,142	69,932	53,121	(1,380)	(320)	18,514				
TOTAL PROGRAM COSTS	\$ 11,881,249	\$ 13,619,784	\$ (1,738,535)	\$ (993,425)	\$ (675,230)	\$ 3,456	\$ 85,336	\$ 12,102	\$ 69,932		
GENERAL RESERVE	\$ 115,484	\$ (7,962)	\$ 123,446	\$ (0)	\$ (0)	\$ -	\$ -	\$ -	\$ 109,920		GIS Orlho/LIDnr Projects, revenues in FY18, expenses in FY19
GIS RESERVE	(92,000)	98,702	(190,702)					(190,703)			
AGING RESERVE	(10,000)	(30,000)	20,000	20,000							
REVENUE											
FEDERAL FUNDS	\$ 6,657,387	\$ 7,875,725	\$ (1,218,338)	\$ (571,083)	\$ (527,147)	\$ (19,200)	\$ (100,908)				Aging-decrease in allocation. Transportation-for vehicles, Planning-reduction for GDOT Planning, GIS reduction for Orlho/LIDnr
STATE FUNDS	2,959,949	3,516,125	(556,176)	(454,764)	(57,160)	(1)	(44,251)				Aging-based on allocation. Transportation-minor adjustments for state match. GIS reduction for LUCA
MEMBERSHIP DUES	851,253	851,253		4,044	(103,191)	(8,602)	(1,100)		108,849		Minor adjustments for departments
LOCAL FUNDS	1,000,310	1,073,039	(72,729)		32,000	25,052	(129,781)				Transportation-increase for local POS. Planning-increase estimate for local contracts. GIS reduction for Orlho/LIDnr
MILEAGE RECOVERY	40,574	41,000	(426)						(426)		
MISC. REVENUE	211,801	144,379	67,422	53,822					13,600		Aging-increase in est for local care transitions rev GF-lease/purchase revenue for Brantstuck offices
MINIMUM MATCH	173,459	179,003	(5,544)								
TOTAL REVENUE	\$ 11,894,733	\$ 13,680,524	\$ (1,785,791)	\$ (973,525)	\$ (655,498)	\$ (2,781)	\$ (276,839)	\$ 122,022			