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Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties


***Bringing Communities Together***

## **MEMORANDUM**

**DATE:** MAY 29, 2019

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

**FROM:** DONNA STARLING, CHIEF FINANCIAL OFFICER 

**RE:** **PROPOSED AMENDED BUDGET FY 2018/2019**

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The proposed amended budget for Fiscal Year 2018/2019 is attached for your review prior to the June 2019 meeting.

The rate for County Dues remains at \$.41 per capita. However, County Dues have been adjusted to reflect 2017 population tables. At this time, we have not budgeted for Clay County dues.

Revenues for planning and emergency preparedness programs are expected to increase. Salaries/fringe, indirect expenses and general fund expenses are expected to decrease, and contract/grant direct expenses are expected to increase.

Discretionary revenue expenses are being funded by proceeds from the building sale. These expenses will be used to assist in the creation of a Regional Evacuation Plan and the Fiscal Impact Model.

Please contact me at your convenience should you have any questions. Thank you.

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EQUAL OPPORTUNITY EMPLOYER

Agencywide	Original Budget 10/01/18- 09/30/19	Amended Budget 10/01/18- 09/30/19	Change
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<b>Revenues</b>			
County Dues	595,527	\$ 595,527	\$ -
Local Government Technical Assistance	251,724	\$ 217,631	\$ (34,093)
Transportation Disadvantaged (TD)	131,545	\$ 131,545	\$ -
Economic Development Administration (EDA)	70,000	\$ 70,000	\$ -
Hazardous Analysis	12,600	\$ 10,064	\$ (2,536)
Local Emergency Preparedness Committee (LEPC)	80,000	\$ 80,000	\$ -
Hazardous Materials Emergency Preparedness (HMEP) Program	65,161	\$ 62,164	\$ (2,997)
Healthcare Coalition	667,080	\$ 667,080	\$ -
Elevate Northeast Florida	-	\$ 34,375	\$ 34,375
Disaster Recovery Coordinator	130,000	\$ 150,000	\$ 20,000
Disaster Resiliency Plan	-	\$ 50,000	\$ 50,000
Small Quantity Generator (SQG) Program	-	\$ 5,000	\$ 5,000
Regional Leadership Academy (RLA)	3,500	\$ 2,800	\$ (700)
Other Planning Programs	15,000	\$ 7,442	\$ (7,558)
Other Revenue	8,100	\$ 18,170	\$ 10,070

<b>TOTAL REVENUES</b>	<b>2,030,237</b>	<b>2,101,798</b>	<b>71,561</b>
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<b>TRANSFER FROM GENERAL FUND</b>	<b>\$ -</b>	<b>\$ (21,858)</b>	<b>\$ (21,858)</b>
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<b>TOTAL REVENUES/GENERAL FUND</b>	<b>\$ 2,030,237</b>	<b>\$ 2,079,940</b>	<b>\$ 49,703</b>
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<b>Expenses</b>			
Salaries/Fringe	1,040,655	\$ 981,775	\$ (58,880)
Contract/Grant Direct Expenses*	631,000	\$ 739,186	\$ 108,186
Indirect Allocated Expenses*	217,815	\$ 203,522	\$ (14,293)
General Fund Expenses*	115,767	\$ 109,804	\$ (5,963)
Discretionary Revenue Expenses*	25,000	\$ 45,653	\$ 20,653

**\*Excludes Salaries & Fringe**

<b>TOTAL EXPENSES</b>	<b>2,030,237</b>	<b>2,079,940</b>	<b>49,703</b>
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NORTHEAST FLORIDA REGIONAL COUNCIL

PROPOSED AMENDED BUDGET

FISCAL YEAR 2018/2019

Presented June 6, 2019

**Northeast Florida Regional Council  
Proposed Amended Budget Narrative  
FY 18/19**

**REVENUES**

**County Dues**

The seven member governments of the Northeast Florida Regional Council, with the exception of Clay County, jointly participate financially in the annual operation of the Council. Calculations are based on a rate of \$0.41 per capita, using 2017 BEBR population tables.

Baker	\$11,148
Duval	\$384,093
Flagler	\$43,114
Nassau	\$32,987
Putnam	\$30,002
St. Johns	\$94,183

**TOTAL FY 18/19: \$595,527**

**Agency Programs**

The budget is based on Local Government Technical Assistance (\$217,631), Transportation Disadvantaged (TD) \$131,545, Economic Development Administration (EDA) \$70,000, Hazardous Analysis (\$10,064), Local Emergency Preparedness Committee (LEPC) \$80,000, Hazardous Materials Emergency Preparedness (HMEP) \$62,164, Healthcare Coalition (\$667,080), Elevate Northeast Florida (\$34,375), Disaster Recovery Coordinator (\$150,000), Disaster Resiliency Plan (\$50,000), Small Quantity Generator (SQG) Program (\$5,000), Regional Leadership Academy (RLA) \$2,800, Other Planning Programs (\$7,442).

**TOTAL FY 18/19: \$ 1,488,101**

**Other Revenue**

Other revenue is revenue from the Elected Official Reception, interest income and other miscellaneous sources.

**TOTAL FY 18/19: \$18,170**

## **EXPENDITURES**

### **Salaries/Fringe**

This line item consists of all staff salaries, leave and fringe benefits which include the employer's share of Social Security, Medicare, health/life insurance, Florida Retirement System contributions, worker's compensation, unemployment compensation and group disability.

**TOTAL FY 18/19: \$981,775**

### **Contract/Grant Direct Expenses**

This line item includes all expenses charged directly to a contract or grant such as consultant/professional services, program office supplies, cellphones, printing, travel, advertising, computer hardware/software, furniture/equipment, training, etc.

**TOTAL FY 18/19: \$ 739,186**

### **Indirect – Allocated Expenses**

Includes such expenses as telephone service, data and internet lines, office maintenance, copier usage, lease and storage space rental, depreciation, common-use office supplies, postage, printing, periodicals/subscriptions, general liability insurance, audit expense, accounting system maintenance, etc. (Excludes salaries/fringe)

**TOTAL FY 18/19: \$203,522**

**General Fund Expenses:** Includes all expenses directly related to the Chief Executive Officer (excluding salary/fringe), Council Board expenses, publications, and initiatives, Council membership dues, vehicle fleet maintenance and other expenses that are not allowable charges to existing contracts or grants.

**TOTAL FY 18/19: \$109,804**

**Discretionary Revenue Expenses:** These expenses are being funded by proceeds from the building sale recognized as revenue in FY 16/17. Since, the expenditures associated with these proceeds are not being spent until FY 18/19, the expenditures will negatively affect our Net Income (Loss) for FY 18/19.

**TOTAL FY 18/19: \$45,653**

## **Budget Format**

Historically, the Council has presented its budget in essentially this same format. It is considered a “flexible” budget as allowed for enterprise funds where it is sometimes difficult to estimate the demand for services and, therefore, the level of spending needed to meet demand.

### **Budget Assumptions Related to Significant Changes from the Adopted FY 18/19 Budget**

#### **REVENUES**

- ❑ Local government funding decreased due to timing of contractual payment for the Atlantic Beach Land Development Regulations (LDR) update contract. A higher amount of the contract was paid last fiscal year than originally estimated.
- ❑ Federal funding increased as a result of an increase in resiliency funding in part due to a new grant to develop a Disaster Resiliency Plan. There was also carryover funding from the Elevate Northeast Florida grant that wasn't completed until October 2018.
- ❑ The Council received level funding for ongoing annual state and federal contracts such as the Healthcare Coalition, TD, EDA, LEPC, and HMEP.

#### **EXPENDITURES**

- ❑ Salaries/Fringe costs decreased due to staff vacancies and the retirement of our previous CEO.
- ❑ Contract/Grant Direct Services Expenses increased as a result of carryover funding for the Elevate Northeast Florida grant and an increase in project expenditures for the Healthcare Coalition.
- ❑ Indirect Allocated Expenses are expected to decrease due to a decrease in depreciation and technology costs associated with the replacement of computer and copier equipment.
- ❑ General Fund Expenses are anticipated to decrease slightly due to a reduction in computer equipment costs.
- ❑ Discretionary Revenue Expenses are being funded by proceeds from the building sale. The initial amount budgeted was for the creation of a Regional Evacuation Plan. However, funds budgeted last fiscal year for the Fiscal Impact Model will not be spent until this fiscal year.