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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 BUDGET FY 2019/2020**

The proposed budget for Fiscal Year 2019/2020 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 2018 population tables. At this time, we have not budgeted for Clay County dues.

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

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.

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

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EQUAL OPPORTUNITY EMPLOYER

Agencywide	Original Budget 10/01/19- 09/30/20
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Revenues	
County Dues	\$ 607,823
Local Government Technical Assistance	\$ 110,950
Transportation Disadvantaged (TD)	\$ 131,560
Economic Development Administration (EDA)	\$ 70,000
Local Hazardous Analysis	\$ 12,865
Local Emergency Preparedness Committee (LEPC)	\$ 80,000
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 62,164
Healthcare Coalition	\$ 667,080
Disaster Recovery Coordinator	\$ 50,000
Disaster Resiliency Plan	\$ 70,000
Small Quantity Generator (SQG) Program	\$ 5,000
Regional Leadership Academy (RLA)	\$ 2,800
Other Planning Programs	\$ 5,000
Other Revenue	\$ 6,700

TOTAL REVENUES	1,881,942
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TRANSFER FROM GENERAL FUND	-
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TOTAL REVENUES/GENERAL FUND	\$ 1,881,942
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Expenses	
Salaries/Fringe	\$ 955,074
Contract/Grant Direct Expenses*	\$ 613,874
Indirect Allocated Expenses*	\$ 193,202
General Fund Expenses*	\$ 109,792
Discretionary Revenue Expenses*	\$ 10,000

***Excludes Salaries & Fringe**

TOTAL EXPENSES	1,881,942
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NORTHEAST FLORIDA REGIONAL COUNCIL

PROPOSED BUDGET

FISCAL YEAR 2019/2020

Presented June 6, 2019

**Northeast Florida Regional Council
Proposed Budget Narrative
FY 19/20**

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 2018 BEBR population tables.

Baker	\$11,337
Duval	\$390,673
Flagler	\$44,080
Nassau	\$33,927
Putnam	\$29,922
St. Johns	\$97,884

TOTAL FY 19/20: \$607,823

Agency Programs

The budget is based on Local Government Technical Assistance (\$110,950), Transportation Disadvantaged (TD) \$131,560, Economic Development Administration (EDA) \$70,000, Hazardous Analysis (\$12,865), Local Emergency Preparedness Committee (LEPC) \$80,000, Hazardous Materials Emergency Preparedness (HMEP) \$62,164, Healthcare Coalition (\$667,080), Disaster Recovery Coordinator (\$50,000), Disaster Resiliency Plan (\$70,000), Small Quantity Generator (SQG) Program (\$5,000), Regional Leadership Academy (RLA) \$2,800, Other Planning Programs (\$5000).

TOTAL FY 19/20: \$ 1,875,242

Other Revenue

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

TOTAL FY 19/20: \$6,700

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 19/20: \$955,074

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 19/20: \$ 613,874

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 19/20: \$193,202

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 19/20: \$109,792

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 19/20, the expenditures will negatively affect our Net Income (Loss) for FY 19/20.

TOTAL FY 19/20: \$10,000

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 FY 18/19 Budget

REVENUES

- ❑ **The current per capita rate for County Dues is \$.41 per capita.** County Dues have been adjusted for fiscal year 19/20 to reflect 2018 Bureau of Economic Business Research (BEBR) per capita population tables. This will increase County Dues revenues by \$12,296. Clay County dues have not been factored into the budget for the fourth consecutive year.
- ❑ Funding for Local Government Technical Assistance decreased due to the completion of the Atlantic Beach Land Development Regulations (LDR) update and the Fiscal Impact Model contracts in fiscal year 18/19.
- ❑ The Council’s federal Disaster Resiliency funding is anticipated to decrease with the completion of the Disaster Recovery Coordinator grant in December 2019 and the Disaster Resiliency Plan grant in May 2020.
- ❑ The Council anticipates receiving level funding for ongoing state and federal contracts such as TD, EDA, LEPC, and HMEP. Level funding for the Healthcare Coalition is anticipated however, there is a degree of uncertainty of funding for the last quarter of the fiscal year because the Council must undergo the State’s request for proposal process to obtain future funding.

EXPENDITURES

- ❑ Salaries/Fringe costs are anticipated to decrease with the elimination of one staff position. Also, no merit increases are factored into this year’s budget.
- ❑ Contract/Grant Direct Services Expenses decreased as a result of the completion of the Atlantic Beach Land Development Regulations (LDR) update and the Fiscal Impact Model contracts in fiscal year 18/19.
- ❑ Indirect Allocated Expenses are expected to decrease due to a decrease in depreciation costs for computer equipment and leasehold improvements.
- ❑ General Fund Expenses are anticipated to remain relatively constant.
- ❑ Discretionary Revenue Expenses are being funded by proceeds from the building sale. The remaining expenditures will be spent this fiscal year to complete the creation of a Regional Evacuation Plan that was started in fiscal year 18/19.