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April 1, 2022

Dear Members of the SWGRC Council:

My apologies again for failing to have the Executive Committee action item materials available for your viewing at the Council meeting last evening. There was a miscommunication between Heather and me and we will make sure this doesn't happen again in the future.

The amended budget is attached for your review. The fortunate thing is that there was no real urgency to adopt the amended budget last night and this will give everyone a sufficient amount of time to review and ask any questions.

For informational purposes, I have also included a copy of the travel policy amendments that were approved last evening. As I explained last night, there were two parts to those amendments. The first was simply to approve changes to our travel policy in order to stay consistent with the recent changes to the state travel policy. The other amendment was to change the number of hours required for a non-overnight travel meal per diem from 12 hours to 6 hours.

And as always, please review and feel free to call or email me if you have any questions or need additional information.

Best Regards,

*Suzanne Angell*

EXECUTIVE DIRECTOR | SW GEORGIA REGIONAL COMMISSION

**Proposed FY22 Budget Amendment #1**

**REVENUES**

	<b>Adopted Budget FY 2022</b>	<b>Proposed Budget Amendment #1 FY 2022</b>	<b>Increase (Decrease)</b>	<b>Explanation</b>
<b>Grants and Contracts</b>				
<b>Federal</b>				
EDA Partnership Planning	\$ 50,000.00	\$ 70,500.00	\$ 20,500.00	EDA Planning Grant (FY21 carryover and new FY22 grant)
EDA CARES Act Planning	\$ 200,000.00	\$ 238,000.00	\$ 38,000.00	EDA CARES Planning - carryover from FY21
EDA CARES Act RLF Administration	\$ 6,000.00	\$ 15,749.63	\$ 9,749.63	Actual remainder of CARES RLF Administration (total of \$50,000)
FY21 USDA Historic Preservation Grant (HPG)	\$ -	\$ 5,000.00	\$ 5,000.00	New HPG grant
FY20 USDA Historic Preservation Grant (HPG)	\$ 60,000.00	\$ 100,000.00	\$ 40,000.00	Carryover from FY21
<b>Total Federal Revenue</b>	<b>\$ 316,000.00</b>	<b>\$ 429,249.63</b>	<b>\$ 113,249.63</b>	
<b>State</b>				
DOT Bike/Ped Planning Contract	\$ 19,248.00	\$ 25,290.58	\$ 6,042.58	FY22 Allocation and FY21 actual carryover
DOT Rural Transit Planning (Section 5304)	\$ 27,441.00	\$ 27,441.00	\$ -	FY22 Allocation
DHS Regional Human Service Transportation	\$ 2,520,000.00	\$ 2,062,000.00	\$ (458,000.00)	Revised estimate based on current trip usage and current rates
DOT Public Transit Program (Section 5311)	\$ 2,565,760.00	\$ 2,741,760.00	\$ 176,000.00	Revised estimate based on current trip usage and current rates
DOT Mobility Management	\$ 148,500.00	\$ 160,000.00	\$ 11,500.00	Revised estimate
DOT REVAMP (Map 21)	\$ 33,000.00	\$ 33,000.00	\$ -	FY22 Allocation
DCA Coordinated Work Program	\$ 160,210.00	\$ 160,747.00	\$ 537.00	FY22 Allocation
DNR Historic Preservation	\$ 4,090.90	\$ 4,090.90	\$ -	FY22 Allocation
			\$ -	
<b>Total State Revenue</b>	<b>\$ 5,478,249.90</b>	<b>\$ 5,214,329.48</b>	<b>\$ (275,420.42)</b>	
<b>Local</b>				
** Local County/City Dues	\$ 377,192.60	\$ 387,668.60	\$ 10,476.00	Dues amount was revised because of revised calculation based on 2020 Census release.
*** Local Govt Fees for Services	\$ 175,000.00	\$ 165,000.00	\$ (10,000.00)	Estimate revised based on current contracts already executed and expected future contracts
<b>Other Income</b>				
Medicaid POS Revenue	\$ 950,000.00	\$ 1,003,000.00	\$ 53,000.00	Revised estimate based on current trip usage
Other POS Revenue	\$ 85,000.00	\$ 66,000.00	\$ (19,000.00)	Revised estimate based on current trip usage
Farebox	\$ 110,000.00	\$ 71,000.00	\$ (39,000.00)	Revised estimate based on current trip usage
Interest Income	\$ 75.00	\$ 40.00	\$ (35.00)	Revised estimate based on actual YTD
Map/Printing/Other Income	\$ 300.00	\$ 300.00	\$ -	No change
Rental Income	\$ 4,930.00	\$ 4,930.00	\$ -	Kebo's rent (1680) and 5 months of retail store (650) through November
EDA Revolving Loan Fund	\$ 13,500.00	\$ 8,131.69	\$ (5,368.31)	Revised estimate based on current loans
AARP Challenge Grant	\$ -	\$ 19,871.00	\$ 19,871.00	New Grant
Program Income	\$ 1,000.00	\$ -	\$ (1,000.00)	No program income anticipated
<b>Total Dues/Fees and Other Income</b>	<b>\$ 1,716,997.60</b>	<b>\$ 1,725,941.29</b>	<b>\$ 8,943.69</b>	
<b>Grant Administration</b>				
FY 20 CHIP - Blakely	\$ 1,000.00	\$ 1,000.00	\$ -	Estimated Carryover from FY21
FY 20 CHIP - Sylvester	\$ 3,000.00	\$ 1,000.00	\$ (2,000.00)	Estimated Carryover from FY21
FY 20 CHIP - Dougherty Co.	\$ 1,000.00	\$ 1,000.00	\$ -	Estimated Carryover from FY21
FY19 CHIP - Camilla	\$ -	\$ 1,027.36	\$ 1,027.36	Remainder of admin funds
FY20 CDBG - Attapulugus	\$ 30,000.00	\$ 13,100.00	\$ (16,900.00)	Estimated Carryover from FY21
FY20 CDBG - Colquitt	\$ 30,000.00	\$ 15,000.00	\$ (15,000.00)	Estimated Carryover from FY21
FY20 CDBG - Damascus	\$ 22,000.00	\$ 12,500.00	\$ (9,500.00)	Estimated Carryover from FY21
FY20 CDBG - Sasser	\$ 30,000.00	\$ 17,000.00	\$ (13,000.00)	Estimated Carryover from FY21
FY21 CDBG - Bronwood	\$ -	\$ 17,000.00	\$ 17,000.00	New Grant

**Proposed FY22 Budget Amendment #1**

**REVENUES**

	<b>Adopted Budget FY 2022</b>	<b>Proposed Budget Amendment #1 FY 2022</b>	<b>Increase (Decrease)</b>	
<b>Grants and Contracts</b>				
FY21 CDBG - Terrell Co.		\$ 16,000.00	\$ 16,000.00	New Grant
FY21 CDBG CV - Dougherty Co Food Bank		\$ 25,000.00	\$ 25,000.00	New Grant
FY20 ARPA Broadband-Terrell Co.		\$ 3,000.00	\$ 3,000.00	New Grant
FY20 ARPA Infrastructure-Attapulcus		\$ 3,000.00	\$ 3,000.00	New Grant
FY20 ARPA Infrastructure-Coolidge		\$ 3,000.00	\$ 3,000.00	New Grant
FY20 ARPA Infrastructure-Leary		\$ 3,000.00	\$ 3,000.00	New Grant
<b>Total Grant Administration</b>	<u>\$ 117,000.00</u>	<u>\$ 131,627.36</u>	<u>\$ (2,000.00)</u>	
Project Delivery				
FY17 CHIP - Meigs	\$ 6,000.00	\$ -	\$ (6,000.00)	No project deliveries expected until December 2022
FY17 CHIP - Moultrie	\$ 6,000.00	\$ -	\$ (6,000.00)	No project deliveries expected until December 2022
FY18 CHIP - Dawson	\$ 12,000.00	\$ -	\$ (12,000.00)	No project deliveries expected until December 2022
FY18 CHIP - Cordele	\$ 12,000.00	\$ -	\$ (12,000.00)	No project deliveries expected until December 2022
FY18 CHIP - Colquitt	\$ 12,000.00	\$ -	\$ (12,000.00)	No project deliveries expected until December 2022
<b>Total Project Delivery Revenue</b>	<u>\$ 48,000.00</u>	<u>\$ -</u>	<u>\$ (48,000.00)</u>	
<b>Total Local Revenue</b>	<u>\$ 1,881,997.60</u>	<u>\$ 1,857,568.65</u>	<u>\$ (24,428.95)</u>	
<b>Total Federal, State, Local Revenues</b>	<u><u>\$ 7,676,247.50</u></u>	<u><u>\$ 7,501,147.76</u></u>	<u><u>\$ (186,599.74)</u></u>	

Proposed FY22 Budget Amendment #1

EXPENDITURES	Adopted Budget FY 2022	Proposed Budget Amendment #1 FY 2022	Increase (Decrease)	Explanation
<b>A. PERSONNEL COSTS</b>				
Salaries	\$ 818,971.97	\$ 768,387.56	\$ (50,584.41)	Estimated salaries are lower than expected due to vacant positions during the fiscal
Payroll Taxes	\$ 59,539.26	\$ 55,861.78	\$ (3,677.49)	Decrease with salaries
Retirement	\$ 117,218.10	\$ 116,210.58	\$ (1,007.52)	Decrease with salaries
Worker's Compensation Insurance	\$ 3,800.00	\$ 3,038.00	\$ (762.00)	Decrease with salaries
Group Health	\$ 120,037.50	\$ 103,761.00	\$ (16,276.50)	Decrease with salaries and did not receive an expected 5% increase that was originally budgeted
Group Long Term Disability/Life	\$ 8,000.00	\$ 8,000.00	\$ -	No Change
Unemployment Insurance	\$ 13,640.06	\$ 14,496.87	\$ 856.80	Increase in number of staff persons
<b>Total Personnel Costs</b>	<b>\$ 1,141,206.89</b>	<b>\$ 1,069,755.78</b>	<b>\$ (71,451.12)</b>	
Administrative Fees	\$ 1,350.00	\$ 1,350.00	\$ -	
Professional Fees	\$ 24,000.00	\$ 28,100.00	\$ 4,100.00	Additional expense for private consultants
Technical Fees	\$ 34,500.00	\$ 45,500.00	\$ 11,000.00	Purchased Adobe software licenses for additional staff
Custodial Services	\$ 3,550.00	\$ 3,600.00	\$ 50.00	\$300 per month
Lawn/Grounds Services	\$ 9,000.00	\$ 9,000.00	\$ -	
Building Repairs & Maint	\$ 10,800.00	\$ 6,680.00	\$ (4,120.00)	Have not had as many building repairs this year (yet!!)
Vehicle Repairs & Maint	\$ 3,000.00	\$ 3,000.00	\$ -	
Equipment Repairs & Maint	\$ 10,000.00	\$ 11,500.00	\$ 1,500.00	Amount adjusted based on actual YTD
Building Lease	\$ 14,300.00	\$ 13,900.00	\$ (400.00)	Amount adjusted based on actual YTD
Storage Rental	\$ 700.00	\$ 780.00	\$ 80.00	Storage Rental cost increase
Equipment Rental	\$ 30,000.00	\$ 30,000.00	\$ -	
Insurance & Bonding	\$ 600.00	\$ (17,187.00)	\$ (17,787.00)	Includes refund on property insurance from ACCG and bond for RLF program
Communications	\$ 27,500.00	\$ 22,500.00	\$ (5,000.00)	Internet (T-1 lines) - cost decrease
Printing & Publications	\$ 2,500.00	\$ 2,250.00	\$ (250.00)	Amount adjusted based on actual YTD
Travel	\$ 20,500.00	\$ 12,000.00	\$ (8,500.00)	Amount adjusted based on actual YTD
Dues & Fees	\$ 21,150.00	\$ 21,550.00	\$ 400.00	Amount adjusted based on actual YTD
Alarm & Security Services	\$ 500.00	\$ 75.00	\$ (425.00)	Terminated alarm service
Education & Training	\$ 13,800.00	\$ 7,050.00	\$ (6,750.00)	Amount adjusted based on actual YTD
Licenses	\$ 200.00	\$ 200.00	\$ -	
Contracts	\$ 113,000.00	\$ 187,871.00	\$ 74,871.00	Includes the new HPG grant and EDA Planning Cares Act contract with Georgia Tech
Transportation Services	\$ 6,020,000.00	\$ 5,837,000.00	\$ (183,000.00)	Amount adjusted based on actual YTD (current trip usage)
General Supplies & Materials	\$ 16,055.00	\$ 16,555.00	\$ 500.00	Amount adjusted based on actual YTD
Electricity	\$ 25,500.00	\$ 23,500.00	\$ (2,000.00)	Amount adjusted based on actual YTD
Gasoline	\$ 3,000.00	\$ 2,500.00	\$ (500.00)	Amount adjusted based on actual YTD
Council Meeting Expense	\$ 7,500.00	\$ 7,500.00	\$ -	
Other Public Meetings	\$ 2,900.00	\$ 2,020.00	\$ (880.00)	Amount adjusted based on actual YTD
Staff Recruiting	\$ 500.00	\$ 500.00	\$ -	
Postage & Freight	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	Amount adjusted based on actual YTD
Capital Outlay - Vehicles	\$ 30,000.00	\$ 107,483.80	\$ 77,483.80	Transit vehicle match requirement for FY23 - paid in FY22
Capital Outlay - Computers	\$ 6,400.00	\$ 6,400.00	\$ -	
Capital Outlay - Other	\$ -	\$ -	\$ -	

Proposed FY22 Budget Amendment #1

EXPENDITURES	Adopted Budget FY 2022	Proposed Budget Amendment #1 FY 2022	Increase (Decrease)	Explanation
Depreciation Expense	\$ 32,000.00	\$ 32,000.00	\$ -	
<i>Total Operating Costs</i>	<u>\$ 6,490,805.00</u>	<u>\$ 6,430,177.80</u>	<u>\$ (60,627.20)</u>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,632,011.89</b>	<b>\$ 7,499,933.58</b>	<b>\$ (132,078.32)</b>	
Change to Reserves	\$ 44,235.61	\$ 1,214.18	\$ (54,521.42)	
<b>AVAILABLE RESOURCES</b>	<u><u>\$ 7,676,247.50</u></u>	<u><u>\$ 7,501,147.76</u></u>	<u><u>\$ (186,599.74)</u></u>	Note: Loss of \$140,760.80 (Transportation), Profit of \$138,574.98 (General Fund), Profit of \$3,500 (RLF), Loss of \$100 (RPN)

## Statewide Travel Policy Summary of Key Changes Effective 2/1/2022

### **Section E: Documentation and Receipt Requirements**

*Added verbiage regarding receipt requirements.*

- Travelers must submit itemized receipts if they are equal to or above \$25.00.
- Expenses over the threshold should not be approved if a required receipt is missing.
- Credit card signature copies without detail information are not acceptable.
- Receipts are not required for meals per diem.

### **Section One: Air Travel**

*Added clarifying language regarding type of airfare class that is allowed.*

- Higher class/grade tickets, such as business class, premium select, business select, first class, and comfort are not reimbursable for domestic flights except for travel to/from Alaska and Hawaii. Higher grade tickets are allowable for international travel when approved in advance by the respective agency head or designee.
- It is not permissible to confirm a higher fare for upgrade eligibility or for personal reasons. Upgrades at the State's expense are not permitted. However, upgrades may be purchased after the travel is booked at the Traveler's expense.

### **Section Two: Ground Transportation and Car Rental**

*Removed "employee salary" as one of the decision factors for ground transportation. Added clarifying language for commuting miles. Added verbiage regarding use of ground transportation for personal meals while in travel status. Provided for ground transportation allowable tips.*

- The most cost-effective method of transportation that will accomplish the purpose of the travel should be selected. Agencies should use their own discretion when determining the most cost-effective ground transportation. Among the factors to be considered should be length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier should be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations.
- A Traveler's commuting miles are considered personal mileage and, as such, are not reimbursable. "Commuting miles" is defined as the actual mileage travelled by the Traveler between their Residence and their Primary Workstation (See Appendix D for definitions). **Agencies should declare and communicate the employee's primary workstation location. If the residence is declared by the agency as the employee's primary workstation, then there are no commute miles, and all miles should be reimbursed. If the conventional worksite or a satellite worksite is declared the primary workstation,**

**then the employee's commute miles should be deducted while in travel status.** If a Traveler's travel begins or ends at their primary workstation AND they are not attempting to claim their commuting miles between residence and workstation or vice versa, then commuting miles would not be deducted.

- While in travel status, and at the agency's discretion, Travelers may be reimbursed for reasonable (as defined by the agency) ground transportation costs (personal car mileage, rideshare, shuttle, taxi, etc.) to/from eating establishments when such establishments are: 1) not located in the lodging location, 2) are not fiscally prudent, or 3) within safe walking distance of the lodging and/or the business function. The Traveler may not request reimbursement for ground transportation costs for eating establishments distanced from lodging and/or business function based on personal choice. (e.g., traveling to St. Simon's Island when the lodging/business function is located on Jekyll Island.)
- The State will reimburse tips for shuttle, taxi, or ride share services, up to 20% of the total fare cost. Approvers should review these expenses prior to approving.

### **Section Three: Lodging**

*Adjusted the single-day parameters by removing the verbiage regarding "both their primary and work site."  
Added clarifying language regarding vacation rental marketplaces such as Airbnb, HomeAway and Vrbo.*

- Travelers on state business are allowed lodging expenses when their destination is located **more than 50 miles** from their residence AND they are away for **more than twelve (12) hours**. Written pre-approval must be obtained from the agency head, or their designee, when lodging is required *within* the 50-mile radius. The approval must be submitted with the Traveler's receipts and documented mileage when requesting reimbursement.
- Lodging rentals obtained through vacation rental marketplaces such as Airbnb, HomeAway and Vrbo are not considered commercial lodging facilities and should not be used while in travel status.

### **Section Four: Meals and Incidentals**

*Increased In State Meal Per Diem rates. Removed Georgia high-cost cities. Adjusted meal per diem rates for first and last days of travel.*

- Travelers traveling within the State of Georgia are eligible for up to \$50.00 of per diem to cover the cost of three (3) meals per day. Incidentals are not included in the daily per diem rate.

**Breakfast = \$13.00    Lunch = \$14.00    Dinner = \$23.00**

- The \$50.00 per diem rate applies to all cities in Georgia.
- Travelers traveling overnight In State must deduct 25% of the total per diem rate on the first and last day of travel. Concur automatically calculates these rates for the Traveler.

## ***Appendix A: Delete Appendix A: Mileage Reimbursement Examples***

*Providing example travel scenarios will be provided in a separate document from the Travel Policy on the SAO website to assist agencies. See website for these examples. Additional examples will be provided as scenarios are proposed by Travelers and employers for clarification.*

### **Definitions:**

- Added definition for “assigned/fleet vehicle” to the policy
- Added definition for “business miles” to the policy
- Removed definition for “high-cost area” from the policy
- Updated definition for “primary workstation” from the policy
- Added definition for “residence” to the policy
- Added definition for “route or territory” to the policy
- Removed definition for “state fund source” from the policy
- Added definition for “temporary workstation” to the policy
- Added definition for “telework” to the policy



As a reminder, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

#### 4.5 Meal Per Diem During NON-OVERNIGHT Travel

Employees on State business who travel more than 50 miles from their Residence and Primary Work Station on a work assignment, AND are away for more than ~~twelve (12)~~ **\*\* twelve (12)** hours, may receive the total eligible per diem allowance for that day, even when there is no overnight lodging. The per diem allowance must, however, be adjusted for any meals provided to the traveler, as stated in Sec. 4.2, above.

For travel without an associated overnight stay, the per diem rate will be determined by the location of the last business stop of the date of travel.

Each Agency Head or their designee is to determine the reasonableness of when an overnight stay is justified.

#### 4.6 Meetings

Please refer to the Policy on Other Meals and Incidental Expenses for Authorized Non-State Employees on the [SAO Website](#).

#### 4.7 Employee Group Meals

Please refer to the Policy on Other Meals and Incidental Expenses for Authorized Non-State Employees on the [SAO Website](#).

#### 4.8 Non-Employee Group Meals

Please refer to the Policy on Other Meals and Incidental Expenses for Authorized Non-State Employees on the [SAO Website](#).

#### 4.9 Special Meals

Please refer to the Policy on Other Meals and Incidental Expenses for Authorized Non-State Employees on the [SAO Website](#).

**\*\*away for more than six (6) hours, employee would be eligible for the lunch per diem, according to the per diem rates approved by the GA SAO. If away for more than twelve (12) hours, employee would be eligible for 75% of full day per diem, according to the per diem rates approved by the GA SAO.**