

# **NEFRC**

## **September Monthly Personnel, Budget & Finance Policy Committee Meeting**

September 4, 2008  
9:00 a.m.

**Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216**



*Bringing Communities Together*

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Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

## MEMORANDUM

Date: September 4, 2008  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling<sup>DS</sup>, Chief Financial Officer  
Re: October 2, 2008, Committee Meeting

=====  
The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, October 2, 2008**, at **9:00 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.**

**Northeast Florida Regional Council**

**PERSONNEL, BUDGET & FINANCE**  
**POLICY COMMITTEE**

**A G E N D A**

**Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216**

**Thursday, September 4, 2008  
9:00 a.m.**

**(ADDED OR MODIFIED ITEMS IN BOLD)  
(\*Denotes Action Required)**

- TAB
1. Call to Order, Roll Call, Pledge of Allegiance, Introductions –Chair Sgroi
  - \*2. Approval of August 7, 2008 Meeting’s Minutes – Chair Sgroi .....1
  - \*3. July 2008 Financial Report – Donna Starling ..... 2
  - \*4. Officer Nominations – Brian Teeple ..... 3
  5. Roof Replacement Request for Proposal Update – Brian Teeple
  6. Comprehensive Economic Development Strategy (CEDS) Update .....4  
– Margo Moehring
  7. Local Government Contract Opportunity – Brian Teeple
  - \*8. Next Meeting Date and Location: **Thursday, October 2, 2008**  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216
  9. Adjournment

**\*Denotes Action Item**

# Tab 1



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

August 7, 2008

## MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **August 7, 2008**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chair Sgroi** called the meeting to order at 9:06 a.m. with the following members present representing a quorum:

Bob Sgroi                      Hugh Fish  
Larry Williams                Harold Rutledge

Excused:            Karen Stern, Chereese Stewart, Chip Laibl

Staff:                Brian Teeple, Mario Taylor, Donna Starling, Jeffrey Alexander, Jason Taylor and Joyce Rhodes

### \*Approval of Minutes

**Mr. Williams moved approval of the minutes of the July 3, 2008 meeting; seconded by Mr. Rutledge; motion unanimously carried.**

### \*June 2008 Financial Report

Ms. Starling reported that as anticipated at the last month's meeting, the Council posted a Net Loss of \$23,581 for the month of June and a Year to Date Net Income of \$16,706. The Business Development Corporation (BDC) posted a Net Income of \$7,317\* for the month of June and a Year to Date Net Income of \$102,363. The Agency-wide totals were a Net Loss of \$16,264 for the month and a Net Income of \$119,069 (includes BDC Net Income) Year to Date. The reason for the loss was questioned. Ms. Starling explained that this occurred due mainly to the adjustment required by the building refinance. **Mr. Williams moved approval of the June 2008 Financial Report; seconded by Mr. Rutledge; motion unanimously carried.**

Recommended Contract Award for EOC Management Software – Mr. Alexander presented a history of the regional requirement for the Emergency Operation Centers. A discussion followed as to how the system would operate throughout the region. Mr. Rutledge asked if this program could be developed by a regional developer instead of acquiring the commercial software. Mr. Alexander indicated that this method had been employed previously, but resulted in a number of splintered systems that failed to interface.

Mr. Alexander indicated that after the proposals were evaluated, it was realized that the original grant for this requirement had been underestimated. As a result, it was determined by county representatives that the effort would be started with the Duval County EOC. The Duval County EOC would then allow the Jacksonville Regional Operation Center (JROC), Baker, Clay, St. Johns, and Nassau Counties to act as users on the system. Future grants are expected to be received on an eighteen (18) month cycle, allowing for the expansion of the system and an anticipated completion within thirty-six (36) months. Mr. Rutledge recommended negotiation of a thirty-six (36) month license agreement to avoid additional maintenance costs. **Mr. Rutledge moved approval of the contract award for EOC Management Software as presented and authorized the Chief Executive Officer to execute the contract on behalf of the Council; seconded by Mr. Williams; motion unanimously carried.**

Proposed FY 2008/2009 DCA Contract – Mr. Brian Teeple presented the proposed DCA contract to the committee for consideration. The contract amount is for \$213,063, which is \$111,807 less than last year's original contract amount of \$324,870. The Scope of Work is very similar to that of last year's with the primary change being the elimination of certain specific tasks under the area of Technical Assistance in order to accommodate the new budget. **Mr. Rutledge moved approval of the DCA contract as presented and authorized the Chief Executive Officer to execute the contract on behalf of the Council; seconded by Mr. Williams; motion unanimously carried.**

Proposed FY 2008/2009 LEPC Contract – Mr. Jason Taylor presented for the committee's approval the FY 2008/2009 LEPC contract. This will allow for the continuation of services from the Council to the LEPC including; conducting meetings, maintaining documentation, and the planning and development of hazardous materials related projects and training. The proposed contract amount is \$40,909. **Mr. Fish moved approval of the LEPC contract as presented and authorized the Chief Executive Officer to execute the contract on behalf of the Council; seconded by Mr. Williams; motion unanimously carried.**

Request for Proposal for Roof Replacement Update – Mr. Brian Teeple presented an anticipated schedule for the Request for Proposal for the roof replacement. Proposals are due on August 27, 2008 with evaluations following immediately. Contract award is expected on or about September 30, 2008.

Accounting Software Conversion Update – Ms. Donna Starling reported that the current accounting software provider, Financial Edge, requires a payroll upgrade expected to cost approximately \$13,900. It is our contention that the yearly maintenance fee of \$7,000 should include the payroll upgrade. In addition, compatibility issues exist which will result in further costs to upgrade the current software. Negotiations have been on going with the provider without success. Therefore, it has been decided to return to the previous accounting software, Grant Management Systems (GMS). While not as flexible as the current system, it will meet the needs of the Council. The overall yearly costs will be reduced. Conversion is anticipated at \$3,920 with a monthly maintenance of \$350. Conversion should be in place for the start of the fiscal year.

Compressed Work Week Update – Mr. Brian Teeple indicated that an effort was made to implement the mandatory (4) day work week approved at the July 2008 Board meeting. However, it was determined not to be in the best interest of the Council operations and some of its employees. Therefore, voluntary alternative schedules were offered to the employees based on their exempt/non-exempt status. Employees who elected to participate will be monitored to ensure their compliance to the policy.

Upcoming Board Officers Nominations for September Agenda Update – Mr. Teeple presented this item to remind the committee that Board Officers Nominations are due in September. The current method of rotating the Presidency would make Duval County in line for consideration. Should the committee determine Duval has no reasonable appointment the next county in line would be Flagler County. However, it was noted that this rotation is not a requirement.

Mr. Mario Taylor Temporarily Deployed to DCA – Mr. Teeple advised the committee that Mr. Mario Taylor has been temporarily loaned to DCA to fill a vacancy caused by maternity leave. Mr. Taylor will be available to conduct Council operations two (2) days per week. The remaining three (3) days will be paid through a contract with DCA during this period.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, September 4, 2008**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216**.

Adjournment

There being no further business to discuss, **Mr. Fish moved to adjourn; seconded by Mr. Williams; motion carried unanimously**. The meeting was adjourned at 10:00 a.m.

DRAFT

# Tab 2

## MEMORANDUM

DATE: August 26, 2008  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
RE: July 2008 Financial Report

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Northeast Florida Regional Council posted a Net Loss of \$3,972 for the month of July and a Year to Date Net Income of \$12,733. The Business Development Corporation posted a Net Loss of \$3,905\* for the month of July and a Year to Date Net Income of \$98,459. The Agency-wide totals were a Net Loss of \$7,877 for the month and a Net Income of \$111,192 (includes BDC Net Income) Year to Date.

<b>Regional Council - Agencywide</b>	<b>Adopted Amended Budget 07/08</b>	<b>July, 2008</b>	<b>YTD</b>	<b>Represents 83% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 1,019,522	79,504	783,564	77%	-6%
Emergency Preparedness	\$ 4,471,553	243,534	2,131,142	48%	-35%
County	\$ 606,025	50,502	505,021	83%	0%
Business Development Corporation	\$ 536,326	26,159	368,106	69%	-14%
Regional Data Center	\$ 166,023	-	84,904	51%	-32%
AME Ministerial Alliance	\$ 57,384	-	64,919	113%	30%
North Florida Procurement Association	\$ 32,000	702	45,350	142%	59%
Regional Leadership Academy	\$ 30,500	1,021	24,183	79%	-4%
Regional Visioning	\$ 75,000	19,833	94,833	126%	43%
Tenant Revenue	\$ 100,000	2,746	71,766	72%	-11%
Anticipated Revenue/Other	\$ 60,000	6,168	37,972	63%	-20%

<b>TOTAL REVENUES</b>	<b>\$ 7,154,334</b>	<b>\$ 430,170</b>	<b>\$ 4,211,760</b>
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<b>Expenses</b>					
Salaries and Fringe	\$ 2,698,814	195,896	1,917,957	71%	-12%
Contract/Grant Direct Expenses	\$ 3,701,113	186,854	1,689,392	46%	-37%
Common/Indirect - Allocated Expenses*	\$ 424,277	34,123	364,397	86%	3%
General Fund Expense*	\$ 330,130	21,175	128,822	39%	-44%

<b>TOTAL EXPENSES</b>	<b>\$ 7,154,334</b>	<b>\$ 438,047</b>	<b>\$ 4,100,568</b>
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<b>Net Income (loss)</b>	<b>\$ -</b>	<b>(7,877)</b>	<b>\$ 111,192</b>
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 07/08 July, 2008		YTD	Represents 83% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 519,000	39,815	420,010	81%	-2%
DRI	\$ 155,000	22,900	174,781	113%	30%
TD	\$ 112,000	9,322	89,915	80%	-3%
SHIP/Weatherization	\$ 130,111	6,973	77,989	60%	-23%
Affordable Housing	\$ 50,000	494	16,131	32%	-51%
Special Projects	\$ 53,411	-	4,738	9%	-74%
<b>TOTAL REVENUES</b>	<b>\$ 1,019,522</b>	<b>\$ 79,504</b>	<b>\$ 783,564</b>	<b>77%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 589,358	48,456	462,408	78%	-5%
Direct	\$ 59,990	1,630	72,206	120%	37%
Common/Indirect	\$ 370,174	29,519	251,482	68%	-15%
<b>TOTAL EXPENSES</b>	<b>\$ 1,019,522</b>	<b>\$ 79,605</b>	<b>\$ 786,095</b>	<b>77%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ (100)</b>	<b>\$ (2,531)</b>		

Emergency Preparedness	Adopted Amended Budget 07/08	July, 2008	YTD	Represents 83% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 248,383	10,895	168,085	68%	-15%
Hurricane Study	\$ 2,186,000	98,937	1,124,742	51%	-32%
DCA LEPC	\$ 40,909	2,127	32,884	80%	-3%
HMEP	\$ 30,639	-	18,185	59%	-24%
Terrorism Statewide Coordination	\$ 590,000	14,610	138,243	23%	-60%
SQG	\$ 20,000	755	5,066	25%	-58%
SHSGP Terrorism	\$ 75,000	3,206	36,290	48%	-35%
DEM TA	\$ 300,000	27,574	305,192	102%	19%
EOC IMT	\$ 35,000	-	-	0%	0%
EOC Enhancement	\$ 64,010	1,565	42,050	66%	-17%
Region 3 Workshop	\$ 25,000	-	-	0%	0%
Infrastructure Assessments	\$ 300,000	74,792	191,919	64%	-19%
USAI Program	\$ 500,000	8,199	29,316	6%	-77%
Other Revenue	\$ 56,612	873	39,171	69%	-14%
<b>TOTAL REVENUES</b>	<b>\$ 4,471,553</b>	<b>\$ 243,534</b>	<b>\$ 2,131,142</b>	<b>48%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 583,393	34,157	395,651	68%	-15%
Direct	\$ 3,507,500	182,956	1,482,823	42%	-41%
Common/Indirect	\$ 380,660	24,289	250,956	66%	-17%
<b>TOTAL EXPENSES</b>	<b>\$ 4,471,553</b>	<b>\$ 241,402</b>	<b>\$ 2,129,430</b>	<b>48%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ 2,132</b>	<b>\$ 1,713</b>		

BDC	Adopted Amended Budget 07/08	July, 2008	YTD	Represents 83% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Processing	\$ 166,000	-	28,060	17%	-66%
Interest	\$ 50,000	-	67,030	134%	51%
Servicing	\$ 267,000	25,877	266,818	100%	17%
Other	\$ 53,326	282	6,198	12%	-71%
<b>TOTAL REVENUES</b>	<b>\$ 536,326</b>	<b>\$ 26,159</b>	<b>\$ 368,106</b>		
<b>Expenses</b>					
Salaries/Fringe	\$ 363,079	22,357	188,551	52%	-31%
Direct Expenses	\$ 43,000	660	19,909	46%	-37%
Common/Indirect	\$ 130,246	7,047	61,187	47%	-36%
<b>TOTAL EXPENSES</b>	<b>\$ 536,326</b>	<b>\$ 30,064</b>	<b>\$ 269,647</b>		
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ (3,905)</b>	<b>\$ 98,459</b>		

Northeast Florida Regional Council  
Balance Sheet  
July 2008

	<b>FY 06/07</b>	<b>FY 07/08</b>
	<b>July 2007</b>	<b>July 2008</b>
<b>ASSETS</b>		
Regional Council Cash	1,965,372	2,950,941
Healthy Start Cash	155,167	-
BDC Cash	-	151,975
Regional Council Accounts Receivable	678,669	781,768
BDC Accounts Receivable	100,768	10,590
Healthy Start Accounts Receivable	149,332	-
Due from other funds - BDC	76,975	-
Closing Cost	17,814	9,917
<b>Total Current Assets</b>	<b>3,144,097</b>	<b>3,905,190</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	741,814	727,023
Software	115,200	115,200
Land	271,910	271,910
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,005,820	1,090,633
<b>Total Property and Equipment, net</b>	<b>2,518,360</b>	<b>2,418,755</b>
<b>Total Assets</b>	<b>5,662,457</b>	<b>6,323,946</b>
<b>LIABILITIES</b>		
Accounts payable	50,994	14,567
Due to other funds	76,975	57,047
Loan deposits	103,268	14,590
Accrued salaries and leave	194,027	148,187
Regional Council Deferred Revenue	1,450,096	1,764,924
Healthy Start Deferred Revenue	136,651	-
Tenant deposits	10,104	8,232
Notes payable	1,554,934	1,954,504
<b>Total Liabilities</b>	<b>3,577,048</b>	<b>3,962,051</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,085,409	2,361,895
<b>Total Equity and Other Credits</b>	<b>2,085,409</b>	<b>2,361,895</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>5,662,457</b>	<b>6,323,946</b>

## YTD Comparison

06/07

07/08

### AGENCYWIDE

October	\$	19,119*	\$	19,696*
November	\$	70,889*	\$	99,821*
December	\$	99,805*	\$	70,833*
January	\$	108,838*	\$	82,606*
February	\$	131,824*	\$	84,498*
March	\$	163,602*	\$	85,213*
April	\$	196,138*	\$	87,855*
May	\$	241,354*	\$	135,333*
June	\$	255,024*	\$	119,069*
July	\$	286,401*	\$	111,192*
August	\$	323,295*		
September	\$	319,143*		

### BDC

October	\$	4,000	\$	11,818
November	\$	43,538	\$	49,496
December	\$	44,135	\$	35,533
January	\$	42,115	\$	43,981
February	\$	56,579	\$	47,337
March	\$	62,051	\$	53,900
April	\$	77,943	\$	56,913
May	\$	103,372	\$	95,047
June	\$	107,149	\$	102,363
July	\$	116,666	\$	98,459
August	\$	129,105		
September	\$	143,660		

\* Includes BDC Year to Date totals.

## MEMORANDUM

DATE: August 26, 2008  
TO: Northeast Florida Regional Council  
DS  
FROM: Donna Starling, Chief Financial Officer  
RE: July Investment Report

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### Sweep Account Interest

	FY 06/07	FY 07/08
July Interest	\$ 4,003	\$ 1,690
Year to Date Interest	\$29,700	\$25,877

### Florida Local Government Investment Trust


Current Balance	\$14,137	\$14,795
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# Tab 3

## MEMORANDUM

**DATE:** August 26, 2008

**TO:** Personnel, Budget and Finance Policy Committee

**FROM:** Brian D. Teeple, CEO 

**RE:** FY 08-09 NEFRC Officers

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It is that time of year for this Committee to sit as a nominating committee and develop a slate of officers for the next fiscal year. As you know, the current officers are as follows:

<b>President</b>	<b>Harold Rutledge</b>	<b>Clay</b>
<b>1<sup>st</sup> Vice-President</b>	<b>Michael Boyle</b>	<b>Nassau</b>
<b>2<sup>nd</sup> Vice-President</b>	<b>Michael Griffis</b>	<b>Baker</b>
<b>Sec/Treasurer</b>	<b>Hugh Fish</b>	<b>Baker</b>

Although you and the full Council are empowered to do anything you want regarding officers, historically there has been a succession of from 2<sup>nd</sup> to 1<sup>st</sup> to President. Also, historically, the Secretary/Treasurer has not moved in the succession. If you choose to follow this process you would promote the 1<sup>st</sup> Vice-President to the position of President, the 2<sup>nd</sup> Vice-President to 1<sup>st</sup> Vice-President and would be looking to fill the 2<sup>nd</sup> Vice-President position.

For your information I have attached a current roster of Members as well as a historical roster of NEFRC Chairs/Presidents.

Normally, new officers are elected at the September meeting to take office on October 1<sup>st</sup> (the beginning of our fiscal year) with a ceremonial transfer of the gavel at the October meeting.

If you have any questions or need additional information please let me know.



# **NORTHEAST FLORIDA REGIONAL COUNCIL**

## **2007/2008 POLICY BODY MEMBERS**

*(Revised 08/25/08)*

### **BAKER COUNTY**

Mr. Hugh D. Fish, Jr. (M) **(11/85)**  
**Secretary/Treasurer**  
P.O. Box 531  
Macclenny, FL 32063  
(B) 904-259-6606  
(Fax) 904-259-3485

Hon. Mike Griffis (C) **(01/07)**  
**2<sup>nd</sup> Vice President**  
Baker County Commissioner  
55 North 3<sup>rd</sup> Street  
Macclenny, FL 32063  
(B) 904-259-3613  
(Fax) 904-259-7610

Mr. Darryl Register (C) **(12/06)**  
Baker County Chamber of  
Commerce  
20 E. Macclenny Avenue  
Macclenny, FL 32063  
(B) 904-259-6433  
(C) 904-226-4780

(G) - Vacant

### **CLAY COUNTY**

Hon. Robert C. Page (M) **(08/08)**  
Councilman  
City of Green Cove Springs  
1862 Colonial Drive  
Green Cove Springs, FL 32043  
(H) 904-529-9957  
(B) 904-529-2200

Hon. Harold Rutledge (C) **(12/04)**  
**President**  
Clay County Commissioner  
P.O. Box 1366  
Green Cove Springs, FL 32043  
(H) 904-291-9663  
(C) 904-704-4222

Hon. Chereese Stewart (C) **(12/06)**  
Clay County Commissioner  
477 Houston Street  
Green Cove Springs, Florida 32043  
(H) 904-289-7991

Hon. Carol A. Vallencourt (G) **(4/04)**  
Clay County School Board  
3345 Shenandoah Drive West  
Orange Park, FL 32065  
(B & H) 904-264-1589

(G) - Vacant

C = County appointee  
G = Gubernatorial appointee  
M = Municipal appointee  
**Appointed date in (bold)**

### **DUVAL COUNTY**

Hon. Bill Bishop (C) **(05/08)**  
Jacksonville City Councilman  
117 W. Duval Street, Suite 425  
Jacksonville, FL 32202  
(B) 904-630-1392  
(F) 904-630-2906

Ms. Mary Louise Dungey (G) **(4/00)**  
H. Smith, Inc.  
One San Jose Place, Suite 7  
Jacksonville, FL 32257  
(B) 904-268-9990

Hon. Arthur Graham (C) **(01/08)**  
Jacksonville City Councilman  
117 W. Duval Street, Suite 425  
Jacksonville, FL 32202  
(B) 904-630-1397  
(F) 904-630-2906

(M) – Vacant

(G) – Vacant

### **FLAGLER COUNTY**

Hon. Jon Netts (C) **(01/08)**  
Mayor, City of Palm Coast  
17 Flintstone Ct  
Palm Coast, FL 32137  
(B) 386-986-3700  
(H) 386-445-2121

Hon. Jim O'Connell (C) **(12/06)**  
Flagler County Commissioner  
259 Wellington Drive  
Palm Coast, FL 32164  
(B) 386-313-4093

Hon. Catherine Robinson (M) **(08/08)**  
Mayor, City of Bunnell  
PO Box 756,  
Bunnell, FL 32110-0756  
(B) 386-437-7500  
(F) 386-437-7503

Mr. Robert "Bob" Sgroi (G) **(06/07)**  
78 Bud Hollow Drive  
Palm Coast, FL 32137  
(B) 386-437-4116  
(H) 386-445-3869

### **NASSAU COUNTY**

Hon. Michael Boyle (C) **(12/06)**  
**1<sup>st</sup> Vice President**  
P.O. Box 16025  
Fernandina Beach, FL 32035-1746  
(H) 904-491-1098  
(C) 904-753-1409

Hon. Shirley Graham (M) **(06/08)**  
Mayor, Town of Callahan  
PO Box 5016  
Callahan, FL 32011  
(B) 904-879-3801

Mr. Robert "Bob" Spaeth (C) **(10/00)**  
82 Marsh Creek Road  
Amelia Island, FL 32034  
(H) 904-261-7427  
(Fax) 904-261-9520

Mr. Larry Williams (G) **(06/07)**  
Stockton Turner Mortgage  
1 North 4<sup>th</sup> Street, Suite 207  
Fernandina Beach, FL 32034  
(B) (904) 491-0668  
(C) (904) 557-8593

### **PUTNAM COUNTY**

Hon. Nancy Harris (C) **(12/06)**  
Putnam County Commissioner  
P O Box 758  
Palatka, FL 32178  
(B) 386-329-0205

Hon. Chip Laibl (C) **(4/00)**  
Putnam County Commissioner  
514 Reid Street  
Palatka, FL 32177  
(B) 386-325-7835

Hon. Mary Lawson-Brown (M) **(7/01)**  
City of Palatka Commissioner  
201 North 2<sup>nd</sup> Street  
Palatka, FL 32177  
(H) 386-325-4543

Mr. Tom Williams (G) **(06/07)**  
TMT Auto Clinic, Inc.  
1217 Old Gainesville Hwy.  
Interlachen, FL 32149  
(B) (386) 68-1901

### **ST. JOHNS COUNTY**

Hon. Don Crichlow (M) **(01/05)**  
St. Augustine City Commissioner  
24 Cathedral Place, Suite 300  
St. Augustine, FL 32084  
(B) 904-824-5785

Mr. Harry Maxwell (G) **(4/00)**  
Florida East Coast Railway  
3333 Cedar Glen Way  
St. Augustine, FL 32086  
(B) 904-794-0035

Hon. Ben Rich (C) **(06/08)**  
St. Johns County Commissioner  
4020 Lewis Speedway  
St. Augustine, FL 32084  
(B) 904-209-0300

Mrs. Karen Stern (G) **(06/07)**  
1100 Kilmartin Court  
St. Augustine, FL 32084  
(C) 904-626-3129  
(B) 904-370-1947

Hon. Cyndi Stevenson (C) **(11/06)**  
St. Johns County Commissioner  
4020 Lewis Speedway  
St. Augustine, FL 32084  
(B) 904-209-0301  
(C) 904-669-2188

### **EX-OFFICIO NON-VOTING MEMBERS**

Mr. Jeff Cole **(07/08)**  
Acting Director, SJRWMD  
Office of Communications and  
Governmental Affairs  
P O Box 1429  
Palatka, FL 32178-1429  
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Mr. C.W. Larson, II (Wes) **(02/08)**  
President, Putnam County  
Chamber of Commerce  
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**NORTHEAST FLORIDA REGIONAL COUNCIL**  
**CHAIRS/PRESIDENTS**

1977-1978

H. L. Wiles - St. Johns(C)

1988-1989

James E. Testone - Nassau(C)

1979-1981

Lee Drawdy - Clay(C)

1989-1990

Harry Waldron - St. Johns(C)

1981-1982

Nancie Crabb - Duval(C)

1990-1991

Guy Odum - St. Johns(G)

1982-1983

Kelley R. Smith - Putnam(C)

1991-1992

James Jett - Clay(C)

1983-1984

Harry Waldron - St. Johns(C)

1992-1993

Samuel Taylor - Putnam(C)

1984-1985

Dale Wilson - Clay(C)

1993-1994

Dick Kravitz - Duval(C)

1985-1986

Merhl E. Shoemaker - Flagler(C)

1994-1995

Martyna McLean - Flagler(G)

1986-1987

Francis N. Brubaker - St. Johns(C)

1995-1996

Tom Branan - Nassau(C)

1987-1988

Hugh D. Fish, Jr. - Baker(C)

1996-1997

Bill Basford - Clay(C)

1997-1998

Ginger Barber - Baker(G)

2006-2007

Chip Laibl -Putnam(C)

1998-1999

Harry Waldron - St. Johns(G)

2007-2008

Harold Rutledge -Clay(C)

1999-2000

Alberta Hipps - Duval(C)

**2008-2009**

**Michael Boyle -Nassau (C)**

2000-2001

Linda Myers - Putnam(C)

**2009-20010**

**Michael Griffis -Baker (C)**

2001-2002

Glenn Lassiter - Clay(C)

2002-2003

Ginger Barber - Baker(C)

2003-2004

Jerry Holland -Duval(C)

2004-2005

Blair Kanbar - Flagler(C)

2005-2006

Karen Stern -St. Johns(C)

**Bold** items require positive Council action.

C-county, G-gubernatorial, M-municipal

# **Tab 4**



# A Comprehensive Economic Development Strategy for Northeast Florida

Margo Moehring, Director of Strategic Initiatives

September 4, 2008

Presentation to the Northeast Florida Regional Council

# What is a Comprehensive Economic Development Strategy?

- Plan that brings together the public and private sectors in the creation of an economic development roadmap to diversify and strengthen regional economies
- Funded by a matching grant from EDA
- Plan updated every 5 years

# Why are we pursuing this opportunity?

To become a Certified Economic Development District

- To make available EDA infrastructure dollars at a more favorable match rate
- To provide economic development practitioners in the Region with another “tool in their toolbox”

# Task 1: Strategy Committee

- Strategy Committee should include:
  - Community Leaders
  - Public Officials
  - Workforce Development Boards
  - Higher Education
  - Minorities
  - Labor Unions
  - Private Individuals

# Task 2: Current State of the Region

- Economy
- Population
- Geography
- Workforce development and use
- Transportation access
- Resources
- Environment
- Other pertinent issues, for the consideration and action of the Strategy Committee

# Task 3: Analysis

- Strengths and weaknesses
  - Human and economic assets
- Opportunities and problems
  - External factors
- Past, current and future plans and economic development investments
- Economic clusters
- All for the consideration and action of the Strategy Committee

# Economic Clusters in FL

- 65-75% of the workforce should be accounted for in clusters. Which are most important in our region? Are they growing or declining? What should our strategy be?
  - Life Sciences
  - IT
  - Aviation and Aerospace
  - Homeland Security/Defense
  - Financial/Professional services
  - Manufacturing
  - Emerging technologies (Alternative Energy, Materials Science, Nanotechnology, Marine Science)

# Task 4: Setting Goals and Objectives

- Goals: Broad, primary regional expectations
- Objectives:
  - Specific
  - Measurable
  - Realistic
  - Accomplishable in 5 years

# Task 5: Participation

- Facilitate and document:
  - Community sector participation
  - Private sector participation

# Task 6: Projects, Programs and Activities

- With the guidance of the Strategy Committee, the CEDS will include **strategic projects, programs and activities**, distinguished between those that are **vital** and those that are **suggested**
- **Vital:**
  - Address the region's greatest need
  - Best enhance competitiveness
  - Capitalize on past and future investments

# Examples of Vital Programs to address Greatest Regional Needs

- North Central Florida: Original Florida Tourism Task Force
  - Market to increase tourism
  - Increase entrepreneurial capacity in the hospitality industry
- South Florida: Enhance Workforce Competitiveness
  - Capitalize on aging “boomers” and encore careers
  - Ease the transition of immigrants into the workforce

# Suggested Projects

- # of jobs created as a result
- Public/private partnerships
- Lead Agency assigned
- Examples:
  - TOD corridor redevelopment, Town of Davie (South Florida)
  - Bring utilities to I-75 and SR 6 for use as a retail/industrial interchange (North Central Florida)

# Task 7: Plan of action

- Strategy Committee considers how the CEDS plan of action implements the goals and objectives of the CEDS in a way that:
  - Promotes economic opportunity
  - Enhances transportation access
  - Protects the environment
  - Maximizes workforce development and use
  - Consistent with state and local strategies
  - Promotes the use of technology
  - Balances development with natural resources
  - Efficiently utilizes resources including funds
  - Consistent with the State's economic priorities

# Task 8: Performance Measures for CEDS

- # of jobs created
- # of jobs retained
- # and type of investments undertaken
- Amount of private sector \$ invested in the region
- Changes in the economic environment

# Final Tasks

- *Task 9:* The draft CEDS will be made available for public review and comment for 30 days, prior to submission to EDA.  
*Task 10:* Submit the CEDS for approval from EDA.  
*Task 11:* Submit CEDS to SECA, if applicable.

# Tasks outside the Scope of the EDA grant

- *Task 12:* Obtain CEDS approval from EDA.

*Task 13:* Implement CEDS.

*Task 14:* Compile and submit an annual performance report.

*Task 15:* Update CEDS, if required, including public input, during the planning period if required or every five years.

# Timeline

- Background data made available to the Strategy Committee by October 31, 2008
- Draft strategic project list completed by April 30, 2009
- Submit CEDS for approval by August 30, 2009
- EDA approval by December 31, 2009



Questions?