

# **NEFRC**

## **April Monthly Personnel, Budget & Finance Policy Committee**

**April 2, 2009  
9:00 a.m.**

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



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## MEMORANDUM

Date: April 2, 2009  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling<sup>DS</sup>, Chief Financial Officer  
Re: May 7, 2009, Committee Meeting

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The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, May 7, 2009**, at **9:00 a.m.** will be held at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.**

# Northeast Florida Regional Council

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

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

Thursday, April 2, 2009  
9:00 a.m.

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

1. Call to order, Welcome, Roll Call and Pledge – Vice Chair Sgroi
- \*2. Approval of February 5, 2009 Meeting’s Minutes – Vice Chair Sgroi.....1
- \*3. **January 2009 Financial Report – Donna Starling** .....2
- \*4. **February 2009 Financial Report – Donna Starling** .....3
5. Organizational Changes Update – Brian Teeple
6. Roof Replacement Update – Mario Taylor
7. Next Meeting Date and Location: **Thursday, May 7, 2009**  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216
8. Adjournment

\*Denotes Action Item

# Tab 1



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

February 5, 2009

## MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **February 5, 2009**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Vice Chair Sgroi** called the meeting to order at 9:13 a.m. with the following members present representing a quorum:

Bob Sgroi	Bob Page	Hugh Fish
Chip Laibl	Cyndi Stevenson	

Excused: Larry Williams

Absent: Art Graham,

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

Guest: Commissioner Wendell Davis

### \*Approval of Minutes

**Mr. Liabl moved approval of the minutes of the January 8, 2009 meeting; seconded by Mr. Page; motion unanimously carried.**

### \*December 2008 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$18,941 for the month of December and a Year to Date Net Loss of \$25,896. The loss was primarily attributed to the three payrolls expensed in the month and the additional salaries incurred for Reality Check and the Regional Leadership Series. Ms. Starling advised that a loss is also expected in January due to the payment of the regional council's quarterly membership dues and salary costs for Reality Check and the Regional Leadership Series that will be recurring through July 2009. **Ms. Stevenson moved approval of the December 2008 Financial Report; seconded by Mr. Liabl; motion unanimously carried.**

### Organizational Changes

Mr. Teeple advised that the Council is probably not going to break even this year due to the current financial climate of the State of Florida and does not anticipate the Council's State funding being approved for FY 2009-2010. In light of the economic outlook, efforts will be made to streamline and flatten the organization. As a result, the current vacant positions will remain unfilled, some employee positions may be cut back to part time positions, and approximately 10% to 15% of the work force will be released. Mr. Teeple and Mr. Taylor are currently reviewing all possible cost saving options. These options may include cost savings from the reduction of service contracts, adding tenant lease space on the second floor and the re-consideration of a four (4) day work week. Discussion from the Committee followed.

### Florida Economic Overview

Mr. Teeple presented the Florida Economic Overview dated January 5, 2009 which defines the current economic climate of Florida. The Overview reveals the State Gross Domestic Product (GDP) as ranking 47<sup>th</sup> in the nation in real growth, down from 12<sup>th</sup> in 2006 and 2<sup>nd</sup> in 2005. Unemployment rates vary from 4.9% to 11.9% as of November 2008 with Flagler and Putnam Counties having the highest unemployment in the Northeast Florida region. The Overview indicates that Florida has more job losses than any other state. In addition, the Florida housing market has been hit by falling home prices and tightening credit, with Florida home prices falling 20% from the peak. It is estimated that an excess supply of homes is likely greater than 300,000. The foreclosure rate for Florida placed it at #2 nationally, with 1 in every 173 housing units being foreclosed.

### Roof Replacement Update

Mr. Taylor reported that the roofing project is currently on schedule. The roofing subcontractor, East Coast Systems, has been extremely responsive to any problems or concerns of the Council. We are working with the contractor, Design-Build Solutions, a Subsidiary of Garland Industries, regarding their responsiveness. The building had considerable water intrusion throughout the west wing during recent rain events. That wing has been significantly "weathered in" now. Further damage was incurred when an electrical conduit was compromised, resulting in the loss of operation of one of the heating/cooling units.

Mr. Taylor presented samples of the roofing components which included the steel framing, metal paneling and the bolts being used to bring the roof into a 150 mph wind code.

### Next Meeting Date and Location

The next meeting is scheduled for **Thursday, March 5, 2009**, 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, the meeting was adjourned at 9:58 a.m.

# **Tab 2**

## MEMORANDUM

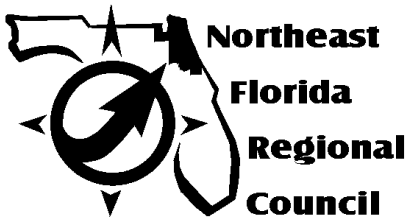
DATE: February 25, 2009  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, Chief Financial Officer  
RE: January 2009 Financial Report

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As forecasted to you last month, the Northeast Florida Regional Council posted a Net Loss of \$10,860 for the month of January and a Year to Date Net Loss of \$36,757. Revenues for the month of January were \$543,601. Expenses for the month were \$554,461. The loss is mainly attributed to three factors:

- 1) Payment of the Regional Council's quarterly membership dues of \$3,628.
- 2) Payment of the meeting room expense for the Elected Officials Reception held in November 2008. The payment was for \$13,772 of which \$11,220 was paid through sponsorships and the remaining \$2,551 was paid by the Council.
- 3) The remaining amount is a combination of salary costs incurred for Reality Check and the Regional Leadership Series and monthly expenses. The Reality Check and the Regional Leadership Series cost are expected to continue for the next several months. The main event for Reality Check will be held in May 2009. The Regional Leadership Series will hold classes monthly through July 2009.

The Council will also incur a loss in the month of February in large part due to the repayment of down payment assistance funds for the Nassau SHIP program. After an audit by the State, it was determined that a 2006 Nassau Ship recipient exceeded the maximum annual income allowed by SHIP participants by approximately \$217. Thus since the contract was administered by the Council in 2006, the Council is required to refund Nassau County for the down payment assistance given the recipient. The refund amount was \$33,435 of which, \$14,426 was paid through remaining contract funds and \$19,008 was paid with Council general fund dollars.



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<b>Regional Council - Agencywide</b>	<b>Adopted Budget 08/09</b>	<b>January, 2009</b>	<b>YTD</b>	<b>Represents 33% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 947,796	43,181	225,494	24%	-9%
Emergency Preparedness	\$ 3,665,731	382,783	920,070	25%	-8%
County	\$ 623,091	51,924	207,697	33%	0%
Business Development Corporation	\$ 315,958	22,401	97,882	31%	-2%
Regional Data Center	\$ 140,000	-	-	0%	-33%
North Florida Procurement Association	\$ 36,000	1,305	3,146	9%	-24%
Regional Community Institute	\$ 205,500	24,725	82,108	40%	7%
Tenant Revenue	\$ 106,000	13,882	41,776	39%	6%
Anticipated Revenue/Other	\$ 25,000	3,400	11,083	44%	11%

<b>TOTAL REVENUES</b>	<b>\$ 6,065,078</b>	<b>\$ 543,601</b>	<b>\$ 1,589,257</b>
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<b>Expenses</b>					
Salaries and Fringe	\$ 2,454,301	170,820	734,640	30%	-3%
Contract/Grant Direct Expenses	\$ 2,894,017	332,700	692,768	24%	-9%
Common/Indirect - Allocated Expenses*	\$ 412,550	36,085	144,135	35%	2%
General Fund Expense*	\$ 304,210	14,856	54,471	18%	-15%

<b>TOTAL EXPENSES</b>	<b>\$ 6,065,078</b>	<b>\$ 554,461</b>	<b>\$ 1,626,014</b>
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<b>Net Income (loss)</b>	<b>\$ -</b>	<b>(10,860)</b>	<b>\$ (36,757)</b>
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Budget 08/09	January, 2009	YTD	Represents 33% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 409,000	24,214	125,123	31%	-2%
DRI	\$ 184,000	10,058	40,277	22%	-11%
TD	\$ 114,000	4,203	28,416	25%	-8%
SHIP	\$ 68,498	2,306	13,992	20%	-13%
Affordable Housing	\$ 10,000	275	3,343	33%	0%
Special Projects	\$ 162,298	2,126	14,343	9%	-24%
<b>TOTAL REVENUES</b>	\$ 947,796	\$ 43,181	\$ 225,494	24%	
<b>Expenses</b>					
Salaries/Fringe	\$ 572,585	26,831	141,433	25%	-8%
Direct	\$ 42,500	1,596	6,541	15%	-18%
Common/Indirect	\$ 332,711	15,130	77,520	23%	-10%
<b>TOTAL EXPENSES</b>	\$ 947,796	\$ 43,557	\$ 225,494	24%	
<b>Net Profit (Loss)</b>	\$ -	\$ (376)	\$ -		

Emergency Preparedness	Adopted Budget 08/09	January, 2009	YTD	Represents 33% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 156,383	2,136	26,954	17%	-16%
Hurricane Study	\$ 2,186,000	263,614	440,535	20%	-13%
DCA LEPC	\$ 40,909	1,543	10,987	27%	-6%
HMEP	\$ 30,639	5,445	23,959	78%	45%
Terrorism Statewide Coordination	\$ 150,000	70,766	228,430	152%	119%
SQG	\$ 20,000	360	361	2%	-31%
SHSGP Terrorism	\$ 75,000	7,235	28,042	37%	4%
DEM TA	\$ 185,000	5,352	63,388	34%	1%
EOC Enhancement	\$ 1,800	-	-	0%	0%
Infrastructure Assessments	\$ 570,000	20,972	82,809	15%	-18%
USAI Program	\$ 250,000	3,497	4,706	2%	-31%
Other Revenue	\$ -	1,862	9,900	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,665,731</b>	<b>\$ 382,783</b>	<b>\$ 920,070</b>	<b>25%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 640,423	36,451	153,435	24%	-9%
Direct	\$ 2,647,623	323,953	670,685	25%	-8%
Common/Indirect	\$ 377,685	22,227	95,950	25%	-8%
<b>TOTAL EXPENSES</b>	<b>\$ 3,665,731</b>	<b>\$ 382,631</b>	<b>\$ 920,070</b>	<b>25%</b>	
Net Profit (Loss)	\$ -	\$ 152	\$ -		

Northeast Florida Regional Council  
 Balance Sheet  
 January 2009

	<b>FY 07/08</b> <b>January 2008</b>	<b>FY 08/09</b> <b>January 2009</b>
<b>ASSETS</b>		
Regional Council Cash	2,485,376	1,880,126
Regional Council Accounts Receivable	644,486	828,269
Due from other funds - BDC	-	82,664
Closing Cost	17,185	9,417
<b>Total Current Assets</b>	<b>3,147,047</b>	<b>2,800,475</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	732,216	759,128
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	1,813
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,025,849	1,140,524
<b>Total Property and Equipment, net</b>	<b>2,488,733</b>	<b>2,402,783</b>
<b>Total Assets</b>	<b>5,635,780</b>	<b>5,203,258</b>
<b>LIABILITIES</b>		
Accounts payable	16,893	(245)
Due to other funds	39,330	-
Accrued salaries and leave	154,762	138,450
Regional Council Deferred Revenue	1,585,929	848,346
Tenant deposits	10,104	8,232
Notes payable	1,515,384	1,921,168
<b>Total Liabilities</b>	<b>3,322,402</b>	<b>2,915,951</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,313,377	2,287,308
<b>Total Equity and Other Credits</b>	<b>2,313,377</b>	<b>2,287,308</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>5,635,780</b>	<b>5,203,258</b>

## YTD Comparison

07/08

08/09

### AGENCYWIDE

October	\$	7,878	\$	(3,978)
November	\$	50,325	\$	(6,955)
December	\$	35,300	\$	(25,896)
January	\$	38,625	\$	(36,757)
February	\$	37,161		
March	\$	31,313		
April	\$	30,942		
May	\$	40,286		
June	\$	16,706		
July	\$	12,733		
August	\$	22,886		
September	\$	24,150		

## MEMORANDUM

DATE: February 25, 2009  
 TO: Northeast Florida Regional Council  
 FROM: Donna Starling, Chief Financial Officer  
 RE: January Investment Report

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### Sweep Account Interest

	FY 07/08	FY 08/09
January Interest	\$ 2,900	\$ 92
Year to Date Interest	\$ 10,482	\$ 1,773

### Building Construction Sweep Account Interest

	FY 07/08	FY 08/09
January Interest	\$ 0	\$ 38
Year to Date Interest	\$ 0	\$ 405

### Florida Local Government Investment Trust

	FY 07/08	FY 08/09
Current Balance	\$14,585	\$14,760

# **Tab 3**

## MEMORANDUM

DATE: March 24, 2009

TO: Northeast Florida Regional Council

THRU: Hugh D. Fish, Secretary/Treasurer

FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer

RE: February 2009 Financial Report

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As anticipated and reported last month, the Northeast Florida Regional Council posted a Net Loss of \$32,709 for the month of February and a Year to Date Net Loss of \$69,465. Revenues for the month of February were \$563,300. Expenses for the month were \$596,009. The loss is mainly attributed to the following factors:

- 1) The largest portion of the loss is the repayment of down payment assistance funds for the Nassau SHIP program. After an audit by the State, it was determined that a 2006 Nassau Ship recipient exceeded the maximum annual income allowed by SHIP participants by approximately \$217. Since the contract was administered by the Council in 2006, the Council was required to refund Nassau County for the down payment assistance given the recipient. The refund amount was \$33,435, of which \$14,426 was paid through remaining contract funds and \$19,008 was paid with Council general fund dollars.
- 2) Printing cost for the Annual Report of \$1,843.
- 3) Disposal of Data Center grant funded assets that were returned to the funder totaling \$2,725.
- 4) The remaining amount is a combination of salary costs incurred for Reality Check and the Regional Leadership Series and monthly expenses. The Reality Check and the Regional Leadership Series cost are expected to continue for the next several months. The main event for Reality Check will be held in May 2009. The Regional Leadership Series will hold classes monthly through July 2009.

<b>Regional Council - Agencywide</b>	<b>Adopted Budget 08/09</b>	<b>February, 2009</b>	<b>YTD</b>	<b>Represents 42% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 947,796	56,662	282,156	30%	-12%
Emergency Preparedness	\$ 3,665,731	392,730	1,312,800	36%	-6%
County	\$ 623,091	51,924	259,621	42%	0%
Business Development Corporation	\$ 315,958	#REF!	#REF!	#REF!	#REF!
Regional Data Center	\$ 140,000	-	-	0%	-42%
North Florida Procurement Association	\$ 36,000	2,968	6,114	17%	-25%
Regional Community Institute	\$ 205,500	25,943	108,051	53%	11%
Tenant Revenue	\$ 106,000	#REF!	#REF!	#REF!	#REF!
Anticipated Revenue/Other	\$ 25,000	#REF!	#REF!	#REF!	#REF!

<b>TOTAL REVENUES</b>	<b>\$ 6,065,078</b>	<b>#REF!</b>	<b>#REF!</b>		
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<b>Expenses</b>					
Salaries and Fringe	\$ 2,454,301	#REF!	#REF!	#REF!	#REF!
Contract/Grant Direct Expenses	\$ 2,894,017	#REF!	#REF!	#REF!	#REF!
Common/Indirect - Allocated Expenses*	\$ 412,550	#REF!	#REF!	#REF!	#REF!
General Fund Expense*	\$ 304,210	34,278	88,749	29%	-13%

<b>TOTAL EXPENSES</b>	<b>\$ 6,065,078</b>	<b>#REF!</b>	<b>#REF!</b>		
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<b>Net Income (loss)</b>	<b>\$ -</b>	<b>#REF!</b>	<b>#REF!</b>		
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Budget 08/09	February, 2009	YTD	Represents 42% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 409,000	20,062	145,185	35%	-7%
DRI	\$ 184,000	8,441	48,719	26%	-16%
TD	\$ 114,000	9,497	37,913	33%	-9%
SHIP	\$ 68,498	18,589	32,581	48%	6%
Affordable Housing	\$ 10,000	173	3,516	35%	-7%
Special Projects	\$ 162,298	(99)	14,243	9%	-33%
<b>TOTAL REVENUES</b>	\$ 947,796	\$ 56,662	\$ 282,156	30%	
<b>Expenses</b>					
Salaries/Fringe	\$ 572,585	25,242	166,675	29%	-13%
Direct	\$ 42,500	17,282	23,823	56%	14%
Common/Indirect	\$ 332,711	14,137	91,657	28%	-14%
<b>TOTAL EXPENSES</b>	\$ 947,796	\$ 56,661	\$ 282,155	30%	
<b>Net Profit (Loss)</b>	\$ -	\$ 1	\$ 1		

Emergency Preparedness	Adopted Budget 08/09	February, 2009	YTD	Represents 42% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 156,383	4,196	31,150	20%	-22%
Hurricane Study	\$ 2,186,000	157,035	597,569	27%	-15%
DCA LEPC	\$ 40,909	1,758	12,745	31%	-11%
HMEP	\$ 30,639	2,206	26,165	85%	43%
Terrorism Statewide Coordination	\$ 150,000	467	228,898	153%	111%
SQG	\$ 20,000	(2)	358	2%	-40%
SHSGP Terrorism	\$ 75,000	7,091	35,133	47%	5%
DEM TA	\$ 185,000	10,351	73,739	40%	-2%
EOC Enhancement	\$ 1,800	-	-	0%	0%
Infrastructure Assessments	\$ 570,000	30,981	113,790	20%	-22%
USAI Program	\$ 250,000	176,895	181,600	73%	31%
Other Revenue	\$ -	1,753	11,653	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,665,731</b>	<b>\$ 392,730</b>	<b>\$ 1,312,800</b>	<b>36%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 640,423	35,478	188,913	29%	-13%
Direct	\$ 2,647,623	336,137	1,006,822	38%	-4%
Common/Indirect	\$ 377,685	21,115	117,066	31%	-11%
<b>TOTAL EXPENSES</b>	<b>\$ 3,665,731</b>	<b>\$ 392,730</b>	<b>\$ 1,312,800</b>	<b>36%</b>	
Net Profit (Loss)	\$ -	\$ 0	\$ 0		

Northeast Florida Regional Council  
 Balance Sheet  
 February 2009

	<b>FY 07/08</b> <b>February 2008</b>	<b>FY 08/09</b> <b>February 2009</b>
<b>ASSETS</b>		
Regional Council Cash	1,920,433	1,414,930
Regional Council Accounts Receivable	629,566	1,044,681
Due from other funds - BDC	-	105,889
Closing Cost	17,080	9,333
<b>Total Current Assets</b>	<b>2,567,079</b>	<b>2,574,833</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	710,765	727,596
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	1,842
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,034,145	1,124,074
<b>Total Property and Equipment, net</b>	<b>2,458,986</b>	<b>2,387,730</b>
<b>Total Assets</b>	<b>5,026,065</b>	<b>4,962,563</b>
<b>LIABILITIES</b>		
Accounts payable	(7,339)	2,212
Due to other funds	40,088	-
Accrued salaries and leave	156,968	140,203
Regional Council Deferred Revenue	1,012,431	641,765
Tenant deposits	10,104	8,232
Notes payable	1,508,767	1,915,551
<b>Total Liabilities</b>	<b>2,721,018</b>	<b>2,707,963</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,305,046	2,254,600
<b>Total Equity and Other Credits</b>	<b>2,305,046</b>	<b>2,254,600</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>5,026,065</b>	<b>4,962,563</b>

## YTD Comparison

07/08

08/09

### AGENCYWIDE

October	\$	7,878	\$	(3,978)
November	\$	50,325	\$	(6,955)
December	\$	35,300	\$	(25,896)
January	\$	38,625	\$	(36,757)
February	\$	37,161	\$	(69,465)
March	\$	31,313		
April	\$	30,942		
May	\$	40,286		
June	\$	16,706		
July	\$	12,733		
August	\$	22,886		
September	\$	24,150		

## MEMORANDUM

DATE: March 24, 2009  
 TO: Northeast Florida Regional Council  
 FROM: Donna Starling, Chief Financial Officer <sup>DS</sup>  
 RE: February Investment Report

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### Sweep Account Interest

	FY 07/08	FY 08/09
February Interest	\$ 3,308	\$ 72
Year to Date Interest	\$ 16,924	\$ 1,845

### Building Construction Sweep Account Interest

	FY 07/08	FY 08/09
February Interest	\$ 0	\$ 38
Year to Date Interest	\$ 0	\$ 437

### Florida Local Government Investment Trust

	FY 07/08	FY 08/09
Current Balance	\$14,904	\$14,768