

# **NEFRC**

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

Meeting

October 1, 2009  
9:30 a.m.

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



*Bringing Communities Together*

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## MEMORANDUM

Date: October 1, 2009  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling<sup>DS</sup>, Chief Financial Officer  
Re: November 5, 2009, Committee Meeting

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The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, November 5, 2009**, at **9:30 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, October 1, 2009  
9:30 a.m.

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

TAB

1. Call to order, Welcome, Roll Call and Pledge – Chair Williams
- \*2. Approval of September 3, 2009 Meeting's Minutes – Chair Williams .....1
- \*3. August 2009 Financial Report – Donna Starling .....2
4. FY 08/09 Year End Closeout / Auditor Schedule – Donna Starling .....3
5. Next Meeting Date and Location: **Thursday, November 5, 2009**  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216
6. Adjournment

**\*Denotes Action Item**

# Agenda

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## Item

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NORTHEAST FLORIDA REGIONAL COUNCIL  
Personnel, Budget, and Finance Policy Committee  
September 3, 2009

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MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **September 3, 2009**, at 9:04 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chairman Williams** called the meeting to order with the following members present representing a quorum:

Hugh Fish	Jane Miller	Robert Page
Cyndi Stevenson	Bob Sgroi	Larry Williams

Absent: Art Graham

Excused: Chip Laibl

Staff: Donna Starling, Brian Teeple, Mario Taylor and Sheron Forde

\*Approval of Minutes

**Chairman Williams called for a motion on the August 6, 2009 minutes. Ms. Miller moved approval, seconded by Mr. Sgroi; motion passed unanimously.**

\*July 2009 Financial Report

Ms. Starling reported that the Council posted a net loss of \$6,596 for the month of July, with a year-to-date net loss of \$159,949. She noted that the major factors for the loss were severance payouts for terminated employees, warranty extension and vehicle maintenance of Council fleet vehicles, along with various monthly general fund expenses that included membership dues and travel costs. Mr. Teeple mentioned the status of County dues and provided an update on Duval County stating that the County had placed the Council dues below the line, meaning they were not going to fund the Council. He added that one of the Finance Committee member requested information regarding the number of Council employees who resides in counties other than Duval County. He stated that Council staff has provided the requested information; indicating that 19 of the Council's 22 employees live in Duval County, 2 in Baker County and one in Nassau County. This information was also provided to all members of the Jacksonville City Council. In addition, staff has been in contact with the City of Jacksonville's Finance Committee Vice Chair, Councilman Bishop, the Mayor's office, members of the City's Planning Department and the Council Auditor's staff. Mr. Teeple stated that this issue has now been placed on the City's Finance Committee agenda for Friday, September 4<sup>th</sup>, which he will be attending. A brief discussion followed.

Mr. Fish arrived during discussion of this item.

**Chairman Williams** inquired if the Council started the FY with the same amount of cash on hand as we currently have. Ms. Starling stated that we are at about the same place or close to that figure. **Chairman Williams** thanked Mr. Teeple for his foresight in putting funds away in reserve to help the Council weather the tough economic times.

**Chairman Williams called for a motion on the June 2009 Financial Report. Mr. Sgroi moved approval, seconded by Mr. Fish; motion passed unanimously.**

### Nominating Committee

Chairman Williams stated that this Committee, sitting as the Nominating Committee for the leadership of the Council recommends that the Council must now 1) determine whether to maintain the current line of succession, with the 1st and 2nd Vice Presidents moving up; 2) recommend a successor to the current 2<sup>nd</sup> Vice President position, pending Councilman Graham's resignation from the City of Jacksonville's Council; and 3) recommend an in-coming 2<sup>nd</sup> Vice President. Discussion followed resulting in the following motions:

**Mr. Fish motioned that the recommended line of succession be maintained, seconded by Councilman Page; motion passed unanimously.**

**Chairman Williams** stated that with the passing of this motion, the 1<sup>st</sup> Vice President, Commissioner Griffis, would move into the President position and 2<sup>nd</sup> Vice President would move into the 1<sup>st</sup> Vice President spot. **Chairman Williams** then open the floor for discussion regarding backfilling the 2<sup>nd</sup> Vice President position being vacated by Councilman Graham and suggested that it be kept in the County that is currently holding the position. Discussion ensued.

**Councilman Page motioned to nominate Ms. Elaine Brown to assume the current 2<sup>nd</sup> Vice President position being vacated by Councilman Graham, seconded by Mr. Fish; motion passed unanimously.**

Chairman Williams stated that with the passing of the motion the Committee recommends Ms. Elaine Brown to fill the current 2<sup>nd</sup> Vice President position, currently held by Councilman Art Graham, and as such will continue in the line of succession and move up to the 1<sup>st</sup> Vice President with the recommended slate of officers.

Chairman Williams opened the floor for discussion regarding the in-coming 2<sup>nd</sup> Vice President position. Past succession discussions indicated that Flagler County is next in the rotation to fill this position. Discussion ensued.

Commissioner Stevenson arrived during discussion of this item.

**Councilman Page motioned to nominate Mr. Sgroi for the in-coming 2<sup>nd</sup> Vice President position, seconded by Mr. Fish; motion passed unanimously.**

**Chairman Williams** stated that these recommendations will be brought to the Board for a vote.

### Other Business

Mr. Fish stated that this coming year may not be as challenging as the year following it, economically, gives him added confidence in the recommendations as the next couple of years will be very challenging.

Mr. Teeple added that in the next two years, during Mr. Sgroi's Presidency, the Board will be asked to redo the Strategic Regional Policy Plan. This will be a challenge as it must be adopted under Administrative Rule under the Administrative Procedures Act.

Mr. Williams echoed Mr. Fish's comments regarding the recommendations made today.

Mr. Taylor provided an update on the roof, stating that it is finalized with only one invoice remaining that is due from the contractor. He further stated that he had previously indicated that he would provide a PowerPoint presentation of the entire roof project and inquired if it is still the Committee's desire to have such presentation. It was decided that a presentation was not necessary at this time.

Commissioner Stevenson apologized, again, for her late arrival due to the misinterpretation of the Committee meeting acronyms and suggested that staff spell out the names in future communications.

Commissioner Stevenson provided an overview of the Florida Association of Counties' Energy Workgroup meeting that focused on energy and dependency. This year's meeting discussions surrounded energy efficiency and making good decisions for your counties, which is in line with the requirements of having an energy policy in our comprehensive plans. She inquired if the Council will be taking this up at any point in time. Mr. Teeple stated that it was his intent to bring this up in the Legislative Committee meeting later today as a discussion item. A brief discussion ensued.

Mr. Taylor briefly mentioned a press release in the Tampa Tribune regarding a retraction that a group had solicited and gained support from a number of 501(c)(3)s, more specifically the St. Johns River Alliance, for their cause. The St. Johns River Alliance has stated that not only were they not approached; but as a 501(c)(3), could not offer support to this group. A brief discussion ensued.

#### Next Meeting Date and Location

The next meeting is scheduled for Thursday, October 1, 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 before the Committee; the meeting was adjourned at 9:55 a.m.

# Agenda

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## Item

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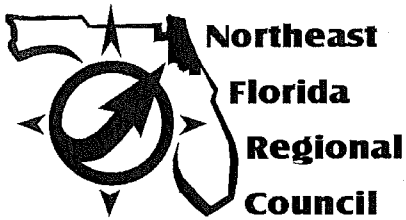
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***Bringing Communities Together***

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## MEMORANDUM

DATE: September 23, 2009  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
RE: August 2009 Financial Report

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As anticipated and reported last month, the Northeast Florida Regional Council posted a Net Income of \$9,851 for the month of August and a Year to Date Net Loss of \$149,899. Revenues for the month of August were \$287,308. Expenses for the month were \$277,457.

<b>Regional Council - Agencywide</b>	<b>Adopted Amended Budget 08/09</b>	<b>August, 2009</b>	<b>YTD</b>	<b>Represents 92% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 690,078	52,553	586,393	85%	-7%
Emergency Preparedness	\$ 3,939,072	174,659	2,719,349	69%	-23%
County	\$ 623,091	51,924	571,167	92%	0%
Business Development Corporation	\$ 177,000	-	177,759	100%	8%
North Florida Procurement Association	\$ 20,000	379	28,049	140%	48%
Regional Community Institute	\$ 337,715	735	260,646	77%	-15%
Tenant Revenue	\$ 112,000	743	91,887	82%	-10%
CEDS Revenue	\$ 30,277	5,403	21,810	72%	-20%
Anticipated Revenue/Other	\$ 15,000	912	18,661	124%	32%

<b>TOTAL REVENUES</b>	<b>\$ 5,944,233</b>	<b>\$ 287,308</b>	<b>\$ 4,475,720</b>		
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<b>Expenses</b>					
Salaries and Fringe	\$ 1,972,697	122,822	1,829,787	93%	1%
Contract/Grant Direct Expenses	\$ 3,514,879	120,822	2,274,719	65%	-27%
Common/Indirect - Allocated Expenses*	\$ 409,095	25,868	367,904	90%	-2%
General Fund Expense*	\$ 282,479	7,944	153,208	54%	-38%

<b>TOTAL EXPENSES</b>	<b>\$ 6,179,150</b>	<b>\$ 277,457</b>	<b>\$ 4,625,618</b>		
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<b>Net Income (loss)</b>	<b>\$ (234,917)</b>	<b>9,851</b>	<b>\$ (149,899)</b>		
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 08/09	August, 2009	YTD	Represents 92% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 312,000	10,953	290,451	93%	1%
DRI	\$ 135,000	4,524	85,160	63%	-29%
TD	\$ 114,000	10,528	99,245	87%	-5%
SHIP	\$ 68,498	4,992	60,557	88%	-4%
Affordable Housing	\$ 3,516	14,967	27,562	784%	692%
Special Projects	\$ 57,064	6,589	23,417	41%	-51%
<b>TOTAL REVENUES</b>	<b>\$ 690,078</b>	<b>\$ 52,553</b>	<b>\$ 586,393</b>	<b>85%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 412,118	31,681	340,382	83%	-9%
Direct	\$ 37,800	1,923	36,490	97%	5%
Common/Indirect	\$ 240,160	18,956	197,811	82%	-10%
<b>TOTAL EXPENSES</b>	<b>\$ 690,078</b>	<b>\$ 52,560</b>	<b>\$ 574,684</b>	<b>83%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ (6)</b>	<b>\$ 11,708</b>		

<b>Emergency Preparedness</b>	<b>Adopted Amended Budget 08/09</b>	<b>August, 2009</b>	<b>YTD</b>	<b>Represents 92% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 103,086	8,557	89,024	86%	-6%
Hurricane Study	\$ 2,195,168	8,688	1,052,266	48%	-44%
DCA LEPC	\$ 40,909	4,164	36,197	88%	-4%
HMEP	\$ 52,445	1,461	42,664	81%	-11%
Terrorism Statewide Coordination	\$ 315,100	-	260,100	83%	-9%
SQG	\$ 9,000	5	6,262	70%	-22%
SHSGP Terrorism	\$ 69,000	6,327	69,931	101%	9%
DEM TA	\$ 167,231	64,666	139,417	83%	-9%
Infrastructure Assessments	\$ 446,617	23,493	420,559	94%	2%
USAI Program	\$ 382,000	-	381,940	100%	8%
Training Exercise Planning Workshop	\$ 92,726	14	84,411	91%	-1%
FDLE Workshop	\$ 25,000	-	25,000	100%	8%
State Technical Assistance	\$ 40,790	3,294	18,732	46%	-46%
Other Revenue	\$ -	53,988	92,845	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,939,072</b>	<b>\$ 174,659</b>	<b>\$ 2,719,349</b>	<b>69%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 426,274	32,197	403,601	95%	3%
Direct	\$ 3,212,079	117,269	2,043,149	64%	-28%
Common/Indirect	\$ 300,720	25,485	272,819	91%	-1%
<b>TOTAL EXPENSES</b>	<b>\$ 3,939,072</b>	<b>\$ 174,951</b>	<b>\$ 2,719,569</b>	<b>69%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ (292)</b>	<b>\$ (220)</b>		

Northeast Florida Regional Council  
 Balance Sheet  
 August 2009

	<b>FY 07/08</b> <b>August 2008</b>	<b>FY 08/09</b> <b>August 2009</b>
<b>ASSETS</b>		
Cash*	2,878,756	2,040,997
Accounts Receivable	548,467	556,577
Due from other funds - BDC	33,844	-
Closing Cost	9,833	8,833
<b>Total Current Assets</b>	<b>3,470,900</b>	<b>2,606,408</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	737,912	697,953
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	546	446,103
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,098,364	1,132,398
<b>Total Property and Equipment, net</b>	<b>2,422,460</b>	<b>2,794,024</b>
<b>Total Assets</b>	<b>5,893,360</b>	<b>5,400,432</b>
<b>LIABILITIES</b>		
Accounts payable	18,956	13,017
Due to other funds	-	-
Accrued salaries and leave	142,655	114,130
Regional Council Deferred Revenue	1,451,725	1,251,127
Tenant deposits	8,232	8,232
Notes payable	1,948,992	1,881,479
<b>Total Liabilities</b>	<b>3,570,559</b>	<b>3,267,985</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,322,800	2,132,447
<b>Total Equity and Other Credits</b>	<b>2,322,800</b>	<b>2,132,447</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>5,893,360</b>	<b>5,400,432</b>

\* Cash includes advance funding for the Hurricane Evacuation contract and building note proceeds that will be used for the roof replacement.

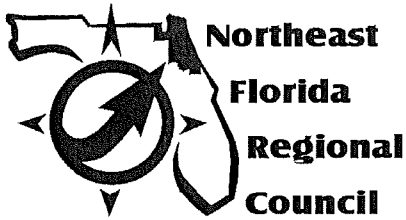
YTD Comparison

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	\$ (83,952)
April	\$ 30,942	\$ (106,496)
May	\$ 40,286	\$ (133,288)
June	\$ 16,706	\$ (149,899)
July	\$ 12,733	
August	\$ 22,886	
September	\$ 24,150	



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## MEMORANDUM

DATE: September 23, 2009  
 TO: Northeast Florida Regional Council  
 FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
 RE: August Investment Report

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Sweep Account Interest	FY 07/08	FY 08/09
August Interest	\$ 1,591	\$ 101
Year to Date Interest	\$ 27,469	\$ 2,647

Building Construction Sweep Account Interest	FY 07/08	FY 08/09
August Interest	\$ 0	\$ 0
Year to Date Interest	\$ 0	\$ 464

Florida Local Government Investment Trust	FY 07/08	FY 08/09
Current Balance	\$14,696	\$15,101

# Agenda

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## Item

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## MEMORANDUM

DATE: September 23, 2009

TO: Northeast Florida Regional Council

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

RE: Year End/Audit Schedule

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Enclosed is the year end/audit schedule for fiscal year 2008/2009. The final audit will be presented at the January 7, 2010 Board meeting by our auditors, Magers & Associates, LLC.

If you have any questions, please feel free to contact me. Thank you.

## **Year End/Audit Schedule for Fiscal Year 08/09**

September 21, 2009	Last day to turn in Purchase Orders that need to be included in FY 08/09
September 30, 2009	Employees turn in Timesheets/ Travel for end of year for September 28-30
October 5, 2009	Last day for Accounts Payable accruals
October 08, 2009	Send September preliminary reports to Managers for review
October 14, 2009	Managers return preliminary reports with any corrections
October 19, 2009	Complete September month end
October 20-21, 2009	Year-end close out
October 22-23, 2009	Finalize audit schedules and audit confirmations
October 27, 2009	Audit begins
January 7, 2010	FY 08/09 Audit presented to the Board