

# NEFRC

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

March 4, 2010  
9:00 a.m.

**Northeast Florida Regional Council**

6850 Belfort Oaks Place  
Jacksonville, FL 32216



*Bringing Communities Together*

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

## MEMORANDUM

Date: March 4, 2010  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling, <sup>DS</sup> Chief Financial Officer  
Re: April 1, 2010, Committee Meeting

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The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, April 1, 2010**, 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

### A G E N D A

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

**Thursday, March 4, 2010  
9:00 a.m.**

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

	<u>TAB</u>
1. Call to order, Welcome, Roll Call and Pledge – Chair Sgroi	
*2. Approval of February 4, 2010 Meeting’s Minutes – Chair Sgroi .....	1
*3. <b>Regional Community Institute Discussion – Brian Teeple</b> .....	<b>2</b>
*4. January 2010 Financial Report – Donna Starling .....	3
5. Next Meeting Date and Location:	
	<b>Thursday, April 1, 2010</b> Northeast Florida Regional Council 6850 Belfort Oaks Place Jacksonville, Florida 32216
6. Adjournment	

**\*Denotes Action Item**

# **Tab 1**



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

February 4, 2010

## MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **February 4, 2010**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Mr. Sgroi** called the meeting to order with the following members present representing a quorum:

Hugh Fish      Wendell Davis      William Bishop      Robert Sgroi  
Jane Miller      Kenny Eubanks      Michael Griffis

Excused: Larry Williams

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

### \*Approval of Minutes

**Chairman Sgroi called for a motion on the January 7, 2010 minutes. Mr. Fish moved approval, seconded by Councilman Bishop; motion passed unanimously.**

### \*December 2009 Financial Report

Ms. Starling reported that the Council posted a net loss of \$27,423 for the month of December, with a year-to-date net loss of \$12,714. Ms. Starling stated that factors associated with the loss included three posted payrolls, payment of quarterly membership dues, payment for the audit, payment to the City of Jacksonville for insurance RFP, and holiday leave costs. A brief discussion followed

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

### Other Business

Mr. Teeple informed the Committee that one of the Council's tenants, Early Learning Coalition of Duval County, has provided informal notice of their intent to move at the end of their lease, June 2010. Staff will begin the process of finding a replacement following this meeting.

Mr. Teeple informed the Committee of the potential shortfall in the State budget allocations for Regional Councils in the upcoming fiscal year. DCA's legislative budget request of \$2.5 million has been reduced to \$0.5 million in the Governor's recommended budget to be shared among the 11 Regional Councils. Staff will provide updates as more information becomes available.

Mr. Teeple stated that the Council will be continuing very important the Regional Visioning initiative, which will impact the Council financially. However, staff is pursuing fundraising opportunities to help offset some of the costs. Mr. Teeple stated that he believes the Regional Visioning work is the foundation for updating the Strategic Regional Policy Plan and will define the Council and that it is worth continuing. Staff will provide updates as the initiative progresses.

### Next Meeting Date and Location

The next meeting is scheduled for Thursday, March 4, 2010, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

### Adjournment

There being no further business before the Committee; the meeting was adjourned at 10:00 a.m.

# **Tab 2**

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**From:** Teeple, Brian  
**Sent:** Monday, March 01, 2010 5:33 PM  
**To:** Larry Williams; barbbob@bellsouth.net; hughfish@setel.net; Davis, Chair Wendell; Davis, Chair Wendell (2); Miller, Jane; Bill Bishop (WBishop@coj.net); Kenny Eubanks (kenny.eubanks@putnam-fl.com)  
**Cc:** Taylor, Mario; Moehring, Margo; Starling, Donna; Rhodes, Robert M.; Mike Boyle; Myers, Linda  
**Subject:** Regional Vision and the NEFRC Budget  
**Attachments:** Regional Vision RCI Budget Options.pdf

Personnel, Budget and Finance Policy Committee Members,

Attached you will find a PDF document that contains 3 options for resourcing and accomplishing the Regional Vision:

1. Regional Vision Best Case – this portrays a robust vision and resourcing that equals the investment (we will be applying for a Sustainable Communities grant from US HUD and have a DEP grant pending) as well as dedicating \$75,000 of our DCA contract monies over 2 years.
2. Regional Vision Worst Case (1) – this portrays a robust vision without Education and Outreach Efforts/Measures Research relying solely on DCA contract funding as above.
3. Regional Vision Worst Case (2) – this portrays a more modest approach to the Vision (with the major savings being related to citizen value survey) again relying solely on DCA contract funding as above.

At the request of Bob Rhodes, Regional Community Institute Chairman, we will be discussing this during the first half (9:00 – 9:30) of the PBF meeting and at least Mr. Rhodes will be joining us via telephone. As I see it the basic question is are we (the NEFRC) committed to possibly spend the kinds of monies from council funds displayed on the attached budget pages to accomplish the vision?

As I reported in last month's meeting, in my opinion, this visioning effort starting with Reality Check and concluding with a revamp of our Strategic Regional Policy Plan is the single most important public policy development activity this Council have been involved in during my tenure.

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

Brian D. Teeple, AICP  
Chief Executive Officer  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, FL 32216  
(904) 279-0880  
[www.nefrc.org](http://www.nefrc.org)





# REGIONAL Vision Worst Case (2)

BUDGET WORKSHEET  
FY 09/10

**SALARY SCHEDULE**

On-Site	# Hours	Hourly Rate	Total
FY 09/10			
Admin/Graphic	160	17.31	2,769.60
Senior Planners	1200	28.85	34,620.00
Director	1600	43.27	69,232.00
FY 10/11			
Admin/Graphic	160	17.31	2,769.60
Senior Planners	320	28.85	9,232.00
Director	1600	43.27	69,232.00
<b>TOTAL ON-SITE</b>	<b>5040</b>		<b>187,855.20</b>
Off-Site			
<b>TOTAL OFF-SITE</b>	<b>0</b>		

PROJECT #	PROJECT NAME:	REVENUES	EXPENSES	TOTAL REVENUES	TOTAL EXPENSES	Net Income (loss)
	First Coast Vision Project (10/09- 9/11)					
	Fundraising	\$ 150,000		\$ 150,000		
	DCA					
	<b>TOTAL REVENUES</b>	\$ 150,000		\$ 150,000		
	<b>EXPENSES</b>					
	Salaries	\$ 187,855				
	Fringe	\$ 60,114				
	<b>TOTAL REVENUES</b>	\$ 150,000		\$ 150,000		
	<b>EXPENSES</b>					
	Consultant to Produce Image	\$ 5,000				
	Educational Flyer Printing	\$ 500				
	Drumbeat Travel	\$ 2,000				
	Final Document Printing	\$ 1,000				
	Misc.	\$ 2,000				
	<b>TOTAL EXPENSES</b>	\$ 11,500				
	<b>Net Income (loss)</b>			\$ (227,504)		

**NOTICE!!!** Each full time employee MUST have a total of 2080 hours across all projects.

Common and Indirect costs are calculated on in-service hours. In-service hours average 1747 hours per full time employee.

Common costs are projected to be \$14.00/hr.

Indirect costs are projected to be \$14.12/hr.

Common Costs	Class	FTE	Hours	Rate
On-Site		2.42	4233.12	59,263.62

Indirect Costs	Class	FTE	Hours	Rate
On-Site		2.42	4233.12	59,771.59
Off-Site		0.00	0.00	-

# **Tab 3**

## MEMORANDUM

DATE: February 23, 2010  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
RE: January 2010 Financial Report

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The Northeast Florida Regional Council posted a Net Loss of \$3,036 for the month of January and a Year to Date Net Loss of \$15,750. Revenues for the month of January were \$182,207. Expenses for the month were \$185,242.

The loss is mainly attributed to the Council's Regional Visioning efforts. A portion of the funds from the Council's Department of Community Affairs Planning Grant were allocated for the Regional Visioning efforts. In January the remainder of those funds was spent and a loss was incurred.

<b>Regional Council - Agencywide</b>	<b>Adopted Budget 09/10</b>	<b>January, 2010</b>	<b>YTD</b>	<b>Represents 33% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 797,035	43,451	247,032	31%	-2%
Emergency Preparedness	\$ 1,340,648	75,566	569,110	42%	9%
County	\$ 623,091	51,924	207,697	33%	0%
North Florida Procurement Association	\$ 20,000	1,439	3,843	19%	-14%
Tenant Revenue	\$ 104,000	8,420	33,410	32%	-1%
Anticipated Revenue/Other	\$ -	1,406	8,785	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,884,775</b>	<b>\$ 182,207</b>	<b>\$ 1,069,877</b>	<b>37%</b>	
<b>Expenses</b>					
Salaries and Fringe	\$ 1,617,787	125,109	564,879	35%	2%
Contract/Grant Direct Expenses	\$ 668,217	20,858	343,126	51%	18%
Common/Indirect - Allocated Expenses*	\$ 400,438	32,859	136,913	34%	1%
General Fund Expense*	\$ 198,333	6,417	40,708	21%	-12%
<b>TOTAL EXPENSES</b>	<b>\$ 2,884,775</b>	<b>\$ 185,242</b>	<b>\$ 1,085,626</b>	<b>38%</b>	
<b>Net Income (loss)</b>	<b>\$ -</b>	<b>(3,036)</b>	<b>\$ (15,750)</b>		

\*Excludes Salaries & Fringe

Planning and Development	Adopted Budget 09/10	January, 2010	YTD	Represents 33% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 322,591	27,729	155,370	48%	15%
DRI	\$ 137,500	1,790	40,578	30%	-3%
TD	\$ 114,888	7,968	29,724	26%	-7%
SHIP	\$ 72,000	2,585	16,006	22%	-11%
CEDS	\$ 53,000	77	246	0%	-33%
Regional Leadership	\$ 2,400	800	825	34%	1%
Anticipated Revenue	\$ 94,656	2,503	4,283	5%	-28%
<b>TOTAL REVENUES</b>	<b>\$ 797,035</b>	<b>\$ 43,451</b>	<b>\$ 247,032</b>	<b>31%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 463,244	31,869	154,998	33%	0%
Direct	\$ 41,550	1,502	12,221	29%	-4%
Common/Indirect	\$ 292,241	17,946	91,742	31%	-2%
<b>TOTAL EXPENSES</b>	<b>\$ 797,035</b>	<b>\$ 51,316</b>	<b>\$ 258,962</b>	<b>32%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ (7,865)</b>	<b>\$ (11,930)</b>		

Emergency Preparedness	Adopted Budget 09/10	January, 2010	YTD	Represents 33% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 116,000	12,701	41,519	36%	3%
Hurricane Study	\$ 250,000	7,986	262,248	105%	72%
DCA LEPC	\$ 40,909	2,149	10,848	27%	-6%
HMEP	\$ 30,000	993	1,112	4%	-29%
Terrorism Statewide Coordination	\$ 105,000	-	-	0%	-33%
SQG	\$ 9,000	-	-	0%	-33%
SHSGP Terrorism	\$ 90,000	(119)	9,582	11%	-22%
DEM TA	\$ 171,000	2,000	46,008	27%	-6%
Infrastructure Assessments	\$ 215,000	10,699	80,330	37%	4%
USAI Program	\$ 100,000	-	-	0%	-33%
FDLE Workshop	\$ 15,000	-	-	0%	-33%
State Technical Assistance	\$ 40,000	-	(1)	0%	-33%
Other Revenue	\$ 158,739	39,158	117,464	74%	41%
<b>TOTAL REVENUES</b>	<b>\$ 1,340,648</b>	<b>\$ 75,566</b>	<b>\$ 569,110</b>	<b>42%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 403,664	33,776	136,841	34%	1%
Direct	\$ 605,450	16,605	319,891	53%	20%
Common/Indirect	\$ 331,534	24,799	112,034	34%	1%
<b>TOTAL EXPENSES</b>	<b>\$ 1,340,648</b>	<b>\$ 75,180</b>	<b>\$ 568,765</b>	<b>42%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ 386</b>	<b>\$ 345</b>		

Northeast Florida Regional Council  
Balance Sheet  
January 2010

	<b>FY 08/09</b> <b>January 2009</b>	<b>FY 09/10</b> <b>January 2010</b>
<b>ASSETS</b>		
Cash*	1,880,126	1,596,397
Accounts Receivable	828,269	464,332
Due from other funds - BDC	82,664	-
Prepaid Worker's Comp		3,127
Closing Cost	9,417	8,417
<b>Total Current Assets</b>	<b>2,800,476</b>	<b>2,072,273</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	759,128	693,463
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	930,081
Less accumulated depreciation	<u>1,140,524</u>	<u>1,209,017</u>
<b>Total Property and Equipment, net</b>	<b>2,402,783</b>	<b>2,729,726</b>
<b>Total Assets</b>	<b><u>5,203,259</u></b>	<b><u>4,801,999</u></b>
<b>LIABILITIES</b>		
Accounts payable	(245)	3,444
Accrued salaries and leave	138,450	113,491
Deferred Revenue	848,346	680,894
Tenant deposits	8,232	8,232
Notes payable	1,921,168	1,846,763
<b>Total Liabilities</b>	<b><u>2,915,951</u></b>	<b><u>2,652,824</u></b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,287,308	2,149,175
<b>Total Equity and Other Credits</b>	<b><u>2,287,308</u></b>	<b><u>2,149,175</u></b>
<b>Total Liabilities, Equity and Other Credits</b>	<b><u>5,203,259</u></b>	<b><u>4,801,999</u></b>

\* Cash includes advance funding for the Hurricane Evacuation contract and remaining proceeds from the building note refinance that have not been expensed to date.

## YTD Comparison

08/09

09/10

### AGENCYWIDE

October	\$ (3,978)	\$ 15,613
November	\$ (6,955)	\$ 14,710
December	\$ (25,896)	\$ (12,714)
January	\$ (36,757)	\$ (15,750)
February	\$ (69,465)	
March	\$ (83,952)	
April	\$ (106,496)	
May	\$ (133,288)	
June	\$ (153,349)	
July	\$ (159,945)	
August	\$ (149,899)	
September	\$ (117,431)	

## MEMORANDUM

DATE: February 23, 2010  
TO: Northeast Florida Regional Council  
FROM: <sup>DS</sup> Donna Starling, Chief Financial Officer  
RE: January Investment Report

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Sweep Account Interest	FY 08/09	FY 09/10
January Interest	\$ 92	\$ 104
Year to Date Interest	\$ 1,773	\$ 440

Florida Local Government Investment Trust	FY 08/09	FY 09/10
Current Balance	\$14,760	\$15,478