

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

August 3, 2017
9:30 a.m.

Northeast Florida Regional Council

100 Festival Park Avenue

Jacksonville, FL 32202



100 Festival Park Avenue
Jacksonville, FL 32202
☎ (904) 279-0880
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MEMORANDUM

DATE: AUGUST 3, 2017

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM:  DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: OCTOBER 5, 2017 COMMITTEE MEETING

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:30 a.m.** on **Thursday, October 5, 2017** at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

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Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

A G E N D A

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202

Thursday, August 3, 2017
9:30 a.m.

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

TAB

- 1. Call to Order, Welcome, Roll Call – Chair Register
- * 2. Approval of June 1, 2017 Committee Meeting Minutes – Chair Register 1
- 3. Invitation to Speak – Chair Register
- Members of the public are welcome and encouraged to speak on any item brought before the Committee. Please fill out one of the green speaker cards located at the sign-in table.*
- * 4. June 2017 Financial Report – Donna Starling 2
- * 5. FY 17/18 Officer Nominations – Brian Teeple 3
- 6. Programming Discretionary Revenue from Building Sale Discussion – Brian Teeple
- 7. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 8. Next Meeting Date and Location: **THURSDAY, OCTOBER 5, 2017**
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
- 9. Adjournment

***Denotes Action Item**

Agenda

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 1, 2017

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 1, 2017, at 9:05 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202. **Chair Register** called the meeting to order with the following members present:

Present: James Bennett, Michael Bourre, Aaron Bowman, Roxanne Horvath, Darryl Register and George Spicer

Excused: Catherine Robinson

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Councilman Bowman motioned to approve the April 6, 2017 Committee meeting minutes; seconded by Commissioner Bennett. Motion carried.

Invitation to Speak

Chair Register announced that the public is welcome to speak on any item that is brought before the Committee.

*March 2017 Financial Report

Staff reported on the March 2017 Financial Report, which reflected a net income of \$13,963 and a year-to-date net income of \$51,584; excluding the building sale proceeds. A brief discussion followed.

Chair Register called for a motion. Commissioner Spicer motioned to approve the March 2017 Financial Report; seconded by Councilman Bowman. Motion carried.

*April 2017 Financial Report

Staff reported on the April 2017 Financial Report, which reflects a net income of \$13,583 and a year-to-date net income of \$62,943; excluding the building sale proceeds. A brief discussion followed.

Chair Register called for a motion. Commissioner Bennett motioned to approve the April 2017 Financial Report; seconded by Councilman Bowman. Motion carried.

FY 2017/2018 Proposed Budget

The proposed FY 2017/2018 budget is estimated at approximately \$1.3 million. Revenues: County dues remain at \$0.41 per capita with the adjusted 2016 population tables; Clay County dues were not factored in. A decrease in local government technical assistance is expected due to the uncertainty of local government contracts; DRI revenues are expected to remain relatively the same; a decrease in Healthcare Coalition funding is also expected; level funding is

anticipated for ongoing annual state and federal contracts. Expenditures: an increase in salaries/fringe due to a possible new hire and a sum equal to 3% of staff salaries for merit increases; a decrease in Contract/Grant Direct Services due to a decrease in planning funding; Common & Indirect is expected to decrease due to fewer expenses as a result of leasing office space and the General Fund direct expenses are anticipated to remain relatively constant. It is estimated that an additional \$62,071 in general fund revenues will be needed to fund expenses for the year. A brief discussion followed.

Chair Register called for a motion. Councilman Bowman motioned to approve the FY 2017/2018 Proposed Budget; seconded by Commissioner Spicer. Motion carried.

FY 2017-2018 CEO Contract

The Chief Executive Officer contract was presented for approval. The CEO's contract has remained the same since 2007/2008 with no merit increase requested. Discussion followed.

Chair Register called for a motion. Commissioner Spicer motioned to approve the CEO contract with an increase in the base pay of 3%; seconded by Commissioner Bennett. Motioned carried.

Staff will make the appropriate adjustment in the proposed FY 2017/2018 budget to reflect this increase.

Programming Discretionary Revenue from Building Sale Discussion

Staff presented ideas for potential use of \$175,000 of discretionary revenue from the building sale. Staff asked to pledge \$25,000 for match to Economic Development Administration (EDA) grants and \$25,000 for Regional Evacuation Plan. Discussion followed.

Staff was asked to seek ideas from County/City Managers on where and how the Council can provide assistance.

By mutual agreement, the Committee approved pledging funds for the EDA grants and Regional Evacuation Plan as requested.

Public Comment

None.

Next Meeting Date

Thursday, August 3, 2017 at 9:30 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

Adjournment

Meeting was adjourned at 9:55 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

Agenda

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MEMORANDUM

DATE: JULY 26, 2017

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JUNE 2017 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$4,461 for the month of June. The Year to Date Net Income, excluding building sale proceeds of \$113,857, was \$76,133.

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Regional Council - Agencywide	Adopted Budget 16/17	June 2017	YTD	Represents 75% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 572,689	47,724	429,517	75%	0%
Local Government Technical Assistance	\$ 321,000	27,573	234,075	73%	-2%
Development of Regional Impact (DRI)	\$ 10,500	-	-	0%	-75%
Transportation Disadvantaged (TD)	\$ 127,077	13,670	97,850	77%	2%
Economic Development Administration (EDA)	\$ 60,000	8,425	61,934	103%	28%
Local Emergency Preparedness Committee (LEPC)	\$ 59,000	20,239	64,754	110%	35%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 60,349	12,673	52,647	87%	12%
Healthcare Coalition	\$ 290,000	56,104	158,814	55%	-20%
Hurricane Study Update	\$ -	445	651	0%	-75%
Division of Emergency Management (DEM) Technical Assistance	\$ -	8,492	9,316	0%	-75%
Small Quantity Generator (SQG) Program	\$ 5,000	4,999	4,999	100%	25%
Regional Leadership Academy (RLA)	\$ 3,500	375	2,750	79%	4%
Special Projects	\$ 11,000	7,177	24,207	220%	145%
Tenant Revenue	\$ 3,856	-	3,856	100%	25%
Other Revenue	\$ 4,417	1,332	5,282	120%	45%
Building Sale	\$ 2,300,000	-	2,300,000	100%	25%
TOTAL REVENUES	\$ 3,828,388	\$ 209,228	\$ 3,450,652	90%	
TRANSFER FROM GENERAL FUND	\$ (182,907)	\$ (4,461)	\$ (189,989)	104%	
TOTAL REVENUE/GENERAL FUND	\$ 3,645,481	\$ 204,767	\$ 3,260,663	89%	
Expenses					
Salaries and Fringe	\$ 801,787	84,862	612,377	76%	1%
Contract/Grant Direct Expenses	\$ 401,870	100,679	279,528	70%	-5%
Common/Indirect - Allocated Expenses*	\$ 225,989	14,824	177,455	79%	4%
Direct Building Sale Expenses*	\$ 2,120,738	-	2,120,738	100%	25%
General Fund Expense*	\$ 95,097	4,402	70,565	74%	-1%
TOTAL EXPENSES	\$ 3,645,481	\$ 204,767	\$ 3,260,663	89%	
Net Income (loss)	\$ -	\$ 4,461	\$ 189,989		
Net Income(loss) From Building Sale	\$ -	\$ -	\$ 113,857		
Net Income(loss) Excluding Building Sale	\$ -	\$ 4,461	\$ 76,133		

*Excludes Salaries & Fringe

Northeast Florida Regional Council
Balance Sheet
June 2017

	FY 15/16	FY 16/17
	June 2016	June 2017
ASSETS		
Cash	1,087,988	1,912,467
Accounts Receivable	192,531	251,249
Pension Liability-Deferred Outflows	403	328,950
Prepaid Insurance	264,705	429
Lease Deposit		7,400
Total Current Assets	1,545,627	2,500,495
Property and Equipment:		
Office Furniture and Equipment	553,824	284,733
Land	271,910	-
Building	1,928,090	-
Building Improvements	948,286	-
Less Accumulated Depreciation	1,702,693	240,885
Total Property and Equipment, net	1,999,418	43,848
Total Assets	3,545,045	2,544,343
LIABILITIES		
Accounts Payable	1,537	2,272
Accrued Salaries and Leave	74,220	60,950
Deferred Revenue	69,674	159,072
Tenant Deposits	3,588	-
Notes Payable	1,334,229	-
Pension Liability	496,868	565,780
Pension Liability-Deferred Inflows	383,702	367,106
Total Liabilities	2,363,818	1,155,180
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,181,226	1,389,163
Total Equity and Other Credits	1,181,226	1,389,163
Total Liabilities, Equity and Other Credits	3,545,045	2,544,343

-

YTD Comparison

	15/16	16/17	15/16	16/17
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance
		<small>(Excludes Building Sale Proceeds)</small>		

AGENCYWIDE

October	\$ (7,883)	\$ 12,548	\$ 1,067,744	\$ 1,203,305
November	\$ (10,884)	\$ 23,270	\$ 1,164,169	\$ 1,303,450
December	\$ (17,480)	\$ 53,574	\$ 1,085,751	\$ 2,026,009
January	\$ (14,803)	\$ 34,662	\$ 1,121,918	\$ 2,030,113
February	\$ (17,432)	\$ 37,621	\$ 1,163,420	\$ 2,151,316
March	\$ (20,378)	\$ 51,584	\$ 1,185,570	\$ 1,993,153
April	\$ (20,506)	\$ 62,943	\$ 1,152,203	\$ 2,043,537
May	\$ (9,418)	\$ 71,672	\$ 1,199,364	\$ 2,107,287
June	\$ (10,334)	\$ 76,133	\$ 1,087,988	\$ 1,912,467
July	\$ (9,710)		\$ 1,014,450	
August	\$ (20,998)		\$ 1,248,071	
September	\$ (4,316)		\$ 1,143,492	



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MEMORANDUM

DATE: JULY 26, 2017

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JUNE 2017 INVESTMENT REPORT

Bank Account Interest	<u>FY 15/16</u>	<u>FY 16/17</u>
June Interest	\$ 21	\$ 330
Year to Date Interest	\$ 188	\$ 531

Florida Local Government Investment Trust	<u>FY 15/16</u>	<u>FY 16/17</u>
Current Balance	\$16,615	\$16,704

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Agenda

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MEMORANDUM

DATE: JULY 14, 2017

TO: PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

FROM: BRIAN D. TEEPLE, AICP, CHIEF EXECUTIVE OFFICER 

RE: FY 17-18 NEFRC OFFICERS

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:

President:	Roxanne Horvath	St. Johns
1st Vice-President:	Jimmy Anderson	Baker
2nd Vice-President:	Stan Totman	Duval
Sec/Treasurer:	Darryl Register	Baker

Although you and the full Council are empowered to do anything you want regarding officers, historically there has been a succession from 2nd to 1st to President. Also, historically, the Secretary/Treasurer has not moved in the succession. If you choose to follow this process you would promote the 1st Vice-President to the position of President, the 2nd Vice-President to 1st Vice-President and would be looking to fill the 2nd 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 nominated at the August Committee meeting and are elected at the October Board meeting and will take office upon election.

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

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NORTHEAST FLORIDA REGIONAL COUNCIL

2016/2017 POLICY BODY MEMBERS

(7/2017)

BAKER COUNTY

Hon. Jimmy Anderson (C) **(03/11)**
1st Vice President
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
anny@bakercountyfl.org

Hon. James Bennett (C) **(12/14)**
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
(C) 904-568-2648
james.bennett@bakercountyfl.org

Mr. Michael Griffis (M) **(11/14)**
PO Box 545
Glen St Mary FL 32040
Home 904 259-3504
Cell 904 613-9255
mike_griffis@nefcom.net

Mr. Darryl Register (G) **(12/06)**
Secretary/Treasurer
20 E. Macclenny Avenue
Macclenny, FL 32063
(B) 904-259-6433
(C) 904-226-4780
dregister@bakercamberfl.com

CLAY COUNTY

Mr. Michael Bourre (G) **(1/16)**
Bourre Constructions
P.O. Box 8070
Fleming Island, FL 32006
(C) 904-504-1342
mbourre@bourreconstructiongroup.com

Mr. Doug Conkey (G) **(1/16)**
Chamber of Commerce
1374 Kingsley Avenue
Orange Park, FL 32073
(904) 264-2651 x 208
dconkey@claychamber.com

C = County appointee
G = Governorial appointee
M = Municipal appointee
Date appointed in **(bold)**

DUVAL COUNTY

Hon. Elaine Brown (G) **(03/09)**
116 First Street
Neptune Beach, FL 32266
(B) 904-318-5904
ebrown@neptune-beach.com

Hon. John Crescimbeni (C) **(07/17)**
City of Jacksonville City Council
117 West Duval Street, Ste 425
Jacksonville, FL 32202
(B) 904-630-3409
JRC@coj.net

Hon. Bill Gulliford (C) **(07/17)**
City of Jacksonville City Council
117 West Duval Street, Ste 425
Jacksonville, FL 32202
(B) 904-630-1397
gulliford@coj.net

Mr. Ronald "Ron" Timonere (G) **(1/16)**
9080 Cotswold Way
Jacksonville, FL 32257
(C) 904-571-8888
rtmore@comcast.net

Mr. Stan Totman (M) **(11/11)**
2nd Vice President
455 N. Chestnut Street
Baldwin, FL 32234
(C) 904-881-8808
S180@bellsouth.net

FLAGLER COUNTY

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
crobins@bunnellcity.us

Hon. David Sullivan (C) **(05/17)**
Flagler County Board of County Commissioners
1769 E. Moody Blvd., Bldg. 2
Bunnell, FL 32110
(B) 386-313-4101
(C) 386-276-0384
dsullivan@flaglercounty.org

Ms. Helga Van Eckert (G) **(01/16)**
1769 E. Moody Blvd.
Bunnell, FL 32110
(B) 386-313-4071
hvaneckert@flaglercountyledc.com

(C) - Vacant

NASSAU COUNTY

Hon. John Drew (G) **(01/16)**
86130 License Road, Ste 7
Fernandina Beach, FL 32034
(B) 904-491-7413
jdrew@nassautaxes.com

Hon. Len Kreger (M) **(01/16)**
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(B) 904-432-8389
lkreger@fbfl.org

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

Hon. George Spicer (C) **(5/15)**
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, FL 32097
(C) 904-568-3409
gspicer@nassaucountyfl.com

PUTNAM COUNTY

Hon. Buddy Goddard (C) **(11/16)**
Putnam County Board of County Commissioners
134 Whispering Winds Road
Palatka, FL 32177
(B) 386-329-0214
(C) 386-227-0013
buddy.goddard@putnam-fl.com

Hon. Larry Harvey (G) **(1/16)**
Putnam County Board of County Commissioners
111 Sasso Drive
Interlachen, FL 32148
(B) 386-916-8923
larry.harvey@putnam-fl.com

Hon. Terrill Hill (M) **(2/17)**
Mayor, City of Palatka
201 North 2nd Street
Palatka, FL 32177
(B) 386-329-0100 ext. 223
thill@palatka-fl.gov

Mr. Kelly Redford (C) **(2/17)**
203 S. Highway 17
East Palatka, FL 32131
(B) 386-326-3499
(C) 270-366-3033
kellyra1986@yahoo.com

ST. JOHNS COUNTY

Hon. Roxanne Horvath (M) **(02/13)**
President
St. Augustine City Commissioner
P.O. Box 210
St. Augustine, FL 32085
(B) 904-825-1266
rhovath@citystaug.com

Hon. James K. Johns (G) **(6/15)**
St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084
(B) 904-209-0301
(C) 904-615-7437
Bcc1jjohns@sjcfl.us

Hon. Paul M. Waldron (C) **(11/16)**
St. Johns County Commissioner
500 San Sebastian View
St. Augustine, FL 32084
(B) 209-0303
Bcc3pwaldron@sjcfl.us

(C) - Vacant
(G) - Vacant

EX-OFFICIO NON-VOTING MEMBERS

Mr. Curtis Hart (G) **(1/16)**
Representing FL DEO
8051 Tara Lane
Jacksonville, FL 32216
(C) 904-993-5008
curtishart1972@att.net

Mr. Larry Parks **(12/03)**
FDOT Director of Planning & Production,
District Two
1109 South Marion Avenue
Lake City, FL 32025-5874
(B) 386-961-7850
(Fax) 386-961-7630
robert.parks@dot.state.fl.us

Mr. Geoffrey Sample **(09/13)**
Intergovernmental Coordinator
Office of Communications and
Intergovernmental Affairs
St. Johns River Water Management Dist.
7775 Baymeadows Way, Ste. 102
Jacksonville, FL 32256
(B) 904-448-7904
(C) 904-545-4902
gsample@sjrwm.com

Mr. Gregory Strong **(12/05 & 1/16)**
FDEP Director of Dist. Mgmt.
8800 Baymeadows Way, Suite 100
Jacksonville, FL 32256
(B) 904-256-1700
(Fax) 904-256-1588
greg.strong@dep.state.fl.us

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)

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

Mike Boyle -Nassau(C)

2000-2001

Linda Myers - Putnam(C)

2009-2010

Michael Griffis -Baker (C)

2001-2002

Glenn Lassiter - Clay(C)

2010-2011

Elaine Brown -Duval (G)

2002-2003

Ginger Barber - Baker(C)

2011-2012

Bob Sgroi -Flagler (F)

2003-2004

Jerry Holland -Duval(C)

2012-1013

Larry Williams -Nassau(G)

2004-2005

Blair Kanbar - Flagler(C)

2013-2014

Wendell Davis -Clay (C)

2005-2006

Karen Stern -St. Johns(C)

2014-2015

Kenny Eubanks -Putnam (C)

2006-2007

2015-2016

Vernon Myers -Putnam (M)

2016-2017

Roxanne Horvath (M)

2017-2018

Jimmy Anderson (C)

2018-2019

Stan Totman (D)

Bold items require positive Council action.
C-county, G-gubernatorial, M-municipal