

# **NEFRC**



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

Meeting


**March 5, 2015  
9:30 a.m.**

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

## MEMORANDUM

**DATE:** MARCH 5, 2015

**TO:** NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**THRU:** BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

**FROM:** DONNA STARLING, CHIEF FINANCIAL OFFICER  
DS

**RE:** APRIL 2, 2015 COMMITTEE MEETING

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The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee will be held at **9:30 a.m.** on **Thursday, April 2, 2015** in the **Manatee Conference Room** 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, FL 32216

**THURSDAY, MARCH 5, 2015**  
**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 February 4, 2015 Meeting’s 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. January 2015 Financial Report – Donna Starling ..... 2
- 5. Building Sale Process Review – Brian Teeple ..... 3
- 6. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 7. Next Meeting Date and Location: **APRIL 2, 2015**  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, FL 32216
- 8. Adjournment

**\*Denotes Action Item**

# Agenda

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## Item

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NORTHEAST FLORIDA REGIONAL COUNCIL  
Personnel, Budget & Finance Committee  
February 5, 2015

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MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, February 5, 2015, at 9:00 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216. Chair Register called the meeting to order with the following members present representing a quorum:

Members Present: Vernon Myers, Catherine Robinson, Robert Spaeth  
Other Members Present: President Eubanks, Harlan Mason  
Excused: Tony Brown and Cyndi Stevenson  
Absent: Elaine Brown  
Guest: Lon Stafford of Carr, Riggs & Ingram, LLC  
Staff Present: Donna Starling, Brian Teeple and Sheron Forde

\*Approval of Minutes

**Chair Register called for a motion on the December 4, 2014 meeting's minutes. Mr. Myers moved approval of the Minutes; seconded by Mr. Spaeth. Motion carried.**

Invitation to Speak

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

\*November 2014 Financial Report

Ms. Starling provided an overview of the November financial report stating that the month of November posted a net loss of \$13,074 and a year-to-date loss of \$22,453.

**Chair Register called for a motion on the November 2014 Financial Report. President Eubanks moved approval of the November 2014 Financial Report; seconded by Mr. Myers. Motion carried.**

\*December 2014 Financial Report

Ms. Starling provided an overview of the December financial report stating that the month of December posted a net loss of \$8,237 with a year-to-date loss is also \$30,690. A brief discussion followed.

**Chair Register called for a motion on the December 2014 Financial Report. Mayor Robinson moved approval of the December 2014 Financial Report; seconded by Mr. Spaeth. Motion carried.**

\*Fiscal Year 2013/2014 Audit

Mr. Lon Stafford of Carr, Riggs & Ingram, LLC thanked staff for their cooperation and

assistance in making the process a smooth one. He provided the Members with an overview of the Councils financial statements, which are in compliance with accounting standards. Mr. Stafford concluded by stating that the Council received an unmodified opinion, the best an audit can receive.

**Chair Register called for a motion on the FY 2013/2014 Audit. Mr. Myers moved approval of the FY 2013/2014 Audit; seconded by Mr. Spaeth. Motion carried.**

\*Occupancy Cost Evaluation Update

Mr. Teeple reported on his findings regarding the possibility of selling the building and leasing space as a cost-saving measure. His research revealed that the sale of the building and leasing space, would save the Council substantially. The process for selling would be based on State Statute and the Inter Local Agreement between the seven counties. The sale would involve going through the Request For Bid process. If the Committee agrees to recommend to the Board to sell the building, it is recommended that the CEO be authorize to 1) engage the services of a licensed commercial property appraiser to obtain a current appraised value of the building, 2) engage the services of a qualified attorney to advise on the process through and including closing and 3) engage the services of a qualified commercial real estate broker to assist with the marketing of the building. Discussion followed.

It was requested and agreed that the Personnel, Budget and Finance Committee meet in March to work with staff on the process to recommend to the Executive Committee.

**Chair Register call for a motion on the recommendation to recommend to the Board the selling of the building and authorizing the CEO to begin the process for the sale of the building and report back to the Committee at a special meeting in March. Mr. Myers made a motion to authorize the CEO to begin the process for the sale of the building; seconded by Mr. Spaeth. Motion carried.**

Public Comment

None.

Next Meeting Date

The next Personnel, Budget and Finance Committee special meeting is scheduled for **Thursday, March 5, 2015** at 9:30 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

Adjournment

**Chair Register** inquired if there were any other items for discussion; hearing none, the meeting was adjourned at 10:00 a.m.

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Darryl Register  
Chair

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Brian D. Teeple  
Chief Executive Officer

# Agenda

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## Item

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*Bringing Communities Together*

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

## MEMORANDUM

**DATE:** FEBRUARY 25, 2015

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

**THRU:** DARRYL REGISTER, PERSONNEL, BUDGET & FINANCE COMMITTEE CHAIR

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** JANUARY 2015 FINANCIAL REPORT

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The Northeast Florida Regional Council posted a Net Loss of \$13,860 for the month of January and a Year to Date Loss of \$44,550. Revenues for the month of January were \$145,200. Expenses for the month were \$159,060.

The loss is largely attributed to staff salaries and expenses associated with unfunded programs and statutory requirements as well as payment of the quarterly Florida Regional Council Association (FRCA) dues.

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Regional Council - Agencywide	Adopted Budget 14/15	January 2015	YTD	Represents 33% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County	\$ 623,091	51,924	207,697	33%	0%
Matrix Programs	\$ 1,134,990	91,472	285,805	25%	-8%
North Florida Procurement Association	\$ 14,000	824	2,209	16%	-17%
Tenant Revenue	\$ 33,175	1,515	10,848	33%	0%
Anticipated Revenue/Other	\$ -	(534)	5,358	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 1,805,256</b>	<b>\$ 145,200</b>	<b>\$ 511,917</b>	<b>28%</b>	

<b>Expenses</b>					
Salaries and Fringe	\$ 898,474	75,743	296,665	33%	0%
Contract/Grant Direct Expenses	\$ 363,000	49,980	107,160	30%	-3%
Common/Indirect - Allocated Expenses*	\$ 367,885	23,744	110,540	30%	-3%
General Fund Expense*	\$ 175,897	9,593	42,102	24%	-9%
<b>TOTAL EXPENSES</b>	<b>\$ 1,805,256</b>	<b>\$ 159,060</b>	<b>\$ 556,467</b>	<b>31%</b>	

<b>Net Income (loss)</b>	(13,860)	\$ (44,550)
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\*Excludes Salaries & Fringe

Matrix Programs	Adopted Budget 14/15	January 2015	YTD	Represents 33% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Government T. A.	\$ 110,549	9,817	54,078	49%	16%
Development of Regional Impact (DRI)	\$ 40,000	(9)	1,529	4%	-29%
Transportation Disadvantaged (TD)	\$ 126,933	10,834	39,383	31%	-2%
Economic Development Administration (EDA)	\$ 60,000	4,158	21,885	36%	3%
Hurricane Study Update and Training	\$ 348,000	51,537	114,192	33%	0%
Local Emergency Preparedness Committee (LEPC)	\$ 40,909	2,647	22,641	55%	22%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 58,300	3,451	15,239	26%	-7%
Division of Emergency Management (DEM) T. A.	\$ 40,000	-	2,181	5%	-28%
Small Quantity Generator (SQG) Program	\$ 5,000	350	350	7%	-26%
Regional Leadership Academy (RLA)	\$ 2,700	1,050	1,050	39%	6%
NE Florida Healthcare Coalition	\$ -	7,605	11,885	0%	0%
Special Projects	\$ 10,000	-	-	0%	-33%
Additional Revenue Needed/Other Revenue	\$ 292,599	32	1,394	0%	-33%
<b>TOTAL REVENUES</b>	<b>\$ 1,134,990</b>	<b>\$ 91,472</b>	<b>\$ 285,805</b>	<b>25%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 400,150	38,658	153,010	38%	5%
Direct	\$ 349,000	49,763	104,878	30%	-3%
Common/Indirect	\$ 385,840	29,158	125,101	32%	-1%
<b>TOTAL EXPENSES</b>	<b>\$ 1,134,990</b>	<b>\$ 117,579</b>	<b>\$ 382,989</b>	<b>34%</b>	
<b>Net Income (loss)</b>		<b>\$ (26,107)</b>	<b>\$ (97,183)</b>		

Northeast Florida Regional Council  
 Balance Sheet  
 January 2015

	<b>FY 13/14</b> <b>January 2014</b>	<b>FY 14/15</b> <b>January 2015</b>
<b>ASSETS</b>		
Cash*	1,365,304	1,154,596
Accounts Receivable	324,905	209,389
Prepaid Expenses	1,581	1,201
Closing Cost	4,417	-
<b>Total Current Assets</b>	<b>1,696,208</b>	<b>1,365,187</b>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	744,798	729,687
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
	-	-
Less Accumulated Depreciation	1,597,049	1,701,165
<b>Total Property and Equipment, net</b>	<b>2,296,035</b>	<b>2,176,809</b>
<b>Total Assets</b>	<b>3,992,243</b>	<b>3,541,996</b>
<b>LIABILITIES</b>		
Accounts Payable	5,373	4,035
Accrued Salaries and Leave	60,164	49,730
Deferred Revenue	316,559	163,605
Tenant Deposits	5,758	5,758
Notes Payable	1,539,497	1,456,805
<b>Total Liabilities</b>	<b>1,927,351</b>	<b>1,679,934</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	2,064,891	1,862,062
<b>Total Equity and Other Credits</b>	<b>2,064,891</b>	<b>1,862,062</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>3,992,243</b>	<b>3,541,996</b>

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

## YTD Comparison

	13/14	14/15	13/14	14/15
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

### AGENCYWIDE

October	\$ 8,466	\$ (9,380)	\$ 1,604,590	\$ 1,143,919
November	\$ 1,994	\$ (22,453)	\$ 1,493,597	\$ 1,151,459
December	\$ (8,265)	\$ (30,690)	\$ 1,453,681	\$ 1,090,388
January	\$ (28,984)	\$ (44,550)	\$ 1,365,304	\$ 1,154,596
February	\$ (44,222)	\$ -	\$ 1,348,816	\$ -
March	\$ (67,529)	\$ -	\$ 1,223,489	\$ -
April	\$ (87,601)	\$ -	\$ 1,394,325	\$ -
May	\$ (112,210)	\$ -	\$ 1,340,041	\$ -
June	\$ (119,405)	\$ -	\$ 1,282,690	\$ -
July	\$ (126,743)	\$ -	\$ 1,392,312	\$ -
August	\$ (140,986)	\$ -	\$ 1,335,802	\$ -
September	\$ (183,513)	\$ -	\$ 1,239,305	\$ -




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## MEMORANDUM

**DATE:** FEBRUARY 25, 2015

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL

**THRU:** BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** JANUARY INVESTMENT REPORT

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Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
January Interest	\$ 21	\$ 20
Year to Date Interest	\$ 84	\$ 83

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,267	\$16,389

# Agenda

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## Item

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*Bringing Communities Together*

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

## MEMORANDUM

**DATE:** FEBRUARY 25, 2015

**TO:** NEFRC EXECUTIVE COMMITTEE  
NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

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

**RE:** BUILDING UPDATE

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Attached you will find a draft "Request for Bid" for sale of the building, and a very draft time line.

Also we are gathering recommendations for real estate appraisers and attorneys.

Please let me know if you have any questions.

# **REQUEST FOR BID**

## **SALE OF COMMERCIAL OFFICE BUILDING**

### A. **PURPOSE**

This Request for Bid (RFB) is to secure a purchaser for a commercial office building located at 6850 Belfort Oaks Place, Jacksonville, Florida 32216.

### B. **DESCRIPTION OF ENTITY**

The Northeast Florida Regional Council (Council) is a regional governmental entity that was formed in 1977 by an interlocal agreement between Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns County pursuant to Florida Statutes, Chapter 186. The governing body of the Council consists of local elected officials and gubernatorial appointees.

The Council owns a two-story, 28,500 square foot building. The Council currently has three tenants that occupy approximately 2000 square feet of the building. The leases held by the tenants are full-service leases with varying terms.

Administrative offices and all records are located at 6850 Belfort Oaks Place, Jacksonville, FL 32216. To learn more about the Council, please visit our website at [nefrc.org](http://nefrc.org).

### C. **BID SUBMISSION**

The prospective bidder is asked to consider four purchase options. Prospective bidders are not required to respond to more than one option but may respond to any or all options:

**Option 1-** Purchase of the building outright.

**Option 2-** Purchase of the building with the option to lease back space to the Council of approximately 5000 square feet. Terms, rates and conditions are to be set forth in the bid.

**Option 3-** Purchase of the building with the option to lease back space to the Council's current three tenants of approximately 2000 square feet. Terms, rates and conditions are to be set forth in the bid.



**Option 4-** Purchase of the building with the option to lease back space to the Council and the Council's current three tenants of approximately 7000 square feet. Terms, rates and conditions are to be set forth in the bid.

**Option 2, 3, or 4** would require full-service leases with the use of common areas and a conference room approximately 1600 square feet in size.

The bid proposal submitted should specify the bid amount for the building and the purchase option chosen by the bidder. If option 2, 3, or 4 is chosen, the bid proposal should also include terms, rates and conditions for the option chosen.

D. **BID SUBMITTAL DATE AND TIME**

Sealed bids must be submitted no later than **May 11, 2015 by 4:00 p.m.** Bids can be mailed or delivered to the following address:

Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216  
Attention: Donna Starling

E. **INSTRUCTIONS FOR PROSPECTIVE BIDDERS**

It is important that the bid be submitted in a sealed envelope clearly marked with the following information:

**SEALED BID**  
Commercial Building Purchase

Failure to do so may result in premature disclosure of your bid.

It is the responsibility of the bidder to insure that the bid is received by the Council by the date and time specified above.

**Late bids will not be considered.**

**BIDDER QUESTIONS AND INQUIRES:**

Any questions concerning the Bid should be directed, in writing, to Donna Starling via email at [dstarling@nefrc.org](mailto:dstarling@nefrc.org) .

All questions shall be submitted in writing no later than **April 03, 2015 by 5:00 p.m.** A response will be prepared and returned to all bidders no later than **April 10, 2015 by 5:00 p.m.**

**Telephone calls or request for individual meetings regarding the bid shall not be accepted.**

F. **BIDDER'S CONFERENCE**

If requested, a bidder's conference will be held on **March 31, 2015 at 9:00 a.m.** at the office of the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216. Potential bidders may request a conference by contacting Donna Starling at (904) 279-0885 ext. 109 or email at [dstarling@nefrc.org](mailto:dstarling@nefrc.org) by **March 27 at 4:00 p.m.**

G. **CONDITION OF SALE**

The sale of the property to the successful bidder is on an "as is basis". No warranties or guarantees are expressed by the Council.

H. **MINIMUM BID**

The Council will not accept any offer that is less than the minimum property value as established by the Duval County Property Appraiser. The minimum bid on the offered building is \$2,476,000. Any offers below the minimum will not be considered.

I. **CLOSING**

The successful bidder is required to close on the property within ninety (90) days of the opening and awarding of the bid. The successful bidder, at closing, will be responsible for payment of all associated costs of closing including, but not limited to: title insurance, documentary stamps, recording of the deed, any and all necessary inspections and any required survey. Closing will be conducted by (Insert Firm)

**If for any reason the successful bidder does not close within ninety (90) days of the opening and awarding of the bid, the Council reserves the right to extend the date or cancel the original offer to sell and extend an offer to the next highest bidder. The Council further reserves the right to cancel all offers should the original successful bidder not close within the first ninety (90) days.**

J. **TAXES**

The Council is exempt from any taxes imposed by the State of Florida and/or Federal Government. Exemption certificates will be provided upon request. Federal Employer ID Number is: 59-1745473.

K. **VENUE; CHOICE OF LAW; PERSONAL JURISDICTION**

Venue for any legal proceeding arising from any interpretation or enforcement of this RFB or any contract or agreement resulting from this solicitation shall be in a court of competent jurisdiction located in Jacksonville, Florida. Florida law shall control all interpretation or enforcement of the terms and provisions of this RFB or any contract or agreement resulting from this solicitation. All respondents agree to submit themselves to

the jurisdiction of court of competent jurisdiction located in Jacksonville, Florida for any legal proceeding arising out of this RFB or any contract or agreement arising out of this solicitation.

L. **APPLICABLE LAWS & REGULATIONS**

The selected bidder shall comply with all federal, state and local laws, rules and regulations which may apply.

M. **RIGHT TO REJECT**

The Council reserves the right to reject any and all bids received in response to this RFB. The Council may request additional information from any prospective bidder.

N. **NOTIFICATION OF AWARD**

Council staff shall review all properly submitted bids and make a recommendation of award to the Board of Directors at the Council Board Meeting on June 4, 2015. The successful bidder will be notified within ten (10) business of the meeting.

DRAFT

## **Schedule for Request for Bid (RFB) Sale of Commercial Office Building**

March 13, 2015	Advertise RFB
March 16, 2015	RFB will be available on website
March 27, 2015	Request Bidder's Conference by 4:00 p.m.
March 31, 2015	Bidder's Conference at 9:00 a.m.
April 3, 2015	Questions concerning RFB must be submitted to Council staff by 5:00 p.m.
April 10, 2015	Respond to questions submitted on April 3 by 5:00 p.m.
May 4, 2015	Final bid due by 4:00 p.m.
May 5, 2015	Bid opening at 9:00 a.m.
May 6, 2015	Bids reviewed by Council staff
June 4, 2015	Staff recommendations will be presented to Personnel, Budget and Finance Committee and Board of Directors