

NEFRC

A stylized light blue outline of the state of Florida is centered on the page. Overlaid on the map is a larger, semi-transparent blue compass rose with four arrowheads pointing towards the cardinal directions. The text of the meeting is centered over the compass rose.

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting


**April 2, 2015
9:30 a.m.**

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

MEMORANDUM

DATE: APRIL 2, 2015

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 
DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JUNE 4, 2015 COMMITTEE MEETING

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, June 4, 2015** in the **Town of Orange Park Town Hall, 2042 Park Avenue, Orange Park, FL 32073.**

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, APRIL 2, 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 March 5, 2015 Special 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. February 2015 Financial Report – Donna Starling 2
- * 5. **Building Sale Update/Broker RFP Approval – Brian Teeple 3**
- 6. **FY 15-16 County Dues Proposal – Brian Teeple**
- 7. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 8. Next Meeting Date and Location: **JUNE 4, 2015**
Town of Orange Park Town Hall
2042 Park Avenue
Orange Park, FL 32073
- 9. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

March 5, 2015

MINUTES

A special meeting of the Personnel, Budget & Finance Committee was held on Thursday, March 5, 2015, at 9:30 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: Elaine Brown, Catherine Robinson, Robert Spaeth
Other Members Present: President Eubanks
Excused: Tony Brown, Vernon Myers and Cyndi Stevenson
Staff Present: Donna Starling, Brian Teeple and Sheron Forde

*Approval of Minutes

Chair Register called for a motion on the February 4, 2015 meeting's minutes. President Eubanks 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.

*January 2015 Financial Report

Ms. Starling provided an overview of the January financial report reflecting a net loss of \$13,860 for the month and a year-to-date loss of \$44,550. A brief discussion followed.

Chair Register called for a motion on the January 2015 Financial Report. Mr. Spaeth moved approval of the January 2015 Financial Report; seconded by President Eubanks. Motion carried.

*Building Sale Process Review

Mr. Teeple provided an overview of the process to be undertaken in the selling of the building, which includes noticing the sale of the building in the newspaper followed by a request for bid. The draft timeline for completion of the process was provided. Included in the request for bid are four options, 1) purchase of the building outright, 2) purchase and lease back space to the Council, 3) purchase and lease back space to the three current tenants, and 4) purchase and lease back space to the Council and the three current tenants. The request for bid is a work in progress and continues to be refined. Based on the Committee's instructions authorizing the CEO to 1) engage a real estate appraiser – staff is in the process of contacting appraisers, however, recommendations from the Members are welcomed; 2) engage a real estate attorney – staff has obtained names for contacting and continues to seek additional references; and 3) engage a broker to assist with the sale – staff has determined that this is not necessary, but will send out

the notice of sale to the brokerage community in advance of the request for bid and stating that a commission fee would be included if the sale is made via a brokerage reference. Discussion followed.

Public Comment

None.

Next Meeting Date

The next Personnel, Budget and Finance Committee special meeting is scheduled for **Thursday, April 2, 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.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

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Bringing Communities Together

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

MEMORANDUM

DATE: MARCH 25, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

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

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

RE: FEBRUARY 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$10,522 for the month of February and a Year to Date Loss of \$55,071. Revenues for the month of February were \$108,885. Expenses for the month were \$119,406.

The loss is largely attributed to staff salaries and expenses associated with unfunded programs and statutory requirements.

Regional Council - Agencywide	Adopted Budget 14/15	February 2015	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
County	\$ 623,091	51,924	259,621	42%	0%
Matrix Programs	\$ 1,134,990	53,522	339,327	30%	-12%
North Florida Procurement Association	\$ 14,000	70	2,279	16%	-26%
Tenant Revenue	\$ 33,175	2,805	13,653	41%	-1%
Anticipated Revenue/Other	\$ -	563	5,921	0%	0%
TOTAL REVENUES	\$ 1,805,256	\$ 108,885	\$ 620,802	34%	

Expenses					
Salaries and Fringe	\$ 898,474	67,147	363,812	40%	-2%
Contract/Grant Direct Expenses	\$ 363,000	17,464	124,624	34%	-8%
Common/Indirect - Allocated Expenses*	\$ 367,885	30,512	141,053	38%	-4%
General Fund Expense*	\$ 175,897	4,283	46,385	26%	-16%
TOTAL EXPENSES	\$ 1,805,256	\$ 119,406	\$ 675,873	37%	

Net Income (loss)	(10,522)	\$ (55,071)
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*Excludes Salaries & Fringe

Matrix Programs	Adopted Budget 14/15	February 2015	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
Local Government T. A.	\$ 110,549	12,003	66,081	60%	18%
Development of Regional Impact (DRI)	\$ 40,000	533	2,061	5%	-37%
Transportation Disadvantaged (TD)	\$ 126,933	9,918	49,301	39%	-3%
Economic Development Administration (EDA)	\$ 60,000	2,858	24,743	41%	-1%
Hurricane Study Update and Training	\$ 348,000	15,838	130,029	37%	-5%
Local Emergency Preparedness Committee (LEPC)	\$ 40,909	2,701	25,342	62%	20%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 58,300	5,303	20,542	35%	-7%
Division of Emergency Management (DEM) T. A.	\$ 40,000	-	2,181	5%	-37%
Small Quantity Generator (SQG) Program	\$ 5,000	161	511	10%	-32%
Regional Leadership Academy (RLA)	\$ 2,700	350	1,400	52%	10%
NE Florida Healthcare Coalition	\$ -	3,857	15,742	0%	0%
Special Projects	\$ 10,000	-	-	0%	-42%
Additional Revenue Needed/Other Revenue	\$ 292,599	-	1,394	0%	-42%
TOTAL REVENUES	\$ 1,134,990	\$ 53,522	\$ 339,327	30%	
Expenses					
Salaries/Fringe	\$ 400,150	30,250	183,259	46%	4%
Direct	\$ 349,000	17,361	122,239	35%	-7%
Common/Indirect	\$ 385,840	31,240	156,341	41%	-1%
TOTAL EXPENSES	\$ 1,134,990	\$ 78,850	\$ 461,839	41%	
Net Income (loss)		\$ (25,328)	\$ (122,512)		

Northeast Florida Regional Council
 Balance Sheet
 February 2015

	FY 13/14	FY 14/15
	February 2014	February 2015
ASSETS		
Cash	1,348,816	1,163,025
Accounts Receivable	291,081	143,632
Prepaid Expenses	1,384	645
Closing Cost	4,334	
Total Current Assets	<u>1,645,614</u>	<u>1,307,302</u>
Property and Equipment:		
Office Furniture and Equipment	744,798	729,687
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	<u>948,286</u>	<u>948,286</u>
Less Accumulated Depreciation	<u>1,609,376</u>	<u>1,712,367</u>
Total Property and Equipment, net	<u>2,283,708</u>	<u>2,165,607</u>
Total Assets	<u><u>3,929,322</u></u>	<u><u>3,472,909</u></u>
LIABILITIES		
Accounts Payable	13,726	13,369
Accrued Salaries and Leave	61,819	49,966
Deferred Revenue	265,641	102,501
Tenant Deposits	5,758	5,758
Notes Payable	1,532,724	1,449,774
Total Liabilities	<u>1,879,668</u>	<u>1,621,368</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	2,049,653	1,851,540
Total Equity and Other Credits	<u>2,049,653</u>	<u>1,851,540</u>
Total Liabilities, Equity and Other Credits	<u><u>3,929,322</u></u>	<u><u>3,472,909</u></u>

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)	\$ (55,071)	\$ 1,348,816	\$ 1,163,025
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	\$ -




Bringing Communities Together

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

MEMORANDUM

DATE: MARCH 25, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: FEBRUARY INVESTMENT REPORT

Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
February Interest	\$ 19	\$ 19
Year to Date Interest	\$ 103	\$ 102

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,284	\$16,371

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Bringing Communities Together

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MEMORANDUM

DATE: MARCH 31, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL
NORTHEAST FLORIDA REGIONAL COUNCIL PERSONNEL, BUDGET AND FINANCE
POLICY COMMITTEE

FROM: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

RE: BUILDING UPDATE

Since the last meeting we have engaged the services of Ms. Brenda Ezell, Attorney-at-Law, to advise on the steps to sell the building and take us through closing. Ms. Ezell has researched the applicability of Section 215.35, Florida Statutes, requiring a public bid process, and has opined that the NEFRC is not bound by those constraints. Rather, we can hire a broker and offer the building for sale on the open market. Toward that end I have attached a draft Request for Proposals and a timeline for procuring these services for your review.

We are also currently researching commercial property appraisal firms and will get that underway shortly.

Please let me know if you have any questions or require additional information.

NORTHEAST FLORIDA REGIONAL COUNCIL

REQUEST FOR PROPOSALS

FOR

COMMERICAL REAL ESTATE BROKER SERVICES

A. **PURPOSE**

The purpose of this Request for Proposal (RFP) is to contract for commercial real estate broker services to sell 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.

The Council is interested in selling the building under any of the following 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.

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 www.nefrc.org.

C. **SCOPE OF SERVICES**

The Scope of Services include, but may not be limited to, the following:

- Represent the Council's interest in the sale of the aforementioned building.
- Market the building.
- Show the building, as needed.
- Lead potential buyer through the building purchasing process.
- Assist the Council in locating and securing lease space, if needed.

D. **MINIMUM QUALIFICATION REQUIREMENTS**

- Broker must be a licensed Florida Commercial Real Estate Broker in good standing in the State of Florida.
- Broker must have a minimum of five years' experience in commercial real estate.
- Broker's place of business must be in Baker, Clay, Duval, Flagler, Nassau, Putnam or St. Johns County located in the State of Florida.

E. **CONTENTS OF PROPOSAL**

The content and sequence of the Request for Proposal will be as follows:

Section 1. Provide a brief profile of the Firm, which should include the Firm's legal name, history, business structure, type of business, years in business, location of parent Firm and branches, total number of employees.

Section 2. Provide the qualifications of the Firm including the licenses and credentials of the Firm's principal members and the Firm's members being proposed to provide the services set forth in the proposal. Provide a resume for the individual(s) who will be providing the services. If more than one individual, identify team lead.

Section 3. Provide copies of all applicable real estate licenses.

Section 4. Provide list of governmental agencies for which the Firm has provided services in the last five years. Provide at least five (5) references of similar services. The reference list should include name of the entity, location of entity, a contact person, telephone number, email address, and a brief description of services provided.

Section 5. Describe the services the Firm would provide under this agreement.

Section 6. Firm shall certify and provide a statement that they are financially stable and have the necessary resources to provide the services at the level required.

Section 7. Firm shall detail the cost (appropriate percentage, additional fees, etc.) for providing the services set forth in this RFP.

Section 8. Firm shall list any legal action taken by a client against the Firm in the past five years.

Section 9. In accordance with Florida Statutes section 287.133 and section 287.134, the Firm shall complete and return, as part of the RFP, the Public Entity Crimes Certification form.

Section 10. In accordance with Florida Statutes section 287.087, the Firm shall complete and return, as part of the RFP, the Drug-Free Workplace Certification form.

F. **PROPOSAL SUBMITTAL DATE AND TIME**

Sealed proposals must be submitted no later than **April 28, 2015 by 4:00 p.m.** Proposals can be mailed or delivered to the following address:

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

G. **INSTRUCTIONS FOR PROSPECTIVE FIRMS**

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

SEALED PROPOSALS

Commercial Real Estate Broker Services

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

It is the responsibility of the Firm to ensure that the proposal is received by the Council by the date and time specified above.

Late proposals will not be considered.

If a firm is interested in responding to the RFP, notify Donna Starling via email at dstarling@nefrc.org of your interest no later than **April 17, 2015 by 5:00 p.m.** Provide email and contact information. This will ensure that the Firm receives any responses associated with the RFP.

QUESTIONS AND INQUIRIES:

Any questions concerning the Proposal should be directed, in writing, to Donna Starling via email at dstarling@nefrc.org .

All questions shall be submitted in writing no later than **April 17, 2015 by 5:00 p.m.** A response will be prepared and returned to all known interested Firms no later than **April 21, 2015 by 5:00 p.m.**

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

H. **PRE-PROPOSAL CONFERENCE**

If requested, a pre-proposal's conference will be held on **April 13, 2015 at 10:00 a.m.** at the office of the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216. Potential Firms may request a conference by contacting Donna Starling at dstarling@nefrc.org by **April 12, 2015 at 4:00 p.m.**

I. **SMALL AND/OR MINORITY-OWNED BUSINESSES**

Efforts will be made by the Council to utilize small businesses and minority-owned businesses.

A Firm qualifies as a small business Firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8).

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

Venue for any legal proceeding arising from any interpretation or enforcement of this RFP 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 RFP or any contract or agreement resulting from this solicitation. All respondents agree to submit themselves to the jurisdiction of a court of competent jurisdiction located in Jacksonville, Florida for any legal proceeding arising out of this RFP or any contract or agreement arising out of this solicitation.

K. **APPLICABLE LAWS & REGULATIONS**

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

L. **RIGHT TO REJECT**

The Council reserves the right to reject any and all proposals received in response to this RFP.

M. **NOTIFICATION OF AWARD**

Council staff shall review all properly submitted proposals and make a recommendation of award at the Executive Committee Meeting on May 7, 2015. The successful Firm will be notified within ten (10) business days of the meeting.

N. **INSURANCE REQUIREMENTS**

The Firm awarded the contract shall secure, maintain and present insurance coverage reflecting the minimum amounts of \$ 1,000,000 for general liability, \$1,000,000 for

professional liability and workers compensation to include employers liability limits as required by the State of Florida.

The Firm must also name the Council as an additional insured on the general liability and professional liability, if selected.

O. PROPOSAL EVALUATION

1. Submission of Proposals

All proposals shall include four copies of all information detailed in Item E. Contents of Proposal. These documents will become part of the agreement.

2. Nonresponsive Proposals

The Council reserves the right to waive any immaterial inconsistencies in a proposal which might otherwise appear to make said proposal nonresponsive. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- a.) The proposal is not received timely in accordance with the terms of this RFP.
- b.) The proposal does not include the items requested under E. Contents of Proposal.
- c.) The proposal is not adequate to form a judgment by the reviewers that the services requested would be provided by the Firm.

3. Evaluation

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
a.) Experience of Firm	0-15
b.) Qualifications of Broker(s)	0-15
c.) Cost/Fees	0-20

MAXIMUM POINTS: 50

4. Review Process

The Council may, at its discretion, request presentations by, or meeting with, any or all Firms to clarify the Firm's proposals.

However, the Council reserves the right to make an award without further discussion of the proposals submitted.

The Council contemplates negotiating an award of the contract to the responsible Firm with the highest total points.

Schedule for Request for Proposal (RFP) Commercial Real Estate Broker Services

April 6, 2015	Advertise RFP
April 6, 2015	RFP will be available on website
April 12, 2015	Request Pre-Proposal Conference by 4:00 p.m.
April 13, 2015	Pre-Proposal Conference at 10:00 a.m.
April 17, 2015	Questions concerning RFP submitted by 5:00 p.m.
April 17, 2015	Interested Firms notify Council via email of interest by 5:00 p.m.
April 21, 2015	Respond to questions submitted by 5:00 p.m.
April 28, 2015	Proposal due by 4:00 p.m.
April 29, 2015	Proposal opening at 9:00 a.m.
April 29, 2015	Proposals reviewed by Council staff
May 7, 2015	Staff recommendations will be presented to Executive Committee