

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting


**August 6, 2015
9:30 a.m.**

**City of Palm Coast
305 Palm Coast Parkway NE
Palm Coast, FL 32167**

MEMORANDUM

DATE: AUGUST 6, 2015

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: OCTOBER 1, 2015 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 1, 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

City of Palm Coast
305 Palm Coast Parkway NE
Palm Coast, FL 32167

THURSDAY, AUGUST 6, 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 June 4, 2015 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. May 2015 Financial Report – Donna Starling 2
- * 5. June 2015 Financial Report – Donna Starling 3
- * 6. Officer Nominations – Brian Teeple
- 7. Building Sale Update – Brian Teeple 4
- 8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 9. Next Meeting Date and Location: **OCTOBER 1, 2015**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216
- 10. Adjournment

***Denotes Action Item**

Agenda

Item

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 4, 2015

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 4, 2015, at 9:00 a.m. at the Town of Orange Park, 2042 Park Avenue, Orange Park, Florida, 32073.

Chair Register called the meeting to order with the following members present representing a quorum:

Members Present: Tony Brown, Vernon Myers, Catherine Robinson, Robert Spaeth
Other Members Present: President Eubanks
Absent: Elaine Brown
Staff Present: Donna Starling, Brian Teeple and Sheron Forde

*Approval of Minutes

Chair Register called for a motion on the minutes of the April 2, 2015 Committee Meeting. Mr. Myers moved approval of the Minutes of the April 2, 2015 Committee Meeting; seconded by Mayor Brown. Motion carried.

Invitation to Speak

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

*March 2015 Financial Report

Ms. Starling provided an overview of the March financial report reflecting a net loss of \$19,479 for the month and a year-to-date loss of \$74,550. A brief discussion followed.

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

*April 2015 Financial Report

Ms. Starling provided an overview of the April financial report reflecting a net loss of \$6,434 for the month and a year-to-date loss of \$80,984. A brief discussion followed.

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

*FY 14/15 Proposed Amended Budget

Ms. Starling presented the proposed budget amendment for FY 14/15. An overview of the proposal was provided highlighting the expected status of line items such as county dues, which has been unchanged for the past seven years; tenant revenues; salaries/fringe and

common/indirect; general fund direct expenses; and planning and emergency preparedness revenues, it is still expected that general fund reserves will be needed to fund some of these activities. A brief discussion followed.

Chair Register called for a motion on the FY 14/15 Proposed Amended Budget. Mr. Myers moved approval of the FY 14/15 Proposed Amended Budget; seconded by Mr. Eubanks. Motion carried.

*FY 15/16 Proposed Budget

Ms. Starling presented the proposed budget for fiscal year 2015/16. She provided an overview of the proposed budget which reflects an increase in County Dues; rates remain the same at \$.41 per capita, but the populations have been adjusted to reflect the 2014 population tables; tenant revenues remain constant; salaries/fringe, common/indirect, and general fund direct expenses are anticipated to remain constant; contract/grant direct services are expected to decrease; revenues for planning and emergency preparedness are expected to decrease, this will require funding from the general fund revenues to fund some of these activities. A brief discussion followed.

Chair Register called for a motion on the FY 15/16 Proposed Budget. Mr. Spaeth moved approval of the FY 15/16 Proposed Budget; seconded by Mr. Myers. Motion carried.

Chair Register recognized Ms. Starling for her hard work in handling and preparing the Regional Council's budgets.

*Building Sale Update

Mr. Teeple provided an overview of discussions with the contracted broker, Colliers International, regarding the sale of the building. It was noted that offers made on commercial properties are similar to those on residential in that they are valid only for a limited time. These timeframes would most likely be shorter than the eight days required for meeting advertisement. Therefore, staff requested that the CEO be authorized to act on behalf of the Council to accept, reject or counter-offer within certain limitations. Discussion followed.

Chair Register called for a motion on the Request to authorize the CEO to negotiate a deal on behalf of the Board of Directors at or above \$2.9 million. Mr. Myers moved approval; seconded by Mr. Eubanks. Motion carried.

Mr. Teeple directed the Members attention to the informational brochure that was developed by Colliers International to market the building, which was provided for their information.

*FY 15/16 CEO Contract

Mr. Teeple directed the Members attention to the proposed CEO contract for fiscal year 2015/2016. He stated that there have been no changes to the contract since 2007/2008, except for the dates. Mr. Teeple requested that the contract be continued for the upcoming year.

Chair Register called for a motion on the FY 15/16 CEO Contract. Mayor Brown moved approval of the FY 15/16 CEO Contract; seconded by Mayor Robinson. Motion carried.

Officer Nominations

In preparation for the upcoming 15/16 fiscal year, discussion was held on the officer nominations. The historic listing of past Chairs/Presidents and a current roster of Members was reviewed in preparation of nominations at the next meeting. If the current 1st Vice President, Mr. Myers, is elected to President, then there are two slots to be filled; 1st and 2nd Vice President. Discussion followed.

By general consent, staff was directed to inquire of Commissioner Horvath of St. Johns County and Commissioner Anderson of Baker County if they would be willing to serve as 1st / 2nd Vice President if elected.

Public Comment

None.

Next Meeting Date

The next Personnel, Budget and Finance Committee special meeting is scheduled for **Thursday, August 6, 2015** at 9:30 a.m. at the City of Palm Coast, in Flagler County.

Mr. Myers requested to be excused from the August meeting.

Adjournment

Chair Register inquired if there were any other items for discussion; hearing none, the meeting was adjourned at 9:40 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

Agenda

Item

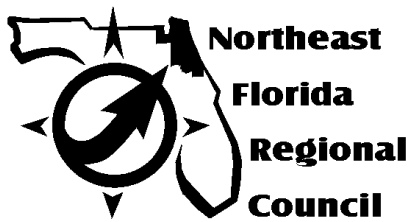
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Bringing Communities Together

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

MEMORANDUM

DATE: JULY 29, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

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

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

RE: MAY 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$25,896 for the month of May and a Year to Date Loss of \$106,880. Revenues for the month of May were \$145,768. Expenses for the month were \$171,664.

The loss is largely attributed to staff salaries and expenses associated with unfunded programs and statutory requirements as well as expenses for software maintenance, membership dues and the FY 13/14 audit.

Regional Council - Agencywide	Adopted Amended Budget 14/15	May 2015	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
County	\$ 623,091	51,924	415,394	67%	0%
Matrix Programs	\$ 1,165,422	89,089	545,293	47%	-20%
North Florida Procurement Association	\$ 2,279	-	2,279	100%	33%
Tenant Revenue	\$ 33,270	4,725	23,009	69%	2%
Other Revenue	\$ 6,662	30	6,515	98%	31%
TOTAL REVENUES	\$ 1,830,724	\$ 145,768	\$ 992,491	54%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 25,896	\$ 106,880	101%	
TOTAL REVENUE/GENERAL FUND	\$ 1,936,904	\$ 171,664	\$ 1,099,370	57%	
Expenses					
Salaries and Fringe	\$ 856,525	60,477	581,653	68%	1%
Contract/Grant Direct Expenses	\$ 557,629	46,132	195,888	35%	-32%
Common/Indirect - Allocated Expenses*	\$ 344,550	40,083	233,241	68%	1%
General Fund Expense*	\$ 178,200	24,972	88,588	50%	-17%
TOTAL EXPENSES	\$ 1,936,904	\$ 171,664	\$ 1,099,370	57%	
Net Income (loss)		(25,896)	\$ (106,880)		

*Excludes Salaries & Fringe

Matrix Programs	Adopted Amended Budget 14/15	May 2015	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
Local Government T. A.	\$ 139,177	10,988	99,487	71%	4%
Development of Regional Impact (DRI)	\$ 35,000	2,274	11,215	32%	-35%
Transportation Disadvantaged (TD)	\$ 126,948	13,131	83,286	66%	-1%
Economic Development Administration (EDA)	\$ 60,000	2,588	37,928	63%	-4%
Hurricane Study Update and Training	\$ 558,404	43,086	202,309	36%	-31%
Local Emergency Preparedness Committee (LEPC)	\$ 42,000	-	25,342	60%	-7%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 76,812	7,420	29,832	39%	-28%
Division of Emergency Management (DEM) T. A.	\$ 2,181	-	2,181	100%	33%
NE Florida Healthcare Coalition	\$ 100,000	7,231	46,215	46%	-21%
Small Quantity Generator (SQG) Program	\$ 5,000	1,163	2,096	42%	-25%
Regional Leadership Academy (RLA)	\$ 4,900	700	3,500	71%	4%
Special Projects	\$ 15,000	-	-	0%	-67%
Other Revenue	\$ -	508	1,901	0%	0%
TOTAL REVENUES	\$ 1,165,422	\$ 89,089	\$ 545,293	47%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 19,361	\$ 188,382	177%	
TOTAL REVENUE/GENERAL FUND	\$ 1,271,602	\$ 108,449	\$ 733,676	58%	
Expenses					
Salaries/Fringe	\$ 369,381	26,693	286,992	78%	11%
Direct	\$ 555,350	46,132	193,437	35%	-32%
Common/Indirect	\$ 346,870	35,625	253,246	73%	6%
TOTAL EXPENSES	\$ 1,271,602	\$ 108,449	\$ 733,676	58%	
Net Income (loss)		\$ (19,361)	\$ (188,382)		

Northeast Florida Regional Council
Balance Sheet
May 2015

	FY 13/14 May 2014	FY 14/15 May 2015
ASSETS		
Cash	1,340,041	1,071,601
Accounts Receivable	243,300	214,828
Prepaid Expenses	791	580
Closing Cost	4,084	-
Total Current Assets	1,588,216	1,287,010
Property and Equipment:		
Office Furniture and Equipment	744,798	726,850
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
Less Accumulated Depreciation	1,646,180	1,742,309
Total Property and Equipment, net	2,246,904	2,132,827
Total Assets	3,835,119	3,419,837
LIABILITIES		
Accounts Payable	5,377	6,697
Accrued Salaries and Leave	107,279	65,575
Deferred Revenue	222,764	113,528
Tenant Deposits	5,758	5,758
Notes Payable	1,512,277	1,428,546
Total Liabilities	1,853,454	1,620,104
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,981,665	1,799,732
Total Equity and Other Credits	1,981,665	1,799,732
Total Liabilities, Equity and Other Credits	3,835,119	3,419,837

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)	\$ (74,550)	\$ 1,223,489	\$ 1,071,860
April	\$ (87,601)	\$ (80,984)	\$ 1,394,325	\$ 1,217,106
May	\$ (112,210)	\$ (106,880)	\$ 1,340,041	\$ 1,071,601
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: JULY 29, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: MAY INVESTMENT REPORT

Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
May Interest	\$ 21	\$ 20
Year to Date Interest	\$ 166	\$ 165

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,320	\$16,420

Agenda

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MEMORANDUM

DATE: JULY 29, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

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

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

RE: JUNE 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$1,483 for the month of June and a Year to Date Loss of \$108,363. Revenues for the month of June were \$214,982. Expenses for the month were \$216,465.

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

Regional Council - Agencywide	Adopted Amended Budget 14/15	June 2015	YTD	Represents 75% of Fiscal Year	Budget Variance
Revenues					
County	\$ 623,091	51,924	467,319	75%	0%
Matrix Programs	\$ 1,165,422	161,212	706,505	61%	-14%
North Florida Procurement Association	\$ 2,279	-	2,279	100%	25%
Tenant Revenue	\$ 33,270	1,807	24,817	75%	0%
Other Revenue	\$ 6,662	39	6,554	98%	23%
TOTAL REVENUES	\$ 1,830,724	\$ 214,982	\$ 1,207,473	66%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 1,483	\$ 108,363	102%	
TOTAL REVENUE/GENERAL FUND	\$ 1,936,904	\$ 216,465	\$ 1,315,836	68%	
Expenses					
Salaries and Fringe	\$ 856,525	68,258	649,911	76%	1%
Contract/Grant Direct Expenses	\$ 557,629	118,151	314,039	56%	-19%
Common/Indirect - Allocated Expenses*	\$ 344,550	23,942	257,183	75%	0%
General Fund Expense*	\$ 178,200	6,114	94,702	53%	-22%
TOTAL EXPENSES	\$ 1,936,904	\$ 216,465	\$ 1,315,836	68%	
Net Income (loss)		(1,483)	\$ (108,363)		

*Excludes Salaries & Fringe

Matrix Programs	Adopted Amended Budget 14/15	June 2015	YTD	Represents 75% of Fiscal Year	Budget Variance
Revenues					
Local Government T. A.	\$ 139,177	12,422	111,909	80%	5%
Development of Regional Impact (DRI)	\$ 35,000	3,215	14,430	41%	-34%
Transportation Disadvantaged (TD)	\$ 126,948	16,915	100,201	79%	4%
Economic Development Administration (EDA)	\$ 60,000	876	38,804	65%	-10%
Hurricane Study Update and Training	\$ 558,404	114,614	316,923	57%	-18%
Local Emergency Preparedness Committee (LEPC)	\$ 42,000	-	25,342	60%	-15%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 76,812	6,614	36,447	47%	-28%
Division of Emergency Management (DEM) T. A.	\$ 2,181	-	2,181	100%	25%
NE Florida Healthcare Coalition	\$ 100,000	1,490	47,704	48%	-27%
Small Quantity Generator (SQG) Program	\$ 5,000	2,853	4,950	99%	24%
Regional Leadership Academy (RLA)	\$ 4,900	700	4,200	86%	11%
Special Projects	\$ 15,000	1,513	1,996	13%	-62%
Other Revenue	\$ -	-	1,419	0%	0%
TOTAL REVENUES	\$ 1,165,422	\$ 161,212	\$ 706,505	61%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 14,461	\$ 202,843	191%	
TOTAL REVENUE/GENERAL FUND	\$ 1,271,602	\$ 175,673	\$ 909,348	72%	
Expenses					
Salaries/Fringe	\$ 369,381	29,976	316,968	86%	11%
Direct	\$ 555,350	118,138	311,576	56%	-19%
Common/Indirect	\$ 346,870	27,558	280,804	81%	6%
TOTAL EXPENSES	\$ 1,271,602	\$ 175,673	\$ 909,348	72%	
Net Income (loss)		\$ (14,461)	\$ (202,843)		

Northeast Florida Regional Council
 Balance Sheet
 June 2015

	FY 13/14 June 2014	FY 14/15 June 2015
ASSETS		
Cash	1,282,690	1,086,079
Accounts Receivable	217,117	161,433
Prepaid Expenses	593	435
Closing Cost	4,000	-
Total Current Assets	<u>1,504,401</u>	<u>1,247,946</u>
Property and Equipment:		
Office Furniture and Equipment	707,077	726,850
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>1,620,710</u>	<u>1,752,918</u>
Total Property and Equipment, net	<u>2,234,654</u>	<u>2,122,218</u>
Total Assets	<u><u>3,739,055</u></u>	<u><u>3,370,165</u></u>
LIABILITIES		
Accounts Payable	8,892	2,617
Accrued Salaries and Leave	94,710	66,463
Deferred Revenue	149,806	75,651
Tenant Deposits	5,758	5,758
Notes Payable	1,505,418	1,421,426
Total Liabilities	<u><u>1,764,584</u></u>	<u><u>1,571,915</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,974,471	1,798,249
Total Equity and Other Credits	<u>1,974,471</u>	<u>1,798,249</u>
Total Liabilities, Equity and Other Credits	<u><u>3,739,055</u></u>	<u><u>3,370,165</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
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August	\$ (140,986)	\$ -	\$ 1,335,802	\$ -
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MEMORANDUM

DATE: JULY 29, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: JUNE INVESTMENT REPORT

Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
June Interest	\$ 21	\$ 22
Year to Date Interest	\$ 187	\$ 187

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,317	\$16,416

Agenda

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Marketing Activity Report



Property:
6850 Belfort Oaks Place

Prospects

Name	Size	Notes
Bobby Gatling Prospect	N/A	Toured, Still in the market, no decision made.
Bart Hinson Prospect (121 Financial)	N/A	Toured, Still in the market, no decision made.
Grubb Prospect	N/A	Sent info. Waiting to schedule tour.
David Hulsey (Call Center Prospect)	N/A	Sent info. Waiting to schedule tour. Parking is an issue.

Marketing Activities

Method	Description	Date Completed
Sign Installed	Sign installed on property to market on location.	6/3/2015
Colliers Website	Colliers International is a leader in global real estate, offering comprehensive services to investors, property owners, tenants and developers around the world.	6/2/2015
CoStar	The industry's largest database of proactively verified, constantly updated property information.	6/2/2015
Loopnet	The largest commercial real estate listing service online.	6/2/2015
Constant Contact	E-blast sent to over 500 Brokers and potential buyers.	6/5/2015
JOT Featured Listing	Chosen as the JOT featured listing for the month of July. This email promotes our most prominent listings to over 500 Brokers and potential buyers.	6/22/2015
Constant Contact	E-blast sent to over 500 Brokers and potential buyers.	6/24/2015
Direct Mail - Postcards	Targeted mailing to Office Owners within 1 mile (50)	7/27/2015
Direct Mail - Postcards	Targeted mailing to Credit Unions (36)	8/4/2015*
Direct Mail - Postcards	Targeted mailing to Private Schools (27)	8/4/2015*
Direct Mail - Postcards	Targeted mailing to Rehab Services (33)	8/6/2015*
Direct Mail - Postcards	Targeted mailing to Physician Organizations (28)	8/6/2015*

*In progress: scheduled to be completed on this date

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