

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting


December 3, 2015
9:30 a.m.

University of North Florida
University Center
12000 Alumni Drive
Jacksonville, FL 32224

MEMORANDUM

DATE: DECEMBER 3, 2015

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER
DS

RE: FEBRUARY 4, 2016 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, February 4, 2016** 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

University of North Florida
12000 Alumni Drive
Jacksonville, FL 32224

THURSDAY, DECEMBER 3, 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 October 1, 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. September 2015 Financial Report – Donna Starling (*Information Only*) 2
- * 5. October 2015 Financial Report – Donna Starling 3
6. **Building Sale Update – Brian Teeple** **4**
7. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
8. Next Meeting Date and Location: **FEBRUARY 4, 2016**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216
9. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

October 1, 2015

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, October 1, 2015, at 9:35 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216. **Chair Register** called the meeting to order with the following members present representing a quorum:

Members Present: President Eubanks, Vernon Myers, and Robert Spaeth

Members Excused: Tony Brown, Catherine Robinson

Members 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 August 6, 2015 Committee Meeting. President Eubanks moved approval of the August 6, 2015 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.

July 2015 Financial Report

This report was provided to the Members for review prior to the Executive Committee meeting on 9-24-15. The report was reviewed and approved by the Executive Committee and is therefore provided for information only.

*August 2015 Financial Report

Ms. Starling provided an overview of the August financial report reflecting an income of \$9,080 for the month and a year-to-date loss of \$102,126. A brief discussion followed.

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

FY 2014/15 Audit Schedule

Ms. Starling provided the Members with a copy of the year end/audit schedule for fiscal year 14/15. She stated that the Audit will be presented at either the February or April Board meeting by the auditors.

Building Sale Update

Mr. Teeple provided an overview of the marketing activity relating to the sale of the building. A brief discussion followed.

Public Comment

None.

Next Meeting Date

The next Personnel, Budget and Finance Committee special meeting is scheduled for **Thursday, December 3, 2015** at 9:30 a.m. at the University of North Florida, University Center, 12000 Alumni Drive, Jacksonville, FL 32224.

Adjournment

Chair Register inquired if there were any other items for discussion; hearing none, the meeting was adjourned at 9:50 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: OCTOBER 28, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

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

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

RE: SEPTEMBER 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$2,940 for the month of September and a Year to Date Loss of \$99,186. Revenues for the month of September were \$528,771. Expenses for the month were \$525,831.

The profit is largely attributed to the sale of two of the Council's fleet vehicles and revenue recognition for programs that were completed during fiscal year 2015.

Regional Council - Agencywide	Adopted Amended Budget 14/15	September 2015	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues					
County	\$ 623,091	51,924	623,091	100%	0%
Matrix Programs	\$ 1,165,422	469,629	1,292,534	111%	11%
North Florida Procurement Association	\$ 2,279	-	2,279	100%	0%
Tenant Revenue	\$ 33,270	2,114	32,479	98%	-2%
Other Revenue	\$ 6,662	5,103	11,724	176%	76%
TOTAL REVENUES	\$ 1,830,724	\$ 528,771	\$ 1,962,108	107%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ (2,940)	\$ 99,186	93%	
TOTAL REVENUE/GENERAL FUND	\$ 1,936,904	\$ 525,831	\$ 2,061,294	106%	
Expenses					
Salaries and Fringe	\$ 856,525	83,349	859,209	100%	0%
Contract/Grant Direct Expenses	\$ 557,629	412,411	759,704	136%	36%
Common/Indirect - Allocated Expenses*	\$ 344,550	24,436	327,501	95%	-5%
General Fund Expense*	\$ 178,200	5,636	114,880	64%	-36%
TOTAL EXPENSES	\$ 1,936,904	\$ 525,831	\$ 2,061,294	106%	
Net Income (loss)		2,940	\$ (99,186)		

*Excludes Salaries & Fringe

Matrix Programs	Adopted Amended Budget 14/15	September 2015	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues					
Local Government T. A.	\$ 139,177	9,178	133,712	96%	-4%
Development of Regional Impact (DRI)	\$ 35,000	5,784	38,648	110%	10%
Transportation Disadvantaged (TD)	\$ 126,948	14,052	130,249	103%	3%
Economic Development Administration (EDA)	\$ 60,000	4,912	51,725	86%	-14%
Hurricane Study Update and Training	\$ 558,404	392,662	740,671	133%	33%
Local Emergency Preparedness Committee (LEPC)	\$ 42,000	5,156	37,342	89%	-11%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 76,812	22,863	68,526	89%	-11%
Division of Emergency Management (DEM) T. A.	\$ 2,181	-	2,181	100%	0%
NE Florida Healthcare Coalition	\$ 100,000	9,918	69,920	70%	-30%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,950	99%	-1%
Regional Leadership Academy (RLA)	\$ 4,900	563	4,900	100%	0%
Special Projects	\$ 15,000	4,467	8,217	55%	-45%
Other Revenue	\$ -	74	1,493	0%	0%
TOTAL REVENUES	\$ 1,165,422	\$ 469,629	\$ 1,292,534	111%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 15,406	\$ 245,796	231%	
TOTAL REVENUE/GENERAL FUND	\$ 1,271,602	\$ 485,035	\$ 1,538,331	121%	
Expenses					
Salaries/Fringe	\$ 369,381	40,219	417,962	113%	13%
Direct	\$ 555,350	412,044	756,868	136%	36%
Common/Indirect	\$ 346,870	32,772	363,501	105%	5%
TOTAL EXPENSES	\$ 1,271,602	\$ 485,035	\$ 1,538,331	121%	
Net Income (loss)		\$ (15,406)	\$ (245,796)		

Northeast Florida Regional Council
 Balance Sheet
 September 2015

	FY 13/14 September 2014	FY 14/15 September 2015
ASSETS		
Cash	1,239,305	1,107,905
Accounts Receivable	210,738	354,020
Prepaid Expenses	-	-
Closing Cost	-	-
Total Current Assets	<u>1,450,043</u>	<u>1,461,925</u>
Property and Equipment:		
Office Furniture and Equipment	728,437	553,824
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>1,651,714</u>	<u>1,611,325</u>
Total Property and Equipment, net	<u>2,225,009</u>	<u>2,090,786</u>
Total Assets	<u>3,675,053</u>	<u>3,552,711</u>
LIABILITIES		
Accounts Payable	105,764	231,296
Accrued Salaries and Leave	78,342	56,961
Deferred Revenue	82,242	41,887
Tenant Deposits	5,758	3,588
Notes Payable	1,496,335	1,411,553
Total Liabilities	<u>1,768,441</u>	<u>1,745,285</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,906,612	1,807,426
Total Equity and Other Credits	<u>1,906,612</u>	<u>1,807,426</u>
Total Liabilities, Equity and Other Credits	<u>3,675,053</u>	<u>3,552,711</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)	\$ (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)	\$ (108,363)	\$ 1,282,690	\$ 1,086,079
July	\$ (126,743)	\$ (111,206)	\$ 1,392,312	\$ 1,177,339
August	\$ (140,986)	\$ (102,126)	\$ 1,335,802	\$ 1,259,551
September	\$ (183,513)	\$ (99,186)	\$ 1,239,305	\$ 1,107,905




Bringing Communities Together

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

MEMORANDUM

DATE: OCTOBER 28, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: SEPTEMBER INVESTMENT REPORT

Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
September Interest	\$ 22	\$ 20
Year to Date Interest	\$ 250	\$ 250

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,312	\$16,456

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MEMORANDUM

DATE: NOVEMBER 24, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

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

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

RE: OCTOBER 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$7,883 for the month of October and a Year to Date Loss of \$7,883. Revenues for the month of October were \$104,578. Expenses for the month were \$112,461.

The loss is largely attributed to a reduction in revenues resulting from the loss of Clay County membership dues and payment of the quarterly Florida Regional Council Association (FRCA) dues.

Revenues will continue to be reduced by approximately \$6,700 per month due to the loss of the Clay County membership dues.

Regional Council - Agencywide	Adopted Budget 15/16	October 2015	YTD	Represents 8% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 643,235	46,858	46,858	7%	-1%
Local Government Technical Assistance	\$ 125,000	13,737	13,737	11%	3%
Development of Regional Impact (DRI)	\$ 11,500	1,124	1,124	10%	2%
Transportation Disadvantaged (TD)	\$ 126,950	10,605	10,605	8%	0%
Economic Development Administration (EDA)	\$ 60,000	4,507	4,507	8%	0%
Local Emergency Preparedness Committee (LEPC)	\$ 48,000	3,312	3,312	7%	-1%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000	8,614	8,614	17%	9%
Healthcare Coalition	\$ 200,000	7,250	7,250	4%	-4%
Hurricane Study	\$ -	6,008	6,008	0%	0%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-8%
Regional Leadership Academy (RLA)	\$ 4,200	-	-	0%	-8%
Special Projects	\$ 20,000	696	696	3%	-5%
Tenant Revenue	\$ 33,270	1,856	1,856	6%	-2%
Other Revenue	\$ -	10	10	0%	0%
TOTAL REVENUES	\$ 1,327,155	\$ 104,578	\$ 104,578	8%	
TRANSFER FROM GENERAL FUND	\$ 115,278	\$ 7,883	\$ 7,883	7%	
TOTAL REVENUE/GENERAL FUND	\$ 1,442,433	\$ 112,461	\$ 112,461	8%	
Expenses					
Salaries and Fringe	\$ 852,993	66,423	66,423	8%	0%
Contract/Grant Direct Expenses	\$ 142,000	9,587	9,587	7%	-1%
Common/Indirect - Allocated Expenses*	\$ 337,650	27,321	27,321	8%	0%
General Fund Expense*	\$ 109,790	9,129	9,129	8%	0%
TOTAL EXPENSES	\$ 1,442,433	\$ 112,461	\$ 112,461	8%	
Net Income (loss)		(7,883)	\$ (7,883)		

*Excludes Salaries & Fringe

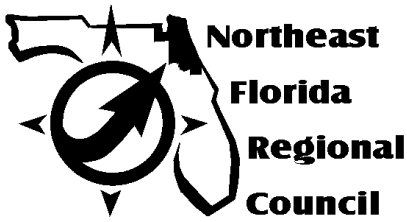
	FY 14/15 October 2014	FY 15/16 October 2015
ASSETS		
Cash	1,143,919	1,067,744
Accounts Receivable	250,576	280,394
Prepaid Expenses	2,016	1,479
Total Current Assets	<u>1,396,511</u>	<u>1,349,617</u>
Property and Equipment:		
Office Furniture and Equipment	728,437	553,824
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	<u>948,286</u>	<u>948,286</u>
Less Accumulated Depreciation	<u>1,664,437</u>	<u>1,621,642</u>
Total Property and Equipment, net	<u>2,212,286</u>	<u>2,080,468</u>
Total Assets	<u>3,608,798</u>	<u>3,430,085</u>
LIABILITIES		
Accounts Payable	3,200	1,800
Accrued Salaries and Leave	75,224	62,501
Deferred Revenue	149,531	169,931
Tenant Deposits	5,758	3,588
Notes Payable	1,477,770	1,392,723
Total Liabilities	<u>1,711,482</u>	<u>1,630,542</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,897,315	1,799,543
Total Equity and Other Credits	<u>1,897,315</u>	<u>1,799,543</u>
Total Liabilities, Equity and Other Credits	<u>3,608,798</u>	<u>3,430,085</u>

YTD Comparison

	14/15	15/16	14/15	15/16
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

AGENCYWIDE

October	\$ (9,380)	\$ (7,883)	\$ 1,143,919	\$ 1,067,744
November	\$ (22,453)		\$ 1,151,459	
December	\$ (30,690)		\$ 1,090,388	
January	\$ (44,550)		\$ 1,154,596	
February	\$ (55,071)		\$ 1,163,025	
March	\$ (74,550)		\$ 1,071,860	
April	\$ (80,984)		\$ 1,217,106	
May	\$ (106,880)		\$ 1,071,601	
June	\$ (108,363)		\$ 1,086,079	
July	\$ (111,206)		\$ 1,177,339	
August	\$ (102,126)		\$ 1,259,551	
September	\$ (99,186)		\$ 1,107,905	




Bringing Communities Together

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MEMORANDUM

DATE: NOVEMBER 24, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: OCTOBER INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
October Interest	\$ 21	\$ 21
Year to Date Interest	\$ 21	\$ 21

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,280	\$16,445

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Marketing Activity Report



6850 Belfort Oaks Place – 12/01/15

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.
Scott Henley Prospect (Firehouse Subs)	N/A	Not enough parking
David Ergisi	N/A	Toured
Jim Sebesta Prospect	N/A	Sent info, waiting to schedule tour
Isaac Teitelbaum	N/A	Sent info, waiting to discuss
Monte Meritt Prospect	N/A	Toured
Dental Group	N/A	Toured
Gordon Barfield	N/A	Sent info, waiting to discuss
Fran Pepis Prospect	N/A	Sent info, waiting to discuss
Ben Hakimiaan	N/A	Not enough visibility
Gatlin Development	N/A	Decided to lease at an alternative building

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

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Accelerating success.

Direct Mail - Postcards	Targeted mailing to Office Owners within 1 mile (50)	7/27/2015
Direct Mail - Postcards	Targeted mailing to Credit Unions (19)	8/4/2015
Direct Mail - Postcards	Targeted mailing to Private Schools (23)	8/4/2015
Direct Mail - Postcards	Targeted mailing to Rehab Services (33)	8/4/2015
Direct Mail - Postcards	Targeted mailing to Physician Organizations (28)	8/4/2015
Direct Mail - Postcards	Targeted mailing to Temp Agencies (75)	8/4/2015
Direct Mail - Postcards	Targeted mailing to College & Universities (73)	8/4/2015
Direct Mail - Postcards	Targeted mailing to Florida Cancer Centers (18)	8/4/2015
Constant Contact	E-blast sent to over 500 brokers and potential buyers.	8/12/2015
Constant Contact	E-blast sent to over 500 brokers and potential buyers.	9/17/2015
Canvassing	Brochure hand-delivered to Belfort Oaks tenants and owners	October
Constant Contact	E-blast sent to over 500 brokers and potential buyers.	11/02/15
Constant Contact	E-blast sent to over 500 brokers and potential buyers.	12/01/15