

NEFRC



**PERSONNEL, BUDGET &
FINANCE POLICY COMMITTEE**

Meeting

**February 11, 2016
9:30 a.m.**

Northeast Florida Regional Council


6850 Belfort Oaks Place

Jacksonville, FL 32216

MEMORANDUM

DATE: FEBRUARY 11, 2016

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: APRIL 7, 2016 COMMITTEE METING

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, April 7, 2016** at the **North Florida Transportation Planning Organization, 980 N. Jefferson Street, Jacksonville, FL 32209.**

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, FEBRUARY 11, 2016
9:30 a.m.

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

TAB

- 1. Call to Order, Welcome, Roll Call – President Myers
- * 2. Approval of December 3, 2015 Committee Meeting Minutes – President Myers 1
- 3. Invitation to Speak – President Myers
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. November 2015 Financial Report – Donna Starling 2
- * 5. December 2015 Financial Report – Donna Starling 3
- 6. **Audit Update – Donna Starling**
- 7. **Building Sale Update – Brian Teeple** 4
- 8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 9. Next Meeting Date and Location: **THURSDAY, APRIL 7, 2016**
North Florida TPO
980 North Jefferson Street
Jacksonville, FL 32209
- 10. Adjournment

***Denotes Action Item**

Agenda

Item

Tab 1

Tab 1

Tab 1

Tab 1

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget & Finance Committee
December 3, 2015

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, December 3, 2015, at 9:30 a.m. at the University of North Florida, University Center, 12000 Alumni Drive, Jacksonville, FL 32225. **Chair Register** called the meeting to order with the following members present representing a quorum:

Members Present: James Johns, Walton Pellicer, Catherine Robinson, George Spicer

Members Excused: Jimmy Anderson, Ed Boner, Wendell Davis, Frank Meeker

Members Absent: Katrina Brown

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

*Approval of Minutes

Chair Register called for a motion. Mayor Robinson moved approval of the October 1, 2015 Minutes; seconded by Commissioner Spicer. Motion carried.

Invitation to Speak

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

September 2015 Financial Report

Chair Register stated that the September 2015 Financial Report was reviewed and approved by the Executive Committee at their November 24, 2015 meeting and provided as information only.

*October 2015 Financial Report

Ms. Starling provided an overview of the October financial report reflecting a loss of \$7,883 for month of October. Being the first month of the 2015-16 fiscal year, the year-to-date loss is the same. The loss is primarily due the loss of Clay County dues and payment of the quarterly FRCA dues. Going forward, there will be approximately \$6,700 reduction in revenue due to the loss of Clay County dues each month. A brief discussion followed.

Chair Register called for a motion. Commissioner Pellicer moved approval of the October 2015 Financial Report; seconded by Commissioner Spicer. Motion carried.

Building Sale Update

An updated marketing report of activities relating to the sale of the building was provided.

New Item

Withdrawal from the Interlocal Agreement

Mr. Teeple informed the Members that, following the Boards direction to engage legal counsel, he has an attorney/client privileged document that basically states that Clay County cannot withdraw from the Interlocal Agreement. Mr. Teeple stated that it is his hope that a legal contest does not develop over this issue. It is also his hope, over the next several months, to work with Clay County to resolve their issues. A brief discussion followed.

Public Comment

None

Next Meeting Date

The next Personnel, Budget and Finance Committee meeting is scheduled for **Thursday, February 4, 2016** 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 9:50 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

Agenda

Item

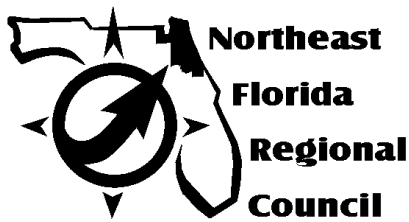
Tab 2

Tab 2

Tab 2

Tab 2

Tab 2



Bringing Communities Together

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

MEMORANDUM

DATE: DECEMBER 30, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

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

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

RE: NOVEMBER 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$3,001 for the month of November and a Year to Date Loss of \$10,884. Revenues for the month of November were \$144,438. Expenses for the month were \$147,439.

The loss is largely attributed to a reduction in revenues resulting from the loss of Clay County membership dues and the annual payment for Directors and Officer's insurance.

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	November 2015	YTD	Represents 17% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 643,235	46,858	93,717	15%	-2%
Local Government Technical Assistance	\$ 125,000	6,231	19,968	16%	-1%
Development of Regional Impact (DRI)	\$ 11,500	837	1,961	17%	0%
Transportation Disadvantaged (TD)	\$ 126,950	11,878	22,484	18%	1%
Economic Development Administration (EDA)	\$ 60,000	6,291	10,798	18%	1%
Local Emergency Preparedness Committee (LEPC)	\$ 48,000	4,844	8,156	17%	0%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000	1,343	9,958	20%	3%
Healthcare Coalition	\$ 200,000	11,420	18,670	9%	-8%
Hurricane Study	\$ -	52,600	58,608	0%	0%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-17%
Regional Leadership Academy (RLA)	\$ 4,200	-	-	0%	-17%
Special Projects	\$ 20,000	25	721	4%	-13%
Tenant Revenue	\$ 33,270	1,819	3,675	11%	-6%
Other Revenue	\$ -	290	300	0%	0%
TOTAL REVENUES	\$ 1,327,155	\$ 144,438	\$ 249,016	19%	
TRANSFER FROM GENERAL FUND	\$ 115,278	\$ 3,001	\$ 10,884	9%	
TOTAL REVENUE/GENERAL FUND	\$ 1,442,433	\$ 147,439	\$ 259,900	18%	
Expenses					
Salaries and Fringe	\$ 852,993	63,164	129,587	15%	-2%
Contract/Grant Direct Expenses	\$ 142,000	53,883	63,470	45%	28%
Common/Indirect - Allocated Expenses*	\$ 337,650	22,866	50,186	15%	-2%
General Fund Expense*	\$ 109,790	7,526	16,656	15%	-2%
TOTAL EXPENSES	\$ 1,442,433	\$ 147,439	\$ 259,900	18%	
Net Income (loss)		(3,001)	\$ (10,884)		

*Excludes Salaries & Fringe

Northeast Florida Regional Council
Balance Sheet
November 2015

	FY 14/15 November 2014	FY 15/16 November 2015
ASSETS		
Cash	1,151,459	1,164,169
Accounts Receivable	206,163	162,230
Prepaid Expenses	2,851	1,344
Total Current Assets	1,360,473	1,327,743
Property and Equipment:		
Office Furniture and Equipment	729,187	553,824
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
Less Accumulated Depreciation	1,676,990	1,631,873
Total Property and Equipment, net	2,200,484	2,070,238
Total Assets	3,560,957	3,397,981
LIABILITIES		
Accounts Payable	4,460	3,022
Accrued Salaries and Leave	76,716	64,205
Deferred Revenue	118,894	145,133
Tenant Deposits	5,758	3,588
Notes Payable	1,470,803	1,385,490
Total Liabilities	1,676,631	1,601,439
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,887,909	1,796,542
Total Equity and Other Credits	1,887,909	1,796,542
Total Liabilities, Equity and Other Credits	3,564,540	3,397,981

YTD Comparison

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

October	\$ (9,380)	\$ (7,883)	\$ 1,143,919	\$ 1,067,744
November	\$ (22,453)	\$ (10,884)	\$ 1,151,459	\$ 1,164,169
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: DECEMBER 30, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: NOVEMBER INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
November Interest	\$ 19	\$ 21
Year to Date Interest	\$ 40	\$ 42

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,263	\$16,443

Agenda

Item

Tab 3

Tab 3

Tab 3

Tab 3

Tab 3



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MEMORANDUM

DATE: FEBRUARY 3, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

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

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

RE: DECEMBER 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$6,596 for the month of December and a Year to Date Loss of \$17,480. Revenues for the month of December were \$95,833. Expenses for the month were \$102,428.

The loss is largely attributed to a reduction in revenues resulting from the loss of Clay County membership dues and payment of legal services.

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	December 2015	YTD	Represents 25% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 643,235	46,858	140,575	22%	-3%
Local Government Technical Assistance	\$ 125,000	8,924	28,892	23%	-2%
Development of Regional Impact (DRI)	\$ 11,500	1,672	3,633	32%	7%
Transportation Disadvantaged (TD)	\$ 126,950	9,878	32,361	25%	0%
Economic Development Administration (EDA)	\$ 60,000	5,735	16,534	28%	3%
Local Emergency Preparedness Committee (LEPC)	\$ 48,000	2,087	10,243	21%	-4%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000	784	10,742	21%	-4%
Healthcare Coalition	\$ 200,000	8,948	27,618	14%	-11%
Hurricane Study	\$ -	1,799	60,407	0%	0%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-25%
Regional Leadership Academy (RLA)	\$ 4,200	-	-	0%	-25%
Special Projects	\$ 20,000	3,569	4,290	21%	-4%
Tenant Revenue	\$ 33,270	1,875	5,550	17%	-8%
Other Revenue	\$ -	3,703	4,003	0%	0%
TOTAL REVENUES	\$ 1,327,155	\$ 95,833	\$ 344,848	26%	
TRANSFER FROM GENERAL FUND	\$ 115,278	\$ 6,596	\$ 17,480	15%	
TOTAL REVENUE/GENERAL FUND	\$ 1,442,433	\$ 102,428	\$ 362,328	25%	
Expenses					
Salaries and Fringe	\$ 852,993	64,039	193,627	23%	-2%
Contract/Grant Direct Expenses	\$ 142,000	2,073	65,544	46%	21%
Common/Indirect - Allocated Expenses*	\$ 337,650	25,102	75,288	22%	-3%
General Fund Expense*	\$ 109,790	11,214	27,870	25%	0%
TOTAL EXPENSES	\$ 1,442,433	\$ 102,428	\$ 362,328	25%	
Net Income (loss)		(6,596)	\$ (17,480)		

*Excludes Salaries & Fringe

Northeast Florida Regional Council
Balance Sheet
December 2015

	FY 14/15 December 2014	FY 15/16 December 2015
ASSETS		
Cash	1,090,388	1,085,751
Accounts Receivable	189,407	131,761
Prepaid Expenses	3,406	1,230
Total Current Assets	1,283,202	1,218,742
Property and Equipment:		
Office Furniture and Equipment	729,187	553,824
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
Less Accumulated Depreciation	1,689,472	1,642,061
Total Property and Equipment, net	2,188,001	2,060,049
Total Assets	3,471,203	3,278,791
LIABILITIES		
Accounts Payable	11,810	10,797
Accrued Salaries and Leave	73,066	41,641
Deferred Revenue	40,832	54,584
Tenant Deposits	5,758	3,588
Notes Payable	1,463,815	1,378,236
Total Liabilities	1,595,281	1,488,846
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,875,922	1,789,945
Total Equity and Other Credits	1,875,922	1,789,945
Total Liabilities, Equity and Other Credits	3,471,203	3,278,791

YTD Comparison

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

October	\$ (9,380)	\$ (7,883)	\$ 1,143,919	\$ 1,067,744
November	\$ (22,453)	\$ (10,884)	\$ 1,151,459	\$ 1,164,169
December	\$ (30,690)	\$ (17,480)	\$ 1,090,388	\$ 1,085,751
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	




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MEMORANDUM

DATE: FEBRUARY 3, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: DECEMBER INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
December Interest	\$ 23	\$ 21
Year to Date Interest	\$ 63	\$ 63

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,329	\$16,405

Agenda

Item

Tab 4

Tab 4

Tab 4

Tab 4

Tab 4

Marketing Activity Report



6850 Belfort Oaks Place – 02/02/16

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
Bert Smith – Newmark Grubb	N/A	Toured (01/26/16)

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

Contacts:

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Lisa McLatchey

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Accelerating success.

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 (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
Constant Contact	E-blast sent to over 500 brokers and potential buyers.	01/06/16
Constant Contact	E-blast sent to over 500 brokers and potential buyers.	02/01/16
Direct Mail - Postcards	Targeted mailing to non-profits & staffing agencies	In progress

***Scheduled to be completed on this date**