

NEFRC



**PERSONNEL, BUDGET &
FINANCE POLICY COMMITTEE**

Meeting

**June 2, 2016
9:00 a.m.**

Northeast Florida Regional Council


6850 Belfort Oaks Place

Jacksonville, FL 32216

MEMORANDUM

DATE: JUNE 2, 2016

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: PB&F COMMITTEE MEETING

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:00 a.m.** on **Thursday, August 4, 2016** 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, June 2, 2016
9:00 a.m.

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

TAB

- 1. Call to Order, Welcome, Roll Call – Chair Register
- * 2. Approval of April 7, 2016 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. **Fiscal Year 2014/2015 Audit – Lon Stafford of Carr, Riggs & Ingram, LLC (Handout)**
- 5. March 2016 Financial Report – Donna Starling (*information only*) 2
- * 6. April 2016 Financial Report – Donna Starling 3
- * 7. Proposed FY 15/16 Amended Budget – Donna Starling 4
- * 8. Proposed FY 16/17 Budget – Donna Starling 5
- * 9. CEO Contract – Brian Teeple 6
- 10. Officer Nominations – Brian Teeple 7
- 11. Building Sale Update – Brian Teeple
- 12. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 13. Next Meeting Date and Location: **THURSDAY, AUGUST 4, 2016**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216
- 14. Adjournment

***Denotes Action Item**

Agenda

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

April 7, 2016

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, April 7, 2016, at 9:30 a.m. at the North Florida Transportation Planning Organization, 980 N. Jefferson Street, Jacksonville, FL 32209. **Chair Register** called the meeting to order with the following members present:

Members Present: Jimmy Anderson, James Johns, Vernon Myers, Catherine Robinson and George Spicer

Members Excused: Frank Meeker and Walton Pellicer

Members Absent: Katrina Brown

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. President Myers motioned to approve the February 11, 2016 Committee meeting minutes; seconded by Commissioner Johns. Motion carried.

Invitation to Speak

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

January 2016 Financial Report

The January 2016 Financial Report is provided for information only as it was reviewed and approved by the Executive Committee on March 3, 2016.

February 2016 Financial Report

Staff reported on the February 2016 Financial Report, which reflects a loss of \$2,629 for the month and a year-to-date loss of \$17,432. The loss is mainly due to the loss of Clay County dues. A brief discussion followed.

Chair Register called for a motion. President Myers motioned to approve the February 2016 Financial Report; seconded by Mayor Robinson. Motion carried.

Audit Update

The Council is still awaiting the additional data needed from the Division of Retirement. This new data is an additional requirement that can only be provided by the Division of Retirement. Staff hopes to receive this information in time to present the audit to the Committee and Board in June.

Building Sale Update

An updated marketing report of activities relating to the sale of the building was provided. Staff stated that the current realtor's contact will expire on May 14, 2016 and requested guidance on whether to change the realtor at that time. If so, CBRE was recommended as an option. Discussion followed.

Commissioner Anderson arrived.

Chair Register called for a motion. President Myers motioned that the Council not renew the current contract with Colliers International and recommended entering into a new contract with CBRE for the sale of the building; seconded by Commissioner Spicer. Motion carried with Commissioner Johns opposing.

Public Comment – None.

Next Meeting Date – Thursday, June 2, 2016 at 9:30 a.m. at the Northeast Florida Regional Council, 5860 Belfort Oaks Place, Jacksonville, FL 32216.

Adjournment

Meeting was adjourned at 9:47 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: APRIL 27, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

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

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

RE: MARCH 2016 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$2,946 for the month of March and a Year to Date Loss of \$20,378. Revenues for the month of March were \$130,064. Expenses for the month were \$133,010.

The loss is largely attributed to three payrolls being posted in March and the reduction in revenues resulting from the loss of Clay County membership 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	March 2016	YTD	Represents 50% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 643,235	46,858	281,150	44%	-6%
Local Government Technical Assistance	\$ 125,000	35,707	79,841	64%	14%
Development of Regional Impact (DRI)	\$ 11,500	143	4,894	43%	-7%
Transportation Disadvantaged (TD)	\$ 126,950	14,955	69,164	54%	4%
Economic Development Administration (EDA)	\$ 60,000	2,821	23,180	39%	-11%
Local Emergency Preparedness Committee (LEPC)	\$ 48,000	182	24,182	50%	0%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000	294	39,252	79%	29%
Healthcare Coalition	\$ 200,000	21,873	77,562	39%	-11%
Hurricane Study	\$ -	3,058	65,229	0%	0%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-50%
Regional Leadership Academy (RLA)	\$ 4,200	550	1,650	39%	-11%
Special Projects	\$ 20,000	53	5,220	26%	-24%
Tenant Revenue	\$ 33,270	3,516	12,757	38%	-12%
Other Revenue	\$ -	51	5,145	0%	0%
TOTAL REVENUES	\$ 1,327,155	\$ 130,064	\$ 689,227	52%	
TRANSFER FROM GENERAL FUND	\$ 115,278	\$ 2,946	\$ 20,378	18%	
TOTAL REVENUE/GENERAL FUND	\$ 1,442,433	\$ 133,010	\$ 709,605	49%	
Expenses					
Salaries and Fringe	\$ 852,993	82,417	397,626	47%	-3%
Contract/Grant Direct Expenses	\$ 142,000	8,610	105,505	74%	24%
Common/Indirect - Allocated Expenses*	\$ 337,650	38,069	158,683	47%	-3%
General Fund Expense*	\$ 109,790	3,913	47,791	44%	-6%
TOTAL EXPENSES	\$ 1,442,433	\$ 133,010	\$ 709,605	49%	
Net Income (loss)		(2,946)	\$ (20,378)		

*Excludes Salaries & Fringe

	FY 14/15 March 2015	FY 15/16 March 2016
ASSETS		
Cash	1,071,860	1,185,570
Accounts Receivable	182,605	122,904
Prepaid Expenses	500	806
Total Current Assets	<u>1,254,965</u>	<u>1,309,280</u>
Property and Equipment:		
Office Furniture and Equipment	726,850	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>1,720,628</u>	<u>1,672,576</u>
Total Property and Equipment, net	<u>2,154,508</u>	<u>2,029,534</u>
Total Assets	<u><u>3,409,473</u></u>	<u><u>3,338,814</u></u>
LIABILITIES		
Accounts Payable	9,388	6,116
Accrued Salaries and Leave	77,315	59,652
Deferred Revenue	30,609	114,454
Tenant Deposits	5,758	3,588
Notes Payable	1,454,340	1,367,956
Total Liabilities	<u>1,577,411</u>	<u>1,551,766</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,832,062	1,787,048
Total Equity and Other Credits	<u>1,832,062</u>	<u>1,787,048</u>
Total Liabilities, Equity and Other Credits	<u><u>3,409,473</u></u>	<u><u>3,338,814</u></u>

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)	\$ (14,803)	\$ 1,154,596	\$ 1,121,918
February	\$ (55,071)	\$ (17,432)	\$ 1,163,025	\$ 1,163,420
March	\$ (74,550)	\$ (20,378)	\$ 1,071,860	\$ 1,185,570
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	

MEMORANDUM

DATE: APRIL 27, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: MARCH 2016 INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
March Interest	\$ 22	\$ 21
Year to Date Interest	\$ 124	\$ 125

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,404	\$16,527

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Bringing Communities Together

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

MEMORANDUM

DATE: MAY 23, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

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

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

RE: APRIL 2016 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$128 for the month of April and a Year to Date Loss of \$20,506. Revenues for the month of April were \$166,727. Expenses for the month were \$166,855.

The loss is largely attributed to the payment of the quarterly Florida Regional Council Association (FRCA) dues and the reduction in revenues resulting from the loss of Clay County membership 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	April 2016	YTD	Represents 58% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 643,235	46,858	328,009	51%	-7%
Local Government Technical Assistance	\$ 125,000	60,722	140,563	112%	54%
Development of Regional Impact (DRI)	\$ 11,500	(12)	4,882	42%	-16%
Transportation Disadvantaged (TD)	\$ 126,950	9,781	78,945	62%	4%
Economic Development Administration (EDA)	\$ 60,000	6,772	29,951	50%	-8%
Local Emergency Preparedness Committee (LEPC)	\$ 48,000	3,020	27,202	57%	-1%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000	1,504	40,756	82%	24%
Healthcare Coalition	\$ 200,000	36,376	113,938	57%	-1%
Hurricane Study	\$ -	855	66,084	0%	0%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-58%
Regional Leadership Academy (RLA)	\$ 4,200	550	2,200	52%	-6%
Special Projects	\$ 20,000	(27)	5,193	26%	-32%
Tenant Revenue	\$ 33,270	310	13,068	39%	-19%
Other Revenue	\$ -	18	5,164	0%	0%
TOTAL REVENUES	\$ 1,327,155	\$ 166,727	\$ 855,954	64%	
TRANSFER FROM GENERAL FUND	\$ 115,278	\$ 128	\$ 20,506	18%	
TOTAL REVENUE/GENERAL FUND	\$ 1,442,433	\$ 166,855	\$ 876,460	61%	
Expenses					
Salaries and Fringe	\$ 852,993	63,293	460,919	54%	-4%
Contract/Grant Direct Expenses	\$ 142,000	62,988	168,493	119%	61%
Common/Indirect - Allocated Expenses*	\$ 337,650	28,926	187,609	56%	-2%
General Fund Expense*	\$ 109,790	11,648	59,439	54%	-4%
TOTAL EXPENSES	\$ 1,442,433	\$ 166,855	\$ 876,460	61%	
Net Income (loss)		(128)	\$ (20,506)		

*Excludes Salaries & Fringe

Northeast Florida Regional Council
 Balance Sheet
 April 2016

	FY 14/15 April 2015	FY 15/16 April 2016
ASSETS		
Cash	1,217,106	1,152,203
Accounts Receivable	146,556	180,359
Prepaid Expenses	355	672
Total Current Assets	<u>1,364,017</u>	<u>1,333,234</u>
Property and Equipment:		
Office Furniture and Equipment	726,850	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>1,731,700</u>	<u>1,682,714</u>
Total Property and Equipment, net	<u>2,143,435</u>	<u>2,019,396</u>
Total Assets	<u><u>3,507,452</u></u>	<u><u>3,352,630</u></u>
LIABILITIES		
Accounts Payable	6,105	213
Accrued Salaries and Leave	66,198	62,330
Deferred Revenue	156,500	150,590
Tenant Deposits	5,758	3,588
Notes Payable	1,447,265	1,348,990
Total Liabilities	<u>1,681,824</u>	<u>1,565,710</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,825,628	1,786,920
Total Equity and Other Credits	<u>1,825,628</u>	<u>1,786,920</u>
Total Liabilities, Equity and Other Credits	<u><u>3,507,452</u></u>	<u><u>3,352,630</u></u>

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)	\$ (14,803)	\$ 1,154,596	\$ 1,121,918
February	\$ (55,071)	\$ (17,432)	\$ 1,163,025	\$ 1,163,420
March	\$ (74,550)	\$ (20,378)	\$ 1,071,860	\$ 1,185,570
April	\$ (80,984)	\$ (20,506)	\$ 1,217,106	\$ 1,152,203
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

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

MEMORANDUM

DATE: MAY 23, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: APRIL 2016 INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
April Interest	\$ 21	\$ 20
Year to Date Interest	\$ 145	\$ 145

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,411	\$16,527

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MEMORANDUM

DATE: MAY 23, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 
DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: PROPOSED AMENDED BUDGET FY 2015/2016

The proposed amended budget for Fiscal Year 2015/2016 is attached for your review prior to the June 2016 meeting.

The budget is the same format as in past years. The budget is a zero-based budget and considered a “flexible” budget that provides for sources and uses of cash.

The rate for County Dues remains at \$.41 per capita. However, County Dues have been adjusted to reflect 2014 population tables. This is the first adjustment in seven years. Also, the amount originally budgeted for Clay County dues have been removed.

Tenant revenues have decreased due to the loss of one tenant.

Salaries/fringe and common/indirect expenses are expected to decrease, contract/grant direct services are expected to increase, and General Fund direct expenses are anticipated to remain relatively constant.

Revenues for planning and emergency preparedness are expected to increase. However, General Fund revenues or reserves will still be needed to fund some of these activities.

Please contact me at your convenience should you have any questions. Thank you.

Agencywide	Original Budget 10/01/15- 09/30/16	Proposed Amended Budget 10/01/15- 09/30/16	Change
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Revenues			
County Dues	\$ 643,235	\$ 562,300	\$ (80,935)
Local Government Technical Assistance	\$ 125,000	\$ 248,702	\$ 123,702
Development of Regional Impact (DRI)	\$ 11,500	\$ 7,500	\$ (4,000)
Transportation Disadvantaged (TD)	\$ 126,950	\$ 126,950	\$ -
Economic Development Administration (EDA)	\$ 60,000	\$ 60,000	\$ -
Local Emergency Preparedness Committee (LEPC)	\$ 48,000	\$ 50,750	\$ 2,750
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000	\$ 82,208	\$ 32,208
Hurricane Study Update and Training	\$ -	\$ 381,678	\$ 381,678
Healthcare Coalition	\$ 200,000	\$ 170,000	\$ (30,000)
Small Quantity Generator (SQG) Program	\$ 5,000	\$ 5,000	\$ -
Regional Leadership Academy (RLA)	\$ 4,200	\$ 3,850	\$ (350)
Special Projects	\$ 20,000	\$ 11,700	\$ (8,300)
Tenant Revenue	\$ 33,270	\$ 21,725	\$ (11,545)
Other Revenue	\$ -	\$ 4,934	\$ 4,934

TOTAL REVENUES	\$ 1,327,155	\$ 1,737,297	\$ 410,142
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TRANSFER FROM GENERAL FUND	\$ 115,278	\$ 44,256	\$ (71,022)
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TOTAL REVENUES/GENERAL FUND	\$ 1,442,433	\$ 1,781,553	\$ 339,120
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Expenses			
Salaries/Fringe	\$ 852,993	\$ 811,255	\$ (41,738)
Contract/Grant Direct Expenses	\$ 142,000	\$ 544,355	\$ 402,355
Common/Indirect - Allocated Expenses*	\$ 337,650	\$ 322,341	\$ (15,309)
General Fund Expense*	\$ 109,790	\$ 103,602	\$ (6,188)

***Excludes Salaries & Fringe**

TOTAL EXPENSES	\$ 1,442,433	\$ 1,781,553	\$ 339,120
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NORTHEAST FLORIDA REGIONAL COUNCIL
PROPOSED AMENDED BUDGET
FISCAL YEAR 2015/2016

Presented June 2, 2016

**Northeast Florida Regional Council
Proposed Amended Budget Narrative
FY 15/16**

REVENUES

County Dues

The seven member governments of the Northeast Florida Regional Council, with the exception of Clay County, jointly participate financially in the annual operation of the Council. Calculations are based on a rate of \$0.41 per capita, using 2014 BEBR population tables. This is the first year in seven years that there has been an adjustment for population.

Baker	\$11,066
Duval	\$364,927
Flagler	\$40,639
Nassau	\$30,882
Putnam	\$29,734
St. Johns	\$85,052

TOTAL FY 15/16: \$562,300

Agency Programs

The budget is based on funding for Local Government Technical Assistance (\$248,702), Development of Regional Impact Fees (DRI) \$7,500, Transportation Disadvantaged (TD) \$126,950, Economic Development Administration (EDA) \$60,000, Local Emergency Preparedness Committee (LEPC) \$50,750, Hazardous Materials Emergency Preparedness (HMEP) \$82,208, Hurricane Study Update and Training (\$381,678), Healthcare Coalition (\$170,000), Small Quantity Generator (SQG) Inspection Program (\$5,000), Regional Leadership Academy (RLA) \$3,850, Special Projects (\$11,700).

TOTAL FY 15/16: \$ 1,148,338

Tenant Revenue

Tenant revenue is based on two executed leases.

TOTAL FY 15/16: \$21,725

Other Revenue

Other revenue is revenue from the Elected Official Reception, interest income and other miscellaneous sources.

TOTAL FY 15/16: \$4,934

EXPENDITURES

Salaries/Fringe

This line item consists of all staff salaries and fringe benefits which include the employer's share of Social Security, Medicare, health/life insurance, Florida Retirement System contributions, leave and worker's compensation, unemployment compensation and group disability.

TOTAL FY 15/16: \$811,255

Contract/Grant Direct Expenses

This line item includes all expenses charged directly to a contract or grant including sub-recipient contracts, office supplies, cellular telephones, printing, travel, advertising, field offices, computer hardware/software, furniture/equipment, client materials, training, etc.

TOTAL FY 15/16: \$ 544,355

Common & Indirect – Allocated Expenses

Includes local and long distance telephone service and lines, data and internet lines, building note expenses, utilities, building maintenance, equipment purchases, equipment repairs and maintenance agreements, copier rentals, postage meter rental, computer hardware/software, depreciation, postage, office supplies, periodicals/subscriptions, printing, general liability/casualty insurance, interest expense, audit expense, common-use office supplies, accounting system support costs and staff training/travel, etc. (Excludes salaries/fringe)

TOTAL FY 15/16: \$322,341

General Fund Expense: Includes all expenses directly related to Chief Executive Officer (excluding salary/fringe), Council Board expenses, publications, and initiatives, Council membership dues, vehicle fleet maintenance, other expenses that are not allowable charges to existing contracts or grants, etc.

TOTAL FY 15/16: \$103,602

Budget Format

Historically, the Council has presented its budget in essentially this same format. It is zero-based and considered a “flexible” budget as allowed for enterprise funds where it is sometimes difficult to estimate the demand for services and, therefore, the level of spending needed to meet demand. The Council’s budget provides for sources and uses of cash.

Budget Assumptions Related to Changes from the Adopted FY 15/16 Budget

REVENUES

- ❑ Funding for Local Government Technical Assistance was higher than originally anticipated. The Council did receive funding to update the Hurricane Study, which was not initially anticipated. Healthcare Coalition funding was reduced for FY 15/16. However, the remaining funding will be used in FY 16/17 to fund projects. As anticipated the Council did receive funding for our ongoing annual contracts such as TD, EDA, LEPC, HMEP and SQG. **Finally, it is estimated that an additional \$44,256 will need to be transferred from the General Fund or reserves to fund planning and emergency preparedness activities if additional contractual funding is not received.** That is a decrease of \$71,022 from what was initially estimated.
- ❑ Tenant Revenue decreased with the loss of one tenant, Community Health Charities.
- ❑ **The current per capita rate for County Dues is \$.41 per capita.** County Dues have been adjusted for FY 15/16 to reflect 2014 Bureau of Economic Business Research (BEBR) per capita population tables. This is the first adjustment made to County Dues in seven years. There was a reduction in revenue due to the loss of the Clay County Dues.

EXPENDITURES

- ❑ Salaries/Fringe costs are expected to decrease due to the removal of one position that is not expected to be filled until FY 16/17.
- ❑ Contract/Grant Direct Services are estimated to increase with the increase in funding for Local Government Technical Assistance and the Hurricane Study Update and Training program.
- ❑ Common & Indirect direct expenses are anticipated to decrease with a reduction in insurance and building maintenance cost.
- ❑ General Fund direct expenses are anticipated to remain relatively constant.

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Bringing Communities Together

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

MEMORANDUM

DATE: MAY 23, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 
DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: PROPOSED BUDGET FY 2016/2017

The proposed budget for Fiscal Year 2016/2017 is attached for your review prior to the June 2016 meeting.

The budget is the same format as in past years. The budget is a zero-based budget and considered a “flexible” budget that provides for sources and uses of cash.

The rate for County Dues remains at \$.41 per capita. However, County Dues have been adjusted to reflect 2015 population tables. At this time, we have not budgeted for any Clay County dues.

Tenant revenues are expected to remain the same.

Salaries/fringe is expected to increase and contract/grant direct services are expected to decrease. Common/indirect and General Fund direct expenses are anticipated to remain relatively constant.

Revenues for planning and emergency preparedness are expected to decrease. Thus, General Fund revenues or reserves will be needed to fund some of these activities.

Please contact me at your convenience should you have any questions. Thank you.

Agencywide	Proposed Budget 10/01/16- 09/30/17
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Revenues

County Dues	\$ 572,689
Local Government Technical Assistance	\$ 280,475
Development of Regional Impact (DRI)	\$ 11,500
Transportation Disadvantaged (TD)	\$ 127,077
Economic Development Administration (EDA)	\$ 60,000
Local Emergency Preparedness Committee (LEPC)	\$ 59,000
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 50,000
Healthcare Coalition	\$ 290,000
Small Quantity Generator (SQG) Program	\$ 5,000
Regional Leadership Academy (RLA)	\$ 4,200
Special Projects	\$ 5,000
Tenant Revenue	\$ 21,900
Other Revenue	\$ 4,350

TOTAL REVENUES	\$ 1,491,191
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TRANSFER FROM GENERAL FUND	\$ 70,826
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TOTAL REVENUES/GENERAL FUND	\$ 1,562,017
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Expenses

Salaries/Fringe	\$ 847,007
Contract/Grant Direct Expenses	\$ 296,132
Common/Indirect - Allocated Expenses*	\$ 320,978
General Fund Expense*	\$ 97,900

***Excludes Salaries & Fringe**

TOTAL EXPENSES	\$ 1,562,017
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NORTHEAST FLORIDA REGIONAL COUNCIL

PROPOSED BUDGET

FISCAL YEAR 2016/2017

Presented June 2, 2016

**Northeast Florida Regional Council
Proposed Budget Narrative
FY 16/17**

REVENUES

County Dues

The seven member governments of the Northeast Florida Regional Council, with the exception of Clay County, jointly participate financially in the annual operation of the Council. Calculations are based on a rate of \$0.41 per capita, using 2015 BEBR population tables.

Baker	\$11,077
Duval	\$371,285
Flagler	\$41,555
Nassau	\$31,380
Putnam	\$29,830
St. Johns	\$87,562

TOTAL FY 16/17: \$572,689

Agency Programs

The budget is based on Local Government Technical Assistance (\$280,475), Development of Regional Impact (DRI) \$11,500, Transportation Disadvantaged (TD) \$127,077, Economic Development Administration (EDA) \$60,000, Local Emergency Preparedness Committee (LEPC) \$59,000, Hazardous Materials Emergency Preparedness (HMEP) \$50,000, Healthcare Coalition (\$290,000), Small Quantity Generator (SQG) Inspection Program (\$5,000), Regional Leadership Academy (RLA) \$4,200, Special Projects (\$5,000).

TOTAL FY 16/17: \$ 892,252

Tenant Revenue

Tenant revenue is based on two executed leases.

TOTAL FY 16/17: \$21,900

Other Revenue

Other revenue is revenue from the Elected Official Reception, interest income and other miscellaneous sources.

TOTAL FY 16/17: \$4,350

EXPENDITURES

Salaries/Fringe

This line item consists of all staff salaries and fringe benefits which include the employer's share of Social Security, Medicare, health/life insurance, Florida Retirement System contributions, leave and worker's compensation, unemployment compensation and group disability.

TOTAL FY 16/17: \$847,007

Contract/Grant Direct Expenses

This line item includes all expenses charged directly to a contract or grant including sub-recipient contracts, office supplies, cellular telephones, printing, travel, advertising, field offices, computer hardware/software, furniture/equipment, client materials, training, etc.

TOTAL FY 16/17: \$ 296,132

Common & Indirect – Allocated Expenses

Includes local and long distance telephone service and lines, data and internet lines, building note expenses, utilities, building maintenance, equipment purchases, equipment repairs and maintenance agreements, copier rentals, postage meter rental, computer hardware/software, depreciation, postage, office supplies, periodicals/subscriptions, printing, general liability/casualty insurance, interest expense, audit expense, common-use office supplies, accounting system support costs and staff training/travel, etc. (Excludes salaries/fringe)

TOTAL FY 16/17: \$320,978

General Fund Expense: Includes all expenses directly related to Chief Executive Officer (excluding salary/fringe), Council Board expenses, publications, and initiatives, Council membership dues, vehicle fleet maintenance, other expenses that are not allowable charges to existing contracts or grants, etc.

TOTAL FY 16/17: \$97,900

Budget Format

Historically, the Council has presented its budget in essentially this same format. It is zero-based and considered a “flexible” budget as allowed for enterprise funds where it is sometimes difficult to estimate the demand for services and, therefore, the level of spending needed to meet demand. The Council’s budget provides for sources and uses of cash.

Budget Assumptions Related to Significant Changes from the Adopted FY 15/16

REVENUES

- ❑ Funding for Local Government Technical Assistance and DRI revenues is expected to remain relatively unchanged. The Council does not anticipate receiving funding for Hurricane Study Update and Training. The Council anticipates receiving level funding for the Healthcare Coalition. However, funding for FY 16/17 will be slightly higher due to carryforward funding from FY 15/16. The Council anticipates receiving level funding for our ongoing annual contracts such as TD, EDA, LEPC, HMEP and SQG. **Finally, it is estimated that an additional \$70,826 will need to be transferred from the General Fund or reserves to fund planning and emergency preparedness activities if additional contractual funding is not received.**
- ❑ Tenant Revenue is the result of ongoing lease agreements with our current two tenants.
- ❑ **The current per capita rate for County Dues is \$.41 per capita.** County Dues have been adjusted for FY 16/17 to reflect 2015 Bureau of Economic Business Research (BEBR) per capita population tables. Clay County dues have not been factored into the budget for FY 16/17.

EXPENDITURES

- ❑ Salaries/Fringe costs are expected to remain relatively unchanged. However, we do anticipate hiring a Program Assistant to assist with the SHIP and TD programs. No merit increases are factored into the budget for FY 16/17.
- ❑ Contract/Grant Direct Services are estimated to decrease with the decrease in funding for the Hurricane Study Update and Training program.
- ❑ Common & Indirect and General Fund direct expenses are anticipated to remain relatively constant.

Agenda Item

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EMPLOYMENT CONTRACT

CHIEF EXECUTIVE OFFICER

NORTHEAST FLORIDA REGIONAL COUNCIL

THIS CONTRACT, by and between the **NORTHEAST FLORIDA REGIONAL COUNCIL** (hereinafter called "**COUNCIL**") and **BRIAN D. TEEPLE** (hereinafter called "**CEO**");

WITNESSETH:

WHEREAS, the **COUNCIL** is authorized and directed to employ a chief staff person for the **COUNCIL**; and

WHEREAS, the **COUNCIL** has determined that the **CEO**, by virtue of education, training, and experience, is well qualified to discharge the duties and responsibilities of the office of Chief Executive Officer for the **COUNCIL**; now, therefore,

IN CONSIDERATION, of the mutual covenants and agreements contained herein, it is agreed by and between the **COUNCIL** and the **CEO**, that the **COUNCIL** hereby employs the **CEO** of the **COUNCIL**, subject to the following:

SECTION 1. TERM. The term of this **CONTRACT** shall commence on **June 1, 2016** and shall terminate on **May 31, 2017**.

SECTION 2. DUTIES. The **CEO** shall work to carry out the policies of the **COUNCIL**. He shall perform duties which shall include, but not be limited to: coordination of all programs and projects undertaken by the **COUNCIL**, development and management of the annual budget and work program of the **COUNCIL**, apprising the **COUNCIL** of the status of all programs and projects, and other duties which are normally performed by a **CEO**.

SECTION 3. COMPENSATION. The **CEO** shall receive a salary at a yearly rate of \$119,647.00, payable in equal biweekly installments. Additionally, the **CEO** shall receive upon execution of this **CONTRACT** a sum of \$6,000 that shall not be added to the base salary as ordinary income. The **CEO** shall be entitled to the same sick leave benefits as are provided for other employees of the **COUNCIL**, shall participate in the same group life insurance, group health and hospitalization plans, and other group benefits as are sponsored by the **COUNCIL** for its employees, and shall be entitled to observe the same holidays as are fixed for observation by the **COUNCIL**. Additionally, the **CEO** is hereby designated in the Senior Management Service classification in the Florida Retirement System. The **CEO** shall accrue leave at the following rate per pay period: 7.69 hours.

It is understood that the hours of work pursuant to this **CONTRACT** will fluctuate; and, therefore no work week will be established nor will overtime be authorized; provided, however, that the **CEO** shall be required to work a minimum average of eighty (80) hours per pay period which shall include holidays and earned leave properly taken during any such pay period.

The **CEO** shall also receive, into a qualified 457(f) deferred compensation program, an annual sum of \$8,000.00.

In addition, the **CEO** shall be provided the business and personal use of a **COUNCIL** supplied vehicle, including all preventative and routine maintenance, consistent with applicable tax laws and regulations. Furthermore, the **CEO** shall be reimbursed for out-of-pocket **COUNCIL** business related expenses based upon properly documented receipts.

SECTION 4. TERMINATION. This **CONTRACT** shall become effective on **June 1, 2016** and shall terminate on the **31st day of May 2017**, unless canceled by a 2/3 vote of the full **COUNCIL**. If terminated without cause, the **COUNCIL** shall provide the **CEO** one hundred eighty (180) days prior notice of such cancellation. Both parties to this **CONTRACT** hereby agree to provide each other one hundred eighty (180) days prior notice of any cancellation or non-renewal of this **CONTRACT**, except for termination with cause. However, the **COUNCIL'S** obligations under this clause shall cease to exist upon the event of the dissolution of the **COUNCIL** resulting in insufficient remaining assets necessary to fulfill this obligation.

DATED in the City of Jacksonville, Duval County, Florida, this **2nd day of June 2016**.

**NORTHEAST FLORIDA REGIONAL
COUNCIL**

ATTEST:

**VERNON MYERS
PRESIDENT**

**ROXANNE HORVATH
1st VICE PRESIDENT**

CHIEF EXECUTIVE OFFICER

WITNESSES:

BRIAN D. TEEPLE, AICP

Agenda Item

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NORTHEAST FLORIDA REGIONAL COUNCIL
CHAIRS/PRESIDENTS

1977-1978

H. L. Wiles - St. Johns(C)

1988-1989

James E. Testone - Nassau(C)

1979-1981

Lee Drawdy - Clay(C)

1989-1990

Harry Waldron - St. Johns(C)

1981-1982

Nancie Crabb - Duval(C)

1990-1991

Guy Odum - St. Johns(G)

1982-1983

Kelley R. Smith - Putnam(C)

1991-1992

James Jett - Clay(C)

1983-1984

Harry Waldron - St. Johns(C)

1992-1993

Samuel Taylor - Putnam(C)

1984-1985

Dale Wilson - Clay(C)

1993-1994

Dick Kravitz - Duval(C)

1985-1986

Merhl E. Shoemaker - Flagler(C)

1994-1995

Martyna McLean - Flagler(G)

1986-1987

Francis N. Brubaker - St. Johns(C)

1995-1996

Tom Branan - Nassau(C)

1987-1988

Hugh D. Fish, Jr. - Baker(C)

1996-1997

Bill Basford - Clay(C)

1997-1998

Ginger Barber - Baker(G)

Chip Laibl -Putnam(C)

1998-1999

Harry Waldron - St. Johns(G)

2007-2008

Harold Rutledge -Clay(C)

1999-2000

Alberta Hipps - Duval(C)

2008-2009

Mike Boyle -Nassau(C)

2000-2001

Linda Myers - Putnam(C)

2009-2010

Michael Griffis -Baker (C)

2001-2002

Glenn Lassiter - Clay(C)

2010-2011

Elaine Brown -Duval (G)

2002-2003

Ginger Barber - Baker(C)

2011-2012

Bob Sgroi -Flagler (F)

2003-2004

Jerry Holland -Duval(C)

2012-1013

Larry Williams -Nassau(G)

2004-2005

Blair Kanbar - Flagler(C)

2013-2014

Wendell Davis -Clay (C)

2005-2006

Karen Stern -St. Johns(C)

2014-2015

Kenny Eubanks -Putnam (C)

2006-2007

2015-2016

Vernon Myers -Putnam (M)

2016-2017

Roxanne Horvath (M)

2017-2018

Jimmy Anderson

Bold items require positive Council action.
C-county, G-gubernatorial, M-municipal



NORTHEAST FLORIDA REGIONAL COUNCIL

2015/2016 POLICY BODY MEMBERS

(1/2016)

BAKER COUNTY

Hon. Jimmy Anderson (C) (03/11)
2nd Vice President
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
anny@bakercountyfl.org

Hon. James Bennett (C) (12/14)
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
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(C) 904-568-2648
james.bennett@bakercountyfl.org

Mr. Michael Griffis (M) (11/14)
PO Box 545
Glen St Mary FL 32040
Home 904 259-3504
Cell 904 613-9255
mike_griffis@nefcom.net

Mr. Darryl Register (G) (12/06)
Secretary/Treasurer
20 E. Macclenny Avenue
Macclenny, FL 32063
(B) 904-259-6433
(C) 904-226-4780
dregister@bakerchamberfl.com

CLAY COUNTY

Mr. Michael Bourre (G) (1/16)
Bourre Constructions
P.O. Box 8070
Fleming Island, FL 32006
(C) 904-504-1342
mbourre@bourreconstructiongroup.com

Hon. Tony Brown (M) (04/14)
Mayor
City of Keystone Heights
555 S. Lawrence Blvd.
Keystone Heights, FL 32656
(B) 352-473-4807
(C) 904-881-5177
brown@keystoneheights.us

Mr. Doug Conkey (G) (1/16)
Chamber of Commerce
1374 Kingsley Avenue
Orange Park, FL 32073
(904) 264-2651 x 208
dconkey@claychamber.com

Hon. Wendell Davis (C) (01/09)
Clay County Board of County Commissioners
PO Box 1366
Green Cove Springs, FL 32043
(B) 904-269-6394
Wendell.Davis@co.clay.fl.us

Hon. Gavin Rollins (C) (03/15)
Clay County Board of County Commissioners
PO Box 1366
Green Cove Springs, FL 32043
(C) 904-615-7284
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DUVAL COUNTY

Ms. Elaine Brown (G) (03/09)
228 Canal Blvd., Suite 4
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brown@killasheenv.com

Hon. Katrina Brown (C) (07/15)
City of Jacksonville City Council
117 West Duval Street, Ste 425
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kbrown@coj.net

Hon. Al Ferraro (C) (07/15)
City of Jacksonville City Council
117 West Duval Street, Ste 425
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Hon. Stan Totman (M) (11/11)
Mayor, Town of Baldwin
10 US Highway 90 West
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Mr. Ronald "Ron" Timonere (G) (1/16)
9080 Cotswold Way
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FLAGLER COUNTY

Hon. Frank Meeker (C) (12/12)
Flagler County Board of County Commissioners
1769 E. Moody Blvd, Bldg 2, Ste 301
Bunnell, FL 32110
(B) 386-313-4094
fmeeker@flaglercounty.org

Hon. Jon Netts (C) (01/08)
Mayor, City of Palm Coast
17 Flintstone Ct
Palm Coast, FL 32137
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Hon. Catherine Robinson (M) (08/08)
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PO Box 756,
Bunnell, FL 32110-0756
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Ms. Helga Van Eckert (G) (01/16)
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NASSAU COUNTY

Mr. John Drew (G) (01/16)
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Hon. Len Kreger (M) (01/16)
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Hon. George Spicer (C) (5/15)
Nassau County Board of County Commissioners
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Mr. Robert "Bob" Spaeth (C) (10/00)
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PUTNAM COUNTY

Mr. Kenny Eubanks (C) (01/10)
Immediate Past President
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Hon. Larry Harvey (G) (1/16)
Putnam County Board of County Commissioners
111 Sasso Drive
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Mr. Vernon Myers (M) (03/11)
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Hon. E. Walton Pellicer II (C) (12/13)
Putnam County Board of County Commissioners
P O Box 758
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ST. JOHNS COUNTY

Hon. Roxanne Horvath (M) (02/13)
1st Vice President
St. Augustine City Commissioner
P.O. Box 210
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Hon. James K. Johns (C) (6/15)
St. Johns County Board of County Commissioners
500 San Sebastian View
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(C) 904-615-7437
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Mr. Harlan Mason (G) (07/14)
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Hon. Bill McClure (C) (01/15)
St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084
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(G) - Vacant

EX-OFFICIO NON-VOTING MEMBERS

Mr. Curtis Hart (G) (1/16)
Representing FL DEO
8051 Tara Lane
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(C) 904-993-5008
curtishart1972@att.net

Mr. Larry Parks (12/03)
FDOT Director of Planning & Production,
District Two
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Lake City, FL 32025-5874
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(Fax) 386-961-7630
robert.parks@dot.state.fl.us

Mr. Geoffrey Sample (09/13)
Intergovernmental Coordinator
Office of Communications and Intergovernmental Affairs
St. Johns River Water Management Dist.
7775 Baymeadows Way, Ste. 102
Jacksonville, FL 32256
(B) 904-448-7904
(C) 904-545-4902
gsample@sjrwmd.com

Mr. Gregory Strong (12/05 & 1/16)
FDEP Director of Dist. Mgmt.
8800 Baymeadows Way, Suite 100
Jacksonville, FL 32256
(B) 904-256-1700
(Fax) 904-256-1588
greg.strong@dep.state.fl.us

C = County appointee
G = Gubernatorial appointee
M = Municipal appointee
Date appointed in (bold)