

NEFRC

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

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**October 6, 2016
9:30 a.m.**

Northeast Florida Regional Council

6850 Belfort Oaks Place

Jacksonville, FL 32216




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MEMORANDUM

DATE: SEPTEMBER 28, 2016

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 
DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: OCTOBER 6, 2016 PRELIMINARY AGENDA

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 6, 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

PRELIMINARY
A G E N D A

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

Thursday, October 6, 2016
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 August 4, 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. July 2016 Financial Report – Donna Starling (*information only*) 2
- * 5. August 2016 Financial Report – Donna Starling 3
6. NEFRC Audit Schedule – Donna Starling 4
7. Building Sale Update – Brian Teeple
- * 8. Prospective Office Lease – Brian Teeple
9. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
10. Next Meeting Date and Location: **THURSDAY, DECEMBER 1, 2016**
University of North Florida
University Center
12000 Alumni Drive
Jacksonville, FL 32224
11. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

August 4, 2016

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, August 4, 2016, at 9:30 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:

Members Present:

James Johns, Vernon Myers, Walton Pellicer and George Spicer

Members Excused:

Jimmy Anderson, Wendell Davis and Catherine Robinson

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 June 2, 2016 Committee meeting minutes; seconded by Commissioner Pellicer. Motion carried.

Invitation to Speak

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

May 2016 Financial Report

The May 2016 Financial Report was approved by the Executive Committee and is provided for information only.

*June 2016 Financial Report

Staff reported on the June 2016 Financial Report, which reflects a loss of \$917.00 and a year-to-date loss of \$10,334. The loss is primarily due to additional salary costs associated with the closing out of the State's fiscal year.

Chair Register called for a motion. Commissioner Spicer motioned to approve the June Financial Report; seconded by Commissioner Johns. Motion carried.

FY 16/17 Officer Nomination Discussion

Mr. Teeple reported that Mayor Totman is interested in serving as the 2nd Vice President and would be honored to do so if elected. The Chair stated that the following recommendation would be brought to the full Board for consideration: Commissioner Horvath for President, Commissioner Anderson for 1st Vice President, Mayor Totman for 2nd Vice President, and Mr. Register for Secretary Treasurer.

President Myers motioned to present to the full Board the slate of officers, Commissioner Horvath for President, Commissioner Anderson for 1st Vice President, Mayor Totman for 2nd Vice President, and Mr. Register for Secretary Treasurer, as a recommendation; seconded by Commissioner Spicer. Motion carried.

Building Refinance Update

As directed by the Executive Committee, staff is working with Regions Bank to refinance the building. Staff awaits the Banks decision as they are currently in Underwriting, and will keep the Members advised. A brief discussion followed.

Building Sale Update

An update on the activity associated with the sale of the building was provided. A brief discussion followed.

New Business

City of Jacksonville is considering legislation for two new Appointments: City Councilman Aaron Bowman and City Councilman Danny Becton.

Public Comment

None.

Next Meeting Date

Thursday, October 6, 2016 at 9:30 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

Adjournment

Meeting was adjourned at 9:40 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

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MEMORANDUM

DATE: AUGUST 24, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

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

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

RE: JULY 2016 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$625 for the month of July and a Year to Date Loss of \$9,710. Revenues for the month of July were \$101,255. Expenses for the month were \$100,631.

The net income for the month is largely attributed to a decrease in salary cost in July due to the closing of the State's fiscal year.

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 Amended Budget 15/16	July 2016	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 562,300	46,858	468,584	83%	0%
Local Government Technical Assistance	\$ 248,702	19,619	223,216	90%	7%
Development of Regional Impact (DRI)	\$ 7,500	340	7,422	99%	16%
Transportation Disadvantaged (TD)	\$ 126,950	6,412	105,312	83%	0%
Economic Development Administration (EDA)	\$ 60,000	7,811	50,439	84%	1%
Local Emergency Preparedness Committee (LEPC)	\$ 50,750	1,715	37,488	74%	-9%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 82,208	5,654	53,363	65%	-18%
Hurricane Study	\$ 381,678	2,561	73,915	19%	-64%
Healthcare Coalition	\$ 170,000	7,033	144,167	85%	2%
Small Quantity Generator (SQG) Program	\$ 5,000	-	5,000	100%	17%
Regional Leadership Academy (RLA)	\$ 3,850	245	3,545	92%	9%
Special Projects	\$ 11,700	355	5,609	48%	-35%
Tenant Revenue	\$ 21,725	1,809	18,505	85%	2%
Other Revenue	\$ 4,934	842	6,127	124%	41%
TOTAL REVENUES	\$ 1,737,297	\$ 101,255	\$ 1,202,692	69%	
TRANSFER FROM GENERAL FUND	\$ 44,256	\$ (625)	\$ 9,710	22%	
TOTAL REVENUE/GENERAL FUND	\$ 1,781,553	\$ 100,631	\$ 1,212,402	68%	
Expenses					
Salaries and Fringe	\$ 811,255	57,749	659,045	81%	-2%
Contract/Grant Direct Expenses	\$ 544,355	4,547	210,997	39%	-44%
Common/Indirect - Allocated Expenses*	\$ 322,341	29,362	265,831	82%	-1%
General Fund Expense*	\$ 103,602	8,972	76,529	74%	-9%
TOTAL EXPENSES	\$ 1,781,553	\$ 100,631	\$ 1,212,402	68%	
Net Income (loss)		625	\$ (9,710)		

*Excludes Salaries & Fringe

Northeast Florida Regional Council
 Balance Sheet
 July 2016

	FY 14/15 July 2015	FY 15/16 July 2016
ASSETS		
Cash	1,177,339	1,014,450
Accounts Receivable	169,964	244,880
Prepaid Expenses	290	269
Pension Liability-Deferred Outflows	-	264,705
Total Current Assets	1,347,593	1,524,304
Property and Equipment:		
Office Furniture and Equipment	596,979	553,824
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
Less Accumulated Depreciation	1,633,655	1,712,447
Total Property and Equipment, net	2,111,610	1,989,663
Total Assets	3,459,203	3,513,968
LIABILITIES		
Accounts Payable	9,809	1,652
Accrued Salaries and Leave	44,999	44,267
Deferred Revenue	188,946	75,226
Tenant Deposits	5,758	3,588
Notes Payable	1,414,284	1,326,815
Pension Liability	-	496,868
Pension Liability-Deferred Inflows	-	383,702
Total Liabilities	1,663,796	2,332,117
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,795,406	1,181,851
Total Equity and Other Credits	1,795,406	1,181,851
Total Liabilities, Equity and Other Credits	3,459,203	3,513,968

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)	\$ (9,418)	\$ 1,071,601	\$ 1,199,364
June	\$ (108,363)	\$ (10,334)	\$ 1,086,079	\$ 1,087,988
July	\$ (111,206)	\$ (9,710)	\$ 1,177,339	\$ 1,014,450
August	\$ (102,126)		\$ 1,259,551	
September	\$ (99,186)		\$ 1,107,905	




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MEMORANDUM

DATE: AUGUST 24, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: JULY 2016 INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
July Interest	\$ 21	\$ 20
Year to Date Interest	\$ 209	\$ 208

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,423	\$16,620

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MEMORANDUM

DATE: SEPTEMBER 28, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

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

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

RE: AUGUST 2016 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$11,288 for the month of August and a Year to Date Loss of \$20,998. Revenues for the month of August were \$398,305. Expenses for the month were \$409,593.

The net loss for the month is largely attributed to software maintenance cost and the posting of three payrolls in the month of August.

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 Amended Budget 15/16	August 2016	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 562,300	46,858	515,442	92%	0%
Local Government Technical Assistance	\$ 248,702	21,408	244,624	98%	6%
Development of Regional Impact (DRI)	\$ 7,500	910	8,332	111%	19%
Transportation Disadvantaged (TD)	\$ 126,950	11,355	116,668	92%	0%
Economic Development Administration (EDA)	\$ 60,000	8,027	58,467	97%	5%
Local Emergency Preparedness Committee (LEPC)	\$ 50,750	2,799	40,287	79%	-13%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 82,208	13,508	66,871	81%	-11%
Hurricane Study	\$ 381,678	278,870	352,785	92%	0%
Healthcare Coalition	\$ 170,000	8,585	152,752	90%	-2%
Small Quantity Generator (SQG) Program	\$ 5,000	-	5,000	100%	8%
Regional Leadership Academy (RLA)	\$ 3,850	17	3,562	93%	1%
Special Projects	\$ 11,700	2,637	9,052	77%	-15%
Tenant Revenue	\$ 21,725	3,325	21,830	100%	8%
Other Revenue	\$ 4,934	5	5,326	108%	16%
TOTAL REVENUES	\$ 1,737,297	\$ 398,305	\$ 1,600,996	92%	
TRANSFER FROM GENERAL FUND	\$ 44,256	\$ 11,288	\$ 20,998	47%	
TOTAL REVENUE/GENERAL FUND	\$ 1,781,553	\$ 409,593	\$ 1,621,994	91%	
Expenses					
Salaries and Fringe	\$ 811,255	81,860	740,905	91%	-1%
Contract/Grant Direct Expenses	\$ 544,355	291,056	502,053	92%	0%
Common/Indirect - Allocated Expenses*	\$ 322,341	21,633	287,464	89%	-3%
General Fund Expense*	\$ 103,602	15,043	91,572	88%	-4%
TOTAL EXPENSES	\$ 1,781,553	\$ 409,593	\$ 1,621,994	91%	
Net Income (loss)		(11,288)	\$ (20,998)		

*Excludes Salaries & Fringe

	FY 14/15	FY 15/16
	August 2015	August 2016
ASSETS		
Cash	1,259,551	1,248,071
Accounts Receivable	141,141	178,401
Prepaid Expenses	145	134
Pension Liability-Deferred Outflows	-	264,705
Total Current Assets	1,400,837	1,691,312
Property and Equipment:		
Office Furniture and Equipment	596,979	553,824
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
Less Accumulated Depreciation	1,644,097	1,722,201
Total Property and Equipment, net	2,101,168	1,979,909
Total Assets	3,502,005	3,671,221
LIABILITIES		
Accounts Payable	9,001	7,210
Accrued Salaries and Leave	44,408	65,637
Deferred Revenue	231,233	212,656
Tenant Deposits	5,758	3,588
Notes Payable	1,407,119	1,330,997
Pension Liability	-	496,868
Pension Liability-Deferred Inflows	-	383,702
Total Liabilities	1,697,519	2,500,658
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,804,486	1,170,563
Total Equity and Other Credits	1,804,486	1,170,563
Total Liabilities, Equity and Other Credits	3,502,005	3,671,221

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)	\$ (9,418)	\$ 1,071,601	\$ 1,199,364
June	\$ (108,363)	\$ (10,334)	\$ 1,086,079	\$ 1,087,988
July	\$ (111,206)	\$ (9,710)	\$ 1,177,339	\$ 1,014,450
August	\$ (102,126)	\$ (20,998)	\$ 1,259,551	\$ 1,248,071
September	\$ (99,186)		\$ 1,107,905	




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MEMORANDUM

DATE: SEPTEMBER 28, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: AUGUST 2016 INVESTMENT REPORT

Bank Account Interest

	<u>FY 14/15</u>	<u>FY 15/16</u>
August Interest	\$ 21	\$ 23
Year to Date Interest	\$ 230	\$ 231

Florida Local Government Investment Trust

	<u>FY 14/15</u>	<u>FY 15/16</u>
Current Balance	\$16,418	\$16,608

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MEMORANDUM

DATE: SEPTEMBER 28, 2016

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER
DS

RE: YEAR END/AUDIT SCHEDULE FOR FY 2015/2016

Enclosed is the year end/audit schedule for fiscal year 2015/2016. The final audit will be presented at the February meeting by our auditors, Carrs, Riggs & Ingram, LLC, provided the Council receives the pension liability information from the Florida Division of Retirement in a timely manner.

If you have any questions, please feel free to contact me. Thank you.

Year End/Audit Schedule for Fiscal Year 15-16

October 3, 2016	Employees turn in timesheets/travel for end of year for September 19-30
October 14, 2016	Last day for accounts payable accruals
October 17, 2016	Send September preliminary reports to Managers for review
October 20, 2016	Managers return preliminary reports with any corrections
October 24, 2016	Complete September month end
October 25-28, 2016	Year-end close out
November 1-10, 2016	Prepare audit schedules and audit confirmations
November 14-18, 2016	Audit fieldwork performed
February 2, 2017 *	FY 15/16 audit presented to the Committee and Board

*The audit presentation date is dependent on when the GASB 68 pension liability information is received from the Florida Division of Retirement for inclusion in the audit.