

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

April 5, 2018
9:30 a.m.

Northeast Florida Regional Council

100 Festival Park Avenue

Jacksonville, FL 32202



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Jacksonville, FL 32202
☎ (904) 279-0880
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MEMORANDUM

DATE: APRIL 5, 2018

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: JUNE 7, 2018 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, June 7, 2018** at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

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Northeast Florida Regional Council
PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

A G E N D A

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202

Thursday, April 5, 2018
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 February 1, 2018 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. January 2018 Financial Report – Donna Starling 2
- * 5. February 2018 Financial Report – Donna Starling 3
- * 6. FY 17/18 Proposed Amended Budget – Donna Starling 4
7. Audit Update – Donna Starling
8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
9. Next Meeting Date and Location: **THURSDAY, JUNE 7, 2018**
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
10. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

February 1, 2018

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, February 1, 2018, at 9:30 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202. **Chair Register** called the meeting to order with the following members present:

Present: James Bennett, Doug Conkey, John Crescimbeni, Buddy Goddard, James Johns, Catherine Robinson, George Spicer and David Sullivan

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Goddard motioned to approve the December 7, 2017 Committee meeting 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 Committee.

*November 2017 Financial Report

Staff reported that in the month of November 2017 the Council posted a net income of \$15,320 and a year-to-date net income of \$19,363.

Chair Register called for a motion. Commissioner Bennett moved approval of the November 2017 Financial Report; seconded by Commissioner Spicer. Motion carried.

Councilman Crescimbeni arrived.

*December 2017 Financial Report

Staff reported in the month of December 2017, the Council posted a net income of \$9,733 and a year-to-date net income of \$29,096. A brief discussion followed.

Chair Register called for a motion. Commissioner Johns moved to approve the December 2017 Financial Report; seconded by Commissioner Bennett. Motion carried.

2nd Vice President Vacancy

With the Board's action to move Mayor Robinson to the vacant 1st Vice President position, discussion was held regarding the now vacant 2nd Vice President position.

Commissioner Spicer motioned to recommend Vice Mayor Len Kreger, City of Fernandina Beach, for the 2nd Vice President position, pending his acceptance; seconded by

Commissioner Bennett. Motion carried.

Audit Update

Staff stated that the Council did not receive the State of Florida's retirement information until mid-January. Therefore, the Audit will be presented in April, which is still within the required timeframe.

Mr. Teeple stated that an RFP for an audit firm will go out shortly.

Programming Discretionary Revenue from Building Sale

Staff provided an overview and status update of the approved funding to date utilizing the discretionary revenue from the sale of the building. However, due to staffing constraints, staff recommended to not program anymore funding of projects at this point in time. Brief discussion followed.

Commissioner Sullivan suggested that funding for an Affordable Housing Education Initiative be considered. Mr. Teeple stated that the Board will be asked to approve the Affordable Housing Needs Plan and, as adjunct to it, that may be something that would be appropriate.

Public Comment

None.

Next Meeting Date

Thursday, April 5, 2018 at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

Adjournment

Meeting was adjourned at 9:52 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

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MEMORANDUM

DATE: MARCH 28, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: JANUARY 2018 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$1,843 for the month of January and a Year to Date Net Income \$30,938.

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Regional Council - Agencywide	Adopted Budget 17/18	January 2018	YTD	Represents 33% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 584,159	48,680	194,720	33%	0%
Local Government Technical Assistance	\$ 110,000	13,043	63,346	58%	25%
Development of Regional Impact (DRI)	\$ 15,000	1	199	1%	-32%
Transportation Disadvantaged (TD)	\$ 127,077	14,585	43,165	34%	1%
Economic Development Administration (EDA)	\$ 70,000	2,073	16,294	23%	-10%
Local Emergency Preparedness Committee (LEPC)	\$ 59,000	10,556	31,816	54%	21%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 60,349	423	23,574	39%	6%
Hurricane Study	\$ -	6	779	0%	-33%
Healthcare Coalition	\$ 250,000	37,315	84,951	34%	1%
Elevate Northeast Florida	\$ -	34,375	34,375	0%	-33%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-33%
Regional Leadership Academy (RLA)	\$ 3,150	775	775	25%	-8%
Special Projects	\$ 5,000	514	1,620	32%	-1%
Other Revenue	\$ 4,275	6,554	8,103	190%	157%
TOTAL REVENUES	\$ 1,293,010	\$ 168,900	\$ 503,717	39%	
TRANSFER FROM GENERAL FUND	\$ 66,844	\$ (1,843)	\$ (30,938)		
TOTAL REVENUE/GENERAL FUND	\$ 1,359,854	\$ 167,057	\$ 472,778	35%	
Expenses					
Salaries and Fringe	\$ 884,080	86,065	287,205	32%	-1%
Contract/Grant Direct Expenses	\$ 190,000	53,600	87,501	46%	13%
Common/Indirect - Allocated Expenses*	\$ 194,990	14,628	61,477	32%	-1%
General Fund Expenses*	\$ 90,784	9,640	33,470	37%	4%
Discretionary Revenue Expenses	-	3,125	3,125	0%	-33%
TOTAL EXPENSES	\$ 1,359,854	\$ 167,057	\$ 472,778	35%	
Net Income (loss)		1,843	\$ 30,938		
Net Income (loss) Excluding Discretionary Revenue Expenditures		4,968	34,063		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	January 2018	YTD	Represents 33% of Fiscal Year	Budget Variance
Match for Elevate Northeast Florida Grant	\$ 25,000	3,125	3,125	13%	-21%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	-	-	0%	-33%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	-33%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	-33%
Unallocated Amount	\$ 50,000	-	-	0%	-33%
TOTAL EXPENDITURES TO DATE*	\$ 175,000	\$ 3,125	\$ 3,125	2%	

* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale. Since, the expenditures associated with these proceeds will not be spent until FY 17/18, the expenditures will negatively affect our Net Income (Loss) for FY 17/18.

	FY 16/17	FY 17/18
	January 2017	January 2018
ASSETS		
Cash	2,030,113	2,113,177
Accounts Receivable	169,831	285,218
Pension Liability-Deferred Outflows	264,705	328,950
Prepaid Insurance	1,144	1,271
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,473,193</u>	<u>2,736,017</u>
Property and Equipment:		
Office Furniture and Equipment	<u>284,733</u>	<u>293,204</u>
Less Accumulated Depreciation	<u>231,133</u>	<u>220,814</u>
Total Property and Equipment, net	<u>53,600</u>	<u>72,389</u>
Total Assets	<u><u>2,526,793</u></u>	<u><u>2,808,407</u></u>
LIABILITIES		
Accounts Payable	12,309	3,369
Accrued Salaries and Leave	70,247	79,771
Deferred Revenue	224,315	290,471
Tenant Deposits	3,588	-
Pension Liability	496,868	565,780
Pension Liability-Deferred Inflows	383,702	367,106
Total Liabilities	<u><u>1,191,030</u></u>	<u><u>1,306,497</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,335,763	1,501,910
Total Equity and Other Credits	<u>1,335,763</u>	<u>1,501,910</u>
Total Liabilities, Equity and Other Credits	<u><u>2,526,793</u></u>	<u><u>2,808,407</u></u>

YTD Comparison

	16/17	17/18	16/17	17/18
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

AGENCYWIDE

October	\$ 12,548	\$ 4,043	\$ 1,203,305	\$ 2,043,567
November	\$ 23,270	\$ 19,363	\$ 1,303,450	\$ 2,149,833
December	\$ 53,574	\$ 29,096	\$ 2,026,009	\$ 2,091,852
January	\$ 34,662	\$ 30,939	\$ 2,030,113	\$ 2,113,177
February	\$ 37,621		\$ 2,151,316	
March	\$ 51,584		\$ 1,993,153	
April	\$ 62,943		\$ 2,043,537	
May	\$ 71,672		\$ 2,107,287	
June	\$ 76,133		\$ 1,912,467	
July	\$ 93,175		\$ 2,167,696	
August	\$ 111,757		\$ 2,142,269	
September	\$ 157,941		\$ 2,026,462	



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MEMORANDUM

DATE: MARCH 28, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: JANUARY 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
January Interest	\$ 24	\$ 364
Year to Date Interest	\$ 86	\$ 1,369

Florida Local Government Investment Trust	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,614	\$16,696

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THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: FEBRUARY 2018 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$5,099 for the month of February and a Year to Date Net Income \$36,037.

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Regional Council - Agencywide	Adopted Budget 17/18	February 2018	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 584,159	48,680	243,399	42%	0%
Local Government Technical Assistance	\$ 110,000	19,821	83,167	76%	34%
Development of Regional Impact (DRI)	\$ 15,000	3	203	1%	-41%
Transportation Disadvantaged (TD)	\$ 127,077	10,733	53,898	42%	0%
Economic Development Administration (EDA)	\$ 70,000	2,269	18,564	27%	-15%
Local Emergency Preparedness Committee (LEPC)	\$ 59,000	10,948	42,763	72%	30%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 60,349	-	23,574	39%	-3%
Hurricane Study	\$ -	51	830	0%	-42%
Healthcare Coalition	\$ 250,000	46,231	131,181	52%	10%
Elevate Northeast Florida	\$ -	-	34,375	0%	-42%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-42%
Regional Leadership Academy (RLA)	\$ 3,150	275	1,050	33%	-9%
Special Projects	\$ 5,000	4,066	5,685	114%	72%
Other Revenue	\$ 4,275	268	8,371	196%	154%
TOTAL REVENUES	\$ 1,293,010	\$ 143,344	\$ 647,061	50%	
TRANSFER FROM GENERAL FUND	\$ 66,844	\$ (5,099)	\$ (36,037)		
TOTAL REVENUE/GENERAL FUND	\$ 1,359,854	\$ 138,246	\$ 611,024	45%	
Expenses					
Salaries and Fringe	\$ 884,080	62,921	350,126	40%	-2%
Contract/Grant Direct Expenses	\$ 190,000	49,572	137,073	72%	30%
Common/Indirect - Allocated Expenses*	\$ 194,990	20,734	82,211	42%	0%
General Fund Expense*	\$ 90,784	5,020	38,489	42%	0%
Discretionary Revenue Expenditures	-	-	3,125	0%	-42%
TOTAL EXPENSES	\$ 1,359,854	\$ 138,246	\$ 611,024	45%	
Net Income (loss)		5,099	\$ 36,037		
Net Income (loss) Excluding Discretionary Revenue Expenditures		5,099	39,162		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	February 2018	YTD	Represents 42% of Fiscal Year	Budget Variance
Match for Elevate Northeast Florida Grant	\$ 25,000	-	3,125	13%	-30%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	-	-	0%	-42%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	-42%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	-42%
Unallocated Amount	\$ 50,000	-	-	0%	-42%
TOTAL EXPENDITURES TO DATE*	\$ 175,000	\$ -	\$ 3,125	2%	

* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale. Since, the expenditures associated with these proceeds will not spent until FY 17/18, the expenditures will negatively effect our Net Income (Loss) for FY 17/18.

Northeast Florida Regional Council
 Balance Sheet
 February 2018

	FY 16/17	FY 17/18
	February 2017	February 2018
ASSETS		
Cash	2,151,316	2,266,487
Accounts Receivable	134,433	183,353
Pension Liability-Deferred Outflows	328,950	328,950
Prepaid Insurance	1,001	1,112
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,623,100</u>	<u>2,787,302</u>
Property and Equipment:		
Office Furniture and Equipment	<u>284,733</u>	<u>293,204</u>
Less Accumulated Depreciation	<u>233,090</u>	<u>223,418</u>
Total Property and Equipment, net	<u>51,643</u>	<u>69,786</u>
Total Assets	<u><u>2,674,743</u></u>	<u><u>2,857,088</u></u>
LIABILITIES		
Accounts Payable	6,329	7,970
Accrued Salaries and Leave	68,544	79,141
Deferred Revenue	316,331	330,082
Pension Liability	565,780	565,780
Pension Liability-Deferred Inflows	367,106	367,106
Total Liabilities	<u><u>1,324,091</u></u>	<u><u>1,350,080</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,350,652	1,507,009
Total Equity and Other Credits	<u>1,350,652</u>	<u>1,507,009</u>
Total Liabilities, Equity and Other Credits	<u><u>2,674,743</u></u>	<u><u>2,857,088</u></u>

YTD Comparison

	16/17 Net Income (Loss)	17/18 Net Income (Loss)	16/17 Cash Balance	17/18 Cash Balance
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AGENCYWIDE

October	\$ 12,548	\$ 4,043	\$ 1,203,305	\$ 2,043,567
November	\$ 23,270	\$ 19,363	\$ 1,303,450	\$ 2,149,833
December	\$ 53,574	\$ 29,096	\$ 2,026,009	\$ 2,091,852
January	\$ 34,662	\$ 30,939	\$ 2,030,113	\$ 2,113,177
February	\$ 37,621	\$ 36,037	\$ 2,151,316	\$ 2,266,487
March	\$ 51,584		\$ 1,993,153	
April	\$ 62,943		\$ 2,043,537	
May	\$ 71,672		\$ 2,107,287	
June	\$ 76,133		\$ 1,912,467	
July	\$ 93,175		\$ 2,167,696	
August	\$ 111,757		\$ 2,142,269	
September	\$ 157,941		\$ 2,026,462	



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MEMORANDUM

DATE: MARCH 28, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

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

RE: FEBRUARY 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
February Interest	\$ 19	\$ 309
Year to Date Interest	\$ 103	\$ 1,678
Florida Local Government Investment Trust		
	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,634	\$16,690

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THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER
DS

RE: PROPOSED AMENDED BUDGET FY 2017/2018

The proposed amended budget for Fiscal Year 2017/2018 is attached for your review prior to the April 2018 meeting.

The budget is the same format as in past years. The budget is 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 2016 population tables. At this time, we have not budgeted for any Clay County dues.

Revenues for planning and emergency preparedness programs are expected to increase. Salaries/fringe and contract/grant direct expenses are expected to increase. Common/indirect expenses and general fund direct expenses are anticipated to remain relatively constant.

Discretionary revenue expenses are being funded by proceeds from the building sale. These expenses will be used to fund various regional projects.

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

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Agencywide	Original Budget 10/01/17- 09/30/18	Proposed Amended Budget 10/01/17- 09/30/18	Change
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Revenues

County Dues	584,159	\$ 584,159	\$ -
Local Government Technical Assistance	110,000	\$ 307,716	\$ 197,716
Development of Regional Impact (DRI)	15,000	\$ 4,500	\$ (10,500)
Transportation Disadvantaged (TD)	127,077	\$ 131,460	\$ 4,383
Economic Development Administration (EDA)	70,000	\$ 70,000	\$ -
Local Emergency Preparedness Committee (LEPC)	59,000	\$ 80,000	\$ 21,000
Hazardous Materials Emergency Preparedness (HMEP) Program	60,349	\$ 65,161	\$ 4,812
Hurricane Study Update and Training	-	\$ 5,110	\$ 5,110
Healthcare Coalition	250,000	\$ 767,330	\$ 517,330
Northeast Florida Elevate 2.0	-	\$ 275,000	\$ 275,000
Disaster Recovery Coordinator	-	\$ 24,000	\$ 24,000
Small Quantity Generator (SQG) Program	5,000	\$ 5,000	\$ -
Regional Leadership Academy (RLA)	3,150	\$ 3,500	\$ 350
Special Projects	5,000	\$ 34,180	\$ 29,180
Other Revenue	4,275	\$ 10,490	\$ 6,215

TOTAL REVENUES	1,293,010	2,367,606	1,074,596
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TRANSFER FROM GENERAL FUND	66,844	\$ 112,666	\$ 45,822
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TOTAL REVENUES/GENERAL FUND	1,359,854	\$ 2,480,272	\$ 1,120,418
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Expenses

Salaries/Fringe	884,080	\$ 917,751	\$ 33,671
Contract/Grant Direct Expenses	190,000	\$ 1,094,130	\$ 904,130
Common/Indirect - Allocated Expenses*	194,990	\$ 194,234	\$ (756)
General Fund Expenses*	90,784	\$ 99,157	\$ 8,373
Discretionary Revenue Expenses	-	\$ 175,000	\$ 175,000

***Excludes Salaries & Fringe**

TOTAL EXPENSES	1,359,854	2,480,272	1,120,418
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NORTHEAST FLORIDA REGIONAL COUNCIL
PROPOSED AMENDED BUDGET
FISCAL YEAR 2017/2018

Presented April 5, 2018

**Northeast Florida Regional Council
Proposed Amended Budget Narrative
FY 17/18**

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 2016 BEBR population tables.

Baker	\$11,056
Duval	\$378,695
Flagler	\$42,269
Nassau	\$31,915
Putnam	\$29,919
St. Johns	\$90,305

TOTAL FY 17/18: \$584,159

Agency Programs

The budget is based on Local Government Technical Assistance (\$307,716), Development of Regional Impact (DRI) \$4,500, Transportation Disadvantaged (TD) \$131,460, Economic Development Administration (EDA) \$70,000, Local Emergency Preparedness Committee (LEPC) \$80,000, Hazardous Materials Emergency Preparedness (HMEP) \$65,161, Hurricane Study Update and Training (\$5,110), Healthcare Coalition (\$767,330), Elevate Northeast Florida (275,000), Disaster Recovery Coordinator (24,000), Small Quantity Generator (SQG) Inspection Program (\$5,000), Regional Leadership Academy (RLA) \$3,500, Special Projects (\$34,180).

TOTAL FY 17/18: \$ 1,772,957

Other Revenue

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

TOTAL FY 17/18: \$10,490

EXPENDITURES

Salaries/Fringe

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

TOTAL FY 17/18: \$917,751

Contract/Grant Direct Expenses

This line item includes all expenses charged directly to a contract or grant such as sub-recipient contracts, program office supplies, cellphones, printing, travel, advertising, computer hardware/software, furniture/equipment, training, etc.

TOTAL FY 17/18: \$ 1,094,130

Common & Indirect – Allocated Expenses

Includes such expenses as telephone service, data and internet lines, office maintenance, copier rentals, lease and storage space rental, depreciation, common-use office supplies, postage, printing, periodicals/subscriptions, general liability insurance, audit expense, accounting system maintenance, etc. (Excludes salaries/fringe)

TOTAL FY 17/18: \$194,234

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

TOTAL FY 17/18: \$99,157

Discretionary Revenue Expense: These expenses are being funded by proceeds from the building sale recognized as revenue in FY 16/17. Since, the expenditures associated with these proceeds are not being spent until FY 17/18, the expenditures will negatively affect our Net Income (Loss) for FY 17/18. These expenditures will provide required match for Elevate Northeast Florida and the Disaster Recovery Coordinator position, assist in the creation of a Regional Evacuation Plan and Fiscal Impact Model and refund Putnam SHIP for contractual obligations.

TOTAL FY 17/18: \$175,000

Budget Format

Historically, the Council has presented its budget in essentially this same format. It is 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.

Budget Assumptions Related to Significant Changes from the Adopted FY 17/18 Budget

REVENUES

- ❑ Funding for Local Government Technical Assistance was higher than originally anticipated due to an increase in technical assistance planning and emergency preparedness contracts.
- ❑ Healthcare Coalition funding increased as a result of receiving a five year contract from the Florida Department of Health for 3.2 million dollars, of which \$767,330 is expected to be spent this fiscal year.
- ❑ The Council received two Federal grants this year for Elevate Northeast Florida and a Disaster Recovery Coordinator position.

EXPENDITURES

- ❑ Salaries/Fringe costs increased with the hiring of two new Regional Planners for the Healthcare Coalition and the Disaster Recovery Coordinator position.
- ❑ Contract/Grant Direct Services will increase mainly due to the increase in funding for Local Government Technical Assistance, the Healthcare Coalition and the Elevate Northeast Florida grant.
- ❑ Common & Indirect and General Fund expenses are expected to remain relatively constant.
- ❑ Discretionary Revenue Expenses are being funded by proceeds from the building sale. These expenditures will provide required match for Elevate Northeast Florida and the Disaster Recovery Coordinator position, assist in the creation of a Regional Evacuation Plan and Fiscal Impact Model and refund Putnam SHIP for contractual obligations.