

# NEFRC

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**December 6, 2018**  
**9:30 a.m.**

**Northeast Florida Regional Council**

100 Festival Park Avenue  
Jacksonville, FL 32202



100 Festival Park Avenue  
Jacksonville, FL 32202  
☎ (904) 279-0880  
📠 (904) 279-0881  
🌐 www.nefrc.org  
✉ info@nefrc.org


Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

***Bringing Communities Together***

## MEMORANDUM

**DATE:** DECEMBER 6, 2018

**TO:** NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**THRU:** BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** FEBRUARY 7, 2019 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, February 7, 2019** at the Northeast Florida Regional Council, 100 Festival Park Avenue, WJCT Community Room, Jacksonville, FL 32202.

---

Follow Us.



EQUAL OPPORTUNITY EMPLOYER

**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, December 6, 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 October 4, 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 and provide to staff for presentation to the Committee.*
- 4. September 2018 Financial Report – Ms. Starling (*Info Only*) ..... 2
- \* 5. October 2018 Financial Report – Ms. Starling ..... 3
- \* 6. Transition Activities – Ms. Payne
- 7. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 8. Next Meeting Date and Location: **THURSDAY, FEBRUARY 7, 2019**  
Northeast Florida Regional Council  
100 Festival Park Avenue  
Jacksonville, FL 32202
- 9. Adjournment

**\*Denotes Action Item**

# Agenda

---

## Item

---

Tab 1

Tab 1

Tab 1

Tab 1

Tab 1



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

October 4, 2018

---

## MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, October 4, 2018, at 9:00 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 and David Sullivan

Also Attended: Michael Griffis, Roxanne Horvath

Excused: James Johns, Catherine Robinson and George Spicer

Staff Present: Elizabeth Payne, 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 August 2, 2018 Meeting Minutes; seconded by Commissioner Bennett. Motion carried.**

### Invitation to Speak

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

### July 2018 Financial Report

**Chair Register** provided an overview of the month of July 2018 financial report and stated that the report was approved at the September Executive Committee meeting; therefore, no action is required. The report is provided for information only.

### \* August 2018 Financial Report

Staff reported that in the month of August the Council posted a net income of \$7,052 and a year-to-date net income of \$29,809. Brief discussion followed.

**Chair Register called for a motion. Commissioner Bennett moved approval of the August 2018 Financial Report; seconded by Commissioner Sullivan. Motion carried.**

### \* Resolution 2018-11: Signatory Authority

Staff presented Resolution 2018-11 providing key employees, including the Deputy Chief Executive Officer, with signatory authority for contracts, agreements and other similar instruments that does not require Board action. Discussion ensued.

After discussion, it was agreed that the resolution be amended to only grant temporary signatory

authority to the Deputy Chief Executive Officer until March 1, 2019, at which time the resolution will cease to be effective.

**Chair Register called for a motion. Commissioner Bennett motioned to approve Resolution 2018-11 allowing the Deputy Chief Executive Officer signatory authority until March 1, 2019; seconded by Councilman Crescimbeni. Motion carried with Commissioner Sullivan opposing.**

Audit Schedule

Staff provided and reviewed the audit schedule for fiscal year 2017/2018. It is expected that the audit will be presented to the Committee and Board in February 2019 by auditors James Moore & Company.

Public Comment

No public comment.

Next Meeting Date

Thursday, December 6, 2018 at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

Adjournment

Meeting was adjourned at 9:48 a.m.

---

Darryl Register  
Chair

---

Brian D. Teeple  
Chief Executive Officer

# Agenda

---

## Item

---

Tab 2

Tab 2

Tab 2

Tab 2

Tab 2



100 Festival Park Avenue  
Jacksonville, FL 32202  
☎ (904) 279-0880  
📠 (904) 279-0881  
🌐 www.nefrc.org  
✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

***Bringing Communities Together***

## MEMORANDUM

**DATE:** OCTOBER 24, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

**THRU:** PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** DONNA STARLING, <sup>DS</sup> CHIEF FINANCIAL OFFICER

**RE:** SEPTEMBER 2018 FINANCIAL REPORT

---

The Northeast Florida Regional Council posted a Net Income of \$10,461 for the month of September and a Year-to-Date Net Income \$40,269.

---

Follow Us.



EQUAL OPPORTUNITY EMPLOYER



Regional Council - Agencywide	Adopted Budget 17/18	September 2018	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County Dues	\$ 584,159	48,680	584,159	100%	0%
Local Government Technical Assistance	\$ 307,716	63,904	275,620	90%	-10%
Development of Regional Impact (DRI)	\$ 4,500	-	4,500	100%	0%
Transportation Disadvantaged (TD)	\$ 131,460	7,919	126,101	96%	-4%
Economic Development Administration (EDA)	\$ 70,000	8,267	61,535	88%	-12%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	3,493	86,177	108%	8%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	10,418	65,161	100%	0%
Hurricane Study	\$ 5,110	4,445	5,110	100%	0%
Healthcare Coalition	\$ 767,330	32,137	759,110	99%	-1%
Elevate Northeast Florida	\$ 275,000	34,375	240,625	88%	-13%
Disaster Recovery Coordinator	\$ 24,000	1,209	14,016	58%	-42%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,999	100%	0%
Regional Leadership Academy (RLA)	\$ 3,500	250	2,800	80%	-20%
Special Projects	\$ 34,180	11,351	36,055	105%	5%
Other Revenue	\$ 10,490	1,670	18,611	177%	77%
<b>TOTAL REVENUES</b>	<b>\$ 2,367,606</b>	<b>\$ 228,117</b>	<b>\$ 2,284,576</b>	<b>96%</b>	
<b>TRANSFER FROM GENERAL FUND</b>	<b>\$ 112,666</b>	<b>\$ (10,461)</b>	<b>\$ (40,269)</b>		
<b>TOTAL REVENUE/GENERAL FUND</b>	<b>\$ 2,480,272</b>	<b>\$ 217,657</b>	<b>\$ 2,244,307</b>	<b>90%</b>	
<b>Expenses</b>					
Salaries and Fringe	\$ 917,751	75,904	912,354	99%	-1%
Contract/Grant Direct Expenses	\$ 1,094,130	111,096	969,410	89%	-11%
Common/Indirect - Allocated Expenses*	\$ 194,234	11,162	188,071	97%	-3%
General Fund Expense*	\$ 99,157	12,455	108,251	109%	9%
Discretionary Revenue Expenditures	175,000	7,040	66,222	38%	-62%
<b>TOTAL EXPENSES</b>	<b>\$ 2,480,272</b>	<b>\$ 217,657</b>	<b>\$ 2,244,307</b>	<b>90%</b>	
<b>Net Income (loss)</b>		10,461	\$ 40,269		
<b>Net Income (loss) Excluding Discretionary Revenue Expenditures</b>		17,500	106,491		

\*Excludes Salaries &amp; Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	September 2018	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Match for Elevate Northeast Florida Grant	\$ 25,000	-	18,750	75%	-25%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	7,040	47,472	95%	-5%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	0%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	0%
Unallocated Amount	\$ 50,000	-	-	0%	0%
<b>TOTAL EXPENDITURES TO DATE*</b>	<b>\$ 175,000</b>	<b>\$ 7,040</b>	<b>\$ 66,222</b>	<b>38%</b>	

\* 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 effect our Net Income (Loss) for FY 17/18.

Northeast Florida Regional Council  
Balance Sheet  
September 2018

	<b>FY 16/17</b>	<b>FY 17/18</b>
	<b><u>September 2017</u></b>	<b><u>September 2018</u></b>
<b>ASSETS</b>		
Cash	2,026,462	1,874,726
Accounts Receivable	265,572	322,158
Pension Liability-Deferred Outflows	328,950	267,652
Prepaid Insurance	-	-
WJCT Security Deposit	7,400	7,400
<b>Total Current Assets</b>	<b><u>2,628,384</u></b>	<b><u>2,471,936</u></b>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	<u>284,734</u>	<u>309,057</u>
Less Accumulated Depreciation	<u>245,537</u>	<u>238,872</u>
<b>Total Property and Equipment, net</b>	<b><u>39,197</u></b>	<b><u>70,185</u></b>
<b>Total Assets</b>	<b><u><u>2,667,580</u></u></b>	<b><u><u>2,542,121</u></u></b>
<b>LIABILITIES</b>		
Accounts Payable	129,901	45,754
Accrued Salaries and Leave	72,702	86,136
Deferred Revenue	61,119	27,402
Pension Liability	565,780	609,713
Pension Liability-Deferred Inflows	367,106	265,138
<b>Total Liabilities</b>	<b><u><u>1,196,609</u></u></b>	<b><u><u>1,034,143</u></u></b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	1,470,971	1,507,978
<b>Total Equity and Other Credits</b>	<b><u>1,470,971</u></b>	<b><u>1,507,978</u></b>
<b>Total Liabilities, Equity and Other Credits</b>	<b><u><u>2,667,580</u></u></b>	<b><u><u>2,542,121</u></u></b>

## YTD Comparison

	16/17 Net Income (Loss)	17/18 Net Income (Loss)	16/17 Cash Balance	17/18 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	\$ 36,037	\$ 2,151,316	\$ 2,266,487
March	\$ 51,584	\$ 11,778	\$ 1,993,153	\$ 2,118,037
April	\$ 62,943	\$ 18,823	\$ 2,043,537	\$ 2,154,714
May	\$ 71,672	\$ 25,571	\$ 2,107,287	\$ 2,156,354
June	\$ 76,133	\$ 15,886	\$ 1,912,467	\$ 1,908,725
July	\$ 93,175	\$ 22,757	\$ 2,167,696	\$ 1,818,891
August	\$ 111,757	\$ 29,809	\$ 2,142,269	\$ 2,025,567
September	\$ 157,941	\$ 40,269	\$ 2,026,462	\$ 1,874,726



100 Festival Park Avenue  
Jacksonville, FL 32202  
☎ (904) 279-0880  
📠 (904) 279-0881  
🌐 www.nefrc.org  
✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

***Bringing Communities Together***

## MEMORANDUM

**DATE:** OCTOBER 24, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

**THRU:** PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** <sup>DS</sup>  
DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** SEPTEMBER 2018 INVESTMENT REPORT

---

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
September Interest	\$ 320	\$ 310
Year to Date Interest	\$ 1,535	\$ 4,023
Florida Local Government Investment Trust		
	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,756	\$16,832

---

Follow Us.



EQUAL OPPORTUNITY EMPLOYER

# Agenda

---

## Item

---

Tab 3

Tab 3

Tab 3

Tab 3

Tab 3



100 Festival Park Avenue  
Jacksonville, FL 32202  
☎ (904) 279-0880  
📠 (904) 279-0881  
🌐 www.nefrc.org  
✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

***Bringing Communities Together***

## **MEMORANDUM**

**DATE:** NOVEMBER 28, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** DONNA STARLING, <sup>DS</sup> CHIEF FINANCIAL OFFICER

**RE:** OCTOBER 2018 FINANCIAL REPORT

---

The Northeast Florida Regional Council posted a Net Loss of \$3,273 for the month of October and a Year-to-Date Net Loss of \$3,273.

The loss is largely attributed to the payment of annual insurance costs, quarterly Florida Regional Council Association (FRCA) dues, and the use of discretionary funding.

---

Follow Us.



EQUAL OPPORTUNITY EMPLOYER

Regional Council - Agencywide	Adopted Budget 18/19	October 2018	YTD	Represents 8% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County Dues	\$ 595,527	49,627	49,627	8%	0%
Local Government Technical Assistance	\$ 264,324	2,565	2,565	1%	-7%
Transportation Disadvantaged (TD)	\$ 131,545	10,903	10,903	8%	0%
Economic Development Administration (EDA)	\$ 70,000	4,694	4,694	7%	-1%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	6,507	6,507	8%	0%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	-	-	0%	-8%
Healthcare Coalition	\$ 667,080	20,732	20,732	3%	-5%
Elevate Northeast Florida	\$ -	-	-	0%	-8%
Disaster Recovery Coordinator	\$ 130,000	6,495	6,495	5%	-3%
Regional Leadership Academy (RLA)	\$ 3,500	-	-	0%	-8%
Other Planning Programs	\$ 15,000	3,009	3,009	20%	12%
Other Revenue	\$ 8,100	379	379	5%	-3%
<b>TOTAL REVENUES</b>	<b>\$ 2,030,237</b>	<b>\$ 104,911</b>	<b>\$ 104,911</b>	<b>5%</b>	
<b>TRANSFER FROM GENERAL FUND</b>	<b>\$ -</b>	<b>\$ 3,273</b>	<b>\$ 3,273</b>		
<b>TOTAL REVENUE/GENERAL FUND</b>	<b>\$ 2,030,237</b>	<b>\$ 108,184</b>	<b>\$ 108,184</b>	<b>5%</b>	
<b>Expenses</b>					
Salaries and Fringe	\$ 1,040,655	75,563	75,563	7%	-1%
Contract/Grant Direct Expenses	\$ 631,000	1,648	1,648	0%	-8%
Common/Indirect - Allocated Expenses*	\$ 217,815	17,059	17,059	8%	0%
General Fund Expense*	\$ 115,767	11,386	11,386	10%	2%
Discretionary Revenue Expenditures	25,000	2,528	2,528	10%	2%
<b>TOTAL EXPENSES</b>	<b>\$ 2,030,237</b>	<b>\$ 108,184</b>	<b>\$ 108,184</b>	<b>5%</b>	
<b>Net Income (loss)</b>		<b>(3,273)</b>	<b>\$ (3,273)</b>		
<b>Net Income (loss) Excluding Discretionary Revenue Expenditures</b>		<b>(745)</b>	<b>(745)</b>		

\*Excludes Salaries & Fringe



Use of Discretionary Revenue from Building Sale

Amount  
Allocated

October 2018

Fiscal YTD

Project to Date

**Revenues**

Match for Elevate Northeast Florida Grant	\$ 25,000	-	-	18,750
Match for Disaster Recovery Coordinator Grant	\$ 50,000	2,528	2,528	50,000
Creation of Fiscal Impact Model	\$ 25,000	-	-	
Creation of Regional Evacuation Plan	\$ 25,000	-	-	

**TOTAL EXPENDITURES TO DATE\***

\$ 125,000 \$ 2,528 \$ 2,528

\* 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.

	<b>FY 17/18</b>	<b>FY 18/19</b>
	<b>October 2017</b>	<b>October 2018</b>
<b>ASSETS</b>		
Cash	2,043,567	1,779,166
Accounts Receivable	189,476	409,371
Pension Liability-Deferred Outflows	267,652	267,652
Prepaid Insurance	1,748	2,063
WJCT Security Deposit	7,400	7,400
<b>Total Current Assets</b>	<u>2,509,843</u>	<u>2,465,653</u>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	<u>284,734</u>	<u>309,057</u>
Less Accumulated Depreciation	<u>247,438</u>	<u>241,239</u>
<b>Total Property and Equipment, net</b>	<u>37,296</u>	<u>67,818</u>
<b>Total Assets</b>	<u><u>2,547,139</u></u>	<u><u>2,533,471</u></u>
<b>LIABILITIES</b>		
Accounts Payable	2,280	2,329
Accrued Salaries and Leave	77,489	91,431
Deferred Revenue	120,767	60,155
Pension Liability	609,713	609,713
Pension Liability-Deferred Inflows	265,138	265,138
<b>Total Liabilities</b>	<u><u>1,075,388</u></u>	<u><u>1,028,766</u></u>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	1,471,751	1,504,705
<b>Total Equity and Other Credits</b>	<u>1,471,751</u>	<u>1,504,705</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u><u>2,547,139</u></u>	<u><u>2,533,471</u></u>

## YTD Comparison

	17/18	18/19	17/18	18/19
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

### AGENCYWIDE

October	\$ 4,043	\$ (3,273)	\$ 2,043,567	\$ 1,779,166
November	\$ 19,363		\$ 2,149,833	
December	\$ 29,096		\$ 2,091,852	
January	\$ 30,939		\$ 2,113,177	
February	\$ 36,037		\$ 2,266,487	
March	\$ 11,778		\$ 2,118,037	
April	\$ 18,823		\$ 2,154,714	
May	\$ 25,571		\$ 2,156,354	
June	\$ 15,886		\$ 1,908,725	
July	\$ 22,757		\$ 1,818,891	
August	\$ 29,809		\$ 2,025,567	
September	\$ 40,269		\$ 1,874,726	



100 Festival Park Avenue  
 Jacksonville, FL 32202  
 ☎ (904) 279-0880  
 📠 (904) 279-0881  
 🌐 www.nefrc.org  
 ✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

***Bringing Communities Together***

## MEMORANDUM

**DATE:** NOVEMBER 28, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** <sup>DS</sup>  
DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** OCTOBER 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 17/18</u>	<u>FY 18/19</u>
October Interest	\$ 353	\$ 365
Year to Date Interest	\$ 353	\$ 365

Florida Local Government Investment Trust	<u>FY 17/18</u>	<u>FY 18/19</u>
Current Balance	\$16,753	\$16,845

**Follow Us.**



EQUAL OPPORTUNITY EMPLOYER