

NEFRC

October Monthly Personnel, Budget & Finance Policy Committee Meeting

October 2, 2008
9:00 a.m.

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



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MEMORANDUM

Date: October 2, 2008
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling^{DS}, Chief Financial Officer
Re: November 6, 2008, Committee Meeting

=====
The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, November 6, 2008**, at **9:00 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 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, Florida 32216

Thursday, October 2, 2008
9:00 a.m.

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

- | | | |
|-----|---|------------|
| 1. | Call to Order, Roll Call, Pledge of Allegiance, Introductions –Chair Sgroi | <u>TAB</u> |
| *2. | Approval of September 4, 2008 Meeting’s Minutes – Chair Sgroi | 1 |
| *3. | August 2008 Financial Report – Donna Starling | 2 |
| *4. | Recommended Contract Award for NEFRC Roof Replacement –
Brian Teeple | 3 |
| 5. | Audit Schedule – Donna Starling | 4 |
| *6. | Next Meeting Date and Location: Thursday, November 6, 2008
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216 | |

7. Adjournment

***Denotes Action Item**

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

September 4, 2008

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **September 4, 2008**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chair Sgroi** called the meeting to order at 9:12 a.m. with the following members present representing a quorum:

Bob Sgroi	Hugh Fish
Larry Williams	Chereese Stewart

Excused: Karen Stern, Chip Laibl

Staff: Brian Teeple, Mario Taylor, Donna Starling, Margo Moehring, and Joyce Rhodes

*Approval of Minutes

Mr. Williams moved approval of the minutes of the August 7, 2008 meeting; seconded by Mr. Fish; motion unanimously carried.

*July 2008 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$3,972 for the month of July and a Year to Date Net Income of \$12,733. The Business Development Corporation (BDC) posted a Net Loss of \$3,905 for the month of July and a Year to Date Net Income of \$98,459. The Agency-wide totals were a Net Loss of \$7,877 for the month and a Net Income of \$111,192 (includes BDC Net Income) Year to Date. The primary cause for the loss was various membership dues paid by the Council in July. Mr. Teeple suggested a reformat of the Financial Report to separate the BDC be explored. **Mr. Williams moved approval of the July 2008 Financial Report; seconded by Mr. Fish; motion unanimously carried.**

Officer Nominations – Mr. Brian Teeple reported that nomination for the next year's Board Officers was due. A roster of members and an attendance sheet was attached for reference. Mr. Teeple noted that historically the order of succession was the 2nd Vice President moved to 1st Vice President, the 1st Vice President moved to President and the Secretary/Treasurer did not change. Mr. Teeple pointed out that the nominations are normally decided in September with elections following. The traditional transfer of the gavel would be at the October meeting. Discussion followed by the committee regarding possible nominees. **Mr. Williams made a motion to recommend that 1st Vice President Boyle of Nassau County be advanced to President and 2nd Vice President Griffis of Baker County be advanced to 1st Vice President. Nomination for 2nd Vice President is Councilmen Art Graham of Duval County being contingent on his acceptance of the nomination; Mr. Sgroi of Flagler County is recommend as 1st Alternate to that position and Mr. Fish of Baker County would remain Secretary/Treasurer; seconded by Ms. Stewart; motion unanimously carried.**

Request for Proposal for Roof Replacement Update – Mr. Brian Teeple reported that only one proposal was received in response to the Request for Proposal. The offer is from The Garland Company which appears to have considerable experience in this area. Among those projects completed by the Garland Company is the Florida Air National Guard. A successful negotiation is expected. Award recommendation is scheduled for October 2008 Board consideration.

Comprehensive Economic Development Strategy (CEDS) Update – Ms. Margo Moehring announced that the Council was approved for a matching fund grant by the Economic Development Administration (EDA). This would move the Council toward a Certified Economic Development District designation. A Strategy Committee will be formed with nominees for the committee being developed. Discussion regarding the tasking, goals and objectives of the committee followed. It was agreed that the certification is a positive direction for the region.

Local Government Contract Opportunity – Mr. Teeple said that while the Council has in the past provided technical assistance consulting to the local governments, we have not participated in any competitive Requests for Proposals that have been issued. Mr. Teeple suggested that the Council be authorized to participate in these proposals where possible. Discussion followed regarding the possibility of additional income to the Council and conflicts of interest issues. Mr. Teeple requested authority to participate. **Mr. Fish moved that the Northeast Florida Regional Council be allowed to respond to local government Request for Proposals; seconded by Ms. Stewart; motion unanimously carried.**

Other Business – Mr. Teeple advised that the City of Jacksonville Finance Committee was meeting for final budgetary considerations. At this time the funding for the Council had not been approved. Mr. Teeple indicated that he expected a favorable outcome of this meeting as legally the City of Jacksonville is mandated by Florida Statute to pay member dues for the Council. Mr. Teeple will be in attendance at the Finance Committee meeting to represent the Council's interests.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, October 2, 2008**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.**

Adjournment

There being no further business to discuss, **Mr. Williams moved to adjourn; seconded by Ms. Stewart; motion carried unanimously.** The meeting was adjourned at 9:55 a.m.

Tab 2

MEMORANDUM

DATE: September 23, 2008

TO: Northeast Florida Regional Council

THRU: Hugh D. Fish, Secretary/Treasurer

FROM: Donna Starling, ^{DS} Chief Financial Officer

RE: August 2008 Financial Report

Northeast Florida Regional Council posted a Net Income of \$10,153 for the month of August and a Year to Date Net Income of \$22,886.

Agency-wide totals currently include the Business Development Corporation (BDC) which posted a Net Income of \$20,620 for the month of August and a Year to Date Net Income of \$119,079. Thus Agency-wide totals were a Net Income of \$30,773 for the month and a Net Income of \$141,965 Year to Date.

Effective October 1, 2008, BDC's income (loss) will no longer be reflected in the Council's Agency-wide totals. The Council will only show the revenues and expenses owed the Council by BDC for expenses incurred as part of the administrative agreement between BDC and the Council.

Regional Council - Agencywide	Adopted Amended Budget 07/08	August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 1,019,522	72,878	856,442	84%	-8%
Emergency Preparedness	\$ 4,471,553	225,372	2,356,515	53%	-39%
County	\$ 606,025	50,502	555,523	92%	0%
Business Development Corporation	\$ 536,326	43,621	411,727	77%	-15%
Regional Data Center	\$ 166,023	-	84,904	51%	-41%
AME Ministerial Alliance	\$ 57,384	-	64,919	113%	21%
North Florida Procurement Association	\$ 32,000	378	45,728	143%	51%
Regional Leadership Academy	\$ 30,500	(1,426)	22,757	75%	-17%
Regional Visioning	\$ 75,000	15,668	110,501	147%	55%
Tenant Revenue	\$ 100,000	9,932	81,698	82%	-10%
Anticipated Revenue/Other	\$ 60,000	12,452	50,423	84%	-8%

TOTAL REVENUES	\$ 7,154,334	\$ 429,378	\$ 4,641,137
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Expenses					
Salaries and Fringe	\$ 2,698,814	172,635	2,090,592	77%	-15%
Contract/Grant Direct Expenses	\$ 3,701,113	179,520	1,868,912	50%	-42%
Common/Indirect - Allocated Expenses*	\$ 424,277	36,760	401,157	95%	3%
General Fund Expense*	\$ 330,130	9,690	138,512	42%	-50%

TOTAL EXPENSES	\$ 7,154,334	\$ 398,605	\$ 4,499,173
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Net Income (loss)	\$ -	30,773	\$ 141,965
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*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 07/08		August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues						
Local Gov't T.A./DCA	\$ 519,000	36,994	457,004	88%	-4%	
DRI	\$ 155,000	16,836	191,617	124%	32%	
TD	\$ 112,000	8,145	98,061	88%	-4%	
SHIP/Weatherization	\$ 130,111	8,586	86,575	67%	-25%	
Affordable Housing	\$ 50,000	1,809	17,940	36%	-56%	
Special Projects	\$ 53,411	507	5,245	10%	-82%	
TOTAL REVENUES	\$ 1,019,522	\$ 72,878	\$ 856,442	84%		
Expenses						
Salaries/Fringe	\$ 589,358	45,247	507,655	86%	-6%	
Direct	\$ 59,990	4,019	76,225	127%	35%	
Common/Indirect	\$ 370,174	23,612	275,094	74%	-18%	
TOTAL EXPENSES	\$ 1,019,522	\$ 72,878	\$ 858,973	84%		
Net Profit (Loss)	\$ -	\$ -	\$ (2,531)			

Emergency Preparedness	Adopted Amended Budget 07/08	August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local TA	\$ 248,383	10,710	178,795	72%	-20%
Hurricane Study	\$ 2,186,000	55,004	1,179,746	54%	-38%
DCA LEPC	\$ 40,909	4,139	37,023	91%	-1%
HMEP	\$ 30,639	5,690	23,875	78%	-14%
Terrorism Statewide Coordination	\$ 590,000	111,255	249,497	42%	-50%
SQG	\$ 20,000	-	5,066	25%	-67%
SHSGP Terrorism	\$ 75,000	4,772	41,062	55%	-37%
DEM TA	\$ 300,000	18,575	323,767	108%	16%
EOC IMT	\$ 35,000	-	-	0%	0%
EOC Enhancement	\$ 64,010	-	42,050	66%	-26%
Region 3 Workshop	\$ 25,000	-	-	0%	0%
Infrastructure Assessments	\$ 300,000	14,110	206,029	69%	-23%
USAI Program	\$ 500,000	1,117	30,433	6%	-86%
Other Revenue	\$ 56,612	-	39,171	69%	-23%
TOTAL REVENUES	\$ 4,471,553	\$ 225,372	\$ 2,356,515	53%	
Expenses					
Salaries/Fringe	\$ 583,393	32,603	429,162	74%	-18%
Direct	\$ 3,507,500	172,760	1,655,921	47%	-45%
Common/Indirect	\$ 380,660	20,097	271,934	71%	-21%
TOTAL EXPENSES	\$ 4,471,553	\$ 225,459	\$ 2,357,016	53%	
Net Profit (Loss)	\$ -	\$ (87)	\$ (502)		

BDC	Adopted Amended Budget 07/08	August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
Processing	\$ 166,000	17,896	45,956	28%	-64%
Interest	\$ 50,000	-	67,030	134%	42%
Servicing	\$ 267,000	25,725	292,543	110%	18%
Other	\$ 53,326	-	6,198	12%	-80%
TOTAL REVENUES	\$ 536,326	\$ 43,621	\$ 411,727		
Expenses					
Salaries/Fringe	\$ 363,079	15,611	204,162	56%	-36%
Direct Expenses	\$ 43,000	1,375	21,284	49%	-43%
Common/Indirect	\$ 130,246	6,015	67,202	52%	-40%
TOTAL EXPENSES	\$ 536,326	\$ 23,001	\$ 292,648		
Net Profit (Loss)	\$ -	\$ 20,620	\$ 119,079		

Northeast Florida Regional Council
Balance Sheet
August 2008

	FY 06/07 August 2007	FY 07/08 August 2008
ASSETS		
Regional Council Cash	1,485,491	2,890,377
Healthy Start Cash	213,129	-
BDC Cash	-	166,095
Regional Council Accounts Receivable	707,979	548,467
BDC Accounts Receivable	104,898	28,486
Healthy Start Accounts Receivable	196,415	-
Due from other funds - BDC	64,536	-
Closing Cost	17,709	9,833
Total Current Assets	2,790,157	3,643,257
Property and Equipment:		
Office furniture and equipment	749,340	733,678
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	546
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,019,188	1,103,854
Total Property and Equipment, net	2,512,518	2,412,736
Total Assets	5,302,675	6,055,993
LIABILITIES		
Accounts payable	31,261	18,956
Due to other funds	64,536	53,065
Loan deposits	107,398	29,986
Accrued salaries and leave	195,820	152,370
Regional Council Deferred Revenue	1,161,959	1,451,725
Healthy Start Deferred Revenue	60,815	-
Tenant deposits	10,104	8,232
Notes payable	1,548,467	1,948,992
Total Liabilities	3,180,359	3,663,325
EQUITY		
Equity and Other Credits:		
Retained earnings	2,122,316	2,392,667
Total Equity and Other Credits	2,122,316	2,392,667
Total Liabilities, Equity and Other Credits	5,302,675	6,055,993

YTD Comparison

06/07

07/08

AGENCYWIDE

October	\$	19,119*	\$	19,696*
November	\$	70,889*	\$	99,821*
December	\$	99,805*	\$	70,833*
January	\$	108,838*	\$	82,606*
February	\$	131,824*	\$	84,498*
March	\$	163,602*	\$	85,213*
April	\$	196,138*	\$	87,855*
May	\$	241,354*	\$	135,333*
June	\$	255,024*	\$	119,069*
July	\$	286,401*	\$	111,192*
August	\$	323,295*	\$	141,965*
September	\$	319,143*		

BDC

October	\$	4,000	\$	11,818
November	\$	43,538	\$	49,496
December	\$	44,135	\$	35,533
January	\$	42,115	\$	43,981
February	\$	56,579	\$	47,337
March	\$	62,051	\$	53,900
April	\$	77,943	\$	56,913
May	\$	103,372	\$	95,047
June	\$	107,149	\$	102,363
July	\$	116,666	\$	98,459
August	\$	129,105	\$	119,079
September	\$	143,660		

* Includes BDC Year to Date totals.

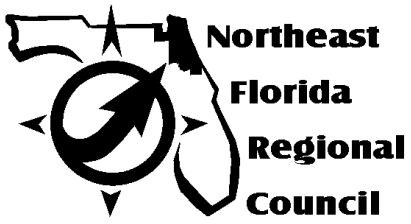
MEMORANDUM

DATE: September 23, 2008
 TO: Northeast Florida Regional Council
 DS
 FROM: Donna Starling, Chief Financial Officer
 RE: August Investment Report

Sweep Account Interest	FY 06/07	FY 07/08
August Interest	\$ 3,078	\$ 1,591
Year to Date Interest	\$32,778	\$27,469

Building Construction Sweep Account Interest	FY 06/07	FY 07/08
August Interest	\$ 0	\$ 356
Year to Date Interest	\$ 0	\$ 956

Florida Local Government Investment Trust		
Current Balance	\$14,191	\$14,696



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Tab 3

MEMORANDUM

Date: September 24, 2008

To: Northeast Florida Regional Council Board of Directors

Thru: NEFRC Personnel, Budget & Finance Policy Committee

From: Brian D. Teeple, Chief Executive Officer 

Re: Recommended Contract Award for NEFRC Roof Replacement

Request for Proposal (RFP) Roof Replacement – Summation of Actions

The NEFRC issued the Request for Proposal to fifteen (15) potential bidders on July 25, 2008.

A mandatory Site Visit and Pre-Proposal Conference was held on August 12, 2008 with eight (8) vendors in attendance. As a result of the conference, Amendment #1 to the RFP was issued to include provisions for vibration concerns over the IT Server Room. The opening of the RFP was extended to September 3, 2008 at 2:00 p.m. to allow contractor consideration.

At the time of closing, the NEFRC received one (1) offer from Design-Build Solutions, Inc. (DBS) a Subsidiary of the Garland Company. The initial contractor qualification evaluation required by the Florida Statue 287.055 was done on September 4, 2008 with the contractor found to be qualified.

Technical evaluation of the offer was also completed on September 4, 2008 with the contractor found acceptable pending clarifications. The request for technical clarifications was forwarded to the contractor on September 10, 2008 with the DBS response received on September 15, 2008.

The contractor's oral presentation was held on September 17, 2008. Upon completion, the contractor was found to be technically acceptable.

Negotiations were successfully held with DBS on September 23, 2008. Pricing for the Option #1 (gabled roof) was lowered from \$512,720.00 to *\$460,000.00 or \$465,000.00; depending on the drain solution chosen for the west end of the building. The DBS "Best and Final Offer" was received on September 24, 2008.

Recommendation: Award contract to Design-Build Solutions, Inc., a Subsidiary of The Garland Company for an amount not to exceed \$465,000.00.



Design-Build Solutions, Inc.TM

9105 Way Avenue • Cleveland, Ohio 44105

Ph: 216-430-3604 Fax: 216-641-0633

Nationwide: 866-327-0306 ext:1

September 24, 2008

Mrs. Joyce Rhodes
Procurement & Fiscal Assistant
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216

Re: Final Pricing for Standing Seam Metal Retrofit Roof Project

Dear Joyce,

We are pleased to submit the negotiated firm and final pricing for the *Northeast Florida Regional Council Roof Replacement*.

Please find your preferred options listed below:

Option 3: Low Slope, Gabled Roof \$460,000
 *Includes minimum drain pipe from downspouts to parking lot

Option 3.1 Low Slope, Gabled Roof \$465,000
 *Includes drain pipe along left side of building to holding pond

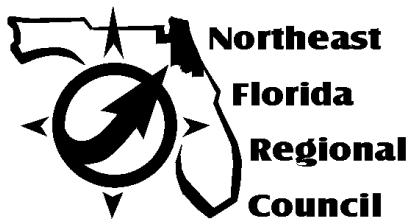
If you have any questions, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

Ron Neely
Director of National Sales

Tab 4



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MEMORANDUM

DATE: September 23, 2008

TO: Northeast Florida Regional Council

FROM: Donna Starling^{DS}, Chief Financial Officer

RE: Audit Schedule

Enclosed is the audit schedule for fiscal year 2007/2008. The final audit will be presented at the January 8, 2009 board meeting by our auditors, Magers & Associates, LLC.

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

Audit Schedule for Fiscal Year 07/08

September 22, 2008	Last day to turn in Purchase Orders that need to be included in FY 07/08
September 30, 2008	Employees Turn in Timesheets/Travel for end of year for Sept. 29-30
October 6, 2008	Last Day for Accounts Payable Accruals
October 10, 2008	Send September preliminary reports to Managers for review
October 15, 2008	Managers Return Preliminary Reports with any corrections
October 20, 2008	Complete September month end
October 21-22, 2008	Year End Close Out
October 23-24, 2008	Finalize audit schedules and audit confirmations
October 28, 2008	Audit Begins
January 8, 2008	FY 07/08 Audit presented to the Board