

NEFRC

**November Monthly
Personnel, Budget &
Finance Policy
Committee**

MEETING CANCELLED

November Information
Packet

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

MEMORANDUM

Date: October 29, 2008
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling^{DS}, Chief Financial Officer
Re: November 6, 2008, Committee Meeting - **CANCELLED**

The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, November 6, 2008**, at **9:00 a.m.** has been cancelled due to scheduling delays of items slated to come before the Board.

Please note the next scheduled meeting will be held on December 4, 2008 at 9:00 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

NOVEMBER INFORMATION PACKET

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

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

- *1. Approval of October 2, 2008 Meeting's Minutes – Chair Williams1
- *2. September 2008 Financial Report – Donna Starling2
- 3. Audit Update – Donna Starling.....3
- 4. Next Meeting Date and Location: **Thursday, December 4, 2008**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
- 5. Adjournment

***Denotes Action Item**

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

October 2, 2008

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **October 2, 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 9:02 a.m. with the following members present representing a quorum:

Bob Sgroi	Hugh Fish
Larry Williams	Chereese Stewart
Chip Laibl	Harold Rutledge

Excused: Karen Stern

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

*Approval of Minutes

Mr. Fish moved approval of the minutes of the September 4, 2008 meeting; seconded by Mr. Williams; motion unanimously carried.

*August 2008 Financial Report

Ms. Starling reported that the Council posted a Net Income of \$10,153 for the month of August and a Year to Date Net Income of \$22,886. The Business Development Corporation (BDC) posted a Net Income of \$20,620 for the month of August and a Year to Date Net Income of \$119,079. The Agency-wide totals were a Net Income of \$30,773 for the month and a Net Income of \$141,965 (includes BDC Net Income) 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's report will indicate only the revenues and expenses owed to the Council by the BDC incurred as part of the administrative agreement between the BDC and the Council. Ms. Starling advised that the Council will experience a loss of approximately \$7,500 due to the facility cancellation fee for the Regional Leadership Academy. Further adjustments may be shown in next month's report due to the end of fiscal year. **Mr. Williams moved approval of the August 2008 Financial Report; seconded by Mr. Fish; motion unanimously carried.**

Recommended Contract Award for NEFRC Roof Replacement

Mr. Brian Teeple reported that the Request for Proposal (RFP) was issued to fifteen (15) potential bidders on July 25, 2008. The mandatory site visit and pre-proposal was held on August 12, 2008 with eight (8) attendees. At the time set for RFP closing, only one offer was received; that being from Design-Build Solutions (DBS), Inc., a Subsidiary of The Garland Company. Contractor qualification as required by Florida Statute 287.055 was conducted and DBS was advanced as fully qualified. The technical evaluation and oral presentation further resulted in a technically acceptable offer. Negotiations were held with DBS on September 23, 2008. The Council's first option choice was the sloped gable. The DBS cost proposal for this type of roof was \$512,720. Negotiations resulted in a Best and Final Offer of either \$460,000 or \$465,000, depending on the drainage solution opted by the Council. Mr. Taylor indicated that current and future escalation of steel prices is in part responsible for the higher cost. However, DBS has included a 30 year warranty on

the roof to partially offset the increase. Mr. Fish questioned the ventilation system proposed. The system is believed to be a ridge cap but will be verified prior to award. **Mr. Fish moved approval to award the Roof Replacement Contract to Design-Build Solutions, Inc. in an amount not to exceed \$465,000; seconded by Mr. Williams; motion unanimously carried.**

Audit Schedule

Ms. Starling presented an audit schedule for the Fiscal Year 07/08 audit. The audit is expected to begin on October 28, 2008 with the auditors, Magers & Associates, LLC presenting their findings to the Board at the January 8, 2009 meeting.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, November 6, 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 9:35 a.m.

Tab 2

MEMORANDUM

DATE: October 28, 2008
TO: Northeast Florida Regional Council
THRU: Hugh D. Fish, Secretary/Treasurer
FROM: Donna Starling,^{DS} Chief Financial Officer
RE: September 2008 Financial Report

Northeast Florida Regional Council posted a Net Income of \$1,264 for the month of September and a Year to Date Net Income of \$24,150.

Agency-wide totals currently include the Business Development Corporation (BDC) which posted a Net Loss of \$3,691 for the month of September and a Year to Date Net Income of \$115,388. Thus Agency-wide totals were a Net Loss of \$2,427 for the month and a Net Income of \$139,538 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	September, 2008	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 1,019,522	80,088	936,531	92%	0%
Emergency Preparedness	\$ 4,471,553	262,050	2,618,565	59%	-33%
County	\$ 606,025	50,502	606,025	100%	8%
Business Development Corporation	\$ 536,326	27,884	439,611	82%	-10%
Regional Data Center	\$ 166,023	-	84,904	51%	-41%
AME Ministerial Alliance	\$ 57,384	-	64,919	113%	21%
North Florida Procurement Association	\$ 32,000	158	45,886	143%	51%
Regional Leadership Academy	\$ 30,500	-	22,757	75%	-17%
Regional Visioning	\$ 75,000	14,263	124,764	166%	74%
Tenant Revenue	\$ 100,000	7,157	88,855	89%	-3%
Anticipated Revenue/Other	\$ 60,000	11,416	61,840	103%	11%

TOTAL REVENUES	\$ 7,154,334	\$ 453,520	\$ 5,094,658		
-----------------------	---------------------	-------------------	---------------------	--	--

Expenses					
Salaries and Fringe	\$ 2,698,814	183,589	2,274,180	84%	-8%
Contract/Grant Direct Expenses	\$ 3,701,113	214,832	2,083,746	56%	-36%
Common/Indirect - Allocated Expenses*	\$ 424,277	40,970	442,127	104%	12%
General Fund Expense*	\$ 330,130	16,556	155,067	47%	-45%

TOTAL EXPENSES	\$ 7,154,334	\$ 455,947	\$ 4,955,120		
-----------------------	---------------------	-------------------	---------------------	--	--

Net Income (loss)	\$ -	(2,427)	\$ 139,538		
--------------------------	-------------	----------------	-------------------	--	--

*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 07/08	September, 2008	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues					
Local Gov't T.A./DCA	\$ 519,000	44,290	501,295	97%	5%
DRI	\$ 155,000	14,842	206,459	133%	41%
TD	\$ 112,000	9,983	108,043	96%	4%
SHIP/Weatherization	\$ 130,111	9,489	96,065	74%	-18%
Affordable Housing	\$ 50,000	853	18,793	38%	-54%
Special Projects	\$ 53,411	631	5,876	11%	-81%
TOTAL REVENUES	\$ 1,019,522	\$ 80,088	\$ 936,531	92%	
Expenses					
Salaries/Fringe	\$ 589,358	43,969	551,624	94%	2%
Direct	\$ 59,990	3,691	79,916	133%	41%
Common/Indirect	\$ 370,174	29,397	304,490	82%	-10%
TOTAL EXPENSES	\$ 1,019,522	\$ 77,057	\$ 936,030	92%	
Net Profit (Loss)	\$ -	\$ 3,032	\$ 501		

Emergency Preparedness	Adopted Amended Budget 07/08	September, 2008	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local TA	\$ 248,383	29,507	208,301	84%	-8%
Hurricane Study	\$ 2,186,000	129,999	1,309,746	60%	-32%
DCA LEPC	\$ 40,909	3,579	40,602	99%	7%
HMEP	\$ 30,639	1,178	25,053	82%	-10%
Terrorism Statewide Coordination	\$ 590,000	7,597	257,094	44%	-48%
SQG	\$ 20,000	-	5,066	25%	-67%
SHSGP Terrorism	\$ 75,000	1,709	42,771	57%	-35%
DEM TA	\$ 300,000	44,930	368,697	123%	31%
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	12,355	218,384	73%	-19%
USAI Program	\$ 500,000	427	30,860	6%	-86%
Other Revenue	\$ 56,612	30,770	69,941	124%	32%
TOTAL REVENUES	\$ 4,471,553	\$ 262,050	\$ 2,618,565	59%	
Expenses					
Salaries/Fringe	\$ 583,393	32,094	461,256	79%	-13%
Direct	\$ 3,507,500	201,643	1,857,564	53%	-39%
Common/Indirect	\$ 380,660	24,850	296,784	78%	-14%
TOTAL EXPENSES	\$ 4,471,553	\$ 258,588	\$ 2,615,604	58%	
Net Profit (Loss)	\$ -	\$ 3,462	\$ 2,961		

BDC	Adopted Amended Budget 07/08	September, 2008	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues					
Processing	\$ 166,000	1,500	47,456	29%	-63%
Interest	\$ 50,000	-	67,030	134%	42%
Servicing	\$ 267,000	25,014	317,557	119%	27%
Other	\$ 53,326	1,370	7,567	14%	-78%
TOTAL REVENUES	\$ 536,326	\$ 27,884	\$ 439,611		
Expenses					
Salaries/Fringe	\$ 363,079	20,479	224,641	62%	-30%
Direct Expenses	\$ 43,000	2,388	23,672	55%	-37%
Common/Indirect	\$ 130,246	8,708	75,910	58%	-34%
TOTAL EXPENSES	\$ 536,326	\$ 31,575	\$ 324,223		
Net Profit (Loss)	\$ -	\$ (3,691)	\$ 115,388		

Northeast Florida Regional Council
 Balance Sheet
 September 2008

	<u>FY 06/07</u> <u>September 2007</u>	<u>FY 07/08</u> <u>September 2008</u>
ASSETS		
Regional Council Cash	1,535,810	2,553,132
Healthy Start Cash	1,572,346	-
BDC Cash	-	161,788
Regional Council Accounts Receivable	770,083	726,413
BDC Accounts Receivable	93,298	19,666
Healthy Start Accounts Receivable	214,960	-
Due from other funds - BDC	49,212	-
Closing Cost	17,604	9,750
Total Current Assets	<u>4,253,313</u>	<u>3,470,749</u>
Property and Equipment:		
Office furniture and equipment	696,708	727,754
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	1,039
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	<u>990,223</u>	<u>1,096,308</u>
Total Property and Equipment, net	<u>2,488,850</u>	<u>2,414,851</u>
Total Assets	<u><u>6,742,163</u></u>	<u><u>5,885,600</u></u>
LIABILITIES		
Accounts payable	1,353,280	80,607
Due to other funds	49,212	54,576
Loan deposits	95,798	19,666
Accrued salaries and leave	197,189	167,369
Regional Council Deferred Revenue	1,016,219	1,221,449
Healthy Start Deferred Revenue	360,224	-
Tenant deposits	10,104	8,232
Notes payable	1,541,974	1,943,462
Total Liabilities	<u><u>4,623,999</u></u>	<u><u>3,495,360</u></u>
EQUITY		
Equity and Other Credits:		
Retained earnings	2,118,164	2,390,240
Total Equity and Other Credits	<u>2,118,164</u>	<u>2,390,240</u>
Total Liabilities, Equity and Other Credits	<u><u>6,742,163</u></u>	<u><u>5,885,600</u></u>

YTD Comparison

06/07

07/08

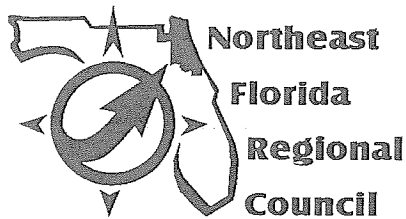
AGENCYWIDE

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*	\$	139,538*

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	\$	115,388

* Includes BDC Year to Date totals.



Bringing Communities Together

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

MEMORANDUM

DATE: October 28, 2008
TO: Northeast Florida Regional Council
FROM: Donna Starling, ^{DS} Chief Financial Officer
RE: September Investment Report

Sweep Account Interest

	FY 06/07	FY 07/08
September Interest	\$ 2,509	\$ 1,263
Year to Date Interest	\$35,287	\$28,731

Building Construction Sweep Account Interest

	FY 06/07	FY 07/08
September Interest	\$ 0	\$ 328
Year to Date Interest	\$ 0	\$ 1,284

Florida Local Government Investment Trust

Current Balance	\$14,314	\$14,718
-----------------	----------	----------

Tab 3

Fiscal Year End 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