

NEFRC

**March Monthly
PERSONNEL, BUDGET &
FINANCE POLICY
COMMITTEE
Meeting**

**March 6, 2008
9:30 a.m.**

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



Bringing Communities Together

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MEMORANDUM

Date: February 27, 2008
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling, Chief Financial Officer ^{DS}
Re: March 6, 2008, Committee Meeting

=====
The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, March 6, 2008**, at **9:30 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, FL 32216

Thursday, March 6, 2008
9:30 a.m.

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

1. Call to Order, Roll Call, Pledge of Allegiance, Introductions –Chair Sgroi
- *2. Approval of February 7, 2008 Meeting’s Minutes – Chair Sgroi.....1
3. New Business
 - *A. January 2008 Financial Report – Donna Starling.....2
4. Old Business
5. Next Meeting Date and Location: **Thursday, April 3, 2008**
To Be Announced
6. Adjournment

***Denotes Action Item**

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee
February 7, 2008

MINUTES

A meeting of the NEFRC Personnel, Budget and Finance Policy Committee was held on Thursday, February 7, 2008 at 9:30 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216. **Chair O'Connell** called the meeting to order with the following members present representing a quorum:

Hugh Fish	Jim O'Connell
Bob Sgroi	Chereese Stewart
Larry Williams	Harold Rutledge

Excused: Karen Stern

Absent: Chip Laibl

Staff: Mario Taylor, Donna Starling, Jeffrey Alexander and Joyce Rhodes

*Approval of Minutes

Mr. Sgroi moved approval of the minutes of the January 3, 2008, meeting; seconded by Mr. Williams; motion unanimously carried.

New Business

*December 2007 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$15,026 for the month of December and a Year to Date Net Income of \$35,300. The Business Development Corporation (BDC) posted a Net Loss of \$13,963 for the month of December and a Year to Date Net Income of \$35,533. The Agency wide totals were a Net Loss of \$28,989 for the month and a Net income of \$70,833 (includes BDC Net Income) Year to Date. Ms. Starling stated that the main reason for the net loss to the Council was due to the processing of a third payroll during December. **Mr. Fish made a motion to approve of the December 2007 Financial Report; seconded by Ms. Stewart; motion unanimously carried.**

*Approval of Contract Award to CITAMS

Mr. Jeffrey Alexander presented the request for award of a contract to Digital Sandbox, Incorporated to support the Critical Infrastructure Threat Assessment (CITAMS).

Mr. Alexander provided information regarding the overall direction of the project by the Department of Homeland Security to gather critical assets under a single database in the event of a national threat. This award would also make the same information and asset assessment available to local/state governments.

The proposal solicitation process was discussed, including the technical evaluation of the proposals received and the resulting "best and final offer" from the price negotiations. Award is recommended in the amount of \$283,283. Negotiations resulted in an overall savings of approximately \$100,000 for a technically superior offer.

Committee questions and discussion followed the presentation by Mr. Alexander. As a result, **Mr. Sgroi made a motion that the Executive Director be authorized to sign the contract for Digital Sandbox, Inc. to provide Critical Infrastructure Threat Assessment (CITAMS), seconded by Mr. Fish; motion unanimously carried.**

Old Business

Chairman O'Connell reminded the committee that he will take a seat with the Legislative Committee prior to the next meeting. A new Chairperson will be selected to serve on the Personnel, Budget & Finance Committee.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, March 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 for discussion, **Mr. Sgroi moved for adjournment, seconded by Mr. Williams; motion unanimously carried.** The meeting was adjourned at 9:45 a.m.

Tab 2

MEMORANDUM

DATE: February 26, 2008

TO: Northeast Florida Regional Council

THRU: Hugh D. Fish, Secretary/Treasurer

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

RE: January 2008 Financial Report

Northeast Florida Regional Council posted a Net Income of \$3,325 for the month of January and a Year to Date Net Income of \$38,625. The Business Development Corporation posted a Net Income of \$8,448* for the month of January and a Year to Date Net Income of \$43,981. The Agency-wide totals were a Net Income of \$11,773 for the month and a Net Income of \$82,606 (includes BDC Net Income) Year to Date.

Regional Council - Agencywide	Adopted Amended Budget 07/08	January, 2008	YTD	Represents 33% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 1,019,522	69,169	298,750	29%	-4%
Emergency Preparedness	\$ 4,471,553	71,993	460,492	10%	-23%
County	\$ 606,025	50,502	202,008	33%	0%
Business Development Corporation	\$ 536,326	31,687	157,955	29%	-4%
Regional Data Center	\$ 166,023	7,858	34,420	21%	-12%
AME Ministerial Alliance	\$ 57,384	7,915	57,447	100%	67%
North Florida Procurement Association	\$ 32,000	1,247	12,156	38%	5%
Regional Leadership Academy	\$ 30,500	(189)	14,968	49%	16%
Regional Visioning	\$ 75,000	2,458	2,458	3%	-30%
Tenant Revenue	\$ 100,000	4,748	31,873	32%	-1%
Anticipated Revenue/Other	\$ 60,000	5,339	20,263	34%	1%

TOTAL REVENUES	\$ 7,154,334	\$ 252,728	\$ 1,292,791
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Expenses					
Salaries and Fringe	\$ 2,698,814	184,634	759,661	28%	-5%
Contract/Grant Direct Expenses	\$ 3,701,113	21,302	292,901	8%	-25%
Common/Indirect - Allocated Expenses*	\$ 424,277	23,629	150,419	35%	2%
General Fund Expense*	\$ 330,130	11,390	7,204	2%	-31%

TOTAL EXPENSES	\$ 7,154,334	\$ 240,955	\$ 1,210,186
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Net Income (loss)	\$ -	11,773	\$ 82,606
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*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 07/08	January, 2008	YTD	Represents 33% of Fiscal Year	Budget Variance
Revenues					
Local Gov't T.A./DCA	\$ 519,000	41,401	184,188	35%	2%
DRI	\$ 155,000	9,451	33,187	21%	-12%
TD	\$ 112,000	7,191	39,474	35%	2%
SHIP/Weatherization	\$ 130,111	7,621	38,396	30%	-3%
Affordable Housing	\$ 50,000	-	-	0%	0%
Special Projects	\$ 53,411	3,506	3,506	7%	-26%
TOTAL REVENUES	\$ 1,019,522	\$ 69,169	\$ 298,750	29%	
Expenses					
Salaries/Fringe	\$ 589,358	44,714	175,576	30%	-3%
Direct	\$ 59,990	3,517	20,759	35%	2%
Common/Indirect	\$ 370,174	20,938	102,446	28%	-5%
TOTAL EXPENSES	\$ 1,019,522	\$ 69,169	\$ 298,780	29%	
Net Profit (Loss)	\$ -	\$ -	\$ (30)		

Emergency Preparedness	Adopted Amended Budget 07/08	January, 2008	YTD	Represents 33% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local TA	\$ 248,383	24,234	72,735	29%	-4%
Hurricane Study	\$ 2,186,000	19,981	178,423	8%	-25%
DCA LEPC	\$ 40,909	1,161	10,887	27%	-6%
HMEP	\$ 30,639	2,240	2,240	7%	-26%
Terrorism Statewide Coordination	\$ 590,000	4,780	24,126	4%	-29%
SQG	\$ 20,000	-	1,188	6%	-27%
SHSGP Terrorism	\$ 75,000	4,953	16,843	22%	-11%
DEM TA	\$ 300,000	10,644	96,620	32%	-1%
EOC IMT	\$ 35,000	-	-	0%	0%
EOC Enhancement	\$ 64,010	663	37,833	59%	26%
Region 3 Workshop	\$ 25,000	-	-	0%	0%
Infrastructure Assessments	\$ 300,000	-	-	0%	0%
USAI Program	\$ 500,000	-	-	0%	0%
Other Revenue	\$ 56,612	3,338	19,597	35%	2%
TOTAL REVENUES	\$ 4,471,553	\$ 71,993	\$ 460,492	10%	
Expenses					
Salaries/Fringe	\$ 583,393	38,488	150,842	26%	-7%
Direct	\$ 3,507,500	12,074	211,430	6%	-27%
Common/Indirect	\$ 380,660	21,553	98,341	26%	-7%
TOTAL EXPENSES	\$ 4,471,553	\$ 72,115	\$ 460,614	10%	
Net Profit (Loss)	\$ -	\$ (122)	\$ (122)		

BDC	Adopted Amended Budget 07/08	January, 2008	YTD	Represents 33% of Fiscal Year	Budget Variance
Revenues					
Processing	\$ 166,000	3,360	19,910	12%	-21%
Interest	\$ 50,000	-	30,600	61%	28%
Servicing	\$ 267,000	27,744	106,863	40%	7%
Other	\$ 53,326	582	582	1%	-32%
TOTAL REVENUES	\$ 536,326	\$ 31,687	\$ 157,955		
Expenses					
Salaries/Fringe	\$ 363,079	17,558	81,865	23%	-10%
Direct Expenses	\$ 43,000	1,393	6,949	16%	-17%
Common/Indirect	\$ 130,246	4,288	25,160	19%	-14%
TOTAL EXPENSES	\$ 536,326	\$ 23,239	\$ 113,974		
Net Profit (Loss)	\$ -	\$ 8,448	\$ 43,981		

Northeast Florida Regional Council
Balance Sheet
January 2008

	FY 06/07 January 2007	FY 07/08 January 2008
ASSETS		
Regional Council Cash	1,963,987	2,535,643
Healthy Start Cash	1,194,768	-
Regional Council Accounts Receivable	676,114	644,486
BDC Accounts Receivable	124,568	41,330
Healthy Start Accounts Receivable	142,733	-
Due from other funds - BDC	150,757	-
Closing Cost	18,442	17,185
Total Current Assets	4,271,369	3,238,644
Property and Equipment:		
Office furniture and equipment	767,535	740,162
Software	115,200	115,200
Land	271,910	271,910
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	972,988	1,030,615
Total Property and Equipment, net	2,576,913	2,491,913
Total Assets	6,848,282	5,730,556
LIABILITIES		
Accounts payable	97,042	37,692
Due to other funds	150,757	-
Loan deposits	143,188	50,550
Accrued salaries and leave	186,239	157,720
Regional Council Deferred Revenue	1,683,107	1,625,799
Healthy Start Deferred Revenue	1,075,803	-
Tenant deposits	10,104	10,104
Notes payable	1,594,183	1,515,384
Total Liabilities	4,940,422	3,397,247
EQUITY		
Equity and Other Credits:		
Retained earnings	1,907,860	2,333,308
Total Equity and Other Credits	1,907,860	2,333,308
Total Liabilities, Equity and Other Credits	6,848,282	5,730,556

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*		
March	\$	163,602*		
April	\$	196,138*		
May	\$	241,354*		
June	\$	255,024*		
July	\$	286,401*		
August	\$	323,295*		
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		
March	\$	62,051		
April	\$	77,943		
May	\$	103,372		
June	\$	107,149		
July	\$	116,666		
August	\$	129,105		
September	\$	143,660		

* Includes BDC Year to Date totals.

MEMORANDUM

DATE: February 26, 2008
TO: Northeast Florida Regional Council
DS
FROM: Donna Starling, Chief Financial Officer
RE: January Investment Report

Sweep Account Interest

	FY 06/07	FY 07/08
January Interest	\$ 2,259	\$ 3,134
Year to Date Interest	\$10,470	\$13,616

Florida Local Government Investment Trust

Current Balance	\$13,659	\$14,792
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