

NEFRC

May Monthly Personnel, Budget & Finance Policy Committee

**May 7, 2009
9:00 a.m.**

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



Bringing Communities Together

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

MEMORANDUM

Date: May 7, 2009
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling^{DS}, Chief Financial Officer
Re: June 4, 2009, Committee Meeting

The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, June 4, 2009**, at **9:00 a.m.** will be held at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.**

Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

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

Thursday, May 7, 2009
9:00 a.m.

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

1. Call to order, Welcome, Roll Call and Pledge – Chair Williams
- *2. Approval of April 2, 2009 Meeting’s Minutes –Chair Williams1
- *3. March 2009 Financial Report – Donna Starling2
4. Legislative Update – Brian Teeple
5. Roof Replacement Update – Mario Taylor
6. Business Development Corporation (BDC) Update – Brian Teeple
7. Next Meeting Date and Location: **Thursday, June 4, 2009**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
8. Adjournment

***Denotes Action Item**

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

April 2, 2009

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **April 2, 2009**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Vice Chair Sgroi** called the meeting to order at 9:10 a.m. with the following members present representing a quorum:

Bob Sgroi Bob Page Hugh Fish

Excused: Larry Williams, Chip Laibl

Absent: Art Graham, Cyndi Stevenson

Staff: Mario Taylor, Donna Starling, and Joyce Rhodes

*Approval of Minutes

Mr. Fish moved approval of the minutes of the February 5, 2009 meeting; seconded by Mr. Page; motion unanimously carried.

*January 2009 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$10,860 for the month of January and a Year to Date Net Loss of \$36,757. The primary contributors for the loss is the payment of the Regional Council's quarterly membership dues, the payment of the meeting room expenses incurred for the Elected Officials Reception and the salaries and expenses for Reality Check and the Regional Leadership Series. Ms. Starling advised that a loss is also expected in February due to the repayment of down payment assistance funds for the Nassau SHIP program. Discussion followed. **Mr. Page moved approval of the January 2009 Financial Report; seconded by Mr. Fish; motion unanimously carried.**

*February 2009 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$32,709 for the month of February and a Year to Date Net Loss of \$69,465. The primary contributor for the loss is the repayment of down payment assistance funds for the Nassau SHIP program. The repayment was for \$33,435, of which \$19,008 was paid with Council general fund dollars and the remaining through contract funds. Other contributors to the loss were the cost of printing for the Annual Report, the disposal of the Data Center grant funded assets, and the salaries and expenses for Reality Check and the Regional Leadership Series. Ms. Starling noted a change in the format of the Balance Sheet in order to better clarify the cash position of the Council. **Mr. Fish moved approval of the February 2009 Financial Report; seconded by Mr. Page; motion unanimously carried.**

Organizational Changes

Mr. Taylor reported on Mr. Teeple's behalf in regard to organizational changes. As anticipated the Council staff was reduced by 3 staff members. All vacant positions were forfeited. The Council's staff has been

realigned and restructured to better utilize the skills and expertise of the remaining staff. Due to the current financial climate of the State of Florida the Council does not anticipate current State funding levels being approved for FY 2009-2010. Therefore, further cost saving measures being studied and implemented include the reduction of service contracts, operating expenses, adding tenant lease space on the second floor and the re-consideration of a four (4) day work week, thirty-two hours per week. The energy study received as a benefit of the roof replacement has provided several cost saving measures which are also being implemented when possible. An updated Council Organizational Chart was provided. Discussion from the Committee followed.

Roof Replacement Update

Mr. Taylor reported that the roofing project has been significantly completed on schedule and within budget. However, heavy rainfall resulted in water intrusion within the first week of completion. The contractor will replace all failed areas, repair all interior damage and address all items identified on the final punch list. The contractor has not yet provided proof of the City of Jacksonville final inspection report. Final payment is being held pending correction of these discrepancies.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, May 7, 2009**, 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, the meeting was adjourned at 9:47 a.m.

Tab 2



Bringing Communities Together

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MEMORANDUM

DATE: April 28, 2009
TO: Northeast Florida Regional Council
THRU: Hugh D. Fish, Secretary/Treasurer
FROM: Donna Starling, ^{DS} Chief Financial Officer
RE: March 2009 Financial Report

As anticipated and reported last month, the Northeast Florida Regional Council posted a Net Loss of \$14,487 for the month of March and a Year to Date Net Loss of \$83,953. Revenues for the month of March were \$238,420. Expenses for the month were \$252,907. The loss is mainly attributed to:

- 1) Payment of the Regional Council's quarterly membership dues of \$3,628.
- 2) Printing Cost for the Legislative Priorities brochures of \$1,421.
- 3) The remaining amount is a combination of salary costs incurred for Reality Check and the Regional Leadership Series and monthly expenses. The Reality Check and the Regional Leadership Series cost are expected to continue for the next several months. The main event for Reality Check will be held in May 2009. The Regional Leadership Series will hold classes monthly through July 2009.

Regional Council - Agencywide	Adopted Budget 08/09	March, 2009	YTD	Represents 50% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 947,796	43,620	325,776	34%	-16%
Emergency Preparedness	\$ 3,665,731	68,754	1,381,554	38%	-12%
County	\$ 623,091	51,924	311,546	50%	0%
Business Development Corporation	\$ 315,958	#REF!	#REF!	#REF!	#REF!
Regional Data Center	\$ 140,000	-	-	0%	-50%
North Florida Procurement Association	\$ 36,000	5,025	11,140	31%	-19%
Regional Community Institute	\$ 205,500	34,209	142,260	69%	19%
Tenant Revenue	\$ 106,000	#REF!	#REF!	#REF!	#REF!
Anticipated Revenue/Other	\$ 25,000	#REF!	#REF!	#REF!	#REF!

TOTAL REVENUES	\$ 6,065,078	#REF!	#REF!		
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Expenses					
Salaries and Fringe	\$ 2,454,301	#REF!	#REF!	#REF!	#REF!
Contract/Grant Direct Expenses	\$ 2,894,017	#REF!	#REF!	#REF!	#REF!
Common/Indirect - Allocated Expenses*	\$ 412,550	#REF!	#REF!	#REF!	#REF!
General Fund Expense*	\$ 304,210	14,729	103,478	34%	-16%

TOTAL EXPENSES	\$ 6,065,078	#REF!	#REF!		
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Net Income (loss)	\$ -	#REF!	#REF!		
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*Excludes Salaries & Fringe

Planning and Development	Adopted Budget 08/09		March, 2009	YTD	Represents 50% of Fiscal Year	Budget Variance
Revenues						
Local Gov't T.A./DCA	\$ 409,000	20,793	165,977	41%	-9%	
DRI	\$ 184,000	6,007	54,726	30%	-20%	
TD	\$ 114,000	11,233	49,146	43%	-7%	
SHIP	\$ 68,498	5,572	38,153	56%	6%	
Affordable Housing	\$ 10,000	(20)	3,495	35%	-15%	
Special Projects	\$ 162,298	35	14,278	9%	-41%	
TOTAL REVENUES	\$ 947,796	\$ 43,620	\$ 325,776	34%		
Expenses						
Salaries/Fringe	\$ 572,585	23,275	189,950	33%	-17%	
Direct	\$ 42,500	1,844	25,667	60%	10%	
Common/Indirect	\$ 332,711	16,679	108,336	33%	-17%	
TOTAL EXPENSES	\$ 947,796	\$ 41,799	\$ 323,954	34%		
Net Profit (Loss)	\$ -	\$ 1,821	\$ 1,822			

Emergency Preparedness	Adopted Budget 08/09	March, 2009	YTD	Represents 50% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local TA	\$ 156,383	5,156	36,306	23%	-27%
Hurricane Study	\$ 2,186,000	10,290	607,860	28%	-22%
DCA LEPC	\$ 40,909	1,488	14,233	35%	-15%
HMEP	\$ 30,639	707	26,872	88%	38%
Terrorism Statewide Coordination	\$ 150,000	6,482	235,380	157%	107%
SQG	\$ 20,000	277	634	3%	-47%
SHSGP Terrorism	\$ 75,000	5,613	40,746	54%	4%
DEM TA	\$ 185,000	1,974	75,712	41%	-9%
EOC Enhancement	\$ 1,800	-	-	0%	-50%
Infrastructure Assessments	\$ 570,000	26,174	139,963	25%	-25%
USAI Program	\$ 250,000	2,235	183,835	74%	24%
Other Revenue	\$ -	8,360	20,013	0%	-50%
TOTAL REVENUES	\$ 3,665,731	\$ 68,754	\$ 1,381,554	38%	
Expenses					
Salaries/Fringe	\$ 640,423	33,875	222,788	35%	-15%
Direct	\$ 2,647,623	10,033	1,016,853	38%	-12%
Common/Indirect	\$ 377,685	24,846	141,912	38%	-12%
TOTAL EXPENSES	\$ 3,665,731	\$ 68,754	\$ 1,381,553	38%	
Net Profit (Loss)	\$ -	\$ (0)	\$ 0		

Northeast Florida Regional Council
 Balance Sheet
 March 2009

	FY 07/08	FY 08/09
	March 2008	March 2009
ASSETS		
Cash*	1,808,309	1,599,152
Accounts Receivable	548,524	610,084
Due from other funds - BDC	-	74,270
Closing Cost	16,975	9,250
Total Current Assets	2,373,809	2,292,757
Property and Equipment:		
Office furniture and equipment	730,645	731,821
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	234,313
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,046,491	1,136,015
Total Property and Equipment, net	2,466,520	2,612,485
Total Assets	4,840,328	4,905,241
LIABILITIES		
Accounts payable	(13,789)	1,246
Due to other funds	12,143	-
Accrued salaries and leave	145,846	142,292
Regional Council Deferred Revenue	890,870	603,441
Tenant deposits	10,104	8,232
Notes payable	1,501,758	1,909,917
Total Liabilities	2,546,933	2,665,129
EQUITY		
Equity and Other Credits:		
Retained earnings	2,293,394	2,240,112
Total Equity and Other Credits	2,293,394	2,240,112
Total Liabilities, Equity and Other Credits	4,840,328	4,905,241

* Cash includes advance funding for the Hurricane Evacuation contract and building note proceeds that will be used for the roof replacement.

YTD Comparison

07/08

08/09

AGENCYWIDE

October	\$	7,878	\$	(3,978)
November	\$	50,325	\$	(6,955)
December	\$	35,300	\$	(25,896)
January	\$	38,625	\$	(36,757)
February	\$	37,161	\$	(69,465)
March	\$	31,313	\$	(83,952)
April	\$	30,942		
May	\$	40,286		
June	\$	16,706		
July	\$	12,733		
August	\$	22,886		
September	\$	24,150		

MEMORANDUM

DATE: April 28, 2009
 TO: Northeast Florida Regional Council
 FROM: Donna Starling, Chief Financial Officer ^{DS}
 RE: March Investment Report

Sweep Account Interest	FY 07/08	FY 08/09
February Interest	\$ 2,223	\$ 90
Year to Date Interest	\$ 19,148	\$ 1,936

Building Construction Sweep Account Interest	FY 07/08	FY 08/09
February Interest	\$ 0	\$ 15
Year to Date Interest	\$ 0	\$ 452

Florida Local Government Investment Trust	FY 07/08	FY 08/09
Current Balance	\$14,790	\$14,768