

# **NEFRC**

## **June Monthly Personnel, Budget & Finance Policy Committee**

**June 4, 2009  
9:00 a.m.**

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



*Bringing Communities Together*

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## MEMORANDUM

Date: June 4, 2009  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling<sup>DS</sup>, Chief Financial Officer  
Re: July 2, 2009, Committee Meeting

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The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, July 2, 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, June 4, 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 May 7, 2009 Meeting’s Minutes –Chair Williams ..... 1
- \*3. April 2009 Financial Report – Donna Starling ..... 2
- \*4. FY 08/09 Proposed Amended Budget – Donna Starling ..... 3
- \*5. FY 09/10 CEO Contract – Brian Teeple ..... 4
6. Next Meeting Date and Location: **Thursday, July 2, 2009**  
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

May 7, 2009

## MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **May 7, 2009**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chair Williams** called the meeting to order at 9:04 a.m. with the following members present representing a quorum:

Bob Sgroi	Robert Page	Hugh Fish
Larry Williams	Chip Laibl	Jane Miller

Absent: Art Graham, Cyndi Stevenson

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

### \*Approval of Minutes

**Mr. Laibl moved approval of the minutes of the April 2, 2009 meeting; seconded by Mr. Sgroi; motion unanimously carried.**

### \*March 2009 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$14,487 for the month of March and a Year to Date Net Loss of \$83,953. The primary contributors for the loss are the continued efforts for Reality Check and the Regional Leadership Series, the payment of membership dues and the printing of the Legislative Priorities brochures. Ms. Starling advised that additional losses will be posted in April due to Reality Check and the Regional Leadership Series. Discussion followed. **Mr. Sgroi moved approval of the March 2009 Financial Report; seconded by Mr. Page; motion unanimously carried.**

### Legislative Update

Mr. Teeple reported that the State budget for FY 09/10 includes funding for the Regional Councils. The funding is expected to be formally approved by the legislature for the eleven Regional Councils on May 8, 2009. For the Northeast Florida Regional Council, this would provide approximately \$330,000 for FY 09/10. Efforts to review the budget and other legislative matters are still being evaluated for regional impact. It is understood that future funding for the Regional Councils will be a recurring item of the budget instead of non-recurring. Discussion followed.

Mr. Teeple provided details of the Senate Bill 360 which is expected to impact DRI fees. It is anticipated that Duval County and four municipalities will no longer be doing DRIs and are out of concurrency. DRIs will continue in the other counties. Regional cities affected will no longer need a concurrency but are required to have a mandatory plan within two (2) years for implementing traffic concurrency exception areas. Currently, the Council DRIs represent approximately 3% - 5% of Council revenues and the impact is not known at this time. Discussion followed.

### Roof Replacement Update

Mr. Taylor reported the roof retrofit is complete. However, the "punch list" is nearing completion. The contractor replaced the inadequate roof hatch with a industry standard hatch capable of meeting wind

load requirements. Down spouts and guttering were replaced as requested by the Council. The City of Jacksonville final inspection was received with no exceptions noted. As a result, Mr. Taylor has authorized the contractor to invoice for 95% of the total contract price. The remaining 5% of the contract amount is being held pending completion of the retrofit effort.

#### Business Development Corporation (BDC) Update

Mr. Teeple stated that a letter was recently received by Ms. Donna Starling from the BDC Board of Directors Treasurer requesting a reduction in operating costs from approximately \$7,000 per month to \$1,000 per month. Mr. Teeple responded that a reduction this significant was not possible. As a result of further correspondence and discussion, it was decided by the BDC to leave the NEFRC on May 11, 2009. Currently, financials are not co-mingled and should not be an issue from a Fiscal aspect. This will result in a loss of two staff positions to the NEFRC and represents a revenue loss to the Council of approximately \$65,000 per year. BDC assets will be released when all outstanding obligations to the Council have been satisfied.

#### Next Meeting Date and Location

The next meeting is scheduled for **Thursday, June 4, 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 9:50 a.m.

# **Tab 2**



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## MEMORANDUM

DATE: May 26, 2009  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
RE: April 2009 Financial Report

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As anticipated and reported last month, the Northeast Florida Regional Council posted a Net Loss of \$22,544 for the month of April and a Year to Date Net Loss of \$106,496. Revenues for the month of April were \$497,672. Expenses for the month were \$520,016.

The loss is mainly attributed to salary costs incurred for Reality Check and the Regional Leadership Series. The Reality Check and the Regional Leadership Series cost are expected to continue for the next few months. The main event for Reality Check was held in May 2009. The Regional Leadership Series will hold classes monthly through July 2009.

<b>Regional Council - Agencywide</b>	<b>Adopted Budget 08/09</b>	<b>April, 2009</b>	<b>YTD</b>	<b>Represents 58% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 947,796	37,006	362,781	38%	-20%
Emergency Preparedness	\$ 3,665,731	366,742	1,748,296	48%	-10%
County	\$ 623,091	51,924	363,470	58%	0%
Business Development Corporation	\$ 315,958	#REF!	#REF!	#REF!	#REF!
Regional Data Center	\$ 140,000	-	-	0%	-58%
North Florida Procurement Association	\$ 36,000	992	12,132	34%	-24%
Regional Community Institute	\$ 205,500	5,326	147,586	72%	14%
Tenant Revenue	\$ 106,000	#REF!	#REF!	#REF!	#REF!
Anticipated Revenue/Other	\$ 25,000	8,401	26,308	105%	47%

<b>TOTAL REVENUES</b>	<b>\$ 6,065,078</b>	<b>#REF!</b>	<b>#REF!</b>		
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<b>Expenses</b>					
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	8,017	111,495	37%	-21%

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

Planning and Development	Adopted Budget 08/09		April, 2009	YTD	Represents 58% of Fiscal Year	Budget Variance
<b>Revenues</b>						
Local Gov't T.A./DCA	\$ 409,000		23,828	189,806	46%	-12%
DRI	\$ 184,000		5,403	60,129	33%	-25%
TD	\$ 114,000		5,306	54,452	48%	-10%
SHIP	\$ 68,498		2,429	40,582	59%	1%
Affordable Housing	\$ 10,000		10	3,505	35%	-23%
Special Projects	\$ 162,298		29	14,307	9%	-49%
<b>TOTAL REVENUES</b>	<b>\$ 947,796</b>		<b>\$ 37,006</b>	<b>\$ 362,781</b>	<b>38%</b>	
<b>Expenses</b>						
Salaries/Fringe	\$ 572,585		20,270	210,220	37%	-21%
Direct	\$ 42,500		1,776	27,443	65%	7%
Common/Indirect	\$ 332,711		14,967	123,303	37%	-21%
<b>TOTAL EXPENSES</b>	<b>\$ 947,796</b>		<b>\$ 37,013</b>	<b>\$ 360,966</b>	<b>38%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>		<b>\$ (7)</b>	<b>\$ 1,815</b>		

Emergency Preparedness	Adopted Budget 08/09 April, 2009		YTD	Represents 58% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 156,383	15,226	51,532	33%	-25%
Hurricane Study	\$ 2,186,000	121,434	729,294	33%	-25%
DCA LEPC	\$ 40,909	1,398	15,630	38%	-20%
HMEP	\$ 30,639	1,625	28,496	93%	35%
Terrorism Statewide Coordination	\$ 150,000	2,632	238,012	159%	101%
SQG	\$ 20,000	10	645	3%	-55%
SHSGP Terrorism	\$ 75,000	1,907	42,652	57%	-1%
DEM TA	\$ 185,000	7,548	83,260	45%	-13%
EOC Enhancement	\$ 1,800	-	-	0%	-58%
Infrastructure Assessments	\$ 570,000	177,374	317,338	56%	-2%
USAI Program	\$ 250,000	5,743	189,579	76%	18%
Other Revenue	\$ -	31,844	51,857	0%	-58%
<b>TOTAL REVENUES</b>	<b>\$ 3,665,731</b>	<b>\$ 366,742</b>	<b>\$ 1,748,296</b>	<b>48%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 640,423	35,024	257,811	40%	-18%
Direct	\$ 2,647,623	304,955	1,321,809	50%	-8%
Common/Indirect	\$ 377,685	26,843	168,755	45%	-13%
<b>TOTAL EXPENSES</b>	<b>\$ 3,665,731</b>	<b>\$ 366,822</b>	<b>\$ 1,748,376</b>	<b>48%</b>	
Net Profit (Loss)	\$ -	\$ (79)	\$ (79)		

Northeast Florida Regional Council  
 Balance Sheet  
 April 2009

	<b>FY 07/08</b> <b>April 2008</b>	<b>FY 08/09</b> <b>April 2009</b>
<b>ASSETS</b>		
Cash*	1,514,731	1,760,120
Accounts Receivable	731,437	404,299
Due from other funds - BDC	31,477	77,287
Closing Cost	16,871	9,167
<b>Total Current Assets</b>	<b>2,294,515</b>	<b>2,250,873</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	718,213	709,470
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	235,176
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,046,076	1,118,824
<b>Total Property and Equipment, net</b>	<b>2,454,503</b>	<b>2,608,188</b>
<b>Total Assets</b>	<b>4,749,018</b>	<b>4,859,061</b>
<b>LIABILITIES</b>		
Accounts payable	13,350	2,692
Due to other funds	-	-
Accrued salaries and leave	149,667	130,358
Regional Council Deferred Revenue	749,952	595,945
Tenant deposits	10,104	8,232
Notes payable	1,495,090	1,904,265
<b>Total Liabilities</b>	<b>2,418,162</b>	<b>2,641,492</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,330,855	2,217,569
<b>Total Equity and Other Credits</b>	<b>2,330,855</b>	<b>2,217,569</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>4,749,018</b>	<b>4,859,061</b>

\* 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	\$ (106,496)
May	\$ 40,286	
June	\$ 16,706	
July	\$ 12,733	
August	\$ 22,886	
September	\$ 24,150	

## MEMORANDUM

DATE: May 26, 2009  
 TO: Northeast Florida Regional Council  
 FROM: Donna Starling, Chief Financial Officer  
 RE: April Investment Report

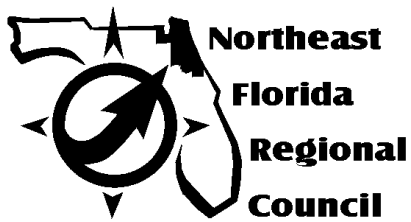
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Sweep Account Interest	FY 07/08	FY 08/09
April Interest	\$ 1,840	\$ 147
Year to Date Interest	\$ 20,988	\$ 2,083

Building Construction Sweep Account Interest	FY 07/08	FY 08/09
April Interest	\$ 0	\$ 2
Year to Date Interest	\$ 0	\$ 454

Florida Local Government Investment Trust	FY 07/08	FY 08/09
Current Balance	\$14,705	\$14,768

# **Tab 3**



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## MEMORANDUM

DATE: May 26, 2009

TO: Northeast Florida Regional Council

FROM: <sup>DS</sup> Donna Starling, Chief Financial Officer

RE: Proposed Amended Budget FY 08/09

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The proposed amended budget for Fiscal Year 2008/2009 is attached for your review prior to the June 4th meeting. Please contact me at your convenience should you have any questions. Thank you.

## Regional Council- Agencywide

Adopted Budget  
10/01/08 - 09/30/09Proposed Amended  
Budget 10/01/08 -  
09/30/09

Budget Change

**Revenues**

Planning and Development	\$ 947,796	\$ 690,078	\$ (257,718)
Emergency Preparedness	3,665,731	3,939,072	\$ 273,341
County Dues	623,091	623,091	\$ -
Business Development Corporation	315,958	177,000	\$ (138,958)
Regional Data Center	140,000	-	\$ (140,000)
North Florida Procurement Association	36,000	20,000	\$ (16,000)
Regional Community Institute	205,500	337,715	\$ 132,215
Tenant Revenue	106,000	112,000	\$ 6,000
CEDS	-	30,277	\$ 30,277
Anticipated Revenue/Other	25,000	15,000	\$ (10,000)

<b>TOTAL REVENUES</b>	<b>\$ 6,065,078</b>	<b>\$ 5,944,233</b>	<b>\$ (120,843)</b>
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**Expenses**

Salaries/Fringe	\$ 2,454,301	\$ 1,972,697	\$ (481,604)
Contract/Grant Direct Expenses	2,894,017	3,514,879	\$ 620,862
Common/Indirect - Allocated Expenses*	412,550	300,984	\$ (111,566)
General Fund Expense*	304,210	282,479	\$ (21,731)

<b>TOTAL EXPENSES</b>	<b>\$ 6,065,078</b>	<b>\$ 6,071,040</b>	<b>\$ 5,962</b>
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<b>Net Income (loss)</b>	<b>\$ -</b>	<b>\$ (126,806)</b>	<b>\$ (126,806)</b>
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\*Excludes Salaries &amp; Fringe

Planning and Development	Adopted Budget 10/1/08 - 9/30/09	Proposed Amended Budget 10/1/08 - 9/30/09	Budget Change
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### Revenues

Local Gov't T.A./DCA	\$ 409,000	\$ 312,000	\$ (97,000)
DRI	184,000	135,000	\$ (49,000)
TD	114,000	114,000	\$ -
SHIP	68,498	68,498	\$ -
Affordable Housing	10,000	3,516	\$ (6,484)
Special Projects	162,298	57,064	\$ (105,234)

<b>TOTAL REVENUES</b>	<b>\$ 947,796</b>	<b>\$ 690,078</b>	<b>\$ (257,718)</b>
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### Expenses

Salaries/Fringe	\$ 572,585	\$ 412,118	\$ (160,467)
Direct Expenses	42,500	37,800	\$ (4,700)
Common/Indirect	332,711	240,160	\$ (92,551)

<b>TOTAL EXPENSES</b>	<b>\$ 947,796</b>	<b>\$ 690,078</b>	<b>\$ (257,718)</b>
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<b>Net Income (loss)</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
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## Emergency Preparedness

Adopted Budget  
10/1/08 - 9/30/09Proposed Amended  
Budget 10/1/08 -  
9/30/09

Budget Change

**Revenues**

Emergency Preparedness Local T.A.	\$ 156,383	\$ 103,086	\$ (53,297)
Hurricane Study	2,186,000	2,195,168	\$ 9,168
DCA LEPC	40,909	40,909	\$ -
HMEP	30,639	52,445	\$ 21,806
Terrorism Statewide Coordination	150,000	315,100	\$ 165,100
SQG	20,000	9,000	\$ (11,000)
SHSGP Terrorism Planner	75,000	69,000	\$ (6,000)
DEM TA	185,000	167,231	\$ (17,769)
EOC Enhancements	1,800	-	\$ (1,800)
Infrastructure Assessments	570,000	446,617	\$ (123,383)
UASI Program	250,000	382,000	\$ 132,000
Training Exercise Planning Workshop		92,726	\$ 92,726
FDLE Workshop		25,000	\$ 25,000
State Technical Assistance		40,790	\$ 40,790
			\$ -
<b>TOTAL REVENUES</b>	<b>\$ 3,665,731</b>	<b>\$ 3,939,072</b>	<b>\$ 273,341</b>

**Expenses**

Salaries/Fringe	\$ 640,423	\$ 426,274	\$ (214,149)
Direct Expenses	2,647,623	3,212,079	\$ 564,456
Common/Indirect	377,685	300,720	\$ (76,965)
<b>TOTAL EXPENSES</b>	<b>\$ 3,665,731</b>	<b>\$ 3,939,072</b>	<b>\$ 273,341</b>

**Net Income (loss)**

\$ -	\$ 0	\$ 0
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**NORTHEAST FLORIDA REGIONAL COUNCIL**  
**PROPOSED AMENDED BUDGET**  
**FISCAL YEAR 2008/2009**

**Presented June 4, 2009**

**Northeast Florida Regional Planning Council  
Proposed Amended Budget Narrative  
FY 08/09**

**REVENUES**

**Planning and Development Revenues**

Budget based on Local Government Contracts (\$124,505), DCA Contract (\$187,495), DRI (\$135,000), Transportation Disadvantaged (\$114,000), Putnam SHIP (\$68,498), Affordable Housing (\$3,516), Special Projects (\$57,064).

**TOTAL FY 08/09: \$690,078**

**Emergency Preparedness Revenues**

Budget based on Emergency Preparedness Local Technical Assistance (\$103,086), Hurricane Study (\$2,195,168), DCA LEPC (\$40,909), HMEP (\$52,445), Terrorism Statewide Coordination (\$315,100), Small Quantity Generator (SQG) inspection project (9,000), State Homeland Security Grant Program (SHSGP) (\$69,000), Department of Emergency Management (DEM) Technical Assistance(\$167,231), Infrastructure Assessments (\$446,617), Urban Area Security Initiative(UASI) Program (\$382,000), State of Florida Training Plan Exercise and Workshop (\$92,726), FDLE Workshop (\$25,000), State Technical Assistance(\$40,790).

**TOTAL FY 08/09: \$3,939,072**

**County Dues**

The seven member governments of the Northeast Florida Regional Planning Council jointly participate financially in the annual operation of the Council. Calculations are based on a rate of \$0.41 per capita, using population data according BEBR, 2007

Baker	\$10,505
Clay	\$75,704
Duval	\$368,015
Flagler	\$38,363
Nassau	\$28,523
Putnam	\$30,668
St. Johns	\$71,313

**TOTAL FY 08/09: \$623,091**

**Business Development Corporation**

Revenues the Council will receive for expenses incurred by BDC.

**TOTAL FY 08/09: \$177,000**

**North Florida Procurement Association**

Membership fees and class registration fees to participate in the North Florida Procurement Association.

**TOTAL FY 08/09: \$20,000**

**Regional Community Institute**

Sponsorships and various contributions for the development of First Coast Reality Check.

**TOTAL FY 08/09: \$337,715**

**Tenant Revenue**

Tenant Income based on two executed leases.

**TOTAL FY 08/09: \$112,000**

**CEDS Revenue**

Revenues the Council will receive to develop a Comprehensive Economic Development Strategy.

**TOTAL FY 08/09: \$30,277**

**Anticipated Revenues/Other**

Potential, anticipated projects that shall generate additional revenue needed to sustain the Council's existing staffing levels and to offset those programs/projects that are necessary and desirable but may actually require an investment by the Council. Also, includes interest income.

**TOTAL FY 08/09: \$15,000**

**EXPENDITURES**

**Salaries/Fringe**

This line item consists of all staff salaries and fringe benefits which include the employer's share of Social Security, Medicare, health/life insurance, Florida Retirement System contributions, leave and worker's compensation, unemployment compensation and group disability.

**TOTAL FY 08/09: \$1,972,697**

**Contract/Grant Direct Expenses**

This line item includes all expenses charged directly to a contract or grant including sub-recipient contracts, office supplies, cellular telephones, printing, travel,

advertising, field offices, computer hardware/software, furniture/equipment, client materials, training, etc.

**TOTAL FY 08/09: \$3,514,879**

**Common & Indirect – Allocated Expenses**

Includes local and long distance telephone service and lines, data and internet lines, pagers, mortgage expense, utilities, storage space, building maintenance, equipment purchases, equipment repairs and maintenance agreements, copier rental, postage meter rental, computer hardware/software, depreciation, postage, office supplies, periodicals/subscriptions, printing, general liability/casualty insurance, interest expense, audit expense, fiscal related office supplies, accounting system support costs and staff training/travel, etc. (Excludes salaries/fringe)

**TOTAL FY 08/09: \$300,984**

**General Fund Expense:** Includes all expenses directly related to Chief Executive Officer (excluding salary/fringe), Council Board expenses, publications, and initiatives, Council membership dues, legal fees, vehicle fleet maintenance, other expenses that are not allowable charges to existing contracts or grants, etc.

**TOTAL FY 08/09: \$282,479**

## **Budget Format**

Historically, the Council has presented its budget in essentially this same format. It is zero-based and considered a “flexible” budget as allowed for enterprise funds where it is sometimes difficult to estimate the demand for services and therefore, the level of spending needed to meet demand. The Council’s budget provides for a sources and uses of cash.

## **Budget Assumptions Related to Significant Changes from FY 08/09**

### **REVENUES**

- ❑ Planning and Development decreases are a result of funding reductions in the Department of Community Affairs’ revenue, as well as decreases in DRI revenues due to the current economic environment.
- ❑ Emergency Preparedness revenues increased primarily as a result of an increase in the Statewide Coordination funding and Urban Area Security Initiative (UASI) funding.
- ❑ BDC terminated its agreement with the Council effective May 2009, thus the reduction in revenues.
- ❑ The Data Center contract was not renewed for fiscal year 08/09 due to State budget cuts.
- ❑ Reality check revenues increased from original estimates due to fund raising efforts.
- ❑ **County dues remain constant at \$ .41 per capita.**

### **EXPENDITURES**

- ❑ Salaries and fringe decreased to reflect the removal of five Council positions as a result a declining economy and revenue losses. Salaries and fringe also reflects the removal of two BDC positions resulting from the termination of their contract effective May 2009.
- ❑ Contract Direct Services increased as a result of increased funding for Emergency Preparedness programs.
- ❑ Common & Indirect expenses decreased as a result of Council’s continuing efforts to decrease cost to programs.
- ❑ General Fund expenses remain relatively constant.

# **Tab 4**

**EMPLOYMENT CONTRACT**

**CHIEF EXECUTIVE OFFICER**

**NORTHEAST FLORIDA REGIONAL COUNCIL**

**THIS CONTRACT**, by and between the **NORTHEAST FLORIDA REGIONAL COUNCIL** (hereinafter called "**COUNCIL**") and **BRIAN D. TEEPLE** (hereinafter called "**CEO**");

**WITNESSETH:**

**WHEREAS**, the **COUNCIL** is authorized and directed to employ a chief staff person for the **COUNCIL**; and

**WHEREAS**, the **COUNCIL** has determined that the **CEO**, by virtue of education, training, and experience, is well qualified to discharge the duties and responsibilities of the office of Chief Executive Officer for the **COUNCIL**; now, therefore,

**IN CONSIDERATION**, of the mutual covenants and agreements contained herein, it is agreed by and between the **COUNCIL** and the **CEO**, that the **COUNCIL** hereby employs the **CEO** of the **COUNCIL**, subject to the following:

**SECTION 1. TERM.** The term of this **CONTRACT** shall commence on **June 1, 2009** and shall terminate on **May 31, 2010**.

**SECTION 2. DUTIES.** The **CEO** shall work to carry out the policies of the **COUNCIL**. He shall perform duties which shall include, but not be limited to: coordination of all programs and projects undertaken by the **COUNCIL**, development and management of the annual budget and work program of the **COUNCIL**, apprising the **COUNCIL** of the status of all programs and projects, and other duties which are normally performed by a **CEO**.

**SECTION 3. COMPENSATION.** The **CEO** shall receive a salary at a yearly rate of **\$119,647.00**, payable in equal biweekly installments. Additionally, the **CEO** shall receive upon execution of this **CONTRACT** a sum of \$6,000 that shall not be added to the base salary. The **CEO** shall be entitled to the same sick leave benefits as are provided for other employees of the **COUNCIL**, shall participate in the same group life insurance, group health and hospitalization plans, and other group benefits as are sponsored by the **COUNCIL** for its employees, and shall be entitled to observe the same holidays as are fixed for observation by the **COUNCIL**. Additionally, the **CEO** is hereby designated in the Senior Management Service classification in the Florida Retirement System. The **CEO** shall accrue leave at the following rate per pay period: 7.69 hours.

It is understood that the hours of work pursuant to this **CONTRACT** will fluctuate; and, therefore no work week will be established nor will overtime be authorized; provided, however, that the **CEO** shall be required to work a minimum average of eighty (80) hours per pay period which shall include holidays and earned leave properly taken during any such pay period.

The **CEO** shall also receive, into a qualified 457(f) deferred compensation program, an annual sum of \$8000.00.

In addition, the **CEO** shall be provided the business and personal use of a **COUNCIL** supplied vehicle, including all preventative and routine maintenance, consistent with applicable tax laws and regulations. Furthermore, the **CEO** shall be reimbursed for out-of-pocket **COUNCIL** business related expenses based upon properly documented receipts.

**SECTION 4. TERMINATION.** This **CONTRACT** shall become effective on **June 1, 2009** and shall terminate on the **31<sup>st</sup> day of May 2010**, unless canceled by a 2/3 vote of the full **COUNCIL**. If terminated without cause, the **COUNCIL** shall provide the **CEO** one hundred eighty (180) days prior notice of such cancellation. Both parties to this **CONTRACT** hereby agree to provide each other one hundred eighty (180) days prior notice of any cancellation or non-renewal of this **CONTRACT**, except for termination with cause. However, the **COUNCIL'S** obligations under this clause shall cease to exist upon the event of the dissolution of the **COUNCIL** resulting in insufficient remaining assets necessary to fulfill this obligation.

**DATED** in Jacksonville, Duval County, Florida, this **4th day of June 2009**.

**NORTHEAST FLORIDA REGIONAL  
COUNCIL**

**ATTEST:**

\_\_\_\_\_  
**MICHAEL BOYLE  
PRESIDENT**

\_\_\_\_\_  
**MICHAEL GRIFFIS  
1<sup>st</sup> VICE PRESIDENT**

**CHIEF EXECUTIVE OFFICER**

**WITNESSES:**


\_\_\_\_\_  
**BRIAN TEEPLE**

\_\_\_\_\_  
  
\_\_\_\_\_

## MEMORANDUM

**DATE:** May 26, 2009

**TO:** Northeast Florida Regional Council

**FROM:** Brian D. Teeple, CEO 

**RE:** Proposed 09/10 CEO Contract

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Attached please find a proposed CEO contract for the contract year 2009-2010. Due to the current economic climate I am asking for a continuation of the current contract that has been in effect starting with the 2007-2008 contract year.

I respectfully request your favorable consideration.

If you have any questions or need additional information please do not hesitate to ask.