

OFFICE OF THE COUNCIL AUDITOR

FY 2012/2013 PROPOSED BUDGET

FINANCE COMMITTEE MEMBERS

John R. Crescimbeni - Chair

Greg Anderson - Vice Chair

Lori N. Boyer

Dr. Johnny Gaffney

Bill Gulliford

Stephen C. Joost

Clay Yarborough



Wrap-Up Items
August 29, 2012

**COUNCIL AUDITOR'S OFFICE
TABLE OF CONTENTS
WRAP-UP
AUGUST 29, 2012**

Wrap-Up Action Items Summary	1
Administration's Proposed Budgetary Savings Memo	8
Police and Fire Pension Fund.....	10
Health Administrator	17
Human Rights Commission	19
Copy Center.	21
Public Service Grants.....	24
Courts (Recording Fees Technology-15U)	26
Sheriff	29
Finance.....	36
Public Libraries	38
Mayor's Office.....	42

Council Auditor's Office
FY 2012/13 Mayor's Proposed Budget
Wrap-Up Items
August 29, 2012

1. Administration's Plan to Address Budget Deficit- (see page 8-9)

#1	Competitive Bidding (Facilities Manager & Health Savings) (A)	\$ 1,558,565
#2	Revenue increases (B)	1,995,266
#3	12/13 Debt Savings (C)	2,000,000
#4	11/12 Debt Savings (D)	558,508
#5	Additional Lapse (E)	1,000,000
#6	Courthouse Trust Fund & Parks/Rec Savings (F)	-
	Total Additional Savings	\$ 7,112,339

Council Auditor Recommendations:

A. Approve an expected savings to the General Fund/General Services District for the Health Insurance contract of \$1,558,565. There will also be savings in the other subfunds of \$110,431.

B. Approve increases in the following revenues:

Subobject	Description	12/13 Proposed Budget	Meeting 1 Recommendation	Meeting 1 Revised Budget	Meeting 7 Recommendation	Meeting 7 Revised Budget
33512A	1/17th Cigarette Tax	\$ 524,012	\$ (100,000)	\$ 424,012	\$ 35,988	\$ 460,000
33512E	County Sales Tax	22,159,111	(5,132,869)	17,026,242	846,131	17,872,373
33512F	Municipal Sales Tax	15,680,953	-	15,680,953	334,287	16,015,240
335180	1/2 Cent Sales Tax	74,584,857	(700,000)	73,884,857	778,860	74,663,717
	Total	\$112,948,933	\$ (5,932,869)	\$107,016,064	\$ 1,995,266	\$ 109,011,330

- C. Approve reductions in debt service in the Mayor's Proposed FY 2012/13 budget of \$2,000,000.
- D. Discuss a Transfer from Fund Balance of \$558,508 for expected debt service savings in FY 2011/12.
- E. Discuss an additional non-departmental salary lapse of \$1,000,000, increasing the proposed salary lapse within the General Fund/General Services District from \$2,522,320 to \$3,522,320. This is outside of the normal lapse model, which is designed based on natural turnover.
- F. Savings totaling \$580,426 for the Courthouse Trust Fund and Parks/Recreation were previously approved by the Finance Committee as part of Meeting #3.

2. Police and Fire Pension Fund- (see page 10-16)

The Finance Committee reduced salaries from \$810,348 to \$650,000 and then placed the salaries total below the line.

3. Health Administrator- (see page 17-18)

The Finance Committee restored funding of \$151,060 to the Health Administrator for security guard services at two of the Duval County Health Buildings. The Finance Committee requested that more information be gathered to determine if it is required for the City of Jacksonville to fund these costs.

Comments:

The Council Auditor's Office has obtained the lease for the two buildings for which the Finance Committee restored security guard service. These buildings are owned by the City and leased by the State Department of Health. The lease agreement does not require that the City provide security guard service. It is our understanding that approximately five City employees are located within the Health Building located at 515 West 6th Street.

4. Jacksonville Human Rights Commission/ITD- (see page 19-20)

The Finance Committee asked that more information be gathered regarding the increase of \$100,221 in ITD Application Maintenance Charges to determine if this will be ongoing maintenance costs that will appear annually in the budget or whether these charges were one-time costs related to the development of the system.

Comments:

Based on our discussions with ITD, it is our understanding that the majority of the costs billed to the Jacksonville Human Rights Commission in FY 2012/13 are related to system development and should not be a recurring item in subsequent fiscal years.

5. Copy Center- (see page 21-23)

The Finance Committee asked that we provide the savings from the elimination of the Copy Center Manager position so that action could be taken to formally approve our recommendation.

Council Auditor Recommendation:

The savings to the General Fund Services District is \$83,564, which has a positive impact on Special Council Contingency. Therefore, we recommend that the Copy Center Manager position and all associated funding be eliminated in FY 2012/13.

6. Public Service Grants- (see page 24-25)

The Finance Committee deferred any action on Public Service Grants until they had time to review the matrix evaluation model provided by the Public Service Grant Council. Additionally, the Finance Committee asked that the Chairman of the Public Service Grant Council verify and report back to the Finance Committee whether there were any Public Service Grant Council members that also served on the Boards of any of the recipient agencies.

7. Courts- (see page 26-28)

The Finance Committee asked that the Courts determine what additional funding is specifically needed from the Recording Technology subfund to address their technology needs that they feel are not being adequately provided by the City. The Finance Committee approved an additional \$45,000 for miscellaneous items under \$1,000 at the request of the Courts at their hearing held on August 16, 2012.

Additionally, the Finance Committee asked that the Courts dialog with the Administration and Public Parking to determine the availability of parking spaces that would allow the Traffic Court to move down to the new courthouse.

Department Requests

- a. The Department is requesting approval of a system development project for the Family Court Case Management System to be performed by the Clerk's Office. If this project was approved and performed by the Clerk's Office this would result in a negative impact to Special Council Contingency of \$40,000.
- b. The Department is requesting funding for a full-time IT person to be placed at the courthouse. This person would be assisting the current Court Administration IT employee. This would have a negative impact of \$70,000 to the Special Council Contingency.

Council Auditor Recommendation:

The Council Auditor's Office recommends that \$51,519 be added to the Courts Technology budget for Help Desk costs associated with the Court Administration as it was erroneously billed to the Clerk of the Court. This will have a negative impact of \$51,519 to the Special Council Contingency.

8. Sheriff- (see page 29-35)

The Finance Committee has three items to address concerning the Sheriff's Budget:

- A. The Sheriff requested that the revenue for the take home vehicles be increased by \$76,150. This additional revenue could either be placed in special council contingency or be used to offset the Sheriff's remaining lapse of \$1,826,867.
- B. The Sheriff is requesting that \$700,000 used to provide overtime for traffic control for the 10 Jaguar games, the Florida/Georgia game, the Gator Bowl and the Monster Truck show at Everbank field be eliminated and used to offset his remaining salary lapse of \$1,826,867. If the Finance Committee approves this request, this would have a negative impact of \$700,000 on Special Council Contingency.
- C. The Sheriff is requesting that a net \$78,461 expenditure from the Reimbursable overtime from the Facilities Management Company that is related to security inside Everbank Field for these same events be eliminated and used to offset his remaining salary lapse of \$1,826,867. If the Finance Committee approves this request, this would have a negative impact of \$78,461 on Special Council Contingency.

9. Finance Department- (see page 36-37)

The FY 2012/13 Proposed Budget includes a lapse of \$305,430. At the Finance Department budget hearing held on August 23, 2012, the Chief Financial Officer was working to identify the specific cuts to offset the lapse. The Finance Committee asked that the Finance Department return during the wrap-up session to identify specific reductions in expenditure lines.

Council Auditor Recommendation:

We recommend that the Finance Committee approve the elimination of positions and various reductions in expenditure lines identified by the Chief Financial Officer.

10. Public Libraries- (see page 38-41)

The Finance Committee voted to restore \$830,000 from Special Council Contingency. These restored funds were placed below in the line in a designated contingency for the library until the library could return and provide specifics on exactly how these dollars would be allocated to meet materials and staffing needs.

Council Auditor Recommendation:

We recommend that the Finance Committee approve the specific expenditure lines to which the \$830,000 will be allocated.

11. Mayor's Office- (see page 42-43)

The Finance Committee removed revenue associated with a private donation to be received for the Education Officer and also removed the associated costs for this position until the Mayor's Office could provide a letter evidencing the actual donation.

Council Auditor Recommendation:

We recommend that the Finance Committee take action on restoring both the revenue and associated expenditure lines for the Education Officer position if a letter of commitment is provided to the Finance Committee and it is determined that the revenue will indeed be received.

12. Solid Waste-

The Finance Committee requested that the Office of General Counsel research and provide a status report on the non-payment of amounts owed for tipping fees at the Old Kings Road Landfill.

13. Everbank Stadium (Facilities Manager)-

The Finance Committee requested that the Office of General Counsel research and provide a status report on the issue of whether SMG would be legally responsible for making any of the remaining payments back to the Capital Projects subfund for the previously loaned amount if SMG is no longer utilized as the facilities manager. The Council Auditor indicated that the third party vendor is not responsible for repaying the loan, but rather the fund that originally borrowed the funds is responsible for repaying the loan, regardless of who is operating as the facilities manager.

MEMORANDUM

TO: John Crescimbeni, Council Finance Committee Chair
Finance Committee Members

CC: Kirk Sherman, Council Auditor

FROM: C. Ronald Belton, Chief Financial Officer
Glenn Hansen, Budget Officer

RE: Proposed Budgetary Savings

DATE: 16 August 2012

Following our discussions at last week's budget hearings, you tasked the Finance Department with identifying and recommending options for filling the \$5 million budget deficit that was created as a result of a state revenue miscalculation and the posting error that equals approximately \$1 million.

We have also taken this opportunity to identify options to cover the combined \$4.5 million that was swept from the Jacksonville International Airport (JIA) and Southbank Community Redevelopment Agencies (CRAs) as well as the \$465,000.00 related to the proposed waiver of 2010-216.

These obligations total \$10,965,000. We have identified and hereby recommend \$11,850,000 in positive budgetary changes to the Council Auditor and Finance Committee for consideration.

(1) Savings Achieved through Competitive Bidding: \$4.25 million

While neither the facilities management nor health benefits procurement processes have yet concluded, the bids received to date indicate a minimum of \$4.25 million in combined savings between the two contracts (\$750,000 million facilities, \$3.5 million health benefits) that have not yet been built into the Fiscal Year 2012/2013 budget. Though it is hoped that contract negotiations will produce even greater savings, those additional savings are not incorporated into this recommendation.

(2) State Revenue Projections \$3 million

Recent reports indicate that state revenue is growing. See <http://jacksonville.com/news/florida/2012-08-10/story/floridas-tax-revenue-growing> and attached supporting documentation from the Florida Office of Economic and Demographic Research (EDR). Local economic growth information is also attached. The City can reasonably project a \$3 million increase in state revenues into the city budget.

(3) FY 2012/2013 Debt Service Savings \$2 million

Much like it recently did with Jacksonville Transportation Authority (JTA) debt, the City will refund other debt in FY 2012/2013 for an estimated general fund impact of at least \$2 million.

(4) FY 2011/2012 Debt Service Savings

\$1 million

The Finance Department currently projects that the City will retain approximately \$1 million in funds budgeted for debt service in Fiscal Year 2011/2012. These budgeted but unspent funds can be carried over to provide debt service in Fiscal Year 2012/2013.

(5) Additional Staffing Reductions

\$1 million

Based on staff departures that occurred following the submission of the budget and historical attrition rates, the City anticipates additional Fiscal Year 2012/2013 salary and benefits savings in the estimated amount of \$1 million.

(6) Council Auditor Recommendations

\$600,000.00

The administration fully agrees with the Council Auditor's recommendations as it relates to the reduction of the Courthouse Trust Transfer-in (August 16, 2012 Budget Book, page 26) and the Parks double billing issue (August 16, 2012 Budget Book, page 260-262).

TOTAL ESTIMATED SAVINGS:

\$11,850,000

Thank you for the opportunity to present these options. We look forward to discussing these recommendations with you in more detail.

**CITY COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
POLICE & FIRE PENSION ADMINISTRATION (S/F 621)
2012/2013 PROPOSED BUDGET**

- ✓ The Police and Fire Pension Fund is not included in the Mayor's Proposed Budget because the Police and Fire Pension Fund operates independently of the City and is governed by an appointed Board of Trustees. Pursuant to Sections 5.07, 14.01 and 14.02 of the City Charter; Section 121.101 (d) of the Ordinance Code and Section 25 of the Settlement Agreement dated March 5, 2001, the Board is required to submit its budget to the City Council for approval.
- ✓ The Police and Fire Pension Fund budget is divided into Administrative Expenditures, Building Operations and Parking Garage Operations. The Building Operations budget is increasing by \$41,500 from \$241,775 to \$283,275. The Parking Garage Operations budget is remaining flat at \$37,601. The total proposed budget for 2012/2013 is \$9,374,167 which is an increase of \$16,207 from the current budget of \$9,357,960.

ADMINISTRATIVE EXPENDITURES

	2011/2012 ORIGINAL	2012/2013 PROPOSED	DOLLAR CHANGE	PERCENT CHANGE	F/N
Personnel Services	\$ 1,122,854	\$ 1,201,691	\$ 78,837	7%	(A)
Operating Expenses	7,822,727	7,799,223	\$ (23,504)	0%	(B)
Capital Outlay	133,004	52,378	\$ (80,626)	-61%	(C)
Total Administrative Budget	\$ 9,078,585	\$ 9,053,292	\$ (25,293)	-0.28%	

(A) This increase is primarily due to an increase in Leave Sellback and Special Pay as well as the Police and Fire Pension Fund reinstating the 2% salary line reduction enacted by the City Council in the FY 2011-2012 budget.

(B) Operating Expenses primarily consists of Professional Services. Professional Services consists of the following listed in the table below:

(C) The decrease is due to Office Equipment being reduced from last budget year.

	FY 11/12 Amount	FY 12/13 Amount	DOLLAR CHANGE	PERCENT CHANGE	
<u>Services</u>					
Money Managers	\$ 6,200,000	\$ 5,935,000	\$ (265,000)	-4%	(D)
Auditors	\$ 35,000	\$ 36,000	\$ 1,000	3%	
Investment Consultant	\$ 225,000	\$ 244,000	\$ 19,000	8%	
Actuary	\$ 55,000	\$ 107,000	\$ 52,000	95%	(E)
Pension Plan Custodian	\$ 110,000	\$ 90,000	\$ (20,000)	-18%	
Securities Lending	\$ 60,000	\$ -	\$ (60,000)	-100%	(F)
Legal Counsel	\$ 85,000	\$ 358,000	\$ 273,000	321%	(G)
Medical Director	\$ 30,000	\$ 30,000	\$ -	0%	
Total	\$ 6,800,000	\$ 6,800,000	\$ -	0%	

(D) Per the Police and Fire Pension Fund, the fees paid to the Money Managers are tied to the performance of the investments. The better the investments perform the more fees the managers earn and vice versa.

(E) Actuarial fees are projected by the Police and Fire Pension Fund to be \$90,000 for the current fiscal year due to all additional actuarial requests. For Fiscal Year 2012-2013 a special study is scheduled as well as anticipated actuarial requests for additional information on the Police and Fire Pension Fund.

(F) The Police and Fire Pension Fund is no longer involved in Securities Lending transactions.

(G) The increase in legal services is due to increased litigation both for rental issues and pension related issues.

**COMMENTS AND RECOMMENDATIONS
POLICE & FIRE PENSION ADMINISTRATION (S/F 621)
2012/2013 PROPOSED BUDGET**

BUILDING OPERATIONS:

The Police and Fire Pension Fund owns its headquarters building located at One West Adams Street and leases out office space in the building.

	2011/2012 ORIGINAL	2012/2013 PROPOSED	DOLLAR CHANGE	PERCENT CHANGE	F/N
Operating Expense	\$ 201,400	\$ 242,900	\$ 41,500	21%	
Capital Outlay	40,375	40,375	\$ -	0%	
Total Building Operations	\$ 241,775	\$ 283,275	\$ 41,500	17%	(H)

(H) The Building Operations expenditures will be offset by rental revenues estimated at \$387,419 for the 2012/2013 fiscal year.

PARKING GARAGE OPERATIONS:

The Police and Fire Pension Fund owns the Monroe Street Parking Garage which has approximately 240 parking spaces. The Fund leases out parking spaces to various entities and individuals.

	2011/2012 ORIGINAL	2012/2013 PROPOSED	DOLLAR CHANGE	PERCENT CHANGE	F/N
Operating Expenses	\$ 12,200	\$ 12,200	\$ -	0%	
Capital Outlay	25,400	25,400	\$ -	0%	
Total Expenditures	\$ 37,600	\$ 37,600	\$ -	0%	(I)

(I) The Parking Garage Expenditures will be offset by rental revenues estimated at \$76,179 for the 2012/2013 fiscal year.

HAVERTY'S (JAKE GOLDBOLD) BUILDING REVENUE : \$1,249,500

The Police and Fire Pension Fund owns the building located at 407 N. Laura Street. Pursuant to an agreement approved by Ordinance 2006-951-E, the City makes lease payments amounting to an annual rate of 11.9% of all costs incurred by Police and Fire Pension Administration for renovation of the building but not exceeding \$10 million in costs. 11.9% of the maximum cost of \$10 million results in an annual lease payment to the Police and Fire Pension Fund of \$1,190,000, or \$19.83 per square foot. However starting in May 2013, the City will begin paying lease payments amounting to 13.3% of all costs incurred. 13.3% of the maximum cost of \$10 million results in an annual lease payment to the Police and Fire Pension Fund of \$1,332,800 or \$22.21 per square foot.

Beginning with May 2013 and every four years thereafter, the City has the option of purchasing the Haverty's Building. The re-purchase price of the Haverty's building from the Police and Fire Pension Fund will consist of the (i) the \$3,000,000 original purchase price from the City and (ii) reimbursement of the Fund's out-of-pocket costs incurred with the renovation of the property not to exceed \$10,000,000, together with its closing costs for purchase and sale, plus a 3% annual increase in such costs. The re-purchase price will be approximately \$14,500,000 at the first re-purchase window in Fiscal Year 2012/13. The next re-purchase window would not occur until Fiscal Year 2016/17 and the price would be approximately \$16,000,000 at that time.

The Administration has not included the purchase of the Haverty's Building in this Fiscal Year's CIP budget. By opting to wait until the next four year option, the City would incur an approximate increase in purchase price of \$1,500,000, in addition to making four years of lease payments.

**COMMENTS AND RECOMMENDATIONS
POLICE & FIRE PENSION ADMINISTRATION (S/F 621)
2012/2013 PROPOSED BUDGET**

MARKET VALUE OF INVESTMENTS: PER NORTHERN TRUST, INVESTMENT CUSTODIAN

	June 30, 2011	June 30, 2012	DOLLAR CHANGE	PERCENT CHANGE
Bonds/Notes	\$ 240,323,309	\$ 287,693,191	\$ 47,369,882	20%
Stocks	708,759,165	656,273,336	\$ (52,485,829)	-7%
S&P 500 Index	81,684,455	65,399,450	\$ (16,285,005)	-20%
Cash Equivalents	13,712,959	17,384,147	\$ 3,671,188	27%
Real Estate	76,842,639	86,040,283	\$ 9,197,644	12%
Total	\$ 1,121,322,527	\$ 1,112,790,407	\$ (8,532,120)	-1%

DEPARTMENT EMPLOYEE CAP:	2011/2012 Original	Inc/(Dec)	2012/2013 Proposed
	8	0	8

Note: One part-time position has been added to the proposed 2012/2013 Budget with a dollar value of \$20,800.

RECOMMENDATIONS:

1. We recommend removing the language found in Section 8.4 of the Proposed Budget Ordinance and replacing with Revised Section 8.4 as shown on a following page.
2. We recommend removing Budget Ordinance Schedules AB and AC and replacing them with Revised Schedules AB and AC as shown on a following page.

Senior Staff Voluntary Retirement Plan

The Senior Staff Voluntary Retirement Plan (Plan) was created and adopted by the Police and Fire Pension Fund Board of Trustees on September 20, 2000. The Plan was created for the benefit of its senior staff employees and other employees of the Board not otherwise enrolled in the City of Jacksonville Retirement System. The participant contributes 7% of their salary into the plan, and the Asset Value of the Plan as of September 30, 2011 was \$2,345,679. The Board of Trustees view the Plan as a stand alone plan that is administered by the Board and is funded by the Police and Fire Pension Plan.

The plan provisions provide for an Normal Retirement to be at age 65 with 5 years of service. Benefits are equal to three (3%) of average final compensation for each year of credited service. An Early Retirement is at age 60 with 5 years of service with benefits reduced by .5% per month before age 65. Vesting occurs after completion of five years of service and Final Average Earnings are the average of the last 24 months of employment with a Cost of Living Increases at 3%.

**COMMENTS AND RECOMMENDATIONS
POLICE & FIRE PENSION ADMINISTRATION (S/F 621)
2012/2013 PROPOSED BUDGET**

POLICE AND FIRE PENSION RETIREMENT SYSTEM FUNDING PROGRESS

Unfunded Actuarial Accrued Liability (UAAL) at October 1, 2011 (Per PFPF Actuarial Valuation Report)

Actuarial Accrued Liability (AAL) (a)	Actuarial Value of Assets (b)	Unfunded AAL (a-b)	Funded Ratio (b/a)
\$ 2,427,197,626	\$ 1,039,894,242	\$ 1,387,303,384	42.84%

The pension rate contribution from the City as a percentage of covered payroll will be 81.91%, for FY 2013 which computes to a contribution of \$122,019,612.

Council Auditor's Office						
Police and Fire Pension						
Salary Comparison						
2012/2013 Budget						
Position Description 2011/2012	2011/2012 Original	Position Description 2012/2013	2012/2013 Proposed	Dollar Change	Percent Change	F/N
Executive Director/Administrator	\$ 238,702	Executive Director/Administrator	\$ 289,620	\$ 50,918	21%	(A)
Deputy Executive Director	169,744	Deputy Executive Director (Vacant)	83,546	\$ (86,198)	-51%	(B)
Financial Services Manager	97,368	Position Eliminated	-	\$ (97,368)	-100%	(C)
N/A	-	Controller	98,256	\$ 98,256	N/A	(D)
Building Services Manager	88,932	Pension Benefits Manager	89,100	\$ 168	0%	(E)
Executive Assistant	62,362	Executive Assistant	61,128	\$ (1,234)	-2%	
Assistant Building Services Manager	59,880	Building Services Manager	64,107	\$ 4,227	7%	(F)
Pension Benefits Specialist	53,604	Senior Pension Benefits Specialist	55,296	\$ 1,692	3%	
Administrative Assistant	39,756	Pension Benefits Specialist	48,495	\$ 8,739	22%	(G)
Intern (Unpaid per PFPF)	-	Part-Time Economic Research Analyst	20,800	\$ 20,800	N/A	(H)
2% Council cut to Salary line item	(16,207)					
	\$ 794,141		\$ 810,348	\$ 16,207	2%	
<p>(A) - The 5th Amendment to the Restated Employment Contract between the Police and Fire Pension Fund and the Executive Director states "Effective for the first pay period after January 1st 2011, the salary of the Executive Director - Administrator shall be raised to the average salary of the Executive Director of the Jacksonville Aviation Authority, the Jacksonville Port Authority and the Jacksonville Transportation Authority as reported to the Board by the Independent Compensation Consultant. The Salary increase for the Executive Director - Administrator will accrue and be paid in December, 2011." Also it should be noted that after January 1st of each year the Agreement is in effect, the Executive Director's salary will be increased by 3%.</p> <p>(B) - The Deputy Executive Director position became vacant during Fiscal Year 2011-2012.</p> <p>(C) - The Financial Services Manager was a vacant funded position for FY 2011-2012, however that position has been eliminated.</p> <p>(D) - The Controller position was established to take over some of the duties that were previously done by the Deputy Executive Director.</p> <p>(E) - The individual that held the Building Services Manager position became the Pension Benefits Manager during FY 2012.</p> <p>(F) - The Assistant Building Services Manager was promoted to the Building Services Manager position and the Assistant Building Services Manager position was eliminated.</p> <p>(G) - The individual that held the Administrative Assistant position is now in the Pension Benefits Specialist position and the Administrative Assistant position was eliminated.</p> <p>(H) - The individual that holds the Part-Time Economic Research Analyst position was an unpaid intern for FY 2012.</p>						

Section 8.4 Pension Contributions.

The employer's contribution to the pension funds as a percentage of covered payroll is hereby set as follows:

(a) for the 1937 City Employees Pension Fund, the percentage shall be 20.81%, which includes 0.3% for Disability.

(b) for the Corrections Officer's Pension Fund, the percentage shall be 39.11%.

(c) The October 1, 2011 Actuarial Valuation Report for the 1937 Jacksonville Police and Fire Pension Fund (using the active payroll as of July 2011) computes the contribution to be \$122,019,612 based on a City contribution percentage of 81.91% of covered payroll. To assist in reducing the Unfunded Actuarial Accrued Liability of the Police and Fire Pension Fund, the City will contribute the greater of \$122,019,612 or 81.91% of the covered payroll.

**POLICE AND FIRE PENSION FUND
JACKSONVILLE, FLORIDA
BUDGET FISCAL YEAR 2012/2013**

ESTIMATED REVENUES

Trust Fund Revenues	\$ 9,053,292
Rental Revenues	\$ 320,875
Total Estimated Revenues	\$ 9,374,167

REVISED SCHEDULE AB

APPROPRIATIONS

<u>Administration</u>	
Personnel Services	\$ 1,201,691
Operating Expenses	\$ 7,799,223
Capital Outlay	\$ 52,378
Total Administration	\$ 9,053,292
<u>Rental</u>	
Operating Expense	\$ 255,100
Capital Outlay	\$ 65,775
Total Rental	\$ 320,875
Total Appropriations	\$ 9,374,167

REVISED SCHEDULE AC

The following is the detail breakdown for the Building Operations, Parking Garage Operations and the Godbold City Hall Annex budgets.

	Building Operations	Parking Garage Operations	Godbold City Hall Annex	Totals
Rental Revenues	\$ 387,419	\$ 76,179	\$ 1,249,500	\$ 1,713,098
Total Revenues	\$ 387,419	\$ 76,179	\$ 1,249,500	\$ 1,713,098
Operating Expenses	\$ 242,900	\$ 12,200	\$ -	\$ 255,100
Capital Outlay	\$ 40,375	\$ 25,400	\$ -	\$ 65,775
Total Expenses	\$ 283,275	\$ 37,600	\$ -	\$ 320,875
Surplus/(Deficit)	\$ 104,144	\$ 38,579	\$ 1,249,500	\$ 1,392,223

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
PUBLIC HEALTH
GENERAL FUND (S/F 011)**

**PROPOSED BUDGET BOOK – Page #296-297
ON SCREEN-Page #326-327**

BACKGROUND:

The Duval County Health Department is a partnership between the State of Florida and the City of Jacksonville. The funding for the Duval County Health Department comes from the State of Florida, the City of Jacksonville, and from county fees received by the State for vital statistics, communicable disease, primary care and environmental health.

REVENUES:

There are no revenues associated with the Duval County Health Department.

EXPENDITURES:

1. Other Operating Expenses:

- The decrease is primarily due to the elimination of civil defense-guard services of \$151,060.

2. Grants, Aids and Contributions:

- The increase of \$400,459 represents the required local match needed to obtain Federal grants.
- The City's total match of \$1,030,963 will allow the Duval County Health Department to receive \$2,475,150 in Federal/State grants.

EMPLOYEE CAP CHANGES:

There are no positions.

SERVICE LEVEL CHANGES:

None

CAPITAL OUTLAY CARRYFORWARDS:

Per Schedule AF, the following item is requested as a capital carryforward:

- Local Match \$22,589

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
PUBLIC HEALTH
GENERAL FUND (S/F 011)**

**PROPOSED BUDGET BOOK – Page #296-297
ON SCREEN-Page #326-327**

RECOMMENDATIONS:

None

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
HUMAN RIGHTS COMMISSION
GENERAL FUND (011)**

**PROPOSED BUDGET BOOK- Page # 117-118
ON SCREEN- PDF Page # 132-133**

BACKGROUND:

The Jacksonville Human Rights Commission (JHRC) within the City focuses on promoting and encouraging fair treatment and equal opportunity for all. The Commission strives to eliminate discrimination and promote mutual understanding and respect. Equal Opportunity/Equal Access (EO/EA), the only division under JHRC, resolves non-compliance with equal opportunity employment laws and investigates allegations made by job applicants and city employees.

The JHRC investigates complaints alleging discriminatory practices in employment, housing, and areas of public accommodations. In addition to investigating claims, the JHRC offers mediation services and works to resolve the complaints. The JHRC works with the Equal Employment Opportunity Commission (EEOC) at the Federal level and is reimbursed at an agreed upon rate based on the number of cases resolved. The staff of ten expects to generate \$105,925 in revenues for FY 2012/13.

The services provided by the JHRC are also provided at the State level through the Florida Commission of Human Rights (FCHR) and the Federal level through the EEOC and the U. S. Department of Housing and Urban Development (HUD). There is no additional cost incurred by the city for deferring discrimination claims to these State or Federal agencies.

REVENUES:

1. Intergovernmental Revenue:

- The decrease of \$7,875 is due to an anticipated decrease in the United States Equal Employment and Opportunity Commission Award.

EXPENDITURES:

1. Salaries:

- The decrease of \$76,542 is primarily due to the elimination of the Equal Opportunity Specialist and Equal Employment Access Specialist positions. They are both vacant positions.

2. Employer Provided Benefits:

- The decrease of \$7,852 is primarily due to the reduction of benefits related to the eliminated positions offset by an increase of 3,185 in GEPP Pension Contributions

3. Internal Service Charges:

- The increase of \$88,187 is primarily due to an increase of \$100,221 in ITD application maintenance charges offset largely by decreases in copier charges (\$2,418), copy center expenses (\$3,038), telecommunication expenses (\$2,403) and OGC legal expenses(\$3,069)

4. Operating Expenses

- No significant changes

SERVICE LEVEL CHANGES:

- None

EMPLOYEE CAP CHANGES:

2011/2012 Original	Increase/ Decrease	2012/2013 Proposed
12	(2)	10

As previously stated, two positions were being eliminated- one Equal Opportunity Specialist and one Equal Employment Access Specialist.

RECOMMENDATION:

- None

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
INTRA-GOVERNMENTAL SERVICES
COPY CENTER (S/F 521)**

**PROPOSED BUDGET BOOK - Page #131-132
ON SCREEN - PDF Page #147-148**

BACKGROUND:

This internal service fund accumulates and allocates the cost of the City's centralized mailroom, centralized copy center/print shop and copier consolidation program. This internal service fund recovers its costs via charges to its users/customers.

REVENUES:

Charges for Services:

- The increase reflects additional charges billed to other departments and agencies due to the relocation of the centralized copier/print solution from the IT operating budget (SF 531) to the Copy Center.

EXPENDITURES:

Salaries:

- The net decrease is being driven by a \$6,838 reduction in salaries which is partially offset by a \$1,216 increase in leave rollback/sellback.

Employer Provided Benefits:

- The net increase is being driven by increased pension costs of \$6,893 and health care costs of \$3,087.

Internal Service Charges:

- The net decrease is due to the removal of fleet allocations of \$6,858 and a reduction in the computer systems maintenance/security charge of \$4,915.

Other Operating Expenses:

- The net increase is being driven by the movement of the copier consolidation contract totaling \$1,103,095 into this fund from the IT operating fund (SF 531). This is partially offset by reductions in various operating expense lines, the largest of which, is a \$150,000 decrease in postage supplies based on current level of usage.

Capital Outlay:

- There is capital funding in this budget to replace a broken paper cutter.

Indirect Cost:

- This represents an indirect cost based on the study performed by Maximus Consulting Services, Inc.

SERVICE LEVEL CHANGES:

The only significant change to this fund is the relocation of the revenue and expense related to the City's copier consolidation program from the IT operating budget (SF 531). This movement and the subsequent change to bring the cost of both pieces, copy center and print solution, more in line with each other will help to alleviate the solvency issue this fund has had in the past.

CAPITAL OUTLAY CARRYFORWARDS:

None

EMPLOYEE CAP CHANGES:

None

CONCERN:

This subfund has operated with a negative cash balance for several years. At the end of FY 2007/08 and FY 2008/09, adjusting entries to address cash shortages were made to make the cash balance positive and were subsequently reversed in the beginning of the following years. At the end of FY 2009/10, various subfunds were billed extra for the services provided during the year in order to match the Copy Center's revenues with the actual expenditures. However, it appears that this subfund could end FY2011/12 with a neutral balance without adjusting entries/additional billing.

The Administration needs to continue closely examining the operations in this subfund and find a permanent solution to prevent this subfund from being insolvent. There should be an emphasis on cost reduction and increased production volume. Finally, the Administration should consider privatizing this internal service.

COMMENT:

The allocation method used in the FY 2012/13 budget inflates costs charged to customers who utilize the Xerox copiers that are a part of the Copier Consolidation contract while at the same time deflating the cost for copies produced by the Copy Center (see table below). We recommend that the allocation method be changed in the FY 2013/14 proposed budget, so departments are made aware of the true costs per copy, and there is an incentive for the Administration to continue to improve the Copy Center's operations that have been financially struggling over past few years.

	BUDGETED COSTS	CHARGES TO CUSTOMERS	VARIANCE
COPY CENTER	\$1,070,479	\$743,639	(\$326,840)
COPIER CONSOLIDATION CONTRACT	\$1,103,095	\$1,429,935	\$326,840
TOTAL	\$2,173,574	\$2,173,574	\$0

RECOMMENDATION:

1. Printing and Binding expenditures should be decreased by \$100,000 based on the current fiscal year usage. There will be a positive impact to Special Council Contingency of \$88,124.
2. The Administration has identified a position that will become vacant by year-end, which they are willing to eliminate. This will have a positive impact on Special Council Contingency after reallocating costs to the departments.

Council Auditor's Office
Mayor's Proposed Budget 2012/2013
Public Service Grant Funding

	2011/2012 Council Approved Budget	2012/2013 Agency Requested Amounts	2012/2013 Recommended Budgets	\$ Change 2012/2013 Proposed to 2011/2012	% Change 2012/2013 Proposed to 2011/2012
GENERAL FUND/GSD					
Angelwood Inc. - Macaw Group Home	\$ 12,954	\$ 18,348	\$ 18,348	\$ 5,394	41.64%
Angelwood Inc. - Sidesaddle Group Home	9,426	-	-	(9,426)	-100.00%
Angelwood Inc. - Cheatham Trails Home	-	18,512	18,512	18,512	N/A
APEL Health Services, Inc - Chronic Disease Prevention	20,166	26,599	26,599	6,433	31.90%
Beaches Emergency Asst Ministry - Rent & Utility Assistance Program	23,985	75,250	19,541	(4,444)	-18.53%
Catholic Charities Bureau - Lawn Care Employment Program	27,510	67,000	67,000	39,490	143.54%
Catholic Charities Bureau - Emergency Assistance	42,706	50,000	50,000	7,294	17.08%
Clara White Mission - Comprehensive Emergency Services	36,157	59,500	52,888	16,731	46.27%
Community Connections of Jax - Davis Center Case Management	61,687	78,000	35,297	(26,390)	-42.78%
Community Connections of Jax - Davis Center Resident Assistants Program for Homeless Families	62,393	150,000	54,852	(7,540)	-12.09%
Compassionate Families - Grief Recovery & Support Services	10,817	40,045	12,014	1,197	11.07%
Daniel Memorial - Project Prepare	19,903	50,000	50,000	30,097	151.22%
Downtown Ecumenical Services Council - Emergency Assistance Program	-	65,000	16,879	16,879	N/A
Emergency Services & Homeless Coalition - Leadership to End Homelessness	20,007	32,500	32,500	12,493	62.44%
Family Foundations of NE Florida - Ways to Work (formerly called 1000 in 1000)	72,095	117,718	-	(72,095)	-100.00%
Family Nurturing Center - Safe Swaps	48,380	98,168	29,452	(18,928)	-39.12%
Family Promise of Jacksonville	10,683	18,000	4,388	(6,295)	-58.92%
Family Support Services of North Florida - Strengthening Ties and Empowering Parents (STEPS)	108,142	-	-	(108,142)	-100.00%
Family Support Services of North Florida - Job4Life	-	194,200	66,191	66,191	N/A
Fresh Ministries - Core City Economic Development	104,903	-	-	(104,903)	-100.00%
Fresh Ministries - Life Point Career	-	219,184	66,609	66,609	N/A
Gateway Community Services - SAGES	63,526	63,526	63,526	0	0.00%
Hands On Jacksonville - Community Organizing Program	57,749	60,000	-	(57,749)	-100.00%
Hart Felt Ministries	22,207	25,916	7,193	(15,015)	-67.61%
HELP Center - Transitional Living and Recovery Program	34,251	91,475	-	(34,251)	-100.00%
Hope Haven Association - Project SEARCH	15,249	18,000	9,423	(5,826)	-38.21%
Hubbard House - Emergency Services	87,681	131,884	85,768	(1,913)	-2.18%
Hubbard House - Outreach Program	33,445	39,057	39,057	5,612	16.78%
I.M. Sulzbacher Center For The Homeless - Emergency Shelter Services	113,883	123,413	123,413	9,530	8.37%
Jacksonville Area Legal Aid - Civil Legal Services	161,949	240,454	135,085	(26,864)	-16.59%
Jacksonville Area Sexual Minority Youth Network, Inc. - Safety Net Program for LGBT Young Adults	9,061	22,764	10,301	1,240	13.69%
Jacksonville Speech & Hearing Center - Audiology Services	24,133	45,000	16,834	(7,299)	-30.24%
L'Arche Harbor House - Community Inclusion	15,411	37,003	10,270	(5,142)	-33.36%
Learn to Read, Inc. - Jax Reads	18,565	40,425	21,996	3,431	18.48%
Learn to Read, Inc. - College Bound	-	27,515	9,981	9,981	N/A
Lutheran Social Services - AIDS Care & Education-Intervention Program	25,896	65,407	24,468	(1,428)	-5.52%
Lutheran Social Services - Second Harvest Food Bank	138,893	249,900	28,616	(110,276)	-79.40%
Lutheran Social Services - Representative Payee Program	25,683	50,922	14,133	(11,551)	-44.97%
Lutheran Social Services - Refugee Services Program-Computer Skills Training	21,360	44,267	16,058	(5,302)	-24.82%
Mission House - Case Management	13,933	64,428	43,733	29,801	213.89%
Northeast Florida Community Action Agency - Emergency Food Assistance Program (TEFAP)	48,769	51,388	5,885	(42,884)	-87.93%
Northeast Florida Community Action Agency - CSBG - Family Self Sufficiency	22,230	40,000	13,634	(8,596)	-38.67%
Northeast Florida Healthy Start Coalition, Inc. - The Azalea Project	30,771	73,772	62,706	31,935	103.78%
Northeast Florida Healthy Start Coalition, Inc. - Make a Difference	-	10,600	2,152	2,152	N/A
North Florida School of Special Education - Transition Into Learning Employment Skills (TILES)	19,028	24,221	24,221	5,193	27.29%
Operation New Hope - Ready 4 Work	-	213,211	109,005	109,005	N/A
Opportunity Development Inc - Deaf Consumer Program	12,105	36,000	12,299	194	1.60%
Opportunity Development Inc - Temporary Loan Closet	12,105	36,000	-	(12,105)	-100.00%
Opportunity Development Inc - Disabled Victims Advocate	12,105	36,000	-	(12,105)	-100.00%
Pine Castle - Training, Education and Work Services	61,637	138,753	72,637	11,000	17.85%
River Region - Andy's Place Housing	26,079	58,383	14,233	(11,846)	-45.42%
River Region - Adult Substance Abuse Level 2 Residential Treatment	38,347	69,000	5,695	(32,653)	-85.15%
Ronald McDonald House Charities - Ronald McDonald House Lodging	42,734	78,115	78,115	35,381	82.79%
The ARC Jacksonville - Aging Well	-	44,823	3,700	3,700	N/A
The Salvation Army - Homeless Emergency Services	38,490	92,535	22,559	(15,931)	-41.39%
THORMINC, The House of Refuge Ministries, Inc. - Resolve to Stop Violence Program	39,518	88,000	21,453	(18,065)	-45.71%
Trinity Evangelical Lutheran Church Inc - Food Pantry	14,815	20,000	2,290	(12,525)	-84.54%
United Way of Northeast Florida - RealSense Prosperity	61,573	67,730	67,730	6,157	10.00%
United Way of Northeast Florida - United Way 2-1-1	10,128	18,223	8,246	(1,882)	-18.58%
Urban Jacksonville - Meals on Wheels	61,730	200,000	200,000	138,270	223.99%
Urban Jacksonville - Community Care for the Elderly	-	150,000	51,244	51,244	N/A
Urban Jacksonville - Integrated Mental Health Services	-	100,000	100,000	100,000	N/A
VIM Jax, Inc - Free Medical Clinic for Low Income Working Uninsured of Duval County	32,579	80,000	29,927	(2,652)	-8.14%
Vision Is Priceless - Adult Vision Care	34,194	79,385	29,697	(4,497)	-13.15%
We Care Jacksonville - Access to Health Care	40,180	66,510	37,321	(2,859)	-7.12%
Women's Center - Expanded Horizons	21,083	35,000	12,696	(8,387)	-39.78%
Youth Crisis Center - Touchstone Village	72,227	114,838	58,848	(13,379)	-18.52%
SUBTOTAL PUBLIC SVC GRANTS GENERAL FUND/GSD NOT CULTURAL COUNCIL	\$ 2,327,217	\$ 4,841,867	\$ 2,327,217	\$ (0)	0.00%
CULTURAL COUNCIL GRANTS GENERAL FUND/GSD					
Cultural Council of Greater Jacksonville	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000	\$ (0)	0.00%
TOTAL PSGS AND CULTURAL COUNCIL GRANTS GENERAL FUND/GSD	\$ 5,177,217	\$ 7,691,867	\$ 5,177,217	\$ (0)	0.00%

Council Auditor's Office
Mayor's Proposed Budget 2012/2013
Public Service Grant Funding

	2011/2012 Council Approved Budget	2012/2013 Agency Requested Amounts	2012/2013 Recommended Budgets	\$ Change 2012/2013 Proposed to 2011/2012	% Change 2012/2013 Proposed to 2011/2012
SPECIAL REVENUE FUNDS					
Duval County Public Schools- Driver Education Safety Trust	500,000	N/A	265,000	(235,000)	-47.00%
Gateway Community Services- Alcohol Rehab Trust	513,661	N/A	360,499	(153,162)	-29.82%
TOTAL SPECIAL REVENUE FUNDS	\$ 1,013,661	N/A	\$ 625,499	\$ (388,162)	-38.29%
GRANTS CLASSIFIED UNDER CONTRACTUAL SERVICES					
Bob Hayes Track & Field (JEJE011)	\$ 84,875	N/A	\$ 84,875	-	0.00%
UNF Business Center (JEJE011)	98,940	N/A	98,940	-	0.00%
Jacksonville Sister Cities Association (MAPA011)	15,000	N/A	10,000	(5,000)	-33.33%
Jacksonville Zoological Society (JXMS011ZOO)	1,282,500	N/A	1,282,500	-	0.00%
TOTAL CONTRACTUAL SERVICES	\$ 1,481,315	N/A	\$ 1,476,315	\$ (5,000)	-0.34%
TOTAL GSD, SPECIAL REVENUE, and CONTRACTUAL SERVICES	\$ 7,672,193	\$ 7,691,867	\$ 7,279,031	\$ (393,162)	-5.12%
RECOMMENDATION:					
1. We recommend that Schedule A-2 in the Budget Ordinance be revised to increase the appropriation to The Arc Jacksonville - Aging Well program by \$1 (from \$3,699 to \$3,700) in order to tie the total public service grant appropriations on Schedule A-2 to the budgeted amount of \$2,327,217 in JXMS011PSG.					

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
JUDICIAL - VARIOUS
RECORDING FEES TECHNOLOGY (S/F 15U)**

**PROPOSED BUDGET BOOK – Page # 384-385
ON SCREEN-Page # 421-422**

BACKGROUND:

This sub-fund receives a \$2 fee by the State pursuant to Article 5. Money collected in this fund is shared between the Courts, Public Defender and State Attorney based on a written agreement between the three parties.

REVENUES:

Jacksonville Citywide Activities

Miscellaneous Revenue:

- The decrease of \$10,008 is due to lower investment earnings.

Transfer-Non Departmental

Transfer from Other Funds:

- The decrease of \$104,801 is due to a reduction in the transfer from the General Fund needed to cover budgeted expenses in excess of revenues.

EXPENDITURES:

Courts:

Other Operating Expenses:

- The net decrease of \$28,962 is primarily the result of a decrease in software and computer items under \$1,000.

Public Defender:

Internal Service Charges:

- The net increase of \$19,088 is primarily due to an increase in ITD charges caused by changes in cost allocation methodology.

Other Operating Expenses:

- The increase of \$2,016 is mostly due to an increase in dues, subscriptions, and memberships.

State Attorney:

Internal Service Charges:

- The net decrease of \$189,529 is mainly attributable to a decrease in Computer System Maintenance of \$116,756 due to lowered ITD costs and Helpdesk and Desktop Services charges of \$99,652 that were placed in the wrong subfund. This will be addressed in a recommendation below. This is offset partially with an increase of \$44,602 in the ITD Data Center Services charges which includes the Case Management System Maintenance used by the State Attorney's Office.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
JUDICIAL - VARIOUS
RECORDING FEES TECHNOLOGY (S/F 15U)**

**PROPOSED BUDGET BOOK – Page # 384-385
ON SCREEN-Page # 421-422**

Other Operating Expenses:

- The net decrease of \$8,979 is attributable to a decrease in software and computer items under \$1,000 of \$55,000. This is offset somewhat with an increase in repairs and maintenance of \$46,021.

Capital Outlay:

- The increase of \$85,000 is attributable to computer equipment and software requested to meet the paperless requirement placed on all State Attorney's Offices statewide and to purchase server and backup equipment needed to redesign the State Attorney's network system as per the FBI Criminal Justice Information Services (CJIS) requirements.

EMPLOYEE CAP CHANGES:

There are no City funded positions.

SERVICE LEVEL CHANGES:

None

CAPITAL OUTLAY CARRYFORWARDS:

Per Schedule AF, the following item is requested as a capital carryforward:

- Refresh Data Systems; Purchase IT Systems \$162,675
This item is recommended to be removed below.

CONCERN:

Based on current year expenditures and revenue, this subfund should closely monitor what is being spent compared to revenue received to avoid a potential negative effect on Fund Balance in the current year as well as future years.

RECOMMENDATIONS:

1. The State Attorney requested \$76,012 as a requirement to cover case management maintenance cost. This amount was double budgeted under Repair & Maintenance and under ITD Data Service for the same purpose. We recommend the removal of the \$76,012 allocation cost from Repair and Maintenance, which will result in a decrease in transfer-in from the General Fund. This will have a positive impact of \$76,012 on Special Council Contingency.
2. The State Attorney's Office requested \$171,449 to fund the purchase of servers and other related computer equipment. According to the City's ITD, the City can currently provide these services at no additional cost. Furthermore, this purchase of additional servers will

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
JUDICIAL - VARIOUS
RECORDING FEES TECHNOLOGY (S/F 15U)**

**PROPOSED BUDGET BOOK – Page # 384-385
ON SCREEN-Page # 421-422**

result in an increase in future maintenance cost necessary to keep the system running effectively. We recommend the removal of the \$171,449 requested for Computer Equipment and Software, which will result in a decrease in the transfer-in from the General Fund. This reduction will have a positive impact of \$171,449 on the Special Council Contingency.

3. The State Attorney's Office requested to carry forward \$162,675 to fund the purchase of IT Systems. According to the City's ITD, the City can currently provide these services at no additional cost. Furthermore, this purchase of additional servers will result in an increase in future maintenance cost necessary to keep the system running effectively. We recommend the removal of the \$162,675 requested to be carried forward on Schedule-AF.
4. The Proposed Budget has this subfund funding the maintenance costs of computer equipment for the Juvenile Alternative Program (S/F 15L), the Teen Court Program (S/F 15V) and the Guardian Ad Litem (S/F 011). These costs should be funded in their individual subfunds and indexcodes. This will result in a reduction in Internal Service Allocations within this subfund and corresponding increases in the Juvenile Alternative Program (\$4,735), the Teen Court Program (\$7,104), and the Guardian Ad Litem (\$41,434). The Juvenile Alternative Program will offset this increase in costs with a decrease in Other Contractual Services of \$4,735 and the Teen Court Program will have an increase in Transfer from Fund Balance of \$7,104. This reduction in costs within this subfund will be offset with a decrease in the Transfer-In from the General Fund. This will have a positive impact of \$11,839 on the Special Council Contingency.
5. The Proposed Budget has the Helpdesk & Desktop Service Charges (\$69,368) for the State Attorney's Office funded in the General Fund. This cost should be funded under the Recording Fees Technology subfund. This will not affect the Special Council Contingency.
6. Section 111.388 of the Municipal Code requires the three areas sign an agreement before funds are disbursed from this subfund. This MOU should be signed after the committee takes action on the above recommendations.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 12/13 BUDGET
OFFICE OF THE SHERIFF
GENERAL FUND (011)**

**PROPOSED BUDGET BOOK – Page #252-254
ON SCREEN – PDF Page #278-280**

BACKGROUND:

The Jacksonville Sheriff's Office mission is to protect the lives and property of the citizens of this community, to preserve the peace, and to prevent crime and disorder while constantly guarding personal liberties as prescribed by law.

- The total number of vehicles currently in the Sheriff's fleet is 2,073.
- The average inmate population for the correctional facilities in 2011 was 3,961.
- The Sheriff's Office had a vacancy count of 252 as of July 17, 2012.
- The Sheriff's Office proposed budget is 38% of the General Fund expenditure budget and 43% of the General Fund employee cap.

REVENUES:

Charges for Services:

- The \$397,372 increase is primarily due to the factors described below:
 - There is an increase of \$182,500 for the Home Detention Fee due to the elimination of the Weekender program and the transition to GPS monitors, which will allow more inmates to go on home detention.
 - There is an increase of \$279,539 in Off Duty Reimbursement which is more in line with actuals and due to the cutting of overtime in other areas of the Sheriff's Office.
 - There is an increase of \$105,000 in the Inmate Subsistence Fee. This is a \$2 per day fee which is collected at the time of release. Since the collection of the fee is now at time of release the inmate's accounts have more money in them to cover the fee.
 - There is a decrease of \$162,000 in Weekenders Board – Fairfield due to this program being discontinued.
 - There is an increase of \$115,600 for the Take Home Vehicle Reimbursement. This is a new revenue stream that was agreed to through the FOP agreements, which is the reimbursement for take home vehicles 10 miles or less outside of Duval County. The fee is \$25 per payroll based on 310 out-of-county take home vehicles.
 - There is a decrease of \$128,383 in Interfund Service Charges which is the reimbursement for call taker salaries from the 911 Emergency Fee sub-fund.

Fines and Forfeits:

- The increase of \$1,567,225 is mainly due to a new revenue stream budgeted in the amount of \$1,500,000 for Red Light Cameras-Sheriff's Fines. This represents the net amount that will be passed to the General Fund from the Red Light Camera Special Revenue Fund proposed in Ordinance 2012-449 and will need to be a transfer-in instead of a direct revenue line in the Sheriff's budget.

Miscellaneous Revenue:

- The decrease of \$161,820 is primarily due to a drop of \$150,881 in Overtime Reimbursement Charges which is the reimbursement from Federal Agencies for investigative activities.

EXPENDITURES:

Salaries:

- The increase of \$1,030,147 is primarily due to the following factors:
 - There is a decrease of \$2,870,509 in Permanent and Probationary Salaries due to the elimination of 154 positions, which was offset by the fiscal year 2012/2013 step impact of \$1,968,395. There will also be 40 positions from the 2009 COPS grant moving back into the General Fund into vacant police officer positions that are currently funded in fiscal year 2011/2012 and will remain funded in the fiscal year 2012/2013 Mayor's Proposed Budget.
 - There is an increase of \$1,148,800 in Terminal Leave which reflects the increase in retirements for FY 2012/2013.
 - There is an increase of \$3,171,186 in Part-Time Salaries which is due to a full year of staffing for the new courthouse.

Lapse:

- The imposed Salary Lapse for fiscal year 2012/2013 is \$10,583,611. Instead of having an overstated lapse the Sheriff has offered to make additional cuts as listed below:

Closing of the Community Transition Center and eliminating 78 positions	\$4,377,191
Elimination of the Community Service Officer Program and eliminating 71 positions	\$3,311,378
Eliminate 13 Police Officer Positions	\$604,538
Unfund 2 Correction Officer Sergeants for 9 months	\$108,120
Unfund 1 Chief and 1 Assistant Chief position	\$284,037
Eliminate Police Legal Advisor	\$71,480
Eliminate overtime for Special Events	\$700,000
Eliminate Reimbursable Overtime from Facilities Management company	\$78,461
	<u>\$9,535,205</u>

- The cuts above are in the recommendations below and would bring the lapse amount to \$1,048,406.

Employee Provided Benefits:

- The increase of \$29,493,921 is primarily due to the following factors:
 - There was an increase of \$527,124 in General Employees' Pension Contribution. The City's contribution went from 17.52% to 20.81%.
 - There was an increase of \$25,578,304 in Police and Fire Pension Contribution. The City's contribution went from 49.60% to 81.91% for a total budgeted amount of \$69,514,168 for fiscal year 2012/2013.
 - There was an increase of \$1,293,970 for the Correction Officer Pension Contribution. The City's contribution went from 31.78% to 39.11%.
 - There is an increase of \$1,198,888 in Group Hospitalization Insurance due to an increase in the rate the City will pay starting January 1, 2013.
 - Workers' Compensation Insurance increased by \$755,688.

Internal Service Charges:

- The decrease of \$1,935,106 is primarily due to the following factors:
 - A decrease of \$878,343 in Fleet Vehicle Rental for the purchase of vehicles.
 - An increase of \$354,697 in Fleet Repairs and Maintenance due to the aging fleet.
 - There is a decrease of \$388,644 in Fleet Parts, Oil and Gas.
 - There is a decrease of \$948,188 due to the Sheriff's Office taking Wireless Communication in-house rather than having this service handled by the City's IT Division.

Other Operating Expenses:

- The decrease of \$598,880 is primarily due to the following factors:
 - A decrease of \$395,186 in Professional Services due to the removal of the Assessment Center, psychological testing and meth-lab clean-up contracts.
 - There is an increase of \$899,096 in Wireless Communications which was removed from the Internal Services Allocations and brought in-house.
 - Equipment Rentals has an increase of \$125,568 due to the purchase of ankle monitors for the expansion of the Home Detention Program.
 - The allocation for General Liability Insurance has increased by \$468,188.
 - Miscellaneous Insurance has increased by \$264,876 due to the fact that the Medical Malpractice Insurance Premium has been budgeted twice.

- There is a decrease of \$733,046 in Hardware/Software Maintenance and Licenses.
- There is a decrease of \$142,130 in Chemical and Drugs due to purchasing more items in bulk, adhering to just-in-time inventory practices and updating formulary.
- There is a decrease of \$470,460 in Clothing, Uniforms and Safety Equipment and a decrease of \$258,191 in Employee Training due to the decrease in the employee cap.
- Other reductions include a \$109,118 decrease in Aviation Hull/Chemical, \$118,558 decrease in Miscellaneous Services and Charges and a \$97,115 decrease in Repair and Maintenance Supplies.

Capital Outlay:

- Below is the Specialized Equipment to be purchased in fiscal year 2012/2013.

Vehicle Rigging Kit	\$4,100
EOD 9A Bomb Suit with Helmet	\$27,000
Industrial Air Compressor	\$1,700
Segway Replacement	\$6,500
Full Face Mask Emergency Gas Assembly	\$11,000
5 Replacement Rifles	\$8,300
1 Sniper Rifle with Scope and Rings	\$4,325
	\$62,925

Extraordinary Lapse:

- This represents an additional lapse imposed on the Sheriff's Office. Ordinance 2012-450 will attempt to use fiscal year 2011/2012 savings which are due in part to the approval of the FOP agreements and the number of vacancies held open throughout the year to eliminate this Extraordinary Lapse. If Ordinance 2012-450 does not pass, then the Sheriff's Office has indicated they will have to eliminate 114 Police Officer Position to cover the Extraordinary Lapse.

Banking Fund Debt Repayment:

- The Banking Fund Principal payment amount is \$1,479,449 and the interest payment amount is \$78,250 for prior year's borrowing. There is no new borrowing for fiscal year 2012/2013.

SERVICE LEVEL CHANGES:

In order for the Sheriff's Office to meet the additional Salary Lapse of \$8,700,000 in the Mayor's Proposed Budget, the Community Service Officer Program will be eliminated, the Community Transition Center (known at the Matrix House) will be closed and traffic control services for facilities manager events will also be eliminated.

EMPLOYEE CAP CHANGES:

The table on the next page displays that there are 154 positions eliminated from the Sheriff's Office which are all vacant or will be vacated for the proposed budget.

- In order to cover the additional Salary Lapse of \$8,700,000, other cuts will need to be made which will be comprised an additional 165 positions being eliminated. This will include laying-off 130 people.
- If Ordinance 2012-450 is not approved to use fiscal year 2011/2012 savings to cover the Extraordinary Lapse of \$6,123,184 then an additional 114 positions will need to be eliminated. This will include laying-off another 95 people.
- Overall, taking into account all proposed reductions and all lapses, the Sheriff has indicated that this will result in the elimination of 433 positions, of which 225 would be filled and 208 would be vacant.

	Police Officers	Corrections Officers	Civilians	Total Positions	Vacant or Filled
Approved FY 2011/2012 Employee Cap	1,677	809	797	3,283	
Proposed Eliminations FY 2012/2013 Budget	(60)	(20)	(74)	(154)	154 Vacant
Additional Cuts to cover the Salary Lapse	(14)	(71)	(80)	(165)	35 Vacant 130 Filled
Additional cuts to cover Extraordinary Lapse	(114)	-	-	(114)	19 Vacant 95 Filled
Total	1,489	718	643	2,850	208 Vacant 225 Filled

CONCERNS:

1. The Extraordinary Lapse of \$6,123,184 appears to be put into place as a balancing mechanism without an understanding of what cuts needed to be made.
2. The Sheriff's Office has proposed to eliminate Overtime for Special Events in the amount of \$700,000 to reduce the Salary Lapse. This amount is for traffic control for the 10 Jaguar games, the Florida/Georgia game, the Gator Bowl game and the Monster Truck show at Everbank Field. It is specifically stated in the Gator Bowl Association agreement and the Florida/Georgia agreement that traffic control will be provided and paid by the City.
3. The Sheriff's Office has proposed to eliminate the net amount of \$78,461 for the Reimbursable Overtime from the Facilities Management Company to reduce the Salary Lapse. This activity is for officers inside Everbank Field to provide security for the 10 Jaguar games, the Florida/Georgia game, the Gator Bowl game and the Monster Truck show. The security inside the stadium is to be provided and paid for by the City for the Jaguar games, the other two football games and

the Monster Truck show. The Municipal Code under Chapter 191 also has requirements concerning public safety standards for events.

4. In recommendation #3 it appears as though the savings generated from eliminating the CSO program is overstated. The savings of \$3,311,378 needs to be reduced by \$298,145 for a savings of \$3,013,233.

Additional cuts the Sheriff's Office would need to find in order to reduce the Salary Lapse:

CSO Elimination	\$	298,145
Overtime for Special Events	\$	700,000
Reimbursable Overtime from Facilities Management Company	\$	78,461
Total	\$	<u>1,076,606</u>

RECOMMENDATIONS:

1. We recommend that the Redline Schedule (Schedule B-2) be amended to remove the 50 police officer positions currently included on the schedule since these positions are grant positions and are not included in the total cap for the City and add two Correction Sergeant positions. The two Correction Sergeants will retire in January of 2013 and then the positions will be eliminated.
2. We recommend that the cuts of \$855,553 in the ISM Budget Reductions be correctly allocated between Hardware/Software Maintenance and Licenses (\$656,353), Other Operating Supplies (\$175,200) and Repairs and Maintenance (\$24,000). The total cut was erroneously taken out of Hardware/Software Maintenances and Licenses. This is budget neutral and will have no impact on Special Council Contingency.
3. In order to reduce the Salary Lapse, we recommend that the Sheriff's additional cuts be taken as listed below. This will have no impact to the Special Council Contingency.

Closing of the Community Transition Center and eliminating 78 positions	\$4,377,191
Elimination of the Community Service Officer Program and eliminating 71 positions	\$3,311,378
Eliminate 13 Police Officer Positions	\$604,538
Unfund 2 Correction Officer Sergeants for 9 months	\$108,120
Unfund 1 Chief and 1 Assistant Chief position	\$284,037
Eliminate Police Legal Advisor	\$71,480
Eliminate overtime for Special Events	\$700,000
Eliminate Reimbursable Overtime from Facilities Management company	\$78,461
*See above concerns # 2 - 4	<u><u>\$9,535,205</u></u>

4. We recommend that the new revenue of \$1,500,000 for Red Light Cameras – Sheriff’s Fines be budgeted as a transfer-in to the General fund. This revenue will be the net amount that will be passed to the General Fund from the Red Light Camera Special Revenue Fund proposed in Ordinance 2012-449. This will have no impact on the Special Council Contingency.
5. It appears as though the Medical Malpractice insurance premium was budgeted twice. We recommend that \$350,000 be reduced from the Health Services budget within the Sheriff’s Office. This savings could either be placed into Special Council Contingency or utilized to offset a portion of the Sheriff’s Salary Lapse.
6. There is pending legislation that will have an impact on the Sheriff’s fiscal year 2012/2013 budget. Ordinance 2012-450 will attempt to use fiscal year 2011/2012 savings to cover the Extraordinary Lapse of \$6,123,184. Below are the outcomes on if the bill is passed or if it is not passed.
 - a. If the bill is passed, a transfer from Fund Balance in the amount of \$6,123,184 will be required to offset the Extraordinary Lapse. This will have no impact on Special Council Contingency.
 - b. If the bill is not passed, the Sheriff will eliminate another 114 positions which is the equivalent value of the \$6,123,184 Extraordinary Lapse. This will have no impact to Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
FINANCE
GENERAL FUND (S/F 011)**

**PROPOSED BUDGET BOOK - Page # 92
ON SCREEN PDF - Page # 105**

BACKGROUND:

The Finance Department includes the Office of the Director, Accounting, Budget, Treasury, Risk Management and Pension Administration. The department provides accounting services and financial reports to other city departments, provides support services to general government departments in the development of their budgets, provides efficient administration of risk and insurance analysis and acts as adviser to city government on insurance related matters. The Department also administers the pension plans to insure retiree benefits are paid.

REVENUES:

Charges For Services:

- This amount represents 10% of Gross Receipts for pier admission charges plus \$1,000 per month for rental of the Jacksonville Beach Pier.

EXPENDITURES:

Salaries:

- Total salaries decreased by \$99,929 largely due to the un-funding of an Accounting Projects Specialist position of \$46,786 and due to the deletion of a redlined position in the current year for the Accounting System/Reporting Analyst position of \$57,460. Additional changes occurred during the year, such as, additions and deletions of positions, salary decreases and increases and an adjustment to salaries to meet additional pension contribution cost which all have a net immaterial effect on the salaries line item.

Lapse:

- This amount represents a reduction in this Department's budget.

Employer Provided Benefits:

- The increase of \$108,592 is primarily due to higher pension contribution of \$74,973 and \$41,291 in group hospitalization insurance.

Internal Service Charges:

- The \$340,815 increase is primarily due to an increase of \$261,950 in ITD charges that are based on prior year time spent on maintaining and developing internal applications and \$109,109 in OGC legal. This was offset by decreases in System Development (Banking Fund) of \$19,456 and copy center charges of \$5,447.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
FINANCE
GENERAL FUND (S/F 011)**

Other Operating Expenses:

- The decrease of \$43,117 is primarily due to reductions of \$50,000 in banking services charges which were adjusted based on current year banking service fees and \$15,064 in other operating supplies. Partially offsetting these decreases was an increase of \$24,250 in professional services due mainly to service charges of \$24,000 for arbitrage calculations and review of outstanding and refunded bond issues that have reached the 5 year IRS mandated deadline. This ensures that the City retains the tax exempt status for municipal bond issues.

SERVICE LEVEL CHANGES:

None

EMPLOYEE CAP CHANGES:

None

RECOMMENDATIONS:

We recommend the elimination of the \$305,430 proposed lapse. The administration should identify real budget cuts to offset the elimination of the lapse. There is no impact to the Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
PUBLIC LIBRARIES
GENERAL FUND (011)**

**PROPOSED BUDGET BOOK – Page #299-301
ON SCREEN-Page #330-332**

BACKGROUND:

The Jacksonville Public Library system consists of a main library and twenty regional, community and neighborhood branch libraries. The system services the needs of Duval County as well as neighboring areas, Baker, Clay, Nassau and St. Johns Counties.

REVENUES:

1. Charges for Services:

- The decrease of \$370,155 is due to a decrease of \$375,000 in public library fee revenues based on current year actuals. These are fees collected for overdue books and materials, and non-resident library cards. This was offset by an increase of \$4,845 in internet printing fee revenue.

2. Miscellaneous Revenue:

- The decrease of \$39,400 is attributable to a projected decrease in miscellaneous sales and charges. This revenue comes from fees charged for making copies using the Library copiers. In FY 2012 this service was outsourced to a private vendor and the only revenue that will be generated in this category will be collected by the Microfilm printers.

EXPENDITURES:

1. Salaries:

- The decrease of \$2,096,670 is due to a reduction in service hours allowing staffing of 71 positions to be cut creating savings of \$2,055,089 in permanent and probationary salaries, \$22,484 in special pay pensionable and \$19,097 in leave sellback costs.

2. Employer Provided Benefits:

A decrease of \$227,261 is mainly attributable to reductions in group hospitalization insurance of \$139,344, pension contribution costs of \$42,975, Medicare of \$32,151 and group dental plan costs of \$12,034. All of these savings were created by reducing staff.

3. Internal Service Charges:

- The decrease of \$1,411,363 is mainly caused by a decrease of \$1,325,702 in ITD charges due primarily to a decrease in ITD billings and actual historical usage. Additional reductions of \$138,362 in System Development (Banking Fund) allocation charges and \$10,797 in mailroom allocation charges contributed to the overall decrease. These decreases were all slightly offset by an increase of \$61,097 in copier consolidation allocation charges.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
PUBLIC LIBRARIES
GENERAL FUND (011)**

4. Other Operating Expenses:

- The overall decrease of \$408,605 is primarily due to the proposed reduction in hours of operations which in turn created savings of \$128,643 in janitorial and delivery contractual services and \$111,718 in security guard services. Other operating supplies were reduced by \$75,968 based on historical actuals, miscellaneous insurance cost were reduced by \$72,811 due to improvements in allocation methods, and \$2,457 in furniture and equipment (under \$1,000) was also reduced in an effort to create savings.

5. Library Materials:

- The library materials budget was reduced by \$500,000 for FY 13 as a part of the overall reductions to the libraries' budget. The requested amount of \$2,607,629 will be spent as follows:

**FY 2012/13 LIBRARY MATERIALS
BUDGETED EXPENDITURES**

<u>MATERIALS</u>	<u>COST</u>
Books	53,538
Books, Internet Databases	361,123
Books, Audio Books	1,689,002
Internet Databases	326,312
Periodicals	19,002
Audio Books	600
Audio Books, DVDs	158,052

TOTAL:	<u><u>\$2,607,629</u></u>
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6. Indirect Costs:

- This represents Indirect Cost recovery computed by the full cost allocation plan study.

7. State Aid:

- In addition to City funding, the Public Library Department receives a State Grant. For the FY 2012/13, the estimated state budget is \$1,232,661. The library is expected to spend \$446,628 on library materials, \$673,514 on furniture, fixtures and equipment, \$15,715 on training, and \$96,804 is currently unassigned.

SERVICE LEVEL CHANGES:

The proposed budget is based on reducing the Public Libraries' hours of operations from 1,112 weekly service hours to 848 hours per week; a reduction of 264 hours. As a result of this reduction in hours, all of the libraries will operate on a 40 hour service week with the exception of the Main Branch that will have a 48 hour service week. To accomplish this, all branches will be closed on Sundays and no branch will be open more than eight hours a day.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
PUBLIC LIBRARIES
GENERAL FUND (011)**

EMPLOYEE CAP CHANGES:

The employee cap was decreased by seventy one (71) positions, all of which are proposed to be eliminated.

RECOMMENDATION:

The Department requests to have a filled librarian position restored that will be eliminated in the proposed budget for FY 2012/13. They are requesting only the position be restored, not the funding. There is no impact on Special Council Contingency if this recommendation is accepted by Council. However, the employee cap will increase by one (1) position.

**COUNCIL AUDITOR'S OFFICE
MAYOR'S PROPOSED FY 2012/13 BUDGET
JACKSONVILLE PUBLIC LIBRARIES
PROPOSED HOURS OF OPERATION**

Hours Of Operation at Beginning of Fiscal Year 2011/12								
Branch	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Argyle	Closed	12:00 - 9:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	50
Beaches	1:00 - 5:00	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	62
Bradham - Brooks	Closed	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	50
Brentwood	Closed	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	40
Brown Eastside	Closed	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	40
Graham	Closed	12:00 - 8:00	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	48
Highlands	1:00 - 5:00	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	62
Mandarin	Closed	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	58
Maxville	Closed	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	10:00 - 6:00	40
Murray Hill	Closed	12:00 - 9:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	50
Pablo Creek	Closed	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	58
Regency Square	Closed	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	58
San Marco	Closed	12:00 - 9:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	50
South Mandarin	1:00 - 5:00	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	62
Southeast	Closed	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	58
University Park	Closed	12:00 - 9:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	50
Webb Wesconnectt	1:00 - 5:00	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	62
West Regional	Closed	10:00 - 9:00	10:00 - 9:00	12:00 - 9:00	10:00 - 9:00	10:00 - 6:00	10:00 - 6:00	58
Westbrook	Closed	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	40
Willowbranch	Closed	10:00 - 6:00	10:00 - 6:00	12:00 - 9:00	12:00 - 9:00	10:00 - 6:00	10:00 - 6:00	50
Main	1:00 - 5:00	9:00 - 8:00	9:00 - 8:00	9:00 - 8:00	9:00 - 8:00	9:00 - 6:00	9:00 - 6:00	66
Total Weekly Service Hours								1112

Mayor's Proposed Hours of Operation for 2012/13								
Branch	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Argyle	Closed	Closed	1:00 - 9:00	10:00 - 6:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Beaches	Closed	Closed	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	40
Bradham - Brooks	Closed	Closed	10:00 - 6:00	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Brentwood	Closed	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	40
Brown Eastside	Closed	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	40
Graham	Closed	10:00 - 6:00	12:00 - 8:00	10:00 - 6:00	12:00 - 8:00	10:00 - 6:00	Closed	40
Highlands	Closed	Closed	1:00 - 9:00	10:00 - 6:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Mandarin	Closed	Closed	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	40
Maxville	Closed	12:00 - 8:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	10:00 - 6:00	40
Murray Hill	Closed	Closed	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	40
Pablo Creek	Closed	Closed	10:00 - 6:00	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Regency Square	Closed	Closed	10:00 - 6:00	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
San Marco	Closed	Closed	1:00 - 9:00	10:00 - 6:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
South Mandarin	Closed	Closed	10:00 - 6:00	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Southeast	Closed	Closed	1:00 - 9:00	10:00 - 6:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
University Park	Closed	Closed	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	40
Webb Wesconnectt	Closed	Closed	10:00 - 6:00	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
West Regional	Closed	Closed	1:00 - 9:00	10:00 - 6:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Westbrook	Closed	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	10:00 - 6:00	Closed	40
Willowbranch	Closed	Closed	10:00 - 6:00	1:00 - 9:00	1:00 - 9:00	10:00 - 6:00	10:00 - 6:00	40
Main	Closed	10:00 - 6:00	11:00 - 7:00	11:00 - 7:00	11:00 - 7:00	10:00 - 6:00	10:00 - 6:00	48
Total Weekly Service Hours								848

Branch	Hours FY12	Hours FY13	Change
Argyle	50	40	(10)
Beaches	62	40	(22)
Bradham - Brooks	50	40	(10)
Brentwood	40	40	0
Brown Eastside	40	40	0
Graham	48	40	(8)
Highlands	62	40	(22)
Mandarin	58	40	(18)
Maxville	40	40	0
Murray Hill	50	40	(10)
Pablo Creek	58	40	(18)
Regency Square	58	40	(18)
San Marco	50	40	(10)
South Mandarin	62	40	(22)
Southeast	58	40	(18)
University Park	50	40	(10)
Webb Wesconnectt	62	40	(22)
West Regional	58	40	(18)
Westbrook	40	40	0
Willowbranch	50	40	(10)
Main	66	48	(18)
	1112	848	(264)

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2012/13 BUDGET
MAYOR'S OFFICE
GENERAL FUND (011)**

**PROPOSED BUDGET BOOK- Page #154 – 156
ON SCREEN PDF- Page #173-175**

BACKGROUND:

This fund provides for the operating and salary expenditures of the Mayor's Office, the Education Commissioner's Office and the Public Affairs Office.

REVENUES:

Miscellaneous Revenue:

- The increase of \$73,215 is due to an increase of 74,215 in contributions from private sources. This was offset by an anticipated decrease of \$1,000 in miscellaneous sales and charges.

EXPENDITURES:

Salaries:

- Salaries increased by \$86,048. Permanent salaries increased \$186,664 from \$1,952,670 to \$2,139,334. This was offset by a decrease in part-time salaries of (\$94,245) from \$111,747 to \$17,502.

Employer Provided Benefits:

- The decrease of (\$34,069) is mainly due to decreases of (\$109,508) in pension contributions (\$106,650 in GEPP, \$1,464 in Florida Retirement System, and \$1,394 in GEPP disability) and (\$1,655) in workers compensation insurance. These were offset by increases of \$28,976 in payroll taxes, \$24,371 in the defined contribution pension and \$22,936 in group hospitalization insurance costs.

Internal Service Charges:

- The decrease of (\$37,178) is mainly due to decreases of (\$15,530) in copy center allocation, (\$12,318) in ITD data center service, (\$7,651) in ITD network group allocation and (\$1,584) in OGC legal allocation charges.

Other Operating Expenses:

- The decrease of (97,458) is primarily due to decreases of (\$69,997) in travel expense, (\$18,000) in advertising and promotion to be apportioned between vendors, (\$5,000) in contractual services with Jacksonville Sister Cities Association, (\$2,937) in general liability insurance and (\$1,431) in buildings plant renewal.

SERVICE LEVEL CHANGES:

None

EMPLOYEE CAP CHANGES:

The employee cap was reduced by 7 positions due to the addition of a Project Manager/Specialist and the elimination of 8 employees with the dissolution of the Inspector General's Office.

RECOMMENDATIONS:

1. We recommend the removal of \$74,215 from Miscellaneous Contributions From Private Sources because they are not a definite funding source. This will reduce Special Council Contingency by \$74,215.
2. We recommend the removal of \$14,241 of funding for the Florida Retirement System.