

OFFICE OF THE COUNCIL AUDITOR

FY 2014/2015 PROPOSED BUDGET

FINANCE COMMITTEE MEMBERS

Richard Clark - Chair
Matt Schellenberg - Vice Chair
Lori Boyer
Reginald Brown
Doyle Carter
John R. Crescimbeni
Kimberly Daniels
Ray Holt
William Gulliford



Meeting #1
August 7, 2014

**COUNCIL AUDITOR'S OFFICE
TABLE OF CONTENTS
MEETING #1**

Summary of Pending Budget Legislation	1
Ad Valorem Tax Timeline Overview	2
Summary of Ad Valorem Tax Calculations.....	4
Sample Residential Ad Valorem Calculations.....	5
City & Independent Agencies Budget Summary (and Footnotes).....	6
Summary of Budgets.....	8
Summary of Employee Caps by Subfund.....	9
Overall Employee Cap Reconciliation	10
Eliminated Positions	11
General Fund Employee Caps by Department.....	12
Personnel Expenses – General Fund-GSD.....	13
Salary Lapse Schedule	14
General Fund/GSD Schedule of Revenues (and Footnotes).....	15
IT Billing Model Explanation.....	20
General Fund Schedule of Expenditures.....	21
Schedule of Non-Departmental Expenditures (and Footnotes)	22
Pension Funding for Police and Fire Pension Fund	30
Analysis of Budgeted Debt Services Requirements.....	32
Schedule of Capital Outlay Projects Not Lapsed.....	33
Public Service Grant Funding	34
Food and Beverages Expenditures	36
Office of the Sheriff.....	39
E911 User Fee.....	45
911 Capital Equipment Replacement.....	47
Inmate Welfare.....	48
Federal Forfeitures Trust.....	50
Fire & Rescue – General Fund.....	51
Fire & Rescue – Building Inspection.....	59

2014/15 BUDGET LEGISLATION

2014-462 Rolled Back Rate Resolution

Informs the Property Appraiser of the “rolled back” millage rates and the proposed millage rates for notices to be sent to all property owners

2014-463 Millage Levy Ordinance

Establishes the millage rates to be levied by the consolidated government for the General Service District, not including Urban Service Districts 2, 3, 4 or 5 (Atlantic Beach, Neptune Beach, Jacksonville Beach, and Baldwin)

2014-464 Millage Levy Ordinance

Establishes the millage rates to be levied by the consolidated government for Urban Service Districts 2, 3, and 4 (Atlantic Beach, Neptune Beach and Jacksonville Beach)

2014-465 Millage Levy Ordinance

Establishes the millage rates to be levied by the consolidated government for Urban Service District 5 (Baldwin)

2014-466 Budget Ordinance

Approves the budgets for the City and its Independent Agencies

2014-467 Five Year Capital Improvement Plan (CIP)

Adopts the five year (2015-2019) CIP

2014-468 Ordinance Increasing Principal Amount of Bonds

Increases principal amount of banking fund bonds to be issued up to \$213,651,192 net project funds (comprised of \$230,080,597 in new projects, but partially offset by the removal of \$16,429,405 in prior approved projects)

2014-469 Five Year IT System Development Capital Program (“ITECH Projects”)

Adopts the five year (2015-2019) inclusive IT System Development Capital Program (“ITECH Projects”)

2014/2015 AD VALOREM TAX TIMELINE OVERVIEW

2014

- January 1 This is the effective date of property valuation.
- If a home under construction is not complete on this date, it is not taxed.
 - Taxpayer must reside in home on this date to be eligible for homestead exemption.
- July 1 Property Appraiser certifies to taxing authorities the preliminary valuation totals, via top portion of forms DR-420 Certification of Taxable Value, for computation of the proposed budget.
- July 15 The last day for the Mayor to submit the budget to Council.
- August 4 Within 35 days of the Property Appraiser certification, City completes and files form DR-420 (Certification of Taxable Value) with the following information:
- Proposed millage rate
 - Current year rolled-back rate pursuant to Florida Statute (F.S.) 200.065
 - Date, time and place of the tentative budget hearing
- August 24 Within 55 days of the Property Appraiser certification, the Notice of Proposed Property Taxes (TRIM Notice) is mailed out pursuant to F.S. 200.065.
- September 9 Within 65 to 80 days of the Property Appraiser certification, usually the first Council meeting in September, hold a public hearing and adopt a tentative millage.
- September 20 Within 15 days of the tentative budget hearing, advertise the intent to adopt a final millage and budget pursuant to F.S. 200.065.
- September 23 Within 2 to 5 days of the advertisement, usually the second Council meeting in September, hold a public hearing and adopt the final millage and budget.
- September 26 Within 3 days after the final hearing, the City sends the ordinance adopting the final millage to the Property Appraiser, the Tax Collector and the State Department of Revenue (DOR).
- October 1 Fiscal year that is funded by this ad valorem tax cycle begins.
- October Property Appraiser informs taxing authority of final adjusted tax roll via top portion of forms DR-422 Certification of Final Taxable Value.
- October Within 30 days of passage, the City/Finance Department sends certified copies of the Millage Levy Ordinance and the Annual Budget Ordinance and other required documents and forms to the DOR, Tax Collector and the Property Appraiser.

2014/2015 AD VALOREM TAX TIMELINE OVERVIEW

- October Within 30 days of passage, the City sends TRIM compliance package to the DOR including form DR-487, Certification of Compliance. The following is included in the package:
- Certification of Taxable Value, Forms DR-420
 - Legislation adopting the millage and the budget
 - Entire newspaper pages for all advertisements
 - Proof of publication from the newspaper for all advertisements
 - Certification of Final Taxable Value, Forms DR-422
- November Tax bills are sent out. Pursuant to Statutes, discounts for early payment are:
- | | |
|----------------------|----------------------|
| 4 percent - November | 3 percent - December |
| 2 percent - January | 1 percent - February |
- December Council Auditor staff calculates the required tax increment contributions based on the Property Appraiser's final certification. Contributions must be made by January 1.

2015

- March 31 Taxes are due without any discount or penalty.
- August Errors and Insolvencies for the 2014 tax roll are certified, including the total discounts granted. The Tax Collector sends a recapitulation (form 502) to the DOR.

When Complete

Notice of Tax Impact of the Value Adjustment Board is published in the Times-Union. The Council Secretary sends an affidavit from the Times-Union and newspaper clippings to DOR.

CITY OF JACKSONVILLE
SUMMARY OF AD VALOREM TAX CALCULATIONS
MAYOR'S PROPOSED MILLAGE RATES
2014/15 BUDGET

			GF/GSD excluding USDs 2 thru 5, Beaches & Baldwin	GF/GSD within USDs 2-4, Jacksonville Beach, Atlantic Beach & Neptune Beach	GF/GSD within USD 5, Baldwin	Total			
2013/14 Preliminary Taxable Values		\$	43,298,648,655	\$	4,333,627,381	\$	41,329,405	\$	47,673,605,441
Operating Millage Rates			11.4419	8.1512	9.6312				
Council Approved Total Estimated Revenues at . . .	95.5%	\$	473,124,964	\$	33,734,672	\$	380,139	\$	507,239,775
<u>FY 2014/15 BUDGET</u>									
2014/15 Preliminary Taxable Values		\$	44,968,696,396	\$	4,606,047,055	\$	41,692,270	\$	49,616,435,721
Less New Construction			(621,071,943)		(50,031,048)		(63,143)		(671,166,134)
Taxable Value of Property Existing Last Year		\$	44,347,624,453	\$	4,556,016,007	\$	41,629,127	\$	48,945,269,587
Operating Millage Rate			11.4419	8.1512	9.6312				
Estimated Revenues at . . .	95.5%								
BEFORE NEW CONSTRUCTION		\$	484,587,135	\$	35,465,833	\$	382,896	\$	520,435,864
Increased Revenue on Property Existing Last Year		\$	11,462,172	\$	1,731,161	\$	2,757	\$	13,196,090
Change in budgeted Ad Valorem Revenues, as a percent.									2.60%
Estimated Revenues at . . .	95.5%								
ON NEW CONSTRUCTION		\$	6,786,462	\$	389,461	\$	581	\$	7,176,504
Change in budgeted Ad Valorem Revenues from new construction, as a percent.									1.41%
Total Estimated Revenues Increase		\$	18,248,634	\$	2,120,623	\$	3,338	\$	20,372,594
Change in budgeted Ad Valorem Revenues, as a percent.									4.02%
Total Proposed Estimated Revenues at	95.5%	\$	491,373,598	\$	35,855,294	\$	383,477	\$	527,612,369
Net to the General Fund GSD									
Total Proposed Estimated Revenues at	95.5%	\$	491,373,598	\$	35,855,294	\$	383,477	\$	527,612,369
Less Tax Increment Amounts at	95.0%	\$	(15,435,223)	\$	(5,613,063)	\$	-	\$	(21,048,286)
Net to the General Fund GSD		\$	475,938,375	\$	30,242,232	\$	383,477	\$	506,564,083
2014/15 ROLLED BACK RATES			11.1517	7.7758	9.5029				
2013/14 RATES AS PRESENTED ABOVE			11.4419	8.1512	9.6312				
PERCENTAGE ABOVE (BELOW) ROLLED BACK			2.60%	4.83%	1.35%				
DIFFERENCE FROM GSD MILLAGE RATE				(3.2907)	118.8%				
MINIMUM PER INTERLOCAL AGREEMENT				(3.2907)	118.8%				

**GENERAL SERVICES DISTRICT
SAMPLE RESIDENTIAL AD VALOREM TAX CALCULATION
COMPARING 2013 RATES TO THE MAYOR'S PROPOSED 2014 RATE**

TAXABLE VALUE CALCULATION	2013 Tax Rates	2014 Proposed Tax Rates	Change from 2013 to 2014	
(1) Median Assessed Value	\$ 105,764	\$ 105,444	\$ (320)	-0.30%
Less Original Homestead Exemption	(25,000)	(25,000)	-	0.00%
(2) Value Before Additional Homestead Exemption	\$ 80,764	\$ 80,444	\$ (320)	-0.40%
Value Not Subject to the Additional Homestead Exemption (A)	\$ (50,000)	\$ (50,000)	-	N/A
Value Subject to Additional Homestead Exemption	\$ 30,764	\$ 30,444	\$ (320)	N/A
Additional Homestead Exemption	\$ (25,000)	\$ (25,000)	-	N/A
Remaining After Additional Exemption (B)	\$ 5,764	\$ 5,444	\$ (320)	N/A
(3) (A) Plus (B) Equals Taxable Value	\$ 55,764	\$ 55,444	\$ (320)	N/A

MILLAGE RATES

Local Government, GSD	11.4419	11.4419	0.0000	0.00%
Duval County School Board	7.3880	7.3050	(0.0830)	-1.12%
St John's Water Mgmt. District	0.3283	0.3164	(0.0119)	-3.62%
Florida Inland Navigation District	0.0345	0.0345	0.0000	0.00%
Total Millage	19.1927	19.0978	(0.0949)	-0.49%

AD VALOREM TAXES

Local Government, GSD	\$ 638.05	\$ 634.38	\$ (3.66)	-0.57%
Duval County School Board	\$ 596.68	\$ 587.64	\$ (9.04)	-1.52%
St John's Water Mgmt. District	\$ 18.31	\$ 17.54	\$ (0.76)	-4.18%
Florida Inland Navigation District	\$ 1.92	\$ 1.91	\$ (0.01)	0.26%
Total Tax Bill	\$1,254.95	\$ 1,241.47	\$ (13.48)	-1.07%
Less Four Percent Discount for Payment in November	(50.20)	(49.66)	(0.54)	1.07%
Net Tax Bill	\$1,204.75	\$ 1,191.81	\$ (12.94)	-1.07%

Footnotes:

1. The **median** assessed value of single family homesteaded property is \$105,444 for the 2014 tax year. The median assessed value is the value whereby an equal number of homesteaded properties are valued higher and lower.
2. This value is used to calculate the ad valorem taxes due to the Duval County School Board only.
3. This value is used to calculate the ad valorem taxes due to the GSD, St John's Water Management District, and the Florida Inland Navigation District.

**COUNCIL AUDITOR'S OFFICE
CITY OF JACKSONVILLE
AND ITS INDEPENDENT AGENCIES
BUDGET SUMMARY**

AGENCY	2013/2014		2014/2015	
	ORIGINAL BUDGET		MAYOR'S PROPOSED BUDGET	
	TOTAL AGENCY BUDGET (see footnote A)	CONTRIBUTION TO (FROM) CITY	TOTAL AGENCY BUDGET (see footnote A)	CONTRIBUTION TO (FROM) CITY
Jacksonville Aviation Authority				
Operations	79,456,729		82,904,667	
Capital	50,842,000		20,688,738	
Total Jacksonville Aviation Authority	\$ 130,298,729	\$ -	\$ 103,593,405	\$ -
Jacksonville Port Authority				
Excess Telecommunications Contribution		(5,930,822)		(5,585,241)
Mayport Ferry Capital Projects Contribution		1,000,000		-
Operations	61,659,559		62,751,076	
Capital	121,689,480		172,545,341	
Total Jacksonville Port Authority	\$ 183,349,039	\$ (4,930,822)	\$ 235,296,417	\$ (5,585,241)
Police and Fire Pension Fund				
Operations	8,249,355		11,491,592	
Capital	0		0	
Total Police and Fire Pension Fund	\$ 8,249,355	\$ -	\$ 11,491,592	\$ -
Business Improvement District	\$ 1,246,962	\$ (311,660)	\$ 1,242,083	\$ (464,000)
Jacksonville Transportation Authority				
General Fund for Community Trans Coordinator		(1,350,049)		(1,363,002)
Local Option Gas Tax per Interlocal Agreement		(28,620,000)		(28,275,683)
Local Option Sales Tax Fund		(71,460,865)		(76,204,240)
Mayport Ferry Contribution				200,000
Operations	171,603,953		177,523,097	
Capital	53,838,784		38,772,268	
Total Jacksonville Transportation Authority	\$ 225,442,737	\$ (101,430,914)	\$ 216,295,365	\$ (105,642,925)
J E A				
Electric Operations	1,369,845,995	87,318,021	1,331,879,242	90,108,598
Electric Capital	124,000,000		150,000,000	
Water & Sewer Operations	425,699,397	21,869,517	430,396,176	21,578,940
Water & Sewer Capital	126,040,000		144,000,000	
District Energy System Operations	8,995,131		9,444,887	
District Energy System Capital	1,250,000		1,356,000	
Total JEA	\$ 2,055,830,523		\$ 2,067,076,305	
Total Contribution to City General Fund		\$ 109,187,538		\$ 111,687,538
Total of City Independent Agencies	\$ 2,604,417,345	\$ 2,514,142	\$ 2,634,995,167	\$ (4,628)
Contribution to Shands Jacksonville		(26,275,594)		(28,775,594)
Net General Government Contributions		\$ (23,761,452)		\$ (28,780,222)
Total of Jacksonville General Government Budget	\$ 1,987,132,888		\$ 2,458,370,644	
Total Budget, General Government and Independent Agencies	\$ 4,591,550,233		\$ 5,093,365,811	

**COUNCIL AUDITOR'S OFFICE
CITY OF JACKSONVILLE
AND ITS INDEPENDENT AGENCIES
SUMMARY FOOTNOTES**

- A** Interfund and interagency transfers have not been eliminated.
- B** The proposed budget for the Jacksonville Aviation Authority (JAA) is decreasing due to a decrease in capital project spending, primarily at Jacksonville International Airport (JIA).
- C** Pursuant to interlocal agreement, the City provides a contribution to the Jacksonville Port Authority (JPA) each year consisting of \$800,000, a portion of telecommunications tax monies, and a quarter mill from JEA's electric contribution to the City. These funds are first used to pay debt service on the 1993 and 2003C Excise Tax Revenue Bonds issued by the City on behalf of the JPA. The JPA used the proceeds from these bonds for port expansion and capital items. The \$5,585,241 contribution to JPA included in the Mayor's Proposed Budget is the estimated excess telecommunications tax remaining after all debt service obligations have been met. The excess telecommunications tax monies transferred to JPA are a pledged revenue source for JPA's bonds which were used to finance the construction of the Mitsui container terminal. The decrease from the Fiscal Year 2013-2014 amount is primarily due to the State of Florida projecting less telecommunications tax revenues. While the City budgeted \$5,585,241 as referenced above, JPA budgeted \$5,885,772 for a difference of \$300,531. A budget amendment will be presented to reconcile the difference to the City's budgeted amount.
- D** This was a one-time contribution from FDOT that passed through JPA for the overhaul of the Mayport Ferry vessel.
- E** The proposed capital budget for the Jacksonville Port Authority (JPA) is increasing primarily due to an increase in spending on capital projects at Blount Island.
- F** The budget for the Police & Fire Pension Fund is increasing mainly due to an increase in professional services as well as the removal of the extraordinary lapse.
- G** Downtown Vision, Inc. (DVI) was created in 1999, pursuant to Ordinance 1999-1175-E and extended by Ordinance 2005-785-E, which authorized the imposition of a special assessment on the taxable commercial properties within the district at 1.1 mills of the assessed value. Ordinance 2012-422-E extended the agreement for an additional seven years beginning in fiscal year 2012-2013. The increase in the City contribution to DVI in fiscal year 2014-2015 reflects an increase in the assessed value of City-owned properties in the downtown area, primarily due to the opening of the Duval County Courthouse.
- H** This is a subsidy of CTC operations which provides door to door transportation service for persons unable to ride fixed route buses.
- I** The City budgeted \$28,275,683 in Local Option Gas Tax to be transferred to JTA pursuant to the Better Jacksonville Plan. However, JTA budgeted \$27,327,093 in Local Option Gas Tax revenue for a difference of \$948,590. A budget amendment will be presented to reconcile the difference to the City amount.
- J** This is the amount of Local Option Sales Tax to be transferred from the City to JTA pursuant to the Better Jacksonville Plan.
- K** Per the interlocal agreement approved by Ordinance 2013-820-E, JTA is to remit \$200,000 to the Mayport Ferry to offset expenses of the Ferry. JTA is to eventually take over the Ferry's operations. If this does not happen by fiscal year 2015/2016, the JTA contribution to the Ferry will increase to \$400,000 in 2015/2016.
- L** The figures for 2014/2015 proposed budget reflect JTA's budget as originally submitted. JTA submitted a revised 2014/2015 budget to the City on July 18, 2014 and is requesting that their budget be amended to reflect the revised budget. The budget is being revised to include the issuance of \$100,550,000 in additional local option gas tax bonds after City Council authorized an extension of the local option gas tax via Ordinance 2013-820-E. Although the budget as originally submitted indicates a decrease in capital spending, the revised budget would result in an increase in capital spending due to new road projects that will be financed with the new local option gas tax bonds.
- M** JEA's Electric Capital budget is increasing because of two new substations and distribution improvements.
- N** JEA's Water and Sewer Capital budget is increasing because of plant expansions and increased reclaimed water infrastructure.
- O** This contribution is for indigent care. Bill 2014-489 was introduced at the July 22, 2014 Council meeting and would authorize the letter of agreement between the City and Shands to provide indigent care for the 2014-2015 fiscal year. The budgeted amount is increasing by \$2,500,000 from 2013/2014.

CITY OF JACKSONVILLE, FLORIDA
SUMMARY OF BUDGETS

	FY 13-14 COUNCIL APPROVED	FY 14-15 MAYOR'S PROPOSED	FY 14-15 COUNCIL APPROVED
GENERAL FUND			
011	981,026,223 *	1,047,205,750	
012	74,353	31,427	
015	9,001,251	9,681,317	
016	3,822,103	3,887,200	
017	14,743,111	16,146,036	
018	50,183,688	49,924,964	
019	2,300,553	2,300,553	
01A	3,361,364	5,102,224	
TOTAL GENERAL FUND	1,064,512,646	1,134,279,471	
SPECIAL REVENUE FUNDS			
110	1,766,558	859,981	
120	1,618,894	2,062,650	
130	7,775,748	5,837,325	
140	106,886,726	111,501,257	
150	17,397,753	18,986,807	
170	4,101,291	4,317,871	
180	22,592,264	22,730,696	
190	22,567,232	23,724,973	
1A0	196,220	200,720	
1D0	4,237,745	4,336,673	
1F0	200,000	200,000	
1H0	672,638	440,699	
1I0	71,363,122	72,484,681	
1L0	750,000		
1N0	450,000		
TOTAL SPECIAL REVENUE FUNDS	262,576,191	267,684,333	
CAPITAL PROJECT FUNDS			
310		761,255	
320	45,754,668	107,089,707	
330	1,498,940	2,133,120	
340		15,462	
360		785,288	
TOTAL CAPITAL PROJECT FUNDS	47,253,608	110,784,832	
ENTERPRISE FUNDS			
410	4,020,786	4,029,388	
430	513,304	549,812	
440	85,927,058	142,108,899	
450	2,790,117	2,134,534	
460	41,490,575	44,350,668	
4A0	35,172,162	42,365,024	
4B0	14,113,442	14,722,454	
4C0	2,419,310	2,963,393	
4D0	3,372,681	3,669,450	
4E0	3,238,241	3,581,176	
4F0	970,780	122,290	
4G0	5,076,901	6,414,238	
4H0	1,649,727	1,930,147	
TOTAL ENTERPRISE FUNDS	200,755,084	268,941,473	
INTERNAL SERVICE FUNDS			
510	61,750,523	89,905,503	
520	2,581,623	2,749,115	
530	35,386,784	63,650,155	
550	8,180,307	8,728,850	
560	34,166,332	36,999,569	
570	94,052,730	94,077,187	
580	11,224,294	9,532,826	
590	108,592,251	308,616,641	
5A0	39,978,477 *	42,105,894	
TOTAL INTERNAL SERVICE FUNDS	395,913,321	656,365,740	
TRUST AND AGENCY FUNDS			
610	11,807,649	13,730,425	
640	1,711,605	2,928,491	
TOTAL TRUST AND AGENCY FUNDS	13,519,254	16,658,916	
COMPONENT UNITS			
720	610,903	307,038	
750	1,991,881	3,348,841	
TOTAL COMPONENT UNITS	2,602,784	3,655,879	
TOTAL FOR ALL GENERAL GOVERNMENT FUNDS	1,987,132,888	2,458,370,644	

*Public Works 011 and 5A0 are adjusted for comparison purposes.

CITY OF JACKSONVILLE, FLORIDA
SUMMARY OF EMPLOYEE CAPS BY SUBFUND

	FY 13-14 COUNCIL APPROVED	FY 14-15 MAYOR'S PROPOSED	FY 14-15 COUNCIL APPROVED	CHANGE FROM FY14
GENERAL FUND				
011 GENERAL FUND - GSD	5,823	5,917		94
015 PROPERTY APPRAISER	120	120		0
016 CLERK OF THE COURT	32	32		0
017 TAX COLLECTOR	226	226		0
01A SPECIAL EVENTS	14	14		0
TOTAL GENERAL FUND	6,215	6,309		94
SPECIAL REVENUE FUNDS				
112 CONCURRENCY MANAGEMENT SYSTEM	6	6		0
121 AIR POLLUTION TAG FEE	7	7		0
127 AIR POLLUTION EPA (111.750)	13	13		0
132 TOURIST DEVELOPMENT COUNCIL(111.600)	1	1		0
154 HAZARDOUS WASTE PROGRAM	5	5		0
159 BUILDING INSPECTION	89	93		4
15B DUVAL CO. LAW LIBRARY (111.385)	3	3		0
15L JUVENILE DRUG COURT (111.385)	5	4		-1
15Q JUDICIAL SUPPORT (111.385)	2	2		0
15V TEEN COURT PROGRAMS TRUST (111.375)	6	6		0
15W LIBRARY CONFERENCE FACILITY TRT(111.830)	3	3		0
171 9-1-1 EMERGENCY USER FEE (111.320)	5	5		0
191 JACKSONVILLE CHILDREN'S COMMISSION	37	40		3
1D1 HUGUENOT PARK (111.125)	9	9		0
1D2 KATHRYN A. HANNA PARK (111.125)	15	15		0
1DA CECIL FIELD COMMERCE CENTER	7	7		0
1H2 ANIMAL CARE&PROTECTIVE SVCS (111.450)	1	0		-1
1HK ADULT ARCADES (155.109)	2	2		0
TOTAL SPECIAL REVENUE FUNDS	216	221		5
ENTERPRISE FUNDS				
411 ON-STREET PARKING	25	25		0
412 OFF-STREET PARKING	11	11		0
431 MOTOR VEHICLE INSPECTION (110.407)	7	7		0
441 SOLID WASTE DISPOSAL	116	116		0
461 STORMWATER SERVICES	22	48		26
TOTAL ENTERPRISE FUNDS	181	207		26
INTERNAL SERVICE FUNDS				
511 FLEET MGMT - OPERATIONS	118	108		-10
512 FLEET MGMT - VEHICLE REPLACEMENT	3	3		0
521 COPY CENTER / CENTRAL MAILROOM	5	5		0
531 ITD OPERATIONS	125	127		2
534 RADIO COMMUNICATIONS	12	10		-2
551 OFFICE OF GENERAL COUNSEL	61	61		0
561 SELF INSURANCE	21	21		0
571 GROUP HEALTH	8	10		2
581 INSURED PROGRAMS	5	5		0
5A1 PUBLIC BUILDING ALLOCATIONS	50	59		9
TOTAL INTERNAL SERVICE FUNDS	408	409		1
TRUST AND AGENCY FUNDS				
611 GENERAL EMPLOYEES PENSION	6	6		0
64A SHERIFF'S TRUSTS	1	1		0
TOTAL TRUST AND AGENCY FUNDS	7	7		0
COMPONENT UNITS				
721 JACKSONVILLE HOUSING FINANCE AUTHORITY	3	0		-3
759 CECIL FIELD TRUST (111.625)	0	1		1
TOTAL COMPONENT UNITS	3	1		-2
TOTAL EMPLOYEE CAP FOR ALL SUBFUNDS	7,030	7,154		124

**Council Auditor's Office
Mayor's FY 2014/2015 Proposed Budget
Overall Employee Cap Reconciliation**

FY 2013/2014 Council Approved Employee Cap (City-Wide)	7,030	
Net Change in Positions during FY 2013/2014	13 *	
Sub-total FY 2013/2014	7,043	
Positions Added in Mayor's Proposed FY 2014/2015 Budget	113 **	
Positions Eliminated in Mayor's Proposed FY 2014/2015 Budget	(2) ***	
Proposed FY 2014/2015 Employee Cap (City-Wide)	7,154	

Notes:

* The net change in positions during fiscal year 2013/2014 is primarily due to the addition of sixteen (16) employees to support the creation of the Mowing and Landscape Maintenance Division, as approved by Ordinance 2013-683-E. Additionally, six (6) employees were added to the Parks & Recreation Department and three (3) employees were added to the Planning & Development Department as part of the city reorganization Ordinance 2013-209-E. These increases were offset by twelve (12) eliminations during the FY 2013/14.

** The addition in positions in the proposed budget for FY 2014/2015 are:

- Eighty (80) in the Sheriff's Office
- Six (6) in Fire and Rescue
- Five (5) in Public Libraries
- Five (5) in the Citywide Vacancy Pool
- Four (4) in Building Inspection
- Three (3) in Intra Governmental Services
- Two (2) in the Downtown Investment Authority
- Two (2) in Employee Services
- Two (2) in the Jacksonville Children's Commission
- Two (2) in Group Health
- One (1) in the Mayor's Office
- One (1) in Planning & Development

***Out of the 2 positions proposed to be eliminated (see attached list), 1 is filled and 1 is vacant.

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND - GENERAL SERVICES DISTRICT
EMPLOYEE CAPS BY DEPARTMENT

	FY 13-14 Council Approved	FY 14-15 Mayor's Proposed	FY 14-15 Council Approved	Change From FY 14
FULL TIME EMPLOYEE POSITIONS				
ADVISORY BOARDS & COMMISSIONS	4	4		0
CITY COUNCIL	78	78		0
COURTS	0	1		1
DOWNTOWN INVESTMENT AUTHORITY	4	6		2
EMPLOYEE SERVICES	42	45		3
FINANCE	61	62		1
FIRE AND RESCUE	1,301	1,306		5
HUMAN RIGHTS COMMISSION	9	9		0
INTRA-GOVERNMENTAL SERVICES	52	65		13
MAYOR'S OFFICE	34	37		3
MEDICAL EXAMINER	29	29		0
MILITARY AFFAIRS AND VETERANS	19	14		-5
NON-DEPARTMENTAL/FUND LEVEL ACTIVITIES	0	5		5
OFFICE OF ECONOMIC DEVELOPMENT	25	13		-12
OFFICE OF ETHICS, COMPLIANCE & OVERSIGHT	1	1		0
OFFICE OF GENERAL COUNSEL	1	1		0
OFFICE OF SPORTS & ENTERTAINMENT	0	4		4
OFFICE OF THE SHERIFF	3,039	3,118		79
PARKS, RECREATION & COMMUNITY SERVICES	207	257		50
PLANNING AND DEVELOPMENT	55	62		7
PUBLIC LIBRARIES	282	287		5
PUBLIC WORKS	320	303		-17
REGULATORY COMPLIANCE	178	175		-3
SPECIAL SERVICES	47	0		-47
SUPERVISOR OF ELECTIONS	35	35		0
TOTAL FULL TIME EMPLOYEE POSITIONS				
GENERAL FUND - GENERAL SERVICES DISTRICT	5,823	5,917		94

Overall Explanation:

Within each department review, employee cap changes will be addressed. However, from an overall standpoint, main changes were as follows:

Intra-Governmental Services: Eleven (11) positions were moved into the department as part of the city reorganization in fiscal year 2013/14. Seven (7) of these positions moved in from the Office of Economic Development for the Equal Business Opportunity Office (EBO). Four (4) positions moved in from Parks & Recreation to staff the Grant & Contract Compliance Office. One (1) unfunded position was deleted during the fiscal year 2013/14. Three (3) new positions are proposed to be added at the City's leased area of the Gateway Customer Service Center in the fiscal year 2014/15 budget.

Military Affairs and Veterans: The reduction of five (5) positions reflects the movement of these positions to Parks, Recreation & Community Services as part of the city reorganization in fiscal year 2013/14 that moved the Disabled Services Division function to Parks, Recreation & Community Services.

Non-Departmental/Fund Level Activities: These are five (5) proposed unfunded positions for the city-wide vacancy pool for 2014/15.

Office of Economic Development: Seven (7) positions moved to Intra-Governmental Services in fiscal year 2013/14 as part of the city reorganization. Five (5) more positions are proposed in the 2014/15 budget to be transferred out of OED and into the new Office of Sports and Entertainment (4) and the Cecil Field Trust (1).

Office of the Sheriff: Eighty (80) positions are proposed to be added in the 2014/15 budget. Forty (40) of these would be for new police officers, while the other forty (40) would be for new Community Service Officer (CSO's). One (1) position is proposed to be eliminated in the 2014/15 budget.

Parks, Recreation & Community Services: The net increase of fifty (50) positions was primarily due to receiving forty-seven (47) positions from the Special Services department per the city reorganization in 2013/14. One (1) position is proposed to be eliminated in the 2014/15 budget.

Public Works: Sixteen (16) new positions were created for the Mowing and Landscape Maintenance Division in fiscal year 2013/14. A proposed net reduction in 2014/15 of thirty-three (33) positions is mainly due to proposed transfers of positions to Public Buildings and Stormwater Services subfunds.

Special Services: This Department was eliminated in the city reorganization in 2013/14. Its forty-seven (47) positions were transferred to the Parks, Recreation & Community Services Department.

The other increases/decreases in the cap are made up of a combination of additions, eliminations and transfers between departments.

**COUNCIL AUDITOR'S OFFICE
GENERAL FUND - GSD PERSONNEL EXPENSES
PROPOSED FY 2014/15 BUDGET**

	2013/2014 Council Approved	2014/2015 Mayor's Proposed	\$ Change	% Change
(A) SALARIES	\$ 346,937,018	\$ 355,417,302	\$ 8,480,284	2.44%
(B) EMPLOYER PROVIDED BENEFITS	\$ 255,611,316	\$ 273,136,756	\$ 17,525,440	6.86%
(C) SALARIES/ BENEFITS LAPSES	\$ (9,659,288)	\$ (7,071,978)	\$ 2,587,310	-26.79%
TOTAL PERSONNEL	<u>\$ 592,889,046</u>	<u>\$ 621,482,080</u>	<u>\$ 28,593,034</u>	4.82%

- (A) Overall, salary expenses within the General Fund-GSD increased by \$8,480,284, or 2.44%. Regular salaries increased by \$5,069,324, part-time salaries increased by \$1,743,444, overtime salaries increased by \$1,808,824, and terminal leave increased by \$428,147.

Regular salaries are increasing by \$5,069,324 primarily due to an increase of \$3,235,580 in the Office of the Sheriff partially attributable to the addition of (40) Police Officers and (40) Community Service Officers. There are also increases of \$667,184 in Public Works and \$629,713 in Parks, Recreation and Community Service.

Part-time salaries are increasing by \$1,743,444 primarily due to an increase of \$1,933,400 for the Supervisor of Elections, offset by a \$456,097 decrease in the Office of the Sheriff.

Overtime salaries are increasing by \$1,808,824 primarily due to an increase of \$1,705,759 for Fire and Rescue. The increase in Fire and Rescue is in addition to the filling of 67 new full-time positions paid for by a 2 year grant from Homeland Security.

- (B) The City's pension contribution rates for the three City plans are increasing over last year's percentages.

Pension Plan	FY 2013/14		FY 2014/15	
	Rate	Amount	Rate	Amount
General Employees' Pension Plan	28.21%	\$ 21,898,380	31.90%	\$ 24,964,088
Corrections Officers' Pension Plan	49.93%	\$ 14,472,421	62.81%	\$ 18,301,105
Police & Fire Pension Plan	108.38%	\$ 148,027,419	116.83%	\$ 152,568,325

The City's FRS pension contribution rates for participating Special Risk and Elected Officials membership classes are increasing over last year's percentages. The FRS pension contribution rate for individuals participating in DROP from FRS is decreasing.

FRS Membership Class	FY 2013/14		FY 2014/15	
	Rate	Amount	Rate	Amount
Special Risk	19.06%	\$ 198,331	19.82%	\$ 149,860
Elected Officials	33.03%	\$ 321,302	43.24%	\$ 429,247
DROP from FRS	12.84%	\$ 8,524	12.28%	\$ 47,558

Based on the plan to switch from being fully insured to self-insured for Group Hospitalization, the City is budgeting for an increase of 5% with the new plan year effective January 1, 2015. We will have further information regarding this change when Group Health is presented at a later Budget Hearing.

Workers' Compensation heart and hypertension cost is increasing by \$4,535,634 or 67.85%, based on the annual actuarial study.

- (C) The decrease in the salaries and benefits lapse is due to the removal of the Fire and Rescue Departments lapse that was placed in their budget last year which was not based on the lapse model.

**COUNCIL AUDITOR'S OFFICE
MAYOR'S PROPOSED FY 2014/15 BUDGET
SALARY LAPSE SCHEDULE**

<u>SF</u>	<u>Department</u>	<u>FY 13/14 Council Approved</u>	<u>FY 14/15 Proposed</u>	<u>Change</u>
GSD Non-Departmental Lapse by Associated Department¹				
011	Jacksonville City Wide Activities	(3,589,661)	(3,889,766)	\$ (300,105)
GSD Lapse by Department in Non-Departmental Lapse		(3,589,661)	(3,889,766)	(4,189,871)
Salary and Benefits Lapse Included in GSD Department Budget²				
011	Fire and Rescue	(2,916,845)	-	\$ 2,916,845
011	Supervisor of Elections	(159,493)	(26,791)	\$ 132,702
011	Jacksonville Sheriff's Office	(2,993,289)	(3,155,421)	\$ (162,132)
Total GSD Lapse per Department		(6,069,627)	(3,182,212)	\$ 2,887,415
Total General Fund/GSD		(9,659,288)	(7,071,978)	\$ (1,302,456)
Salary and Benefits Lapse by Non-GSD Subfund				
015	Property Appraiser	(140,233)	(139,482)	\$ 751
016	Clerk of the Court	(89,606)	(86,935)	\$ 2,671
017	Tax Collector	(352,822)	(338,247)	\$ 14,575
01A	Special Events	(13,261)	(12,614)	\$ 647
159	Building Inspection	-	(130,220)	\$ (130,220)
15L	Juvenile Drug Court	-	2,990	\$ 2,990
15Q	Judicial Support	-	7,263	\$ 7,263
15V	Teen Court Programs Trust	-	(8,929)	\$ (8,929)
15W	Library Conference Facility Trust	2,224	-	\$ (2,224)
191	Jacksonville Children's Commission	(98,001)	(98,381)	\$ (380)
1D1	Huguenot Park	(27,577)	(15,329)	\$ 12,248
1D2	Kathryn A. Hanna Park	(18,892)	(25,537)	\$ (6,645)
1DA	Cecil Field Commerce Center	(23,652)	(16,193)	\$ 7,459
1H2	Animal Care & Protective Services	2,560	-	\$ (2,560)
411	On-Street Parking	(35,430)	(39,170)	\$ (3,740)
412	Off-Street Parking	-	(8,046)	\$ (8,046)
431	Motor Vehicle Inspection	-	(17,890)	\$ (17,890)
441	Solid Waste Disposal	(257,238)	(254,077)	\$ 3,161
511	Fleet Mgmt - Operations	(384,129)	(393,062)	\$ (8,933)
531	ITD Operations	(479,102)	(486,656)	\$ (7,554)
534	Radio Communications	(31,498)	(10,396)	\$ 21,102
551	Office of General Counsel	(306,581)	(355,967)	\$ (49,386)
561	Self Insurance	(22,102)	(20,334)	\$ 1,768
571	Group Health	(26,527)	(21,550)	\$ 4,977
581	Insured Programs	(12,362)	(15,262)	\$ (2,900)
5A1	Public Building Allocations	-	(177,630)	\$ (177,630)
Total Lapse for Other Sub-funds		(2,314,229)	(2,661,654)	\$ (347,425)
Total Budgeted Lapse		(11,973,517)	(9,733,632)	\$ 2,239,885

¹ **The Lapse Model**

The personnel lapse is applied to the non-departmental index code as opposed to the individual departments in the General Service District, with the exception of the Departments listed in the Salary and Benefits Lapse by GSD Department. Per the Administration, the reason it is applied to non-departmental is to establish a more defined personnel lapse that is based on true historical vacancy rates rather than an arbitrary percentage that forced departments to keep the same positions vacant year after year. Our main concern related to this methodology continues to be that this lapse needs to be tightly monitored and controlled given that departments no longer have a sense of responsibility to meet the lapse with it falling into a non-departmental line.

² **Salary and Benefits Lapse Included in GSD Department Budget**

The Salary and Benefits Lapse is included in the budget of the Sheriff's Office since "savings" from prior years have been transferred from one year to the next in recent years. The Supervisor of Elections Office has its lapse depicted here since Section 110.506 (b) of Municipal Code allows savings from operation for the Supervisor of Elections to be utilized to accelerate the banking fund project debt.

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND/GENERAL SERVICES DISTRICT (011)
SCHEDULE OF REVENUES

	FN	FY 13/14 COUNCIL APPROVED	FY 14/15 MAYOR'S PROPOSED	INCREASE/ (DECREASE)	RECOMMENDATION REFERENCE
NON-DEPARTMENTAL REVENUES					
AD VALOREM TAXES	A	\$ 507,239,775	\$ 527,612,369	\$ 20,372,594	
DISTRIBUTIONS TO TAX INCREMENT DISTRICTS		(19,658,357)	(\$21,048,286)	(1,389,929)	
NET AD VALOREM TAXES		\$ 487,581,418	\$ 506,564,083	\$ 18,982,665	
COMMUNICATIONS SERVICES TAX	B	37,306,788	37,229,163	(77,625)	1
CONTRIBUTIONS FROM OTHER FUNDS	C	2,053,427	121,220	(1,932,207)	
CONTRIBUTIONS FROM OTHER LOCAL UNITS	D	109,187,538	111,687,538	2,500,000	
DISPOSITION OF FIXED ASSETS		50,000	50,000	-	
FEDERAL GRANTS	E	601,398	601,398	-	
FEDERAL PAYMENTS IN LIEU OF TAXES		23,000	23,000	-	
FRANCHISE FEES	F	41,489,435	41,097,578	(391,857)	
INTEREST, INCL PROFITS ON INVESTMENTS	G	2,204,200	3,108,295	904,095	
LOCAL BUSINESS TAX	H	7,505,559	7,290,900	(214,659)	2
NON OPERATING SOURCES	I	7,229,694	37,713,068	30,483,374	CONCERN 1
OTHER CHARGES FOR SERVICES	J	11,330,154	9,846,786	(1,483,368)	3
OTHER FINES AND/OR FORFEITS	K	1,075,000	1,250,000	175,000	
OTHER MISCELLANEOUS REVENUE	L	6,517,980	6,869,379	351,399	
RENTS AND ROYALTIES	M	100,000	100,000	-	
SALES AND USE TAXES		1,009,100	1,033,538	24,438	
STATE SHARED REVENUES	N	134,004,839	143,018,192	9,013,353	
UTILITY SERVICE TAXES		89,224,405	86,023,459	(3,200,946)	
VIOLATIONS OF LOCAL ORDINANCES		4,000	1,000	(3,000)	
TOTAL NON-DEPARTMENTAL REVENUES		\$ 938,497,935	\$ 993,628,597	\$ 55,130,662	
ADVISORY BOARDS		\$ 106,000	\$ 312,000	\$ 206,000	
CITY COUNCIL		343,403	303,954	(39,449)	
DOWNTOWN INVESTMENT AUTHORITY		35,500	35,500	-	
EMPLOYEE SERVICES		1,000	1,500	500	
FINANCE		64,972	64,972	-	
FIRE AND RESCUE		27,194,175	35,246,534	8,052,359	
HUMAN RIGHTS COMMISSION		105,925	97,600	(8,325)	
INTRA-GOVERNMENTAL SERVICES		66,996	66,946	(50)	
MAYOR'S OFFICE		83,820	85,075	1,255	
MEDICAL EXAMINER		1,211,003	1,294,026	83,023	
MILITARY AFFAIRS, VET & DISABLED SVCS		800	800	-	
OFFICE OF ECONOMIC DEVELOPMENT		1,000	1,000	-	
OFFICE OF THE SHERIFF		8,212,276	7,696,674	(515,602)	
PARKS & RECREATION		799,054	832,995	33,941	
PLANNING AND DEVELOPMENT		1,292,048	1,912,821	620,773	
PUBLIC LIBRARIES		1,040,400	1,030,660	(9,740)	
PUBLIC WORKS		3,171,736	3,324,100	152,364	
SPECIAL SERVICES		-	-	-	
REGULATORY COMPLIANCE (f/n/a NEIGHBORHOODS)		1,447,427	1,254,996	(192,431)	
SUPERVISOR OF ELECTIONS		6,000	15,000	9,000	
TOTAL DEPARTMENTAL REVENUES	O	\$ 45,183,535	\$ 53,577,153	\$ 8,393,618	
TOTAL GENERAL FUND/GENERAL SERVICES DISTRICT (011) REVENUES		\$ 983,681,470	\$ 1,047,205,750	\$ 63,524,280	

**COUNCIL AUDITOR'S OFFICE
GENERAL FUND/GENERAL SERVICES DISTRICT (011)
REVENUE FOOTNOTES AND RECOMMENDATIONS**

FOOTNOTES:	
A.	The Mayor's budget includes the proposed rate of 11.4419 mills for the General Fund/General Services District (011), 8.1512 for the Beaches and 9.6312 for Baldwin and are the same rates levied in the current fiscal year. These rates will generate an estimated \$527,612,369 in Ad Valorem Taxes and are in accordance with the interlocal agreements.
B.	The \$37,229,163 budgeted amount represents a decrease of 0.21% from the current year budget of \$37,306,788. See Recommendation #1.
C.	A breakdown of Contributions from Other Funds can be seen on the Supporting Revenue Detail page.
D.	A breakdown of Contributions from Other Local Units can be seen on the Supporting Revenue Detail page.
E.	This represents an interest rebate on the Build America Bonds (BABS) from the American Recovery and Reinvestment Act. The interest rebate is received semi-annually from the United States Treasury.
F.	Franchise Fees include payments from JEA and other businesses for the sale of water/sewer, electric and gas.
G.	This includes Investment Pool Earnings and Interest Income. The increase is due to a higher assumed interest rate (2.27% vs. 1.75%) based on current year actuals.
H.	The Local Business Taxes are those fees paid by businesses that are located in Duval County. We believe that the budgeted amounts are overstated based on the negative growth over the last five years. See Recommendation #2.
I.	This is a transfer from Fund Balance. A breakdown of Non-Operating Sources can be seen on the Supporting Revenue Detail page. See Concern #1.
J.	Other Charges for Services includes indirect cost recovery, allocations to non-general funds for administrative services and overhead costs used by those activities. The decrease is the result of all Public Buildings being removed from the study. We believe the Indirect Costs are overstated. See Recommendation #3.
K.	The City receives 50.8% of Civil Traffic Citations of which 70% go to the General Fund/General Services District (011) and 30% go to the Police and Fire Pension Fund.
L.	Other Miscellaneous Revenue consists mostly of a Payment in Lieu of Taxes by Florida Power and Light and fees received for the inmate pay telephone system and from payphones residing on City Property.
M.	Rents and Royalties currently only include the Jacksonville Landing rent payment.
N.	A breakdown of State-Shared revenues can be seen on the Supporting Revenue Detail Page.
O.	Departmental Revenues will be discussed with the departmental budgets.
P.	Per JSO, there was no revenue budgeted for Red Light Camera fines as the cameras are making enough to pay the State portion of the fines and part of the amount owed to Red Flex. If Red Light Camera fines are not enough to pay the contracted amount to Red Flex, Red Flex will receive whatever fines are received. The City is not liable for the difference.
Q.	The contribution from JEA Electric and Water & Sewer reflects the guaranteed minimum annual increase of \$2,500,000 pursuant to Ordinance 2007-1132-E.
R.	The Mobile Home License fees appear to be overstated. Revenue for these fees have been declining every year. See Recommendation #4.
S.	The Shared County Sales Revenue appears to be overstated. The State estimate which was used by the Budget Office was \$20,349,587. See Recommendation #5.
T.	The Shared Municipal Sales Revenue appears to be overstated. The State estimate which was used by the Budget Office was \$18,750,139. See Recommendation #6.

**COUNCIL AUDITOR'S OFFICE
GENERAL FUND/GENERAL SERVICES DISTRICT (011)
REVENUE FOOTNOTES AND RECOMMENDATIONS**

RECOMMENDATIONS:	
1	We recommend that the Communication Services Tax revenue be decreased by (\$1,888,571) to \$35,340,592. While the budget amount of \$37,229,163 was taken directly from the State of Florida's projection, we believe that this amount is too high based on the continued decline over the previous six years. This will have a negative impact of (\$1,888,571) to Special Council Contingency.
2	We recommend that the Local Business Tax - County revenue amount be decreased by (\$69,758) from \$1,288,100 to \$1,218,342 and that Local Business Tax - City revenue amount be decreased by (\$64,300) from \$5,964,300 to \$5,900,000, both due to downward trends. This will have a total negative impact of (\$134,058) to Special Council Contingency.
3	There are overstatements totaling \$885,339 in the indirect cost recovery due to the following items: a) \$559,624 is associated with allocations to Building Inspections that were double budgeted. Additionally, adjustments are needed to Building Inspection (S/F 159) to properly split the correct allocation between the Departments with the excess going to cash carryover. This results in a negative impact to Special Council Contingency of (\$559,624). b) \$338,390 is associated with activities that should not be charged to the Clerk of the Court State Budget (S/F 811). This results in a negative impact to Special Council Contingency of (\$338,390). c) \$112,114 is associated with an allocation to the Police and Fire Pension Fund (S/F 621), which is not budgeted within the fund. Either this amount needs to be added to the Police and Fire Pension Fund's Budget (Schedules AB & AC) or this revenue amount needs to be reduced. We feel the best course of action would be to remove this revenue amount; this would result in a negative impact to Special Council Contingency of (\$112,114). d) The above overstatements are partially offset by an understatement of \$124,789 for Concurrency Management (S/F 112). The indirect cost study supports an amount of \$171,814 while only \$47,025 was budgeted. The increased cost within Concurrency Management can be offset by a decrease to the cash carryover of \$67,178 and an increase in transfer from fund balance of \$57,611. This has a positive impact on Special Council Contingency of \$124,789.
4	We recommend that the Mobile Home Licenses revenue be decreased by (\$25,121) from \$255,121 to \$230,000. We believe this amount is too high based on continued decline over the previous six years. This will have a negative impact of (\$25,121) to Special Council Contingency.
5	We recommend that the Revenue Shared - County Sales be decreased by (\$649,587) to \$19,700,000. While the budget amount of \$20,349,587 was taken directly from the State of Florida's projection, we believe this amount is too high based on historic trends and growth rates. This will have a negative impact of (\$649,587) to Special Council Contingency.
6	We recommend that the Revenue Shared Municipal Sales be decreased by (\$600,139) to \$18,150,000. While the budget amount of \$18,750,139 was taken directly from the State of Florida's projection, we believe this amount is too high based on historic trends and growth rates. This will have a negative impact of (\$600,139) to Special Council Contingency.

Note: The net effect of these recommendations results in a negative impact to Special Council Contingency of \$4,182,815.

CONCERN:	
1	The proposed General Fund / General Services District budget includes a \$37,713,068 transfer from fund balance. The Administration has broken this transfer into three sources which we quote verbatim within "NON OPERATING SOURCES" on page 16. The one source of this transfer is almost half of the projected October 1, 2014 unassigned fund balance within the General Fund / General Services District. The City's Quarterly Summary as of June 30, 2014 projects the General Fund/General Service District (011) to end the fiscal year with a positive impact of \$17,452,987, which includes the Shipyards Settlement. Section 106.106 of the Ordinance Code establishes target goals for the GF/GSD (011) reserves. The target for the reserves is 5-7% of the GF/GSD budget. As of 10/1/13, the percent coverage of the Operating Reserve to the GF/GSD (011) was 6.6%. If the quarterly projections finish as projected and the budget is approved as proposed, then the percent coverage of the Operating Reserve to the GF/GSD (011) will be approximately 4.3%, which would be below the targeted percentages listed in Section 106.106 of the Ordinance Code.

Council Auditor's Office
Projected Non - Compliance with Financial Planning Targets
Identified in Municipal Code Section 106.106 (b)
Mayor's Proposed 2014/15 Budget

<p>Operating Reserve</p> <p>Unassigned Fund Balance within the General Fund / General Services District (GF/GSD) per the City's audited financial statements</p> <p>The target of 5 - 7% of the GF/GSD budget would not be met if second and third quarterly projections hold true and the budget is approved as proposed.</p>
--

1.	GF/GSD Operating Reserve per the City's 9/30/2013 audited financial statements	65,251,729	
2.	Divided by Original GF/GSD 2013/14 budget	983,681,470	
3.	Percent coverage at 10/1/2013	6.633%	1 / 2
City's GF/GSD projections in 6/30/14 quarterly summary report			
4.	Revenues	975,747,811	
5.	Shipyards settlement	13,436,410	
6.	Subtotal	989,184,221	4 + 5
7.	Expenditures	(980,954,798)	
8.	Subtotal	8,229,423	6 + 7
9.	Encumbrance carryforward	9,223,564	
10.	Projected GF/GSD fund balance change for 2013/14	17,452,987	8 + 9
11.	GF/GSD Operating Reserve per the City's 9/30/2013 audited financial statements	65,251,729	
12.	Subtotal subject to final results and audit	82,704,716	10 + 11
13.	Less Mayor's Proposed 2014/15 GF/GSD Transfer from Fund Balance	(37,713,068)	
14.	Projected Unassigned Fund Balance in the General Fund / General Services District at 10/1/2014 subject to change with final results and independent audit close out	44,991,648	12 + 13
15.	Divided by Mayor's Proposed GF/GSD 2014/15 Budget	1,047,205,750	
16.	Percent coverage at 10/1/2014	4.296%	14 / 15

Council Auditor’s Office
Description of New IT Billing Methodology

The Information Technologies Division has implemented a new Customer Billing Model in an effort to provide transparency and detailed costs of services to its customers. This change in billing methodologies has resulted in some customers (agencies) paying more and others paying less. Due to the changes made in the way IT charges for services, there is no comparability between fiscal years costs.

IT has broken down their services into five distinct categories.

1. Agency Specific Application Services
2. Enterprise Application Services
3. Infrastructure Services
4. Shared Services
5. Direct Bills

The service categories include a total of 59 individual items for which a customer could be billed. These individual items attempt to calculate the actual cost of IT to perform/offer a service to its customers. Examples of these costs include:

- Hardware
- Software
- Network
- Security
- 24-hour monitoring
- Datacenter
- Labor

In prior years, IT costs were allocated mostly by PC count. This new methodology spreads the costs through multiple drivers including full time equivalent positions, active accounts, tickets/hours, direct bills, devices, percentage of use and others.

While not related to the new billing methodology, IT’s charges to customers are increasing due to a prior year’s fund balance transfer used to defray costs to customers and an overall increase in IT expenditures as seen in the chart below.

Revenue	FY 2013/14 Adopted	FY 2014/15 Proposed	Change from 2013/14
Charges for Services	20,890,090	23,114,746	2,224,656
Miscellaneous Revenue	2,000	2,000	0
Transfers From Other Funds	1,530,080	0	(1,530,080)
Total Revenue	22,422,170	23,116,746	694,576

Customers may see increases in their IT budgets as a result of the larger base by which IT needs to spread its costs or as a result of the change in billing methodology.

**CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SUMMARY OF EXPENDITURES**

	FY 13-14 COUNCIL APPROVED	FY 14-15 MAYOR'S PROPOSED	CHANGE FROM ORIGINAL BUDGET	% CHANGE
DEPARTMENTAL EXPENSES				
ADVISORY BOARDS & COMMISSIONS	383,283	406,465	23,182	6.05%
CITY COUNCIL	8,687,120	8,956,839	269,719	3.10%
COURTS	3,776,692	4,305,497	528,805	14.00%
DOWNTOWN INVESTMENT AUTHORITY	1,427,504	1,447,969	20,465	1.43%
EMPLOYEE SERVICES	5,739,862	5,447,955	(291,907)	-5.09%
FINANCE	6,704,560	6,472,117	(232,443)	-3.47%
FIRE AND RESCUE	196,290,836	213,880,792	17,589,956	8.96%
HUMAN RIGHTS COMMISSION	905,684	828,200	(77,484)	-8.56%
INTRA-GOVERNMENTAL SERVICES	5,563,749	6,590,271	1,026,522	18.45%
MAYOR'S OFFICE	3,778,502	3,959,022	180,520	4.78%
MEDICAL EXAMINER	3,514,232	3,580,455	66,223	1.88%
MILITARY AFFAIRS AND VETERANS	1,370,373	1,139,236	(231,137)	-16.87%
OFFICE OF ECONOMIC DEVELOPMENT	2,716,956	2,147,050	(569,906)	-20.98%
OFFICE OF ETHICS, COMPLIANCE&OVERSIGHT	173,374	263,602	90,228	52.04%
OFFICE OF GENERAL COUNSEL	205,756	223,966	18,210	8.85%
OFFICE OF SPORTS & ENTERTAINMENT	0	1,447,025	1,447,025	NA
OFFICE OF THE SHERIFF	389,234,770	407,762,668	18,527,898	4.76%
PARKS, RECREATION & COMMUNITY SVCS	40,377,632	41,585,127	1,207,495	2.99%
PLANNING AND DEVELOPMENT	5,829,248	6,221,256	392,008	6.72%
PUBLIC DEFENDER	1,711,361	1,877,884	166,523	9.73%
PUBLIC HEALTH	1,351,181	1,448,548	97,367	7.21%
PUBLIC LIBRARIES	33,607,650	31,659,721	(1,947,929)	-5.80%
PUBLIC WORKS	32,749,197	38,796,926	6,047,729	18.47%
REGULATORY COMPLIANCE	14,434,549	15,176,658	742,109	5.14%
STATE ATTORNEY	1,758,284	2,399,260	640,976	36.45%
SUPERVISOR OF ELECTIONS	5,671,867	8,819,664	3,147,797	55.50%
TOTAL DEPARTMENTAL EXPENSES	767,964,222	816,844,173 *	48,879,951	6.36%
NON-DEPARTMENTAL EXPENSES				
CITYWIDE ACTIVITIES	79,605,423	91,774,314	12,168,891	15.29%
CONTINGENCIES	3,353,748	1,019,177	(2,334,571)	-69.61%
DEBT FEES - BOND RELATED	255,489	231,205	(24,284)	-9.50%
DEBT SERVICE TRANSFERS - FISCAL AGENT	251,801	230,375	(21,426)	-8.51%
DEBT SERVICE TRANSFERS - INTEREST	29,769,252	29,137,621	(631,631)	-2.12%
DEBT SERVICE TRANSFERS - PRINCIPAL	31,922,334	36,174,509	4,252,175	13.32%
INTER-LOCAL AGREEMENTS	2,755,592	2,459,276	(296,316)	-10.75%
SUBFUND LEVEL ACTIVITIES	6,435,664	5,159,830	(1,275,834)	-19.82%
TRANSFER OUT TO OTHER FUNDS	58,712,698	64,175,270	5,462,572	9.30%
TOTAL NON-DEPARTMENTAL EXPENSES	213,062,001	230,361,577 **	17,299,576	8.12%
TOTAL GENERAL FUND - GSD EXPENSES	981,026,223	1,047,205,750	66,179,527	6.75%

* - Departmental expenses will be discussed within the departmental budgets.

** - Breakdown of each category of non-departmental expenses can be seen in the pages that follow.

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES

	FY 13-14 COUNCIL APPROVED	FY 14-15 MAYOR'S PROPOSED	CHANGE FROM ORIGINAL BUDGET	% CHANGE	FOOT NOTE
CITYWIDE ACTIVITIES					
MEDICAID PROGRAM	14,388,552	14,783,490	394,938	2.74%	A
JACKSONVILLE AREA LEGAL AID	-	443,000	443,000	NA	B
ECONOMIC GRANT PROGRAM	2,685,322	4,409,002	1,723,680	64.19%	C
QUALIFIED TARGET INDUSTRIES	638,950	701,900	62,950	9.85%	D
JUVENILE JUSTICE	2,571,209	5,241,824	2,670,615	103.87%	E
JSO ENTERPRISE IT ALLOCATION	-	1,229,149	1,229,149	NA	F
JACKSONVILLE LANDING SECURITY	207,084	207,084	-	0.00%	
LICENSE AGREEMENTS AND FEES	18,271	18,651	380	2.08%	G
FY14 ITD RESTORATION ADJ	780,278	-	(780,278)	-100.00%	H
MANATEE STUDY	-	90,000	90,000	NA	I
TRANSITIONAL GOVERNMENT-MAYORAL	-	75,000	75,000	NA	J
PUBLIC SERVICE GRANTS	2,015,501	2,684,598	669,097	33.20%	K
SULZBACHER FEDERAL FUNDING SUBSIDY	97,780	-	(97,780)	-100.00%	L
DUVAL CO SOIL&WATER CONSERV DISTRICT	-	6,900	6,900	NA	M
ZOO CONTRACT	1,282,500	1,282,500	-	0.00%	
LOBBYIST FEES	1	1	-	0.00%	
REFUND -TAXES OVERPD/ERROR/CONTROVERSY	5,000	4,000	(1,000)	-20.00%	
PSG - CULTURAL COUNCIL	2,846,580	3,055,000	208,420	7.32%	N
TRANSPORTATION PLANNING ORGANIZATION	217,432	219,019	1,587	0.73%	
NORTH FLORIDA REGIONAL COUNCIL	368,015	368,015	-	0.00%	
SUBSIDIZED PENSION FUNDS	16,404	16,675	271	1.65%	
BUSINESS IMPRV DISTRICT-DOWNTOWN VISION	311,660	464,000	152,340	48.88%	O
415 LIMIT PENSION COST	28,618	17,394	(11,224)	-39.22%	P
NON DEPARTMENTAL ALLOCATIONS	3,167,216	2,843,838	(323,378)	-10.21%	Q
NE FL REGIONAL TRANSPORTATION COMMISSION	-	96,773	96,773	NA	R
TAX DEED PURCHASES	100,000	100,000	-	0.00%	S
SHANDS JAX MEDICAL CENTER CONTRIBUTION	26,275,594	28,775,594	2,500,000	9.51%	T
BJP 20% GAS TAX CONTRIB TO FISCAL AGENT	1,647,893	1,690,668	42,775	2.60%	
CIP DEBT REPAYMENT TO BANKING FUND	18,667,292	21,575,848	2,908,556	15.58%	U
ANNUAL INDEPENDENT AUDIT	315,000	315,000	-	0.00%	
FILING FEE LOCAL ORD-PUBLIC DEFENDER	23,689	25,000	1,311	5.53%	
FILING FEE LOCAL ORD-STATE ATTORNEY	48,000	45,000	(3,000)	-6.25%	
GREATER AGRICULTURAL FAIR CONTRACT	120,000	-	(120,000)	-100.00%	V
SMG - GATOR BOWL GAME	350,000	350,000	-	0.00%	
MUNICIPAL DUES & AFFILIATION	411,582	639,391	227,809	55.35%	W
TOTAL CITYWIDE ACTIVITIES	79,605,423	91,774,314	12,168,891	15.29%	
CONTINGENCIES					
FEDERAL PROGRAMS CONTINGENCY	266,000	266,000	-	0.00%	X
EXECUTIVE OP CONTINGENCY - MAYOR	100,000	150,000	50,000	50.00%	
EXECUTIVE OP CONTINGENCY - JOINT	100,000	-	(100,000)	-100.00%	
EXECUTIVE OP CONTINGENCY - COUNCIL	100,000	150,000	50,000	50.00%	
SPECIAL COUNCIL CONT-PROPERTY BLIGHT	2,042,375	-	(2,042,375)	-100.00%	Y
FEDERAL MATCHING GRANTS (B1-B)	744,370	453,177	(291,193)	-39.12%	Z
SP COUNCIL CONTINGENCY-BUDGET	1,003	-	(1,003)	-100.00%	
TOTAL CONTINGENCIES	3,353,748	1,019,177	(2,334,571)	-69.61%	
DEBT FEES - BOND RELATED					
FISCAL AGENT FEES GF-GSD	255,489	231,205	(24,284)	-9.50%	
TOTAL DEBT FEES - BOND RELATED	255,489	231,205	(24,284)	-9.50%	

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES

	FY 13-14 COUNCIL APPROVED	FY 14-15 MAYOR'S PROPOSED	CHANGE FROM ORIGINAL BUDGET	% CHANGE	FOOT NOTE
DEBT SERVICE TRANSFERS - FISCAL AGENT					
TRF FR 011 GF TO 25F - FISCAL AGENT FEES	450	450	-	0.00%	
TRF FR 011 GF TO 25A - FISCAL AGENT FEES	1,350	1,350	-	0.00%	
TRF FR 011 GF TO 259 - FISCAL AGENT FEES	235,920	212,797	(23,123)	-9.80%	
TRF FR 011 GF TO 256 - FISCAL AGENT FEES	450	450	-	0.00%	
TRF FR 011 GF TO 255 - FISCAL AGENT FEES	2,950	2,950	-	0.00%	
TRF FR 011 GF TO 254 - FISCAL AGENT FEES	2,950	2,950	-	0.00%	
TRF FR 011 GF TO 253 - FISCAL AGENT FEES	2,950	2,950	-	0.00%	
TRF FR 011 GF TO 22U - FISCAL AGENT FEES	431	475	44	10.21%	
TRF FR 011 GF TO 22C - FISCAL AGENT FEES	2,950	2,950	-	0.00%	
TRF FR 011 GF TO 222 - FISCAL AGENT FEES	500	550	50	10.00%	
TRF FR 011 GF TO 4F6 DEBT SVC	-	1,603	1,603	NA	
TRF FR 011 GF TO 25H - FISCAL AGENT FEES	450	450	-	0.00%	
TRF FR 011 GF TO 25G - FISCAL AGENT FEES	450	450	-	0.00%	
TOTAL DEBT SERVICE TRANSFERS - FISCAL AGENT	251,801	230,375	(21,426)	-8.51%	AA
DEBT SERVICE TRANSFERS - INTEREST					
TRF FR 011 GF TO 25D-COURTHOUSE DEBT	1,938,614	1,922,626	(15,988)	-0.82%	
TRF FR 011 GF TO 25A-09 AB&C	2,156,002	2,017,834	(138,168)	-6.41%	
TRF FR 011 GF TO 561-ADAM'S MARK	246,358	209,635	(36,723)	-14.91%	
TRF FR 011 GF TO 4F6 DEBT SVC	-	106,498	106,498	NA	
TRF FR 011 GF TO 25I-2013A SPEC (INT)	-	1,367,143	1,367,143	NA	
TRF FR 011 GF TO 25H-2012E SPEC REV	608,019	607,315	(704)	-0.12%	
TRF FR 011 GF TO 25G-2012D SPEC REV	506,285	451,345	(54,940)	-10.85%	
TRF FR 011 GF TO 25E-2012B SPEC REV	31,660	31,596	(64)	-0.20%	
TRF FR 011 GF TO 25C-COURTHOUSE DEBT	2,212,506	1,335,498	(877,008)	-39.64%	
TRF FR 011 GF TO 25B-09C SPEC REV	1,315,208	821,732	(493,476)	-37.52%	
TRF FR 011 GF TO 255-06C ETR	173,402	147,364	(26,038)	-15.02%	
TRF FR 011 GF TO 259-08 A&B (97'S&02)	1,708,010	1,655,327	(52,683)	-3.08%	
TRF FR 011 GF TO 25F-2012C SPEC REV	8,633,689	8,657,298	23,609	0.27%	
TRF FR 011 GF TO 256-07 ETR	1,663,313	1,610,552	(52,761)	-3.17%	
TRF FR 011 GF TO 222-93 ETR FOR DSI	3,597,996	3,830,145	232,149	6.45%	
TRF FR 011 GF TO 254-06B ETR REF	151,582	71,094	(80,488)	-53.10%	
TRF FR 011 GF TO 253-06A ETR BONDS	1,523,454	1,463,733	(59,721)	-3.92%	
TRF FR 011 GF TO 22U-01 RCR SALES TAX	2,023,158	1,482,792	(540,366)	-26.71%	
TRF FR 011 GF TO 22H-06C ETR/CARLING	179,676	174,652	(5,024)	-2.80%	
TRF FR 011 GF TO 22C-ETR 2005A	1,100,320	1,173,442	73,122	6.65%	
TOTAL DEBT SERVICE TRANSFERS - INTEREST	29,769,252	29,137,621	(631,631)	-2.12%	
DEBT SERVICE TRANSFERS - PRINCIPAL					
TRF FR 011 GF TO 259-08A&B (97'S&02)	1,672,234	1,756,093	83,859	5.01%	
TRF FR 011 GF TO 25G-2012D SPEC REV	1,075,000	1,130,000	55,000	5.12%	
TRF FR 011 GF TO 25F-2012C SPEC REV	3,786,000	10,946,000	7,160,000	189.12%	
TRF FR 011 GF TO 25E-2012B SPEC REV	2,200	2,200	-	0.00%	
TRF FR 011 GF TO 25D-COURTHOUSE DEBT	251,600	372,400	120,800	48.01%	
TRF FR 011 GF TO 25C-COURTHOUSE DEBT	998,000	1,026,000	28,000	2.81%	
TRF FR 011 GF TO 25B-09C SPEC REV	3,220,000	3,360,000	140,000	4.35%	
TRF FR 011 GF TO 25A-09AB&C ETR	3,170,000	3,255,000	85,000	2.68%	
TRF FR 011 GF TO 4F6 DEBT SVC	-	13,227	13,227	NA	
TRF FR 011 GF TO 561-ADAM'S MARK	825,250	861,973	36,723	4.45%	
TRF FR 011 GF TO 256-07 ETR	1,235,000	1,285,000	50,000	4.05%	
TRF FR 011 GF TO 255-06C ETR	505,121	529,662	24,541	4.86%	
TRF FR 011 GF TO 254-06B ETR REF	1,975,000	2,065,000	90,000	4.56%	
TRF FR 011 GF TO 253-06A ETR BONDS	1,520,000	1,575,000	55,000	3.62%	
TRF FR 011 GF TO 22U-01 RCR SALES TAX	10,075,000	6,405,000	(3,670,000)	-36.43%	
TRF FR 011 GF TO 22H-06C CARLING	323,873	328,436	4,563	1.41%	
TRF FR 011 GF TO 222-93ETR FOR DSP	1,288,056	1,263,518	(24,538)	-1.91%	
TOTAL DEBT SERVICE TRANSFERS - PRINCIPAL	31,922,334	36,174,509	4,252,175	13.32%	BB

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES

	FY 13-14 COUNCIL APPROVED	FY 14-15 MAYOR'S PROPOSED	CHANGE FROM ORIGINAL BUDGET	% CHANGE	FOOT NOTE
INTER-LOCAL AGREEMENTS					
JACKSONVILLE BCH LIFEGUARD/BCH CLEAN-UP	652,308	671,877	19,569	3.00%	
ATLANTIC & NEPTUNE BCH FIRE SERVICE	255,364	263,025	7,661	3.00%	
NEPTUNE BCH LIFEGUARD/BCH CLEAN-UP	208,517	214,773	6,256	3.00%	
ATLANTIC BCH LG/BCH-CAPITAL ONLY	9,000	9,000	-	0.00%	
ATLANTIC BCH LIFEGUARD/BCH CLEAN-UP	203,695	209,806	6,111	3.00%	
BEACHES-SOLID WASTE DISPOSAL CHARGES	1,426,708	1,090,795	(335,913)	-23.54%	CC
TOTAL INTER-LOCAL AGREEMENTS	2,755,592	2,459,276	(296,316)	-10.75%	
SUBFUND LEVEL ACTIVITY					
JPA - CONTRIBUTIONS TO/FROM	5,930,822	5,585,241	(345,581)	-5.83%	DD
JTA -CONTRIBUTIONS TO/FROM	1,350,049	1,363,002	12,953	0.96%	EE
PERSONNEL LASPE-CONTINGENCY	-3,589,661	-3,889,766	(300,105)	8.36%	FF
ASH SETTLEMENT REPAYMENT TO BANKING FUND	2,714,454	2,071,353	(643,101)	-23.69%	GG
PROPERTY LEASE W/ WJCT-JAZZ FESTIVAL	30,000	30,000	-	0.00%	
TOTAL SUBFUND LEVEL ACTIVITY	6,435,664	5,159,830	(1,275,834)	-19.82%	
TRANSFER OUT TO OTHER FUNDS					
GEN FUND-GSD TRANSFER TO SMG-PERFRM ARTS	570,125	772,808	202,683	35.55%	HH
GEN FUND-GSD TRANSFER TO FY14 CIP FUND	3,000,000	-	(3,000,000)	-100.00%	II
TRF FR 011 GRNFD GSD TO MAYPORT FERRY	449,715	-	(449,715)	-100.00%	JJ
GEN FUND-GSD TRANSFER TO STORMWATER OPS	1,557,442	1,561,058	3,616	0.23%	
GEN FUND-GSD TRANSFER TO SMG-STADIUM	4,312,052	4,747,871	435,819	10.11%	HH
GEN FUND-GSD TRANSFER TO SMG-BBALL GRNDS	281,316	751,080	469,764	166.99%	HH
GEN FUND-GSD TRANSFER TO SMG-CONVENTION	945,152	1,095,570	150,418	15.91%	HH
GEN FUND-GSD TRANSFER TO SMG-EQUESTRIAN	320,041	-	(320,041)	-100.00%	KK
GEN FUND-GSD TRANSFER TO CITY-RITZ	751,817	932,105	180,288	23.98%	HH
GEN FUND-GSD TRANSFER TO JCC	21,721,304	23,256,872	1,535,568	7.07%	
GEN FUND-GSD TRANSFER TO SMG-ARENA	-	1,609,106	1,609,106	NA	HH
GEN FUND-GSD TRANSFER TO N.E. TID	2,878,907	1,682,410	(1,196,497)	-41.56%	
TRF FR 011 GENFD TO DOWNTOWN ECON DEV	-	1,180,000	1,180,000	NA	LL
GEN FUND-GSD TRANSFER TO PROP APPRAISER	8,055,795	9,356,025	1,300,230	16.14%	
GEN FUND-GSD TRANSFER TO TAX COLLECTOR	5,269,603	6,875,898	1,606,295	30.48%	
GEN FUND-GSD TRANSFER TO PUBLIC SAFT INT	2,300,553	2,300,553	-	0.00%	
GEN FUND-GSD TRANSFER TO SPECIAL EVENTS	3,321,364	5,087,224	1,765,860	53.17%	
GEN FUND-GSD TRANSFER TO AIR POLL EPA	424,269	424,270	1	0.00%	
GEN FUND-GSD TRANSFER TO ALCOHOL REHAB	225,000	399,989	174,989	77.77%	
GEN FUND-GSD TRANSFER TO HANNA PARK	704,840	416,992	(287,848)	-40.84%	
GEN FUND-GSD TRANSFER TO HUGUENOT PARK	338,944	222,746	(116,198)	-34.28%	
GEN FUND-GSD TRANSFER TO CECIL COMM CTR	1,084,459	1,287,461	203,002	18.72%	
GEN FUND-GSD TRANSFER TO BCH EROSION LOC	200,000	200,000	-	0.00%	
GEN FUND-GSD TRANSFER TO COURTHOUSE TRST	-	15,232	15,232	NA	
TOTAL TRANSFER OUT TO OTHER FUNDS	58,712,698	64,175,270	5,462,572	9.30%	
TOTAL NON-DEPARTMENTAL EXPENDITURES	213,062,001	230,361,577	17,299,576	8.12%	

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES

- A** - This amount represents the county's share of costs for Medicaid recipients as estimated by the State of Florida.
- B** - This is to fund a new initiative of matching private funds raised by Jacksonville Area Legal Aid (JALA). For FY 2014-15, the Administration is budgeting \$443,000. The draft legislation (to be introduced to the Council in the near future) requires the City to match actual raised private funds starting in FY 2015-16. The match amount is limited to \$1,000,000.
- C** - The increase is mostly due to increased number of current projects. However, per the Office of Economic Development, two of the projects listed here (Hallmark and Pope & Land) belong in the Tax Increment District and should be budgeted in s/f 181 (see Recommendation #1). The contractual payments for economic grant program incentives are listed below:

Company Name	FY 2013/14 Budget Approved	FY 2014/15 Budget Proposed
Advantus Corporation	\$ 1,000	\$ -
Ameristeel	\$ 191,000	\$ 191,000
BJs/Casto Southeast	\$ 90,000	\$ -
Deutsche Bank	\$ 13,000	\$ 36,250
Dupuy	\$ 55,000	\$ 43,165
Fidelity Global Brokerage	\$ 15,000	\$ 15,000
Fidelity National Financial	\$ 235,000	\$ 235,000
Flagler Interchange	\$ 1,400,000	\$ 1,400,000
Greencore US	\$ -	\$ 22,500
Hallmark (220 Riverside)	\$ -	\$ 200,624
JA-RU, Inc.	\$ -	\$ 109,000
Johnson & Johnson Vision Care, Inc	\$ -	\$ 690,000
Kaman Aerospace Corporation	\$ 10,000	\$ 86,350
Medtronic	\$ 57,322	\$ 19,500
Parks @ Cathedral	\$ 5,000	\$ -
Pope & Land (Pollack Shores)	\$ -	\$ 745,000
SAFT	\$ 350,000	\$ 350,000
Southeast Toyota	\$ 235,000	\$ 235,000
Volvo Parts North America	\$ 28,000	\$ 30,613
TOTAL	\$ 2,685,322	\$ 4,409,002

- D** - The increase is mostly due to increased number of current projects. The contractual payments for qualified target industries incentives are listed below:

Company Name	FY 2013/14 Budget Approved	FY 2014/15 Budget Proposed
Airbase Services	\$ -	\$ 8,500
Aviation Systems Engineering	\$ 2,500	\$ 2,500
Bank of America	\$ -	\$ 15,000
Bruss	\$ 6,000	\$ 7,500
C2C Solutions	\$ -	\$ 8,250
Centene Corp.	\$ -	\$ 18,500
CIT Technology Financial Services	\$ 29,100	\$ -
Corys Thunder, Inc.	\$ -	\$ 10,850
Deutsche Bank	\$ 150,000	\$ 162,500
Digital Risk	\$ 26,250	\$ 26,250
Embraer Aircraft Holding, Inc.	\$ -	\$ 4,500
Everbank	\$ 31,125	\$ 50,500
Fidelity Information Systems	\$ -	\$ 114,000
Flightstar	\$ 27,750	\$ 17,100
FNIS/ Lender Processing Services	\$ 57,750	\$ -

**CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES**

Global Software Services	\$	3,000	\$	6,000
Kaman	\$	31,500	\$	57,750
KFC Enterprise	\$	-	\$	5,500
Latitude Software	\$	-	\$	6,000
Lender Processing Services	\$	74,375	\$	19,250
Medtronic Xomed	\$	-	\$	12,000
MPS (Adecco)	\$	15,000	\$	15,000
Novitas	\$	68,000	\$	-
Pilot Corporation of America	\$	13,200	\$	11,200
Pittsburgh Logistics Services, Inc.	\$	-	\$	15,000
SAFT	\$	47,600	\$	55,250
SunGard AvantGard, LLC	\$	-	\$	15,000
System Service Engineering	\$	10,000	\$	12,000
Total Quality Logistics	\$	-	\$	3,000
Trend Offset Printing	\$	4,500	\$	4,500
Website Pro's	\$	27,800	\$	-
Whertec, Inc.	\$	5,250	\$	8,250
Xorail	\$	8,250	\$	8,250
Zetor North America, Inc.	\$	-	\$	2,000
TOTAL	\$	638,950	\$	701,900

- E** - The City is required to contribute funding to the State for the operation of Department of Juvenile Justice detention centers. The costs are estimated by the State of Florida. The increase is due to unusually low charges for FY 2013-14 caused by changes in the billing methodology as a result of State of Florida District Court of Appeals' ruling which confirmed that State improperly shifted a portion of the State's juvenile detention costs onto the counties.
- F** - Due to changes in the ITD's costs allocation model, there was a significant increase in the ITD-related costs in the budget for the Sheriff's Office. Some of those costs related to enterprise applications (Oracle, FAMIS, JaxPro, Maximo, GIS and other costs) were budgeted in the non-departmental expenditures rather than being billed to the Department (see Recommendation #2).
- G** - Required funding for additional license for public performance of musical works on behalf of copyright owners is budgeted in FY2014/15.
- H** - In the FY 2013/14, the City Council designated funding totaling \$780,278 to address budgetary concerns raised by the Information Technology Division.
- I** - This is to fund a contract with Jacksonville University for the continuing manatee protection studies. This was moved from Planning and Development Department's budget to the non-departmental expenditures for FY 2014-15. The same amount was budgeted for FY 2013-14.
- J** - This amount is budgeted per Section 20.110 of the Municipal Code for the mayoral transition process.
- K** - The funding for public service grants (PSG) is reviewed and approved by the PSG committee. The details can be found in the PSG schedule (Budget Ordinance Schedule A2).
- L** - In the FY 2013/14, the City Council designated funding totaling \$97,780 to accommodate the needs of the Sulzbacher Center.
- M** - Per the Administration, the overall purpose of this budget request is to give the Duval County Soil and Water Conservation Board (DCSWCB) some additional bandwidth so they can partner with the City in pursuing federal grants to help Jacksonville with its pressing water infrastructure needs. The request for funding from DCSWCB includes \$2,500 for part-time hours, \$700 for dues and subscriptions, and \$3,700 for environmental education projects.

**CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES**

- N** - The funding for public service grants (PSG) - Cultural Council is reviewed and approved by the PSG committee. The details will be determined by Cultural Council allocation in October.
- O** - Per Ordinance 2005-785, the City shares in the cost of the community enhancements provided by Downtown Vision, Inc. (DVI). The FY 2014/15 General Fund/General Services District (S/F 011) contribution correctly represents 1.1 mils of the assessed value of City-owned properties in the Downtown area.
- P** - The City is required to pay to eligible payees of the Retirement System certain benefits that exceed, and otherwise would be reduced by, the limitations on benefits imposed by Section 415(b) of the Code. Actual payments to one of two payees have decreased thus causing a decrease in the amount budgeted for FY 2014-15.
- Q** - This is an allocation for the internal service charges for various items. These charges are intended to reflect the costs for utility consumption, applicable debt service, and building maintenance in the individual City Departments' budgets. The allocation for costs that are not specifically identifiable to a specific occupant (common areas, unoccupied buildings, bridges, etc.) are budgeted in the non-departmental expenditures.
- R** - This amount represents a contribution to the Northeast Florida Regional Transportation Commission established by the State of Florida for up to five years. Duval County pays 40 cents per capita, but is capped at 45% of the total commission's budget.
- S** - This is a payment for the title search fees on City-held tax certificates. Title search is a mandatory requirement during the tax deed application process.
- T** - This is the annual contribution to Shands Medical Center. There was also an increase of \$2,500,000 in FY 2013-14. There were no other increases since FY 2001-02.
- U** - The increase in the CIP debt payback to the banking fund is due to an overall increase in the CIP debt.
- V** - This funding was budgeted in FY 2013-14 per Ordinance 2012-568-E to compensate for losses from conflicts between the annual fair dates and the annual FL/GA football games. For the FY 2014-15, there will be no such conflict.
- W** - The Municipal Dues and Affiliation budget includes dues and payments to African American Mayors Association (new), Florida Association of Counties, Florida League of Cities, Government Finance Officers Association, Leadership Florida State, Chamber of Commerce - Cornerstone, National Association of Counties, National League of Cities, Sister Cities International, and US Conference of Mayors (see table below). The increase is mainly due to increase in payments to Chamber of Commerce - Cornerstone for Jax USA Partnership Marketing Fund (increased from \$200,000 to \$400,000).

Organization	FY 2013/14 Budget Approved	FY 2014/15 Budget Requested
African American Mayors Association	\$ -	\$ 25,000
Florida Association of Counties	\$ 101,882	\$ 103,920
Florida League of Cities	\$ 38,522	\$ 38,522
Government Finance Officers Association	\$ 1,775	\$ 1,925
Jacksonville Chamber of Commerce	\$ 200,000	\$ 400,000
Leadership Florida State	\$ 240	\$ 240
National Association of Counties	\$ 15,482	\$ 15,482
National Conference of Black Mayors	\$ 2,000	\$ -
National League of Cities	\$ 26,421	\$ 26,421
Sister Cities International	\$ 1,665	\$ 1,665
US Conference of Mayors	\$ 23,595	\$ 26,216
TOTAL	\$ 411,582	\$ 639,391

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES

- X** - The funds for Federal Program contingency are needed to provide the local match for State and Federal grants seen on the Provisional Grants Schedule (Budget Ordinance Schedule B1-C).
- Y** - In the FY 2013/14, the City Council designated funding totaling \$2,042,675 to address property blight issues. During the FY 2013/14, these funds were moved from the Designated Contingency to the appropriate Departments to address these concerns. Any funding related to blight should be budgeted in the FY 2014/15 in the appropriate Departments.
- Z** - The funds for Federal Matching Grants are needed to provide the local match for State and Federal grants seen on the Federal/State Matching Grants Schedule (Budget Ordinance Schedule B1-B).
- AA** - Fiscal agent fees are banking fees incurred in the process of issuance and payment of bonds.
- BB** - The increase is mainly due to the front loaded savings realized in FY 2013/14 due to the structure of the debt refinancing.
- CC** - These funds are transferred to the Solid Waste Division (s/f 441) to pay landfill charges for Jacksonville Beach, Neptune Beach, and Baldwin. Jacksonville has historically paid landfill charges for the Beaches and Baldwin pursuant to interlocal agreements. The decrease is due to Atlantic Beach changing its contractual terms with its hauler. Per their new agreement, tonnage received from Atlantic Beach will be paid by the hauler, no longer requiring funding for tipping fees from the General Fund.
- DD** - Pursuant to interlocal agreement, the City provides a contribution to JPA each year consisting of \$800,000, a portion of telecommunications tax monies, and a quarter mill from JEA's electric contribution to the City. These funds are first used to pay debt service on the revenue bonds issued by the City on behalf of the JPA. The JPA used the proceeds from these bonds for port expansion and capital items. The \$5,585,241 contribution to JPA included in the Mayor's Proposed Budget is the estimated excess telecommunications tax remaining after all debt service obligations have been met. The decrease from the FY2013/14 amount is primarily due to the increase in debt service on the bonds issued for the benefit of JPA. The excess telecommunications tax monies transferred to JPA are a pledged revenue source for JPA's bonds which were used to finance the construction of the Mitsui container terminal.
- EE** - This is a contribution to JTA for the Community Transportation Coordinator (CTC) program.
- FF** - The personnel lapse contingency represents the savings in each department's budget resulting from turnover in personnel based on the average number of terminations, days position are vacant and average salary for all GSD departments except SOE and JSO. The increase is mainly attributable to a slight increase in length of time it is expected to fill a position and the turnover percentage being slightly higher for FY 2014-15.
- GG** - This is a payment on \$25,000,000 borrowed to pay the settlement approved by Ordinance 2005-998-E.
- HH** - The total subsidy from the City to SMG increased by \$3,048,078 for FY 2014-15 (from \$6,860,462 to \$9,908,540). The dollars for Equestrian Center are omitted from calculations for comparability purposes.
- II** - The decrease in General Fund contribution to CIP projects is due to a decision to fund FY 2014/15 CIP projects with borrowed funds and various other sources.
- JJ** - The Administration does not foresee a need in the subsidy from the General Fund for ferry operations based on the receipt of \$450,000 in grant funds from the Federal Lands Access Program for FY2014-15.
- KK** - Ordinance 2014-331-E shifted the management of this facility from SMG to a private entity; therefore, no transfer to SMG is needed. The budget for the Equestrian Center was not included in the Mayor's proposed budget for FY 2014/15. It will need to be established in a separate subfund through an amendment by the City Council.

CITY OF JACKSONVILLE, FLORIDA
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)
SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES

LL - There are currently two pending bills (Ordinance 2014-389 and Ordinance 2014-434) that will draw down \$1,550,000 from the Downtown Economic Development Fund for the management of Hemming Plaza and Downtown Retail Enhancement Grant Program. The DIA Director indicated that the \$1,180,000 transfer into the Downtown Economic Development Fund from the General Fund/General Services District (S/F 011) in the Mayor's Proposed FY 2014/15 Budget would be used to pay for the Downtown Retail Enhancement Grant Program. However, it appears that the \$1,180,000 transfer from the General Fund/General Services District (S/F 011) is actually budgeted in order to replenish the Downtown Economic Development Fund. The DIA is currently working on the Downtown Redevelopment Plan that will use funds from the Downtown Economic Development Fund. The transfer of \$1,180,000 from the General Fund could be eliminated (see Recommendation #3).

RECOMMENDATION #1:

As noted in note C, per the Office of Economic Development request, economic grant program should be reduced by \$945,624 and those funds should be moved to s/f 181 (two new projects that belong to Tax Increment District were erroneously budgeted in the General Fund). There will be no impact to the Special Council Contingency given that s/f 181 already requires a City subsidy.

RECOMMENDATION #2:

As noted in note F, there is a new charge in the non-departmental expenditures for ITD services. Due to changes in the ITD's cost allocation model for ITD, the ITD allocation costs have increased for the Sheriff's Office. The Sheriff's Office disagreed with the portions of the new ITD's cost allocation model specifically related to charges for FAMIS, Oracle, JaxPro, Maximo and GIS. These costs were shifted to the non-departmental expenditures. Such practice undermines the concept of allocating departments' true internal services costs. We recommend moving funding for "JSO ENTERPRISE IT ALLOCATION" from non-departmental expenditures to the Sheriff's Office budget. There will be no impact to the Special Council Contingency.

RECOMMENDATION #3:

As noted in note LL, the proposed budget transfer of \$1,180,000 from the General Fund/General Services District (S/F 011) is actually to replenish the Downtown Economic Development Fund for funds that it is proposing to use in Ordinances 2014-389 and 2014-434. We recommend eliminating the \$1,180,000 transfer to the Downtown Economic Development Fund. This will have a positive impact on the Special Council Contingency of \$1,180,000.

RECOMMENDATION #4:

As noted in note Q, the allocation for various costs that are not specifically identifiable to a specific occupant (common areas, unoccupied buildings, bridges, etc.) are budgeted in the non-departmental expenditures. The list of properties for which costs need to be allocated and which are not specifically identifiable to a specific occupant should be reviewed. The list appears to contain properties that could be allocated to appropriate departments.

RECOMMENDATION #5:

As noted in note DD, the \$5,585,241 contribution to JPA included in the Mayor's Proposed Budget is the estimated excess telecommunications tax remaining after all debt service obligations have been met. As discussed in the non-departmental revenues, the telecommunication tax revenue is overestimated. After it is decreased to \$35,340,592, the impact to the contribution to JPA would be a reduction of \$378,237. Therefore, we recommend a decrease in the contribution to JPA of \$378,237. It will have a positive impact on the Special Council Contingency of \$378,237.

**COUNCIL AUDITOR'S OFFICE
MAYOR'S PROPOSED BUDGET FY 2014/15
POLICE AND FIRE PENSION FUND CONTRIBUTION**

Background

The Police and Fire Pension Fund actuarial reports state minimum contributions as both a dollar amount and percentage of covered payroll amount. For the past two fiscal years, in order to be most fiscally prudent, the contribution language in the proposed budget ordinance for the Police and Fire Pension Fund was changed to reflect that the City should contribute the greater of the minimum dollar amount or the percentage of covered payroll. Prior to this, the contribution was always made on the percentage method as it is for all other pension contributions made by the City. In the proposed budget ordinance, the language was revised so that the City would contribute the minimum dollar amount stated in the actuarial report. It removed language related to taking the greater of the actuarial dollar amount or the percentage of covered payroll.

Concern

If the City does not budget based on the percentage of payroll method, the City will face a significant financial problem at year end. The Police and Fire Pension Fund has consistently calculated the required pension contribution on a percentage of actual covered payroll. Also, Section 121.113 (a) of the Municipal Code appears to state the City needs to at least contribute on the percentage basis at a minimum.

There is a City Budget Stabilization Account maintained by the Police and Fire Pension Fund; however, Section 106.108 (a) of the Municipal Code prohibits the use of Past Excess Contributions being utilized "to defray or redirect any normal cost or amortization of unfunded actuarial accrued liability pension contributions or for any other purpose." Exceptions to this section of the code need to be initiated by the Mayor and require approval by a two-thirds vote of all Council Members.

Furthermore, notwithstanding Section 106.108 (a) of the Municipal Code, if the proposed pension reform bill were to pass, the City Budget Stabilization Account and the Enhanced Benefit Accounts maintained by the Police and Fire Pension Fund are going to be utilized to cover the additional \$40 million payment in year 1 and part of the year 2 payment. So any use of these funds now would result in the City having to find additional dollars to fund the year two additional payment.

Recommendations

1. To be consistent with recent practice and to adopt the most prudent financial position, we recommend Section 8.4 (c) of the Budget Ordinance be adjusted to read as follows (words added or changed are bolded for emphasis):

*The October 1, 2013 Actuarial Valuation Report for the 1937 Jacksonville Police and Fire Pension Fund (using the active payroll as of October 2013) computes the contribution to be \$153,014,791 based on a City contribution percentage of 116.83% 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 \$153,014,791 or 116.83% of the covered payroll.***

**COUNCIL AUDITOR'S OFFICE
MAYOR'S PROPOSED BUDGET FY 2014/15
POLICE AND FIRE PENSION FUND CONTRIBUTION**

2. We recommend that the individual amounts budgeted for pension contributions as well as the salary and benefits lapses within the budgets for the Sheriff's Office and Fire Department be adjusted to reflect the changes above and properly fund the pension plan. This will negatively impact the Special Council Contingency by \$11,019,791.

Description	Fire Department	Sheriff's Office	Combined Total
Net Increase	6,361,628.29	4,658,162.71	11,019,791.00

3. If Recommendations 1 and 2 above are not passed:
- a. We recommend an increase of \$446,466 to the pension contribution to bring the actual budget in line with the amount in the actuarial report. This will negatively impact Special Council Contingency by \$446,466.
 - b. The year mentioned for the Actuarial Report needs to be changed from 2012 to 2013. This has no impact on the Special Council Contingency.
 - c. Section 121.113 (a) of the Municipal Code would need to be waived to allow for the contribution to not be based on a percentage method. This has no impact on the Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
CITY OF JACKSONVILLE
ANALYSIS OF BUDGETED DEBT SERVICE REQUIREMENTS
FY 2014/15 MAYOR'S PROPOSED BUDGET**

S/F	Account Title	FY 2013/14 Council Approved Budget	FY 2014/15 Mayor's Proposed Budget	Change From FY 2013/14	Explanation
GENERAL FUND / GSD (SF 011):					
222	1993 ETR	\$ 4,886,052	\$ 5,093,663	\$ 207,611	Increase in scheduled interest payment.
22C	2005A ETR	1,100,320	1,173,442	73,122	Saving in prior year caused by one-time credit for excess funds within bond reserve account.
22H	2006C ETR/CARLING	503,549	503,089	(460)	
22U	2001 RCR Sales Tax Bonds	12,098,158	7,887,792	(4,210,366)	Scheduled decrease in debt service due to structure of bonds.
253	2006A ETR (ref SSGF 95A)	3,043,454	3,038,733	(4,721)	
254	2006B ETR (ref 95A AMT)	2,126,582	2,136,094	9,512	
25A	2009A ETR 2009B ETR 2009C ETR	5,326,002	5,272,834	(53,168)	Decrease in scheduled interest payment for ETR 2009C bonds.
25B	2009C Spec Rev	4,535,208	4,181,732	(353,476)	Scheduled decrease in debt service due to structure of bonds.
25C	2010A Spec Rev - Courthouse Debt	3,210,506	2,361,498	(849,008)	Interest portion decreased due to partial refunding via 2013A Spec Rev.
25D	2011A Spec Rev - Courthouse Debt	2,190,214	2,295,026	104,813	Increase in scheduled principle payment.
25E	2012B Spec Rev (ref 2009C MTN)	33,860	33,796	(64)	
25F	2012C Spec Rev(ref ETR-01B, ETR-02B, GUAR ENT-02, LGST 1996, LGST 2002)	12,419,689	19,603,298	7,183,609	Increase in scheduled principle payment. Savings from refinance was frontloaded.
25G	2012D Spec Rev (ref ETR 2003A)	1,581,285	1,581,345	60	
25H	2012E Spec Rev (ref ETR 2003C)	608,019	607,315	(704)	
25I	2013A Spec Rev (ref '09C / '10A MTN)	-	1,367,143	1,367,143	Issued during FY 2013/14. Partially refunded 2009C Spec Rev and 2010A Spec Rev.
255	2006C ETR	678,523	677,025	(1,498)	
256	2007 ETR	2,898,313	2,895,552	(2,761)	
259	2008A (97'S&02) 2008B (97'S&02)	3,380,244	3,411,420	31,176	Increase in scheduled principle payment.
4F6	2005A ETR 2008A Cap Proj (ref 97's & 02) 2008B Cap Proj (ref 97s & 02)	-	119,725	119,725	Equestrian Center is now being funded by General Fund GSD.
561	Adam's Mark	1,071,608	1,071,608	(0)	
Total Non-Banking Fund - GSD Debt Service		\$ 61,691,585	\$ 65,312,131	\$ 3,620,545	
Banking Fund - GSD Debt Service		23,312,813	25,510,727	2,197,914	
Fiscal Charges - GSD Debt Service		507,290	461,580	(45,710)	
Total Budgeted - GSD Debt Service		\$ 85,511,689	\$ 91,284,437	\$ 5,772,749	
Budgeted Debt Service in All Other Sub-Funds (Principal, Interest and Fiscal Charges on Bonds and Commercial Paper)		110,660,846	118,415,189	7,754,343	Increase is due to proposed issuances for CIP, Stormwater, Solid Waste, and Sports Complex.
Total Budgeted Debt Service		\$ 196,172,535	\$ 209,699,626	\$ 13,527,091	

**SCHEDULE OF CAPITAL OUTLAY PROJECTS NOT LAPSED
FISCAL YEAR 2014 - 2015**

Reference Section 1.3(C)

Subfund	Description	Account	Amount not to exceed
GENERAL FUND			
011	Executive Re-organization Costs (2011-732-E)	011 - CCSS011AD - 03109	24,391 (1)
016	Customer Queuing System	016 - CLCL016 - 06403	140,921
017	Remaining funds for Mandarin relocation buildout (2012-686-E)	017 - TCSG017 - 06403	156,029
 SPECIAL REVENUE FUNDS			
 ENTERPRISE FUNDS			
 INTERNAL SERVICE FUNDS			
513	Mobile Equipment	513 - OPFM513 - 06401	547,051
536	Enterprise Document Management Solution	536 - OPIT536 - 069427 - ITDS01 - 05	375,869
536	Consolidation of Citywide Websites - COJ.net	536 - OPIT536 - 069509 - IT0804 - 02	200,000 (2)
536	Enterprise Document Management Solution	536 - OPIT536 - 069509 - ITDS01 - 05	329,787
536	Enterprise Auto Vehicle Locator	536 - OPIT536 - 069509 - ITEA01 - 01	371,710
536	Enterprise Financial / Resource Management Solution	536 - OPIT536 - 069509 - ITEF01 - 01	173,316 (3)
536	Customer Relationship Mgmt Solution - 630-CITY Upgrades	536 - OPIT536 - 069509 - ITES01 - 01	110,000

COMPONENT UNITS

RECOMMENDATIONS:

1) Per the City's accounting system, the balance under Subfund 011 on the account Executive Re-organization Costs (2011-732-E) has been reduced to \$19,393. Therefore, we recommend that the \$24,391 noted above be reduced to \$19,393.

2) Per the City's accounting system, the balance under Subfund 536 on the account Consolidation of Citywide Websites - COJ.net has been reduced to \$164,160. Therefore, we recommend that the \$200,000 noted above be reduced to \$164,160.

3) Per the City's accounting system, the balance under Subfund 536 on the account Enterprise Financial / Resource Management Solution has been reduced to \$67,116. Therefore, we recommend that the \$173,316 noted above be reduced to \$67,116.

Council Auditor's Office
Mayor's Proposed Budget 2014/2015
Public Service Grant Funding

	2013/2014 Council Approved Budget	2014/2015 Agency Requested Amounts	2014/2015 PSG Council Recommended Grants	2014/2015 Mayor's Proposed Supplemental Grants	2014/2015 Total Mayor's Proposed Budget	\$ Change 2013/2014 to 2014/2015	Priority Population (see footnote)
GENERAL FUND/GSD							
Beaches Emergency Assistance Ministry - Rent and Utility Assistance Program	-	48,945	48,945	-	48,945	48,945	2
Catholic Charities Bureau - Workforce Development Program	-	50,450	50,450	-	50,450	50,450	2
Clara White Mission - Comprehensive Emergency Services	82,011	95,431	-	82,011	82,011	-	1
Community Connections of Jax - Davis Center Case Management	73,100	76,000	-	73,100	73,100	-	2
Community Connections of Jax - Davis Center Resident Assistants Program for Homeless Families	55,900	-	-	-	-	(55,900)	N/A
Daniel Memorial - Project Prepare	43,000	50,000	10,857	32,143	43,000	-	1
Emergency Services & Homeless Coalition - Leadership to End Homelessness	34,400	50,085	-	34,400	34,400	-	1
Family Support Services - Independent Living	-	124,466	124,466	-	124,466	124,466	1
Hubbard House - Emergency Shelter/Services	129,000	125,000	125,000	-	125,000	(4,000)	1
Hubbard House - Adult Outreach Program	30,785	35,601	35,601	-	35,601	4,816	2
I.M. Sulzbacher Center For The Homeless - Emergency Shelter Services	123,413	125,000	125,000	-	125,000	1,587	1
Jacksonville Area Legal Aid - Homeless Prevention Program	-	124,980	124,980	-	124,980	124,980	1
Jacksonville Area Legal Aid - Disability Rights & Benefits	-	111,300	111,300	-	111,300	111,300	3
Jacksonville Speech & Hearing Center - Audiology Services	127,199	125,000	-	125,000	125,000	(2,199)	2
Jewish Family & Community Services, Inc. - Emergency Financial Assistance	18,631	60,000	60,000	-	60,000	41,369	2
L'Arche Harbor House - Community Living	58,312	76,230	-	58,312	58,312	-	3
Learn to Read, Inc. - Jax Reads	33,110	43,627	43,627	-	43,627	10,517	2
Learn to Read, Inc. - Jax Reads for Students with Disabilities	33,112	43,627	15,700	17,412	33,112	-	3
Lutheran Social Services - PHASE	60,891	83,933	-	60,891	60,891	-	3
Lutheran Social Services - Second Harvest Food Bank serving Homeless	114,525	-	-	-	-	(114,525)	N/A
Lutheran Social Services - Second Harvest Food Bank serving Low Income	18,631	-	-	-	-	(18,631)	N/A
Lutheran Social Services - Serving Our Seniors	-	100,240	16,086	-	16,086	16,086	4
Lutheran Social Services - Food Rescue and Distribution	-	125,000	-	18,631	18,631	18,631	2
Mission House - Homeless Case Management	73,619	90,252	90,252	-	90,252	16,633	1
North Florida School of Special Education - TILES (Transition into Learning Employment Skills)	-	26,100	26,100	-	26,100	26,100	3
Northeast Florida Healthy Start Coalition, Inc. - The Azalea Project	57,674	60,123	60,123	-	60,123	2,449	2
Operation New Hope - Ready 4 Work	25,800	-	-	-	-	(25,800)	N/A
Pine Castle - Training, Education and Work Services	118,966	125,000	125,000	-	125,000	6,034	3
River Region - Andy's Place Housing	30,960	30,960	-	30,960	30,960	-	1
The Arc Jacksonville - I Got A Job	-	125,000	125,000	-	125,000	125,000	3
The Salvation Army - Homeless Emergency Services	129,000	125,000	125,000	-	125,000	(4,000)	1
The Salvation Army - Social Services for Low-Income	-	125,000	125,000	-	125,000	125,000	2
Trinity Evangelical Lutheran Church Inc - Food Pantry	44,290	30,000	-	30,000	30,000	(14,290)	2
United Way of Northeast Florida - RealSense Prosperity	46,711	124,010	124,010	-	124,010	77,299	2
United Way of Northeast Florida - United Way 2-1-1	82,289	100,800	100,800	-	100,800	18,511	1
Urban Jacksonville, Inc/Aging True - Meals on Wheels	18,631	125,000	125,000	-	125,000	106,369	4
Urban Jacksonville, Inc - Community Care for the Elderly	86,000	-	-	-	-	(86,000)	N/A
Urban Jacksonville, Inc - Integrated Mental Health Services	43,000	-	-	-	-	(43,000)	N/A
Vision Is Priceless - Adult Vision Care	53,082	79,813	12,996	40,086	53,082	-	2
We Care Jacksonville - Specialty Uninsured Healthcare	70,698	84,208	84,208	-	84,208	13,510	2
Youth Crisis Center - Touchstone Village	98,761	66,151	-	66,151	66,151	(32,610)	2
SUBTOTAL PUBLIC SERVICE GRANTS GENERAL FUND/GSD NOT CULTURAL COUNCIL	\$ 2,015,501	\$2,992,332	\$ 2,015,501	\$ 669,097	\$ 2,684,598	\$ 669,097	
CULTURAL COUNCIL GRANTS GENERAL FUND/GSD							
Cultural Council of Greater Jacksonville	2,793,580		N/A	N/A	3,000,000	206,420	
Cultural Council of Greater Jacksonville - Art in Public Places	53,000		N/A	N/A	55,000	2,000	
TOTAL CULTURAL COUNCIL GRANTS	\$ 2,846,580		N/A	N/A	\$ 3,055,000	\$ 208,420	
TOTAL PSGS AND CULTURAL COUNCIL GRANTS GENERAL FUND/GSD	\$ 4,862,081		N/A	N/A	\$ 5,739,598	\$ 877,517	
Footnote:							
FY 2014/15 priority populations as approved by Ordinance 2013-699-E are as follows:							
1. Homeless persons and families (41%)							
2. Low-income persons and families (32%)							
3. Adults with physical, mental and behavioral disabilities (20%)							
4. Low-income, elderly, and homebound (7%)							
	2013/2014 Council Approved Budget				2014/2015 Mayor's Proposed Budget	\$ Change 2013/2014 to 2014/2015	
SPECIAL REVENUE FUNDS							
Gateway Community Services- Alcohol Rehab Trust	\$ 402,224				\$ 402,224	\$ -	
Jacksonville Area Legal Aid - Legal Aid Trust	250,000				247,000	(3,000)	
Duval County Public Schools- Driver Education Safety Trust	240,000				287,679	47,679	
TOTAL SPECIAL REVENUE FUNDS	\$ 892,224				\$ 936,903	\$ 44,679	
GRANTS CLASSIFIED UNDER CONTRACTUAL SERVICES							
Bob Hayes Track & Field (SPET01ASE)	\$ 84,875				\$ 84,875	\$ -	
UNF Business Center (JEJE011)	98,940				98,940	-	
Jacksonville Sister Cities Association (MAPA011)	10,000				-	(10,000)	
Jacksonville Zoological Society (JXMS011ZOO)	1,282,500				1,282,500	-	
TOTAL CONTRACTUAL SERVICES	\$ 1,476,315				\$ 1,466,315	\$ (10,000)	
TOTAL GSD, SPECIAL REVENUE, and CONTRACTUAL SERVICES	\$ 7,230,620				\$ 8,142,816	\$ 912,196	
COMMENT:							
In meeting 2 we will discuss a recommendation to budget the FY 14/15 appropriation to Gateway Community Services for the alcoholic rehabilitation program in General Fund - GSD (011) non-departmental expenditures instead of Subfund 157 as this is purely a General Fund contribution.							
RECOMMENDATIONS:							
1. Bob Hayes Track and Field is currently on the Ch. 118 non-compliance list. We recommend placing the FY 14/15 Bob Hayes Track & Field appropriation of \$84,875 in a designated contingency until the organization resolves compliance issues.							
2. We recommend revising Schedule A-2 to alphabetize the grants within each section by organization/agency name to keep the presentation consistent with the FY 13/14 budget ordinance and to rename the "Supplemental Public Service Grants" section as "Additional Public Service Grants".							

**SCHEDULE OF FEDERAL PUBLIC SERVICE GRANTS
FISCAL YEAR 2014 – 2015**

Community Development Block Grant

*Clara White Mission	135,706
*Community Connections	20,000
*Daniel Memorial	24,971
Edward Waters College	26,967
*Family Support Services of North Florida	28,810
Girl Scouts of Gateway Council, Inc.	35,753
*Jacksonville Area Legal Aid	29,350
Jacksonville Chamber Foundation, Inc.	43,225
*Learn to Read	24,000
*Pine Castle, Inc.	24,034
Professional Opportunities for Students, Inc.	18,810
*The ARC Jacksonville, Inc.	20,000
The Bridge of NE Florida, Inc.	38,800
Women's Center of Jacksonville	28,520
Total Community Development Block Grant	<u>\$ 498,946</u>

Projected Program Income for FY 2014/2015

*Catholic Charities Bureau, Inc.	50,974
*Clara White Mission	24,026
Total Projected Program Income for FY 2014/2015	<u>\$ 75,000</u>

Housing Opportunities for Persons with Aids (HOPWA)

*Catholic Charities Bureau	930,000
Gateway Community Services	65,969
*Lutheran Social Services	132,271
Northeast Florida Aids Network	852,930
*River Region Human Services	252,741
Total HOPWA Grants	<u>\$ 2,233,911</u>

Reprogrammed Funds

*River Region Human Services	46,410
Total HOPWA Reprogrammed	<u>\$ 46,410</u>

HEARTH-Emergency Solution Grant

*Catholic Charities Bureau	120,000
*Emergency Services & Homeless Coalition	105,998
*I. M. Sulzbacher Center for the Homeless	141,057
*Salvation Army	61,776
Total HEARTH-Emergency Solution Grants	<u>\$ 428,831</u>

Reprogrammed Funds

*I.M. Sulzbacher Center for the Homeless	135,878
Total HESG Reprogrammed	<u>\$ 135,878</u>

*Also receiving Public Service Grants through the City's General Fund.

- **SCHEDULE PROVIDED FOR INFORMATION ONLY-APPROPRIATION MADE THROUGH SEPARATE LEGISTRATION.**

RECOMMENDATION:

We recommend revising Schedule A-3 to reflect the organizations and amounts shown above, which have been approved by the Jacksonville Housing & Community Development Commission Board.

Council Auditor's Office
2014/15 Mayor's Proposed Budget
Food and Beverage Expenditures

Municipal Code Section 106.203

Any request for funds in the budget to be expended on food and beverages shall be identified by the public purpose for the expenditure and the persons who will be served.

No public funds shall be expended on food or beverages unless specifically authorized by legislation or ordinance as codified in the Jacksonville Municipal Code.

Municipal Code Section 106.1202

The expenditure of budgeted funds for food and beverages is authorized for the following activities and events:

1. All events and activities hosted, sponsored, produced or coordinated by the City's Special Events Office; except that nothing contained in this subsection shall be construed to authorize expenditures for food and beverages at events and activities hosted, sponsored, produced or coordinated principally for the benefit of City employees.
2. All events and activities where the funding of food and beverages has already been approved by specific reference in the budget ordinance, an appropriation ordinance, or any other duly enacted ordinance.

Council Auditor Recommendations:

Attachment A should be revised to reflect the budgeted expenditures of \$1,500 for Sub-Object 05206 within Index Code COCI011JS.

FOOD AND BEVERAGE EXPENDITURES (ORD: 2007-1109-E)
SUBJECT 05206
FISCAL YEAR 2014 - 2015

\$149,882

SF	Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
011	CCSS011AD	\$2,500	Agenda, Committee and Council Meetings	Open to Public
011	COCI011JS	\$1,500	Conferences and meetings hosted by the Chief Judge	Serves distinguished guests of the judiciary
011	DIAD011DIA	\$600	DIA to hold various public meetings during the fiscal year.	Will provide water, coffee, tea associated with holding public meetings.
011	FRFO011FO	\$1,500	Food, water, ice at extended stay fires >4 hours in duration	Public Safety
011	JEJE011	\$400	Coffee Service for Meetings with Prospects	To further the economic development efforts in Jacksonville to promote job creation and private capital investment.
011	JHRC011CR	\$1,400	Annual Fair Housing Symposium	Workshops promoting fair housing along with exhibits and awards ceremony for organizations furthering this effort.
011	MVOD011	\$750	Bottled Water-Memorial Day and Purple Heart events.	Serves approximately 2000 attendees at the Memorial Day Observance in May and at the Purple Heart Trail Walk in August.
011	MVOD011	\$1,200	Quarterly Meeting with Base Commanding Officers.	Serves approximately 20 attendees each at the Quarterly Area Base Commanding Officers Luncheon.
011	RPAH011SP	\$4,500	Mayor's BEST Meetings: two held annually allowing seniors to meet with the Mayor and to be kept abreast of issues and concerns facing Jacksonville seniors.	Meetings allow seniors to be kept abreast of issues and concerns facing Jacksonville seniors. Topics include Hurricane Preparedness, Property tax information for seniors, changes to Medicare/Social Security, etc. Experts in the field provide information and handouts that seniors can use to make informed decisions. Senior come from centers, senior residences, church groups, neighborhood associations etc
011	RPCM011PG	\$600	Joseph Lee Day	Summer playday for approximately 500 kids
011	RPCM011PG	\$700	Fall Festival	Fall playday and festival, open to the public
011	RPCM011PG	\$700	Spring Fling	Spring Fling event, open to the public
011	RPCM011PG	\$2,500	Summer Night Light Nutrition program	Fresh food for the SNL nutrition program
011	RPCM011PG	\$9,600	Summer Night Light snacks	Teen program with extended hours at community centers and pools during summer months
011	RPOD011CEXT	\$3,000	Family & Consumer Sciences program Partial Expanded Food & Nutrition program educational programming	These programs teach how to achieve a healthy lifestyle by using the dietary guidelines and food guide pyramid to establish patterns, manage resources and reduce the risk of certain chronic diseases. All items are used in educational programming for teaching purposes only. The programs generate an annual projected average of 25,000 contacts reaching a range groups including at-risk youth, seniors, limited income adults and general public.
011	SEEL011	\$4,350	food for 140 Election Day workers, who are not able to leave for lunch	Elections for the FY 14/15
01A	SPET01ASE	\$2,700	World of Nations	Promote variety of cultures/ Volunteers
01A	SPET01ASE	\$5,400	Downtown Events	Promote revitalization of downtown/ Volunteers
01A	SPET01ASE	\$6,650	FL/GA Weekend	Promote the annual rivalry/ Volunteers
01A	SPET01ASE	\$7,672	Mayor's Initiatives for Special Events	Promote Downtown Jax
01A	SPET01ASE	\$12,000	Jazz Festival	Promote Downtown Jax/ Entertainers/ Volunteers
191	JCOD191	\$35	Area Director's - Kick Off meeting (12) Director's	Contractual updates, policy changes, grant information
191	JCOD191	\$35	Area Director's - Kick Off meeting (12) Director's	Provides technical support, review student data, etc.
191	JCOD191	\$35	Area Director's - Kick Off meeting (12) Director's	Provides information on continuation grants and deadlines.
191	JCOD191	\$35	Area Director's - Kick Off meeting (12) Director's	Provider's give updates on JCC funded programs.
191	JCOD191	\$160	Provider's Celebrations - Directors/Manager's (79)	Highlight Afterschool Programs Accomplishments
191	JCOD191	\$500	Jax Kids Community Visibility Events	Water for Volunteers
191	JCOD191	\$500	Jax Kids Child ID fingerprinting events	Water for Volunteers
191	JCOD191	\$500	National Mentoring Month Luncheon	Celebration on mentors in the month of January
1DA	RPCM1DACF	\$100	Summer Enrichment Camp	End of the summer celebration/Joseph Lee Day
1DA	RPCM1DACF	\$100	Homeschool Sports and Fitness Program	End of the year celebration - Recognize Accomplishments
1DA	RPCM1DACF	\$250	Community Special Events	Quarterly family night out events in Aquatic Center / Community Center
1DA	RPCM1DACF	\$300	Mommy and Me Toddler Program	Weekly time for parents and toddlers to participate in a structured program (tumbling, art, etc...)
1DA	RPCM1DACF	\$350	Senior Time Out Program	Bi-weekly social time for neighborhood seniors

SF	Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
1F6	RPAH1F6AS	\$22,000	Senior Prom	Provides for socialization, physical activity and mental stimulation in addition to a nutritious meal.
1F6	RPAH1F6AS	\$31,000	Mayor's Holiday Festival for Seniors	Provides for socialization, physical activity and mental stimulation in addition to a nutritious meal.
1F6	RPAH1F6FG	\$2,252	Recognition/training for Foster Grandparent Program	The Corporation for National & Community Services, funder for the Adult Services Division's Foster Grandparent Program, require senior volunteers be recognized for their service to the program. Senior volunteers are recognized twice annually in which food is provided to sustain them during the event.
1F6	RPAH1F6RE	\$1,000	Recognition/Training for RELIEF Program	The funder requires that volunteers are recognized for their services to the program. Volunteers are recognized for their hours of service to the program. There are two Volunteer Luncheons which is inclusive of workshops and training and one big end of the year activity. All of these recognition events are catered.
1F6	RPAH1F6RS	\$250	RSVP Advisory Council Appreciation Luncheon for 25 Advisory council Volunteers	RSVP Advisory Council Volunteers represent and support the program in the community and are responsible for raising funds for the Annual RSVP Volunteer Recognition Event.
1F6	RPAH1F6RS	\$825	Lunch and drinks are provided for 40-50 RSVP Tale teller volunteers who attend 3 day-long in-service sessions.	RSVP Tale Tellers receive on-going training further increase their effectiveness at reading 134 classrooms to 2700 pre-k and kindergarten children from low income families. RSVP's federal funding agency cited the training program as "exceptional".
1F6	RPAH1F6RS	\$925	Food and water are provided at the Annual RSVP volunteer recognition event for 650 volunteers and community representatives and 4 smaller events throughout the year to recognize the special efforts of approximately 100 RSVP volunteers.	775 RSVP volunteers were recognized at the 2011 Annual Recognition Event for their contribution of 158,778 hours of service to over 100 nonprofit and public organizations in Duval County. The dollar value of their volunteer time was over 3 million dollars.
1F6	RPAH1F6SC	\$300	Recognition/training for Senior Companion Program	DOEA/ElderSource requires that volunteers are recognized for their services to the program. The volunteer recognition activities contribute to the retention efforts of the program. Volunteers are recognized twice annually at a Volunteer / Training Recognition Luncheon and once a year at their End of the Year picnic celebration which is catered.
1H8	CSDS1H8	\$4,900	Fun with the Suns	Funds will be used to purchase food vouchers for the 12th Annual Fun with the Suns Event. Up to 700 individuals with disabilities and volunteers (700 full meal vouchers @ \$7.00 each to include drinks, snacks, hamburgers and hotdogs.
1H8	CSDS1H8	\$6,300	Parking Volunteers Quarterly Training, New Parking Volunteers Graduation Class, Mayor's Disability Council Retreat, Disability Tools for Success Training, Annual ADA Symposium and the ADA Employment Symposium.	Funds will be used to purchase food for the Parking Volunteer Quarterly Training, new Parking Volunteer graduation class, Mayor's Disability Council Annual Retreat, Disability Tools for Success Training, Annual ADA Symposium and the ADA Employment Symposium.
1H8	CSDS1H8	\$7,008	Spirit of the ADA Education & Awareness Zoo Event	Funds will be used to purchase food for the Spirit of ADA Education & Awareness Luncheon. Event will be held at the Jacksonville Zoo for up to 1,000 volunteers and guests with disabilities. (Disabled Services will be responsible for 584 full meals @ \$12.00 ea)

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #266-268
ON SCREEN – Page #274-276**

BACKGROUND:

The Jacksonville's 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.

- In the 2014/2015 Proposed Budget there are 1,643 sworn police officers, 785 correction officers and 690 civilian positions for a total of 3,118 Sheriff's Office employees in the General Fund.
- The total number of vehicles currently in the Sheriff's fleet is 1,979, which includes 137 special purpose vehicles and equipment.
- The average inmate population for the correctional facilities in 2013 was 3,416, which is down from 3,661 in 2012.
- The Sheriff's Office vacancy count as of July 8, 2014 is 111, which is broken out as follows; 10 Police Officers, 39 Corrections and 62 Civilians.
- The Sheriff's proposed budget is 39% of the General Fund/GSD expenditure budget and 53% of the General Fund/GSD employee cap.

REVENUES:

1. Charges for Services:

- The decrease of \$223,639 is primarily due to the following:
 - A reduction of \$273,750 for the Home Detention Fee due to the Sheriff's office no longer having the ability to place inmates in this program. The decision rests solely with the judges. This is a \$15/day fee if placed in this program. The judge does have the right to waive the fee.
 - There is an increase of \$86,000 for Property Room Fund Revenues which is in line with current year collections.
 - There is a decrease of \$35,919 in Police Accident Reports due to a decline in the request for crash reports.
 - A decrease of \$23,159 in Inmate Subsistence Fees due to the reduced inmate population. This is a \$2/day fee.
 - A decrease of \$105,436 in Finger Prints, Background and Photo revenue which is in line with current year collections.
 - An increase of \$168,591 in Prisoner's Board – Work Furlough due to a process change which will allow for more participants in the program. This is a \$15/day fee. The inmate is allowed to leave during the day for a job and must return for the night.
 - There is also a decrease for Concealed Weapon Permits based on current year collections.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #266-268
ON SCREEN – Page #274-276**

2. Revenue from City Agencies – Allocations:
 - This revenue is the reimbursement of call taker salaries from the 911 Emergency User Fee (sub-fund 171).
3. Fines and Forfeitures:
 - Fines and Forfeitures includes three revenue line items based on fees collected on traffic infractions and one line item based on alarm citations. The decrease of \$39,590 is primarily due to a decrease on the fees collected on traffic infractions.
4. Miscellaneous Revenue:
 - The decrease of \$82,033 is primarily due to:
 - A decrease of \$109,867 in Miscellaneous Sales and Charges which is due to a process change. This is an incentive payment to the Sheriff's Office for reporting individuals that should not receive Social Security benefits since they are incarcerated.
 - An increase of \$31,262 in Overtime Reimbursement Charges which is the reimbursement from Federal Agencies for investigative activities.

EXPENDITURES:

1. Salaries:
 - The increase of \$2,815,584 in salaries is primarily due to the following:
 - Permanent and Probationary Salaries are increasing by \$3,235,580. This is due to 40 new Police Officer positions for 9 months at \$1,087,074 and 40 new Community Service Officer positions for 6 months at \$525,240. Salaries for personnel may increase due to the inclusion of a 2% line item increase for nine months of the year with a value of \$2,482,752. To offset these increases to salaries, there is a net decrease due to employees retiring and a less expensive workforce replacing them which is having a larger impact than the individual step increases received by the current employees.
 - There is an increase of \$169,606 in Terminal Leave due to more Police Officers utilizing the DROP.
 - There is a decrease of \$456,097 in Part Time Salaries which is primarily due to a decrease of \$380,056 in Court Protection as a result of not opening an additional floor in the Courthouse. Part Time Salaries is decreasing by \$100,000 in Health Services within Corrections to offset the increase in professional services. Due to the decrease in part time salaries part time hours will need to be reduced for fiscal year 2014/2015.
 - Special Pay has an increase of \$132,815. These are payments for education incentives.
 - There is a decrease of \$132,588 for Leave Rollback/Sellback.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #266-268
ON SCREEN – Page #274-276**

2. Lapse:

- The imposed Salary Lapse for fiscal year 2014/2015 is \$3,155,421 which is an increase of \$162,132. This amount is based on the City's average turnover model.

3. Employer Provided Benefits:

- The increase of \$11,768,771 is primarily due to the following:
 - There is an increase of \$1,139,680 in the General Employee's Pension Contribution. The City's contribution went from 28.21% to 31.91%.
 - An increase of \$3,440,958 for the City's contribution to the Police and Fire Pension Fund going from \$83,302,741 to \$86,743,699. The City's contribution percentages are increasing from 110.85% to 116.83%.
 - There is an increase of \$3,828,684 for the Correction Officer Pension Contribution. The City's contribution went from 49.93% to 62.81%.
 - An increase of \$1,006,595 for Group Hospitalization.
 - An increase of \$2,843,916 for Workers Compensation – Heart and Hypertension.

4. Internal Service Charges:

- The increase of \$467,809 is primarily due to:
 - There is an increase of \$270,051 in the Radio allocation due to all police cars receiving new radio units.
 - An increase of \$223,655 in Fleet Vehicle Rental due to the net impact of vehicles on the proposed replacement list and vehicles that were replaced in prior years being paid off in the current year. The Sheriff's Office is budgeted to receive 557 vehicles in fiscal year 2014/2015 with an associated current year cost of \$2,092,693. Vehicles for the 40 CSOs are included on the vehicle replacement list and the 40 Police Officers will not need vehicles until fiscal year 2015/2016.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 OFFICE OF THE SHERIFF
 GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #266-268
 ON SCREEN – Page #274-276**

Unit Description	Number of Units to be Purchased	Average Price (Prices Vary)	FY 15 Months in Service	Debt Cost FY 15 (Partial Year)	Debt Cost FY 16 (Full Year)
JSO - Covert Vehicle	23	\$ 19,500	7	\$ 63,434	\$ 96,071
Motorcycle - JSO Harley	8	24,033	8	69,536	69,536
Pickup Truck	4	21,250	7	12,024	18,206
Pickup Truck - 4x4 (replaced SUV)	1	24,000	7	3,395	5,141
Pickup Truck - 4x4 Crew Cab	1	24,000	7	3,395	5,141
Pickup Truck - Crew Cab	2	26,500	7	7,497	11,353
Pickup Truck - Extended Cab	1	29,000	7	4,102	6,212
Pickup Truck - Replaced SUV	7	22,429	7	22,208	33,632
Sedan - Full Size	32	19,500	7	88,256	133,664
Sedan - Full Size (CSO Vehicles)	40	19,500	7	110,338	167,083
Sedan - Full Size (Wreck Replacement)	16	19,500	7	44,135	66,833
Sedan - Full Size Patrol	317	27,000	6	1,251,833	2,190,470
Sedan - Full Size Patrol (Wreck Replacement)	86	27,000	6	339,593	594,287
Sedan - Full Size Patrol (replaces SUV)	4	27,000	6	15,796	27,640
SUV/Crossover - Bomb Squad	1	40,000	7	5,659	8,569
SUV/Crossover - K9 Unit	2	32,033	7	9,062	13,724
SUV/Crossover - SWAT	2	32,033	7	9,062	13,724
Tractor	1	17,399	8	2,813	3,657
Van	7	24,000	7	23,765	35,987
Van - Minivan	2	24,000	7	6,790	10,282
Total	557			\$2,092,693	\$3,511,212

- An increase of \$384,035 for Fleet Repairs and Maintenance. This is caused by increased repairs in the first half of the current year. Although a large number of vehicles are being replaced in the proposed budget maintenance costs will remain high until the new vehicles are deployed.
- There is a decrease of \$752,903 for Fleet Parts, Oil and Gas. This decrease is at least partially attributable to a decrease in gallons used within the past few years.
- An increase of \$193,778 for the Pretrial Detention Facility Building Cost Allocation.

5. Internal Services – IT Operations:

- The change in information technology costs is a result of the newly implemented Customer Billing Model.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #266-268
ON SCREEN – Page #274-276**

6. Other Operating Expenses:

- There is an increase of \$2,285,218 primarily due to the following:
 - There is an increase of \$170,514 in Professional Services for psychological exams and nursing services, which are contracted nurses that provide healthcare to the inmates.
 - There is a decrease of \$153,487 for Contract Food Services due to a decline in the inmate population.
 - An increase of \$279,350 in Wireless Communications. It appears as though the costs for new laptops and laptop peripherals and software for the new positions has been double budgeted.
 - There is a decrease of \$494,459 in General Liability Insurance that is allocated.
 - The allocation for Miscellaneous Insurance is increasing by \$152,320.
 - There is an increase of \$135,104 for Repairs and Maintenance for camera repairs, uniform alterations, radar recertification, aviation repairs and maintenance of Bomb Squad equipment.
 - Hardware and Software Maintenance and Licenses are increasing by \$162,215 primarily due to enhancing the research tools for Lexis Nexus.
 - There is a net increase of \$210,501 for Miscellaneous Services and Charges due to including \$521,268 for the cost of radios for the new positions.
 - Clothing, Uniforms and Safety Equipment is increasing by \$979,639 for ammo, replacement handguns, rifles and shotguns, along with equipment for the new positions.
 - There is an increase of \$244,574 in Other Operating Supplies which includes the laptop peripherals and software for the new positions.
 - Employee Training is increasing by \$210,600 primarily due to the new police officer and community service officer positions.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 OFFICE OF THE SHERIFF
 GENERAL FUND/GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #266-268
 ON SCREEN – Page #274-276**

7. Capital Outlay:

- The Capital Outlay budgeted for fiscal year 2014/2015 consists of:

Description	Amount
Uninterrupted Power Supply Back Up for Data Center	\$ 180,000
Computer Aided Dispatch - Non-Stop Server	\$ 305,668
Server Replacement for JSO Data Center	\$ 135,000
250 Replacement Semi-rugged Laptops	\$ 475,000
Laptops for 40 Police Officers and 40 CSOs	\$ 149,000
Directional Golden Eagle II Radar	\$ 138,807
Total	<u>\$ 1,383,475</u>

8. Banking Fund Debt Repayment:

- The Banking Fund principal payment amount is \$211,138, which has decreased by \$224,370 and the interest payment amount is \$6,455, which has decreased by \$15,621. These payments are for prior years' borrowing. There is no new borrowing for fiscal year 2014/2015.

EMPLOYEE CAP CHANGES:

- The Sheriff's Office cap has increased by 79 positions. There are 40 new Police Officer positions and 40 new Community Service Officer positions added to the cap and there was one (1) reduction of a Civilian position due to the individual retiring during this current fiscal year.

RECOMMENDATIONS:

- We recommend a reduction in Part-time hours. It appears as though the Sheriff's Office requested the hours to be reduced but the request was not included in the proposed budget. The proposed budgeted hours for fiscal year 2014/2015 are 672,047 and will need to be reduced by 52,183 for total Part-time hours of 619,846 for the Sheriff's Office.
- We recommend that \$223,450 be removed from the Sheriff's Office budget. Laptops in the amount of \$149,000 and Laptop Peripherals and Software in the amount of \$74,450 for the new Police Officers and Community Service Officers have been double budgeted. This will have a positive impact to Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
911 EMERGENCY USER FEE (S/F 171)**

**PROPOSED BUDGET BOOK – Page #269-270
ON SCREEN – Page #277-278**

BACKGROUND:

Pursuant to Florida Statutes Section 365.172 the City established the 911 Emergency User Fee sub-fund. All counties are eligible to receive two separate distributions, one based on the total number of wireless service identifiers in each county, and a second based on the total number of nonwireless service identifiers in each county. According to Section 365.172(9)(b) of the Florida Statutes, "All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the authorized fee,"

REVENUES:

1. Miscellaneous Revenue:
 - Miscellaneous Revenue includes Investment Pool Earnings budgeted at \$58,223.
2. Charges for Services:
 - Charges for services includes the landline fee of \$0.44 paid each month with a budgeted amount of \$1,642,832 and a wireless fee of \$0.50 paid each month with a budgeted amount of \$2,314,816.
 - The decrease of \$85,156 includes:
 - A decrease of \$107,763 in landline revenues due to more people moving away from the use of landline phones each year.
 - There is a slight increase of \$22,607 for the wireless fees. This is due to prepaid cellphones now being charged a 911 fee. The state legislature has changed the wireless fee from \$0.50 to \$0.40 effective January 1, 2015 and the fee for prepaid cellphones will also be \$0.40. The collections for prepaid cellphones will not impact revenues until the third quarter of the fiscal year. The amount budgeted for prepaid cellphones is \$100,800.

EXPENDITURES:

1. Salaries:
 - The decrease of \$59,925 is due to allocating one position's salary to the general fund.
2. Employer Provided Benefits:
 - The decrease of \$13,359 is due to the allocation of a position to the general fund.
3. Internal Services – IT Operations:
 - The change in information technology costs is a result of the newly implemented Customer Billing Model.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
911 EMERGENCY USER FEE (S/F 171)**

**PROPOSED BUDGET BOOK – Page #269-270
ON SCREEN – Page #277-278**

4. Other Operating Expenses:

- The decrease of \$45,861 is primarily due to:
 - The reimbursement amount of \$1,782,693 for Police and Fire call taker salaries has decreased by \$231,627. In fiscal year 2013/2014 grant funds appropriated by Ordinance 2011-670-E were used to cover phone equipment maintenance for one year which allowed for more of a reimbursement for call taker salaries for the current fiscal year.
 - A decrease of \$78,416 in Miscellaneous Services and Charges. The Beaches call taker salaries reimbursement amount of \$216,243 is included in this line and has decreased by \$98,457.
 - There is an increase of \$200,900 in Repairs and Maintenance and an increase of \$62,012 in Hardware/Software Maintenance and Licenses due to a full years costs being budgeted, which offset the decreases noted above. In fiscal year 2013/2014 grant funds appropriated by Ordinance 2011-670-E were used to cover phone equipment maintenance for one year.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
911 CAPITAL EQUIPMENT REPLACEMENT (S/F 172)**

**PROPOSED BUDGET BOOK – Page #271-272
ON SCREEN – Page #279-280**

BACKGROUND:

Municipal Code Section 111.322 established the 911 Capital Equipment Replacement Fund for the purpose of expansion or replacement of 911 Public Safety Answering Point (PSAP) equipment or service features of the 911 Emergency Telephone System. There are currently five PSAPs located in the Atlantic Beach Police Department, Neptune Beach Police Department, Jacksonville Beach Police Department, Jacksonville Fire Rescue Communications Center and the Sheriff's Communications Center. This is an all years sub-fund.

REVENUE:

1. Miscellaneous Services:

- This is an appropriation of Investment Pool Earnings in the amount of \$302,000. The balance as of June 30, 2014 for Investment Pool Earnings was \$309,819.

EXPENDITURES:

1. Capital Outlay:

- The appropriation of Investment Pool Earnings will be used to purchase the following:

<u>Description</u>	<u>Amount</u>
Recorder	\$ 260,000
Recording Equipment	\$ 32,000
PSAP Security at Neptune and Atlantic Beach	\$ 10,000
Total	<u>\$ 302,000</u>

EMPLOYEE CAP CHANGES:

There are no authorized positions for this fund.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
SHERIFF'S TRUSTS (S/F 64A)**

**PROPOSED BUDGET BOOK – Page # 273-274
ON SCREEN – Page #281-282**

BACKGROUND:

This sub-fund includes many small trust accounts for the Sheriff's Office. The primary trust account is the Inmate Welfare Trust Fund in which the net profits from the commissary operations is received and used only for the overall welfare of the inmates pursuant to Municipal Code Section 111.300. Other trust accounts under sub-fund 64A include the Domestic Battery Surcharge, Special Law Enforcement Trust Fund, Police Explorer Trust, Motor Vehicle Safety Program, Teen Driver Special Revenue Fund, Police Accident Reports and the Criminal Justice Training Trust Fund. This is an all years sub-fund.

REVENUE:

1. Fines and Forfeits:

- The budgeted amount of \$70,000 is for the Domestic Battery Surcharge which is in line with current year collections. The City receives \$115 of the \$201 surcharge which can only be used to defray the costs of incarcerating persons sentenced for domestic violence and provide additional training to law enforcement in combating domestic violence.

2. Miscellaneous Revenue:

- The increase of \$701,989 in Miscellaneous Revenue includes:
 - An appropriation of \$400,000 in revenues that have been received to date in excess of budget for the Special Law Enforcement Trust Fund to be used for a Misdemeanor Re-Entry Center. This would normally go through the legislative process.
 - Concession Sales budgeted in the amount of \$1,028,400 and Miscellaneous Sales and Charges budgeted in the amount of \$30,185.
 - There is an increase of \$271,804 in Concession Sales which is in line with current year collections.
 - The budgeted amount of \$30,185 for Miscellaneous Sales and Charges is budgeted for the first time. This is reimbursement from the inmates for indigent kits provided to them.

EXPENDITURES:

3. Salaries:

- This is an all years fund and for the fiscal year 2013/2014 budget there was available spending capacity for salaries and only \$1,310 was budgeted. Due to using the available spending capacity this current year there is an increase of \$137,604 due to budgeting the full cost of salaries.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 OFFICE OF THE SHERIFF
 SHERIFF'S TRUSTS (S/F 64A)**

**PROPOSED BUDGET BOOK – Page # 273-274
 ON SCREEN – Page #281-282**

4. Employer Provided Benefits:
 - The increase of \$38,088 is due to using the available spending capacity this current year and needing to budget the full cost of benefits.

5. Other Operating Expenses:
 - The budgeted amount of \$458,211 includes the following:
 - The Domestic Battery Surcharge Trust Fund has a budgeted amount of \$70,000 in Trust Fund Authorized Expenditures.
 - The Inmate Welfare Trust Fund has a budgeted amount of \$387,742 in Trust Fund Authorized Expenditures which is to be used for the overall welfare of the inmates. In fiscal year 2013/2014 there was a transfer of available spending capacity to Capital Outlay that distorts the change in the proposed budget for fiscal year 2014/2015.

6. Capital Outlay:
 - The budgeted amount of \$446,000 is for specialized equipment listed below:

Description	Budgeted Amount
MCC Kitchen	\$ 60,000
CTC Security Cameras	\$ 100,000
IT Infrastructure Enhancements	\$ 286,000
Total	\$ 446,000

- There is also a budgeted amount of \$400,000 for the Special Law Enforcement Trust Fund for Engineering/Design in the amount of \$50,000 and Other Construction Costs in the amount of \$350,000. This is for a proposed Misdemeanor Re-entry Center which will be a 4,800 square foot building to be constructed on city owned land. There is currently no site selected and this project is not included in the Capital Improvement Project budget for fiscal year 2014/2015.

EMPLOYEE CAP CHANGES:

None.

RECOMMENDATIONS:

1. We recommend that the \$400,000 budget for the proposed Misdemeanor Re-Entry Center be removed since there is not a site selected for this center. Once a site is selected it can be appropriated through the normal legislative process and added to the Capital Improvement Project list. This will have no impact to the Special Council Contingency.

**COUNCIL AUDITOR’S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR’S PROPOSED FY 2014/15 BUDGET
OFFICE OF THE SHERIFF
FEDERAL FORFEITURES TRUST (S/F 64E)**

**PROPOSED BUDGET BOOK – Page #275-276
ON SCREEN – Page #283-284**

BACKGROUND:

Municipal Code Section 111.315 created the Federal Forfeitures Trust Fund. In this fund all monies paid over to the City under the Federal Department of Justice, Attorney General’s Guidelines on Seized and Forfeited Property (the “Guide”) are to be used only for law enforcement purposes as specified therein. The “Guide” specifically states, “the costs associated with the purchase, lease, construction, expansion, improvement or operation of law enforcement or detention facilities used or managed by the recipient agency” is a permissible use. This is an all years sub-fund.

REVENUES:

1. Fines and Forfeitures:
 - The budget will appropriate excess revenues over budget in the amount of \$1,349,906. The balance as of June 30, 2014 was \$1,632,650.

EXPENDITURES:

1. Transfers to Other Funds:
 - This is a transfer of \$1,000,000 to the FY 2014/2015 Capital Improvement Program for a new firing range office and training buildings. The total project cost is \$3,115,000.
2. Capital Outlay:
 - The Capital Outlay of \$349,906 will be used for the following:

Description	Amount
Radios	\$ 197,906
Dual Authentication	\$ 110,000
Digital Film Scanner	\$ 12,000
Outside Storage Building	\$ 30,000
Total	<u>\$ 349,906</u>

EMPLOYEE CAP CHANGES:

There are no authorized positions for this fund.

RECOMMENDATIONS:

None.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
FIRE & RESCUE
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
ON SCREEN – Page #163-165**

BACKGROUND

The Jacksonville Fire and Rescue Department (JFRD) is comprised of six divisions. The divisions are Office of the Director, Emergency Preparedness, Fire Operations/Suppression, Fire Prevention, Fire/Rescue Training, and Emergency Medical Service. The primary mission of JFRD is to preserve and protect the lives, property and environment of our community. JFRD processes calls for emergency assistance quickly and effectively to reduce response times to citizens, administers a community-wide emergency management plan, performs fire and life safety building inspections, reviews new construction plans for fire code compliance, conducts public safety education programs, delivers the highest quality of pre-hospital care, and promotes state of the art training, education and certification to all personnel necessary to ensure that JFRD remains competent and efficient in providing citizens and visitors of Duval County the absolute best delivery of emergency services. The Fire Plan Review Section is funded through the Building Inspections fund (159).

REVENUE

1. Charges for Services

- The net increase of \$1,269,223 is primarily due to an increase of \$800,362 in rescue transport revenue based on current year actual revenues and due to an increase in fire protection inspection revenue of \$453,391 based on increases in the fees charged effective July 2014 (see table below).

2. Revenue From City Agencies – Allocations

- The net decrease of \$56,936 is mostly due to declining revenues which are repayment of costs from the 9-1-1 Emergency User Fee Subfund (S/F 171) for call taker salaries. For the FY 2014-15, there is less reimbursement from the 9-1-1 Emergency User Fee Subfund to cover call taker salaries in the General Fund/General Services District because grant dollars were used in the 9-1-1 Emergency Fee Subfund to fund a portion of their costs in FY 2013/14. These grant funds will not be available in FY 2014/15.

3. Fines and Forfeits

- The increase of \$18,058 is due to an increase in revenues for fire code violations found during inspections.

4. Miscellaneous Revenue

- The increase of \$162,014 is primarily due to increased revenue of \$166,938 to be received from Jacksonville Aviation Authority to reimburse the costs of providing fire services for JIA which have increased due to overall increases in operational costs for the department (service level has not changed).

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 FIRE & RESCUE
 GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
 ON SCREEN – Page #163-165**

5. Other Sources

- \$7,000,000 represents the amount of borrowed funds required to purchase self-contained breathing apparatus

FEE INCREASES

S/F 011 - Fire Inspections Fees	Current Fee	Proposed Fee	Increase	Additional Revenue
Fire Safety Inspection Fee - Routine Inspection Square Footage 0 - 5,000	\$50	\$65	\$15	\$210,270
Fire Safety Inspection Fee - Routine Inspection Square Footage 5,001-10,000	\$70	\$85	\$15	\$33,300
Fire Safety Inspection Fee - Routine Inspection Square Footage 10,001-15,000	\$80	\$105	\$25	\$21,175
Fire Safety Inspection Fee - Routine Inspection Square Footage 15,001-20,000	\$90	\$125	\$35	\$16,520
Fire Safety Inspection Fee - Routine Inspection Square Footage 20,001-25,000	\$100	\$145	\$45	\$12,735
Fire Safety Inspection Fee - Routine Inspection Square Footage 25,001-30,000	\$110	\$165	\$55	\$14,410
Fire Safety Inspection Fee - Routine Inspection Square Footage 30,001-35,000	\$120	\$185	\$65	\$12,090
Fire Safety Inspection Fee - Routine Inspection Square Footage 35,001-40,000	\$130	\$205	\$75	\$13,725
Fire Safety Inspection Fee - Routine Inspection Square Footage 40,001-45,000	\$140	\$225	\$85	\$14,620
Fire Safety Inspection Fee - Routine Inspection Square Footage 45,001-50,000	\$150	\$245	\$95	\$11,115
Fire Safety Inspection Fee - Routine Inspection Square Footage 50,001-55,000	\$160	\$265	\$105	\$9,765
Fire Safety Inspection Fee - Routine Inspection Square Footage 55,001-60,000	\$170	\$285	\$115	\$11,385
Fire Safety Inspection Fee - Routine Inspection Square Footage 60,001-65,000	\$180	\$305	\$125	\$8,750
Fire Safety Inspection Fee - Routine Inspection Square Footage 65,001-70,000	\$190	\$325	\$135	\$8,640
Fire Safety Inspection Fee - Routine Inspection Square Footage 70,001-75,000	\$200	\$345	\$145	\$6,960
Fire Safety Inspection Fee - Routine Inspection Square Footage 75,001-80,000	\$210	\$365	\$155	\$7,595
Fire Safety Inspection Fee - Routine Inspection Square Footage above 80,000 plus \$5 per each additional 5,000 sq feet	\$220	\$385	\$165	\$145,400
Fire Safety Inspection Fee - Re-Inspection Square Footage 0 - 5,000	\$100	\$130	\$30	\$3,390
Fire Safety Inspection Fee - Re-Inspection Square Footage 5,001-10,000	\$140	\$170	\$30	\$750
Fire Safety Inspection Fee - Re-Inspection Square Footage 10-001-15,000	\$160	\$210	\$50	\$550
Fire Safety Inspection Fee - Re-Inspection Square Footage 15,001-20,000	\$180	\$250	\$70	\$350
Fire Safety Inspection Fee - Re-Inspection Square Footage 20,001-25,000	\$200	\$290	\$90	\$450
Fire Safety Inspection Fee - Re-Inspection Square Footage 25,001-30,000	\$220	\$330	\$110	\$770
Fire Safety Inspection Fee - Re-Inspection Square Footage 30,001-35,000	\$240	\$370	\$130	\$0
Fire Safety Inspection Fee - Re-Inspection Square Footage 35,001-40,000	\$260	\$410	\$150	\$0
Fire Safety Inspection Fee - Re-Inspection Square Footage 40,001-45,000	\$280	\$450	\$170	\$0
Fire Safety Inspection Fee - Re-Inspection Square Footage 45,001-50,000	\$300	\$490	\$190	\$380
Fire Safety Inspection Fee - Re-Inspection Square Footage 50,001-55,000	\$320	\$530	\$210	\$210
Fire Safety Inspection Fee - Re-Inspection Square Footage 55,001-60,000	\$340	\$570	\$230	\$0
Fire Safety Inspection Fee - Re-Inspection Square Footage 60,001-65,000	\$360	\$610	\$250	\$0
Fire Safety Inspection Fee - Re-Inspection Square Footage 65,001-70,000	\$380	\$650	\$270	\$540
Fire Safety Inspection Fee - Re-Inspection Square Footage 70,001-75,000	\$400	\$690	\$290	\$290
Fire Safety Inspection Fee - Re-Inspection Square Footage 75,001-80,000	\$420	\$730	\$310	\$310
Fire Safety Inspection Fee - Re-Inspection Square Footage above 80,000 plus \$10 per each additional 5,000 sq feet	\$440	\$770	\$330	\$4,290
Fire Safety Pre-Inspection (Property Assessment)	\$30	\$65	\$35	\$5,145
TOTAL				\$575,880

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
FIRE & RESCUE
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
ON SCREEN – Page #163-165**

EXPENDITURES

1. Salaries

- The net increase of \$1,161,735 is being driven by the following increases in:
 - overtime of \$1,705,759 (overtime was underbudgeted for FY 2013/14)
 - terminal leave for DROP participants of \$258,542
 - holiday buyback of \$255,562
 - pensionable special pay of \$150,973

These increases are somewhat offset by decreases in:

- leave sellback of \$441,184
- pensionable out of class pay of \$448,864
- salaries of \$372,035 which decreased due to various factors such as
 - decrease of approximately \$1,201,824 due to 36 uniformed positions being unfunded (with starting salary of \$2,782 per month)*
 - decrease of \$41,600 due to an elimination of one redlined position
 - increase due to an addition of six new 9-1-1 dispatcher positions \$177,708
 - to offset these increases to salaries, there has been a net decrease due to employees retiring and a less expensive workforce replacing them which is having a larger impact than the individual step increases received by the current employees
 - Also, salaries for personnel may increase due to the inclusion of a 2% line item increase for nine months of the year with a value of \$1,197,909.

*Note: The desired level of staffing is achieved by two factors:

- Salary and benefit lapse was eliminated
- Ordinance 2014-091-E approved a two year grant to fund 67 new full time firefighters. In February 2016, the City will have to take on all costs of the SAFER grant. Currently, the City is paying the pension costs for the employees funded by the grant. The annual salary and benefits costs for these 67 employees, assuming a pension contribution rate of 116.83% and no pay increases, would be approximately \$5.8 million per year.

2. Salary & Benefit Lapse

- The departmental salary and benefit lapse of \$2,916,845 from FY 2013/14 has been removed (the GSD Non-Departmental lapse continues to include the Fire and Rescue Department in the calculations in the proposed budget; \$1,105,629 of the Non-Departmental lapse is for the Fire and Rescue Department).

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 FIRE & RESCUE
 GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
 ON SCREEN – Page #163-165**

3. Employer Provided Benefits

- The net increase of \$3,069,777 is driven by increases in Police & Fire pension costs of \$1,099,948 and an increase in the net workers compensation allocations (heart hypertension) of \$1,691,718 per actuarial reports.

4. Internal Service Charges

- The net increase of \$448,418 is being driven by increases in:
 - legal charges of \$226,167 (based on increased actual charges in FY 2012/13 and FY 2013/14 which are used to calculated proposed budget)
 - radio allocation of \$199,402 (mobile radios in fire trucks and rescue units are being replaced, and a new paging system to transfer a call to all stations is being put in place)
 - fleet vehicle replacement costs of \$519,021 due to the net impact of vehicles on the proposed replacement list and vehicles that were replaced in prior years being paid off (there was a delay in fleet replacement in the past few years followed by various fire fleet purchases approved by the City Council for FY 2013/14 and requested by the Mayor for FY 2014/15 – see table below)

Unit Description	Number of Units to be Purchased	Average Price (Prices Vary)	Average Months Used in FY15	Debt Cost in FY15 (part)	Debt Cost in FY16 (full)
All Terrain Vehicle - ATV	2	\$ 15,000	7	\$ 4,244	\$ 6,426
Boat Engine	4	\$ 19,350	7	\$ 10,950	\$ 16,580
Fire - Brush Truck	1	\$ 70,000	7	\$ 9,902	\$ 14,995
Fire - Hazmat Vehicle	1	\$ 600,000	5	\$ 60,625	\$ 133,375
Fire Truck - Ladder	6	\$ 833,333	3	\$ 303,124	\$ 1,151,876
Fire Truck - Pumper	24	\$ 443,600	5	\$ 1,075,728	\$ 2,366,616
Fire Truck - Rescue Unit	10	\$ 150,000	5	\$ 151,560	\$ 333,440
Fire Truck - Tanker	1	\$ 300,000	5	\$ 30,313	\$ 66,688
Jet Ski	3	\$ 12,000	9	\$ 6,549	\$ 7,422
Pickup Truck	1	\$ 21,166	7	\$ 2,994	\$ 4,534
Pickup Truck - 4x4	1	\$ 30,000	7	\$ 4,244	\$ 6,426
Pickup Truck - Crew Cab	2	\$ 30,143	7	\$ 8,528	\$ 12,914
Pickup Truck - Extended Cab	4	\$ 33,804	7	\$ 19,128	\$ 28,964
Pickup Truck - Extended Cab (replaced SUV)	1	\$ 33,804	7	\$ 4,782	\$ 7,241
Sedan - Full Size	7	\$ 18,111	7	\$ 17,934	\$ 27,160
TOTAL	68			\$ 1,710,605	\$ 4,184,657

- These increases are somewhat offset by a decrease in fleet repairs of \$246,097 and fleet parts of \$177,562 (those charges are estimated based

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
FIRE & RESCUE
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
ON SCREEN – Page #163-165**

on actual usage in FY 2012/13 and first half of FY 2013/14 which has been decreasing compared to prior periods possibly due to the fact that new fleet units require less maintenance and maintenance on old units that are expected to be replaced could be deferred).

5. Internal Services – IT Operations
 - The change in information technology costs is a result of the newly implemented Customer Billing Model.

6. Other Operating Expenses
 - The increase of \$17,168 is due to increases in other operating supplies of \$114,936 and in clothing allowance of \$99,793 which was offset by a decrease in miscellaneous insurance of \$231,606 (City's properties evaluation was completed recently which changed the allocation of costs).

7. Capital Outlay
 - The increase of \$6,660,000 is due to \$7,000,000 in borrowed funds to purchase self-contained breathing apparatus (SCBAs). Per the department, this funding will be used to Replace SCBAs Face Masks & Harnesses. The department purchased its current SCBAs in 2002. New NFPA standards prohibit the manufacturer from certifying the department's masks and harnesses, and federal DOT regulations impose a 15-year life span on air bottles. Therefore, the department will be required to replace its entire inventory of SCBAs in 2017. The ISO Fire Suppression Rating Schedule requires SCBAs be available to each responder on the fireground. Should this requirement not be met, Jacksonville's PPC rating could drop by at least two classes. This would result in homeowner's and commercial insurance rates increasing significantly each year.

8. Banking Fund Debt Repayment
 - The table below compares the FY 2013/14 and FY 2014/15 banking fund debt repayment by project:

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 FIRE & RESCUE
 GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
 ON SCREEN – Page #163-165**

Project Title	1,053,354		58,464		1,362,520		189,644		440,346
	FY14 Budget		FY15 Proposed						
	Principal	Interest	Principal	Interest	Change				
AutoPulse - CPR/Compression Device	79,987	1,245	0	0	-81,232				
CAD replacement (ord 2009-54-E)	311,264	35,821	311,264	20,696	-15,125				
Cardiac Monitor	479,733	10,988	71,231	1,437	-418,053				
Compressors for SCBA equipment	44,731	2,552	37,276	641	-9,366				
Equip for Apparatus - F9 District Chief	1,436	25	0	0	-1,461				
Equip for Apparatus-Rescue 25, 49 & 54	52,583	2,959	42,808	731	-12,003				
Fire capital equipment	54,854	1,048	3,613	63	-52,226				
Mobile Data Terminal refresh - FY14	14,773	3,028	68,000	12,750	62,949				
Self Contained Breathing Apparatus	0	0	816,667	153,125	969,792				
Thermal Imaging Cameras	13,993	798	11,661	201	-2,929				

DIVISIONAL CHANGES:

- The increase of \$815,976 in Fire Administration is mostly due to an increase in OGC legal allocation of \$224,650 and \$354,690 in internal services – IT operations (new allocation model).
- The increase of \$275,936 in Emergency Preparedness is primarily due to an increases in salaries of \$89,355 (net of two positions were transferred in from another division), in Police & Fire pension contribution of \$92,022, in building maintenance allocation of \$44,288, and in GEPP pension contribution of \$37,087.
- The increase of \$11,518,981 in Fire Operations is mainly due to:
 - an increase of \$7,000,000 in capital outlay (to purchase self-contained breathing apparatus)
 - an increase in internal services – IT operations of \$1,944,152 (new method of allocation)
 - an increase in overtime of \$1,502,647 (to align with actual usage)
 - an increase in workers compensation allocations (heart hypertension) of \$1,027,499
 - an increase in fleet vehicle rental of \$972,724 (mostly new vehicles purchased for this division in FY 2013/14 and budgeted for FY 2014/15)
 - an increase of banking fund debt repayments of \$903,810 (to make a first year payment for the self-contained breathing apparatus)
 - a decrease in salaries of \$2,266,036 (36 positions will be unfunded, 40 positions were transferred to other divisions, 6 new positions were created, and due to employees retiring and a less expensive workforce replacing them)
 - a decrease in Police & Fire pension contribution of \$1,560,545
 - elimination of salaries and benefits lapse of \$2,916,845

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 FIRE & RESCUE
 GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
 ON SCREEN – Page #163-165**

- The increase of \$277,150 in Fire Prevention is mainly due to increases of \$85,590 in salaries overtime (it was removed from current year budget despite continuous use of overtime by the division), \$82,672 in internal services – IT operations (new allocation model), \$35,303 in health insurance, and \$34,806 in workers compensation allocations (heart hypertension).
- The increase of \$922,813 in Fire Training is mainly due to an increase Police & Fire pension contribution of \$478,413 and in salaries of \$271,674.
- The increase of \$3,779,100 in Rescue is primarily due to increases in Police & Fire pension contribution of \$2,075,143, salaries of \$1,526,006 (32 positions were transferred in from other divisions), \$550,543 in in internal services – IT operations (new allocation model) and due to a decrease in fleet vehicle rental of \$497,291 (vehicles purchased in prior fiscal years were paid off).

SERVICE LEVEL CHANGES:

The department does not foresee significant changes in the level of emergency services provided to the community. However, the addition of six 9-1-1 dispatchers will improve call-taking and dispatching of emergency responders. The new paging system will provide improved response times.

FOOD AND BEVERAGE EXPENDITURES (subobject 05206):

SF	Indexcode	Amount	Description of each Service/Event that requires the purchase of food/beverage	Explanation that the Service/Event serves a public purpose
011	FRFO011FO	\$1,500	Food, water, ice at extended stay fires >4 hours in duration	Public Safety

AUTHORIZED POSITION CAP

The net increase of five positions is due to the addition of six 9-1-1 dispatcher positions which is offset by the elimination of a redlined position from 2009-512-E during FY 2013/14.

RECOMMENDATION #1:

The revenues from the Fire Protection Inspection Fee are budgeted to increase from \$1,405,039 to \$1,858,430. Based on current year actual revenues and even after taking into consideration an increase in the fees implemented in July 2014, it appears that these revenues are overbudgeted for FY 2014/15. We recommend a decrease of \$416,193. This will have a negative impact on the Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
FIRE & RESCUE
GENERAL FUND / GENERAL SERVICES DISTRICT (S/F 011)**

**PROPOSED BUDGET BOOK – Page #155-157
ON SCREEN – Page #163-165**

RECOMMENDATION #2:

Based on the department's estimate, it appears that clothing allowance is overbudgeted for FY 2014/15. We recommend a decrease of \$168,162. This will have a positive impact on the Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 FIRE & RESCUE
 BUILDING INSPECTION (S/F 159)
 FIRE PLANS REVIEW**

**PROPOSED BUDGET BOOK – Page # 158-161
 ON SCREEN-Page # 166-169**

BACKGROUND

Fire Plans Review function of the Fire & Rescue Department is funded within the Building Inspection.

REVENUE

Charges for Services

- This category includes the anticipated fire plans review and re-inspection fees. The increase of \$50,947 is due to an increase in plans review revenues of \$54,807 which is attributed to an increase in the fees charged (see table below), which is offset by a decrease in re-inspection fees revenues of \$3,860 based on more realistic actual revenues for the current year.

FEE INCREASES

S/F 159 - Fire Plans Review Fees	Current Fee	Proposed Fee	Increase	Additional Revenue
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - Up to 10,000 Sq. Ft.	\$125	\$150	\$25	\$30,100
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 10,001 to 20,000 Sq. Ft.	\$150	\$175	\$25	\$2,550
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 20,001 to 30,000 Sq. Ft.	\$200	\$225	\$25	\$725
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 30,001 to 40,000 Sq. Ft.	\$230	\$275	\$45	\$810
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 40,001 to 50,000 Sq. Ft.	\$270	\$325	\$55	\$880
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 50,001 to 60,000 Sq. Ft.	\$315	\$375	\$60	\$540
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 60,001 to 70,000 Sq. Ft.	\$355	\$425	\$70	\$350
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 70,001 to 80,000 Sq. Ft.	\$395	\$475	\$80	\$320
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 80,001 to 90,000 Sq. Ft.	\$470	\$525	\$55	\$440
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - 90,001 to 100,000 Sq. Ft. (assumes 95,000 sq. ft. for current fee that is an "above 90,000" category)	\$510	\$575	\$65	\$65
Fire Plans Review Fees - New Construction Plans Review Charge based on square footage - >100,000 shall be computed at the fee of \$400 plus \$5.00 for every 5,000 sq ft increment in excess of 100,000 sq ft (assumes avg. of 150,000 sq. ft.)	\$545	\$625	\$80	\$1,440
Fire Plans Review - New Sprinklers <10,000 Sq Ft	\$125	\$150	\$25	\$1,200
Fire Plans Review - New Sprinklers <20,000 Sq Ft	\$150	\$175	\$25	\$875

**COUNCIL AUDITOR'S OFFICE
 COMMENTS AND RECOMMENDATIONS
 MAYOR'S PROPOSED FY 2014/15 BUDGET
 FIRE & RESCUE
 BUILDING INSPECTION (S/F 159)
 FIRE PLANS REVIEW**

**PROPOSED BUDGET BOOK – Page # 158-161
 ON SCREEN-Page # 166-169**

S/F 159 - Fire Plans Review Fees	Current Fee	Proposed Fee	Increase	Additional Revenue
Fire Plans Review - New Sprinklers <30,000 Sq Ft	\$200	\$225	\$25	\$375
Fire Plans Review - New Sprinklers <40,000 Sq Ft	\$230	\$275	\$45	\$720
Fire Plans Review - New Sprinklers <50,000 Sq Ft	\$270	\$325	\$55	\$825
Fire Plans Review - New Sprinklers <60,000 Sq Ft	\$315	\$375	\$60	\$180
Fire Plans Review - New Sprinklers <70,000 Sq Ft	\$355	\$425	\$70	\$280
Fire Plans Review - New Sprinklers <80,000 Sq Ft	\$395	\$475	\$80	\$160
Fire Plans Review - New Sprinklers <90,000 Sq Ft	\$470	\$525	\$55	\$220
Fire Plans Review - New Sprinklers <100,000 Sq Ft	\$510	\$575	\$65	\$65
Fire Plans Review - New Sprinklers >100,000 Sq Ft	\$545	\$625	\$80	\$720
Fire Plans Review - Existing Sprinklers Relocated up to 50 heads	\$100	\$125	\$25	\$8,775
Fire Plans Review - Existing Sprinklers Relocated 51 or More Heads	\$150	\$175	\$25	\$1,675
Fire Plans Review - New Fire Alarm <10,000 sq ft	\$125	\$150	\$25	\$3,000
Fire Plans Review - New Fire Alarm <20,000 sq ft	\$150	\$175	\$25	\$1,725
Fire Plans Review - New Fire Alarm <30,000 sq ft	\$200	\$225	\$25	\$425
Fire Plans Review - New Fire Alarm <40,000 sq ft	\$230	\$275	\$45	\$1,215
Fire Plans Review - New Fire Alarm <50,000 sq ft	\$270	\$325	\$55	\$1,100
Fire Plans Review - New Fire Alarm <60,000 sq ft	\$315	\$375	\$60	\$60
Fire Plans Review - New Fire Alarm <70,000 sq ft	\$355	\$425	\$70	\$210
Fire Plans Review - New Fire Alarm <80,000 sq ft	\$395	\$475	\$80	\$160
Fire Plans Review - New Fire Alarm <90,000 sq ft	\$470	\$525	\$55	\$220
Fire Plans Review - New Fire Alarm <100,000 sq ft	\$510	\$575	\$65	\$130
Fire Plans Review - New Fire Alarm >100,000 sq ft	\$545	\$625	\$80	\$960
Fire Plans Review - Existing Fire Alarm Alterations Up to 5,000 Sq. Feet	\$75	\$100	\$25	\$5,025
Fire Plans Review - Existing Fire Alarm Alterations 5,001 or more Sq. Feet	\$150	\$175	\$25	\$2,050
Fire Plans Review - New Hood Systems	\$100	\$125	\$25	\$2,800
Fire Plans Review - Existing Hood Systems (Re-Pipe)	\$75	\$100	\$25	\$550
Fire Plans Review - New Paint Booth System	\$100	\$125	\$25	\$350
Fire Plans Review - New Tents	\$55	\$100	\$45	\$4,995
Fire Plans Review - New Awnings	\$100	\$125	\$25	\$375
Fire Plans Review - DMG Plans	\$100	\$125	\$25	\$4,250
Fire Plans Review and Initial Visual, Pressure and Flush Inspections -Underground Fire	\$150	\$160	\$10	\$854
Fire Plans Review and Initial Visual, Pressure and Flush Inspections / Re-Inspections - Underground Fire Main	\$100	\$125	\$25	\$0
Fire Plans Review and initial visual and flush inspection for four (4) hydrants - Underground Fire Main	\$100	\$125	\$25	\$100
TOTAL				\$84,844

**COUNCIL AUDITOR'S OFFICE
COMMENTS AND RECOMMENDATIONS
MAYOR'S PROPOSED FY 2014/15 BUDGET
FIRE & RESCUE
BUILDING INSPECTION (S/F 159)
FIRE PLANS REVIEW**

**PROPOSED BUDGET BOOK – Page # 158-161
ON SCREEN-Page # 166-169**

EXPENDITURES

1. Salaries

- The net increase of \$10,887 is being driven primarily by increases in overtime of \$4,271 based on current year actuals. Also, there are expected increased in leave sellback of \$1,938 and in holiday buyback of \$1,436 due to employees becoming eligible for these benefits.

2. Employer Provided Benefits

- The net decrease of \$52,726 is due to the removal of funding for the police and fire pension fund. Employees in that pension plan are no longer in this subfund.

3. Internal Service Charges

- The net increase of \$473 is mainly due to an increase in building cost allocation of \$3,986 due to an overall increase in Ed Ball building costs and a decrease of \$5,017 is fleet vehicle rental due to one vehicle transferred to the Fire Department (s/f 011).

4. Internal Service – IT Operations

- The change in information technology costs is a result of the newly implemented Customer Billing Model.

5. Other Operating Expenses

- The net decrease of \$1,937 is being driven primarily by the removal of clothing and cleaning allowance of \$1,952 due to an error.

6. Indirect Cost

- The net increase of \$399,926 is due an error in the budget of the allocation calculated by the City's independent consulting firm as part of the full cost allocation plan study. It was budgeted twice within this subfund. This error was addressed during the review of the non-departmental revenues, and no additional actions are needed.

AUTHORIZED POSITION CAP

No changes. The cap remains at four positions.

RECOMMENDATION:

The clothing allowance was incorrectly removed. Per the department's request, \$2,552 should be moved from the other operating supplies to the clothing allowance. This will have no impact on the Special Council Contingency.