

# **OFFICE OF THE COUNCIL AUDITOR**

## **FY 2021/2022 PROPOSED BUDGET**

### **FINANCE COMMITTEE MEMBERS**

**Ron Salem, Pharm. D. – Chair**

**Danny Becton – Vice Chair**

**Michael Boylan**

**Reggie Gaffney**

**Matt Carlucci**

**Terrance Freeman**

**Ju'Coby Pittman**



**Meeting #1**  
**August 12, 2021**

**COUNCIL AUDITOR’S OFFICE**  
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## **2021/22 BUDGET LEGISLATION**

### **2021-251-E Property Appraiser's 2021/22 Budget Recommendations**

Due to the timing of when the property appraiser's budget is submitted and approved by the Florida Department of Revenue, this ordinance provides City Council input prior to submittal.

### **2021-498 Downtown Special Assessment**

Establishes the assessment rate for downtown Jacksonville pursuant to ordinance 2021-292-E, and establishes the 2021 assessment roll.

### **2021-500-E Rolled Back Rate Resolution**

Informs the Property Appraiser of the "rolled back" millage rates, the proposed millage rates for notices to be sent to all property owners, and the September 14, 2021, public hearing for City Council to consider the millage rates and the tentative budget.

### **2021-501 Millage Levy Ordinance**

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

### **2021-502 Millage Levy Ordinance**

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

### **2021-503 Millage Levy Ordinance**

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

### **2021-504 Budget Ordinance**

Approves the budgets for the City and its Independent Agencies.

### **2021-505 Five-Year Capital Improvement Plan (CIP)**

Adopts the five-year (2022-2026) CIP.

### **2021-506 Shands Agreement**

Authorizes the Mayor, or his designee, and Corporation Secretary to execute and deliver an agreement with Shands Jacksonville Medical Center, Inc. and the State of Florida Agency of Health Administration concerning payment to and distribution of the City's indigent healthcare funds and to take action as may be necessary to effectuate the purpose of the ordinance.

### **2021-507 Five-Year IT System Development Program ("ITECH Projects")**

Adopts the five-year (2022-2026) inclusive IT System Development Program ("ITECH Projects").

## **2021/22 BUDGET LEGISLATION**

- 2021-508 Adopting the Sales Tax Growth Rate**  
Adopts the annual growth rate as recommended by the administration for the future pension liability surtax proceeds.
- 2021-509 Public Service Grants**  
Approves the appropriation of \$3,147,080 from a designated special council contingency to provide funding for the City of Jacksonville's contribution to the Public Service Grants Council.
- 2021-510 Jacksonville Chamber of Commerce Appropriation**  
Approves the appropriation of \$500,000 from a designated special council contingency to provide funding for the City of Jacksonville's contribution to the Jacksonville Chamber of Commerce.
- 2021-511 Kids Hope Alliance**  
Approves the appropriation of program funding of \$28,779,956 from a designated special council contingency within the Kids Hope Alliance.
- 2021-512 Jacksonville Sheriff's Office (JSO)**  
Approves the appropriation of \$14,970,420 from a designated special council contingency to JSO for the inmate health care contract with Armor Correctional Health Services, Inc.
- 2021-513 Read U.S.A.**  
Approves the appropriation of \$100,000 from a designated special council contingency to the Read U.S.A. Inc. for a grant to purchase material to stimulate family literacy engagement and activities.
- 2021-514 Clara White Mission Feeding Program**  
Approves the appropriation of \$100,000 from a designated special council contingency to the Clara White Mission, Inc. to provide funding for capital improvements needed to assist it in its Transitional Housing and Drop-In Services for Homeless Veterans Program.
- 2021-515 Boys and Girls Club**  
Approves the appropriation of \$100,000 to provide funding for capital improvements to renovate their community-based site at Clanzel T. Brown Boys and Girls Club at 4575 Moncrief Road.
- 2021-516 American Rescue Plan**  
Approves the appropriation of \$141,897,895 in American Rescue Plan funds to provide funding for COVID-19 response efforts and to provide funding for eligible capital improvement and affordable housing projects, departmental enhancements, and other qualified expenses.



## **2021/2022 BUDGET TIMELINE OVERVIEW**

### **2021**

January 1	<p>This is the effective date of property valuation.</p> <ul style="list-style-type: none"><li>• If a home under construction is not complete on this date, it is not taxed.</li><li>• Taxpayer must reside in home on this date to be eligible for homestead exemption.</li></ul>
June 1	<p>On or before June 1, the Property Appraiser submits their budget to the Department of Revenue (DOR) for the ensuing fiscal year beginning October 1.</p>
July 1	<p>Property Appraiser certifies to taxing authorities the preliminary valuation totals, via the top portion of forms DR-420 Certification of Taxable Value, for computation of the proposed budget.</p>
July 15	<p>On or before July 15, the DOR shall notify the Property Appraiser and the Board of County Commissioners of its tentative millage and budget amendments and changes to the Property Appraiser's budget.</p>
July 20	<p>Ordinance 2021-403-E requires the Mayor to submit the annual budget proposal on July 20.</p>
August 4	<p>Within 35 days of the Property Appraiser certification, City completes and files form DR-420 (Certification of Taxable Value) with the following information:</p> <ul style="list-style-type: none"><li>• Proposed millage rate</li><li>• Current year rolled-back rate pursuant to Florida Statute (F.S.) 200.065</li><li>• Date, time and place of the tentative budget and millage hearing</li></ul>
August 15	<p>Prior to August 15, the Property Appraiser and the Board of County Commissioners may submit additional information to the DOR regarding the Property Appraiser Budget.</p> <p>On or before August 15, the DOR shall make its final budget amendments to the Property Appraiser budget and shall provide notice thereof to the Property Appraiser and the Board of County Commissioners.</p>
August 24	<p>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.</p>
September 14	<p>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.</p>
September 25	<p>Within 15 days of the tentative budget hearing, advertise the intent to adopt a final millage and budget pursuant to F.S. 200.065.</p>

## **2021/2022 BUDGET TIMELINE OVERVIEW**

September 28	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.				
October 1	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 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.				
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: <ul style="list-style-type: none"><li>• Certification of Taxable Value, Forms DR-420</li><li>• Legislation adopting the millage and the budget</li><li>• Entire newspaper pages for all advertisements</li><li>• Proof of publication from the newspaper for all advertisements</li><li>• Certification of Final Taxable Value, Forms DR-422</li></ul>				
November	Tax bills are sent out. Pursuant to Statutes, discounts for early payment are: <table><tr><td>4 percent - November</td><td>3 percent - December</td></tr><tr><td>2 percent - January</td><td>1 percent - February</td></tr></table>	4 percent - November	3 percent - December	2 percent - January	1 percent - February
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.				

## **2022**

March 31	Taxes are due without any discount or penalty.
August	Errors and Insolvencies for the 2021 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**  
**2021/22 BUDGET**

				GF/GSD within		
			GF/GSD excluding	USDs 2-4, Jacksonville	GF/GSD within	
			USDs 2 thru 5,	Beach, Atlantic Beach	USD 5,	
			Beaches & Baldwin	& Neptune Beach	Baldwin	Total
2020/21 Preliminary Taxable Values		\$	66,451,674,344	\$	7,056,266,293	\$ 48,954,779 \$ 73,556,895,416
Operating Millage Rates			11.4419	8.1512	9.6312	
Council Approved Total Estimated Revenues at . . .	95.5%	\$	726,118,409	\$	54,928,771	\$ 450,276 \$ 781,497,456
FY 2021/22 BUDGET						
2021/22 Preliminary Taxable Values		\$	71,448,754,669	\$	7,419,350,379	\$ 54,526,908 \$ 78,922,631,956
Less New Construction			(1,778,701,487)		(61,035,303)	(1,137,905) (1,840,874,695)
Taxable Value of Property Existing Last Year		\$	69,670,053,182	\$	7,358,315,076	\$ 53,389,003 \$ 77,081,757,261
Operating Millage Rate			11.4419	8.1512	9.6312	
Estimated Revenues at . . .	95.5%					
BEFORE NEW CONSTRUCTION		\$	761,285,681	\$	57,280,038	\$ 491,061 \$ 819,056,781
Increased Revenue on Property Existing Last Year		\$	35,167,272	\$	2,351,267	\$ 40,785 \$ 37,559,325
Change in budgeted Ad Valorem Revenues, as a percent.						4.81%
Estimated Revenues at . . .	95.5%					
ON NEW CONSTRUCTION		\$	19,435,897	\$	475,123	\$ 10,466 \$ 19,921,486
Change in budgeted Ad Valorem Revenues from new construction, as a percent.						2.55%
Total Estimated Revenues Increase		\$	54,603,169	\$	2,826,390	\$ 51,251 \$ 57,480,811
Change in budgeted Ad Valorem Revenues, as a percent.						7.36%
Total Proposed Estimated Revenues at	95.5%	\$	780,721,578	\$	57,755,161	\$ 501,527 \$ 838,978,267
Net to the General Fund GSD						
Total Proposed Estimated Revenues at	95.5%	\$	780,721,578	\$	57,755,161	\$ 501,527 \$ 838,978,267
Less Tax Increment Amounts at	95.0%	\$	(34,667,527)	\$	(8,312,517)	\$ - \$ (42,980,044)
Net to the General Fund GSD		\$	746,054,052	\$	49,442,644	\$ 501,527 \$ 795,998,223
2021/22 ROLLED BACK RATES			10.9462	7.7765	8.9832	
2021/22 RATES AS PRESENTED ABOVE			11.4419	8.1512	9.6312	
PERCENTAGE ABOVE (BELOW) ROLLED BACK			4.53%	4.82%	7.21%	

The Mayor's proposed 2021/22 millage rates for the Beaches and Baldwin are in compliance with the Interlocal Agreements, which require the millage rate for the GF/GSD excluding USDs 2-5 (Beaches and Baldwin) to be 18.8% more than Baldwin and 3.2907 mills more than the Beaches.

**GENERAL SERVICES DISTRICT**  
**SAMPLE RESIDENTIAL AD VALOREM TAX CALCULATION**  
**COMPARING 2020 RATES TO THE MAYOR'S PROPOSED 2021 RATE**

<b>TAXABLE VALUE CALCULATION</b>		<b>2020 Tax Rates</b>	<b>2021 Proposed Tax Rates</b>	<b>Change from 2020 to 2021</b>	
(1)	<b>Median Assessed Value</b>	<b>\$ 138,962</b>	<b>\$ 146,101</b>	<b>\$ 7,139</b>	<b>5.14%</b>
	Less Original Homestead Exemption	(25,000)	(25,000)	-	0.00%
(2)	<b>Value Before Additional Homestead Exemption</b>	<b>\$ 113,962</b>	<b>\$ 121,101</b>	<b>\$ 7,139</b>	<b>6.26%</b>
	<b>Value Not Subject to the Additional Homestead Exemption (A)</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>-</b>	<b>0.00%</b>
	<b>Value Subject to Additional Homestead Exemption</b>	<b>\$ 63,962</b>	<b>\$ 71,101</b>	<b>\$ 7,139</b>	<b>11.16%</b>
	<b>Additional Homestead Exemption</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>	<b>-</b>	<b>0.00%</b>
	<b>Remaining After Additional Exemption (B)</b>	<b>\$ 38,962</b>	<b>\$ 46,101</b>	<b>\$ 7,139</b>	<b>18.32%</b>
(3)	<b>(A) Plus (B) Equals Taxable Value</b>	<b>\$ 88,962</b>	<b>\$ 96,101</b>	<b>\$ 7,139</b>	<b>8.02%</b>

**MILLAGE RATES**

Local Government, GSD	11.4419	11.4419	0.0000	0.00%
Duval County School Board	5.9050	5.8080	-0.0970	-1.64%
St John's Water Mgmt. District	0.2287	0.2287	0.0000	0.00%
Florida Inland Navigation District	0.0320	0.0320	0.0000	0.00%
<b>Total Millage</b>	<b>17.6076</b>	<b>17.5106</b>	<b>(0.0970)</b>	<b>-0.55%</b>

**AD VALOREM TAXES**

Local Government, GSD	\$1,017.89	\$ 1,099.58	\$ 81.69	8.03%
Duval County School Board	\$ 672.95	\$ 703.35	\$ 30.40	4.52%
St John's Water Mgmt. District	\$ 20.35	\$ 21.98	\$ 1.63	8.01%
Florida Inland Navigation District	\$ 2.85	\$ 3.08	\$ 0.23	8.07%
<b>Total Tax Bill</b>	<b>\$1,714.04</b>	<b>\$ 1,827.99</b>	<b>\$ 113.95</b>	<b>6.65%</b>
Less Four Percent Discount for Payment in November	(68.56)	(73.12)	(4.56)	6.65%
<b>Net Tax Bill</b>	<b>\$1,645.48</b>	<b>\$ 1,754.87</b>	<b>\$ 109.39</b>	<b>6.65%</b>

**Footnotes:**

1. The **median** assessed value of single family homesteaded property is \$146,101 for the 2021 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**

	2020/21		2021/22	
	ORIGINAL BUDGET		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	80,791,272		94,296,096	
Capital	7,315,000		161,102,500	
Total Jacksonville Aviation Authority	<u>\$ 88,106,272</u>	<u>\$ -</u>	<u>\$ 255,398,596</u>	<u>\$ -</u>
Jacksonville Port Authority				
Excess Telecommunications Contribution		-9,588,317		-9,642,191
Operations	69,038,168		67,471,383	
Capital	207,926,226		108,879,247	
Total Jacksonville Port Authority	<u>\$ 276,964,394</u>	<u>\$ -9,588,317</u>	<u>\$ 176,350,630</u>	<u>\$ -9,642,191</u>
Police and Fire Pension Fund	<u>\$ 12,326,805</u>	<u>\$ -</u>	<u>\$ 13,931,812</u>	<u>\$ -</u>
Business Improvement District	<u>\$ 1,699,338</u>	<u>\$ -510,615</u>	<u>\$ 2,514,177</u>	<u>\$ -813,181</u>
Jacksonville Housing Finance Authority	<u>\$ 331,750</u>	<u>\$ -</u>	<u>\$ 357,250</u>	<u>\$ -</u>
Jacksonville Transportation Authority				
General Fund for Community Trans Coordinator		-1,496,760		-1,525,919
Local Option Gas Tax per Interlocal Agreement		-25,861,828		-25,872,998
Discretionary Transportation Half Cent Sales Tax		-89,093,667		-106,576,032
Operations	141,917,448		149,521,272	
Capital	53,595,782		68,761,685	
Total Jacksonville Transportation Authority	<u>\$ 195,513,230</u>	<u>\$ -116,452,255</u>	<u>\$ 218,282,957</u>	<u>\$ -133,974,949</u>
J E A				
Electric Operations	1,247,146,545	93,609,555	1,289,899,711	94,545,651
Electric Capital	290,945,593		240,802,000	
Water & Sewer Operations	512,286,660	26,402,695	541,509,396	26,666,722
Water & Sewer Capital	327,862,000		362,402,000	
District Energy System Operations	9,328,327		8,839,543	
District Energy System Capital	3,036,000		5,550,289	
Total JEA	<u>\$ 2,390,605,125</u>		<u>\$ 2,449,002,939</u>	
Total Contribution to City General Fund		<u>\$ 120,012,250</u>		<u>\$ 121,212,373</u>
<b>Total of City Independent Agencies</b>	<b>\$ 2,965,546,914</b>	<b>\$ -6,538,937</b>	<b>\$ 3,115,838,361</b>	<b>\$ -23,217,948</b>
Contribution to Shands Jacksonville		-30,275,594		-30,275,594
<b>Net General Government Contributions</b>		<b><u>\$ -36,814,531</u></b>		<b><u>\$ -53,493,542</u></b>
<b>Total of Jacksonville General Government Budget</b>	<b><u>\$ 2,961,380,591</u></b>		<b><u>\$ 3,453,656,141</u></b>	
<b>Total Budget, General Government and Independent Agencies</b>	<b><u>\$ 5,926,927,505</u></b>		<b><u>\$ 6,569,494,502</u></b>	

A Transfers in and between agencies and funds have not been eliminated.

COUNCIL AUDITOR'S OFFICE  
MAYOR'S PROPOSED 2021/22 BUDGET  
SUMMARY OF BUDGET BY FUND

	FY 20-21 COUNCIL APPROVED	FY 21-22 MAYOR'S PROPOSED
<b>General Fund</b>		
00111 General Fund - GSD	1,341,419,412	1,413,573,835
00112 Mosquito Control State 1	54,230	54,230
00113 Special Events - General Fund	7,819,381	9,832,823
00119 Emergency Reserve	64,920,611	65,646,964
00191 Property Appraiser	11,290,422	11,873,388
00192 Clerk of the Court	5,504,247	6,289,097
00193 Tax Collector	18,976,908	21,191,308
<b>TOTAL General Fund</b>	<b>1,449,985,211</b>	<b>1,528,461,645</b>
<b>Permanent Fund</b>		
05100 Permanent Fund	42,000	12,366
<b>TOTAL Permanent Fund</b>	<b>42,000</b>	<b>12,366</b>
<b>Special Revenue Fund</b>		
10100 Planning, Economic Dev & Concur Mgmt	1,741,773	701,928
10200 Air Pollution Control & Monitoring	748,002	653,326
10300 Sports, Convention & Tourism Development	5,081,700	8,378,936
10400 Transportation	135,057,140	171,215,443
10700 Emergency 911	5,314,113	5,377,093
10800 Tax Increment District	41,304,476	44,407,721
10900 Kids Hope Alliance	35,572,640	35,627,533
11000 Better Jacksonville Trust Fund	71,695,430	80,759,031
11300 Maintenance, Parks & Recreation	7,140,388	7,664,300
11400 Other Federal, State & Local Grants	500,000	1,250,000
11500 General Government	2,125,691	1,596,110
15000 General Government	28,731,513	29,154,989
<b>TOTAL Special Revenue Fund</b>	<b>335,012,866</b>	<b>386,786,410</b>
<b>Capital Project Fund</b>		
31000 Bond Projects	441,056	0
32000 General Projects	194,430,221	378,679,359
<b>TOTAL Capital Project Fund</b>	<b>194,871,277</b>	<b>378,679,359</b>
<b>Enterprise Fund</b>		
41000 Public Parking System	3,857,212	4,335,941
42000 Motor Vehicle Inspections	380,031	377,412
43000 Solid Waste	116,083,123	117,657,826
44000 Stormwater Services	42,509,819	42,565,917
45000 Equestrian Center	466,139	466,139
46000 Sports Complex Capital	5,383,633	6,625,000
47000 City Venues	91,511,506	97,518,207
<b>TOTAL Enterprise Fund</b>	<b>260,191,463</b>	<b>269,546,442</b>
<b>Internal Service Fund</b>		
51000 Fleet Management	89,431,478	101,738,787
52000 Copy Center	2,731,460	2,748,941
53000 Information Technology	84,805,540	49,789,073
54000 Public Works - Public Buildings	47,966,986	48,215,970
55000 General Counsel's Office	12,963,602	12,850,689
56100 COJ Self Insurance	49,963,391	53,931,053
56200 COJ Group Health	90,456,779	95,472,171
56300 COJ Insured Programs	11,820,007	13,296,395
57000 Debt Management Funds	314,493,018	491,770,690
<b>TOTAL Internal Service Fund</b>	<b>704,632,261</b>	<b>869,813,769</b>
<b>Trust and Agency Fund</b>		
65100 Pension Trust Fund	16,645,513	20,356,150
<b>TOTAL Trust and Agency Fund</b>	<b>16,645,513</b>	<b>20,356,150</b>
<b>TOTAL FOR ALL GENERAL GOVERNMENT FUNDS</b>	<b>2,961,380,591</b>	<b>3,453,656,141</b>

**Council Auditor's Office**  
**Mayor's Proposed FY 2021/22 Budget**  
**Summary of Employee Caps by Fund**

		FY 20-21 COUNCIL APPROVED	FY 21-22 MAYOR'S PROPOSED	CHANGE FROM FY21
<b>General Funds</b>				
00111	General Fund - GSD	6,333	6,424	91
00113	Special Events	13	13	0
00191	Property Appraiser	114	113	(1)
00192	Clerk of the Court	36	36	0
00193	Tax Collector	231	246	15
<b>Total General Funds</b>		<b>6,727</b>	<b>6,832</b>	<b>105</b>
<b>Special Revenue Funds</b>				
10101	Concurrency Management System	6	6	0
10201	Air Pollution Tag Fee	5	5	0
10301	Tourist Development Council	1	1	0
10701	9-1-1 Emergency User Fee	5	5	0
10901	Kids Hope Alliance Fund	41	42	1
11301	Huguenot Park	10	10	0
11302	Kathryn A. Hanna Park	17	17	0
11308	Cecil Field Commerce Center	6	6	0
11501	Animal Care & Protective Services Program	1	1	0
15104	Building Inspection	162	168	6
15107	Library Conference Facility Trust	3	3	0
15204	Duval County Teen Court Programs Trust	5	5	0
15213	Court Costs \$65 Fee FS: 939.185	9	9	0
15302	Hazardous Waste Program - SQG	5	5	0
15304	Tree Protection & Related Expenditures	1	1	0
<b>Total Special Revenue Funds</b>		<b>277</b>	<b>284</b>	<b>7</b>
<b>Enterprise Funds</b>				
41102	Public Parking	36	36	0
42101	Motor Vehicle Inspection	5	5	0
43101	Solid Waste Disposal	116	116	0
44101	Stormwater Service	53	53	0
<b>Total Enterprise Funds</b>		<b>210</b>	<b>210</b>	<b>0</b>
<b>Internal Service Funds</b>				
51101	Fleet Management - Operations	106	106	0
51102	Fleet Management - Vehicle Replacement	3	3	0
52101	Copy Center	5	5	0
53101	Information Technologies	121	120	(1)
53102	Radio Communication	10	10	0
54101	Public Building Allocations	62	62	0
55101	Office of General Counsel	73	73	0
56101	Self Insurance	23	24	1
56201	Group Health	9	9	0
56301	Insured Programs	8	8	0
<b>Total Internal Service Funds</b>		<b>420</b>	<b>420</b>	<b>0</b>
<b>Trust And Agency Funds</b>				
65101	General Employees Pension	5	5	0
<b>Total Trust And Agency Funds</b>		<b>5</b>	<b>5</b>	<b>0</b>
<b>TOTAL EMPLOYEE CAP FOR ALL FUNDS</b>		<b>7,639</b>	<b>7,751</b>	<b>112</b>

**Council Auditor's Office  
Mayor's Proposed FY 2021/22 Budget  
Overall Employee Cap Reconciliation**

FY 2020/2021 Council Approved Employee Cap (City-Wide)	7,639
Net Change in Positions during FY 2020/2021	7 *
Sub-total FY 2020/2021	<u>7,646</u>
Positions Added in Mayor's Proposed FY 2021/2022 Budget	110 **
Positions Eliminated in Mayor's Proposed FY 2021/2022 Budget	(5) ***
Proposed FY 2021/2022 Employee Cap (City-Wide)	<u><u>7,751</u></u>

**Notes:**

\* During FY 2020/21, four positions were added to the Building Inspection Fund to improve services, two positions were added to the Office of the Sheriff to staff the Jacksonville Transportation Authority - Jacksonville Regional Transportation Center and one Billing Specialist position was added to JFRD.

\*\* The positions being added in the proposed budget for FY 2021/22 are:

- 84 positions in Fire and Rescue (General Fund/GSD):
  - 66 to staff new fire stations (64, 74, and 75),
  - 14 to reduce overtime,
  - 3 Rescue District Chiefs to manage high call volume, and
  - 1 Administrative Specialist to assist in administering the JFRD Wellness Program.
- 15 positions in the Tax Collector Office (Non-General Fund/GSD) for revenue collection.
- 2 positions in Medical Examiner (General Fund/GSD) due to increased workload.
- 2 positions in Building Inspection (Non-General Fund/GSD) for improved services.
- 1 position in Finance & Administration (General Fund/GSD) for the Equal Business Opportunity Office.
- 1 position in the Downtown Investment Authority (General Fund/GSD).
- 1 position in the Office of Ethics, Compliance & Oversight (General Fund/GSD).
- 1 position in Public Works (General Fund/GSD).
- 1 position in the Supervisor of Elections Office (General Fund/GSD).
- 1 position in Public Buildings (Non-General Fund/GSD) that was offset by one position transferred to Public Libraries (General Fund/GSD).
- 1 position in the Kids Hope Alliance (Non-General Fund/GSD).

\*\*\* The positions being eliminated in the proposed budget for FY 2020/21 are one position in City Council (position was added in a prior year for succession planning and will be vacant by 9/30/21) and one vacant position in the Property Appraisers Office. Also, three Military and Veteran Affairs positions are being transferred back to the grant they were previously funded by.



**Council Auditor's Office**  
**Mayor's Proposed FY 2021/22 Budget**  
**Employee Cap By Department**

<b>General Fund/GSD</b>	<b>FY 20-21 Council Approved</b>	<b>FY 21-22 Mayor's Proposed</b>	<b>Change From FY 20-21</b>
<b>FULL TIME EMPLOYEE POSITIONS</b>			
ADVISORY BOARDS & COMMISSIONS	5	5	0
CITY COUNCIL	85	84	(1)
COURTS	3	3	0
DOWNTOWN INVESTMENT AUTHORITY	8	9	1
EMPLOYEE SERVICES	42	42	0
FINANCE AND ADMINISTRATION	108	109	1
FIRE AND RESCUE	1,593	1,678	85
HUMAN RIGHTS COMMISSION	7	7	0
MAYOR'S OFFICE	27	27	0
MEDICAL EXAMINER	32	34	2
MILITARY AFFAIRS AND VETERANS	17	14	(3)
NEIGHBORHOODS	210	210	0
OFFICE OF ECONOMIC DEVELOPMENT	13	13	0
OFFICE OF ETHICS, COMPLIANCE & OVERSIGHT	2	3	1
OFFICE OF GENERAL COUNSEL	1	1	0
OFFICE OF INSPECTOR GENERAL	12	12	0
OFFICE OF THE SHERIFF	3,235	3,237	2
PARKS, RECREATION & COMMUNITY SERVICES	263	263	0
PLANNING AND DEVELOPMENT	33	33	0
PUBLIC LIBRARIES	310	311	1
PUBLIC WORKS	296	297	1
SUPERVISOR OF ELECTIONS	31	32	1
<b>TOTAL FULL TIME EMPLOYEE POSITIONS</b>			
<b>GENERAL FUND - GENERAL SERVICES DISTRICT</b>	<u>6,333</u>	<u>6,424</u>	<u>91</u>

**Overall Explanation:**

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

City Council: One position is proposed to be eliminated that was previously added for succession planning purposes.

Downtown Investment Authority: One Project Manager position is proposed to be added.

Finance & Administration: One position is proposed to be added to the Equal Business Opportunity Office.

Fire and Rescue: Sixty-six positions are proposed to be added to staff fire and rescue units at new fire stations (64,74 & 75), fourteen positions are proposed to reduce overtime, three Rescue District Chief positions are proposed to manage high call volume, and one Administrative Specialist position is proposed to assist in administering the JFRD Wellness Program. In addition, during FY 2020/21, one position was added to assist with Medicaid and Medicare billing.

Medical Examiner: Two position are proposed to be added due to increased workload.

Military & Veteran Affairs: Three positions are proposed to be transferred back to the grant fund they have been funded by in previous years.

Office of Ethics, Compliance & Oversight: One attorney position is proposed to be added.

Office of the Sheriff: During FY 2020/21, two positions were added to staff the Jacksonville Transportation Authority - Jacksonville Regional Transportation Center.

Public Libraries: One position is proposed to be transferred from the Public Buildings Fund.

Public Works: One position is proposed to be added to traffic engineering.

Supervisor of Elections: One Assistant Elections Officer position is proposed to be added.

**COUNCIL AUDITOR'S OFFICE  
GENERAL FUND - GSD PERSONNEL EXPENSES  
PROPOSED FY 2021/22 BUDGET**

	2020/2021	2021/2022		
	Council Approved	Mayor's Proposed	\$ Change	% Change
(A) SALARIES	\$ 476,662,981	\$ 505,220,328	\$ 28,557,347	5.99%
(B) EMPLOYER PROVIDED BENEFITS	\$ 272,178,079	\$ 307,345,555	\$ 35,167,476	12.92%
SALARIES/ BENEFITS LAPSES	\$ (7,349,772)	\$ (7,192,276)	\$ 157,496	-2.14%
TOTAL PERSONNEL	\$ 741,491,288	\$ 805,373,607	\$ 63,882,319	8.62%

(A) Overall, salary expenses within the General Fund-GSD is increasing by \$28,557,349, or 5.99%. Overtime is increasing by \$13,737,772, regular salaries is increasing by \$6,181,163, leave sellback is increasing by \$4,142,371, and terminal leave is increasing by \$1,897,713.

The increase of \$13,737,772 in overtime is primarily due to Fire and Rescue increasing by \$8,597,277 and the Office of the Sheriff increasing by \$5,010,061. The increase in both areas are based on recent actuals. The increases in Fire and Rescue are within each division, and the increase in the Office of the Sheriff being driven by the Corrections Department.

Regular salaries are increasing by \$6,181,163, primarily due to an increase of \$4,594,931 in Fire and Rescue, \$390,992 in the Public Libraries, \$370,715 in the Office of the Sheriff, \$274,042 in the Finance and Administration Department, and \$203,770 in Public Works. The increase in the Fire and Rescue Department is attributable to funding associated with 66 new positions for Fire and Rescue Units at Fire Stations 74 (fully funded), 75 (funded for three months), and 64 (funded for three months), 14 positions for overtime relief, 3 new Rescue District Chief positions, 1 new billing special position, and a full year funding for SAFER grants positions that were transferred to the General Fund/GSD in January 2021. The increase in Public Libraries is due to employee turnover, end of probation increases, and the transfer of one position from Public Buildings. The increase in the office of the Sheriff is due to the addition of two positions during FY 2020/21 and changes in pay due to step increases and employee turnover.

The increase of \$4,142,371 in leave sellback is primarily attributable to an increase of \$2,179,936 for the Office of the Sheriff and \$1,974,910 in Fire and Rescue. These increases are based on actual current leave balances that increased as a result of the continued impact of COVID-19.

The increase of \$1,897,713 in terminal leave is attributable to an increase for the Office of the Sheriff. This is based on anticipated departures from upcoming DROP classes and is impacted by the leave balances carried due to COVID-19.

(B) Overall, employer provided benefits are increasing by \$35,167,476, or 12.92%. In total, defined benefit plan contributions are increasing by \$27,162,355, while defined contribution plan contributions are increasing by \$3,781,191. Additionally, workers compensation is increasing by \$3,114,709.

The increase in contributions to defined benefits plans is mainly due to the contribution to the Police & Fire Pension Plan increasing by \$22,974,065. The increase is due to an increase in the required contribution per the actuarial report of \$9.2 million and using reserves in FY 2020/21 to reduce the contribution by \$13.8 million. All of the defined benefit plan contributions were impacted by sales tax coming in less during FY 2019/20 due to COVID-19, which resulted in the present value of the pension liability surtax coming in less than expected and requiring an increased contribution to each plan. Additionally, due to the closure of the defined benefit plans to new employees (effective October 1, 2017), the defined contribution plan contributions are increasing based on expected increased participation resulting from employee turnover and new positions.

Pension Plan	FY 2020/21		FY 2021/22		Increase/ (Decrease)
	Rate	Amount	Rate	Amount	
General Employees' Pension Plan - DB	n/a	\$ 19,042,978	n/a	\$ 20,515,613	\$ 1,472,635
Corrections Officers' Pension Plan - DB	n/a	\$ 15,044,530	n/a	\$ 17,592,399	\$ 2,547,869
Police & Fire Pension Plan - DB	n/a	\$ 134,435,896	n/a	\$ 157,409,961	\$ 22,974,065
General Employees' Pension Plan - DC	12.00%	\$ 6,845,841	12.00%	\$ 7,425,736	\$ 579,895
Public Safety Pension Plan - DC	25.00%	\$ 14,029,647	25.00%	\$ 17,406,844	\$ 3,377,197
Jacksonville Beach Contribution	n/a	\$ 133,840	n/a	\$ 121,298	\$ (12,542)

Workers Compensation is increasing based on actuary projections mainly in the Office of the Sheriff related to regular workers compensation and heart and hypertension.

**COUNCIL AUDITOR'S OFFICE  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
SALARY AND BENEFITS LAPSE SCHEDULE**

<b>Fund</b>	<b>Department</b>	<b>FY 2020/21 Approved</b>	<b>FY 2021/22 Proposed</b>	<b>Amount Inc/(Dec)</b>	<b>% Inc/ (Dec)</b>
00111	Non-Departmental <sup>1</sup>	\$3,680,238	\$3,447,459	-\$232,779	-6.33%
00111	Office of the Sheriff <sup>2</sup>	\$3,669,534	\$3,744,817	\$75,283	2.05%
		<b>\$7,349,772</b>	<b>\$7,192,276</b>	<b>-\$157,496</b>	<b>-2.14%</b>
00113	Special Events	\$8,847	\$10,410	\$1,563	17.7%
00191	Property Appraiser	\$138,207	\$121,778	-\$16,429	-11.9%
00192	Clerk of The Court	\$31,334	\$27,088	-\$4,246	-13.6%
00193	Tax Collector	\$266,965	\$279,355	\$12,390	4.6%
10901	Kids Hope Alliance	\$75,263	\$76,275	\$1,012	1.3%
11301	Huguenot Park	\$5,085	\$4,949	-\$136	-2.7%
11302	Kathryn A Hanna Park Improvement	\$8,464	\$8,057	-\$407	-4.8%
11308	Cecil Field Commerce Center	\$3,071	\$2,622	-\$449	-14.6%
15104	Building Inspection	\$163,853	\$145,732	-\$18,121	-11.1%
15204	Duval County Teen Court Programs	\$4,514	\$3,105	-\$1,409	-31.2%
41102	Public Parking	\$24,049	\$29,343	\$5,294	22.0%
42101	Motor Vehicle Inspection	\$6,576	\$5,542	-\$1,034	-15.7%
43101	Solid Waste Disposal	\$139,741	\$136,418	-\$3,323	-2.4%
51101	Motor Pool	\$310,976	\$251,729	-\$59,247	-19.1%
53101	Information Technologies	\$243,684	\$238,183	-\$5,501	-2.3%
53102	Radio Communication	\$8,418	\$7,078	-\$1,340	-15.9%
54101	Public Building Allocations	\$56,237	\$62,429	\$6,192	11.0%
55101	Office of General Counsel	\$208,997	\$198,709	-\$10,288	-4.9%
56101	Self Insurance	\$25,582	\$26,090	\$508	2.0%
56201	Group Health	\$8,423	\$9,112	\$689	8.2%
56301	Insured Programs	\$3,450	\$4,887	\$1,437	41.7%
		<b>\$1,741,736</b>	<b>\$1,648,891</b>	<b>-\$92,845</b>	<b>-5.3%</b>
		<b>\$9,091,508</b>	<b>\$8,841,167</b>	<b>-\$250,341</b>	<b>-2.8%</b>

**Overall Comment** - While the amounts above are reflected as negative amounts in the Budget, we are showing them as positive for ease of explanation for the changes. Additionally, the lapse calculations do not include the defined benefit pension amounts since these are budgeted at the actuarial dollar amount. Lastly, the contributions to the new FOP and IAFF health plans have been excluded since they are a set amount going forward.

**<sup>1</sup>Non-Departmental GSD Lapse**

The personnel lapse is generally applied to the non-departmental area as opposed to the individual departments in the General Services District. 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.

**<sup>2</sup>Office of the Sheriff Lapse**

The Sheriff's Office has its own lapse due to the fact that its budget makes up such a large portion of the overall General Fund/GSD budget.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**  
**SCHEDULE OF REVENUES**

	<b>FY 20/21 COUNCIL APPROVED</b>	<b>FY 21/22 MAYOR'S PROPOSED</b>	<b>INCREASE/ (DECREASE)</b>	<b>% CHANGE</b>	<b>FOOT NOTE</b>
<b>NON-DEPARTMENTAL REVENUES*</b>					
Ad Valorem Taxes	\$ 781,497,456	\$ 838,978,268	\$ 57,480,812	7.4%	<b>1</b>
Distributions To Tax Increment Districts	(40,202,742)	(42,980,045)	(2,777,303)	6.9%	
<b>NET AD VALOREM TAXES</b>	<b>\$ 741,294,714</b>	<b>\$ 795,998,223</b>	<b>\$ 54,703,509</b>	<b>7.4%</b>	
Contributions From Other Local Units	121,412,250	136,504,436	15,092,186	12.4%	<b>2</b>
Debt Proceeds	35,000,000	-	(35,000,000)	(100.0%)	<b>3</b>
Franchise Fees	41,628,954	41,391,762	(237,192)	(0.6%)	<b>4</b>
Interest and Other Earnings	5,247,169	2,230,000	(3,017,169)	(57.5%)	<b>5</b>
Intergovernmental Revenue	136,392	68,000	(68,392)	(50.1%)	<b>6</b>
Judgement And Fines	704,196	815,821	111,625	15.9%	<b>7</b>
Local Business Taxes	6,895,917	6,657,818	(238,099)	(3.5%)	<b>8</b>
Local Communication Services Tax	28,403,027	28,786,566	383,539	1.4%	<b>9</b>
Local Fuel Tax - Ninth Cent (1 Cent)	1,165,103	1,194,786	29,683	2.5%	<b>10</b>
Non-Operating Sources	2,639,079	4,254,846	1,615,767	61.2%	<b>11</b>
Other Charges For Services	12,033,214	13,184,338	1,151,124	9.6%	<b>12</b>
Other Miscellaneous Revenue	3,195,868	3,135,268	(60,600)	(1.9%)	<b>13</b>
State Shared Revenues	163,728,738	192,148,322	28,419,584	17.4%	<b>14</b>
Transfers In	16,541,904	18,044,979	1,503,075	9.1%	<b>15</b>
Utility Service Taxes	93,356,891	96,204,656	2,847,765	3.1%	<b>16</b>
<b>TOTAL NON-DEPARTMENTAL REVENUES</b>	<b>\$ 1,273,383,416</b>	<b>\$ 1,340,619,821</b>	<b>\$ 67,236,405</b>	<b>5.3%</b>	
<b>DEPARTMENTAL REVENUES**</b>					
Advisory Boards And Commissions	251,100	126,600	(124,500)	(49.6%)	
City Council	378,891	361,298	(17,593)	(4.6%)	
Courts	433,333	433,334	1	0.0%	
Downtown Investment Authority	51,300	51,300	-	0.0%	
Employee Services	1,500	1,500	-	0.0%	
Finance and Administration	80,462	80,212	(250)	(0.3%)	
Fire and Rescue-Center	37,767,966	41,639,694	3,871,728	10.3%	
Jacksonville Human Rights Commission	39,100	39,100	-	0.0%	
Office of the Sheriff	16,522,200	17,159,836	637,636	3.9%	
Medical Examiner	2,011,836	2,174,290	162,454	8.1%	
Neighborhoods	1,885,828	1,921,872	36,044	1.9%	
Office of Economic Development	120	130	10	8.3%	
Office of Ethics	32,000	53,500	21,500	67.2%	
Office of the Inspector General	115,000	145,001	30,001	26.1%	
Parks, Recreation & Community Services	883,975	865,600	(18,375)	(2.1%)	
Planning and Development	1,198,100	1,273,800	75,700	6.3%	
Public Library	232,750	232,750	-	0.0%	
Public Works	6,132,535	6,374,197	241,662	3.9%	
Supervisor of Elections	18,000	20,000	2,000	11.1%	
<b>TOTAL DEPARTMENTAL REVENUES</b>	<b>\$ 68,035,996</b>	<b>\$ 72,954,014</b>	<b>\$ 4,918,018</b>	<b>7.2%</b>	
	<b>\$ 1,341,419,412</b>	<b>\$ 1,413,573,835</b>	<b>\$ 72,154,423</b>	<b>5.4%</b>	

\* These items will not be discussed again.

\*\* These items will be discussed in further detail during the individual departmental budgets.

**CITY OF JACKSONVILLE, FLORIDA  
GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)  
VARIOUS REVENUE DETAIL**

	<b>FY 20/21 COUNCIL APPROVED</b>	<b>FY 21/22 MAYOR'S PROPOSED</b>	<b>INCREASE/ (DECREASE)</b>	<b>% CHANGE</b>	<b>FOOT NOTE</b>
<b>TRANSFER IN</b>					
Transfer From Downtown Northbank CRA Trust	2,500	2,500	-	0.0%	
Transfer From Downtown Southbank CRA Trust	2,500	2,500	-	0.0%	
Transfer From Jacksonville International Airport CRA Trust	2,500	2,500	-	0.0%	
Transfer From King Soutel Crossing CRA Trust	2,500	2,500	-	0.0%	
Transfer From Arlington CRA Trust	2,500	2,500	-	0.0%	
Transfer From Community Development	128,404	128,404	-	0.0%	<b>17</b>
Transfer From Solid Waste Disposal	13,155,864	15,583,586	2,427,722	18.5%	<b>18</b>
Transfer From Public Building Allocations	3,245,136	2,320,489	(924,647)	(28.5%)	<b>19</b>
<b>TOTAL TRANSFER IN</b>	<b>\$ 16,541,904</b>	<b>\$ 18,044,979</b>	<b>\$ 1,503,075</b>	<b>9.1%</b>	
<b>CONTRIBUTIONS FROM OTHER LOCAL UNITS</b>					
Contribution From JEA - Electric	93,609,555	94,545,651	\$ 936,096	1.0%	<b>20</b>
Contribution From JEA - Water & Sewer	26,402,695	26,666,722	264,027	1.0%	<b>20</b>
Contribution From Independent Agencies	1,400,000	15,292,063	13,892,063	992.3%	<b>21</b>
<b>TOTAL CONTRIBUTIONS FROM OTHER LOCAL UNITS</b>	<b>\$ 121,412,250</b>	<b>\$ 136,504,436</b>	<b>\$ 15,092,186</b>	<b>12.4%</b>	
<b>STATE SHARED REVENUE DETAIL</b>					
Cigarette Tax - County	335,370	300,950	(34,420)	(10.3%)	
Fuel Tax - Constitutional (2 Cent)	4,317,034	4,863,858	546,824	12.7%	<b>22</b>
Fuel Tax - County Tax (1 Cent)	3,791,834	3,997,133	205,299	5.4%	<b>23</b>
Fuel Tax - Municipal (1 Cent)	6,964,891	7,688,774	723,883	10.4%	<b>24</b>
Fuel Tax - Special Fuel and Motor Fuel Use Tax	4,475	4,150	(325)	(7.3%)	
Fuel Tax - Refund - Motor Fuel Use Tax - County	10,000	10,000	-	0.0%	
Fuel Tax - Refund - Motor Fuel Use Tax - Municipal	114,000	10,000	(104,000)	(91.2%)	
Licenses - Alcoholic Beverage	700,204	820,970	120,766	17.2%	
Licenses - Insurance Agents	242,614	266,674	24,060	9.9%	
Licenses - Mobile Home	234,115	235,325	1,210	0.5%	
Sales Tax - County Revenue Sharing Program - Population	6,053,461	6,124,498	71,037	1.2%	<b>25</b>
Sales Tax - County Revenue Sharing Program	23,591,084	27,967,931	4,376,847	18.6%	<b>26</b>
Sales Tax - Municipal Revenue Sharing Program	23,641,927	28,579,030	4,937,103	20.9%	<b>27</b>
Sales Tax - Local Government 1/2 Cent	93,727,729	111,279,029	17,551,300	18.7%	<b>28</b>
<b>TOTAL STATE SHARED REVENUE</b>	<b>\$ 163,728,738</b>	<b>\$ 192,148,322</b>	<b>\$ 28,419,584</b>	<b>17.4%</b>	

**COUNCIL AUDITOR'S OFFICE**  
**GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**  
**REVENUE FOOTNOTES AND RECOMMENDATIONS**

**FOOTNOTES:**

- 1 - The Mayor's proposed budget includes the proposed rates of 11.4419 mills for Jacksonville, 8.1512 for the Beaches, and 9.6312 for Baldwin, which are the same rates levied in the current fiscal year. These rates will generate an estimated \$838,978,268 in Ad Valorem Taxes (prior to distribution to the Tax Increment Districts) and are in accordance with the interlocal agreements.
- 2 - A breakdown of Contributions From Other Local Units can be seen on the Various Revenue Detail page.
- 3 - In FY 2020/21, this represented the second borrowing of \$35 million related to the City's \$70 million potential obligation related to the JPA dredging project.
- 4 - Franchise Fees include payments from JEA and other businesses for the sale of water/sewer, electric, and gas.
- 5 - The proposed budget includes approximately \$2.2 million of interest earnings based on the Treasury Division's projections. The decrease is due to an expected interest rate decreasing from 1.62% to 0.75%.
- 6 - This represents an interest rebate of \$45,500 on Build America Bonds (BABs) from the American Recovery and Reinvestment Act received from the United States Treasury and a payment in lieu of taxes of \$22,500 from the Department of the Interior.
- 7 - The City receives 50.8% of Civil Traffic Citations, of which 70% go to the General Fund/General Services District and 30% go to the Police and Fire Pension Fund. The increase is to align with the actuals.
- 8 - The Local Business Taxes are those fees paid by businesses that are located in Duval County.
- 9 - This represents the local portion of the Communication Service Tax imposed on each sale of communication services. This revenue has been gradually dropping for the past several years and this is expected to continue dropping. The increase shown is just a correction to bring the budget in line with current collections and the downward trend.
- 10 - This is "ninth-cent fuel tax" imposed by the county ("local option") on diesel fuel pursuant to F.S. 206.41. Duval County will begin imposing this on motor fuel (gasoline) starting January 1, 2022. However, the revenue will be accounted for in another fund.
- 11 - This represents a transfer from the fund balance mostly consisting of \$2,102,004 for Supervisor of Elections (specialized equipment), \$848,375 for JFRD (specialized equipment), and \$433,334 for Courts (office equipment).
- 12 - Other Charges for Services represents the indirect cost recovery which is an allocated charge to funds for administrative services and overhead costs housed in the General Fund/General Services District.
- 13 - Other Miscellaneous Revenue consists primarily of fees received for the inmate pay-telephone system and payphones residing on City property, the Hyatt (formerly Adam's Mark) hotel 1% surcharge, indirect costs recovered from grant subfunds, and miscellaneous services and charges.
- 14 - A breakdown of State-Shared Revenues can be seen on the Various Revenue Detail Page.
- 15 - A breakdown of Transfers In can be seen on the Various Revenue Detail Page.
- 16 - This represents public service tax on purchase of electricity, gas, and water of 10% as allowed by Florida Statute 116.231. Vast majority of those taxes is derived from sale of electricity and water. JEA is currently working on changing electric billing which would result in additional revenues of \$1,563,207 for the City if the changes in billing are approved by the JEA Board of Directors on August 24, 2021. If approved, we will make a recommendation to increase this revenue during the wrap-up meeting.
- 17 - This represents a transfer of grant funding from the Community Development Block Grant (Fund 11101) to the General Fund/General Services District to partially offset the costs of the Independent Living Program, which is part of the Parks, Recreation and Community Services Department within the General Fund/General Services District.

**COUNCIL AUDITOR'S OFFICE  
GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)  
REVENUE FOOTNOTES AND RECOMMENDATIONS**

- 18 - The \$15,583,586 represents the current operating loan as of 9/30/21 of \$15,017,961 plus the payback of \$565,625 on the \$9 million loan from the General Fund/GSD to the Solid Waste Division (Ordinance 2018-458-E). Since FY 2017/18, an operating loan has been made to the Solid Waste Fund from the General Fund/General Services District every year as shown below. The loan to Solid Waste from the General Fund/GSD includes the amount needed to repay the previous year plus any additional funding needed to balance the Solid Waste Fund that year.

FY 2017/18 - \$3,058,842  
FY 2018/19 - \$5,538,779  
FY 2019/20 - \$0 (\$4,162,443 was adjusted through FY 2019/20 recapture process)  
FY 2020/21 - \$6,420,340  
FY 2021/22 - \$6,215,567  
Ordinance 2018-458-E Loan - \$8,250,000

Total owed to General Fund/GSD from Solid Waste on 9/30/2022 - \$29,483,528

- 19 - This represents a transfer from Public Buildings (S/F 5A1) to pay the debt service costs of the Ed Ball and the Jake Godbold buildings, which must be paid from the General Fund/General Services District since that is where the assets are recorded.
- 20 - The budgeted contribution from JEA Electric and Water & Sewer reflects the revised calculation for the annual contribution to the City pursuant to Ordinance 2018-747-E, which is based on a percentage of JEA's sales with a guaranteed minimum. The amount included in the budget represents the minimum contribution.
- 21 - This represents a payment from JPA related to the funds the City advanced for the JPA Dredging Project.
- 22 - This is 50% of the "Constitutional Fuel Tax (2 Cents) per gallon authorized by F.S. 206.41(1)(a). The distribution is based on three components: 1/4 is based on county area of total state area, 1/4 is based on county population of state population, and 1/2 is based on collections within the county of state collections in the previous year. Currently, 50% of the proceeds is passed to JTA per the interlocal agreement. The other 50% is budgeted to be used to fund capital projects in FY 2021/22.
- 23 - This is the "County Fuel Tax" and represents an additional tax of 1 cent per gallon authorized by F.S. 206.41(1)(b). This allocation method follows the same as the "Constitutional Fuel Tax".
- 24 - This is the "Municipal Fuel Tax" and represents an additional tax of 1 cent per gallon authorized by F.S. 206.41(1)(c). This is distributed through the Municipal Revenue Sharing Program, which combines this 1 cent fuel tax and 1.3653 percent of net sales and use tax. The City splits the portion of the Municipal Revenue Sharing Program back out into the fuel and sales and use tax allocating 78.8% of this distribution to Sales Tax - Municipal Revenue Sharing and 21.2% to this line item as projected by the State. This split varies year to year. The City receives its overall distribution from the state based on factors including population, collections derived from the municipality, and the municipalities relative ability to raise taxes.
- 25 - This represents the \$6.24 per resident the City receives pursuant to F.S. 218.23(2) from the County Revenue Sharing Program. This revenue stream only goes to Duval County.
- 26 - This represents a distribution from the Sales Tax County Revenue Sharing Program based on the net sales and use tax collection. The Trust receives 2.0810 percent of net sales and use tax collections in the State. Funds are then distributed to counties based on the county population, unincorporated population, and sales tax collection factors.
- 27 - This represents a distribution from the Municipal Revenue Sharing Fund for the net sales and use tax collections. See Note 26 above for above where the Municipal Fuel Tax was described. This one is distributed in the same method but is funded by 1.3653 percent of net sales and use tax collections.
- 28 - This is the distribution from the Local Government Half-Cent Sales Tax Program. This is funded by 8.8744 percent of net sales and use tax. That means it is actually worth a little more than a half-cent. However, part of this revenue is distributed to the Beaches and Baldwin.

**RECOMMENDATIONS:**

None

**CITY OF JACKSONVILLE, FLORIDA  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)  
SCHEDULE OF EXPENDITURES**

	<b>FY 20-21 MAYOR'S APPROVED</b>	<b>FY 21-22 MAYOR'S PROPOSED</b>	<b>CHANGE FROM ORIGINAL BUDGET</b>	<b>CHANGE (%)</b>
<b>DEPARTMENTAL EXPENSES*</b>				
ADVISORY BOARDS & COMMISSIONS	500,955	542,090	41,135	8.21%
CITY COUNCIL	11,959,402	12,580,599	621,197	5.19%
COURTS	5,374,565	5,129,206	(245,359)	-4.57%
DOWNTOWN INVESTMENT AUTHORITY	1,051,674	1,151,170	99,496	9.46%
EMPLOYEE SERVICES	7,144,783	7,329,313	184,530	2.58%
OFFICE OF THE MAYOR	4,655,260	4,619,398	(35,862)	-0.77%
OFFICE OF THE SHERIFF	484,601,110	502,324,318	17,723,208	3.66%
FINANCE AND ADMINISTRATION	20,689,753	23,711,282	3,021,529	14.60%
FIRE AND RESCUE	279,486,544	314,548,644	35,062,100	12.55%
HEALTH ADMINISTRATOR	1,114,977	1,189,710	74,733	6.70%
JACKSONVILLE HUMAN RIGHTS COMMISSION	787,271	803,220	15,949	2.03%
MEDICAL EXAMINER	5,748,133	5,746,959	(1,174)	-0.02%
MILITARY AFFAIRS AND VETERANS	1,466,891	1,440,267	(26,624)	-1.81%
NEIGHBORHOODS	22,905,323	22,105,192	(800,131)	-3.49%
OFFICE OF ECONOMIC DEVELOPMENT	1,929,971	1,813,306	(116,665)	-6.04%
OFFICE OF ETHICS, COMPLIANCE & OVERSIGHT	463,194	588,831	125,637	27.12%
OFFICE OF GENERAL COUNSEL	164,977	164,553	(424)	-0.26%
OFFICE OF STATE ATTORNEY	2,250,417	2,284,636	34,219	1.52%
OFFICE OF THE INSPECTOR GENERAL	1,296,810	1,383,162	86,352	6.66%
PARKS, RECREATION & COMMUNITY SVCS	49,078,632	49,510,306	431,674	0.88%
PLANNING AND DEVELOPMENT	4,547,509	4,759,697	212,188	4.67%
PUBLIC DEFENDER	2,462,189	2,378,019	(84,170)	-3.42%
PUBLIC LIBRARIES	35,342,853	36,056,442	713,589	2.02%
PUBLIC WORKS	49,107,834	50,369,665	1,261,831	2.57%
SUPERVISOR OF ELECTIONS	6,936,478	9,352,979	2,416,501	34.84%
<b>TOTAL DEPARTMENTAL EXPENSES</b>	<b>1,001,067,505</b>	<b>1,061,882,964</b>	<b>60,815,459</b>	<b>6.08%</b>
<b>NON-DEPARTMENTAL EXPENSES**</b>				
CITYWIDE ACTIVITIES	115,038,318	128,814,084	13,775,766	11.97%
CONTINGENCIES	11,613,062	39,983,330	28,370,268	244.30%
INTER-LOCAL AGREEMENTS	2,566,078	2,615,791	49,713	1.94%
SUBFUND LEVEL ACTIVITIES	48,262,961	24,334,764	(23,928,197)	-49.58%
DEBT SERVICE TRANSFERS - FISCAL AGENT	2,000	4,000	2,000	100.00%
DEBT SERVICE TRANSFERS - INTEREST	18,167,029	16,047,305	(2,119,724)	-11.67%
DEBT SERVICE TRANSFERS - PRINCIPAL	21,557,170	22,755,703	1,198,533	5.56%
TRANSFER OUT TO OTHER FUNDS	123,145,289	117,135,894	(6,009,395)	-4.88%
<b>TOTAL NON-DEPARTMENTAL EXPENSES</b>	<b>340,351,907</b>	<b>351,690,871</b>	<b>11,338,964</b>	<b>3.33%</b>
<b>TOTAL GENERAL FUND - GSD EXPENSES</b>	<b>1,341,419,412</b>	<b>1,413,573,835</b>	<b>72,154,423</b>	<b>5.38%</b>

\* - 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 (FUND 00111)**  
**SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES**

	<b>FY 20-21 MAYOR'S APPROVED</b>	<b>FY 21-22 MAYOR'S PROPOSED</b>	<b>CHANGE FROM ORIGINAL BUDGET</b>	<b>% CHANGE</b>	<b>FOOT NOTE</b>
<b>CITYWIDE ACTIVITIES</b>					
* 415 LIMIT PENSION COST	37,605	41,927	4,322	11.49%	<b>1</b>
AGAPE COMMUNITY HEALTH CENTER	156,150	160,000	3,850	2.47%	
ALCOHOL REHABILITATION PROGRAM	399,989	399,989	-	0.00%	
* ANNUAL INDEPENDENT AUDIT	322,250	329,750	7,500	2.33%	
ART IN PUBLIC PLACES	9,551	10,107	556	5.82%	
BUSINESS IMPROVEMENT DISTRICT-DOWNTOWN VISION	510,615	813,181	302,566	59.26%	<b>2</b>
CIP DEBT SERVICE REPAYMENT	36,297,989	39,343,016	3,045,027	8.39%	<b>3</b>
CONSTITUTIONAL GAS TAX TO FISCAL AGENT	4,317,034	4,863,858	546,824	12.67%	<b>4</b>
DEBT SERVICE - ED BALL BUILDING	1,470,470	652,081	(818,389)	-55.65%	<b>5</b>
DEBT SERVICE - HAVERTY BUILDING	1,774,666	1,668,408	(106,258)	-5.99%	<b>6</b>
* ECONOMIC GRANT PROGRAM	5,416,000	7,955,000	2,539,000	46.88%	<b>7</b>
FARM SHARE	-	1,100,000	1,100,000	NA	<b>8</b>
FEEDING NORTHEAST FLORIDA	-	1,000,000	1,000,000	NA	<b>9</b>
* FILING FEE LOCAL ORD. - PUBLIC DEFENDER F.S. 27.54	14,000	14,000	-	0.00%	
* FILING FEE LOCAL ORD. - STATE ATTORNEY F.S. 27.34	52,000	52,000	-	0.00%	
FIRE WATCH	-	100,000	100,000	NA	<b>10</b>
FIRST COAST CRIME STOPPERS	150,000	150,000	-	0.00%	
FLORIDA BLACK EXPO	-	25,000	25,000	NA	<b>11</b>
* FLORIDA / FLORIDA STATE BASEBALL	30,000	1	(29,999)	-100.00%	<b>12</b>
FLORIDA RECOVERY SCHOOL	100,000	100,000	-	0.00%	
GOODWILL	225,000	225,000	-	0.00%	
* GREATER AGRICULTURAL FAIR	-	80,000	80,000	NA	<b>13</b>
GROUNDWORK JACKSONVILLE	50,000	50,000	-	0.00%	
HEADQUARTERS RETENTION GRANT	-	600,000	600,000	NA	<b>14</b>
* JAXPORT - RIVER GAUGES - WATER TRANSPORATION SYSTEMS	-	160,921	160,921	NA	<b>15</b>
* JUVENILE JUSTICE	3,617,088	4,262,493	645,405	17.84%	<b>16</b>
* LICENSE AGREEMENTS AND FEES	21,196	20,618	(578)	-2.73%	
* LOBBYIST FEES	150,000	120,000	(30,000)	-20.00%	<b>17</b>
LOCAL INITIATIVES	-	1,000,000	1,000,000	NA	<b>18</b>
* MANATEE STUDY	90,000	90,000	-	0.00%	
MAYORS CURE VIOLENCE PROGRAM	1,795,000	2,730,000	935,000	52.09%	<b>19</b>
* MEDICAID PROGRAM F.S. 409.915	16,881,000	15,776,000	(1,105,000)	-6.55%	<b>20</b>
* MUNICIPAL DUES & AFFILIATION	14,960	14,960	-	0.00%	<b>21</b>
* MUNICIPAL DUES/AFFILIATION SEC 10.109	226,110	223,481	(2,629)	-1.16%	<b>21</b>
* NORTH FLORIDA TPO (TRANSPORTATION PLANNING ORG.)	242,668	245,520	2,852	1.18%	
NEW TOWN SUCCESS ZONE	161,300	161,300	-	0.00%	
* NON DEPARTMENTAL INTERNAL SERVICE ALLOCATIONS	744,637	808,207	63,570	8.54%	<b>22</b>
* NORTHEAST FL REGIONAL COUNCIL (NEFRC)	390,673	390,673	-	0.00%	
OPERATION NEW HOPE	400,000	400,000	-	0.00%	
OPIOID EPIDEMIC PROGRAM	1,160,999	1,128,348	(32,651)	-2.81%	
PRISONERS OF CHRIST	400,000	400,000	-	0.00%	
PSG - CULTURAL COUNCIL	3,048,965	3,932,579	883,614	28.98%	<b>23</b>
* PUBLIC SAFETY DC PLAN ADMINISTRATION	1	1	-	0.00%	
* QUALIFIED TARGET INDUSTRIES GRANTS	524,003	456,563	(67,440)	-12.87%	<b>24</b>
* REFUND - TAXES OVERPAID/ERROR/CONTROVERSY	12,000	5,000	(7,000)	-58.33%	
RELOCATION GRANT	-	2,400,000	2,400,000	NA	<b>25</b>
* SHANDS JAX MEDICAL CENTER CONTRIBUTION	30,275,594	30,275,594	-	0.00%	<b>26</b>
SMG - GATER BOWL GAME	-	425,000	425,000	NA	<b>27</b>
STORMWATER 501C3/LOW INCOME SUBSIDY	1,590,448	1,606,942	16,494	1.04%	<b>28</b>
* SUBSIDIZED PENSION FUNDS	5,856	-	(5,856)	-100.00%	<b>29</b>
SULZBACHER CENTER	270,000	270,000	-	0.00%	
* TAX DEED PURCHASES	250,000	200,000	(50,000)	-20.00%	<b>30</b>
UNITED WAY 211	150,000	150,000	-	0.00%	
* VACANCY POOL FTES - ADMINISTRATION	1	1	-	0.00%	<b>31</b>
VOLUNTEERS IN MEDICINE	-	144,065	144,065	NA	<b>32</b>
* ZOO CONTRACT	1,282,500	1,282,500	-	0.00%	
<b>TOTAL CITYWIDE ACTIVITIES</b>	<b>115,038,318</b>	<b>128,814,084</b>	<b>13,775,766</b>	<b>11.97%</b>	

\* - Will not be discussed again during Budget Hearings.

\*\* - Will be discussed during debt overview.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES**

	<b>FY 20-21 MAYOR'S APPROVED</b>	<b>FY 21-22 MAYOR'S PROPOSED</b>	<b>CHANGE FROM ORIGINAL BUDGET</b>	<b>% CHANGE</b>	<b>FOOT NOTE</b>
<b>CONTINGENCIES</b>					
BOYS AND GIRLS CLUB	-	100,000	100,000	NA	<b>33</b>
CLARA WHITE	-	100,000	100,000	NA	<b>34</b>
COLLECTIVE BARGAINING	-	15,000,000	15,000,000	NA	<b>35</b>
CONTINUATION GRANT MATCH(B1-B)	1,603,464	2,425,524	822,060	51.27%	<b>36</b>
* EXECUTIVE OP CONTINGENCY - COUNCIL	100,000	100,000	-	0.00%	
* EXECUTIVE OP CONTINGENCY - MAYOR	100,000	100,000	-	0.00%	
F.I.N.D GRANT MATCH	1,950,000	2,130,000	180,000	9.23%	<b>37</b>
FEDERAL MATCHING GRANT	1,000,000	810,306	(189,694)	-18.97%	<b>38</b>
HEALTH SERVICES (JSO)	-	14,970,420	14,970,420	NA	<b>39</b>
READ USA	-	100,000	100,000	NA	<b>40</b>
SOCIAL JUSTICE AND COMMUNITY INVESTMENT SPECIAL CMTE	2,824,168	-	(2,824,168)	-100.00%	<b>41</b>
SMG - GATER BOWL GAME	694,234	500,000	(194,234)	-27.98%	<b>27</b>
* SPECIAL COUNCIL CONTINGENCY - JAX CHAMBER	400,000	500,000	100,000	25.00%	
SPECIAL COUNCIL CONTINGENCY - PSG	2,941,196	3,147,080	205,884	7.00%	<b>42</b>
<b>TOTAL CONTINGENCIES</b>	<b>11,613,062</b>	<b>39,983,330</b>	<b>28,370,268</b>	<b>244.30%</b>	
<b>INTER-LOCAL AGREEMENTS</b>					
* ATLANTIC BEACH - CAPITAL ONLY	9,000	9,000	-	0.00%	
* ATLANTIC BCH LIFEGUARD/BEACH CLEAN-UP	250,519	258,035	7,516	3.00%	
* ATLANTIC AND NEPTUNE BEACH FIRE SERVICE	314,065	323,487	9,422	3.00%	
* BEACHES AND BALDWIN - SOLID WASTE DISPOSAL CHARGES	900,000	900,000	-	0.00%	
* JACKSONVILLE BEACH LIFEGUARD/BEACH CLEAN-UP	802,256	826,324	24,068	3.00%	
* NEPTUNE BEACH INTERLOCAL AGREEMENT	290,238	298,945	8,707	3.00%	
<b>TOTAL INTER-LOCAL AGREEMENTS</b>	<b>2,566,078</b>	<b>2,615,791</b>	<b>49,713</b>	<b>1.94%</b>	
<b>SUBFUND LEVEL ACTIVITY</b>					
* DEBT SERVICE - ASH SETTLEMENT	2,605,205	-	(2,605,205)	-100.00%	<b>43</b>
JPA - CONTRIBUTIONS TO	47,811,234	26,226,304	(21,584,930)	-45.15%	<b>44</b>
JTA - CONTRIBUTIONS TO	1,496,760	1,525,919	29,159	1.95%	<b>45</b>
* PROPERTY LEASE W/ WJCT - JAZZ FESTIVAL	30,000	30,000	-	0.00%	<b>46</b>
SALARY & BENEFIT LAPSE	(3,680,238)	(3,447,459)	232,779	-6.33%	<b>47</b>
<b>TOTAL SUBFUND LEVEL ACTIVITY</b>	<b>48,262,961</b>	<b>24,334,764</b>	<b>(23,928,197)</b>	<b>-49.58%</b>	
<b>DEBT SERVICE TRANSFERS - FISCAL AGENT **</b>					
TRF FR 00111 GF TO 21125 - FISCAL AGENT FEES	-	1,000	1,000	NA	
TRF FR 00111 GF TO 21126 - FISCAL AGENT FEES	-	1,000	1,000	NA	
TRF FR 00111 GF TO 21127 - FISCAL AGENT FEES	1,000	1,000	-	0.00%	
TRF FR 00111 GF TO 21128 - FISCAL AGENT FEES	1,000	1,000	-	0.00%	
<b>TOTAL DEBT SERVICE TRANSFERS - FISCAL AGENT</b>	<b>2,000</b>	<b>4,000</b>	<b>2,000</b>	<b>100.00%</b>	<b>48</b>
<b>DEBT SERVICE TRANSFERS - INTEREST **</b>					
TRF FR 00111 GF TO 21122-08A&B CAPITAL PROJECT BONDS	3,668,436	3,479,344	(189,092)	-5.15%	
TRF FR 00111 GF TO 21123-09 AB&C ETR	1,083,171	1,027,111	(56,060)	-5.18%	
TRF FR 00111 GF TO 21124-09C SPEC REV	66,939	-	(66,939)	-100.00%	
TRF FR 00111 GF TO 21125-COURTHOUSE DEBT	560,133	528,675	(31,458)	-5.62%	
TRF FR 00111 GF TO 21126-COURTHOUSE DEBT	1,722,245	634,621	(1,087,624)	-63.15%	
TRF FR 00111 GF TO 21127-2012C SPEC REV	4,931,591	4,495,913	(435,678)	-8.83%	
TRF FR 00111 GF TO 21128-2012D SPEC REV	171,905	115,271	(56,634)	-32.94%	
TRF FR 00111 GF TO 21130 2013A SPEC (INT)	1,374,792	1,374,792	-	0.00%	
TRF FR 00111 TO GF TO 21131 2014 SPEC REV REF	2,354,501	2,257,653	(96,848)	-4.11%	
TRF FR 00111 TO GF TO 21132 2016A SPEC REV REF	2,132,787	2,039,192	(93,595)	-4.39%	
TRF FR 00111 GF TO 45103 EQUESTIRAN - OTHER REV DEBT SVC	100,529	94,733	(5,796)	-5.77%	
<b>TOTAL DEBT SERVICE TRANSFERS - INTEREST</b>	<b>18,167,029</b>	<b>16,047,305</b>	<b>(2,119,724)</b>	<b>-11.67%</b>	

\* - Will not be discussed again during Budget Hearings.

\*\* - Will be discussed during debt overview.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**SCHEDULE OF NON-DEPARTMENTAL EXPENDITURES**

	<b>FY 20-21 MAYOR'S APPROVED</b>	<b>FY 21-22 MAYOR'S PROPOSED</b>	<b>CHANGE FROM ORIGINAL BUDGET</b>	<b>% CHANGE</b>	<b>FOOT NOTE</b>
<b>DEBT SERVICE TRANSFERS - PRINCIPAL **</b>					
TRF FR 00111 GF TO 21122-08A&B CAPITAL PROJECT BONDS	3,772,500	3,960,300	187,800	4.98%	
TRF FR 00111 GF TO 21123-09 AB&C ETR	1,120,000	1,160,000	40,000	3.57%	
TRF FR 00111 GF TO 21124-09C SPEC REV	1,495,000	-	(1,495,000)	-100.00%	
TRF FR 00111 GF TO 21125-COURTHOUSE DEBT	701,020	-	(701,020)	-100.00%	
TRF FR 00111 GF TO 21126-COURTHOUSE DEBT	938,600	1,357,080	418,480	44.59%	
TRF FR 00111 GF TO 21127-2012C SPEC REV	8,692,000	9,125,000	433,000	4.98%	
TRF FR 00111 GF TO 21128-2012D SPEC REV	1,130,000	1,185,000	55,000	4.87%	
TRF FR 00111 TO GF TO 21131 2014 SPEC REV FUND	1,815,000	3,080,000	1,265,000	69.70%	
TRF FR 00111 TO GF TO 21132 2016A SPEC REV FUND	1,777,550	2,765,623	988,073	55.59%	
TRF FR 00111 GF TO 45103 EQUESTIRAN - OTHER REV DEBT SVC	115,500	122,700	7,200	6.23%	
<b>TOTAL DEBT SERVICE TRANSFERS - PRINCIPAL</b>	<b>21,557,170</b>	<b>22,755,703</b>	<b>1,198,533</b>	<b>5.56%</b>	
<b>TRANSFER OUT TO OTHER FUNDS</b>					
GEN FUND-GSD TRANSFER TO SOLID WASTE DISPOSAL	19,180,404	21,233,528	2,053,124	10.70%	
GEN FUND-GSD TRANSFER TO PROPERTY APPRAISER	10,722,552	11,431,833	709,281	6.61%	
GEN FUND-GSD TRANSFER TO TAX COLLECTOR	7,094,274	10,019,358	2,925,084	41.23%	
GEN FUND-GSD TRANSFER TO SPECIAL EVENTS	7,593,590	9,648,086	2,054,496	27.06%	
GEN FUND-GSD TRANSFER TO COURTHOUSE TRUST	666,954	-	(666,954)	-100.00%	
GEN FUND-GSD TRANSFER TO TEEN COURT	55,000	55,000	-	0.00%	
GEN FUND-GSD TRANSFER TO KHA OPERATIONS	34,887,528	35,300,495	412,967	1.18%	
GEN FUND-GSD TRANSFER TO HUGUENOT PARK	359,002	360,206	1,204	0.34%	
GEN FUND-GSD TRANSFER TO CECIL COMMERCE CENTER	1,261,932	1,287,712	25,780	2.04%	
GEN FUND-GSD TRANSFER TO BEACH EROSION - LOCAL	500,000	1,250,000	750,000	150.00%	
GEN FUND-GSD TRANSFER TO DERELICT VESSEL REMOVAL	200,000	-	(200,000)	-100.00%	
GEN FUND-GSD TRANSFER TO CIP FUND	16,620,070	-	(16,620,070)	-100.00%	49
GEN FUND-GSD TRANSFER TO EQUESTRIAN CENTER	214,689	255,147	40,458	18.84%	
GEN FUND-GSD TRANSFER TO SPORTS COMPLEX CAPITAL	667,633	-	(667,633)	-100.00%	
GEN FUND-GSD TRANSFER TO CITY VENUES	19,893,623	22,985,611	3,091,988	15.54%	
GEN FUND-GSD TRANSFER TO ART IN PUBLIC PLACES TRUST	228,038	308,918	80,880	35.47%	
GEN FUND-GSD TRANSFER TO GROUP HEALTH	3,000,000	3,000,000	-	0.00%	
<b>TOTAL TRANSFERS TO/FROM</b>	<b>123,145,289</b>	<b>117,135,894</b>	<b>(6,009,395)</b>	<b>-4.88%</b>	
<b>TOTAL NON-DEPARTMENTAL EXPENDITURES</b>	<b>340,351,907</b>	<b>351,690,871</b>	<b>11,338,964</b>	<b>3.33%</b>	

\* - Will not be discussed again during Budget Hearings.

\*\* - Will be discussed during debt overview.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**NON-DEPARTMENTAL EXPENDITURES FOOTNOTES AND RECOMMENDATIONS**

- 1 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 Internal Revenue Code.
- 2 Per Ordinance 2005-785-E, the City shares in the cost of the community enhancements provided by Downtown Vision, Inc. (DVI). The contributed amount should be equivalent to 1.1 mills of the value of City-owned property in the district. **See recommendation 1**
- 3 The increase of \$3,045,027 in the CIP debt service repayment is due to an increase of \$4,983,240 in interest which was partially offset by a decrease of \$1,938,213 in principal payments.
- 4 This amount represents 50% of the Surplus Gas Tax Revenues that are transferred to the fiscal agent based on the interlocal agreement with JTA.
- 5 The decrease of \$818,389 in the debt service for the Ed Ball building is due to a decrease of \$886,973 in principal payments which was slightly offset by an increase of \$68,584 in interest.
- 6 The decrease of \$106,258 in the debt service for the Haverty's building is due to a decrease of \$63,670 in principal and a decrease of \$42,588 in interest.
- 7 The contractual payments for economic grant program incentives are listed below:

<b>Company name</b>	<b>FY 2020/21 Approved Budget</b>	<b>FY 2021/22 Proposed Budget</b>
Amazon 2	\$ 630,000	\$ 630,000
Anheuser Busch Co.	\$ 1,210,000	\$ 1,140,000
Bishopgate	\$ 140,000	\$ 155,000
City Facilities Management	\$ 24,000	\$ 20,000
Deutsche Bank (2015)	\$ 75,000	\$ 105,000
Fanatics	\$ 61,000	\$ 55,000
General Electric (Dresser)	\$ 550,000	\$ 540,000
Goodrich Corp	\$ 103,000	\$ 70,000
JA-RU	\$ 98,000	\$ 98,000
JinkoSolar	\$ 440,000	\$ 410,000
Johnson and Johnson (2013)	\$ 114,000	\$ 114,000
Johnson and Johnson (2015)	\$ 750,000	\$ 1,076,000
KLS Martin	\$ 27,000	\$ 21,000
LaRose Industries	\$ -	\$ 110,000
McKesson Corporation	\$ 149,000	\$ 125,000
Millennia	\$ -	\$ 235,000
Preferred Freezer	\$ 220,000	\$ 220,000
Saft	\$ 300,000	\$ 250,000
Southeast Toyota	\$ 315,000	\$ 315,000
Ultra	\$ -	\$ 176,000
United States Gypsum Comp	\$ 210,000	\$ 320,000
UPS (2020)	\$ -	\$ 1,400,000
Wayfair	\$ -	\$ 370,000
<b>Total</b>	<b>\$ 5,416,000</b>	<b>\$ 7,955,000</b>

- 8 This is for the grant agreement with Farm Share Inc. to provide reimbursement for acquisition costs and designs cost for a new warehouse and funds for a one year lease at their current location. Farm Share Inc distributes food throughout Duval County.
- 9 This is for the grant agreement with Feeding Northeast Florida Inc. to be used to purchase and renovate the Beaver Street Farmers Market.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**NON-DEPARTMENTAL EXPENDITURES FOOTNOTES AND RECOMMENDATIONS**

- 10** This is for the grant agreement with The Fire Watch Project Inc. for supportive services and assistance to the Fire Watch Council.
- 11** This is for the grant agreement with The Pollock Group LLC to be used to support the Florida Black Expo.
- 12** This is the City's part of the team guarantee payments for the Florida vs. Florida State baseball game per the agreement between the City and Gator Bowl Sports. There is no budgeted payment due to the uncertainty of whether the game will be played.
- 13** These funds were budgeted to reimburse the fair for a scheduling conflict caused by the Florida-Georgia game. However, it has been confirmed these funds will not be needed in FY 2021/22. **See recommendation 2**
- 14** Per Resolution 2021-346-A, the City will provide an employee retention grant to Dun and Bradstreet, Inc. in annual installments of \$600,000 over a twenty year period.
- 15** This is a contractual payment to the Jacksonville Port Authority to fund certain maintenance and repairs on the Jaxport gauge system.
- 16** The City is required to contribute funding to the State of Florida for the operation of Department of Juvenile Justice detention centers. The costs are estimated by the State of Florida. The increase is due to an increase in Duval County's share of the total detention/service days in the State in the current year.
- 17** This decrease is to better align the budget with actuals.
- 18** This is for the grant agreement with LISC Jacksonville to be used for grants to small businesses in historically low income neighborhoods.
- 19** This is for contracts to provide services in support of the Cure Violence program, as more fully described in Exhibit 12 of the Budget Ordinance. Increase is due to the addition of the third site.
- 20** This amount represents the county's share of costs for Medicaid recipients as estimated by the State of Florida. The decrease is due to a decrease in Duval County's share of the total costs.
- 21** Funding for membership in the Florida Association of Counties, Florida League of Cities, National Association of Counties, and National League of Cities is budgeted in a separate line from other municipal dues and affiliations. This is since 10% of that amount or \$20,000, whichever is greater, is also budgeted for travel in the City Council's budget based on Section 10.109 of the Municipal Code. In total, the Municipal Dues and Affiliation budget includes the following organizations:

<b>Organization</b>	<b>FY 2020/21 Approved Budget</b>	<b>FY 2021/22 Proposed Budget</b>
Government Finance Officers Association	\$ 3,050	\$ 3,050
Jacksonville Black Chamber of Commerce	\$ 10,000	\$ 10,000
Sister Cities International	\$ 1,910	\$ 1,910
<b>Subtotal</b>	<b>\$ 14,960</b>	<b>\$ 14,960</b>

<b>Organization / Municode Section 10.109</b>	<b>FY 2020/21 Approved Budget</b>	<b>FY 2021/22 Proposed Budget</b>
Florida Association of Counties	\$ 127,003	\$ 124,374
Florida League of Cities	\$ 54,091	\$ 54,091
National Association of Counties	\$ 17,285	\$ 17,285
National League of Cities	\$ 27,731	\$ 27,731
<b>Subtotal</b>	<b>\$ 226,110</b>	<b>\$ 223,481</b>

<b>Total</b>	<b>\$ 241,070</b>	<b>\$ 238,441</b>
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**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**NON-DEPARTMENTAL EXPENDITURES FOOTNOTES AND RECOMMENDATIONS**

- 22** This is an allocation mostly for the internal service charges for various items (utility consumption, building maintenance, security, etc.) that are not specifically linked to a specific occupant (common areas, unoccupied buildings, bridges, etc.).
- 23** A lump sum is appropriated to the Cultural Council for the Cultural Service Grant (CSG) program. The CSG Committee makes recommendations for allocation of the lump sum appropriation to the CSG Board of Directors who make a final determination.
- 24** The contractual payments for qualified target industries incentives are listed below:

<b>Company name</b>	<b>FY 2020/21 Approved Budget</b>	<b>FY 2021/22 Proposed Budget</b>
Adecco*	\$ 10,500	\$ -
Advent	\$ 29,213	\$ 15,913
Anheuser Busch	\$ 10,688	\$ 10,688
Availity	\$ -	\$ 37,050
Bonelli	\$ -	\$ 3,563
Campers Inn	\$ 4,560	\$ 6,270
City Facilities Management	\$ 7,268	\$ 7,268
Deutsche Bank (2013)	\$ 75,000	\$ 52,500
Deutsche Bank (2015)	\$ 105,000	\$ 99,750
Ernst and Young <sup>1</sup>	\$ 71,250	\$ -
EverBank 2011*	\$ 52,500	\$ -
FIS	\$ -	\$ 15,000
Fincantieri Marine Systems	\$ -	\$ 2,500
Forcura	\$ -	\$ 7,500
Goodrich Corp <sup>1</sup>	\$ 7,500	\$ -
LaRose Industries LLC		\$ 1,500
Macquarie	\$ 36,900	\$ 11,100
Macquarie 2	\$ 11,875	\$ 11,875
Project End Game	\$ -	\$ 32,625
Rayonier Advanced Materials	\$ -	\$ 19,500
Resource Solutions	\$ 10,688	\$ 10,688
Selene Finance (2014)	\$ 17,500	\$ 13,500
Selene Finance (2018)*	\$ 7,363	\$ -
SS&C	\$ 7,500	\$ 28,500
Sungard Avantgard/FIS (2013)*	\$ 15,000	\$ -
Sungard Avantgard/FIS (2015)	\$ 39,425	\$ 46,550
Synergy Tech	\$ -	\$ 10,500
UPS (2019)	\$ -	\$ 5,100
USA Quartz	\$ 4,275	\$ 7,125
<b>Total</b>	<b>\$ 524,003</b>	<b>\$ 456,563</b>

\* - Project was paid off or terminated in FY 2020/21 and does not need any future funding.

<sup>1</sup>Payments will resume FY 2022/23.

- 25** Per Resolution 2021-346-A this is for a relocation grant to move the Dun and Bradstreet Inc. headquarters to Jacksonville.
- 26** This is the annual payment to Shands Medical Center for indigent care. Note there is an additional \$4,724,406 in 2021-516 (American Rescue Plan funds) proposed to be sent to Shands as well.
- 27** This funding is for the Tax Slayer Bowl and consists of \$425,000 in contractual services for game day expenses. There is also \$500,000 in a contingency required by the new contract to be used to offset any game day losses.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**NON-DEPARTMENTAL EXPENDITURES FOOTNOTES AND RECOMMENDATIONS**

- 28** This amount represents a stormwater fees subsidy to low income residents and 501(c)(3) organizations.
- 29** This amount covered the City's liability for old pension funds outside of the GEPP that still have "active" retirees. The decrease aligns with actuals.
- 30** 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. The decrease is to align with actuals.
- 31** This includes 20,800 part-time hours that are unfunded, but available to be transferred based on need during the year.
- 32** This is for the grant agreement with Volunteers in Medicine Jacksonville to be used for expenses related to expanding program hours.
- 33** This amount is in a designated contingency for the grant agreement with the Boys and Girls Clubs of Northeast Florida Inc. to fund capital improvements at their Moncrief Road location that will be appropriated in Ordinance 2021-515.
- 34** This amount is in a designated contingency to provide a grant for capital improvements of the Clara White Inc. men's residence and drop-in facility that will be appropriated in Ordinance 2021-514.
- 35** The proposed contingency is set aside related to ongoing collective bargaining negotiations, and represents funding for a 2.5% increase. Ordinance 2021-516 has an additional contingency of \$20 million.
- 36** This amount is to provide the local match for State and Federal continuation grants listed on Schedule B1b.
- 37** This amount represents City's match for the FIND grant (Ordinance 2021-075-E). The projects funded by this grant can be found on Schedule B1c.
- 38** This amount is to provide the local match for the provisional State and Federal grants. \$560,306 of the proposed amount is attributable to matching funds for a recycling education program, and the remaining \$250,000 is just a contingency for other grants that may come up.
- 39** This amount is in a designated contingency related to the appropriation of dollars for the JSO health services contract that will be appropriated in Ordinance 2021-512.
- 40** This amount is in a designated contingency for the grant agreement with Read USA Inc. to be used to provide reading materials to children in neighborhoods with less resources that will be appropriated in 2021-513.
- 41** This amount was placed in a designated contingency for the Social Justice and Community Investment Special Committee during the FY 2020/21 budget.
- 42** The Public Service Grant (PSG) Council makes an annual PSG funding recommendation to the Mayor for inclusion in the proposed budget. Pursuant to Ordinance 2016-56-E, final allocations for FY 2021/22 public service grants will be determined by the PSG Council on November 1.
- 43** This was a payment on \$25,000,000 borrowed to pay the settlement approved by Ordinance 2005-998-E. The final payment was in FY 2020/21.

**CITY OF JACKSONVILLE, FLORIDA**  
**GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**  
**NON-DEPARTMENTAL EXPENDITURES FOOTNOTES AND RECOMMENDATIONS**

- 44** Pursuant to an interlocal agreement, the City provides a contribution to JPA each year consisting of
- \$800,000 capital contribution
  - A portion of telecommunications tax monies totaling \$5,765,287 for FY 2021/22, and
  - A quarter mill from JEA's electric contribution to the City totaling \$3,076,904 for FY 2021/22.
- The remaining portion is related to the Jaxport dredging agreement where the City is covering principal and interest on a \$70 million grant at \$1,292,050 in FY 2021/22 and JPA is paying the City back \$15,292,063 in funds advanced to JPA as a bridge loan. In total, \$16,584,113 is being sent to the Debt Management Fund.
- 45** This is a contribution to JTA for the Community Transportation Coordinator (CTC) program, pursuant to the interlocal agreement.
- 46** This is an annual payment to WJCT per the contract approved by Resolution 2002-975-A.
- 47** The personnel lapse represents the savings in each department's budget resulting from turnover in personnel based on the average number of terminations, days positions are vacant, and average salary for all GSD departments except JSO, which has its lapse placed directly in its budget.
- 48** Fiscal agent fees are banking fees incurred in the process of issuance and payment of bonds.
- 49** There are no general fund/GSD funds budgeted to be used for CIP pay-go in FY 2021/22.

**RECOMMENDATION 1:** We recommend that the proposed amount contributed by the City to Downtown Vision, Inc. be decreased by \$151,283 to reflect what the City should be paying in shared cost. The budgeted amount would be \$661,898 and would align with the Downtown Vision Inc. budgeted revenue from the City. This would have a positive impact on Special Council Contingency of \$151,283.

**RECOMMENDATION 2:** We recommend that the proposed amount to reimburse the Fair for a scheduling conflict caused by the FL/GA game be decreased by \$80,000 because funds are not needed. This will have a positive impact on Special Council Contingency of \$80,000.

**If the above recommendations are approved, this will have a positive impact to Special Council Contingency of \$231,283.**



**COUNCIL AUDITOR'S OFFICE  
CITY OF JACKSONVILLE  
ANALYSIS OF BUDGETED DEBT SERVICE REQUIREMENTS  
FY 2021/22 MAYOR'S PROPOSED BUDGET**

<b>Fund</b>	<b>Account Title</b>	<b>FY 2020/21 Council Approved Budget</b>	<b>FY 2021/22 Mayor's Proposed Budget</b>	<b>Change From FY 2020/21</b>	<b>Explanation</b>
<b>General Fund/GSD (Fund 00111):</b>					
21122	2019A Spec Rev (ref 2008A/B Cap Proj)	\$ 7,440,936	\$ 7,439,644	-\$1,292	
21123	2019A (ref 2009A ETR)	2,203,171	2,187,111	-16,060	
21124	2009C-2 Spec Rev	1,561,939	0	-1,561,939	FY 2020/21 was the last payment for 2009C-2 Spec Rev.
21125	2017A Spec Rev 2020A Spec Rev - Courthouse Debt (ref SRB 2010A)	1,261,153	528,675	-732,478	The decrease is due to restructuring of payments, due to refunding the 2010A Spec Rev - Courthouse Debt.
21126	2020C Spec Rev - Courthouse Debt (ref SRB 2011A)	2,660,845	1,991,701	-669,144	The decrease is due to restructuring of payments, due to refunding the 2011A Spec Rev - Courthouse Debt.
21127	2012C Spec Rev(ref ETR-01B, ETR-02B, GUAR ENT-02, LGST 1996, LGST 2002)	13,623,591	13,620,913	-2,678	
21128	2012D Spec Rev (ref ETR 2003A)	1,301,905	1,300,271	-1,634	
21130	2013A Spec Rev (ref '09C / '10A MTN)	1,374,792	1,374,792	0	
21131	2014 Spec Rev (ref ETR 2005A and 2006A)	4,169,501	5,337,653	1,168,152	The increase is due to a scheduled increase in the principal payment.
21132	2016A Spec Rev (ref SRB 2009C, SRB 2010A, SRB 2012B)	3,910,337	4,804,815	894,478	The increase is due to a scheduled increase in the principal payment.
45103	2019A Spec Rev (ref 2008A/B Cap Proj) 2014 Spec Rev (ref ETR 2005A)	216,029	217,433	1,404	
<b>Total Non-Debt Management Fund - GSD Debt Service</b>		<b>\$39,724,199</b>	<b>\$38,803,008</b>	<b>-\$921,191</b>	The net decrease is due to refunding and retirement of debt partially offset by higher scheduled debt service for remaining bonds.
<b>Debt Management Fund - GSD Debt Service</b>		46,646,159	59,521,739	12,875,580	The increase is mainly related to debt service related to the JPA Dredging Project and specifically the pass through from JPA.
<b>Fiscal Charges - GSD Debt Service</b>		2,000	4,000	2,000	
<b>Total Budgeted - GSD Debt Service</b>		<b>\$86,372,358</b>	<b>\$98,328,747</b>	<b>\$11,956,389</b>	
<b>Budgeted Debt Service in All Other Sub-Funds (Principal, Interest and Fiscal Charge)</b>		110,760,590	117,154,303	6,393,713	
<b>Total Budgeted Debt Service</b>		<b>\$197,132,948</b>	<b>\$215,483,050</b>	<b>\$18,350,102</b>	

**SCHEDULE OF CAPITAL OUTLAY PROJECTS NOT LAPSED  
FISCAL YEAR 2021-2022**

**Reference Section 1.3(C)**

Subfund	Description	Department	Account Description/ Number	Proposed Amount Not to Exceed	Recommended Amount	Recommended Increase/ (Decrease)
<b>GENERAL FUND</b>						
00192	Clerk of the Court	Clerk of the Court	Computer Equipment	16,786	16,786	-
	00192-311002-000000-00000000-00000-0000000		564270			
00192	Clerk of the Court	Clerk of the Court	Capital Professional Services	26,635	5,635	(21,000)
	00192-311002-000000-00000000-00000-0000000		565220			
00111	General Operating Fund	Courts	DM-Office Equipment	433,333	-	(433,333)
	00111-413001-000000-00000000-00000-0000000		564023			
<b>INTERNAL SERVICE FUNDS</b>						
51102	Motor Pool - Vehicle Replacement	Finance and Administration	Mobile Equipment	56,123	56,123	-
	51102-114001-000000-00000000-00000-0000000		564010			
51102	Motor Pool - Direct Replacement	Finance and Administration	Mobile Equipment	45,976	45,976	-
	51102-114001-000000-00000499-00000-0000000		564010			
51102	Motor Pool - Direct Replacement	Finance and Administration	Mobile Equipment	17,967	17,967	-
	51102-114004-000000-00000000-00000-0000000		654010			
51103	Motor Pool - Direct Replacement	Finance and Administration	Mobile Equipment	3,667,658	3,667,658	-
	51103-114001-000000-00000500-00000-0000000		564010			
53101	Information Technologies	Finance and Administration	Specialized Equipment	734,773	734,773	-
	53101-113402-000000-00000000-00000-0000000		564290			

**We recommend Schedule AF be revised to:**

- 1) Adjust the carryforward amounts listed above to the amounts in the recommended column to account for expenditures, encumbrances, and other adjustments that have occurred since the budget was presented. This will have no impact to Special Council Contingency.
- 2) To be consistent with the proposed Budget Ordinance, change the title of Schedule AF to "Schedule of Capital Outlay Expenditures Not Lapsed."

**Council Auditor's Office  
Mayor's Proposed Budget 2021/2022  
Public Service Grant Funding**

		2020/2021 Council Approved Budget	2021/2022 Mayor's Proposed Budget	\$ Change 2020/2021 to 2021/2022	% Change 2020/2021 to 2021/2022	F/N
<b>NOTE: This is the only review of Public Service Grant funding.</b>						
<b>GENERAL FUND/GSD</b>						
	<b>PUBLIC SERVICE GRANT COUNCIL</b>					
	Acute	\$ 1,029,419	\$ 1,101,478	\$ 72,059	7.00%	
	Prevention	1,176,478	1,258,832	82,354	7.00%	
	Self-Sufficiency	735,299	786,770	51,471	7.00%	
	<b>TOTAL PUBLIC SERVICE GRANT COUNCIL</b>	<b>\$ 2,941,196</b>	<b>\$ 3,147,080</b>	<b>\$ 205,884</b>	<b>7.00%</b>	<b>(A), (B)</b>
<b>CULTURAL COUNCIL GRANTS</b>						
	Cultural Council of Greater Jacksonville	\$ 2,993,580	\$ 3,877,194	\$ 883,614	29.52%	(C)
	Cultural Council of Greater Jacksonville - Art in Public Places	55,385	55,385	-	0.00%	(D)
	<b>TOTAL CULTURAL COUNCIL GRANTS</b>	<b>\$ 3,048,965</b>	<b>\$ 3,932,579</b>	<b>\$ 883,614</b>	<b>28.98%</b>	
	<b>TOTAL PUBLIC SERVICE GRANT COUNCIL AND CULTURAL COUNCIL GRANTS GENERAL FUND/GSD</b>	<b>\$ 5,990,161</b>	<b>\$ 7,079,659</b>	<b>\$ 1,089,498</b>	<b>18.19%</b>	
<b>FOOTNOTES:</b>						
(A) FY 21/22 categories of Most Vulnerable Persons and Needs as approved by Ordinance 2021-182-E are as follows:						
1. Acute (35%)						
2. Prevention (40%)						
3. Self-Sufficiency (25%)						
Pursuant to Ordinance 2016-56-E, final allocations for FY 21/22 public service grants will be determined by the PSG Council on November 1.						
(B) FY 21/22 Public Service Grant Council funding of \$3,147,080 has been placed in a designated contingency account within the Mayor's Proposed Budget but is shown here for informational purposes. The Public Service Grant Council funding will be appropriated through separate legislation (bill 2021-509) in order to avoid a conflict of interest situation for a Council Member while voting on the budget ordinance.						
(C) This amount represents the lump sum funding for the City's Cultural Service Grant program. The Cultural Council retains 13.5% of the total funding for administration of the grant program. The remainder is allocated for grants to organizations through an application and scoring process administered by the Cultural Council.						
(D) This amount represents funding for the Art in Public Places Program administrator position. Pursuant to Ordinance Code Section 126.909, the Cultural Council administers the Art In Public Places program on behalf of the City.						
<b>RECOMMENDATIONS:</b>						
We recommend that the Schedule of Public Service Grants be updated to:						
1. include the amount designated for Art in Public Places through the Cultural Council of Greater Jacksonville, Inc., and						
2. remove Public Service Grant Council funding from the schedule since the funding is appropriated in Ordinance 2021-509.						
See Revised Schedule A2 on the following page.						

**SCHEDULE OF PUBLIC SERVICE GRANTS  
FISCAL YEAR 2021 - 2022**

**FY22 Proposed**

**GENERAL FUND - GENERAL SERVICES DISTRICT**

**Public Service Grant Council**

Funding Appropriated in Ordinance 2021-509

**Cultural Council of Greater Jacksonville, Inc.**

Cultural Services Grants	\$3,877,194
Art In Public Places	\$55,385
	<hr/>
	<b>\$3,932,579</b>

<b>TOTAL GENERAL FUND - GENERAL SERVICES DISTRICT</b>	<b>\$3,932,579</b>
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**Council Auditor's Office**  
**2021/22 Mayor's Proposed Budget**  
**Food and Beverage Expenditures**

**Municipal Code Section 106.203(b):**

*Expenditures of Public Funds. All funds shall be expended for a public purpose. 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 beverage 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:*

- a) All events and activities hosted, sponsored, produced or coordinated by the City's Special Events Office or approved by the Tourist Development Council ("TDC") as provided below; 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. The TDC is authorized to approve food and beverages expenditures incurred by the City's "county destination marketing organization (DMO)" or other contract provider providing services under the Tourist Development Plan set forth in Chapter 666, Ordinance Code, consistent with F.S. § 125.0104(9), as amended, and the DMO's or contract provider's annual travel budget and annual plan approved by the TDC.*
- b) 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.*

**Recommendations:**

None.

FOOD AND BEVERAGE EXPENDITURES  
Municipal Code Section 106.203 (b) Ordinance 2007-1109-E  
Account 552060  
Fiscal Year 2021-2022  
228,642

CC_	Department	Not in Budget	Subfund	Subfund - Center - Project - Activity - Interfund - Future	FY22 Proposed	Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose
CC_221001	City Council		00111	00111-221001-000000-00000000-00000-00000000	2,500	Agenda, Committee and Council meetings	Agenda, Committee, and Council meetings are open to public.
CC_413001	Courts		00111	00111-413001-000000-00000000-00000-00000000	1,500	Conferences and meetings hosted by the Chief Judge of the Fourth Circuit for distinguished guest of the Judiciary.	To enhance relationships and knowledge between circuit, Appeal and Supreme Courts
CC_135102	Downtown Investment Authority		00111	00111-135102-000000-00000000-00000-00000000	750	Downtown Investment Authority Public Meetings	Water, coffee, tea associated with holding Public Meetings.
CC_121001	Fire and Rescue-Center		00111	00111-121001-000000-00000220-00000-00000000	1,000	Apprentice Program	Firefighter Apprentice program is a community program open to at risk kids in the City of Jacksonville.
CC_123004	Fire and Rescue-Center		00111	00111-123004-000000-00000000-00000-00000000	500	Food, water, ice at extended stay fires >4 hours in duration	Public safety provided to the Community.
CC_106002	Jacksonville Human Rights Commission		00111	00111-106002-000000-00000000-00000-00000000	1,400	Workshops and Community Events	Light refreshments for volunteers during events.
CC_552101	JSO: Police Services		00111	00111-552101-000000-00001608-00000-00000000	2,000	Food/beverage for Assessors traveling in from other agencies for Accreditation and for Promotional Exams	Law enforcement personnel will be traveling from various agencies to assist JSO with both the promotional examination process and accreditation processes. These funds will provide meals/snacks to these individuals who are volunteering time to assist JSO.
CC_552101	JSO: Police Services		00111	00111-552101-000000-00001608-00000-00000000	10,000	Community Meetings	Meetings with the public and/or community stakeholders to discuss Law Enforcement initiatives or concerns / Personnel during Hurricanes and other extended emergencies; required by FOP bargaining unit agreement.
CC_552101	JSO: Police Services		00111	00111-552101-000000-00001608-00000-00000000	20,000	Extended Emergencies	Food for Personnel during Hurricanes and other extended emergencies; required by FOP bargaining unit agreement.
CC_181005	Kids Hope Alliance		10901	10901-181005-000000-00000000-00000-00000000	600	Water for Outdoor Events	Public events- to avoid liability from heat exhaustion
CC_181305	Kids Hope Alliance	X	10902	10902-181305-001568-00000000-00000-00000000	150	Water for events and meetings	JaxKids Book Club Community Events
CC_181305	Kids Hope Alliance	X	10902	10902-181305-001568-00000000-00000-00000000	350	Snacks for events	JaxKids Book Club Community Events
CC_181305	Kids Hope Alliance	X	10902	10902-181305-008959-00000000-00000-00000000	12,000	Snacks for children at 2 afterschool programs, San Jose and Hyde Park run by KHA.	DCPS informed the Team that they will no longer provide snacks in the afterschool program and during the summer months.
CC_183101	Military Affairs and Veterans		00111	00111-183101-000000-00000000-00000-00000000	325	Bottled Water-Memorial Day and Purple Heart events.	Serves approximately 3000 attendees at the Memorial Day Observance in May and at the Purple Heart Trail Walk in August.
CC_183101	Military Affairs and Veterans		00111	00111-183101-000000-00000000-00000-00000000	325	Working Lunch Meetings with Base Commanding Officers.	Serves approximately 20 attendees at the Area Base Commanding Officers Luncheon
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	141	CommUniverCity - 8 classes plus Graduation - including a catered luncheon and cake	Time Schedule TBD
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Community Clean-Up Training Session	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Community Engagement Training	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Condo Association Training	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	CPAC Chair and Vice Chair Training	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Home Owner Association Training	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Hurricane Preparedness Workshop & other Neighborhood Services	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Joint CPAC Workshop - Meet your CPAC Leaders (6) meetings - 1 per district	Workshop ranging 4-6 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Meeting with recent CommUniverCity Graduates - Update	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Neighborhood Bus Tour featuring Community Projects	Bus Tour ranging 4-6 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Neighborhood Leadership Training	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-00000000	143	Public Speaking for Community Groups	Workshop ranging 4 hours

CC_	Department	Not in Budget	Subfund	Subfund - Center - Project - Activity - Interfund - Future	FY22 Proposed	Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-0000000	143	Technology & Social Media Training for Neighborhood Organizations	Workshop ranging 4 hours
CC_174120	Neighborhoods	X	10303	10303-174120-000000-00000000-00000-0000000	143	Various Training	Workshop ranging 2-4 hours
CC_173101	Neighborhoods	X	15301	15301-173101-000000-00000448-00000-0000000	5,000	Clean Air Day, Aquafest water festival and others	EPB education and outreach activities / events
CC_173117	Neighborhoods	X	15303	15303-173117-000000-00000000-00000-0000000	500	Enforcement Workshop hosted by EQD	EQD environmental workshop for members of the public, regulatory agencies and associations
CC_105101	Office of Economic Development		00111	00111-105101-000000-00000000-00000-0000000	200	Coffee for meetings with prospects	To further redevelopment efforts in Jacksonville to promote job creation and private capital investment
CC_102103	Office of General Counsel-Center		55101	55101-102103-000000-00000000-00000-0000000	2,500	Staff and visitor funding for Office of General Counsel mediations, settlement negotiations, and other meetings.	The OGC finds benefit to having settlement and arbitration meetings at City Hall, access to staff, documents and personnel. In order to facilitate these day long, week long meetings, it is customary to provide light refreshments in order to continue to work and maintain the pace needed to resolve these matters
CC_133104	Parks, Recreation & Community Services		00111	00111-133104-000000-00000000-00000-0000000	16,910	To pay for food and non-alcoholic beverages at the COJ suite during events held at TIAA Bank Field.	The City's TIAA Bank Field Suite is used to showcase our stadium, our city and to entice business and other opportunities for our city.
CC_161110	Parks, Recreation & Community Services		00111	00111-161110-000000-00000000-00000-0000000	2,500	This account funds supplies for the Family & Consumer Sciences program & partial Expanded Food & Nutrition program educational programming which will generate an annual projected average of 25,000 contacts reaching a range of groups including at-risk youth, seniors, limited income adults and general public.	All items are used in educational programming for teaching purposes only. These programs teach how to achieve a healthy lifestyle by using the dietary guidelines and food guide pyramid to establish eating patterns, manage resources and reduce the risk of certain chronic diseases.
CC_162104	Parks, Recreation & Community Services		00111	00111-162104-000000-00000000-00000-0000000	1,500	Food for Council on Elder Affairs Senior Volunteer Awards Program	Recognizes and rewards Seniors for their Volunteer Services and activities in the Community
CC_162106	Parks, Recreation & Community Services		00111	00111-162106-000000-00000000-00000-0000000	3,000	More than 700 seniors throughout the community (Senior Centers, Senior residences, church groups, neighborhood associations etc) are invited to these meetings. Seniors have raised their families, owned businesses, worked hard over the years; this is a way to honor them and let them know their city cares about them.	More than 700 seniors throughout the community (Senior Centers, Senior residences, church groups, neighborhood associations etc) are invited to these meetings. Seniors have raised their families, owned businesses, worked hard over the years, this is a way to honor them and let them know their city cares about them.
CC_166101	Parks, Recreation & Community Services		00111	00111-166101-000000-00000931-00000-0000000	500	SNL Nutrition program	Food for annual special events
CC_166101	Parks, Recreation & Community Services		00111	00111-166101-000000-00000931-00000-0000000	7,600	SNL snacks	Snacks for SNL
CC_166105	Parks, Recreation & Community Services		00111	00111-166105-000000-00000000-00000-0000000	500	Annual special events	Food for annual special events
CC_166105	Parks, Recreation & Community Services		00111	00111-166105-000000-00000000-00000-0000000	500	Joseph Lee Day	Summer playday for approximately 500 kids
CC_166105	Parks, Recreation & Community Services		00111	00111-166105-000000-00000000-00000-0000000	9,000	After school & summer program	Snacks for summer & after school programs
CC_133105	Parks, Recreation & Community Services		00113	00113-133105-000000-00000000-00000-0000000	34,422	City events including: Florida-Georgia Game, Sea and Sky, World of Nations, Jazz Festival.	Signature city event - supports volunteers/hospitality
CC_166104	Parks, Recreation & Community Services		11308	11308-166104-000000-00000000-00000-0000000	50	Homeschool Sports and Fitness Program	End of the year celebration - Recognize Accomplishments
CC_166104	Parks, Recreation & Community Services		11308	11308-166104-000000-00000000-00000-0000000	100	Community Special Events	Quarterly family night out events in Aquatic Center / Community Center
CC_166104	Parks, Recreation & Community Services		11308	11308-166104-000000-00000000-00000-0000000	125	Senior Time Out Program	Bi-weekly social time for neighborhood seniors
CC_166104	Parks, Recreation & Community Services		11308	11308-166104-000000-00000000-00000-0000000	125	Summer Enrichment Camp	End of the summer celebration/Joseph Lee Day
CC_166104	Parks, Recreation & Community Services		11308	11308-166104-000000-00000000-00000-0000000	200	Mommy and Me Toddler Program	Weekly time for parents and toddlers to participate in a structured program (tumbling, art, etc...)
CC_162101	Parks, Recreation & Community Services	X	11406	11406-162101-010092-00000000-00000-0000000	900	Recognition/training for Senior Companion Program	DOEA/ElderSource requires that volunteers are recognized for their services to the program. .

CC_	Department	Not in Budget	Subfund	Subfund - Center - Project - Activity - Interfund - Future	FY22 Proposed	Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose
CC_162107	Parks, Recreation & Community Services	X	11406	11406-162107-009140-00000000-00000-0000000	22,000	Senior Prom	Provides for socialization, physical activity and mental stimulation in addition to a nutritious meal.
CC_162107	Parks, Recreation & Community Services	X	11406	11406-162107-009140-00000000-00000-0000000	31,000	Mayor's Holiday Festival for Seniors	Provides for socialization, physical activity and mental stimulation in addition to a nutritious meal.
CC_162109	Parks, Recreation & Community Services	X	11406	11406-162109-010090-00000000-00000-0000000	3,000	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.
CC_162110	Parks, Recreation & Community Services	X	11406	11406-162110-010091-00000000-00000-0000000	1,410	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.
CC_162111	Parks, Recreation & Community Services	X	11406	11406-162111-010089-00000000-00000-0000000	1,000	RSVP Advisory Council Appreciation Luncheon for 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.
CC_162111	Parks, Recreation & Community Services	X	11406	11406-162111-010089-00000000-00000-0000000	1,450	Lunch and drinks are provided for 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 classrooms to pre-k and kindergarten children from low income families.
CC_162111	Parks, Recreation & Community Services	X	11406	11406-162111-010089-00000000-00000-0000000	2,050	Food and water are provided at the Annual RSVP volunteer recognition event for volunteers and community representatives and smaller events throughout the year to recognize the special efforts of RSVP volunteers.	Food and water are provided at the Annual RSVP volunteer recognition event for volunteers and community representatives and smaller events throughout the year to recognize the special efforts of RSVP volunteers.
CC_164011	Parks, Recreation & Community Services	X	11406	11406-164011-010003-00000000-00000-0000000	4,000	Ryan White Care Act grant	Provide food for clients and contracted agencies that attend public meetings or events related to the grant program.
CC_142001	Planning and Development		15104	15104-142001-000000-00000000-00000-0000000	300	Building Officials Association of FL (BOAF) training	Maintains job-related certifications for staff (Continued Education Credits or CEU'S are earned)
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	75	Library Programs @ Dallas Graham Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	75	Library Programs @ Eastside Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	75	Library Programs @ Westbrook Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	100	Library Programs @ Maxville Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	125	Library Programs @ Argyle Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	125	Library Programs @ West Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	150	Library Programs @ Regency Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	150	Library Programs @ University Park Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-0000000	175	Library Programs @ Brentwood Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.



CC_	Department	Not in Budget	Subfund	Subfund - Center - Project - Activity - Interfund - Future	FY22 Proposed	Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	200	Graduation Ceremonies for Center for Adult Learning.	Celebrates the accomplishments of Center for Adult Learning students who have received their GED or High School Diploma through our services. Cake, water and tea are served at two ceremonies.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	200	Library Programs @ Murray Hill Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	200	Library Programs @ Willow branch Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	250	Library Programs @ Bradham & Brooks Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	250	Library Programs @ San Marco Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	300	Library Programs @ Mandarin Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	300	Library Programs @ South Mandarin Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	300	Volunteer training	Quarterly JPL new volunteer training and annual volunteer conference further engage our volunteers in supporting JPL. Light snacks and beverages are provided to participants.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	400	Library Programs @ Beaches Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	500	Annual Board of Library Trustee planning day	Annual planning day allows the BOLT with Library staff, Friends representatives and other community participants to set directions and goals for the upcoming fiscal year. Lunch and snacks are provided to participants
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	500	Library Programs @ Highlands Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	500	Library Programs @ Pablo Creek Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	500	Library Programs @ Southeast Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	500	Library Programs @ Webb Wesconnett Branch (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	1,000	Staff Training	Food/Beverage- Training ensures staff have skills necessary to provide essential library services to citizens. Training includes bi-monthly new employee orientation, bi-monthly new supervisor training and management training.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	2,000	Library Programs (Adult and Youth)	Numerous system-wide programs and series of programs held throughout the year that promote reading and literacy. Incentives such as candy and snacks are used in youth programs. Adult programming, such as BookFest, occasionally have light refreshments.

CC_	Department	Not in Budget	Subfund	Subfund - Center - Project - Activity - Interfund - Future	FY22 Proposed	Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	2,450	Library Programs @ Main Library (Adult and Youth)	Food/Beverage- Support of ongoing and one off programs for children, teens and adults that encourages reading, learning and community building.
CC_185101	Public Library	X	11521	11521-185101-549006-00000000-00000-00000000	6,000	Summer Learning Program: The summer learning program engages youth in an incentive program to encourage daily reading, to fight the summer slide.	Six-week summer learning programs engage youth who are out of school in learning activities and encourage the development of the big five academic skills, with a focus on literacy. Various six week programs have edible crafts imbedded into the program. Weekly incentives, like snacks and candy are also provided. The kick off and closing parties for summer engages our community in a celebration of reading.
CC_610001	Supervisor of Elections		00111	00111-610001-000000-00000000-00000-00000000	3,000	Food for Election staff on election day, Canvassing Board deliberations and senior citizen voter education events.	Food for Election staff on election day, Canvassing Board deliberations and senior citizen voter education events.
CC_640001	Supervisor of Elections		00111	00111-640001-000000-00000000-00000-00000000	500	Food and beverage for visits from foreign delegations	To provide light refreshments during tours given for the purpose of informing foreign delegates of how elections are conducted in Duval County

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**10.1 Postage and communication expenses of Council members, Waiver of Section 10.105, Ordinance Code.**

The provisions of Section 10.105 (Postage and communication expenses of Council members), *Ordinance Code*, establishes the amount allowable for City Council communication and postage. The conflicting provisions are hereby waived to reduce those City Council allowable postage and communication amounts.

**Sec. 10.105. - Postage and communication expenses of Council members.**

(a) *Postage.* No Council member shall receive any postage allowance for official mail originating from City Hall; the cost of such postage shall be paid from the appropriations for postage generally for the Council. If a Council member is authorized to maintain an office at public expense outside City Hall, the Council Secretary or designee is authorized to procure and furnish United States postage stamps to such Council member in an amount not exceeding \$75 monthly for use on mail originating from such office in connection with his official business. The Council member and any person to whom he entrusts custody of the postage stamps shall be accountable for their safekeeping and use on official business only, and the accountable person shall be subject to audit by the Council Auditor for this purpose.

(b) *Telephone.* No Council member shall receive any allowance for telephone expense for official calls originating from City Hall; the cost of such telephone calls shall be paid from the appropriations for telephone expenses generally for the Council. If a Council member is authorized to maintain an office at public expense outside City Hall, the Information Technology Division, at the request of the Council member, is authorized to have installed at such office one telephone set, which shall be an extension of the City's central telephone exchange and the installation and service charges for which shall be paid from the appropriations for telephone expenses generally for the City. Regardless of whether a Council member is authorized to maintain an office outside City Hall, he may have installed at public expense one telephone line either at his home or at his place of business, with the approval of the Council President. If the request is approved, the Information Technology Division is authorized to have installed at the designated place one telephone set, which shall be an extension of the City's central telephone exchange and the installation and service charges for which shall be paid from the appropriations for telephone expenses generally for the City. For each telephone installed outside City Hall pursuant to this subsection, the Council member on whose behalf it was installed may expend in long-distance telephone tolls no more than \$100 monthly, and he shall maintain a record of long-distance calls on the forms prescribed by the Information Technology Division for use by the Council Secretary. In reconciling telephone charges, long-distance tolls shall be paid from the appropriation for telephone charges by the Council. Only telephone calls in connection with his official business shall be made or authorized by the Council member on whose behalf a telephone line was installed and he shall be accountable for all unofficial telephone calls and charges and for all charges in excess of the

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monthly allowance provided by this subsection; provided, that, if the monthly toll charges exceed the amount authorized, the Council member may direct that the excess amount be charged against his following month's telephone expense allowance. The monthly allowances herein authorized shall not be cumulative, but shall be available only for one month.

(c) Emergency, mobile or converged communication device. Effective July 1, 2005, and notwithstanding anything in Chapter 10 to the contrary, City cellular phones shall not be issued to any elected or appointed official or employee in the legislative branch except as provided herein. Based on an annual request for an emergency mobile communications allowance, City Council Members and appointed officials or employees of the legislative branch as authorized by their Director may receive a monthly allowance not to exceed \$100 for cellular phone service and converged data device service. The use shall be requested and verified. The Personnel Committee is authorized to promulgate the policy and rules for this subsection.

(d) *Other communications.* All other communications by a Council member in his official capacity shall be paid for by the Council, subject to the general approval of the Council President concerning the use of communication equipment and services and the amounts to be spent thereon. Reimbursement for expenses incurred by or on behalf of a Council member under this subsection shall be requested by the Council member upon his personal certification of the amount and purpose of the communication expense and he shall be accountable for improperly certified expenses.

(e) *Allowances not to be paid in cash.* The allowances authorized by this Section shall not be paid in cash to any person, except for the purchase of the goods or services authorized. No part of any allowance hereunder shall be deemed to be income nor paid as compensation to any Council member or any other person, nor shall any Council member have any right to demand payment in cash of any allowance to which he is entitled under this Section.

(Ord. 83-591-400, § 1; Ord. 1999-418-E, § 2; Ord. 2000-793-E, § 2; Ord. 2005-509-E, § 1; Ord. 2005-943-E, § 1; Ord. 2011-732-E; Ord. 2014-410-E, § 1)

**NOTES:**

- The proposed budget includes \$50,000 for mailroom and copy center charges. This is the same amount as FY 2020/21. Pursuant to Section 11.9 of the Budget Ordinance, \$1,000 is allotted to each District Council Member with the remaining distributed at the discretion of the Council President to all Council Members.
- Proposed communication allowances for cell phones for Council members total \$9,720.

**No recommendation is offered.**

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**10.2 JSEB and MBE Programs Funding Requirements, Waiver of Section 126.605, Ordinance Code.**

The provisions of 126.605 (Minimum Program Funding Requirement), *Ordinance Code*, are hereby waived to allow for funding in an amount other than a minimum of \$500,000 or greater excluding staff to be funded in the FY 2021-2022 budget.

**Sec. 126.605. – Minimum Program Funding Requirement.**

Subject to availability of funding, the Program, as provided for in this Part, shall be funded at a minimum of \$500,000, excluding staff, in the annual budget appropriation. A minimum of \$200,000 of such \$500,000 minimum funding requirement shall be used to fund the training programs, community outreach and program marketing set forth in Section 126.610 herein.

(Ord. 2021-117-E , § 5)

**NOTE** - The proposed budget is \$200,000 which is the same as FY 2020/21.

**No recommendation is offered.**

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**10.3 Waiver of Section 111.183 (Tayé Brown Regional Park Improvement Trust Fund), Ordinance Code.**

Section 111.183, *Ordinance Code*, requiring trust funds to be used for improvements to Tayé Brown Regional Park, is hereby waived to allow for funds to be used for operational costs at the Equestrian Center.

**Sec. 111.183. - Tayé Brown Regional Park Improvement Trust Fund.**

There is created the *Tayé Brown Regional Park Improvement Trust Fund*, a permanent, ongoing trust fund of the City, which shall carry forward each fiscal year. The fund is authorized to accept Council appropriations, gifts, fees, and other donations. Monies deposited in the fund, together with any interest accrued thereon, shall carry over fiscal years, to be used for the purposes set forth in Section 380.405, *Ordinance Code*, which is for improvements to Tayé Brown Regional Park. Funds utilized for these purposes are hereby to be appropriated by Council action.

(Ord. 2007-739-E, § 3)

**No recommendation is offered.**

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**10.4 Chapter 126, Ordinance Code, Waiver in regard to the ASM Global Contract and providing for utilization by ASM Global of the ASM Global Procurement Policies.**

ASM Global manages certain City owned public assembly facilities (as defined in the Facilities Management Agreement between the City of Jacksonville and ASM Global of Public Assembly Facilities, dated effective April 1, 2017, as amended from time to time, herein, "Agreement"). To effect guidelines acceptable to both parties to the Agreement, the City Council hereby determines that, to the extent that funding is available in the accounts established for the budget related to the Agreement and ASM Global has received the necessary approvals for expenditures from said accounts from the City's Authorized Representative under the Agreement, said City Authorized Representative is authorized to approve ASM Global's continued utilization of ASM Global's competitive procurement policies for the purchase of capital expenditures in the amount of \$250,000 or less and non-capital extraordinary repair and maintenance projects in the amount of \$500,000 or less. Upon said approval by the City's Authorized Representative, the funds required shall carry-forward and shall not lapse, with appropriate notice from the City's Authorized Representative to the City's Accounting Division. For purchases made by ASM Global above these \$250,000/\$500,000 thresholds, the City's Authorized Representative shall require ASM Global's utilization of the City Procurement Division's policies (as same are reflected in Ordinance Code Chapter 126). The provisions of this Section shall in no way modify the Agreement's requirement that all purchases by ASM Global are fully accountable to the City pursuant to the Agreement. Excluding Section 126.316 (Contracts to Manage and or Promote Sports and Entertainment Facilities), Ordinance Code, the City hereby waives any conflicting provision of Part 2 and Part 3, Chapter 126 (Procurement Code), Ordinance Code, relating to ASM Global's procurement of materials, equipment and services for the operation and maintenance of the City's Public Assembly Facilities pursuant to the Agreement.

**No recommendation is offered.**

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**Section 10.5 Waiver of Ordinance 2000-1079-E, as amended by Ordinance 2001-795-E.**

Pursuant to the provisions made in Ordinance 2000-1079-E, as amended by Ordinance 2001-795-E, and related exhibits, funds received for certain loan repayments of VCP-Lynch, Ltd. shall be deposited within the Downtown Economic Development Fund to be utilized for future downtown projects. Those provisions are waived herein to the extent that loan repayments for the 2021-2022 fiscal year shall be deposited into the Northeast Tax Increment District – USD1C, Fund 10801.

**No recommendation is offered.**

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**Added - Section 10.6 Waiver of Section 715.208 (Annual Adoption Procedures), Ordinance Code.**

Section 715.208 (Annual Adoption Procedures), Ordinance Code, requiring a Preliminary Rate Ordinance for the non-ad valorem assessment for Stormwater Management Service confirmed in Section 9.5 and for the non-ad valorem assessment for Solid Waste Services confirmed in Section 9.7 is hereby waived due to no increase in the originally established rates.

**Sec. 715.208. - Annual Adoption Procedures.**

(a) Annually, during the budget adoption process, the City Council shall determine whether to reimpose a Service Assessment Ordinance for each Fiscal or Calendar Year following the initial Fiscal or Calendar Year. If the City Council elects to reimpose a Service Assessment, the procedures in this **Section 715.208** shall be followed.

(b) The initial proceedings for the reimposition of an annual Service Assessment shall be the adoption of a Preliminary Rate Ordinance by the City Council:

(1) Containing a brief and general description of the services, facilities, or programs to be provided;

(2) Determining the Service Cost to be assessed for the upcoming Fiscal or Calendar Year;

(3) Establishing the estimated assessment rate for the upcoming Fiscal or Calendar Year;

(4) Establishing or increasing a Maximum Assessment Rate, if desired by the City Council;

(5) Authorizing the date, time, and place of a public hearing to receive and consider comments from the public and consider the adoption of the Annual Rate Ordinance for the upcoming Fiscal or Calendar Year; and

(6) Directing the Mayor to:

(i) Update the Assessment Roll,

(ii) Provide notice by publication and first class mail to affected Owners in the event circumstances described in subsection (f) of this Section so require, and

(iii) Directing and authorizing any supplemental or additional notice deemed proper, necessary or convenient by the City.

(c) At the public hearing established in the Preliminary Rate Ordinance or to which an adjournment or continuance may be taken by the City Council, the City Council shall receive any oral or written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Annual Rate Ordinance, which shall:

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(1) Establish the rate of assessment to be imposed in the upcoming Fiscal or Calendar Year, and

(2) Approve the Assessment Roll for the upcoming Fiscal or Calendar Year with such adjustments as the City Council deems just and right. The Assessment Roll shall be prepared in accordance with the method of apportionment set forth in the Initial Assessment Ordinance, or any subsequent Preliminary Rate Ordinance, together with modifications, if any, that are provided and confirmed in the Final Assessment Ordinance or any subsequent Annual Rate Ordinance.

(d) Nothing herein shall preclude the Mayor or City Council from providing annual notification to all Owners of Assessed Property in the manner provided in Sections 715.204 and 715.205 hereof or any other method as provided by law.

(e) The City Council may establish or increase a Maximum Assessment Rate in an Initial Assessment Ordinance or Preliminary Rate Ordinance and confirm such Maximum Assessment Rate in the Annual Rate Ordinance in the event notice of such Maximum Rate Assessment has been included in the notices required by Sections 715.204 and 715.205 hereof.

(f) In the event (1) the proposed Assessment for any Fiscal or Calendar Year exceeds the rates of assessment adopted by the City Council, including a Maximum Assessment Rate, if any, that were listed in the notices previously provided to the Owners of Assessed Property pursuant to Sections 715.204 and 715.205 hereof, (2) the purpose for which the Assessment is imposed or the use of the revenue from the Assessment is substantially changed from that represented by notice previously provided to the Owners of Assessed Property pursuant to Sections 715.204 and 715.205 hereof, (3) Assessed Property is reclassified or the method of apportionment is revised or altered resulting in an increased Assessment from that represented by notice previously provided to the Owners of Assessed Property pursuant to Sections 715.204 and 715.205 hereof, or (4) an Assessment Roll contains Assessed Property that was not included on the Assessment Roll approved for the prior Fiscal or Calendar Year, notice shall be provided by publication and first class mail to the Owners of such Assessed Property as provided by law. Such notice shall substantially conform with the notice requirements set forth in Sections 715.204 and 715.205 hereof and inform the Owner of the date, time, and place for the adoption of the Annual Rate Ordinance. The failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Service Assessment imposed by the City Council pursuant to this Chapter.

(g) As to any Assessed Property not included on an Assessment Roll approved by the adoption of the Final Assessment Ordinance or a prior year's Annual Rate Ordinance, the adoption of the succeeding Annual Rate Ordinance shall be the final adjudication of the issues presented as to such Assessed Property (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and



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assessment, the rate of assessment, the establishment or increase of a Maximum Assessment Rate, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Council action on the Annual Rate Ordinance. Nothing contained herein shall be construed or interpreted to affect the finality of any Assessment not challenged within the required 20 day period for those Assessments previously imposed against Assessed Property by the inclusion of the Assessed Property on an Assessment Roll approved in the Final Assessment Ordinance or any subsequent Annual Rate Ordinance.

(h) The Assessment Roll, as approved by the Annual Rate Ordinance, shall be delivered to the Property Appraiser or Tax Collector as required by the Uniform Assessment Collection Act, or if the alternative method described in **Section 715.302** hereof is used to collect the Service Assessments, such other official as the City Council by Ordinance shall designate. If the Service Assessment against any property shall be sustained, reduced, or abated by the court, an adjustment shall be made on the Assessment Roll.

(Ord. No. 2010-444-E, §1)

**Note** – This waives the requirement for a preliminary rate ordinance since the rates are proposed at the same rates as the prior year for Solid Waste and Stormwater Fees.

**No recommendation is offered.**

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**Added - Section 10.7 Waiver of Schedule B-3, General Fund Revenue and Expenditure Projections required by Section 106.201, Ordinance Code.**

The provisions of Section 106.201, Ordinance Code, requiring a projection of forecasted General Fund revenues and expenditures for the four years immediately following the succeeding year's budget proposal (Schedule B-3) is hereby waived.

**Sec. 106.201. - Final Annual Budget; Time of submission. (Excerpt)**

(a) The Mayor shall submit the final annual budget proposal for the general government to the Council by filing a copy with Legislative Services no later than July 15, unless July 15 falls on a weekend day or national holiday, then the filing shall occur the first business day thereafter. The annual budget proposal shall be accompanied by the Mayor's budget message, by a proposed budget ordinance and by the capital improvement plan, capital improvement plan budget, a current debt schedule including amounts outstanding and amortization schedules for all City debt outstanding, and a projection of forecasted General Fund revenues and

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expenditures for the four years immediately following the succeeding year's budget proposal. The forecasted General Fund/General Service District expenditures shall include actual calculations of projected debt services on current outstanding bonds and banking fund both as to the General Fund/General Service District and as to the Enterprise funds and funds supported by the General Fund/General Service District so that the impact of the debt retirements and variances in amortization schedules are evident. The Mayor shall comment on the anticipated future problems and opportunities facing the City of Jacksonville that surfaces from these projections. In the event that the proposed capital improvement plan budget proposes that any project be funded with borrowed funds, then such budget shall be accompanied by a document disclosing all unrestricted funds in excess of \$50,000 available for the requested use without a waiver of any code provision restricting the use of such funds.

(Ord. 77-691-638, § 2; Ord. 80-431-388, § 2; Ord. 82-767-349, § 1; Ord. 83-591-400, § 1; Ord. 2000-272-E, § 1; Ord. 2000-273-E, § 1; Ord. 2003-947-E, § 1; Ord. 2005-361-E, § 3; Ord. 2005-1142-E, § 1; Ord. 2006-185-E, § 3; Ord. 2006-1344-E, § 1; Ord. 2009-701-E, § 1; Ord. 2012-379-E, § 1; Ord. 2015-428-E, § 2)

(Ord. 2015-426-E, § 4)

**NOTE –** This waiver removes the requirement for a projection of revenues and expenditures for the four fiscal years immediately following the proposed budget. This projection assists in identifying and planning for future budget issues.

**RECOMMENDATION**

We recommend clarifying language be added to the Budget Ordinance that this waiver is for the FY 2021/22 Budget submission and that it should be included with the next budget submission.

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**WAIVERS REMOVED**

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**Deleted - Section 10.5 Waiver of Section 106.112 (Annual Review of Fees), Ordinance Code.**

Section 106.112 (Annual Review of Fees), Ordinance Code, authorizes the Chief Financial Officer to increase the fees for each existing fee found to be less than 85 percent of the actual cost to the City of providing the service relating to said fee, by up to the annual percentage change in the Consumer Price Index, by filing said increases with the Council Secretary. The provision of Section 106.112, Ordinance Code, is hereby waived as to the provision that increases the fees to become effective upon the Chief Financial Officer filing changes to the fee structure with the Council Secretary.

**Sec. 106.112. - Annual review of fees.**

The Chief Financial Officer of the City shall conduct a review of the fees imposed by the various departments of the City annually, and submit a report of his findings to the Council.

Upon the completion of each annual review of fees, the Chief Financial Officer shall, for each existing fee found to be less than 85 percent of the actual cost to the City of providing the service relating to such fee, increase the fee by the greater amount of one-third of the difference between the existing fee and actual cost to the City of providing the service or the amount of the increase from the previous year resulting from the preceding calculation, but in no event shall the increase result in a fee greater than the actual cost to the City of providing the service relating to such fee.

Upon completion of each annual review of fees, the Chief Financial Officer is authorized, for each existing fee found to be equal to or more than 85 percent of the actual cost to the City of providing the service relating to said fee, increase the fee amount by up to the annual percentage change in the Consumer Price Index. The Consumer Price Index shall mean the Consumer Price Index for all Urban Consumers (CPI-U), U.S. City Average, all items 1982—1984 = 100, or successor reports for the preceding calendar year as initially reported by the United States Department of Labor, Bureau of Labor Statistics. Any fee changes as noted herein will be accomplished through legislation.

(Ord. 2010-216-E, § 1; Ord. 2020-557-E, § 1)

**Comment:**

A review of fees was filed with the Council Secretary on July 21, 2021. However, we do not see the filed analysis as complying with the current wording of Section 106.112. The code does not differentiate between enterprise, regulatory, and controlled access for the fees that are governed by this section of the code as the review was handled. As the code currently is worded, all of the fees that Section 106.112 applies to are to be analyzed the same.

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Additionally, while there was a change made by Ordinance 2020-557-E, to make it so any fee change governed by this section requires legislation, there was no change to the how the review itself was to be performed (e.g., requirements related to recommendations if the fee covers less than 85%).

**No recommendation is offered.**

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**Deleted - Section 10.7 Waiver of Section 754.112 (Annual Budget for Stormwater User Fees), Ordinance Code.**

The provision of Section 754.112 (Annual Budget for Stormwater User Fees), Ordinance Code, requiring that the greater of \$4,000,000 or 15 percent of the total revenue received whichever is higher to be appropriated for stormwater capital projects to fund the stormwater projects at less than \$4,000,000 or 15% of the total revenue is hereby waived.

**Sec. 754.112. - Annual Budget for Stormwater User Fees.**

Within the annual budget from the revenues received from § 754.106 and § 754.110, the greater of \$4,000,000 or 15 percent of the total revenue received whichever is higher shall be appropriated for stormwater capital projects, and no less than \$6,000,000 shall be designated Drainage System Rehabilitation.

(Ord. 2015-426-E , § 4)

**NOTE –** This waiver was to allow less than the greater of \$4,000,000 or 15% of the total revenue to be appropriated for stormwater capital projects. The minimum total dollar amount required by Section 754.112 was met in the FY 2020/21 budget; however, the budget allocated a larger portion towards Drainage System Rehabilitation, thereby requiring the waiver.

**COMMENT:**

We initially recommended that this waiver be added back into the proposed budget ordinance since this same situation exists in FY 2021/22; however, the funding allocation will be addressed in the CIP Budget Hearing with a request from the Administration to re-allocate funds, which if approved will result in this waiver not being needed.

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WAIVERS REMOVED**

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**Deleted - Section 10.8      Waiver of Section 666.108 (Tourist Development Plan),  
Ordinance Code.**

Section 666.108 (Tourist Development Plan), Ordinance Code, requiring a minimum funding level of Tourist Development Council plan components, is hereby waived to allow for funding levels below the required level for the promotion of the Equestrian Center.

**Sec. 666.108. – Tourist Development Plan. (Excerpt)**

Plan components by abbreviated reference to Section 666.108 subsections only

See Plan component descriptions in Section 666.108 (b)(1)—(8) for full component descriptions

Minimum Funding Amount

(b)(1) Destination Services	4%
(b)(2) Marketing	30%
(b)(3) Convention/Group Attraction	25%
(b)(4) Planning & Research	0%
(b)(5) event grants	0%
(b)(6) Development	0%
(b)(7) Contingency	0%
(b)(8) Promotion of Equestrian Center	0.25%

(Ord. 2010-216-E, § 1; Ord. 2020-557-E, § 1)

**NOTE –** This waiver is not needed in FY 2021/22.

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ADDITIONAL PROVISIONS  
ADDITIONS**

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**Added - Section 11.11 Florida Theatre Performing Arts Center, Inc. (\$1,000,000) authorizing an amendment to Contract No. 10466-01.**

The Mayor, or his designee, and the Corporation Secretary are hereby authorized to execute an amendment to Florida Theatre Performing Arts Center, Inc. Contract No. 10466-01, to allow the City's funding to be used to pay any vendors approved by the City that are necessary to complete the Improvements (as defined in the contract), including, but not limited to, design professionals, construction companies, equipment and material suppliers, and project managers.

**NOTE** – Per Public Works, this will provide greater flexibility to Public Works and the Florida Theatre Performing Arts Center, Inc. in managing the improvements.

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**Added - Section 11.12. Attaching the ARP Act Funding Table for Informational Purposes only.**

The funding being provided from the American Rescue Plan (ARP) Act is attached hereto as **Exhibit 19**. The funding table is being provided with the budget bill for informational purposes only. The funds listed in the ARP Act Table are being appropriated through Ordinance 2021-516.

**NOTE** – It is important to consider the uses of these funds with the FY 2021/22 Budget since there are some items that would normally be funded in the budget ordinance are being funded by ARP funding. This is important for any items included in the ARP bill that are covering recurring costs that will become the obligation of the General Fund/GSD in future years.

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ADDITIONAL PROVISIONS  
CHANGES**

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**Section 11.4 Proviso regarding expenditures of Stormwater fee for time, equipment, material and personnel.**

The fee collected for ~~storm-water~~stormwater expenses is collected in a ~~stormwater~~Stormwater account, fund 44101. The expenditures from that account shall be tracked allocating those funds to time, equipment, materials, and personnel. The Department of Public Works has committed to tracking expenses ~~through a job cost accounting system~~ and ~~shall concurrently submit those tracked expenses are reflected in the~~ quarterly ~~summary~~ reports ~~prepared within the Finance Department and submitted to the Council Auditor's Office and the Finance Committee~~City Council. Such detail shall be in accordance with instructions provided by the Council Auditor's Office. The quarterly reporting of time and activity will provide the ability to substantiate the appropriate use of the City Stormwater User Fee in all years going forward as of October 1, 2012 with the first report made available thirty days after the end of each quarter, and sixty days after fiscal year end.

**Notes** – There was a change to the Budget Ordinance to remove the requirement for separate cost accounting reporting by Public Works related to the Stormwater account since it is covered with the City's quarterly summary.

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COMMENTS AND RECOMMENDATIONS  
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DIRECT CONTRACTS - GENERAL FUND NON-DEPARTMENTAL EXPENDITURES**

Organization/Program	FY 20/21 Council Approved	FY 21/22 Mayor's Proposed	Increase/ (Decrease)	FY 21/22 Budget Ordinance Exhibit
<b>Bill 2021-504</b>				
Gateway Community Services - Project Save Lives	\$ 1,160,999	\$ 1,128,348	\$ (32,651)	Exhibit 1
Prisoners of Christ - Ex-Offender Employment Program	\$ 400,000	\$ 400,000	\$ -	Exhibit 2
New Hope Education and Addiction Services d/b/a Florida Recovery School - Academic Program	\$ 100,000	\$ 100,000	\$ -	Exhibit 3
Operation New Hope - Ex-Offender Re-entry Services	\$ 400,000	\$ 400,000	\$ -	Exhibit 4
Edward Waters University - New Town Success Zone	\$ 161,300	\$ 161,300	\$ -	Exhibit 5
Groundwork Jacksonville - McCoy's Creek and Hogan's Creek Improvements	\$ 50,000	\$ 50,000	\$ -	Exhibit 6
United Way of Northeast Florida - 2-1-1	\$ 150,000	\$ 150,000	\$ -	Exhibit 7
AGAPE Community Health Center - Intergovernmental transfer to State of Florida	\$ 156,150	\$ 160,000	\$ 3,850	Exhibit 8
I.M. Sulzbacher Center for the Homeless - Homelessness Continuum of Care/Urban Rest Stop	\$ 270,000	\$ 270,000	\$ -	Exhibit 9
Goodwill Industries of North Florida - Academic Support Through the Employment Process ("A-STEP") Program	\$ 225,000	\$ 225,000	\$ -	Exhibit 10
First Coast Crime Stoppers - Advertising	\$ 150,000	\$ 150,000	\$ -	Exhibit 11
Cure Violence Program (f/n 1)	\$ 1,795,000	\$ 2,730,000	\$ 935,000	Exhibit 12
Jacksonville Local Initiatives Support Corporation (LISC) - Small Business Grant Program	\$ -	\$ 1,000,000	\$ 1,000,000	Exhibit 13
Volunteers in Medicine - Expansion of hours for West Jax Clinic	\$ -	\$ 144,065	\$ 144,065	Exhibit 14
The Fire Watch Project - Supportive services to Fire Watch Council (f/n 2)	\$ 85,000	\$ 100,000	\$ 15,000	Exhibit 15
The Pollock Group - Florida Black Expo (f/n 3)	\$ 50,000	\$ 25,000	\$ (25,000)	Exhibit 16
Farm Share - Lease and due diligence, acquisition costs, and design/build costs for a new warehouse (f/n 4)	\$ 239,371	\$ 1,100,000	\$ 860,629	Exhibit 17
Regional Food Bank of Northeast Florida d/b/a Feeding Northeast Florida - Farmer's Market and Resource Center	\$ -	\$ 1,000,000	\$ 1,000,000	Exhibit 18
<b>Subtotal</b>	<b>\$ 5,392,820</b>	<b>\$ 9,293,713</b>	<b>\$ 3,900,893</b>	

**Bill 2021-513**

Read USA - Materials for family literacy engagement and activities	\$ -	\$ 100,000	\$ 100,000	
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**Bill 2021-514**

Clara White Mission - Transitional housing and drop-in services for homeless veterans	\$ -	\$ 100,000	\$ 100,000	
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**Bill 2021-515**

Boys & Girls Club of Northeast Florida - Capital improvements at Clanzel T. Brown site	\$ -	\$ 100,000	\$ 100,000	
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**Total \$ 5,392,820 \$ 9,593,713 \$ 4,200,893**

Footnotes:

1. The FY 20/21 budget ordinance 2020-504-E appropriated \$1,795,000 for the Cure Violence program. Ordinance 2021-290-E appropriated a grant of \$470,000 from the State of Florida Department of Law Enforcement to fund six months of operations for a third Cure Violence site through June 30, 2021.
2. Ordinance 2020-708-E appropriated \$85,000 from the Special Events - Florida Georgia Game contingency account to the Fire Watch.
3. Ordinance 2021-256-E appropriated \$50,000 from the Social Justice & Community Investment Special Committee contingency account to the Pollock Group for the 2021 Florida Black Expo Spring Empowerment Summit.
4. In September 2020, the JIA CRA Agency Board approved Resolution 2020-02 which appropriated an additional \$239,371 from JIA CRA Unallocated Plan Authorized Expenditures to fund one year of rent.



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**Below are our recommended changes for each direct contract listed in the Budget Ordinance.**

**1. Gateway Community Services - Project Save Lives (\$1,128,348)**

Budget Ordinance Section 12.1

- No recommendations

Budget Ordinance Exhibit 1

- No recommendations

**2. Prisoners of Christ - Ex-Offender Employment Program (\$400,000)**

Budget Ordinance Section 12.2

- No recommendations

Budget Ordinance Exhibit 2

- No recommendations

**3. New Hope Education and Addiction Services d/b/a Florida Recovery School – Academic Program (\$100,000)**

Budget Ordinance Section 12.3

- No recommendations

Budget Ordinance Exhibit 3

- Attach revised Exhibit 3 to correct Executive Director salary shown on the budget schedule

**4. Operation New Hope – Ex-Offender Re-entry Services (\$400,000)**

Budget Ordinance Section 12.4

- No recommendations

Budget Ordinance Exhibit 4

- No recommendations

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**5. Edward Waters University – New Town Success Zone (\$161,300)**

Budget Ordinance Section 12.5

- No recommendations

Budget Ordinance Exhibit 5

- Attached revised Exhibit 5 to correct scrivener's errors in program narrative and budget schedule

**6. Groundwork Jacksonville – McCoy's Creek and Hogan's Creek Improvements (\$50,000)**

Budget Ordinance Section 12.6

- No recommendations

Budget Ordinance Exhibit 6

- No recommendations

**7. United Way of Northeast Florida – 2-1-1 (\$150,000)**

Budget Ordinance Section 12.7

- No recommendations

Budget Ordinance Exhibit 7

- Attach revised Exhibit 7 to correct scrivener's error on budget schedule

**8. AGAPE Community Health Center – Health Care Services (\$160,000)**

Budget Ordinance Section 12.8

- No recommendations

Budget Ordinance Exhibit 8

- Attach revised Exhibit 8 to clarify in program narrative that the City funds will be paid to the State as an intergovernmental transfer

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MAYOR'S PROPOSED FY 2021/22 BUDGET  
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**9. I.M. Sulzbacher Center for the Homeless - Homelessness Continuum of Care/Urban Rest Stop (\$270,000)**

Budget Ordinance Section 12.9

- Correct scrivener's error

Budget Ordinance Exhibit 9

- No recommendations

**10. Goodwill Industries of North Florida – Academic Support Through the Employment Process (“A-STEP”) Program (\$225,000)**

Budget Ordinance Section 12.12

- Clarify City funding will also be used for a program manager

Budget Ordinance Exhibit 10

- No recommendations

**11. First Coast Crime Stoppers – Advertising (\$150,000)**

Budget Ordinance Section 12.13

- No recommendations

Budget Ordinance Exhibit 11

- No recommendations

**12. Cure Violence Program (\$2,730,000)**

Budget Ordinance Section 12.14

- Correct total funding amount from \$1,795,000 to \$2,730,000, correct number of contractors from four to five, include authorization to execute contract with The Potter's House Community Development Empowering Center for \$800,000, correct funding amount for Reintegration Solutions d/b/a Noah's Ark Project from \$725,000 to \$800,000, and correct funding amount for Family Foundations from \$120,000 to \$180,000

Budget Ordinance Exhibit 12

- No recommendations

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**13. Jacksonville Local Support Corporation (LISC) -Small Business Grant Program (\$1,000,000)**

Budget Ordinance Section 12.15

- Correct purpose of funding to salaries, benefits, and re-grants

Budget Ordinance Exhibit 13

- Clarify Ch. 118 requirements apply to re-grant recipients

**14. Volunteers in Medicine – (\$144,065)**

Budget Ordinance Section 12.16

- Correct scrivener's error and correct purpose of funding to salaries, occupancy expenses, office expenses, and client medical expenses

Budget Ordinance Exhibit 14

- No recommendations

**15. Fire Watch – (\$100,000)**

Budget Ordinance Section 12.17

- Correct purpose of funding to salaries, printing and advertising, outreach, digital and social media, micro-grants, payroll and accounting services, and parking and tools

Budget Ordinance Exhibit 15

- Attach revised Exhibit 15 to include additional detail on program budget schedule

**16. The Pollock Group, LLC – Florida Black Expo – (\$25,000)**

Budget Ordinance Section 12.18

- Correct purpose of funding to salaries, benefits, facility rental, and expo related event costs

Budget Ordinance Exhibit 16

- Attach revised Exhibit 16 to update the fiscal year and date of event to 2022

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**17. Farm Share – Lease and due diligence, acquisition costs, and design/build costs for a new warehouse (\$1,100,000)**

Budget Ordinance Section 12.19

- No recommendations

Budget Ordinance Exhibit 17

- No recommendations

**18. Regional Food Bank of Northeast Florida, Inc d/b/a Feeding Northeast Florida - Farmer's Market and Resource Center – (\$1,000,000)**

Budget Ordinance Section 12.20

- No recommendations

Budget Ordinance Exhibit 18

- No recommendations

**19. I.M. Sulzbacher Center for the Homeless – Letter of Agreement with State of Florida Agency for Health Care Administration**

Budget Ordinance Section 12.10

- No recommendations

**20. Mental Health Resource Center – Letter of Agreement with State of Florida Agency for Health Care Administration**

Budget Ordinance Section 12.11

- No recommendations

**These changes will have no impact to Special Council Contingency.**

**GATEWAY COMMUNITY SERVICES**  
**Project Save Lives**  
**FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** Gateway Community Services, Inc. (“GCS”)

**Program Name:** Project Save Lives (the “Program”)

**City Funding Request:** \$1,128,348.00

**Contract/Grant Term:** October 1, 2021 – September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:**

The Program goal is to reduce overdoses, recidivism and deaths in the City of Jacksonville that are related to opioid-related use disorder (OUD) overdoses, other substance use disorders (SUD) or co-occurring substance use disorders (CSUD) and Mental Health Disorders (MHD). The Program works with seven designated hospital emergency room departments (each an “ED”), and other community partners. All City Program funds will be used programmatically.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:**

GCS will provide a Peer Support Specialist (“PSS”) who will talk with the patient in the ED about the Program after stabilization then provide support and education to family members and identified significant others. Patients that agree to participate in the Program and sign a consent (“Participants”) will be referred to either detox/stabilization services, inpatient services or outpatient services based upon the results of a comprehensive assessment by GCS professionals and assessment tools in the ED. The PSS will transport and accompany OUD and other SUD/CSUD Participants to GCS detox/stabilization, GCS inpatient services, or the first outpatient GCS appointment. The PSS will make a referral for MHD participants to appropriate hospital psychiatric services or community-based treatment providers. GCS or the ED will notify Florida Department of Health of any Participants who are women of childbearing age and at risk of pregnancy or currently pregnant and refer for linkage to care to reduce the risk of Neonatal Abstinence Syndrome. PSS will provide education to family and identified significant others on discharge from ED, including Marchman Act and Baker Act and other resources process if patient refused treatment. PSS will also educate and refer for obtaining a Narcan Kit.

GCS will provide three (3) residential treatment beds (1.5 rooms) dedicated to residential services for the Program and its Participants. The charge for bed reservations may be temporarily reduced from three (3) to two (2) per month based on current activity levels. GCS will provide information on daily occupancy in quarterly reports and monthly invoices to the City.

Standardized residential treatment services will consist of comprehensive, innovative, and cost-effective substance use treatment services and may include Medication Assisted Treatment (MAT) that includes Vivitrol, Buprenorphine or Suboxone, and/or other appropriate medications as indicated at discharge from residential services. GCS will transition Participants to outpatient services.

GCS will provide and/or partner with community supportive housing vendors to provide three (3) transitional rooms for individuals on buprenorphine for MAT for Opioid Use Disorder. GCS will provide information on daily occupancy in quarterly reports and monthly invoices to the City. GCS

**GATEWAY COMMUNITY SERVICES**  
**Project Save Lives**  
**FY 2021-2022 City Grant Proposal Term Sheet**

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will provide one (1) counselor to assist individuals in the transitional beds with medication dosage and provide relapse prevention groups and/or treatment groups as needed.

GCS will provide individual and group outpatient services in accordance with an individualized treatment plan for each Participant. Outpatient services will include regular urine screening. GCS will provide medication management treatment services through our MAT clinic using Buprenorphine, Suboxone and Vivitrol. GCS will transition Participants to continuing care services at the conclusion of outpatient services.

GCS will create and distribute PSAs and flyers and will hold public outreach presentations and meetings to inform and update community on status of opioid crisis and implement an Addiction Training portal to educate and train additional recovery PSS.

**PROGRAM COSTS/PAYMENT TERMS:**

GCS will be paid on a reimbursement basis for Program services rendered in accordance with the terms outlined herein, including the Program budget attached hereto, and any contract between GCS and the City of Jacksonville.

**PROGRAM IMPACT & REPORTING:**

GCS will collect, maintain, and evaluate data from all Participants and all other individuals identified as potential Program participants. GCS maintains a software program to create and implement a mechanism for Gateway Electronic Health Record ("EHR") integration with the Care Coordination Platform that tracks community residential treatment beds. GCS will collect and analyze data captured from the software and our EHR, with no Patient Health Information (PHI) disclosed.

GCS will submit monthly Program data elements to the City (JFRD) to include number of individuals offered Program services, number of individuals who consented to SUD services, peer services, including reporting on those services administered with and without outpatient or residential, and number of current, active Participants. These data elements will be aggregated and redacted by JFRD for recidivism data information.

GCS and Ascension Health Systems St. Vincent's Hospitals (Riverside & Southside), Memorial Hospital, Orange Park Medical Center (Park West), Southern Baptist Hospitals (North and Main), and UF Health Downtown Emergency Departments will obtain data from the Florida Department of Health, the Florida Department of Children and Families, and any other community partners who participate in the Program and include such data in its evaluation and reporting.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet and the approved Program budget consistent with the Program needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.

**GATEWAY COMMUNITY SERVICES, INC.  
COJ - PROJECT SAVE LIVES  
YEAR 5 at 7 EMERGENCY DEPARTMENTS  
OCTOBER 1, 2021 - SEPTEMBER 30, 2022 (12 months)**

\* Any substantial change will require Council approval.

		<b>2021/22 Proposal</b>
Residential bed days	Up to 3 bed days @ \$180 for 365 days (10/01/21 - 9/30/2022) May be reduced by 1 bed day during decreased activity	\$ 197,100
Housing Units for patients in recovery	3 beds per day @ \$16.44 per day	18,002
Physician	12 months salary + 24% fringe (\$250k base ) @ .33 FTE	102,300
Physician Assistant	12 months salary + 24% fringe (\$93k base) @ .33 FTE	38,056
Nurse	12 months salary + 24% fringe (\$52k base) @ .33 FTE	21,278
Customer Service Representative	12 months salary + 24% fringe (\$13/hr base) @ .33 FTE	11,065
Data and Office Coordinator	12 months salary + 24% fringe benefits (\$56k base) @ .88FTE	61,107
Lead Care Coordinator	12 months salary + 24% fringe benefits (\$52k base) @ .95FTE	61,256
Assistant Lead Care Coordinator	Deleted position	-
Counselor	12 months salary + 24% fringe benefits (\$40k base)	49,600
Pooled funding for 12 Peer Specialists at EDs 1 & 3 - 7	Pooled funding to meet varying ED work loads	526,154
2 Peer Specialists St. Vincent's Southside ED #2	Funded by State grant	-
7 Cell Phones - one for each ED	One cell phone (\$30 / month) for each ED for 12 months	2,520
LYFT/UBER Vouchers	71 Roundtrips per year x 7 EDs x \$30 each	14,910
Education	PSA's and public outreach meetings	5,000
Software	Connection of health record system to current bed data platform	20,000
<b>TOTAL 12 MONTH BUDGET</b>		<b><u>\$ 1,128,348</u></b>

**FOOTNOTES**

**Additional Funding to Project Save Lives contractors:**

ED #1 will have 1 State Funded Lead Peer Specialist

ED #2 will have 3 State funded positions consisting of 1 Lead Peer Specialist and 2 Peer Specialists

EDs #3 - 7 will self-fund 1 Lead Peer Specialist each @ \$16/hr + 24% benefits = annual rate of \$41,267 \* 5 = \$206,335

Gateway Campus Detox will have 1 State Funded Peer Specialists

ED #1 - 7 will each have 1 Peer Hospital Navigator funded by a DOH CDC restricted grant of \$327,687

\* The City's Grant Manager may approve budget transfers totaling no more than 15 percent of the total budget.

The Peer Specialists are the core of the program's success, flexibility is needed to meet varying patient demand among the EDs. Hourly base pay is increased from \$13 to \$15 to keep up with current market compensation. Pool equivalent of \$2 per hour is established for overtime and holiday overtime as hours worked vary widely by ED by patient demand.



## **Prisoners of Christ Inc. – Employment Program**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** Prisoners of Christ Inc. (“Recipient” or “POC”)

**Program Name:** Employment Program (the “Program”)

**City Funding Request:** \$400,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

In the 2020-2021 fiscal year The City of Jacksonville designated \$400,000.00 to the Prisoners of Christ organization. Prisoners of Christ is requesting that this generous support continue through the 2021-2022 fiscal year. This continuation of funding will directly correlate to one of Mayor Curry’s priorities - Public Safety, and also relates in a secondary manner to youth development and economic enrichment. The POC program directly reduces crime by helping individuals returning to Jacksonville after incarceration in acquiring housing and locating employment. These individuals are afforded the opportunity to participate in substance abuse, life skills, budgeting, anger management, community, and mentoring meetings. Collectively these practices have proven successful. Helping people to not reoffend and thus return to incarceration will keep families together, which results in helping the youth, and also securing employment. This is a major contributor to community economic enrichment. Reducing crime makes Jacksonville safer and lowers the cost to taxpayers. The continuation of funding requested is based on charges for services rendered, meaning that if the service is not provided, then POC does not receive designated funds. This ensures that the City keeps all excess funds. POC has served Jacksonville since 1990 and hopes to continue serving the citizens in the most effective manner, making families safer and restorative justice a reality.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

**Employment:** The returning citizen is provided a professional resume and they are coached on how to interview well. While being honest about their history yet sharing how skills transfer, they are then assisted in securing employment. After two consecutive weeks of full-time employment, the returning citizen returns to the POC offices and is given a \$100.00 stipend. This initial employment assistance is reimbursed through the Direct Appropriation. They are also assisted in future employment efforts on a pro bono status, whenever future employment assistance is needed or desired.

**Residential Assistance:** The Direct Appropriation provides a reimbursement stipend for lodging of those qualifying individuals for up to 60 days.

#### **PROGRAM COSTS/PAYMENT TERMS:**

**City payments are made on the basis of charges for services resulting in employment.**

Basic Offender employment reimbursed at \$5,000 per individual employed for a minimum of 14 days, Violent Offender employment reimbursed at \$6,000 per individual employed for a minimum of 14 days, and Sexual Offender / Sexual Predator employment reimbursed at \$7,500



## Prisoners of Christ Inc. – Employment Program

### FY 2021-2022 City Grant Proposal Term Sheet

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per individual employed for a minimum of 14 days. This is an increase over last year because POC has included several new program enhancements including: additional time coaching for interview skills, budgeting from a financial adviser for after a job is secured and mentoring that is specific for workplace etiquette.

The City of Jacksonville reimburses POC \$33.07 per day for a maximum of 60 days for qualifying residential services for men and (via a partnership with R.E.S.T.O.R.E) for females.

#### **PROGRAM IMPACT & REPORTING:**

From January 2020-December 2020 (much of which was during the COVID-19 dilemma) we adjusted our program, utilizing technology and increased services. During this period, we were able to assist 70 people secure employment (this number does not include pro-bono and second job ventures). In this number, 55 were Violent offenders and 15 were non-violent. 14 were employed at the new minimum wage (\$9.85), 19 were employed at above minimum wage (\$9.85-\$10.71, an at average of \$10.25), and 37 were employed at a livable wage (\$10.71+, Average \$12.00). This translates to over 1.5 million dollars (\$1,615,432.00) returned to Jacksonville's economy during a global pandemic.

During the 4-year period ending December 2019, POC secured employment for 393 men and women. This translates to a real figure of over 8.5 million dollars (\$ 8,714,680.00) returned to Jacksonville's economy. This totals over **10 million dollars (\$10,330,112.00)** in the last 5 years. The employment segment of this Direct Appropriation reimbursed POC **\$219,935.87** during the 2020 calendar year.

*\*Formula = average, X total, X 40 hours, X 52 weeks for each category, added together\**

Most importantly, this saves taxpayers the cost of trials and incarceration, reduces relational and personal suffering, and makes the streets of Jacksonville a safer place.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient shall be required to enter into a Memorandum of Understanding with the Jacksonville Sheriff's Office (JSO) for oversight and supervision of any sexual offender or sexual predator participating in the Program prior to receiving any City funds for such employment. Such oversight by JSO shall continue for the term of the grant contract between the City of Jacksonville and Recipient.

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1, 2, 4, and 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.

# NEW HOPE EDUCATION AND RECOVERY

## Florida Recovery Schools

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** New Hope Education and Recovery (“Recipient” or “FRS”)

**Program Name:** Florida Recovery Schools (the “Program”)

**City Funding Request:** \$100,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:** We would like to express our gratitude for your past support of Florida Recovery Schools. You have enabled us to begin a program that has made a major difference in the lives of over 2,000 teens suffering from substance use disorders. I would like to highlight some of the facts that compel us to forge on, as we thank you for backing this important effort.

- Recovery high schools have been shown to be the only existing approach that offers an effective and affordable solution to this problem. Yet, we only have 40 of these schools nationally. And now Jacksonville has one - thanks to you.
- We have provided services to 2880 students since opening in November 2016. We currently have 40 students enrolled in the Program.
- Over 60% of students who have attended our Program report continuing sobriety. A recent national study of recovery schools shows a 30% improvement in a student’s chances for long term sobriety, as compared to students who receive treatment, but then return to their previous school.
- The cost of our Program to date has been \$50.12 per student, per day. Though we provide recovery support, not treatment, the cost of treatment ranges from \$500-\$1,500 per day, making it unavailable for the students we serve.
- The average length of stay in our Program is 138 days, with a total cost of \$6,900. If only 50% of our students achieve long term sobriety, then the cost per successful student would be \$13,800. The Substance Abuse and Mental Health Services Authority, a department of the Department of Health and Human Services, estimates that the societal cost of addiction is \$25,000 per year per affected person. So our investment of \$13,800 produces a return to society of \$25,000 per year for the lifetime of the student.

Addiction is the most pervasive, most debilitating, and fastest growing health problem faced by high school students. Even more disturbing, adolescents who suffer from substance abuse disorders and do not receive treatment and recovery support are at major risk of experiencing long-term addiction as adults. For those who make a commitment to pursuing a path of sobriety, the most convenient option, returning to the school where drugs and/or alcohol were available, is not the best option.

Using an evidence-based substance use recovery support protocol, Florida Recovery Schools (FRS) serves up to 50 adolescents per year, over 50% of who will achieve long-term sobriety. Comparing FRS’ average per student cost for a course of care (\$6,907) to SAMHSA’s estimated annual cost of addiction (\$25,000 per year per teen with a substance use disorder) makes it clear that FRS offers a cost-effective chance at a lifetime of sobriety for the teens.

## NEW HOPE EDUCATION AND RECOVERY

### Florida Recovery Schools

#### FY 2021-2022 City Grant Proposal Term Sheet

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**PROGRAM SCOPE OF WORK AND DELIVERABLES:** The school day is a mix of classroom time and recovery-oriented group and individual activity. FRS list of activities include Individual Counseling offered on an as-needed basis including behavioral health counseling to the students in attendance. Academic tutoring which will be achieved by an individual academic coach who is a certified teacher or para-professional. Individualized GED prep for students in the classroom. Meals are heated and then served to the students daily so that they have hot lunch, after school, and for food to carry home. FRS also provides Behavioral Health Counseling (life skills, psychoeducational, interpersonal, drug education). FRS conducts random toxicology screening on a weekly basis. Courtroom Advocacy includes attending court with students to advocate for them with the judge. Case Managers will work with students and their families on various needs including housing, food, clothing, transportation, medical appointments, and care coordination. FRS provides assessment and screening on a daily basis including: psychosocial assessment, treatment planning, academic planning, behavioral health screening, and intake. FRS works with students on Community Interaction with various organizations. Sponsors will visit FRS (e.g., Community Gardens; Tacos with JSO) to discuss current initiatives which are intended to reduce isolation and open up new areas of interest. FRS also provides Employability Skills Training to include: approximately monthly meetings, often in conjunction with Community Interaction, to learn new job hunting, preparation, and operational skills. Finally, FRS also provides Parent/Family Counseling and works around parent/family schedule. Many care plans include family meetings to discuss progress, issues, and needs.

**PROGRAM COSTS/PAYMENT TERMS:** We ask that you continue your critical support of our Program with a grant of \$100,000.00 for the 2021-2022 budget year. These funds will be used to assist in the compensation requirements for our Executive Director, who works directly with our students.

**PROGRAM IMPACT & REPORTING:** Over the last two years, Jacksonville Sheriff's Office and the Florida State Attorney's Office, 4th Circuit, have expanded the use of civil citations by diverting teens from criminal prosecution when committing misdemeanor offenses like petty theft, fighting, and minor drug and alcohol offenses. Of the 1,921 juveniles arrested in calendar year 2017, 38% (724) were referred into diversion programs for substance abuse and mental health treatment, with an upward trend reported for 2018.

Florida Recovery Schools will continue to report on our achievements. Goal #1- FRS will increase enrollment into the Program from 40 students to 50 students. Goal #2- FRS will continue to work with students on their sobriety and increase the percentage from 60% to 65% of student will achieve sobriety. Goal #3-FRS will offer an individual therapeutic plan to students within 72 days of admission. Goal #4-FRS will provide students with an Individualized Education Plan for their academic achievements.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



Lead Agency:  
Florida Recovery Schools  
Program Name:  
River Oak Center

Agency Fiscal Year:  
21-22

FY 2022 PSG/ City Grant - Program Budget Detail

				Funding Partners						
				Agency Provided Funding		All Other Program Revenues		City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
Categories and Line Items				Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022				
I. Employee Compensation										
Personnel - 01201 (list Job Title or Positions)										
Executive Director				\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
2				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation				\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00
Fringe Benefits										
Payroll Taxes - FICA & Med Tax - 02101				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation				\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00
II. Operating Expenses										
Occupancy Expenses										
Rent - Occupancy -04408				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses										
Office and Other Supplies - 05101				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses										
Local Mileage - 04021				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses										
Rental & Leases - Equipment - 04402				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301										
Client Personal				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)										
Machinery & Equipment - 06402				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total				\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00
Percent of Budget				-	-	100.0%	0.0%	0.0%	100.0%	0.0%

Last Modified: 02/1/2020  
All PSG items listed must be included in the narrative section of the budget.

## Operation New Hope/Ready4Work

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** Operation New Hope (“Recipient” or “ONH”)

**Program Name:** Ready4Work (the “Program”)

**City Funding Request:** \$400,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

With over 20 years of experience providing reentry services in Northeast Florida, Operation New Hope (ONH) has become the leader in the field. United by the belief that we all deserve a second chance, we help people with criminal records reenter the workforce through job training, placement, and financial assistance. Our Ready4Release (pre-release) and Ready4Work (post release) programs build stronger communities by creating opportunities for our clients to become productive, responsible citizens saving taxpayers millions of dollars by avoiding the repeated high costs of incarceration. Over 90% of people that go to jail or prison will get out and return their communities. We help those people successfully reintegrate back into society. ONH programs help meet workforce demands, lowers unemployment rates and generates new income tax and sales tax revenue. Our request will cover programmatic expenses.

Our goal for the 2021/22 budget year is to enroll and serve 80 post-release clients in the Ready4Work program. Overall program objectives for 2022 include: 75% Graduation Rate, 75% Job Placement Rate (assisted and self-placements), and Less than 10% Recidivism Rate. Participants are required to remain drug-free and attend a comprehensive job training program featuring life and employment skills. Each client is also assigned a Job Coach who provides guidance and support and creates detailed employment profile, leading to job placement with targeted employment partners.

Currently, there is a national crisis related to the struggle to find qualified workers in some of the country’s most important employment sectors. For our business partners, ONH builds customized training courses to help our clients meet the specific job skills needs of our employment partners. The ability to properly vet our program participants with the right job and right employer is critical. Our clients are assessed, workforce skills trained and drug free to ensure we provide our employment partners with qualified, reliable, and cost savings placements. Our career development training focuses on the introduction of new technologies, additional production or service standards/procedures, workplace literacy, and upgrading workers with additional skills.

We focus on the following “high demand” Employment Sectors:

- Advanced Manufacturing
- Healthcare
- Logistics/Transportation
- Living Wage Customer Service Careers

**PROGRAM SCOPE OF WORK AND DELIVERABLES:** *Core services provided through Ready4Work include:*

<ul style="list-style-type: none"><li>• <b>Case Management</b><ul style="list-style-type: none"><li>○ Case Manager for a year</li><li>○ Individualized Plan of Care</li><li>○ Resource Support</li></ul></li><li>• <b>Career Development Training</b><ul style="list-style-type: none"><li>○ In person and online job readiness and personal development training</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>Employment Services</b><ul style="list-style-type: none"><li>○ Resume Development</li><li>○ Job Coaching, Leads &amp; Placements</li><li>○ Career Mapping Support</li><li>○ Mock Interviews</li></ul></li><li>• <b>Mental Health Services</b><ul style="list-style-type: none"><li>○ Licensed therapists assigned for a year</li></ul></li></ul>
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## Operation New Hope/Ready4Work

### FY 2021-2022 City Grant Proposal Term Sheet

<ul style="list-style-type: none"><li>○ Access to diverse curriculum and instructors</li><li>○ Educational Evaluations</li></ul>	<ul style="list-style-type: none"><li>○ Mental health evaluations</li><li>○ Individual or family counseling</li><li>○ Substance Abuse counseling</li><li>○ Peer support program</li></ul>
<b>Additional resources include:</b>	
<ul style="list-style-type: none"><li>• Housing/Rental Assistance (3 months)</li><li>• Transportation/Bus passes (3 months)</li><li>• Healthcare Support</li><li>• Vital Documents Procurement</li></ul>	<ul style="list-style-type: none"><li>• Financial Support/Stipends</li><li>• Vocational Training</li><li>• Food and Clothing Assistance</li></ul>

#### PROGRAM COSTS/PAYMENT TERMS:

- **Tier III, Employment:** \$7,000 payment for each client that has successfully gained 2 weeks of consecutive employment with the same employer and supporting documentation is provided.
- **Tier II, Workforce Readiness:** \$5,750 payment for each client that completes Career Development Class, received a Wonderlic Assessment, mock interview class, received a Bio-Psychosocial from a licensed Mental Health Therapist, and created an Individualized Plan of Care.
- **Tier I, Stabilization:** \$1,800 payment for each client that completes initial intake, Individualized Plan of Care, Mental Health screening, Forecast Report, and overall assessment.
- Operation New Hope may also be reimbursed for housing at \$30.76 day (maximum \$2,000 per person).

#### PROGRAM IMPACT & REPORTING:

Implementing a comprehensive 4-pronged approach (case management, supportive services, job training, and job placement assistance), our Ready4Work reentry programs ensures each client succeeds. Participants are required to remain drug-free and attend a comprehensive job training program featuring life and employment skills. Clients are paired with a Licensed Mental Health Counselor and Case Manager who develop and implement an individualized plan of care. Each client is also assigned a Job Coach to provide guidance and support, leading to job placement with targeted employment partners.

Operation New Hopes uses Efforts to Outcome (ETO) software by Social Solutions, a leading performance management software development company, to collect and share data and outcome measures. A detailed individualized Plan of Care will be created in ETO for each client with short term and long-term goals. ONH will provide detailed reports outlining performance measures in the following areas: job placement, career development completion, recidivism, employment retention, and any other requested data.

As of June 30, 2021, ONH has enrolled 325 clients in Ready4Work Jacksonville and 38 clients in Ready4Work St. Johns County with a graduation rate of 85% since July of 2020. We have enrolled 80 clients under the COJ grant since October of 2020 and have a waiting list of over 20 clients as of July 14, 2021.

#### ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1, 2, 4, and 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.

## Edward Waters College - New Town Success Zone

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** Edward Waters College (“Recipient” or “EWC”)

**Program Name:** New Town Success Zone (the “Program” or “NTSZ”)

**City Funding Request:** \$161,300.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### PROGRAM OVERVIEW:

Our vision at New Town Success Zone (NTSZ) is to serve as the catalyst for New Town residents to connect to programs and services that offer opportunities to help all individuals and families grow and develop into the best leaders by achieving success in academics, economic development, health and social well-being. The NTSZ uses the **Collective Impact Model** to address the existing social issues that impact a child’s ability to successfully progress through the Achievement Pipeline. The New Town Success Zone’s strategies are modeled after other programs that have already been proven successful such as the Harlem Children’s Zone and others here in Jacksonville, FL.

- **Health & Education Goal (1):** Improve the health and educational preparedness of children (0-18 yrs. old) that reside in the neighborhood designated as the New Town Success Zone (NTSZ), as well as that of their families.
- **Graduation Rates, Post-Secondary & Employment Goal (2):** Improve the high school graduation and post-secondary education and career training completion rates and/or employment of youth that reside in the neighborhood designated as the New Town Success Zone (NTSZ) in Jacksonville, Florida. Families and neighborhoods support the healthy development, academic success and social well-being of their children.
- **Social Wellbeing Goal (3):** Improve social wellbeing of children and families who reside in NTSZ.
- **Community Capacity & Sustainability Goal (4):** Empower NTSZ residents to sustain and support their desired goals for the New Town community.

The City of Jacksonville appropriation will be used to cover administrative costs of running the Program.

#### PROGRAM SCOPE OF WORK AND DELIVERABLES:

The following provides New Town Success Zone's Scope of Services, Activities and Schedule towards achieving its program's goals and objectives during FY 2021-2022 (October 1, 2021 – September 30, 2022):

- **Wellness Rx** - NTSZ residents learn from professional health and medical providers on how to live healthy lives and receive new information about medication safety, cardiovascular health, smoking cessation, diabetes, mental health, financial literacy, and more in these health and wellness workshops. After the 4th Saturday Wellness Rx workshop, NTSZ residents receive free, healthy foods provided by Feeding Northeast Florida. Wellness Rx programs will occur on the 1<sup>st</sup> Tuesday and 4<sup>th</sup> Saturday of each month.
- **Urban Farmacy** – Our community garden grows healthy foods and teaches health promoting behaviors through cooking and STEAM focused activities and workshops to NTSZ children and parents. This program will occur on the 1<sup>st</sup> Saturday of each month.



## Edward Waters College - New Town Success Zone

### FY 2021-2022 City Grant Proposal Term Sheet

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- Vision Keepers Meeting – NTSZ's highly engaged community group dedicated to developing leadership and advocacy skills to successfully achieve the goals and initiatives of New Town Success Zone. This program will occur on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.
- Economic Growth & Development – NTSZ entrepreneurs learn about business development best practices, as well as, financial and support resources available throughout the Northeast Florida community. This program will occur on the 2<sup>nd</sup> Monday of each month.
- Family University – Baby University promotes maternal health and the academic achievement, health and well-being for 0 – 5 year old children. Through collaborative partnerships, Baby University initiatives emphasize parent and community engagement offering learning experiences focused on the core areas for healthy child development:
  - Social & Emotional
  - Language & Communication
  - Early Learning & Literacy
  - Physical
  - Maternal Health & Well-Being
  - Positive Parenting Partnerships
  - Brighter Beginnings-
- Financial Opportunity Center (FOC) – The career and personal finance service center is designed to help low- to moderate-income families develop smart money habits and career pathways. The program occurs daily Monday - Friday.
- Families and Communities Building Together – The Young Men and Women's Leadership Academy (formerly Butler Middle School) students will receive small group leadership development training and internship opportunities.
- Brighter Beginnings- A program for expectant moms, or parents of a child under the age of one, and their support partners. The participants receive education on prenatal care, basic nutrition for mother and baby, safe infant sleep, effects of alcohol use and smoking during pregnancy, breastfeeding, parenting skills, infant CPR, social and real life skills and more. This program occurs every second Saturday of each month.
- Community Impact Day (CBCR partnership)- Every 4<sup>th</sup> Saturday of each month, NTSZ, in partnership with the CBCR, presents a day of resource sharing and grocery distribution. Each month, a new focus is selected that impacts quality of life and addresses the social determinants of crime, health and wellness. Numerous city stakeholders are partners in this effort: [https://www.coj.net/mayor/community-based-crime-reduction-program/news/cbcr-program-community-impact-day-summer-safet-\(1\)](https://www.coj.net/mayor/community-based-crime-reduction-program/news/cbcr-program-community-impact-day-summer-safet-(1))
- New Town Corner Market Mobile Grocery Store- In partnership with Feeding Northeast Florida, NTSZ offers a mobile grocery shopping opportunity to the residents of New Town. Due to the overwhelming lack of food security in New Town, NTSZ has developed innovative, short-term strategies to address the issue of food insecurity. This occurs every other Tuesday of each month.

#### PROGRAM COSTS/PAYMENT TERMS:

City funds will cover a portion of EWC's personnel expenses for the Program to include salaries and some benefits for the Executive Director of the Program, the Administrative Program Coordinator, and Associate Provost. Additionally, EWC will seek reimbursement for operating expenses including occupancy expenses, and office expenses. EWC will also seek reimbursement toward its direct services to residents in the NTSZ for educational material as well as outreach to families.

Executive Director- Full time position that provides overall leadership and administrative oversight for all New Town Success Zone collaborative services and initiatives. Administrative Program Coordinator: Full time position that directly

## **Edward Waters College - New Town Success Zone**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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assists Executive Director in carrying out the functions, activities, programs and services of the NTSZ. Coordinates, communicates and schedules all Program activities. Associate Provost is responsible for oversight and direction of community affairs for Edward Waters College and acts as a direct liaison between the New Town Success Zone and the college.

EWC receives \$748,400 in additional funding to exclusively support the delivery of NTSZ programs and services. Florida Department of Agriculture: \$190,000; Department of Juvenile Justice: \$190,000  
Feeding Northeast Florida (Wellcare) Food Security (Sponsored Program): \$282,000  
Feeding Northeast Florida Food Security (Sponsored Program): \$86,400

#### **PROGRAM IMPACT & REPORTING:**

New Town Success Zone utilizes professional program evaluation, community surveys and pre- and post-test to determine efficacy of offered programs and events. Monthly reports are compiled and shared with leadership.

Over the last year, thanks to a collaborative project with numerous community stakeholders, 1,111 NTSZ residents have learned about issues related to advocacy, financial literacy, health and wellness, law and social justice. 18 NTSZ residents earned Mental Health First Aid certification. Eight (8) NTSZ residents volunteered to become trained Dementia Caring Community Leaders to raise awareness and provide support. To date, NTSZ residents has provided 1,057 residents with free groceries for their homes. NTSZ distributed over 21,600 healthy meals during the height of COVID-19, along with over 5,000 face masks, during a time when face masks were hard to come by.

Fifty Seven (57) participants attended the Brighter Beginnings workshops. The program's discussion and activities focused on best practices to improve mental health awareness and community resources available for families and youth. 230 NTSZ families attended the back to school celebration where 350 children received book bags filled with school supplies, 92 children received physicals, and 84 vision screenings were done with 2 youth being critical and referred to Wolfson Medical. 300 boxes of groceries were distributed and there were 52 vendors sharing information about their programs and services.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



<b>FY 2022 PSG/ City Grant - Program Budget Detail</b>				
<b>Edward Waters College New Town Success Zone</b>				
<b>Lead Agency:</b>				
<b>Edward Waters College New Town Success Zone</b>				
<b>Program Name:</b>				
<b>New Town Success Zone</b>				
<b>Any substantial change will require Council approval.</b>				
<b>This request shall be subject to Parts 1 through 5 of Chapter 118 Jacksonville Municipal Code.</b>				
<b>Categories and Line Items</b>	<b>Total Cost of Program FY 2021/2022</b>	<b>Agency Provided Funding</b>	<b>All Other Program Revenues</b>	<b>City of Jacksonville (City Grant)</b>
<b>I. Employee Compensation</b>				
<b>Personnel - 01201 (list Job Title or Positions)</b>				
1 Executive Director	\$85,000.00	\$0.00	\$0.00	\$85,000.00
2 Admin Program Coord	\$32,000.00	\$0.00	\$0.00	\$32,000.00
3 Associate Provost	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>Subtotal Employee Compensation</b>	<b>\$107,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$107,000.00</b>
<b>Fringe Benefits</b>				
Payroll Taxes - FICA & Med Tax - 02101	\$9,715.00	\$0.00	\$0.00	\$9,715.00
Health Insurance - 02304	\$21,501.00	\$0.00	\$0.00	\$21,501.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$31,216.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,216.00</b>
<b>Total Employee Compensation</b>	<b>\$138,216.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$138,216.00</b>
<b>II. Operating Expenses</b>				
<b>Occupancy Expenses</b>				
Rent - Occupancy -04408	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Telephone - 04181	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Utilities - 04301	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Maintenance and Repairs - 04603	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>				
Office and Other Supplies - 05101	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$300.00	\$0.00	\$0.00	\$300.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>				
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>				
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>				
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$784.00	\$0.00	\$0.00	\$784.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00
Client Other - Outreach to Families	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$23,084.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,084.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>				
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$161,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$161,300.00</b>
<b>Percent of Budget</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>



## **GROUNDWORK JACKSONVILLE – EMERALD TRAIL PROGRAM**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** Groundwork Jacksonville, Inc. (“Recipient”)  
**Program Name:** Emerald Trail Program (the “Program”)  
**City Funding Request:** \$50,000.00  
**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

Groundwork Jacksonville, in conjunction with the City of Jacksonville Department of Public Works, provides for the implementation of a public/private partnership effort to assist in the funding, design, construction and completion for the cleanup, rehabilitation and enhancement of economically and environmental impacted property parcels in predominately underserved communities. The Emerald Trail Program provides positive economic impacts, environmental awareness and recreational opportunities to the residents of Duval County along and throughout the Emerald Trail area of Jacksonville with an emphasis on creek and floodplain restoration along affected watercourses. Additional program efforts include the stewardship and training of local youth in programs for environmental awareness and outdoor and recreational activities. The Executive Director is the primary responsible position for overseeing the efforts of Groundwork Jacksonville for the Emerald Trail Program.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

The Executive Director oversees the engineering and environmental consultants who are engaged in the design of the Emerald Trail, McCoys Creek and Hogans Creek enhancement, rehabilitation and floodplain improvement projects. This includes the evaluation of responses to Requests for Proposal, contract negotiations, oversight of the design components and design concepts, approval of consultant progress payments, review and approval of consultant technical reports, project construction drawings, design reports, technical memoranda, and as-built construction and remediation completion reports. Other duties include community outreach for local and surrounding vicinity resident input, liaison with regulatory oversight agencies and COJ Department of Public Works for design review comments.

#### **PROGRAM COSTS/PAYMENT TERMS:**

The Program costs are solely used for the salary of the Executive Director who is responsible for the implementation of the Program tasks and objectives. Additional funding is raised from private and corporate donors for the remaining portion of the Executive Director’s salary. The Executive Director and all Board members of Groundwork Jacksonville are tasked with raising the additional funds from private and corporate entities. The attached FY 2021-2022 Budget Form contains the requested \$50,000.00 funding request to the City plus the remaining funding amount to be raised from the private and corporate entities.

## GROUNDWORK JACKSONVILLE – EMERALD TRAIL PROGRAM

### FY 2021-2022 City Grant Proposal Term Sheet

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#### PROGRAM IMPACT & REPORTING:

The measure of success for the Emerald Trail is the delivery of the approved regulatory permits and design drawings and specifications for the Emerald Trail Program enhancement projects in conjunction with the Department of Public Works. The Programs achievements for last fiscal year include final construction plans for the Model Project, contractor selection, and the project will be under construction by September 2021. The McCoys Creek Branches project is 100% designed and that trail segment is at 50% design. GWJax will seek federal and state construction grants. Phase 1 of McCoys Creek is under construction with the demolition of McCoys Creek Blvd. The phase 2 design will be complete by the 2<sup>nd</sup> quarter of 2022. The Hogans Creek trail segment is under design and Groundwork Jacksonville is supplying 50% of the design costs. The Hogan Street design will be completed in the 21/22 fiscal year. Groundwork is fully funding the conceptual design for the ecological restoration of Hogans Creek. The conceptual design will be complete in the 21/22 fiscal year. The Executive Director reports both to the Director of Public Works and the Solid Waste Division with the Solid Waste Division as the approving entity for review and approval of payment requests for Groundwork Jacksonville. The anticipated number of residents that will be served by this Program will be the entire City of Jacksonville, the beaches and Baldwin communities. However, the residents who will benefit the most are those living in Jacksonville's urban core neighborhoods, where 71% are low-to-moderate income with 36% living below the poverty line.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:** Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency: Groundwork Jacksonville

Program Name: Emerald Trail

Agency Fiscal Year: July 1, 2021 - June 30, 2022

Categories and Line Items	BUDGET							
	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
Personnel - 01201 (list Job Title or Positions)								
CEO	\$50,000.00	\$50,000.00	\$81,500.00	\$41,500.00	\$0.00	\$50,000.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$81,500.00</b>	<b>\$41,500.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$81,500.00</b>	<b>\$41,500.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$81,500.00</b>	<b>\$41,500.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>			<b>100.0%</b>	<b>45.4%</b>	<b>0.0%</b>	<b>54.6%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised: 02/11/2020

Exhibit 6

Page 3 of 3



## United Way of Northeast Florida: United Way 2-1-1 Program

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** United Way of Northeast Florida (“Recipient”)

**Program Name:** United Way 2-1-1 (the “Program”)

**City Funding Request:** \$150,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

United Way 211 is a confidential information and referral helpline that includes a crisis and suicide prevention hotline. United Way of Northeast Florida 211 connects people of all ages and from all communities to the essential health and human services they need, 24 hours a day, seven days a week. Community resource specialists identify and connect people in need to available resources while demonstrating respect and compassion. Specialists also de-escalate stressful situations and serve as the first point of contact for crisis calls including callers demonstrating suicidal ideology. Specialists also conduct follow up communications, intake for specialized programs or services, outbound calls, basic database maintenance and community outreach. The funding will be applied toward call center programmatic expenses during FY 2021 – 2022 as outlined below.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

**Last year, 2-1-1 played a critical role in responding to the pandemic. 2020 call volume increased by 113% and 2-1-1 handled over 117,000 calls.** The bulk of our activities center on information and referral however additional services provided include **veteran care coordination, crisis and suicide intervention, and disaster recovery and preparation.** Florida Statute 408.918 requires accreditation from the Alliance of Information and Referral Services (AIRS) in order to operate as a recognized 211. The United Way of Northeast Florida 211 obtained full reaccreditation by AIRS in June of 2021 for a period of five years. The information and referral services are **offered at no cost** to residents of Duval County as well as eight additional northeast Florida counties. However, the vast majority (90%) of calls, emails and texts requesting assistance from United Way 211 are from Duval county residents.

**Veteran care coordination** is available to all area veterans and their families at no cost through United Way 2-1-1. Approximately 80% of care coordination cases are from Duval County residents and they are connected to federal, State, and local organizations. Care coordination includes identifying resources, advocacy, follow-up, and peer counseling to ensure veterans avail themselves to all benefits during times of need. The wide array of veteran service offerings can be confusing care coordinators provide the vital link to those services.

As an **accredited American Association of Suicidology (AAS)** and associate agency of the national suicide hotline, United Way 211 specialists provide crisis and suicide intervention services to all residents. Suicide and crisis calls are prioritized ahead of all information and referral inquiries. Highly-trained specialists provide immediate assessment of suicidal and homicidal risk, attempt de-escalation and provide referrals to appropriate area mental health resources.

United Way 211 plays a pivotal role during manmade and natural disasters in association and partnership with the Jacksonville Fire and Rescue Department, the City’s Emergency Operations Center (EOC) and as member of the Duval Community Organizations Active during Disasters (COAD). The 211 contact call center provides connection to disaster agencies, information to the EOC and COAD, and serves as the community database for disaster service and information for the community. The First Coast Relief Fund (FCRF) played a critical role in providing immediate response and support to victims of Hurricane’s Matthew and Irma, and most recently during

the COVID pandemic. United Way 211 served as the gateway for many Duval residents to access resources and support that were established through the FCRF

Most recently, United Way of Northeast Florida was selected by the City of Jacksonville to administer the \$23M from the Department of Treasury to administer the Emergency Rental Assistance Program (ERAP) for Duval County. United 211 played a critical role in the roll out of that program by handling over 8,000 calls pertaining to: scheduling in-person application appointments, providing application assistance via phone and SMS text support, and answering general ERAP process questions. United Way 211 has close and consistent communication with 630-CITY for ERAP and other critical services to ensure that both contact centers are using coordinating messaging to consistently communicate key information and appropriately direct calls to each contact center.

**PROGRAM COSTS/PAYMENT TERMS:** United Way will be reimbursed on expenses for up to 10 Call Center Specialists, the Director of the 211 Program, and a partial funding for the Head of Basic Needs. Additionally, reimbursement for other operating expenses to include telephone expenses, and the cost for the software needed to run the 211 program as provided in the attached Program budget.

#### **PROGRAM IMPACT & REPORTING:**

Since the pandemic started in March 2020, United Way 211 has seen unprecedented increases in call volume, as well as increased needs from our callers and the community. Total call volume in 2020 was 117,700, which represented an increase of 113% from 2019. The monthly average calls handled jumped from 4,856 in 2019 to 9,764 in 2020. The top three needs presented by callers did not change year over year (rent & mortgage assistance, utility assistance and food assistance) but we did experience increases in calls of 69.2%, 29.6% and 56.9% respectively for each, despite significant federal support and eviction moratoriums. The top 16 zip codes where calls were placed from all originated from Duval County.

United Way 211 meets or exceeds all accreditation requirements to include quality assurance, training and supervision of staff and is confident in its ability to continue its process and program improvements. Improvements in the past year have included the launch of customer feedback survey technology which is offered to all callers not identified as suicidal. Respondents rate the overall customer satisfaction 90%. In response to COVID-19 and the significant increase in call volume, United Way 211 has had to hire additional staff in order to maintain adequate and expected response and wait times for callers.

Through our Ride United initiative supported through the 211 call center, we have been able to provide free transportation for Duval County households that were without direct access to health, food and employment services through our national partnerships with Lyft and DoorDash. The Lyft program provided 2,486 rides to local residents to attend job interviews, start new employment, attend medical appointments (including vaccinations), or to pick up food from local pantries or groceries. In partnership with The Veterans Administration and Feeding Northeast Florida, the DoorDash delivery program has been providing an average of 270 weekly food deliveries to homeless veterans and other low-income Duval County households since October 2020. This partnership with United Way and the VA originated in Jacksonville, and has since been replicated in other communities across the country.

**Additional Grant Requirements and Restrictions:** Recipient's expenditure of City Funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 through 5 of the *Jacksonville Municipal Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grants Administrator may amend this Term Sheet and the approved Program budget consistent with the Program needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



**FY 21/22 City of Jacksonville Grant Proposal - Program Budget Detail**

**Lead Agency:**

United Way of Northeast Florida, Inc.

**Program Name:**

City of Jacksonville Fiscal Year: October 1, 2021 to September 30, 2022

United Way 2-1-1/Information & Referral

**Any substantial change will require Council approval.**

Categories and Line Items	Total Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners	
				City of Jacksonville (General Fund)	Private Foundation Funding
<b>I. Employee Compensation</b>					
<b>Personnel - 01201 (list Title &amp; Name of Employee)</b>					
1. Call Center Specialists (10)	\$312,000.00	\$162,000.00	\$60,000.00	\$90,000.00	\$0.00
2. Director	\$80,000.00	\$48,000.00	\$5,000.00	\$27,000.00	\$0.00
3. Call Center Specialists (Temp. Coverage)	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00
4. 2-1-1 Overtime Expenses	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
5. 2-1-1 MFV Care Coordinator (2)	\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$0.00
6. HMG Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Follow-up counselor/Lead (2)	\$74,880.00	\$0.00	\$74,880.00	\$0.00	\$0.00
8. Head of Basic Needs	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$0.00
9. 2-1-1 MFV Resource Manager	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00
10. Operations Supervisor	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00
11. Database specialist	\$33,280.00	\$0.00	\$33,280.00		
12. 211 Care coordinator	\$41,600.00	\$0.00	\$41,600.00		
<b>Subtotal Employee Compensation</b>	<b>\$799,760.00</b>	<b>\$275,000.00</b>	<b>\$394,760.00</b>	<b>\$130,000.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>					
Payroll Taxes - FICA & Med Tax - 02101	\$54,272.16	\$28,972.16	\$25,300.00	\$0.00	\$0.00
Health Insurance - 02304	\$100,000.00	\$75,000.00	\$25,000.00	\$0.00	\$0.00
Retirement - 02201	\$21,283.20	\$17,083.20	\$4,200.00	\$0.00	\$0.00
Dental - 02301	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
Workers Compensation - 02401	\$5,675.52	\$4,555.52	\$1,120.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$5,680.00	\$4,686.00	\$994.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$204,410.88</b>	<b>\$142,796.88</b>	<b>\$61,614.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$1,004,170.88</b>	<b>\$417,796.88</b>	<b>\$456,374.00</b>	<b>\$130,000.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>					
<b>Occupancy Expenses</b>					
Rent - Occupancy -04408	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$225,000.00	\$80,000.00	\$104,899.03	\$10,000.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$9,600.00	\$9,600.00	\$0.00	\$0.00	\$0.00
Other - (UWW & UWof Annual Dues)	\$40,500.00	\$40,500.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>					
Office and Other Supplies - 05101	\$1,500.00	\$1,100.00	\$400.00	\$0.00	\$0.00
Postage - 04101	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training & Conferences - 05401	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$1,500.00	\$750.00	\$750.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>					
Local Mileage - 04021	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>					
Rental & Leases - Equipment - 04402	\$37,694.00	\$37,694.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Service Point Database & CRM)	\$24,000.00	\$14,000.00	\$0.00	\$10,000.00	\$0.00
<b>Direct Client Expenses - 08301</b>					
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$485,044.00</b>	<b>\$278,894.00</b>	<b>\$156,049.03</b>	<b>\$20,000.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>					
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$1,496,714.88</b>	<b>\$696,690.88</b>	<b>\$619,923.03</b>	<b>\$150,000.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>	<b>100.0%</b>	<b>46.5%</b>	<b>41.4%</b>	<b>10.0%</b>	<b>0.0%</b>

Agape Community Health Center, Inc.

FY 2021-2022 City Direct Appropriation Term Sheet

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**Grant Recipient:** Agape Community Health Center, Inc., a Florida not for profit corporation (“Recipient”)

**Program Name:** Integrated and Accessible Primary & Behavioral Health Care Services (“the Program”)

**City Funding Request:** \$160,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the approved Program budget will require City Council approval.**

**PROGRAM OVERVIEW:** Agape’s integrated and accessible primary and behavioral health care services program, (hereafter, the Program), serves Duval County residents. The Program is offered in six zip codes (32204, 32208, 32216, 32218, 32244, & 32277), where the patient population is demographically diverse and has undiagnosed and uncontrolled hypertension and diabetes. The Program’s goals and objectives are health promotion and prevention of strokes and heart attacks. This work is a priority because a higher percentage of Duval County residents (10.7%) compared to Florida residents (9.4%) have been told they are pre-diabetic.<sup>1</sup> Moreover, of Florida’s 67 counties, Duval ranks #45 in health outcomes.<sup>2</sup> Therefore, the Program will assist county residents by (1) providing services to income eligible patients without regard to the ability to pay, (2) providing universal screening, standardized assessments, case management, brief psychotherapy, social services linkages, joint care planning, frequent healthcare team plan of care consultations, patient health outcomes monitoring, and point of service/care health education, (3) providing coordinated, co-located, and integrated behavioral health and primary care services using a single, electronic health record plan of care. In FY 2021-2022, the City’s direct appropriation funding will be paid to the State.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:** Adults refer to the Program’s growing census. In FY 21/22 the objectives will be to *increase the proportion of adults (IPOA)* who achieve hypertension control or blood glucose control, and of adults who are overweight/obese, provide a diagnosis of pre-diabetes, if indicated. The Program’s activities will include scheduling/rescheduling appointments, organizing patient flows, completing comprehensive assessments, (biomedical, social, emotional, and behavioral health histories), using team-based care, developing tailored treatment plans, documenting care in an electronic health record, engaging patients in treatment involvement, and doing post-treatment follow-ups. Deliverables include reduce waiting time after check-in, identification of disease risk and protective factors, creating measurable and quantifiable care plans objectives, and development and display of key Program performance indicators. The timeline for these deliverables will be from the point of service encounter to six months after receipt of funding.

**PROGRAM COSTS/PAYMENT TERMS:** The cost to operate the Program for the Low-Income Pool (LIP) appears in Table 1 below. The City’s intergovernmental transfer will go to the State. Based on FY20/21 financial data, the Program anticipates the State award to be 1.083868 times the requested LIP amount for FY21/22, which is \$173,418.89. All other funding sources and additional City of Jacksonville funding appear below.

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<sup>1</sup> [County Health Profile \(flhealthcharts.com\)](http://flhealthcharts.com)

<sup>2</sup> [Florida | County Health Rankings & Roadmaps](#)

**Agape Community Health Center, Inc.**

**FY 2021-2022 City Direct Appropriation Term Sheet**

Table 1: Other Funding Sources Applied for or Contributed to Agape's Primary Care Services Program

<b>FUNDING TYPE</b>	<b>COJ MATCH</b>	<b>MATCH DESCRIPTION</b>	<b>ACHA STATE</b>	<b>TOTAL FUNDING</b>
LIP	\$ 160,000	Initial Local Intergovernmental Transfer	\$173,418.89	\$333,418.89
CITY	\$0	City Contribution	\$0	\$0
		Sub-Total Impact		
HRSA	\$0	Local services partnership	\$0	\$2,100,000.00
<b>TOTAL</b>	<b>\$160,000</b>		<b>\$173,418.89</b>	<b>\$2,433,418.89</b>

LIP: Low Income Pool, ACHA State (projected 1.083868 \* LIP – FY21/22)

**PROGRAM IMPACT & REPORTING:** The Program's targets, goals, and objectives (TGOs) are hypertension control (HC), blood glucose control, and a diagnosis of pre-diabetes, if indicated, for persons overweight or obese. To impact population health outcomes, Agape will do the following: 1) outreach, 2) use health informatics, 3) coordinate, co-locate, and integrate medical and behavioral health services, 4) monitor program metrics, and 5) evaluate Program implementation. Quantitative data will measure the objectives. For example, "[Hypertension] control (HC) is Systolic Blood Pressure less than 140 mmHg and Diastolic Blood Pressure less than 90 mmHg because of treatment, lifestyle modification, and pharmacologic therapy.<sup>3</sup> Agape will track the percentage of pre-treatment hypertensives who achieved HC. The approach described here consists of defining metrics, using a pretreatment baseline or reference point, taking at least two empirical post treatment measurements, and computing improvement, (temporal change). The Program's achievements during the year immediately preceding this funding request were reduction in Emergency Room visits for inappropriate or non-emergent care and timely and appropriate use of health care services to ameliorate disease, and to improve or maintain function. The anticipated number of Duval County residents the Program will service is 750. The projected Program impact on those residents will be:

- Fewer sick days,
- More time for quality family interactions, productivity, and leisure,
- Less time and fewer dollars for unmanaged chronic disease states, and
- Proactive control of poor health habits that culminate in advanced and debilitating disease processes.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:** Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet and the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.

<sup>3</sup> doi [10.1161/CIRCOUTCOMES.111.963439](https://doi.org/10.1161/CIRCOUTCOMES.111.963439)



# **I.M. Sulzbacher Center for the Homeless, Inc. – Homeless Continuum of Care (Urban Rest Stop)**

## **FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** I.M. Sulzbacher Center for the Homeless, Inc. (“Recipient”)

**Program Name:** Homeless Continuum of Care (Urban Rest Stop) (the “Program”)

**City Funding Request:** \$270,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

### **PROGRAM OVERVIEW:**

The Urban Rest Stop is a collaboration between Sulzbacher, the Mental Health Resource Center (MHRC) Link and Quest program, and the City of Jacksonville. This 6,000 square foot space located on the Sulzbacher main campus includes a large 15 stall shower and 10 stall bathroom as well as laundry facilities, a large outdoor deck, a large multi-purpose room and a large area perfect for Link/Quest’s 15 person staff. This co-location has enabled street homeless clients who are not currently staying at a shelter and /or do not have access to resources during the day an ability not only to be entered into the entire provider system but to be immediately linked to the largest provider of shelter and services in Jacksonville. This gives them access to showers, bathrooms, laundry, a place to receive mail and a safe space to sit/read and wait for appointments-which is not currently available to them during the day (other than the Library). This also eliminates transportation as a barrier to care for clients and facilitate the delivery of services. Clients are assessed, referred, and linked to services and are also able to get meals and medical care. This funding request is for programmatic expenses for FY 2021-2022.

### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

Through a partnership with the City of Jacksonville and Mental Health Resource Center, the local CoC single point of coordinated entry is the Urban Rest Stop. The Urban Rest Stop is run by Mental Health Resource Center and is located on the Sulzbacher main campus. The Urban Rest Stop is designed to assist individuals who are homeless with finding and obtaining housing and mental health services. This program provides a range of services that includes case management, employment referrals, housing referrals, substance abuse referrals, and entitlement application assistance to individuals who are homeless or at risk of becoming homeless, as well as the range of health care services available at the Sulzbacher clinic.

The Urban Rest Stop serves as the single point of entry into the Homeless Continuum of Care programs (all homeless providers) in Jacksonville. As such, it conducts intakes and assessments on clients, evaluates their needs, and then provides referrals to the provider agency best able to address those needs. This co-location has enabled street homeless clients who are not currently staying at a shelter and /or do not have access to resources during the day an ability not only to be entered into the entire provider system but to be immediately linked to the largest provider of shelter and services in Jacksonville. This gives them access to showers, bathrooms, laundry, a place to receive mail and a safe space to sit/read and wait for appointments-which is not currently available to them during the day (other than the Library). This also eliminates transportation as a barrier to care for clients and facilitate the delivery of services. Clients are assessed, referred, and linked to services and are also able to get meals and medical care.

This innovative collaboration directly addresses not only the goal of Mayor Lenny Curry’s Task Force on Homelessness “to increase entry points into services using existing capacity” but also the new goal in the Jacksonville City Council’s 3 year plan “to increase services during the day for the local street homeless population” by co-locating the agency that intakes all clients into the homeless service system with the largest and most comprehensive provider of services for this population.



## I.M. Sulzbacher Center for the Homeless, Inc. – Homeless Continuum of Care (Urban Rest Stop)

### FY 2021-2022 City Grant Proposal Term Sheet

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**PROGRAM COSTS/PAYMENT TERMS:** See the attached FY 2021-2022 Budget Form.

The Homeless Continuum of Care Project, the Urban Rest Stop (URS) toward which these funds are to be used includes:

- **Weekend hours** - Total cost of 3 staff persons x \$18/hr. x 24 hours each/week x 52 weeks = \$67,392.00. Of this, COJ to fund 2 staff persons x \$18/hr. x 16 hours each/week x 52 weeks = \$29,952.00
- **Maintenance staff** - 2 hours/day x \$11.00/hour x 365 day = \$8,030.00
- **Urban Rest Stop Program Director, to provide oversight and direction to the program, figured at annual salary of \$65,000.00**
- **Benefits** for weekend staff and Urban Rest Stop Program Director, figured at 28% of salary = \$37,070.00. Of this, COJ to fund \$26,586.00
- **Utility Costs** - 8,000 SF x \$.1911/month/SF x 12 months, to include all pavilion, booth, and library space, = \$18,346.00
- **Maintenance/Janitorial Supplies**, figured at \$250/year.
- **Program Supplies** - Total cost of detergent, soap, shampoo, towels, cleaning supplies and paper products, figured at \$25,000/year. Of this, COJ to fund \$18,146.00
- **JSO Officer (weekdays)** - Total cost of \$99,450.00 for a JSO officer on site rotation during the day (\$45/hour x 40 hours/week x 52 weeks, plus scheduler fee of \$225 every two weeks). Of this, COJ to fund \$75,214.00
- **JSO Officer (weekends)** - Total cost of \$56,160.00 for a JSO officer on site rotation during the day (\$45/hour x 24 hours/week x 52 weeks). Of this, COJ to fund \$28,476.00

The City is authorized to reimburse the Recipient on receipt of evidence that, by way of example and not exclusion, a JSO security officer was paid for services at facility during daytime hours, utilities, maintenance, food detailed above were purchased and this resulted in a person received emergency shelter, a person was rehoused, meals were provided, education and training were provided, health care was provided. In addition, a narrative report will be submitted with each reimbursement request concerning the numbers of homeless persons assisted and outcomes during the period for which reimbursement is sought demonstrating success of the program in meeting its objectives.

#### **PROGRAM IMPACT & REPORTING:**

A narrative report will be submitted with each reimbursement request concerning the numbers of homeless persons assisted and outcomes during the period for which reimbursement is sought demonstrating success of the program in meeting its objectives.

In the last year, the Urban Rest Stop has extended hours to be open 7 days per week, including 12 hours per day on Saturdays and Sundays. The storage facility opened in February of 2021. We have 120 lockers for people experiencing street homelessness to utilize, free of charge, to store their belongings. 1,732 persons were screened with the VI-SPDAT tool, 140 referred to housing, 427 mental health screenings were performed, 11,835 showers were provided, and 1,182 client laundry loads were done. The number of meals served to the community (meaning non-residents of Sulzbacher) has risen from an average of 20,000 meals per month at the beginning of 2020 to 27,000 meals per month.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



**FY 2022 PSG/ City Grant - Program Budget Detail**

**Lead Agency:**  
**I.M. Sulzbacher Center for the Homeless, Inc.**  
**Program Name:**  
**Urban Rest Stop**

**Agency Fiscal Year:**  
 July 1 - June 30

**BUDGET**

Categories and Line Items	Prior Year Prgr Funding FY 2019-2020	Current Year Prgr Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Weaver Match Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Job Title or Positions)</b>								
1 Weekend Staff (3 staffpersons)	\$67,392.00	\$67,392.00	\$67,392.00	\$37,440.00	\$0.00	\$29,952.00	\$0.00	\$0.00
2 Maintenance Staff	\$8,030.00	\$8,030.00	\$8,030.00	\$0.00	\$0.00	\$8,030.00	\$0.00	\$0.00
3 Urban Rest Stop Program Director	\$0.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00
4 Additional hours for weekend staff and JSO	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$75,422.00</b>	<b>\$190,422.00</b>	<b>\$190,422.00</b>	<b>\$37,440.00</b>	<b>\$0.00</b>	<b>\$102,982.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$5,155.00	\$10,122.00	\$10,122.00	\$2,860.00	\$0.00	\$7,262.00	\$0.00	\$0.00
Health Insurance - 02304	\$9,266.00	\$18,210.00	\$18,210.00	\$5,152.00	\$0.00	\$13,058.00	\$0.00	\$0.00
Retirement - 02201	\$1,213.00	\$2,383.00	\$2,383.00	\$674.00	\$0.00	\$1,709.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$1,719.00	\$3,376.00	\$2,421.00	\$0.00	\$0.00	\$2,421.00	\$0.00	\$0.00
Workers Compensation - 02401	\$843.00	\$1,655.00	\$2,142.00	\$955.00	\$0.00	\$1,187.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$674.00	\$1,324.00	\$1,417.00	\$468.00	\$0.00	\$949.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$375.00	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$18,570.00</b>	<b>\$37,070.00</b>	<b>\$37,070.00</b>	<b>\$10,484.00</b>	<b>\$0.00</b>	<b>\$26,586.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$94,292.00</b>	<b>\$227,492.00</b>	<b>\$227,492.00</b>	<b>\$47,924.00</b>	<b>\$0.00</b>	<b>\$129,568.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$18,346.00	\$18,346.00	\$18,346.00	\$0.00	\$0.00	\$18,346.00	\$0.00	\$0.00
Maintenance and Repairs - 04503	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Janitorial Supplies	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Transportation	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402 Rental of Washers/Dryers	\$19,140.00	\$19,140.00	\$19,140.00	\$19,140.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food - Breakfasts	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food - Lunches	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other Temporary Supportive Housing	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other-Detergent, soap, shampoo, towels, paper products,	\$25,000.00	\$25,000.00	\$25,000.00	\$6,854.00	\$0.00	\$18,146.00	\$0.00	\$0.00
<b>Other Expenses</b>								
Other - Security - JSO Officer Weekdays	\$99,450.00	\$99,450.00	\$99,450.00	\$24,236.00	\$0.00	\$75,214.00	\$0.00	\$0.00
Other - Security - JSO Officer Weekends	\$58,180.00	\$58,180.00	\$58,180.00	\$27,684.00	\$0.00	\$28,476.00	\$0.00	\$0.00
Other - Security - Storage facility for client's possessions	\$0.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00
<b>Total Operating Expenses</b>	<b>\$299,546.00</b>	<b>\$409,546.00</b>	<b>\$409,546.00</b>	<b>\$108,114.00</b>	<b>\$0.00</b>	<b>\$140,432.00</b>	<b>\$0.00</b>	<b>\$160,000.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$303,538.00</b>	<b>\$409,538.00</b>	<b>\$409,538.00</b>	<b>\$167,038.00</b>	<b>\$0.00</b>	<b>\$270,500.00</b>	<b>\$0.00</b>	<b>\$210,000.00</b>
<b>Percent of Budget</b>			<b>100.0%</b>	<b>24.7%</b>	<b>0.0%</b>	<b>42.4%</b>	<b>0.0%</b>	<b>33.0%</b>

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised: 02/11/2020

**Exhibit 9**

**Page 3 of 3**



## Goodwill Industries of North Florida, Inc. A-STEP program

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** Goodwill Industries of North Florida, Inc. ("Recipient")

**Program Name:** A-STEP (Academic Support Through the Employment Process) (the "Program")

**City Funding Request:** \$225,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the "Term Sheet") or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:** *"Access without Support is not opportunity"* –Dr. Vincent Tinto. This is the core philosophy of the A-STEP program. A-STEP is a highly effective and cost-efficient workforce preparation program that takes the most disadvantaged adults past entry-level employment to a sustainable career. Unique to workforce development programs, A-STEP is an evolution of lessons learned through Goodwill's 80 year history in workforce development and experience operating five GoodCareers free walk-in full service career centers. The program represents Goodwill's commitment to assist people to not just get jobs, but to get better jobs. A-STEP's demographics target adults 18 years and up. (The typical post-secondary engagement programming cut off is 24 years of age). The majority of candidates are the working poor including single parents living below national poverty guidelines, as well as returning citizens looking to rebuild their lives.

A-STEP offers in-depth evaluation of skills, interest and resources needed for enrollment in post-secondary education. Once enrolled the candidates are provided with intensive case-management and support through the completion of a first certificate or degree related to realistic opportunities for employment. This is accomplished through a pragmatic design ensuring the integration of important resources. These services and resources include:

- Find immediate employment, if needed
- Enrollment in GED classes, if needed
- Career assessment & readiness skills, computer skills, resume soft skills and interview techniques
- Northwest A-STEP Candidates will receive one-on-one financial counseling through Goodwill's designation as a Financial Opportunity Center (FOC) through HUD
- College program enrollment
- Secure wrap-around services if needed for candidate success (Including external dollars from scholarship programs or donor support)
- Gap funding (\$2,000 for needs not typically supported: childcare, transportation, tuition or books)
- Placement in employment and tracking success for 3 years

**PROGRAM SCOPE OF WORK AND DELIVERABLES:** Goodwill is partnering with Operation New Hope to enroll returning citizens in a Commercial Vehicle Driving program at FSCJ. Graduates will be hired by Goodwill Transportation or partner agency and will receive on-the-job training and will build work history.

- Goodwill is partnering with Sulzbacher Village to enroll students in a Medical Assistant program to begin August 30, 2021. Students will train at Sulzbacher's Pediatric Health Center. Graduates will be offered employment by Sulzbacher or a major healthcare provider.
- A-STEP is partnering with the Literacy Alliance of Northeast Florida, Inc. to provide Digital Literacy Classes and TABE tutoring for students who wish to improve their skills before starting a certification or degree program.

**PROGRAM COSTS/PAYMENT TERMS:** Goodwill is asking for \$225,000 in budget year 2021-2022 to continue dedicated services in Jacksonville's northwest quadrant (zip codes 32205, 32208, 32209, 32218, 32219 & 32354). An A-STEP College Navigator is embedded in the Emmett Reed Center, 1093 W Sixth Street. Funds allow A-STEP to transform lives of candidates living in the region. Funding includes \$75,627.00 to cover a full-time College Navigator salary, including taxes and benefits, as well as 20% of program management; \$125,000.00 in "gap funding" (an average of \$2,000 per candidate), Gap funding includes needs not typically supported such as childcare, transportation, GED



## Goodwill Industries of North Florida, Inc. A-STEP program

### FY 2021-2022 City Grant Proposal Term Sheet

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classes; as well as vocational workshops; \$1,000.00 for supplies and \$23,373.00 for financial coaching through Goodwill's FOC. Our intended outcome is to serve 65 residents in the priority zip codes in budget year 2021-2022.

**PROGRAM IMPACT & REPORTING:** The 2020-2021 funding began on October 1, 2020. A-STEP has one College Navigator solely dedicated to supporting candidates in Jacksonville's northwest quadrant. These candidates also receive support from a Financial Coach and the extended A-STEP Team.

- During the first three quarters, city dollars have been invested in 44 candidates for student support to earn a first certification or degree.
- During the first three quarters, A-STEP has engaged with 87 adults in the northwest quadrant interested in a workforce certification or degree program.
- Current statistics: 6 students graduated as Certified Nursing Assistants, 3 more are expected to graduate in Q4
- A-STEP has referred 10 adults to GED classes
- 35 candidates are receiving personalized financial coaching
- In Quarter 3, student enrollment has almost tripled as compared to Quarter 1 and Quarter 2 combined. College campuses are re-opening after COVID-19. Some classes are transitioning from online to in person and class sizes are slowly expanding while still following CDC safety protocols. Most A-STEP candidates tend to be more successful when learning in a traditional classroom environment.

The A-STEP team meets bi-weekly to discuss candidate leads and eligibility, current caseload and candidate progress, new partnerships and certification offerings; financial coaching progress and workshops. Program progress and metrics is reported to the city quarterly. Goals of the program for 2021-2022 are: 65 candidates enroll to pursue a first degree or industry certification; 80% of the enrolled candidates to successfully graduate; 90% to obtain employment; 80% to participate in financial coaching workshops; Typical earnings increase by 45% after success program completion and employment.

Goodwill generates increased awareness for A-STEP through word of mouth referrals from current A-STEP candidates. In addition, Goodwill promotes the A-STEP program through in-store marketing, printed collateral and public service announcements aired on local television stations. A-STEP College Navigators are visiting other northwest area organizations to deliver A-STEP marketing materials and develop relationships. In 2021-2022 A-STEP will pursue new partnerships with local organizations to provide industry certifications.

A-STEP is modeled after Take Stock In Children (TSIC), a state-wide mentoring and scholarship program.

In 2018, the state of Florida engaged the Luminary Evaluation Group to conduct an independent evaluation in which Take Stock in Children's model was assessed in the context of current research in the areas of youth mentoring, college readiness, college success and completion. (*Reference: Take Stock in Children Formative Evaluation Results 2017-2018, Luminary Evaluation Group, January*)

The TSIC model is the basis for Goodwill's A-STEP program. The foundation for both programs is built from the ability to meet each individual where they are at, determine their unique barriers and create a pathway forward towards successful education. A-STEP provides motivated adults mentoring and intensive case management through the A-STEP College Navigators. College Navigators provide assistance with college advising, program enrollment, financial aid, employment, childcare and other life issues. This one-on-one assistance allows candidates a place to turn for assistance with obstacles and challenges that may otherwise derail their academic success.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:** Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 -5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet and the approved Program budget consistent with the Program needs, provided that any substantial change to this Term Sheet or the Program budget will require City Council approval.



**FY 2022 PSG/ City Grant - Program Budget Detail**

Lead Agency: Goodwill Industries of North Florida, Inc.

Program Name: A-STEP

Agency Fiscal Year: October 1, 2021 - September 30, 2022

Categories and Line Items	BUDGET							
	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (List Job Title or Positions)</b>								
1 Chief Mission Officer	\$0.00	\$25,000.00	\$30,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00
2 Mission Development Director	\$0.00	\$0.00	\$5,048.00	\$5,048.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Program Manager	\$0.00	\$0.00	\$57,000.00	\$51,300.00	\$0.00	\$5,700.00	\$0.00	\$0.00
4 College Navigator	\$0.00	\$0.00	\$42,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,720.00
5 College Navigator	\$0.00	\$0.00	\$42,720.00	\$0.00	\$0.00	\$0.00	\$42,720.00	\$0.00
6 College Navigator	\$0.00	\$0.00	\$42,720.00	\$42,720.00	\$0.00	\$0.00	\$0.00	\$0.00
7 College Navigator	\$40,072.74	\$42,720.00	\$42,720.00	\$0.00	\$0.00	\$42,720.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$40,072.74</b>	<b>\$67,720.00</b>	<b>\$262,928.00</b>	<b>\$114,068.00</b>	<b>\$0.00</b>	<b>\$63,420.00</b>	<b>\$42,720.00</b>	<b>\$42,720.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$3,079.04	\$3,119.00	\$19,346.00	\$8,255.00	\$0.00	\$4,852.00	\$3,119.00	\$3,119.00
Health Insurance - 02304	\$2,962.11	\$4,920.00	\$19,320.00	\$4,560.00	\$0.00	\$4,920.00	\$4,920.00	\$4,920.00
Retirement - 02201	\$0.00	\$0.00	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$1,650.00	\$1,650.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$686.49	\$1,410.00	\$6,408.00	\$3,495.00	\$0.00	\$2,060.00	\$1,410.00	\$1,410.00
Unemployment Taxes - 02501	\$141.76	\$231.00	\$896.00	\$95.00	\$0.00	\$342.00	\$231.00	\$231.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$6,868.40</b>	<b>\$9,680.00</b>	<b>\$51,872.00</b>	<b>\$20,305.00</b>	<b>\$0.00</b>	<b>\$12,207.00</b>	<b>\$8,680.00</b>	<b>\$8,680.00</b>
<b>Total Employee Compensation</b>	<b>\$46,941.14</b>	<b>\$77,400.00</b>	<b>\$314,800.00</b>	<b>\$134,373.00</b>	<b>\$0.00</b>	<b>\$75,627.00</b>	<b>\$52,400.00</b>	<b>\$52,400.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$33.83	\$1,000.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05215	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 06301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$34,874.53	\$100,000.00	\$268,000.00	\$100,000.00	\$0.00	\$125,000.00	\$0.00	\$44,000.00
Client Personal	\$27,559.44	\$46,600.00	\$46,373.00	\$25,000.00	\$0.00	\$23,373.00	\$0.00	\$0.00
Client Other (Please describe)	\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$62,572.50</b>	<b>\$147,600.00</b>	<b>\$344,073.00</b>	<b>\$150,700.00</b>	<b>\$0.00</b>	<b>\$149,373.00</b>	<b>\$0.00</b>	<b>\$44,000.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$108,514.64</b>	<b>\$225,000.00</b>	<b>\$664,873.00</b>	<b>\$281,073.00</b>	<b>\$0.00</b>	<b>\$225,000.00</b>	<b>\$52,400.00</b>	<b>\$86,400.00</b>
<b>Percent of Budget</b>			<b>100.0%</b>	<b>43.8%</b>	<b>0.0%</b>	<b>33.8%</b>	<b>7.9%</b>	<b>14.8%</b>

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised 02/11/2020

Exhibit 10

Page 3 of 3



**First Coast Crime Stoppers, Inc. – First Coast Crime Stoppers**

**FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** First Coast Crime Stoppers, Inc. (“Recipient”)

**Program Name:** First Coast Crime Stoppers (the “Program”)

**City Funding Request:** \$150,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:**

The Program has been primarily funded through additional fines imposed by the courts, but this funding no longer meets all our needs for operating effectively and paying rewards. The heart of our Program is providing individuals the ability to provide information about crime and criminals to law enforcement, while remaining totally anonymous. We offer rewards of up to \$3,000 for information that leads to an arrest.

Our funding has decreased over the past years, as fines imposed by the courts have not been collected. With the lasting effects of the pandemic this past year, collections have decreased significantly, and fundraisers have been difficult to hold. Therefore, our funds are not sufficient to cover the costs of operating the Program properly on an annual basis.

We utilize many methods to advertise the Program, such as bus shelters and JTA bus wraps. We have cut back on advertising and promotional materials distributed at public events. We would like to be able to reinstate and add to our promotional program and operational needs during this year.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:**

Criminal informants are offered rewards up to \$3,000 for information that leads to an arrest. Rewards up to \$5,000 may be paid for some exceptional and heinous murder cases.

We are striving to reach all parts of the Jacksonville community to bring awareness of the program and to assist law enforcement with the arrest of criminals. The community will be reached through promotional materials and advertising will be provided at numerous public events. Program marketing will be placed through public transportation, Tax Collector offices, billboards, mailings and news media.

**PROGRAM COSTS/PAYMENT TERMS:**

The Office of Grants and Compliance of the Department of Finance and Administration shall oversee the project described herein and the Program for advertising. The City will reimburse the Recipient for up to \$150,000 of Program printing and advertising expenditures. Reimbursable expenditures include billboard, bus wraps and bus shed advertising. In addition, there will be advertising in Tax Collector offices, mailings, event programs and media. A narrative report will be submitted with each reimbursement request providing an overview of the Program activities and outcomes during the period for which reimbursement is sought.

## **First Coast Crime Stoppers, Inc. – First Coast Crime Stoppers**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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First Coast Crime Stoppers receives most of its funding from the State of Florida through court fines. We also receive funding from the Pre-Trial Intervention program through the State Attorney's Office and Jacksonville Sheriff's Office. Prior to the pandemic, we held two fund raisers per year to solicit private donations.

#### **PROGRAM IMPACT & REPORTING:**

First Coast Crime Stoppers, Inc. will be striving to reach the entire population of Duval County, approximately 976,000, to promote awareness of the Program and the "tip" telephone number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will be utilizing various forms of advertising (i.e., billboards, newspaper ads, movie theater ads, brochures, promotional items, bus sheds, etc.) to reach the greatest number of people. Goals and objectives will be measured through monitoring of the number of tips received and the number of crimes solved. We will provide monthly and quarterly reporting.

In the previous year, we have paid for advertising on Motor Vehicle Network at five Duval County Tax Collector office locations, 25 Bus Shelters and 13 Billboard locations throughout Duval County. We have also paid for advertising on two buses and purchased five different types of promotional items (hand sanitizers, grocery bags, yard signs, static clings, pens). To date, the number of arrests and number of rewards paid have increased over the previous grant year.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



**FY 2022 PSG/ City Grant - Program Budget Detail**

Lead Agency:

Program Name:

First Coast Crime Stoppers

Agency Fiscal Year:

**BUDGET**

Categories and Line Items	Prior Year Prgr Funding FY 2019-2020	Current Year Prgr Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Job Title or Positions)</b>								
Executive Director	\$101,197.68	\$58,150.92	\$101,197.68	\$0.00	\$0.00	\$0.00	\$101,197.68	\$0.00
Office Manager	\$27,263.40	\$11,440.00	\$29,726.00	\$0.00	\$0.00	\$0.00	\$29,726.00	\$0.00
Bookkeeper	\$28,348.32	\$11,440.00	\$29,726.00	\$0.00	\$0.00	\$0.00	\$29,726.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$156,809.40</b>	<b>\$81,030.92</b>	<b>\$180,649.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$180,649.88</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$11,995.92	\$6,198.87	\$12,289.24	\$0.00	\$0.00	\$0.00	\$12,289.24	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$11,995.92</b>	<b>\$6,198.87</b>	<b>\$12,289.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,289.24</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$168,805.32</b>	<b>\$87,229.79</b>	<b>\$172,938.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$172,938.92</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$14,587.08	\$14,587.08	\$14,587.08	\$0.00	\$0.00	\$0.00	\$14,587.08	\$0.00
Telephone - 04181	\$19,500.00	\$19,500.00	\$8,840.00	\$0.00	\$0.00	\$0.00	\$8,840.00	\$0.00
Utilities - 04301			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$3,900.00	\$1,200.00	\$1,110.00	\$0.00	\$0.00	\$0.00	\$960.00	\$0.00
Postage - 04101	\$310.00	\$310.00	\$284.00	\$0.00	\$0.00	\$0.00	\$144.00	\$0.00
Printing and Advertising - 04801	\$170,204.00	\$260,104.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers Insurance - 04501	\$2,200.00	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$11,629.50	\$11,138.57	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$500.00	\$500.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00
Other - (Please describe) Schedule #1	\$43,200.00	\$39,900.00	\$20,567.50	\$0.00	\$0.00	\$0.00	\$14,832.50	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$2,990.00	\$2,990.00	\$2,990.00	\$0.00	\$0.00	\$0.00	\$2,990.00	\$0.00
Parking & Tools - 04028	\$4,000.00	\$0.00	\$4,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other - Schedule #2	\$0.00	\$0.00	\$175,761.01	\$0.00	\$0.00	\$0.00	\$175,195.88	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$274,220.68</b>	<b>\$353,629.85</b>	<b>\$353,629.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$222,149.46</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$443,025.90</b>	<b>\$440,859.44</b>	<b>\$556,568.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$395,068.38</b>	<b>\$0.00</b>
<b>Percent of Budget</b>			<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>27.0%</b>	<b>71.0%</b>	<b>0.0%</b>

Last Modified: 02/11/2020

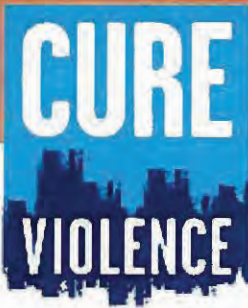
All PSG items listed must be included in the narrative section of the budget.

Revised 02/11/2020

Exhibit 11

Page 3 of 3





**VIOLENCE IS CONTAGIOUS; WE CAN  
TREAT AND, ULTIMATELY, CURE VIOLENCE  
USING A HEALTH APPROACH**

cureviolence.org | #cureviolence

## **Cure Violence Jacksonville Suppliers and Scopes of Services FY 2021 - 2022**

**Grant Recipient #1: Cure Violence Global, Inc.**

**Service:** Training and Technical Assistance

Cure Violence has provided an array of Training and Technical Assistance (TTA) to over 100 communities in over 10 countries. The services are adapted to each unique community based on the needs and capacity of the local partners. The following is a proposed TTA plan to implement two (2) new replication sites in coordination with Jacksonville Mayor's Office. Cure Violence's ultimate goal is to provide quality TTA services to assist in ending the violence epidemic.

### **Full Replication**

Cure Violence will provide comprehensive and intensive training, support and guidance throughout the pre-implementation, implementation, and evaluation stages. This includes pre-implementation assistance (staffing patterns, staff recruitment planning and hiring guidance), onsite trainings, e-learning, peer learning, database management, conference participation, communications assistance, policy development and advocacy and overall project management. Cure Violence will provide its core training modules, as stipulated in the Schedule of Activities, which includes:

### **Training**

- Violence Interruption and Reduction Training & Refresher Courses (VIRT)
- Management Training: Interruption and Outreach
- Database and Documentation
- Research / Analysis Support
- Conflict Mediation Techniques
- Recruitment of Highest Risk Individuals
- Engaging and Building Rapport with Highest Risk Individuals
- Risk Reduction Strategic Planning
- Utilization of data for strategic planning
- Utilization of data to evaluate performance outcomes and opportunities to advance the program

### **Technical Assistance**

- Programmatic and data TTA
- Data Reports
- Site Visits
- Ongoing support (monthly calls)

### **Advanced Training**

- Leading with Equity
- Spokesperson Training
- Addressing Trauma
- Building a Health System to Prevent Violence - Trauma Informed City

**Cost:** This TTA package is valued at **\$150,000**.

\*\*\*Travel, lodging, and administrative services are included in this cost.\*\*\*

**Term:** October 1, 2021 through September 30, 2022

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### **Grant Recipient #2: Family Foundations of Northeast Florida, Inc.**

**Service:** Mental Health and Financial Wellness Services

Family Foundations proposes to provide mental health and financial wellness services to Cure Violence team members at the three proposed sites: Bridges to Cure, Noah's Ark, and the Potter's House. Our services are intended to assist team members with becoming emotionally and financially stable which will allow them to effectively perform their jobs. Through a combination of weekly team meetings, psycho-educational and financial education group sessions, individual counseling, and case management services, Family Foundations will provide team members with tools and skills to address barriers that have impacted their personal and professional relationships and also prevented them from achieving financial goals.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

**1. Group Sessions:** Mandatory weekly group counseling sessions will be conducted at each **Cure Violence** site. These sessions provide opportunities for program staff to discuss a variety of topics, feelings, and emotions to help them learn how to manage the stress and anxiety experienced during their work in the community. Sessions focus on building interpersonal skills and teamwork and also provides participants with tools and techniques to address their emotions, manage conflict, and de-escalate tense situations.

Group sessions also address management/supervisor and staff issues. Participants learn how to address concerns with management in a pro-active and constructive manner and learn how to resolve conflict with management and co-workers.

Finally, group session address home/domestic issues as we have learned during the past year that these issues have impact on the participants' abilities to successfully fulfill their roles in the program. Participants learn how to balance work and home priorities and also how to separate/compartmentalize issues so as not to have negative impact on either.



**2. Individual Sessions:** Individual counseling sessions will be offered to all participants. Participation in these sessions will be voluntary and at the request of the participant. Participants may also be referred by Program Management to address work/disciplinary issues. Each participant who participates in individual counseling will receive the following: Intake Process Counseling Assessment, Treatment Plan/Plan Updates, and Counseling Interventions are a regular part of the process.

**3. Educational Workshops:** Bi-monthly educational workshops are designed to provide a series of skills and decompression techniques to help team members deal with life events so that they can focus on the primary work that they do in the community. Workshops will be developed/facilitated to address topics/issues experienced by Cure Violence participants. Topics will also adhere to Cure Violence's national program model. Below is a partial list of sessions/topics that will be conducted.

i. **Race/ Culture:** Identifies and focuses on cultural biases that impact the target communities where Cure Violence work is being performed. This session gives participants the ability to leverage the core values instilled in the Cure Violence model.

ii. **Boundary Issues:** Focuses on why and how setting health boundaries in the workplace/community is important. Includes discussions of physical, mental, and emotional boundaries in relationships

iii. **Conflict Resolution:** Team Members have learned conflict resolution techniques that they can use in their interactions with each other, management, and participants in their assigned zip codes. These techniques and methods are designed to ensure that the stress and anxiety that they face can be channeled towards a positive resolution of daily incidents. Virtual sessions have allowed Team Members to explore how to manage home and work scenarios in the community during COVID-19 restrictions. The shift in environment where Team Members spend a majority of their time with family members has raised additional tension that adds to the stress and conflict that they face on the streets.

iv. **Trauma-Informed Counseling:** Family Foundations offers trauma-informed counseling that focuses on the psychological distress Team Members may face following exposure to a traumatic or stressful event. This counseling is centered on a fear-based reaction and helps Team Members externalize angry and aggressive symptoms. Both sites have learned how to recognize chronic trauma symptoms. Counseling sessions focus on the type of exposure to trauma they may face and how they occur across gender, race, ethnic communities, and socio-economic groups. Counseling also provides insight into the basics of how social impact of trauma manifests itself on communities and individuals.

v. **Mental Health First Aid USA Training:** This course is designed to help Team Members recognize and respond to a person experiencing a mental health crisis. The first aid taught in this course allows Team Members to provide appropriate treatment and support until First Responders arrive. Team Members learn how to assess the risk, listen non-judgmentally, give reassurance and encourage self-help and other support strategies. Participants receive a certificate from MHFA USA at the conclusion of the course and also gains access to the MHFA website and resources.

**4. Case Management Services:** Family Foundations will assist Team Members with accessing community resources to address personal/family needs. This may include accessing food, housing, or other benefits.



**5. Financial Education:** The goal of the Financial Education/Coaching sessions is to help participants change their behavior with money. Family Foundations will conduct two 6-week sessions on basic financial skills and concepts to include topics such as: developing a sustainable budget, principals of savings, understanding credit/credit scores, responsible use of credit/debt, and homeownership. In addition, participants will complete **Credit When Credit is Due**, a self-paced course about the responsible use of credit. At the completion of the course, participants can add a note to their credit file and potentially receive a boost in their credit score.

**6. Financial Coaching/Counseling:** Participants will receive individual coaching/counseling to assist them in reaching specific financial goals. Each participant will receive a minimum of 4 counseling sessions. Participants will develop a budget and savings plan and a work plan will be developed to assist them in reaching their goals. Participants with more complex financial goals/issues will receive financial coaching services which are designed to assist the client over a longer period of time.

Team Members interested in home ownership will be able to participate in Family Foundations' Homebuyer's Club. The Club works with participants to prepare and qualify for buying a home.

**PROGRAM COSTS/PAYMENT TERMS:**

- 1 - Full-time Master's level or Licensed Mental Health Counselor's time - The counselor will be responsible for conducting group educational sessions, crisis intervention/de-briefing sessions, and case management services. The counselor will also provide individual counseling services for Cure Violence team members requesting services.
- 1 - Full-time Financial Coach/Counselor – The coach/counselor will conduct group educational sessions to provide basic tools on money management. The coach/counselor will also provide initial individual financial assessments for all staff and conduct individual sessions for Cure Violence team members requesting services.
- 1 – PT Case Manager – The case manager will work with Cure Violence team members to coordinate access to resources for food, housing, emergency assistance, etc. The case manager will also support the counselors in conducting workshops and coordinating counseling sessions.
- Finance & Administration Manager – An allocation of the manager's time will be included to support grant administration, billing, and reporting.

**PROGRAM IMPACT & REPORTING:**

i. Proposed objectives for the program

**Mental Health and Life Skills**

- 95% of staff will participate in weekly group sessions at each site
- 95% of staff will participate in bi-monthly educational workshops
- 75% of participants will indicate increased knowledge of de-escalation skills
- 100% of participants will complete Mental Health First Aid Training
- 40% of will participate in individual counseling sessions o 100% of individual counseling participants will receive a comprehensive assessment and evaluation

**Financial Wellness and Education**

- 60% of participants will complete the 6-week financial education series
- 90% of staff will participate in individual counseling sessions
- 100% of participants who begin individual counseling will receive the following:
  - ☐ credit report w/credit score
  - ☐ assistance with developing a budget
  - ☐ individual work plan that addresses goals and specific steps to achieve them



*(all participants may receive items above regardless of their on-going participation in individual counseling)*

- 30% of participants who begin individual counseling will request assistance with housing counseling/education or debt management

ii. During the current fiscal year, Family Foundations has achieved the following through the end of June:

- a. conducted 8 financial education sessions
- b. provided individual financial coaching/counseling to 24 individuals
- c. provided 220 individual mental health counseling sessions to 15 individuals
- d. conducted 18 psychoeducational sessions
- e. conducted 80 weekly sessions at Bridges to Cure and Noah's Ark

iii. Family Foundations' role in the Cure Violence program does not have a direct impact on residents; our role is to provide support to the staff of the programs which allows them the emotional and financial stability needed to effectively perform their jobs. The impact on residents is therefore measured by the reduction in violence achieved by the direct services performed by the Cure Violence team members. The ultimate goal is to create safer communities throughout Jacksonville, and specifically in the communities in which Cure Violence operates.

**Term:** October 1, 2021 through September 30, 2022

**Cost:** The program cost is **\$192,995**. Family Foundations is requesting **\$180,000** from the City of Jacksonville. The remaining funds will be provided through agency funding and an allocation of funding from a small private grant.

**Additional Grant Terms and Conditions:** Each of the Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1, 2, 4, and 5 of the Jacksonville *Ordinance Code*, and the terms and conditions of any contract entered into between the City and each Recipient. The Recipients shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.

**FY 2022 Cure Violence**

**Lead Agency:** Family Foundations of Northeast Florida, Inc.

**Program Name:** Cure Violence

Categories and Line Items	Total Cost of Program FY 2020-2021	Agency Provided Funding	BUDGET	
			Funding Partners	
			City of Jacksonville (City Grant)	Private Foundation Funding
<b>I. Employee Compensation</b>				
Weekly Group Sessions	\$45,000.00	\$0.00	\$45,000.00	\$0.00
Individual Counseling Sessions	\$28,000.00	\$0.00	\$28,000.00	\$0.00
Educational Workshops	\$12,500.00	\$0.00	\$12,500.00	\$0.00
Case Management	\$7,500.00	\$0.00	\$7,500.00	\$0.00
Financial Education/Coaching	\$20,600.00	\$0.00	\$20,600.00	\$0.00
Financial Management	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$118,600.00</b>	<b>\$0.00</b>	<b>\$118,600.00</b>	<b>\$0.00</b>
Taxes and Fringe Benefits	\$23,720.00	\$0.00	\$23,720.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$23,720.00</b>	<b>\$0.00</b>	<b>\$23,720.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$142,320.00</b>	<b>\$0.00</b>	<b>\$142,320.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>				
Occupancy Costs	\$3,600.00	\$1,800.00	\$1,800.00	\$0.00
Equipment Lease	\$3,500.00	\$1,750.00	\$1,750.00	\$0.00
Mileage	\$350.00	\$0.00	\$350.00	\$0.00
Client Management System	\$2,200.00	\$1,100.00	\$1,100.00	\$0.00
IT Services/Support	\$2,300.00	\$1,150.00	\$1,150.00	\$0.00
<b>Program Expenses</b>				
Educational Materials	\$4,600.00	\$0.00	\$2,300.00	\$2,300.00
Team Building	\$2,580.00	\$0.00	\$2,580.00	\$0.00
Meeting Expenses	\$6,400.00	\$0.00	\$3,200.00	\$3,200.00
<b>Total Operating Expenses</b>	<b>\$25,530.00</b>	<b>\$6,800.00</b>	<b>\$14,230.00</b>	<b>\$5,500.00</b>
Program Overhead	\$25,145.00	\$870.00	\$23,450.00	\$825.00
<b>Direct Expenses Total</b>	<b>\$192,995.00</b>	<b>\$6,670.00</b>	<b>\$180,000.00</b>	<b>\$6,325.00</b>

**Grant Recipients 3, 4 and 5:**

**Grant Recipient 3:** The Potter's House Community Development Empowering Center

**Grant Recipient 4:** Bridges to the Cure, LLC

**Grant Recipient 5:** Reintegration Solutions, Inc. d/b/a Noah's Ark Project

**Service:** Execution and operation of the Cure Violence Public Health Model

**Scope of Services  
Cure Violence Public Health Model**

This Scope of Work Statement outlines services to be provided by The Potter's House Community Development Empowering Center (TPHCDEC), Bridges to the Cure, LLC (BTTC) and Reintegration Solutions (d/b/a Noah's Ark Project) to stop (if possible) or reduce the shootings and killings occurring in northwest, eastside and westside Jacksonville neighborhoods.

The Potter's House Community Development Empowering Center (TPHCDEC), Bridges to the Cure, LLC (BTTC) and Reintegration Solutions (d/b/a Noah's Ark Project) assert that the elimination of violence is part or all of its written mission statement and to that end agrees to



implement the Cure Violence public health model and all its components with fidelity. The three components to the model are as follows:

- Interruption of violent conflicts
- Changing behaviors of high risk individuals
- Changing community norms

The provider deliverables within the components of the model include:

### **1. Interruption of Violent Conflicts**

Trained staff from the community know as violence interrupters prevent shootings and killings by detecting and interrupting potentially lethal conflicts in the community and mediating them to a peaceful end.

- Respond to violent incidents to prevent retaliations
- Mediate ongoing conflicts
- Follow up to maintain peace

### **2. Changing Behaviors of High-risk Individuals**

Outreach workers identify people at the highest risk for violence and work side by side with them to reach and maintain a non-violent path to conflict resolution.

- Challenge thinking on use of violence
- Provide support at critical times
- Connect with job opportunities and social services

### **3. Changing Community Norms**

Violence Interrupters and outreach workers engage community leaders, residents, business owners, faith leaders, social service providers, and those at highest risk to reject the idea of violence as an acceptable behavior to resolve conflict in their neighborhood.

- Respond to every shooting
- Organize community activities
- Spread positive norms

### **Food Disclaimer:**

Backup documentation must be provided for all food expenditures. Expenditures for food will not exceed 5% of the total amount.

**Term:** October 1, 2021 through September 30, 2022

**Cost:** \$2,400,000

\$800,000 - The Potter's House Community Development Empowering Center

\$800,000 - Bridges to the Cure, LLC

\$800,000 - Reintegration Solutions, Inc. d/b/a Noah's Ark Project

**Additional Grant Terms and Conditions:** Each of the three Recipients' expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1, 2, 4, and 5 of the Jacksonville Ordinance Code, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.

<b>The Potter's House Community Development Empowering Center - FY2022 Budget</b>	
<b>I. Employee Compensation</b>	
<b>Personnel</b>	<b>Annual</b>
Subtotal Employee Compensation	\$ 485,000.00
Subtotal Taxes and Benefits	\$ 126,500.00
Total Employee Compensation	\$ 611,500.00
<b>II. Operating Expenses</b>	
Occupancy Expenses	\$ 46,000.00
Office Expenses	\$ 63,500.00
Equipment	\$ 25,000.00
Travel Expenses	\$ 10,000.00
Direct Client Expenses	\$ 35,000.00
Total Operating Expenses	\$ 179,500.00
Total Capital Outlay	\$ 9,000.00
<b>Expenses Total</b>	<b>\$ 800,000.00</b>

<b>Bridges to the Cure, LLC - FY2022 Budget</b>	
<b>I. Employee Compensation</b>	
<b>Personnel</b>	<b>Annual</b>
Subtotal Employee Compensation	\$ 528,500.00
Subtotal Taxes and Benefits	\$ 126,000.00
Total Employee Compensation	\$ 654,500.00
<b>II. Operating Expenses</b>	
Occupancy Expenses	\$ 60,100.00
Office Expenses	\$ 43,000.00
Equipment	\$ 2,000.00
Travel Expenses	\$ 6,400.00
Direct Client Expenses	\$ 29,000.00
Total Operating Expenses	\$ 140,500.00
Total Capital Outlay	\$ 5,000.00
<b>Expenses Total</b>	<b>\$ 800,000.00</b>



<b>Reintegration Solutions of Jacksonville, Inc. d/b/a Noah's Ark Project - FY2022 Budget</b>	
<b>I. Employee Compensation</b>	
<b>Personnel</b>	<b>Annual</b>
Subtotal Employee Compensation	\$ 510,000.00
Subtotal Taxes and Benefits	\$ 135,000.00
Total Employee Compensation	\$ 645,000.00
<b>II. Operating Expenses</b>	
Occupancy Expenses	\$ 51,000.00
Office Expenses	\$ 38,500.00
Equipment	\$ 10,000.00
Travel Expenses	\$ 19,400.00
Direct Client Expenses	\$ 32,100.00
Total Operating Expenses	\$ 151,000.00
Total Capital Outlay	\$ 4,000.00
<b>Expenses Total</b>	<b>\$ 800,000.00</b>

## **LISC Jacksonville – Small Business Equity Fund for Jacksonville**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** LISC Jacksonville (“Recipient” or “LISC”)

**Program Name:** Small Business Equity Fund for Jacksonville (the “Program” or the “Fund”)

**City Funding Request:** \$1,000,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

Capital is critical to small business growth and success, but many businesses located in or primarily serving low income or underserved neighborhoods don’t have access to capital because their communities have been historically locked out of economic opportunity. Consequently, these businesses do not grow, fail in higher numbers, and if they survive at all they produce lower profits, hire fewer employees, and are less able to fuel wealth creation. The Small Business Equity Fund for Jacksonville will bridge this capital gap by creating an equity investment fund to empower the growth of small businesses from low income or underserved neighborhoods and, ultimately, build a sustainable investment model with the potential to seed wealth building in these communities.

Debt capital makes up the bulk of capital for small businesses, but small businesses from low income or underserved neighborhoods have more difficulty obtaining it than other businesses. Gaps also exist in access to equity capital.

With access to debt and equity limited, entrepreneurs frequently rely on their personal wealth or that of their networks - so-called “friends and family” capital. This may come from savings, home equity, credit card advances or other disposable assets. But Jacksonville’s stark wealth gaps make this source of capital elusive for many entrepreneurs. These gaps compound the ability of small businesses to access “friends and family” capital.

The Program will provide access to growth capital for small businesses from historically low income or underserved neighborhoods to unlock their potential to grow, scale, create jobs and fuel wealth creation. LISC will invest in these businesses by providing them with grants in the form of patient capital, which act as substantial equity-like investments, but without the cost and loss of control that equity often requires. LISC plans to invest up to \$50,000 in at least 20 small businesses from historically low income or underserved neighborhoods.

This Program will:

- Build wealth for small business owners from historically low income or underserved neighborhoods;
- Create and retain sustainable jobs in small businesses;
- Measure results and document impact to quantify success in promoting inclusive growth; and
- Establish the investment thesis for a larger follow-on fund for these types of businesses.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

All small businesses that are located in or serve historically low income or underserved neighborhoods which businesses have 2 or more employees and a continuous operational history of more than 2 years in Duval County will be eligible for these grants. The LISC local office will open an application process for these businesses and make grant awards based on the application submitted, supplemented by additional due diligence.



## **LISC Jacksonville – Small Business Equity Fund for Jacksonville**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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- a. “Small business” is defined as a business which has less than \$2,000,000 in annual revenues.
- b. Investment Criteria – Businesses will be asked to submit a business/growth plan that outlines their plans for expansion and job creation in their communities. Businesses with realistic and promising ideas for investment will be favored in the selection. In addition to evaluating the business’s growth plan, LISC will consider the following:
  - i. Business Size – The Fund will target businesses with \$100,000 - \$2,000,000 in initial revenue.
  - ii. Business Stability – The Fund will review the business’s P&L, bank statements, balance sheets, and tax filings to determine the ability of the business to take on the investment.
  - iii. Business Longevity – The Fund will prioritize businesses that are pillars in their communities. Businesses must be at least 2 years old, however priority will be given to businesses that have been operating for at least 5 years.
  - iv. Background Searches – LISC will run background searches, including CLEAR, on any candidate business.
  - v. Employees – The Fund will prioritize businesses with at least 2 employees and business plans showing a clear path to hiring more employees post investment.
  - vi. Community Impact – The Fund will prioritize businesses in sectors promoting positive economic growth and opportunity (i.e., a manufacturing business would receive a higher ranking than a liquor store).
- c. Monitor investment performance – LISC will provide quarterly updates regarding the status of the funded businesses.
- d. Conduct local check-ins with business owners – Bi-monthly.
- e. Provide direct technical assistance to small businesses – LISC will provide recipient businesses with technical assistance to ensure payment schedules are made and to monitor businesses for signs of trouble. In certain instances LISC will refer recipient businesses out to specific professionals, such as accountants, attorneys, etc. for additional assistance if the recipient business is unable to meet the contract requirements in a timely manner.

### **PROGRAM COSTS/PAYMENT TERMS:**

In addition to any additional documentation or information required to be submitted pursuant to any contract between the City and LISC, LISC will submit invoices for reimbursement of its costs to administer the Program and for each grant awarded in accordance with the Program, along with the justification for the award and quarterly reports. The Program Budget is attached.

## **LISC Jacksonville – Small Business Equity Fund for Jacksonville**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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#### **PROGRAM IMPACT & REPORTING:**

LISC will monitor the businesses which receive the grant and report the following collective outcomes of the Program:

- Number and names of organizations supported;
  - Number and names of small businesses located in or serving historically low income or underserved neighborhoods and investment amounts;
- Geographic distribution of Program investments;
- Number of jobs created by small business recipients;
- Incremental revenues generated by small business recipients;
- Any follow-up investments in small business recipients from other funding sources;
- Pace of grant drawdown by each small business recipient;
- Breakdown of investments vs. administrative/other support by organization; and
- Recipient investment/entrepreneur profile(s)
- Provide up to \$50,000 grants to at least 20 small businesses

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's and Sub-Recipients' expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient and Sub-Recipients' shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



**FY 2022 PSG/ City Grant - Program Budget Detail**

Lead Agency:  
LISC Jacksonville  
Program Name:  
Impact Investment Fund

Agency Fiscal Year:  
January - December

**BUDGET**

Categories and Line Items	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
Personnel - 01201 (list Job Title or Positions)								
1 Executive Director	\$0.00	\$0.00	\$33,592.25	\$0.00	\$0.00	\$20,155.35	\$0.00	\$13,436.90
2 Program Officer for Economic Development	\$0.00	\$0.00	\$48,750.00	\$0.00	\$0.00	\$41,556.85	\$0.00	\$5,193.15
3 Lending Officer	\$0.00	\$0.00	\$40,815.28	\$0.00	\$0.00	\$36,102.46	\$0.00	\$4,512.81
4 Finance Director	\$0.00	\$0.00	\$35,100.00	\$0.00	\$0.00	\$10,881.00	\$0.00	\$24,219.00
5 Administrative Assistant	\$0.00	\$0.00	\$10,342.12	\$0.00	\$0.00	\$0.00	\$0.00	\$10,342.12
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$166,399.64	\$0.00	\$0.00	\$108,695.65	\$0.00	\$57,703.98
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$12,729.57	\$0.00	\$0.00	\$8,315.22	\$0.00	\$4,414.35
Health Insurance - 02304	\$0.00	\$0.00	\$42,182.31	\$0.00	\$0.00	\$27,554.35	\$0.00	\$14,627.96
Retirement - 02201	\$0.00	\$0.00	\$8,319.98	\$0.00	\$0.00	\$5,434.78	\$0.00	\$2,885.20
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$63,231.86	\$0.00	\$0.00	\$41,304.35	\$0.00	\$21,927.51
Total Employee Compensation	\$0.00	\$0.00	\$229,631.50	\$0.00	\$0.00	\$150,000.00	\$0.00	\$79,631.50
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$13,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,300.00
Telephone - 04181	\$0.00	\$0.00	\$4,433.33	\$0.00	\$0.00	\$0.00	\$0.00	\$4,433.33
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 034	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recoverable Grants	\$0.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$850,000.00	\$0.00	\$100,000.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$967,733.33	\$0.00	\$0.00	\$850,000.00	\$0.00	\$117,733.33
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$1,167,364.83	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$167,364.83
Percent of Budget	-	-	100.0%	0.0%	0.0%	83.5%	0.0%	16.5%

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised 02/11/2020

Revised Exhibit 13

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## **Volunteers in Medicine, Jacksonville – Expansion of Hours for VIM’s West Jax Clinic**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** Volunteers in Medicine Jacksonville (“Recipient” or “VIM”)

**Program Name:** Expansion of Hours for VIM's West Jax Clinic (the “Program”)

**City Funding Request:** \$144,065.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

Volunteers in Medicine (VIM) is a full-service clinic that has provided free primary and specialty services to low-income and uninsured individuals since 2003. Our mission is to advance the physical, mental, and emotional well-being of the working uninsured to improve quality of life for all.

The WestJax Clinic opened in June 2020 in the middle of the pandemic. It provides primary care and has been a life saver to the uninsured in the community. It is located in the 32210-zip code area, which was recently listed as a priority area by Blue Zones, a global movement that has improved health and well-being for communities.

Knowing that we are better working together, our WestJax Clinic is a collaboration with Inspire to Rise (ITR). Inspire to Rise has a mission to inspire and empower children, families and individuals to rise, overcome, and shine through their most challenging moments in life to become their best self.

Our funding request will cover programmatic expenses such as the salary of our Medical Director and Medical Assistant, monthly rent, cleaning of the facility, medical supplies, and lifesaving medications.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

- 100 women will receive follow-up gynecological services, based on screening/test results.
- 90% of patients will have body mass index and blood pressure monitored.
- 50% of patients will have medication prescribed and dispensed to them.
- 75 diabetic patients will have at least two A1C tests ordered and reviewed with a VIM medical professional.
- 100% of patients diagnosed with diabetes and/or hypertension will be counseled in chronic disease management as well as offered nutritional counseling and weight management classes.
- 100% of patients will be evaluated with a PHQ-2 assessment tool to determine if they require mental health services (those who do will be referred to on-site provider).

#### **PROGRAM COSTS/PAYMENT TERMS:**

##### **Salaries/Wages**

Medical Assistant (provides clinical support to physicians and nurses part time Tuesdays, Thursdays and Saturdays; maintains medical supply inventory; directs volunteer staff) - \$18,720.00

WestJax Medical Director (provides patient care and oversight part time Tuesdays, Thursdays and Saturdays. Ensures medical compliance; addresses labs and imaging results) - \$78,624.00

## Volunteers in Medicine, Jacksonville – Expansion of Hours for VIM’s West Jax Clinic

### FY 2021-2022 City Grant Proposal Term Sheet

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#### Occupancy Expenses

Rent (monthly rate from ITR to cover utilities, rent and general site maintenance) -	\$18,000.00
Cleaning Cost (to have the clinic medical grade cleaned each night) -	\$3,600.00

#### Office Expenses

Office and Other Supplies (such as paper, pens, envelopes, staples, etc.) -	\$5,666.00
Printing and advertising Materials to promote the clinic to the community -	\$3,000.00

#### Direct Client Expenses

Client medicine (cost of non-narcotic medications for WestJax clients) -	\$9,455.00
Client Medical Supplies (cost of necessary medical supplies) -	\$7,000.00
<b>Total Request -</b>	<b>\$144,065.00</b>

#### **PROGRAM IMPACT & REPORTING:**

Our goal is to expand our hours to serve an additional 500 patients in 2021-2022. Our outcome measures, listed above, reflect generally accepted recommendations for clinical practice. We know that access to basic preventative healthcare services can be the difference between life and death. Proper management of chronic conditions, rooted in support and accountability, prevents numerous negative consequences.

There are many people in the vicinity of the WestJax Clinic that we will impact through expanding its operation. Among the employed, 17.2% are uninsured. One out of every 20 workers 16 years or older residing in the area does not have a vehicle available to them, severely limiting their flexibility. Of the households surrounding the West Jacksonville Clinic, 30.7% have an income of less than \$20,000 a year, and 25.9% live below the poverty line. Of households with children 18 or under, more than half rely on a single mother.

If we are to ensure that the people in the 32210-zip code area can be healthy, fully participating citizens, they must have a clinic available to them, operating at times when they are able to use it.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient’s expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City’s Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program’s needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency:  
Volunteers in Medicine, Jacksonville  
Program Name:  
Expansion of Hours for VM's West Jax Clinic

Agency Fiscal Year:  
October 1, 2021-September 30, 2022

Categories and Line Items	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	BUDGET					Funding Partners		
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding			
<b>I. Employee Compensation</b>											
Personnel - 01201 (list Job Title or Positions)											
Medical Director VM West Jax	\$18,600.00	\$31,320.00	\$78,624.00	\$0.00	\$0.00	\$78,624.00	\$0.00	\$0.00			
Medical Assistant	\$8,000.00	\$34,000.00	\$34,000.00	\$0.00	\$0.00	\$16,720.00	\$0.00	\$15,280.00			
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Subtotal Employee Compensation</b>	<b>\$26,600.00</b>	<b>\$65,320.00</b>	<b>\$112,624.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$97,344.00</b>	<b>\$0.00</b>	<b>\$15,280.00</b>			
<b>Fringe Benefits</b>											
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
<b>Total Employee Compensation</b>	<b>\$26,600.00</b>	<b>\$65,320.00</b>	<b>\$112,624.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$97,344.00</b>	<b>\$0.00</b>	<b>\$15,280.00</b>			
<b>II. Operating Expenses</b>											
<b>Occupancy Expenses</b>											
Rent - Occupancy - 04408	\$15,000.00	\$1,800.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$0.00	\$0.00			
Telephone - 04181	\$2,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other - clinical works EMR	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other - Cleaning	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00			
<b>Office Expenses</b>											
Office and Other Supplies - 05101	\$11,060.00	\$6,766.00	\$6,766.00	\$0.00	\$0.00	\$5,666.00	\$0.00	\$1,100.00			
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Printing and Advertising - 04801	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00			
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other - Equipment under \$1,000 - 06403	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Travel Expenses</b>											
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Equipment Expenses</b>											
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other - Medical Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Direct Client Expenses - 08301</b>											
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Client Medicine	\$9,455.00	\$12,175.00	\$12,175.00	\$0.00	\$0.00	\$9,455.00	\$0.00	\$2,720.00			
Client Other Medical Supplies	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00			
<b>Total Operating Expenses</b>	<b>\$45,115.00</b>	<b>\$55,801.00</b>	<b>\$51,441.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,721.00</b>	<b>\$0.00</b>	<b>\$4,720.00</b>			
<b>III. Operating Capital Outlay (OVER \$1,000)</b>											
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
<b>Direct Expenses Total</b>	<b>\$71,715.00</b>	<b>\$100,921.00</b>	<b>\$164,065.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$144,065.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>			
<b>Percent of Budget</b>			<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>87.8%</b>	<b>0.0%</b>	<b>12.2%</b>			

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised 02/11/2020

Exhibit 14

Page 3 of 3



## The Fire Watch Project, Inc – Veteran Suicide Prevention/Supportive Services to Fire Watch Council

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** The Fire Watch Project, Inc. (“Recipient”)

**Program Name:** Veteran Suicide Prevention/Supportive Services to Fire Watch Council (the “Program”)

**City Funding Request:** \$100,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:** The Fire Watch Project, Inc. is a non-profit entity formed in 2020 to provide supportive services and assistance to the Fire Watch Council. The Fire Watch Council was created in October 2019 by Baker County, Clay County, Nassau County, St. Johns County, and the City of Jacksonville (the “Counties”) for the purpose of leading regional efforts for reducing veteran suicide rates in Northeast Florida. Over 6,000 military veterans have died by suicide each year since 2008 in the U.S., including more than 500 in Florida. The rate of veteran suicide is 1.5 times the rate of non-veteran suicide, and the highest rate, by an order of magnitude, is among veterans ages 18 to 34. Together, the Counties are home to over 1,500,000 residents and 150,000 U.S. military veterans. The Fire Watch Project’s mission is directly aligned with that of the Fire Watch Council and its founding Counties to prevent veteran suicide. The main strategy employed by both entities is to reach the goal of ending veteran suicide through *prevention*.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:** Guided by the CDC’s Suicide Prevention Logic Model, the Fire Watch Project has provided supportive services to the Fire Watch Council when it launched two categories of programs – Community Coordination and Community Outreach.

**Community Coordination.** These programs focus on convening and coordinating stakeholders, including health care providers, veteran service organizations, businesses, and non-profits, to identify and close weaknesses in the resources and services available to our at-risk veterans. The Fire Watch Council’s first Coordination initiative was hosting a **Crisis Intercept Mapping** workshop developed by the Substance Abuse and Mental Health Services Administration (SAMHSA). This workshop, which has been held in New York and a dozen other municipalities, helps communities strengthen the delivery of evidence-based veteran suicide prevention practices. This intercept mapping started with Baker County in 2021 and the Fire Watch Project will coordinate with the Fire Watch Council to work with each of the other Counties in 2022 and 2023. Another Coordination activity is the collection and analysis of veteran suicide **Surveillance Data**. The Fire Watch Council obtained location-specific data in its 5-county region and engaged local data analytics firm NLP Logix to analyze the data and build a predictive model. This output is due August 2021 and will help the Fire Watch Council to establish a baseline to measure the success of its programs and to identify high risk veteran groups to inform future targeted outreach programming and resource allocation. This is anticipated to be the first time a local region has obtained this level of detailed veteran suicide data. Finally, a third Coordination program is the Fire Watch Council’s **Micro Grants** initiative to provide funding to other smaller veteran agencies.

**Community Outreach.** These programs will focus on reaching out to the vulnerable veteran population, connecting veterans to each other, and directing them to available resources. The first Outreach program was launched in April 2020 - a comprehensive digital guide to regional veteran resources. This **Veterans Resources Guide** is available at [www.thefirewatch.org](http://www.thefirewatch.org) and is being maintained regularly. However, the cornerstone Outreach initiative - the key Veteran suicide prevention innovation - is the Fire Watch Council’s **Watch Stander** program. It was launched in May 2020 and is an upstream, on-line *and* in-person, early intervention network of veterans and civilian volunteers trained to identify risk factors of veterans in crisis and to direct those veterans to the resources they require, including the Veteran Crisis Line, 211 or those in the Veteran Resources Guide.

# The Fire Watch Project, Inc – Veteran Suicide Prevention/Supportive Services to Fire Watch Council

## FY 2021-2022 City Grant Proposal Term Sheet

**PROGRAM COSTS/PAYMENT TERMS:** The Fire Watch Council has an operating budget for FY22 (October 1, 2021 to September 30, 2022) of \$670,500. Since inception, The Fire Watch Council has identified 6 major sources of income:

1. The 5 Counties contributed a combined \$107,500 in 2020 and \$140,000 in 2021;
2. K9s For Warriors contributes in-kind services worth \$185,000 each year;
3. The Community Foundation for Northeast Florida gave the Fire Watch Council \$46,000 for the Watch Stander portal in the first year and \$18,000 for veteran suicide data collection this year;
4. CARES Act funding from COJ in the first year and Clay County this year; and
5. A Florida Defense Support Task Force grant in the amount of \$160,000 this year for programmatic expenses only.

These sources of income helped The Fire Watch Council deliver a \$350,000 budget in its first year, 2020. The Fire Watch Project and The Fire Watch Council are currently working toward a 2021 budget of \$600,000 for FY 2021-2022. The Fire Watch Council will be the recipient of a \$200,000 state appropriation, which will help it to deliver, in total, the \$686,000 program plan for FY 21-22. K9s For Warriors' in-kind support will only continue through December 2021.

Regarding detailed County funding, the below shows the amounts contributed by each county in FY 2020 and FY 2021, as well as anticipated funding for FY 2022.

County	FY20 Contributed	FY20 Per Veteran	FY21 Contributed	FY21 Per Veteran	FY22 Estimates	FY22 Per Veteran	Number Veterans
City of Jacksonville	\$ 70,000	\$ 0.77	\$ 85,000	\$ 0.93	100,000	\$ 1.10	91,186
Baker County	\$ 10,000	\$ 3.70	\$ 10,000	\$ 3.70	10,000	\$ 3.70	2,705
Clay County	\$ 7,500	\$ 0.23	\$ 15,000	\$ 0.45	20,000	\$ 0.61	32,985
Nassau County	\$ 5,000	\$ 0.45	\$ 5,000	\$ 0.45	10,000	\$ 0.91	11,039
St Johns County	\$ 15,000	\$ 0.62	\$ 25,000	\$ 1.03	30,000	\$ 1.24	24,272
<b>Total</b>	<b>\$ 107,500</b>	<b>\$ 0.66</b>	<b>\$ 140,000</b>	<b>\$ 0.86</b>	<b>170,000</b>	<b>\$ 1.05</b>	<b>162,187</b>

**PROGRAM IMPACT & REPORTING:** The primary objective of The Fire Watch program plan is to reduce veteran suicide in the Counties by 25% over 3 years when compared against baseline veteran suicide data. In the interim, short term measurements recommended by the CDC Suicide Prevention Logic Model are applied, such as:

- Number of Early Intervention Gatekeepers (2,000 Watch Standers by end of 2021);
- Improvement in Knowledge Level of Gatekeepers (95% improvement, pre- vs. post-training);
- Number of Vetted Community Resources (available to at-risk veterans, > 400); and,
- Community Awareness (measured by web page visits, App users, social media posts).

As a direct result of this funding, The Fire Watch Council and The Fire Watch Project will work in coordination to serve 91,186 veterans and their families in Duval County.

### ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



**FY 2022 PSG/ City Grant - Program Budget Detail**

**Lead Agency: The Fire Watch Project, Inc.**

**Program Name: Veteran Suicide Prevention**

**Agency Fiscal Year: FY22 (October 1, 2021 to September 30, 2022)**

BUDGET									
Categories and Line Items	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Funding Partners					
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding	
<b>I. Employee Compensation</b>									
<b>Personnel - 01201 (list Job Title or Positions)</b>									
Program Operator / Data Entry	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$11,765.00	\$28,235.00	\$0.00	
Executive Director	\$0.00	\$0.00	\$130,000.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$0.00	
Program Manager	\$0.00	\$0.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00	
Program Evaluator	\$0.00	\$0.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00	
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$257,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,765.00</b>	<b>\$183,735.00</b>	<b>\$87,000.00</b>	
<b>Fringe Benefits</b>									
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$5,000.00	
Health Insurance - 02304	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$8,000.00	
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Unemployment Taxes - 02501	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,500.00</b>	<b>\$13,000.00</b>	
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$296,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,765.00</b>	<b>\$209,235.00</b>	<b>\$100,000.00</b>	
<b>II. Operating Expenses</b>									
<b>Occupancy Expenses</b>									
Rent - Occupancy - 04408	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Office Expenses</b>									
Office and Other Supplies - 05101	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Printing and Advertising - 04801	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,882.00	\$4,118.00	\$0.00	
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Outreach Costs	\$0.00	\$0.00	\$281,471.00	\$0.00	\$0.00	\$0.00	\$281,471.00	\$0.00	
Digital and Social Media	\$0.00	\$0.00	\$17,847.00	\$0.00	\$0.00	\$17,847.00	\$0.00	\$0.00	
Micro Grants	\$0.00	\$0.00	\$29,412.00	\$0.00	\$0.00	\$29,412.00	\$0.00	\$0.00	
Background Screening - 04938	\$0.00	\$0.00	\$26,471.00	\$0.00	\$0.00	\$26,471.00	\$0.00	\$0.00	
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe) Payroll and Accounting Services	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,882.00	\$4,118.00	\$0.00	
<b>Travel Expenses</b>									
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parking & Tolls - 04028	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$2,941.00	\$2,059.00	\$0.00	
<b>Equipment Expenses</b>									
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Direct Client Expenses - 08301</b>									
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$375,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,244.00</b>	<b>\$286,756.00</b>	<b>\$0.00</b>	
<b>III. Operating Capital Outlay (OVER \$1,000)</b>									
<b>Machinery &amp; Equipment - 06402</b>									
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Other Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$375,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,244.00</b>	<b>\$286,756.00</b>	<b>\$0.00</b>	
<b>Percent of Budget</b>			<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>14.9%</b>	<b>70.2%</b>	<b>14.9%</b>	

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised 02/11/2020

Revised Exhibit 15

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## The Pollock Group, LLC for 2022 The Florida Black Expo

### FY 2021-2022 City Grant Proposal Term Sheet

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**Grant Recipient:** The Pollock Group, LLC (“Recipient”)

**Program Name:** 2022 Florida Black Expo (the “Program”)

**City Funding Request:** \$25,000.00

**Contract/Grant Term:** October 1, 2021– September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:** The *Florida Black Expo (FBX)* returns to Jacksonville with all the excitement, education and empowerment that made the event an annual mainstay for the African American community on the First Coast for 17 years (2001 – 2017). Our goal has always been to drive increased economic development in our community.

The *Florida Black Expo* was founded to support the following goals: Showcase local & regional African American owned small businesses, Support access to community services, Supply employment opportunities, Spotlight educational resources.

This event has been attended faithfully by 9,000 to 16,000 consumers, showcased 150 – 200 local & regional small business owners, and has been supported by 50+ government agencies and community non-profits annually for 17 years (2001-2017). Only a rash of hurricanes and a once in a century pandemic caused the postponement of this pivotal event.

In 2022, the *Florida Black Expo* will return with renewed focus on the *6 Pillars of Success for the African American Community*. The Pillars are Entrepreneurship, Jobs, Wealth Creation, Health, Education –S.T.E.A.M for all ages, History & Culture

**This funding request is intended to cover programmatic expenses only to include personnel costs, facility rentals and costs for the Florida Black Expo event.**

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

Activities planned for The Florida Black Expo on Saturday, August 28<sup>th</sup>, include but are not limited to:

- 500+ Hiring opportunities
  - Government Agencies, Health Care Providers, Corporations, Employment Agencies, & Small businesses will provide opportunities for attendees to engage in hiring opportunities through career exploration, engagement with hiring managers and on-site interviews.
- 100+ Small, Micro, & Start-up business will offer their products & services to an anticipated crowd of 8,000 attendees.
  - These business owners will display, demonstrate, and sell their products & services to an expanded customer base at the Florida Black Expo
- 25+ Local Community Service Agencies & services on site to engage with attendee to support their growth & success
- 10+ Empowerment workshops:
  - Attendees will be offered learning opportunities (workshop topics subject to change) to assist them in increasing their ability to live and work better



## The Pollock Group, LLC for 2022 The Florida Black Expo

### FY 2021-2022 City Grant Proposal Term Sheet

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- Other activities include New Job Opportunities on the First Coast, Starting a Small Business, Caring for Your Families Mental Health, Small Business Certifications That Help Businesses Grow, Introduction to Local Trade and New Career Training Programs, Aging Well for the 55+ Community, Family Financial Literacy, Small Business Financing, Procurement Opportunities for Small businesses, Retirement Planning for Everyone

**PROGRAM COSTS/PAYMENT TERMS:** As in past years FBX has received support from various funding sources including the City of Jacksonville and other local agencies/authorities.

Funding contributed and applied from for the 2022 Florida Black Expo: Baptist Health, Career Source, Northeast Florida – In-Kind, Florida Blue, Jacksonville Chamber of Commerce JEA, JTA, PNC Bank, Teco Energy, UF Health, US Army, VyStar Credit Union

#### **PROGRAM IMPACT & REPORTING:**

- I. FBX Program goals & objectives success & measurements
  - a. **Showcase Local & Regional African American Owned Small Businesses**
    - i. Success - Register 100+ Small, Micro, & Start-up business will participate in the 2022 Expo
    - ii. Measurement – Report number and type of small businesses participating
  - b. **Support Access to Community Service**
    - i. Success – Register 25+ Local government and community social service providers will participate in the 2022 Expo
    - ii. Measurement – Collect number of attendee interactions from each service provider
  - c. **Supply Employment Opportunities**
    - i. Success – 500+ Positions available through 25+ Employers to Job Seekers attending the Expo
    - ii. Measurement – Collect number of interactions, interviews and job offers made by employers
  - d. **Spotlight Educational Resources**
    - i. Success – Register 25+ Educational and Training programs will participate in the 2022 Expo
    - ii. Measurement – Collect number of interactions, request for additional information and follow-up appointment scheduled
- II. Previous Year Achievements
  - i. 2017 was the last Florida Black Expo presented in Jacksonville, FL. Past Expos reported success in broad community engagement with attendance ranging from 9,000 to 18,000 annually over its 17-year history. 2022 reporting will have increase documentation of specific outcome listed above. Interactive surveys conducted during and after the Expo will measure engagement and outcomes.
- III. Anticipated number of Residents Served by Program and Projected Program impact on residents
  - i. We are anticipating 10,000 residents to be positively impacted by the Program in the following areas: Entrepreneurship, Jobs, Wealth Creation, Health, Education – S.T.E.A.M for all ages, History & Culture

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



## FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency: The Pollock Group LLC

Program Name: 2022 Florida Black Expo

Agency Fiscal Year:

## BUDGET

Categories and Line Items	Prior Year Prq Funding FY 2019-2020	Current Year Prq Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
Personnel - 01201 (list Job Title or Positions)								
CEO	\$0.00	\$0.00	\$6,500.00	\$0.00	\$4,000.00	\$2,500.00	\$0.00	\$0.00
Sr. Business Strategist - Event Coordinator	\$0.00	\$0.00	\$5,500.00	\$0.00	\$3,500.00	\$2,000.00	\$0.00	\$0.00
Office Manager - Accounting	\$0.00	\$0.00	\$4,500.00	\$0.00	\$3,000.00	\$1,500.00	\$0.00	\$0.00
Program Assistant	\$0.00	\$0.00	\$3,500.00	\$0.00	\$2,500.00	\$1,000.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$20,000.00	\$0.00	\$13,000.00	\$7,000.00	\$0.00	\$0.00
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101 (@15%)	\$0.00	\$0.00	\$3,000.00	\$0.00	\$1,950.00	\$1,050.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$3,000.00	\$0.00	\$1,950.00	\$1,050.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$23,000.00	\$0.00	\$14,950.00	\$8,050.00	\$0.00	\$0.00
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses - Prime Osborn Convention Center</b>								
Rent - Occupancy -04008	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Facility Rental & Ancillary Expenses - Prime Osborn	\$0.00	\$0.00	\$35,000.00	\$0.00	\$30,000.00	\$5,000.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tolls - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Florida Black Expo Budget</b>								
Trade Show Staging & Equipment			\$15,000.00		\$12,500.00	\$2,500.00		
DSG - Volunteer Team Management			\$2,500.00		\$1,500.00	\$1,000.00		
Event Liability Insurance			\$2,000.00		\$2,000.00			
Gospel Artist			\$20,000.00		\$20,000.00			
Celebrity Guest			\$35,000.00		\$35,000.00			
Child Celebrity			\$6,000.00		\$6,000.00			
R&B Artist			\$10,000.00		\$10,000.00			
Beauty Lane & Competitions			\$5,000.00		\$5,000.00			
Voter Education & Greek Lane			\$5,000.00		\$5,000.00			
Gospel Contest			\$5,000.00		\$5,000.00			
Art & History Installations			\$10,000.00		\$10,000.00			
Soundding & Lighting			\$10,000.00		\$9,050.00	\$950.00		
Security			\$3,000.00		\$3,000.00			
Meals & Misc			\$5,000.00		\$5,000.00			
Awards			\$3,000.00		\$3,000.00			
Ground Transportation			\$2,000.00		\$2,000.00			
Graphic Design			\$3,000.00		\$3,000.00			
Media Buys & Production			\$22,500.00		\$20,000.00	\$2,500.00		
VIP Lounge & Food			\$2,500.00		\$2,500.00			
Hotel Accommodation			\$6,500.00		\$6,500.00			
Kid Zone			\$4,000.00		\$4,000.00			
Banners & Signage			\$3,000.00		\$2,000.00	\$1,000.00		
Swag Bags - 7500			\$10,000.00		\$8,000.00	\$2,000.00		
Black Expo Magazine printing and delivery			\$10,000.00		\$8,000.00	\$2,000.00		
Contingency Fund			\$5,000.00		\$5,000.00			
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$240,000.00</b>	<b>\$0.00</b>	<b>\$223,050.00</b>	<b>\$16,950.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$240,000.00	\$0.00	\$223,050.00	\$16,950.00	\$0.00	\$0.00
Percent of Budget			100.0%	0.0%	90.5%	8.5%	0.0%	0.0%

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

Revised: 02/11/2020

Revised Exhibit 16

Page 3 of 3

## **Farm Share, Inc. – Operations Center and Warehouse**

### **FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** Farm Share, Inc. (“Recipient”)

**Program Name:** Operations Center and Warehouse (the “Program”)

**City Funding Request:** \$1,100,000.00

**Contract/Grant Term:** October 1, 2021 – September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

#### **PROGRAM OVERVIEW:**

Farm Share needs an approximately 40,000 square foot warehouse that contains approximately 1,500 square feet of freezer space and 3,000 square feet of cooler space with a minimum of 2,000 square feet of office space. During our search for warehouses that meet the above requirements we have discovered the supply to be very low, demand high and resulting pricing also very high. This has resulted in very few options at this time both for short term rentals and purchase options. This is very similar to the market conditions faced last year.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

The landlord at our current warehouse has offered to re-lease the property to us for with a slight increase in annual rent. The proposed annual rental rate is \$253,382.

The proposal under this option would be to maintain the current partnership that the City of Jacksonville has with Farm Share and continue to provide funding to pay the annual rent payments. This proposal may be necessary as a means of buying more time to find a permanent warehouse for Farm Share.

The lease option is a short-term solution that will provide time to develop a build-to-suit long-term solution. This will require due diligence and potentially design/build efforts.

#### **PROGRAM COSTS/PAYMENT TERMS:**

The City will reimburse up to \$1,100,000 of the following expenditures with this grant.

\$250,000 – One year lease of building at the current location

\$850,000 – Due diligence and acquisition costs and design/build costs for a new permanent, long-term warehouse

#### **PROGRAM IMPACT & REPORTING:**

Recipient will provide information on Program progress as well as sufficient expenditure detail as required by the City in order to receive reimbursement.

Last fiscal year Farm Share distributed nearly 12 million pounds of food into Duval County, or the equivalent of 9,926,157 meals. This food had a fair market value of over 20 million dollars. It also represented a year over year increase of nearly 2 million pounds of food, showing Farm Share continues to grow and expand the impact it is making in Duval County.



**Farm Share, Inc. – Operations Center and Warehouse**

**FY 2021-2022 City Grant Proposal Term Sheet**

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During the COVID-19 pandemic from March 1st through September 30th, Farm Share has distributed nearly 9 million pounds in just 7 months.

To enable Farm Share to continue to make an impact and feed Duval County's most vulnerable residents, Farm Share needs a long term and permanent home in Jacksonville. A permanent or long-term warehouse will allow Farm Share to invest in growth opportunities and the infrastructure needed to acquire and distribute more food to Duval County residents.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of any services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Office of Economic Development may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



**FY 2022 PSG/ City Grant - Program Budget Detail**

Lead Agency: Farm Share, Inc.

Program Name: Operations Center and Warehouse

Agency Fiscal Year: July 1 - June 30

**BUDGET**

Categories and Line Items	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
Personnel - 01201 (list Job Title or Positions)								
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00
Telephones - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - due diligence, acquisition costs and design/build costs	\$0.00	\$0.00	\$850,000.00	\$0.00	\$0.00	\$850,000.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>			<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.



**Regional Food Bank of Northeast Florida, Inc.**  
**Farmers Market and Resource Center**  
**FY 2021-2022 City Grant Proposal Term Sheet**

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**Grant Recipient:** Regional Food Bank of Northeast Florida, Inc. ("Recipient")

**Program Name:** Farmer's Market and Resource Center (the "Program")

**City Funding Request:** \$1,000,000.00

**Contract/Grant Term:** October 1, 2021 – September 30, 2022

**Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the "Term Sheet") or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:**

The proposed funding request is for the Recipient to renovate and redevelop a 26,000 square foot long-unoccupied building, it will become a commercial kitchen which will produce meals that can be distributed to those facing hunger in our community. The meals will be prepared as part of a job training program in conjunction with Goodwill and the restaurant community. We will create community space for cooking classes and a portion of the building will be dedicated to indoor vendors and small business incubation. On the site, we will have a garden providing opportunities for community members to learn skills they can bring to their own neighborhoods.

Furthermore, the Recipient will be taking over the operations of the adjacent Farmer's Market. The vision is to establish the Jacksonville Farmer's Market as the community hub for wholesale and retail sale of locally grown fruits and vegetables and seasonal produce providing a robust variety of foods that will serve residents, local restaurants, and institutions year-round.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:**

The Resource Hub building is located next to an already vibrant market in downtown Jacksonville making it the perfect hub for economic and community development as well as connecting with local farmers, making healthy choices more accessible in our region, and convening and expanding the services available to the surrounding community.

The Resource Hub building proposed is a space directly adjacent to the Jacksonville Farmers Market on Beaver Street. Our experience with Project SHARE taught us the power of a prepared meal in dealing with food insecurity. It is proposed to use the building as follows:

- A commercial kitchen to train kitchen staff for restaurant owners who will help devise curriculum making graduates immediately desirable
- The same kitchen space can be used for community hands-on cooking demonstrations learning to use the unique and diverse offerings of the farmer's market
- A community meeting space
- Potentially a breakfast/lunch "pay what you can" restaurant
- An indoor vendor/small business incubator space
- Collaboration space for partners to provide financial education to both incubators, unsophisticated market vendors and community members
- Flex space for wrap-around services to assist community
- Community/learning garden providing opportunities for neighborhoods to recreate in their own space

**Regional Food Bank of Northeast Florida, Inc.**  
**Farmers Market and Resource Center**  
**FY 2021-2022 City Grant Proposal Term Sheet**

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The Recipient and its partners see potential in both the interior and the exterior. It is envisioned using the entire site to create a sense of place where healthy, nutritious food can be seen growing, is beautifully displayed and available for sale (using SNAP and Double Access Bucks for those that need it), and where healthy meals are prepared and made available using the same healthy offerings. And lastly, having a safe outdoor space for recreation is important for making this space a hub for community building beyond the efforts of the organizations that use the building itself.

**PROGRAM COSTS/PAYMENT TERMS:**

The City will reimburse up to \$1,000,000 of the following rehabilitation and improvement expenditures in this grant.

Costs to Improve Site and Rehab Building	\$1,745,790
Walk-in Cooler and Freezer	155,000
Kitchen Equipment	400,000
Garden – Beds, Irrigation, etc.	40,000
Greenhouse	46,000
Equipment Storage & Supplies	13,210
Total Projected Costs	<u>\$2,400,000</u>

Our request is for the City to pay for just under one-half the total costs as a completion grant, up to \$1,000,000. The balance of \$200,000 will be requested from the Northwest Jacksonville Economic Development Fund.

**PROGRAM IMPACT & REPORTING:**

Recipient will provide information on Program progress as well as sufficient expenditure detail in order to receive reimbursement.

**ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Office of Economic Development may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval.



## FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency: Regional Food Bank of Northeast Florida, Inc.

Program Name: Farmers Market and Resource Center

Agency Fiscal Year: January 1 - December 31

## BUDGET

Categories and Line Items	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	NW Economic Development Fund	Private Foundation Funding
<b>I. Employee Compensation</b>								
Personnel - 01201 (list Job Title or Positions)								
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Employee Compensation</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$568,210.00	\$0.00	\$0.00	\$368,210.00	\$200,000.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Building Rehabilitation and Site Improvement)	\$0.00	\$0.00	\$1,831,790.00	\$1,200,000.00	\$0.00	\$631,790.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	\$0.00	\$0.00	\$2,400,000.00	\$1,200,000.00	\$0.00	\$1,000,000.00	\$200,000.00	\$0.00
<b>Direct Expenses Total</b>	\$0.00	\$0.00	\$2,400,000.00	\$1,200,000.00	\$0.00	\$1,000,000.00	\$200,000.00	\$0.00
<b>Percent of Budget</b>	-	-	100.0%	50.0%	0.0%	41.7%	8.3%	0.0%

Last Modified: 02/11/2020

All PSG Items listed must be included in the narrative section of the budget.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
PROPERTY APPRAISER (FUND 00191)**

**PROPOSED BUDGET BOOK - PAGE # 143**

	<b>FY 20/21 Council Approved</b>	<b>FY 21/22 City Council Adopted for DOR</b>	<b>FY 21/22 Mayor's Proposed</b>	<b>Increase/ (Decrease) from FY 20/21 Approved to FY 21/22 Proposed</b>
<b>REVENUE</b>				
Charges for Services	\$ 414,944	\$ 437,515	\$ 437,515	\$ 22,571
Miscellaneous Revenue	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Investment Pool / Interest Earnings	\$ -	\$ 2,040	\$ 2,040	\$ 2,040
General Fund - GSD	\$ 10,722,552	\$ 10,891,568	\$ 11,431,833	\$ 709,281
Transfers from Fund Balance	\$ 150,926	\$ -	\$ -	\$ (150,926)
<b>TOTAL REVENUE</b>	<b>\$ 11,290,422</b>	<b>\$ 11,333,123</b>	<b>\$ 11,873,388</b>	<b>\$ 582,966</b>
<b>EXPENDITURES</b>				
Salaries	\$ 6,197,294	\$ 6,208,863	\$ 6,206,081	\$ 8,787
Salary & Benefit Lapse	\$ (138,207)	\$ (121,891)	\$ (121,778)	\$ 16,429
Pension Costs	\$ 1,641,646	\$ 1,641,997	\$ 1,809,756	\$ 168,110
Employer Provided Benefits	\$ 1,195,379	\$ 1,205,386	\$ 1,189,277	\$ (6,102)
Internal Service Charges	\$ 1,146,767	\$ 1,146,767	\$ 1,357,907	\$ 211,140
Insurance Costs and Premiums	\$ 29,196	\$ 29,196	\$ 31,240	\$ 2,044
Professional and Contractual Services	\$ 474,238	\$ 479,714	\$ 657,814	\$ 183,576
Other Operating Expenses	\$ 744,108	\$ 743,090	\$ 743,090	\$ (1,018)
Capital Outlay	\$ 1	\$ 1	\$ 1	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,290,422</b>	<b>\$ 11,333,123</b>	<b>\$ 11,873,388</b>	<b>\$ 582,966</b>

COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
PROPERTY APPRAISER (FUND 00191)

PROPOSED BUDGET BOOK - PAGE # 143

Account	Title	FY 20/21 Council Approved	FY 21/22 City Council Adopted for DOR	FY 21/22 Mayor's Proposed	Increase/ (Decrease) from FY 20/21 Approved to FY 21/22 Proposed	
512010	Permanent and Probationary Salaries	5,996,562	5,981,913	5,981,371	(15,191)	A
513060	Salaries Part Time	76,397	75,617	75,617	(780)	
513070	Salary and Benefit Lapse	(138,207)	(121,891)	(121,778)	16,429	
515010	Special Pay	55,500	64,200	63,200	7,700	
515030	Leave Sellback	11,175	17,670	17,670	6,495	
515110	Special Pay - Pensionable	57,660	69,463	68,223	10,563	
521010	Payroll Taxes FICA	18,374	16,671	16,671	(1,703)	
521020	Medicare Tax	88,841	88,949	88,907	66	
522010	Pension Contribution	216,663	216,663	226,433	9,770	B
522011	GEPP DB Unfunded Liability	1,047,549	1,047,549	1,207,248	159,699	B
522040	FRS Pension ER Contribution	82,180	86,224	90,151	7,971	
522070	Disability Trust Fund-ER	17,173	17,245	5,552	(11,621)	C
522130	GEPP Defined Contribution DC-ER	278,081	274,316	280,372	2,291	
523010	Group Dental Plan	16,850	17,462	17,126	276	
523030	Group Life Insurance	20,712	21,288	21,284	572	
523040	Group Hospitalization Insurance	935,355	945,769	945,674	10,319	
524001	City Employees Worker's Compensation*	115,247	115,247	99,615	(15,632)	D
<b>Personnel Expenses</b>		<b>\$ 8,896,112</b>	<b>\$ 8,934,355</b>	<b>\$ 9,083,336</b>	<b>\$ 187,224</b>	
531090	Other Professional Services	381,784	382,394	560,494	178,710	E
531180	Software Hosting Services	92,454	97,320	97,320	4,866	F
540010	Auto Allowance	6,000	6,000	6,000	-	
540020	Travel Expense	29,230	24,510	24,510	(4,720)	G
542001	Postage	237,125	237,125	237,125	-	
545020	General Liability Insurance*	29,196	29,196	31,240	2,044	
546030	Repairs and Maintenance	780	812	812	32	
546620	Hardware-Software Maintenance & Licenses	309,218	304,288	304,288	(4,930)	
547210	Printing and Binding Commercial	76,625	84,750	84,750	8,125	H
548010	Advertising and Promotion	1,200	1,200	1,200	-	
549040	Miscellaneous Services & Charges	18,650	19,365	19,365	715	
549505	ISA-Building Cost Allocation - Yates*	269,281	269,281	373,971	104,690	I
549510	ISA-Computer Sys Maint & Security*	466,888	466,888	550,155	83,267	J
549511	ISA-Copier Consolidation*	28,606	28,606	27,246	(1,360)	
549512	ISA-Copy Center*	8,612	8,612	9,981	1,369	
549516	ISA-Ergonomic Assessment & Equipment*	1,468	1,468	0	(1,468)	
549518	ISA-Fleet Parts, Oil & Gas*	47,213	47,213	46,413	(800)	
549519	ISA-Fleet Repairs, Sublet and Rentals*	59,180	59,180	52,149	(7,031)	
549521	ISA-Fleet Vehicle Replacement*	105,526	105,526	131,429	25,903	K
549529	ISA-Mailroom Charge*	1,009	1,009	1,833	824	
549532	ISA-OGC Legal*	158,984	158,984	164,730	5,746	
551010	Office Supplies - Other	10,000	10,000	10,000	-	
552160	Other Operating Supplies	10,824	10,774	10,774	(50)	
554001	Dues and Subscriptions	21,726	21,536	21,536	(190)	
555001	Employee Training Expenses	22,730	22,730	22,730	-	
<b>Operating Expenses</b>		<b>\$ 2,394,309.00</b>	<b>\$ 2,398,767.00</b>	<b>\$ 2,790,051.00</b>	<b>\$ 395,742.00</b>	
564030	Office Equipment	1	1	1	-	
<b>Capital Outlay</b>		<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ -</b>	
<b>Total</b>		<b>\$ 11,290,422</b>	<b>\$ 11,333,123</b>	<b>\$ 11,873,388</b>	<b>\$ 582,966</b>	
Employee Cap		114	113	113	(1)	
Part time Hours		5,408	5,408	5,408	-	

\* The final allocations for these subobjects were not calculated at the time Ordinance 2021-251-E was enacted by Council. The FY 2021/22 Mayor's proposed budget reflects the updated amounts for these accounts.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
PROPERTY APPRAISER (FUND 00191)**

**PROPOSED BUDGET BOOK - PAGE # 143**

<b>A</b>	The decrease of \$15,191 from the prior year is due to the removal of one vacant Appraisal Assistant position, offset by salary increases and promotions.
<b>B</b>	The increase is due to an overall increase in the required contribution to the General Employees Defined Benefit Plan.
<b>C</b>	The decrease is due to the splitting out of the defined benefit portion, which now remains in the normal defined benefit contribution
<b>D</b>	The decrease of \$15,632 is based on recent claims history in this area.
<b>E</b>	The increase of \$178,710 is mainly due to an extra aerial flight being added to the current aerial imagery contract between the City and Pictometry International Corporation.
<b>F</b>	The increase of \$4,866 is due to FY 2020/21 having a one-time discount for paying the annual amount in one-payment.
<b>G</b>	The decrease of \$4,720 is due to the removal of travel costs for conferences that are known at this time to be virtual.
<b>H</b>	The Increase of \$8,125 is to better align with actual cost for external printing and binding.
<b>I</b>	The increase of \$104,690 is due to an overall increase in the maintenance and utility costs associated with the Yates Building.
<b>J</b>	The increase of \$83,267 is due to an increase in IT charges related to the implementation of the 1Cloud system, Office 365, and the Cisco VOIP phone system.
<b>K</b>	The increase of \$25,903 is mainly due to vehicles purchased in FY 2020/21 now requiring a full year payment in FY 2021/22. Only a half-year payment was required for these vehicles in FY 2020/21.

**Recommendation:**

None
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**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
FIRE AND RESCUE  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

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**PROPOSED BUDGET BOOK - Page # 83**

**BACKGROUND:**

The Jacksonville Fire and Rescue Department (JFRD) is comprised of the Office of the Director and five other divisions. The other divisions are Emergency Preparedness, Fire Operations, Fire Prevention, Fire Training, and Fire Rescue. 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 (Fund 15104).

**REVENUES:**

1. Charges for Services

- The net increase of \$37,248 is primarily due to an increase in the fire fighter education incentive program due to additional positions.

2. Revenue From City Agencies

- The increase of \$65,483 is due to increases of \$56,745 in SMG overtime reimbursement based on actuals and \$8,738 in interfund service revenue from the 911 User Fee Subfund (Fund 10701) which pays a portion of the salaries for the Department's emergency call takers.

3. Net Transport Revenue

- The net increase of \$2,872,237 is driven by the following increases:
  - \$2,288,475 related to decreases in the following uncollectable accounts:
    - \$1,174,307 in the Medicaid contractual adjustment account.
    - \$1,114,168 in the insurance contractual adjustment account.
  - \$1,072,504 in indigent transport revenue related to the City's participation the Public Emergency Medical Transportation Managed Care Options program (PEMT/MCO) and the Public Emergency Medical Transportation Certified Expenditures Program (PEMT/CPE).

The increases are partially offset by an increase in the City's uncollectable account for ambulance rescues of \$748,150.

4. Miscellaneous Revenue

- The increase of \$102,767 results from increases of \$67,290 in new tenant revenue for a lease on property the City purchased for Fire Station #65, \$17,916 in miscellaneous sales and charges related to fire safety watch overtime for special events, and \$17,561 in reimbursements related to the Candidate Physical Abilities Test due to additional positions.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
FIRE AND RESCUE  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

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**PROPOSED BUDGET BOOK - Page # 83**

5. Contribution From Local Units

- The increase of \$793,993 is primarily the result of a \$687,732 increase in the reimbursement from the Jacksonville Aviation Authority (JAA) for fire services at the Jacksonville International Airport (JIA) due to increases in overtime and the required contribution to the defined benefit plan, since JIA is responsible for covering fire service costs. There were also scheduled increases in the cost of fire services provided to Jacksonville Beach (\$56,772) and Baldwin and Atlantic Beach (\$49,489) in accordance with the respective interlocal agreements.

**EXPENDITURES:**

1. Salaries

- The net increase of \$16,139,572 is being driven by the following increases:
  - \$8,597,277 in overtime and \$391,734 in out of class pay mostly due to an overall increase in the level of leave being used by employees.
  - \$4,594,931 in permanent and probationary salaries mainly due to increases of:
    - approximately \$2.4 million due to 85 additional positions, including 84 that are proposed to be added and one that was added during FY 2020/21.
      - 15 fire and 7 rescue positions at station 74 that are fully funded.
      - 15 fire and 7 rescue positions at station 75 that are funded for three months.
      - 15 fire and 7 rescue positions at station 64 that are funded for three months.
      - 14 communications officers of which 6 are fully funded and 8 are unfunded positions.
    - 3 position are Rescue District Chiefs that are fully funded.
    - 1 position is to assist with the administration of the JFRD wellness program that is fully funded.
    - 1 position was added during FY 2020/21 to help with Medicare and Medicaid billing that is fully funded.
  - approximately \$1.2 million due to adding the full year cost for positions that were partially funded in FY 2020/21.
  - approximately \$1 million due to the net effect of turnover and step raises.
- \$1,974,910 in leave sellback due to larger leave balances due to COVID-19 and employees using emergency compensation.

2. Pension Costs

- The net increase of \$14,413,908 is mostly due to an increase in the required contribution to the defined benefit plan and the addition of personnel noted above.

3. Employer Provided Benefits

- The net increase of \$425,692 is mostly due to the addition of personnel noted above.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
FIRE AND RESCUE  
GENERAL FUND / GENERAL SERVICES DISTRICT (FUND 00111)**

**PROPOSED BUDGET BOOK - Page # 83**

4. Internal Service Charges

- The net increase of \$1,077,986 is mostly due to increases of:
  - \$526,809 in vehicle replacement costs mostly due to the partial year cost of 30 vehicles that are proposed to be added and the full year cost of 38 vehicles that were purchased in FY 2020/21
  - \$490,291 in parts, oil and gas mainly due to increases in the cost of fuel and actual usage
  - \$287,439 in repairs, sublet and rentals primarily due to an increase in sublet repairs overall. The increase is partially offset by a decrease of \$361,781 in OGC legal resulting from a lower share of the overall cost.

Here is a summary of JFRD vehicles proposed to be replaced in FY 2021/22.

<b>2021/22 Fire Vehicle Replacement Summary</b>						
<b>Unit Description</b>	<b>Number of Units to be Purchased</b>	<b>Average Price</b>	<b>Total Expected Cost</b>	<b>Average Monthly Use in FY 2021/22</b>	<b>Fleet Replacement Allocation in FY 2021/22 (Partial Year)</b>	<b>Fleet Replacement Allocation (Full Year)</b>
JFRD - Ladder	1	\$ 1,400,000	\$ 1,400,000	0	\$ -	\$ 283,573
JFRD - Pumper	7	\$ 580,000	\$ 4,060,000	0	\$ -	\$ 822,362
JFRD - Rescue Unit	13	\$ 190,000	\$ 2,470,000	4	\$ 166,768	\$ 500,303
JFRD - Tanker	1	\$ 383,000	\$ 383,000	0	\$ -	\$ 77,577
Pickup Truck	2	\$ 41,000	\$ 82,000	6	\$ 8,305	\$ 16,609
SUV	4	\$ 46,500	\$ 186,000	6	\$ 18,837	\$ 37,675
Tractor	1	\$ 150,000	\$ 150,000	4	\$ 10,128	\$ 30,383
Utility Body Truck	1	\$ 75,000	\$ 75,000	6	\$ 7,596	\$ 15,191
<b>Total</b>	<b>30</b>		<b>\$8,806,000</b>		<b>\$ 211,633</b>	<b>\$ 1,783,673</b>

5. Insurance Costs and Premiums

- The increase of \$496,371 is driven by an increase of \$453,306 in general liability insurance due to recent claims experience. There were also increases of \$23,710 in miscellaneous insurance and \$19,355 in aviation hull-chemical insurance that were mostly due to an increased rate.

6. Professional and Contractual Services

- The net decrease of \$61,797 is in other professional services mostly due to the removal of costs that were specific to FY 2020/21, including a bi-annual license fee and COVID-19 testing.

7. Other Operating Expenses

- The net increase of \$936,535 is driven by an increase of \$631,230 in personal equipment and gear due to additional positions, including 66 positions that are proposed to be added in anticipation of staffing new engine and rescue units for Fire Station #74, Fire Station #75, and

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Fire Station #64, and 60 positions that are proposed to be added and funded by a grant (SAFER Grant – FY21). There was also an increase of \$316,755 in training costs due to the additional positions and special training events related to hazardous materials, Urban Search and Rescue (USAR), and target solutions.

**8. Capital Outlay**

- The \$853,375 for specialized equipment includes:
  - \$257,730 to equip new rescue units R75, R64, and R47.
  - \$219,600 to equip new engine units E74, E75, and E64.
  - \$128,285 for various information technology equipment related to the information systems for Fire Station #74 and new marine unit M68.
  - \$117,200 in equipment for new marine unit M68.
  - \$67,819 for equipment needed for the Critical Care Program.
  - \$27,225 to equip new rescue chief unit R108.

**9. Debt Management Fund Repayments**

- The debt management fund debt repayments are for existing projects:

<b>Description</b>	<b>Amount</b>
Self Contained Breathing Apparatus	\$ 556,283
Safer Neighborhoods Investment Plan - JFRD Equipment	\$ 343,250
<b>Total:</b>	<b>\$ 899,533</b>

**10. Grants, Aids & Contributions**

- The \$2,423,698 represents the City's payment due to the Florida Agency for Health Care Administration on October 31, 2021 and is necessary in order for the City to participate in the Public Emergency Medical Transportation Program (PEMT) for FY 2021/22. Program participation ensures that Managed Care Options (MCO) subsequently provide a full reimbursement (State and Federal portions) for the City's cost of transporting Medicaid managed care patients to hospitals. In other words, this payment will be refunded back to the City as a portion of the overall Indigent net transport revenue.

**DIVISIONAL CHANGES:**

- The net increase in Emergency Preparedness of \$641,337 is mostly due to increases of:
  - \$378,412 in overtime due to employees using more emergency comp leave.
  - \$129,254 in the Police and Fire defined benefit pension plan due to an increase in the required contribution.
  - \$83,412 in copy center expense primarily due to the one-time costs related to the distribution of emergency preparedness materials (hurricane evacuation guides).

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- The net increase in Fire Operations of \$19,898,965 is mostly due to increases of:
  - \$7,784,997 in the defined benefit pension plan mostly due to an increase in the required contribution.
  - \$3,126,561 in salaries due to 45 additional positions that are proposed to be added in anticipation of staffing new engine units E74, E75, and E64, and 14 additional positions that are proposed to enhance the staffing levels for the 911 call center at JFRD.
  - \$4,242,741 in overtime costs due to employees using more emergency comp leave.
  - \$1,343,881 in leave sellback due to larger leave balances due to COVID-19.
  - \$1,061,824 in fleet-related costs mostly due to increased fuel costs and new vehicles added during FY 2020/21 and FY 2021/22.
  - \$976,773 in defined contribution due to the new positions and employee turnover.
  - \$631,230 in clothing and bunker gear mostly related to 66 positions that are proposed to be added in anticipation of staffing new engine and rescue units at Fire Stations 74, 75, and 64, and 60 other positions related to the SAFER Grant – FY21.
  - \$336,800 in specialized equipment to equip the apparatus for new engine units E74, E75, and E64 and marine unit M68.
- The net increase in Fire Prevention of \$434,955 is driven by an increase in pension costs mostly due to an increase in the required contribution.
- The net increase in Fire Training of \$476,323 is primarily due to increases of \$250,957 in employee training due to a combination of training required for the additional proposed positions and the special training described above. There was also an increase of \$186,839 in pension costs mostly due to an increase in the required contribution.
- The net increase in Fire Administration (Office of Director) of \$959,913 is driven by increases of \$761,131 in employee costs due to one additional position that was added in FY 2020/21, two positions that were moved in from fire operations in FY 2020/21, and one position that is proposed to be added in FY 2021/22 in addition to increased defined benefit pension costs. There was also an increase of \$161,025 in specialized equipment for the new rescue chief unit R108 and related to the City's Information Technologies Division building information systems for Fire Station #74 and marine unit M68.
- The net increase in Fire Rescue of \$12,650,607 is mostly due to increases of:
  - \$3,953,603 in the Police and Fire defined benefit pension plan due to an increase in the required contribution.
  - \$3,815,982 in overtime due to employees using more leave, causing a need for more overtime coverage.
  - \$1,134,927 in salaries mostly due to 24 additional positions that are proposed to be added in anticipation of staffing new rescue units R74, R75, and R64, and the new rescue chief unit R108.



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- \$1,019,774 in grants, aids & contributions to ensure the Department's participation in the Public Emergency Medical Transportation program (PEMT) described above.
- \$678,978 in in defined contribution due to the new positions and employee turnover
- \$577,695 in leave sellback due to larger leave balances due to COVID-19.
- \$459,560 in general liability insurance due to recent claims experience.

HANDOUT CONTINUES ON NEXT PAGE

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**SCHEDULE B1 GRANTS:**

*B1a – Schedule of Continuation Grants/Programs with No City Match*

			\$1,185,797	\$0	\$0	\$0	\$405,000	65	1,300
			2021-504-E Schedule of Continuation Grants						
Grantor	Grant Name	Grant Description	Estimated Grant Award	Match Requested	Overmatch Requested	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
Department of Health & Human Services	EMS County Award	Funding to enhance and improve pre-hospital emergency medical services to the citizens of Duval County.	\$90,000			\$0	\$0	0	0
Department of Health & Human Services	Safe and Healthy Neighborhoods Project	The scope includes education on the use of naloxone to first responders and community partners, provides greater access to naloxone to first responders and identified community partners, connects and refers persons with Opioid Use Disorder (OUD) to treatment and recovery services and provides reports on naloxone use, overdose events and develop surveillance and predictive analytics tools.	\$395,797			\$0	\$0	0	1,300
Department of Homeland Security	Emergency Management Performance Grant (EMPG)	Federal funds awarded through the State's Emergency Management Division to local jurisdictions to prepare for catastrophic events.	\$270,000			\$0	\$270,000	0	0
Department of Homeland Security	State Homeland Security Grant Program (SHSGP): HazMat	Funds to improve the ability of Duval County first responders/receivers to prevent and respond to chemical, biological, radiological, or nuclear incidents.	\$150,000			\$0	\$0	0	0
Department of Homeland Security	State Homeland Security Grant Program (SHSGP): USAR	Funds to improve the ability of Duval County first responders/receivers to prevent and respond to chemical, biological, radiological, or nuclear incidents.	\$145,000			\$0	\$0	0	0
Executive Office of the Governor	Emergency Management and Preparedness & Assistance (EMPA)	Funds created by the Florida Legislature in 1993 to implement necessary improvements in the emergency management programs statewide. These funds benefit preparation for catastrophic events throughout Duval County.	\$135,000			\$0	\$135,000	3	0
FEMA	Regional Catastrophic Preparedness Grant	To build state and local capacity to manage catastrophic incidents by improving and expanding regional collaboration for catastrophic incident preparedness.	\$0			\$0	\$0	2	0
FEMA	SAFER Grant FY21	To provide funding directly to fire departments to help them maintain the number of trained, "front line" firefighters available and enhance their ability to comply with NFPA 1710/1720.	\$0			\$0	\$0	60	0

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*B1b – Schedule of Continuation Grants/Programs with a City Match*

			\$2,852,710	\$903,070	\$15,000	\$918,070	\$0	41	0
			2021-504-E Schedule of Continuation Grants						
Grantor	Grant / Program Name	Grant / Program Description	Estimated Grant Award	Match Requested	Overmatch Requested	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
Executive Office of the Governor	Hazard Analysis Agreement	Funding to identify and conduct on-site evaluation of facilities in Duval County that house hazardous materials.	\$30,000	\$30,000	\$15,000	\$45,000	\$0	1	0
FEMA	Port Security Grant Program	To provide CBRNE capable fire suppression boats and equipment to protect the Port	\$450,000	\$112,500	\$0	\$112,500	\$0	0	0
FEMA	Assistance to Firefighters Grant Program (AFG)	To enhance the safety of the public and firefighters with respect to fire and fire-related hazards.	\$130,000	\$13,000	\$0	\$13,000	\$0	0	0
FEMA	SAFER Grant - FY20	To provide funding directly to fire departments to help them maintain the number of trained, "front line" firefighters available and enhance their ability to comply with NFPA 1710/1720.	\$2,242,710	\$747,570	\$0	\$747,570	\$0	40	0

**SERVICE LEVEL CHANGES:**

The Department expects new Fire Station #74 to open by the end of spring in 2022; this will add an engine and rescue unit to an ISO Class 10 area. In addition, a Rescue Chief Unit (R108) will be added in October 2021 to provide supervision and reduced span of control in the downtown area.

**FOOD AND BEVERAGES EXPENDITURES:**

1,500

FY22 Proposed	Description of each service / event that requires the purchase of food and/or beverages	Explanation that the service / event serves a public purpose
1,000	Apprentice Program	Firefighter Apprentice program is a community program open to at risk kids in the City of Jacksonville.
500	Food, water, ice at extended stay fires >4 hours in duration	Public safety provided to the Community.

**EMPLOYEE CAP CHANGES:**

The overall authorized position cap is proposed to increase by 85 positions. Note that the Proposed Annual Budget incorrectly reports an increase of 82 authorized positions on page 83; however, there are 3 additional positions that are proposed to be added. A breakdown of the 85 additional positions that are proposed to be added is below.



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- 66 positions are proposed in anticipation of staffing engine and rescue units at new Fire Stations #74, #75, and #64 (22 positions each).
- 14 Fire/Rescue Communications Officer positions are proposed based on the need to reduce mandated overtime related to the JFRD call center; note that 8 of the 14 are not funded.
- 3 Rescue District Chief positions are proposed to assist in managing the high volume of 911 calls for service to JFRD that are for emergency medical services (approximately 90%).
- 1 Fire/Rescue Administration Specialist is proposed to assist with the administration of the JFRD wellness program.
- 1 EMS Billing & Coding Specialist position was added during the current year to assist with Medicaid and Medicare billings (Ord. 2021-76-E).

Part-time hours are decreasing by 1,300 hours mainly due to the conversion of part time hours to a full-time position for the EMS Billing & Coding Specialist created by Ord. 2021-76-E.

**CAPITAL OUTLAY CARRYFORWARDS:**

None.

**RECOMMENDATION:**

1. We recommend increasing the revenue for fire operations that the Department provides to the Jacksonville Aviation Authority (JAA) at the Jacksonville International Airport (JIA) by \$19,253 to match the budgeted costs. This will have a positive impact to Special Council Contingency of \$19,253.
2. We recommend increasing the SAFER Grant – FY20 (on Schedule B1-b) match amount by \$1,196,112 (from \$747,570 to \$1,943,682) and decreasing the corresponding SAFER Grant – FY20 grant award by \$1,196,112 (from \$2,242,710 to \$1,046,598) to align with the grant terms for FY 2021/22. The administration is requesting to increase the existing proposed transfer from fund balance for the General Fund/GSD of \$4,254,846 by the sum of the cost of various other one-time expenditures that are proposed in the General Fund/GSD budget and total \$1,196,112. This would allow the funds that were originally proposed for the various one-time costs to be used for the \$1,196,112 increase in the SAFER Grant – FY20 match instead.

If the Administration's request is approved, this will have no impact to Special Council Contingency.

If the Administration's request is not approved, this will have a negative impact to Special Council Contingency of \$1,196,112.

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	FY 20-21 ADOPTED	FY 21-22 PROPOSED	%	DOLLARS
<b>REVENUE</b>				
Fire and Rescue-Center				
Charges for Services	978,258	978,258	0.0%	0
Fines and Forfeits	4,800	4,800	0.0%	0
	983,058	983,058	0.0%	0
Jax Citywide Activities				
Investment Pool / Interest Earnings	304,930	109,188	-64.2%	-195,742
Transfers from Fund Balance	3,721,697	3,961,422	6.4%	239,725
	4,026,627	4,070,610	1.1%	43,983
Planning and Development				
Permits and Fees	2,068,450	1,764,282	-14.7%	-304,168
Inspection Fees	13,018,500	12,639,865	-2.9%	-378,635
Charges for Services	1,022,533	1,102,720	7.8%	80,187
Fines and Forfeits	234,350	350,070	49.4%	115,720
Miscellaneous Revenue	50,300	45,800	-8.9%	-4,500
Transfers from Fund Balance	0	0	0.0%	0
	16,394,133	15,902,737	-3.0%	-491,396
<b>TOTAL REVENUE</b>	<b>21,403,818</b>	<b>20,956,405</b>	<b>-2.1%</b>	<b>-447,413</b>
<b>EXPENDITURES</b>				
Fire and Rescue-Center				
Salaries	908,669	977,252	7.5%	68,583
Salaries & Benefit Lapse	-14,000	-12,569	-10.2%	1,431
Pension Costs	340,801	445,670	30.8%	104,869
Employer Provided Benefits	145,693	169,034	16.0%	23,341
Internal Service Charges	157,347	131,342	-16.5%	-26,005
Insurance Costs and Premiums	3,732	4,234	13.5%	502
Professional and Contractual Services	1	1	0.0%	0
Other Operating Expenses	21,629	21,629	0.0%	0
Capital Outlay	1	1	0.0%	0
Indirect Cost	81,238	85,431	5.2%	4,193
	1,645,111	1,822,025	10.8%	176,914
Planning and Development				
Salaries	8,618,957	9,052,037	5.0%	433,080
Salaries & Benefit Lapse	-149,853	-133,163	-11.1%	16,690
Pension Costs	2,021,717	2,334,442	15.5%	312,725
Employer Provided Benefits	1,658,015	1,674,905	1.0%	16,890
Internal Service Charges	6,052,654	4,561,362	-24.6%	-1,491,292
Insurance Costs and Premiums	435	435	0.0%	0
Insurance Costs and Premiums - Allocations	78,499	75,853	-3.4%	-2,646
Professional and Contractual Services	120,601	180,000	49.3%	59,399
Other Operating Expenses	365,380	394,332	7.9%	28,952
Capital Outlay	1	7,201	720000.0%	7,200
Supervision Allocation	111,657	42,676	-61.8%	-68,981
Indirect Cost	880,644	944,300	7.2%	63,656
	19,758,707	19,134,380	-3.2%	-624,327
<b>TOTAL EXPENDITURES</b>	<b>21,403,818</b>	<b>20,956,405</b>	<b>-2.1%</b>	<b>-447,413</b>
<b>AUTHORIZED POSITION CAP</b>				
	FY 20-21 ADOPTED	FY 21-22 PROPOSED	CHANGE	
Authorized Positions	162	168	6	
Part-Time Hours	6,500	6,500	0	

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**BACKGROUND:**

The fire plans review function of the Fire & Rescue Department is funded within the Building Inspection fund. The Planning and Development and Jax Citywide activities items will be discussed at a later meeting on the Planning and Development Department.

**Note - The below information is based on the summary page provided in the handout.**

**REVENUE:**

1. Charges for Services
  - The \$978,258 represents customer payments for plan review and inspection services for new construction.
2. Fines and Forfeits
  - The \$4,800 represents customer payments for reactivation/reinstatement fees.

**EXPENDITURES:**

1. Salaries
  - The increase of \$68,583 is primarily due to increases of \$52,416 in permanent and probationary salaries mostly due to one additional position and \$15,239 in leave sellback due to larger leave balances.
2. Pension Costs
  - The net increase of \$104,869 is mostly due to the increase in the required contributions to the police and fire pension fund.
3. Employer Provided Benefits
  - The increase of \$23,341 is mostly due to increases of \$16,970 in health insurance due to benefit election changes and one additional employee and \$5,061 in workers compensation costs based on actuals.
4. Internal Service Charges
  - The net decrease of \$26,005 is driven by a decrease of \$84,000 in ITD system development charges due to the removal of the Enterprise Permit / Land Use Management System (EPLU). The decrease is offset by an increase of \$40,000 in fleet vehicle replacement costs due to the proposed purchase of two new vehicles.
5. Indirect Cost
  - This is an allocation of costs to operate central services of the City (e.g., Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.



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**SERVICE LEVEL CHANGES:**

None

**EMPLOYEE CAP CHANGES:**

The employee cap is increasing from ten positions to eleven. One position is proposed to be added to assist with the plan review workload due to a 40% increase in new construction projects under 10,000 square feet submitted for review and a 6% increase overall.

**RECOMMENDATION:**

None

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	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>	<b>%</b>	<b>DOLLARS</b>
<b>REVENUE</b>				
Charges for Services	\$ 5,830,741	\$ 5,354,141	(8.2%)	\$ (476,600)
Revenue From City Agencies	5,266,218	5,282,270	0.3%	\$ 16,052
Fines and Forfeits	410,900	252,900	(38.5%)	\$ (158,000)
Miscellaneous Revenue	5,014,341	6,270,525	25.1%	\$ 1,256,184
<b>TOTAL REVENUE</b>	<b>\$ 16,522,200</b>	<b>\$ 17,159,836</b>	<b>3.9%</b>	<b>\$ 637,636</b>

<b>EXPENDITURES</b>				
Salaries	\$254,252,935	\$ 265,027,764	4.2%	\$ 10,774,829
Salary & Benefit Lapse	(3,669,534)	(3,744,817)	2.1%	\$ (75,283)
Pension Costs	100,081,823	115,325,660	15.2%	\$ 15,243,837
Employer Provided Benefits	42,721,655	46,366,226	8.5%	\$ 3,644,571
Internal Service Charges	37,636,386	37,840,374	0.5%	\$ 203,988
Insurance Costs and Premiums	4,409,969	4,576,989	3.8%	\$ 167,020
Professional and Contractual Services	26,253,263	12,381,919	(52.8%)	\$ (13,871,344)
Other Operating Expenses	22,655,230	24,290,940	7.2%	\$ 1,635,710
Capital Outlay	8	13	62.5%	\$ 5
Debt Management Fund Repayments	259,375	259,250	(0.0%)	\$ (125)
<b>SUBTOTAL EXPENDITURES</b>	<b>\$484,601,110</b>	<b>\$ 502,324,318</b>	<b>3.7%</b>	<b>\$ 17,723,208</b>

Contingency for Health Services Contract	\$ 0	\$ 14,970,420	0.0%	\$ 14,970,420
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<b>TOTAL EXPENDITURES</b>	<b>\$484,601,110</b>	<b>\$ 517,294,738</b>	<b>6.7%</b>	<b>\$ 32,693,628</b>
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<b>AUTHORIZED POSITION CAP</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 20-22 PROPOSED</b>	<b>CHANGE</b>
Authorized Positions	3,235	3,237	2
Part-Time Hours	675,708	676,940	1,232

<b>DEPARTMENT SUMMARY</b>	<b>FY 20-21 ADOPTED</b>	<b>FY 21-22 PROPOSED</b>	<b>%</b>	<b>DOLLARS</b>
Corrections	\$122,596,402	\$ 134,970,019	10.1%	\$ 12,373,617*
Executive Office	5,977,320	6,055,108	1.3%	\$ 77,788
Investigation & Homeland Security	75,453,461	86,042,519	14.0%	\$ 10,589,058
Patrol and Enforcement	206,600,607	214,517,187	3.8%	\$ 7,916,580
Personnel & Professional Standards	24,155,980	29,056,613	20.3%	\$ 4,900,633
Police Services	49,817,340	46,653,292	(6.4%)	\$ (3,164,048)
<b>DEPARTMENT TOTAL</b>	<b>\$484,601,110</b>	<b>\$ 517,294,738</b>	<b>6.7%</b>	<b>\$ 32,693,628</b>

\*This includes the contingency for the Health Services Contract.

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**BACKGROUND:**

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

- In the proposed budget, there are 3,237 Sheriff's Office employees in the General Fund/General Services District:
  - 1,787 sworn police officers;
  - 787 correction officers; and
  - 663 civilians.
- As of July 21, 2021, the total number of vehicles in the Sheriff's fleet was 2,369:
  - 1,408 patrol cars;
  - 32 motorcycles;
  - 286 other vehicles;
  - 5 horse patrols; and
  - 638 unmarked vehicles.
- The average inmate population for the correctional facilities was 3,745 in July 2021, which was up from 3,183 in July 2020.
- As of July 21, 2021, the Sheriff's Office vacancy count was 181:
  - 36 police officers;
  - 84 corrections officers; and
  - 61 civilians.
- The Sheriff's proposed budget compared to the General Fund/ General Services District expenditure budget and employee cap is as follows:

<b>Description</b>	<b>FY 19/20 Approved</b>	<b>FY 20/21 Approved</b>	<b>FY 21/22 Proposed:</b>
Expenditures	37.98%	36.13%	35.54%
Employee Cap	51.86%	51.08%	50.39%



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**Note - The below information is based on the summary page provided in the handout.**

**REVENUES:**

1. Charges for Services:

- The net decrease of \$476,600 is primarily due to the following decreases of:
  - \$522,353 in off duty reimbursement based on current and prior year actuals.
  - \$284,273 in civil income individuals based on current and prior year actuals.
  - \$153,616 in alarm permit fees based on current and prior year actuals.

Those decreases were partially offset by the following increases of:

- \$126,110 in reimbursement from independent agencies due to JTA reimbursing JSO for the two police officers assigned to them per Ordinance 2020-410-E
- \$118,375 in home detention fees due to an increase in expected equipment rentals for monitoring offenders.
- \$86,600 in sheriffs fines and estreatures based on current and prior year actuals.
- \$80,548 in police reports based on current and prior year actuals.

2. Fines and Forfeits:

- The decrease of \$158,000 is due to a decrease in alarm citations to align with the current year projections.

3. Miscellaneous Revenue:

- The net increase of \$1,256,184 is mainly due to an increase of \$1,223,906 in overtime reimbursement charges due to changes in the school guardian program. In FY 2021/22, schools will be billed actual overtime costs instead of a reduced rate and there will be a total cap of 60 officers provided per day (in FY 2020/21, JSO averaged 73 per day).

**EXPENDITURES:**

1. Salaries:

- The net increase of \$10,774,829 in salaries is primarily due to the following increases of:
  - \$5,010,061 in salaries overtime based on current and prior year actuals. This increase is partially offset due to the Sheriff's Office committing fewer officers to the school guardian program, resulting in fewer overtime hours being charged. See service level changes below.
  - \$2,179,936 in leave sell back based on current balances and expected usage which have been impacted by COVID-19.
  - \$1,904,495 in terminal leave due to an increase of 25 in the number of DROP participants scheduled to retire from 58 in the current year to 83 in the next fiscal year.
  - \$655,500 in special pay to align with the current projections.

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- \$370,715 in permanent and probationary salaries related to step increases, promotion increases, and end of probation increases, which are offset by employee turnover.
- 2. Salary and Benefit Lapse:
  - The FY 2021/22 lapse amount of \$3,744,817 is based on the lapse model.
- 3. Pension Costs:
  - The net increase of \$15,243,837 is mostly due to the following increases of:
    - \$10,424,826 in the defined benefit contribution to the Police and Fire Pension Fund based on an increase in the required contribution and the City not using reserves to support the contributions.
    - \$2,547,869 in the defined benefit contribution to the Correction Pension Fund based on an increase in the required contribution.
    - \$1,674,116 in the defined contribution public safety plan due to new employees hired after October 1, 2017, being members of this plan instead of the defined benefit plan. This item will continue to increase each year.
- 4. Employer Provided Benefits:
  - The net increase of \$3,644,571 is mostly due to increases of \$1,705,865 in worker's compensation costs and \$1,453,484 in worker's compensation – heart and hypertension based on recent claims experience and the actuarial report.
- 5. Internal Service Charges:
  - The net increase of \$203,988 is mostly due to the following increases of:
    - \$1,103,507 in fleet parts/oil/gas allocation due to higher projected gas prices and usage.
    - \$857,896 in computer system maintenance & allocation due to an increase in charges related to the voice and fax services, the implementation of the new phone system, and application services related to the 911 computer aided dispatch system.
    - \$534,370 in building allocation for the pretrial detention facility due to an overall increase in maintenance and utility costs with the building.

Those decreases are partially offset by a decrease of \$2,282,036 in radio equipment refresh due to the radio refreshes being funded by the American Rescue Plan (Ordinance 2021-516).

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The proposed budget also includes fleet vehicle replacement allocation of \$11,125,980 which remains relatively flat. A total of 176 vehicles, which includes 2 new helicopters, will be replaced as shown in the table below:

<b>Unit Description</b>	<b>Number of Units to be Purchased</b>	<b>Average Price</b>	<b>Total Expected Cost</b>	<b>Average Monthly Use in FY 2021/22</b>	<b>Fleet Replacement Allocation in FY 2021/22 (Partial Year)</b>	<b>Fleet Replacement Allocation (Full Year)</b>
Golf Cart / ATV	1	\$ 22,000	\$ 22,000	6	\$ 2,228	\$ 4,456
JSO Harley Motorcycle	5	\$ 28,800	\$ 144,000	6	\$ 36,188	\$ 72,375
JSO Helicopter	2	\$ 5,925,000	\$11,850,000	11	\$ 1,113,859	\$ 1,215,119
JSO K9 SUV	1	\$ 46,000	\$ 46,000	6	\$ 4,659	\$ 9,317
JSO Patrol SUV	152	\$ 44,000	\$ 6,688,000	6	\$ 844,558	\$ 1,689,115
Pickup Truck	2	\$ 35,000	\$ 70,000	6	\$ 7,089	\$ 14,179
Sedan Full Size	1	\$ 22,000	\$ 22,000	6	\$ 2,228	\$ 4,456
Sedan Mid Size	5	\$ 22,800	\$ 114,000	6	\$ 11,546	\$ 23,091
SUV	3	\$ 34,000	\$ 102,000	6	\$ 10,330	\$ 20,660
Trailer Specialty	1	\$ 50,000	\$ 50,000	6	\$ 5,064	\$ 10,128
Van / Box Truck	3	\$ 50,333	\$ 151,000	5	\$ 12,930	\$ 30,585
<b>Total</b>	<b>176</b>		<b>\$19,259,000*</b>		<b>\$ 2,050,677</b>	<b>\$ 3,093,482</b>

\* These costs show up in the Fleet Vehicle Replacement Budget

6. Insurance Costs and Premiums:

- The increase of \$167,020 is mainly due to an increase of \$138,830 in general liability insurance due to an increase in overall costs and recent negative claims experience.

7. Professional and Contractual Services:

- The net decrease of \$13,871,344 is mainly due to a decrease of \$14,273,697 in contractual services due to the inmate health care contract being placed in a designated special council contingency pending the approval of Ordinance 2021-512 due to a Council Member conflict.



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8. Other Operating Expenses:

- The net increase of \$1,635,710 is mainly due to the following increases of:
  - \$742,686 in clothing, uniforms, & safety equipment due to a new TASER agreement and costs for purchasing additional body armor and uniforms based on the FY 2021/22 hiring plan.
  - \$615,551 in hardware-software maintenance & licenses due to an increase in charges for the records management system.
  - \$168,743 in other operating supplies mainly due to a higher inmate population and enhanced cleaning protocols.
  - \$121,524 in equipment rentals mainly due to an expected increase in rentals for monitoring offenders.

9. Contingency for Health Services Contract:

- This amount is based on the inmate health care contract being placed in a designated special council contingency pending the approval of Ordinance 2021-512 due to a Council Member conflict.

**DEPARTMENTAL CHANGES:**

DEPARTMENT	FY 2020/21 APPROVED	FY 2021/22 PROPOSED	CHANGE %	CHANGE \$	
Corrections	\$ 122,596,402	\$ 134,970,019	10.1%	\$ 12,373,617	A
Executive Office	\$ 5,977,320	\$ 6,055,108	1.3%	\$ 77,788	
Investigation & Homeland Security	\$ 75,453,461	\$ 86,042,519	14.0%	\$10,589,058	B
Patrol and Enforcement	\$ 206,600,607	\$ 214,517,187	3.8%	\$ 7,916,580	C
Personnel & Professional Standards	\$ 24,155,980	\$ 29,056,613	20.3%	\$ 4,900,633	D
Police Services	\$ 49,817,340	\$ 46,653,292	-6.4%	\$ -3,164,048	E
<b>TOTAL</b>	<b>\$484,601,110</b>	<b>\$ 517,294,738</b>	<b>6.7%</b>	<b>\$ 32,693,628</b>	

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- A. The increase of \$12,373,617 in Corrections is mainly due to the following increases of:
- \$6,882,062 for overtime based on recent actuals.
  - \$2,411,376 in the contribution to the Correctional Officers Defined Benefit Pension Plan based on an increase in the required contribution.
  - \$669,539 in leave sell back based on current balances and expected usage.
  - \$534,370 in building allocation for the pretrial detention facility due to an overall increase in maintenance and utility costs with the building.
  - \$392,434 in worker's compensation costs and \$337,920 in worker's compensation – heart and hypertension based on recent claims experience and the actuarial report.
  - \$389,134 in contractual services for inmate food.
  - \$180,949 in public safety DC due to employee turnover.

These increases were partially offset by a decrease of \$877,908 in permanent and probationary salaries due to 10 positions being transferred to other JSO departments.

- B. The increase of \$10,589,058 in Investigation & Homeland Security is mainly due to the following increases of:
- \$5,017,422 in pension costs primarily due to an increase in the required contribution to the Police and Fire Pension Fund for the defined benefit plan.
  - \$3,106,900 in salaries mainly due to 49 positions being transferred in from other JSO departments.
  - \$479,536 in leave sellback.
  - \$435,712 in worker's compensation and \$442,867 in worker's compensation – heart and hypertension costs increasing based on recent claims experience and the actuarial report.
- C. The increase of \$7,916,580 in Patrol and Enforcement is mainly due to the increases of:
- \$4,667,510 mainly due to an increase in the required contributions to the Police and Fire Pension Fund for the defined benefit plan.
  - \$1,622,814 in terminal leave due to an increase in the number of DROP participants scheduled to retire in FY 2021/22.
  - \$1,407,706 due to an increase in the contributions to the defined contribution public safety plan due to employee turnover.
  - \$722,812 in worker's compensation and \$ 579,420 in worker's compensation – heart and hypertension costs increasing based on recent claims experience and the actuarial report.
  - \$1,022,961 due to an increase in fleet parts/oil/gas allocation due to higher projected gas prices and usage.
  - \$883,522 in leave sellback.
  - \$539,480 in special pay to align with current projections
  - \$459,114 in computer system maintenance & security due to increased charges related to voice and fax services.
  - \$332,037 in fleet repairs, sublet and rentals.

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These increases were partially offset by decreases of \$2,294,618 in overtime mainly due to the Sheriff's Office committing fewer officers to the school guardian program, resulting in fewer overtime hours being charged and \$2,154,729 in salaries primarily due to 41 positions being transferred out to other JSO departments.

- D. The increase of \$4,900,633 in Personnel & Professional Standards is mostly due to the following increases of:
- \$1,759,500 in hardware-software maintenance & licenses due to the funding for the Axon body camera contract being transferred to this department from Police Services.
  - \$1,088,813 in salaries mainly due to 15 positions being transferred in from other JSO departments.
  - \$962,842 in pension costs mainly due to an increase in the required contribution to the Police and Fire Pension Fund for the defined benefit plan.
  - \$223,333 in worker's compensation costs and worker's compensation – heart and hypertension based on recent claims experience and the actuarial report.
  - \$233,262 in computer system maintenance & security due to an increase in charges related to the maintenance of the Employee Information System and voice and fax services.
  - \$193,836 in leave sellback and terminal leave.
- E. The decrease of \$3,164,048 in Police Services is mainly due to decreases of \$2,282,036 in radio equipment refresh due to new radio refreshes being funded by the American Rescue Plan (Ordinance 2021-516) and \$1,143,949 in hardware-software maintenance & licenses mainly due to the funding for the Axon body camera contract being transferred out of this department to Personnel and Professional Standards. The reduction was mitigated due to other contractual increases.

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**FOOD AND BEVERAGES EXPENDITURE:**

<b>FY 2021/22 Proposed</b>	<b>Description</b>	<b>Explanation</b>
\$10,000	Community Meetings	Meetings with the public and/or community stakeholders to discuss Law Enforcement initiatives or concerns / Personnel during Hurricanes and other extended emergencies; required by FOP bargaining unit agreement.
\$2,000	Food/beverage for Assessors traveling in from other agencies for Accreditation and for Promotional Exams	Law enforcement personnel will be traveling from various agencies to assist JSO with both the promotional examination process and accreditation processes. These funds will provide meals/snacks to these individuals who are volunteering time to assist JSO.
\$20,000	Extended Emergencies	Food for Personnel during Hurricanes and other extended emergencies; required by FOP bargaining unit agreement.

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**SCHEDULE B1 GRANTS:**

***B1a – Schedule of Continuation Grants/Programs with No City Match***

			\$5,678,949	\$1,035,649	12	0
Grantor	Grant Name	Grant Description	Estimated Grant Award	In Kind Contribution	FTE Positions	Part Time Hours
Department of Homeland Security	Port Security Grant Program	To purchase equipment that will improve port-wide maritime security risk management, enhance maritime domain awareness, support maritime security training and exercises, and maintain maritime security mitigation protocols that support port recovery and resiliency capabilities.	\$440,250	\$146,750	0	0
Department of Homeland Security	State Homeland Security Grant Program	To purchase prevention and response equipment, maintenance, and training that will help mitigate identified gaps in domestic security and enhance capability levels as assessed in the State Preparedness Report	\$400,000	\$0	1	0
Department of Justice	Bulletproof Vest Partnership Program	A reimbursement for up to 50% of the cost of body armor vests purchased for law enforcement officers.	\$500,000	\$500,000	0	0
Department of Justice	Justice and Mental Health Collaboration Program	Funds will provide resources to expand the Co-Responder Pilot Program that was initiated during the existing grant. The project will cover the costs of training and, consistent with the existing grant, will provide a subaward to LSF to fund clinicians who will respond to incidents with officers.	\$750,000	\$322,917	0	0
Department of Justice	Law Enforcement Based Victim Services	Provides funds to enhance the Victim and Witness Services Unit, including training, supplies, and contractual services.	\$750,000	\$0	1	0
Department of Justice	State Criminal Alien Assistance Program (SCAAP)	Provides federal payments to localities that incurred correctional officer salary costs for incarcerating a specific population of individuals.	\$85,000	\$0	0	0
Federal Railroad Administration	Railroad Trespassing Enforcement	Funds overtime for officers to conduct deployments along rail rights-of-way in an effort to reduce injuries and fatalities.	\$100,000	\$0	0	0
Florida Department of Education	Coach Aaron Feis Guardian Program	Program will provide funding to background screen and train School Guardians (School Safety Assistants) for Duval County Public Schools and Duval County Charter Schools.	\$100,000	\$0	0	0
Florida Department of Law Enforcement	Criminal Justice Training	Funding exclusively for advanced and specialized training for law enforcement and correctional officers and for administrative costs as approved by the FDLE Criminal Justice Standards and Training Commission (CJSTC), in accordance with Chapter 943.25 Florida Statutes	\$236,000	\$0	0	0

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***B1a – Schedule of Continuation Grants/Programs with No City Match (continued from prior page)***

Grantor	Grant Name	Grant Description	Estimated Grant Award	In Kind Contribution	FTE Positions	Part Time Hours
Florida Department of Law Enforcement	JAG - Public Safety Analyst Project	Funding for training, travel, equipment, and one crime analyst position. Maintaining this project will assist JSO with information sharing on cross-jurisdictional criminal activity and intelligence to all jurisdictions located within Duval County.	\$200,000	\$0	1	0
Florida Department of Law Enforcement	Prison Rape Elimination Act	Program provides funding for training, supplies, and equipment necessary to comply with the Prison Rape Elimination Act.	\$60,000	\$0	0	0
Florida Department of Law Enforcement	Project Safe Neighborhoods	Provides funds for a public awareness campaign designed to decrease the number of firearms that are stolen as well as violent crime.	\$150,000	\$0	0	0
Florida Department of Law Enforcement	SMART Motorcycle Program	Provides funds for overtime, supplies, and equipment to reduce motorcycle-related crashes and fatalities by providing training on safe motorcycle operation.	\$31,000	\$0	0	0
Florida Department of Transportation	High Visibility Enforcement Bicycle & Pedestrian Safety Campaign	Fund overtime for officers to conduct bicycle and pedestrian safety deployments in targeted hot-spots to educate and enforce safe pedestrian, bicyclist and driver behaviors.	\$75,000	\$0	0	0
Florida Office of Attorney General	Victims of Crime Act (VOCA)	Fund victim advocate positions, supplies, training, travel, and equipment to provide services to victims following an act of crime.	\$263,926	\$65,982	5	0
SAO - Fourth Judicial Circuit of Florida	Sexual Assault Kit Initiative	Funds for one full-time detective and one crime analyst position. The project seeks to continue investigating and prosecuting cold case sexual assault cases.	\$640,000	\$0	2	0
SAO - Fourth Judicial Circuit of Florida	Sexual Assault Kit Initiative	Funds to continue one full-time detective and add one full-time detective position to continue the lawfully-owed DNA project.	\$862,773	\$0	2	0
Walmart	Local Grant Program	To purchase supplies and equipment to enhance Homeland Security efforts.	\$35,000	\$0	0	0

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***B1b – Schedule of Continuation Grants/Programs with a City Match***

Grantor	Grant / Program Name	Grant / Program Description	Estimated Grant Award	Match Requested	Overmatch Requested	Total Match Requested	In Kind Contribution	FTE Positions	Part Time Hours
Department of Justice	Community Oriented Policing Services (COPS) Hiring Program	The program intended to reduce crime and advance public safety through community policing by providing direct funding for the hiring of career law enforcement officers.	\$5,000,000	\$739,712	\$0	\$749,149	\$0	40	0

**SERVICE LEVEL CHANGES:**

For the School Guardian Program, the Sheriff's Office is limiting the total number of participating officers to 60 per day, a limit of 40 for the Duval County School Board and a limit of 20 for charter schools. This is compared to an average of 73 per day in FY 2020/21

**EMPLOYEE CAP CHANGES:**

The net increase of two positions is due to the addition of 2 positions during FY 2020/21 pursuant to Ordinance 2020-410-E. Both positions were created to assign two full-time officers to the Jacksonville Regional Transportation Center at Lavilla. These positions are being funded by JTA.

**RECOMMENDATION:**

1. We recommend reducing Interfund Service Charges by \$5,594 in the Police Services Department from \$1,634,328 to \$1,628,734 to match the amount budgeted in the 911 Emergency User Fee fund (10701) for JSO's portion of the reimbursement of 911 call takers' salaries. This would have a negative impact of \$5,594 to Special Council Contingency.
2. We recommend reducing Interfund Service Charges by \$358 in the Patrol & Enforcement Department from \$358,332 to \$357,974 to match the budgeted cost of providing the Mayor's security detail within JSO. This will be offset with a reduction in the Mayor's Office. This has no impact on Special Council Contingency.
3. We recommend removing from Schedule B1a the Law Enforcement Based Victim Services and Project Safe Neighborhoods grants because JSO was either unable to apply for the funds or were not funded for the project. This has no impact on Special Council contingency.
4. We recommend Schedule B1b be corrected to reduce the COPS grant Federal award amount to \$0 and the total match requested to \$739,712 to match the grant award and required match for year 2. The reason the grant award is reduced to \$0 is since the entire grant award was appropriated with the authorizing Ordinance (2020-762-E). We recommend a note be added to Schedule B1b to make clear the year 2 portion of the grant award is \$1,707,089. This will have a positive impact of \$9,437 to Special Council Contingency.

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**BACKGROUND:**

Pursuant to Florida Statutes Section 365.172 the City established the 911 Emergency User Fee sub-fund. All counties are eligible to receive three separate distributions. Pursuant to section 365.172(8), the first is based on the total number of wireless service identifiers in each county, the second is based on the total number of non-wireless service identifiers in each county, and the third is based on a retail transaction of a prepaid cell phone, which became effective January 1, 2015. 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 fee authorized by this section.”

**REVENUES:**

1. Charges for Services:
  - Charges for services include a monthly landline fee of \$0.44 with a budgeted amount of \$1,065,105 and a monthly wireless and prepaid cellphone fee of \$0.40 with a budgeted amount of \$3,857,394.
  - The increase of \$69,562 is based on current year collections and due to:
    - an increase of \$109,542 in landline fees to better align with recent actuals. (Note, the actuals are decreasing, but the FY 2020/21 budgeted amount was low in comparison to the actual collections.)
    - a decrease of \$39,980 for the wireless and prepaid cellphone fees.
2. Transfers from Fund Balance:
  - There is a transfer of \$382,594 from fund balance to balance revenues and expenditures.

**EXPENDITURES:**

1. Pension Costs:
  - There is an increase of \$16,483 in pension costs mainly due to an increase in the required pension contribution into the defined benefit pension plan.
2. Inter-Departmental Billing:
  - This expense is a revenue item within the Sheriff's Office and the Fire and Rescue Department for reimbursement of call takers' salaries. The Sheriff's Office will receive \$1,628,734 and the Fire and Rescue Department will receive \$326,395.
3. Other Operating Expenses:
  - There is an increase of \$57,556 mainly due to an increase of \$27,700 in telephone and telegraph expenses related to higher circuit costs and an increase of \$13,000 in other operating supplies for educational and promotional material to inform children about 911.

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4. Capital Outlay:
  - Capital Outlay in the amount of \$387,500 includes \$337,500 in office furniture and equipment to replace consoles at JSO and JFRD call centers during renovations and \$50,000 in specialized equipment for the replacement of existing equipment that are at end of life.
5. Indirect Costs:
  - This is an allocation of costs to operate central services of the City (e.g. Finance and Administration, Employee Services and City Council) as calculated by the City's independent consulting firm.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATIONS:**

None.

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**BACKGROUND:**

This budget provides for the operation and salary expenditures for City Council Members, Council Staff Services, Value Adjustment Board, and the Office of the Council Auditor.

**REVENUE:**

1. Charges for Services

- This amount represents the anticipated Value Adjustment Board protest fee revenue of \$55,000.

2. Miscellaneous Revenue

- This category is mainly made up of a reimbursement from the Duval County School Board for 2/5 of the cost of the Value Adjustment Board as directed by Florida Statute. (See Recommendation)

**EXPENDITURES:**

1. Salaries

- The net increase of \$76,207 is mainly due to salary increases in staff services as well as to budget the Council Members at the amount elected by each pursuant to Section 129.102 of the Municipal Code.

2. Pension Costs

- The net increase of \$123,760 is primarily due to an increase in the required contribution to the General Employees' Pension Plan.

3. Internal Service Charges

- The net increase of \$425,194 is mainly due to the following:
  - An increase of \$369,151 in OGC legal based on usage.
  - An increase of \$187,875 in ITD system development due to an increase in billing for the City Council Chamber upgrade project.
  - A decrease of \$108,373 in the computer system maintenance and security charges for the voice and fax service, as well as a reduction in service charges associated with the VOIP system implementation.
  - A decrease of \$40,159 for the refreshing/replacing of computers and laptops that was completed in FY 2020/21.

**FOOD AND BEVERAGE EXPENDITURES**

<b>FY 2021/22 Proposed</b>	<b>Description of each Service/Event that requires the purchase of food/beverage</b>	<b>Explanation that the Service/Event serves a public purpose</b>
\$ 2,500	Agenda, Committee and Council meetings	Agenda, Committee, and Council meetings are open to Public



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**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

The employee cap is decreasing by one due to the elimination of a position added in a prior year for succession planning.

**HIGHLIGHTS:**

	2020/21 Adopted	2021/22 Proposed	\$ CHANGE from FY 21	% Change from FY 21	
Council Auditor	\$ 2,555,053	\$ 2,618,967	\$ 63,914	2.50%	<b>A</b>
Council President Expense Account	\$ 10,000	\$ 10,000	\$ 0	0.00%	
Council Staff Services	\$ 6,798,835	\$ 7,428,959	\$ 630,124	9.27%	<b>B</b>
Direct Expenditures	\$ 1,761,586	\$ 1,808,098	\$ 46,512	2.64%	<b>C</b>
<u>Value Adjustment Board</u>	<u>\$ 833,928</u>	<u>\$ 714,575</u>	<u>\$ -119,353</u>	<u>-14.31%</u>	<b>D</b>
<b>Departmental Total</b>	<b>\$ 11,959,402</b>	<b>\$ 12,580,599</b>	<b>\$ 621,197</b>	<b>5.19%</b>	

**A** The increase of \$63,914 in the Council Auditor's Office is primarily due to a net increase of \$63,628 in pension costs mainly due to an increase in the required contribution to the General Employees' Pension Plan based on the most recent actuarial study.

**B** The increase of \$630,124 in Council Staff Services is primarily due to the following:

- A net increase of \$369,151 in OGC legal allocation due to usage.
- A net increase of \$187,875 in billing for the City Council Chambers upgrade project.
- A net increase of \$69,531 in salaries mainly due to funding for one position transferred to Council Staff Services from VAB and salary adjustments during FY 2020/21. This was partially offset by the elimination of the position in the Council Succession Planning cost center that will be vacant due to retirement in FY 2020/21.
- A net increase of \$52,689 in pension costs due to an increase in the required contribution.
- These were partially offset by a net decrease of \$40,159 for the refresh/replacement of computers that was completed in FY 2020/21.

**C** The increase of \$46,512 in Council Direct Expenditures is primarily due to an increase of \$26,847 in salaries based the Council Members elections pursuant to Section 129.102 of the Municipal Code and an increase of \$12,605 in pension costs primarily due to an increase in FRS employer contribution. Note the increase for Council Member salaries was amplified by the State's calculation being more than the amount in the budget for FY 2020/21.

**D** The decrease of \$119,353 in the Value Adjustment Board is primarily due to a decrease of \$76,550 in computer system and maintenance for a project that was completed in FY 2020/21 and a decrease of \$20,242 in salaries due to one position in VAB being moved to City Council Staff Services offset by some salary increases.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
CITY COUNCIL  
GENERAL FUND/GENERAL SERVICES DISTRICT (00111)**

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**PROPOSED BUDGET BOOK – Page #52**

**RECOMMENDATION:**

We recommend reducing miscellaneous revenue for VAB by \$31,148, due to an incorrect amount being used to calculate the revenue. This will have a negative impact of \$31,148 on Special Council Contingency.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
CITY COUNCIL  
TOURIST DEVELOPMENT COUNCIL (FUND 10301)**

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**PROPOSED BUDGET BOOK - Page # 53**

**BACKGROUND:**

This fund accounts for the first two-cents (of the total six-cents) tax levy on lodging within Duval County. The Tax Collector collects the Tourist Development Tax and remits it to the City for appropriation by the City Council. The Duval County Tourist Development Council (TDC) is the appointed body charged with implementing and administering the Tourist Development Plan adopted by City Council.

**REVENUE:**

1. Bed / Tourist Development Tax
  - This represents the anticipated two cent tax levy on lodging for FY 2021/22. The projected increase is due to recovery from the impacts of COVID-19.
2. Investment Pool / Interest Earnings
  - This is the anticipated interest earnings for FY 2021/22.
3. Transfers from Fund Balance
  - The proposed budget includes a fund balance transfer of \$814,723, which will be used to fund the Tourist Development Plan components. See recommendation #1.

**EXPENDITURES:**

1. Salaries
  - The increase of \$11,999 is due to a \$7,000 salary increase for the TDC Executive Director and the inclusion of funding of \$5,000 for part time salaries, both approved by the TDC.
2. Internal Service Charges
  - The net decrease of \$19,965 is being driven by a decrease in the OGC allocation.
3. Other Operating Expenses
  - The increase of \$3,131,046 is directly related to higher estimated tax revenue resulting in more dollars being available for Tourist Plan components. See the Revised Schedule W for additional detail. See recommendation #2.
4. Indirect Cost
  - This is an allocation of costs to operate central services of the City (e.g. Finance and Administration, Employee Services, and City Council) as calculated by the City's independent consulting firm.
5. Transfers to Other Funds
  - The FY 2021/22 proposed budget does not include a transfer to other funds. See recommendation #3.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
CITY COUNCIL  
TOURIST DEVELOPMENT COUNCIL (FUND 10301)**

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**PROPOSED BUDGET BOOK - Page # 53**

**SERVICE LEVEL CHANGES:**

The anticipated increase in the tourist development tax will result in more funding available for the various Plan Components.

**CAPITAL OUTLAY CARRYFORWARD:**

None.

**EMPLOYEE CAP CHANGES:**

There are no changes to the employee cap.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
CITY COUNCIL  
TOURIST DEVELOPMENT SPECIAL REVENUE (FUND 10304)**

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**PROPOSED BUDGET BOOK - Page # 54**

**BACKGROUND:**

The Tourist Development Special Revenue fund is an “all years” fund that was created pursuant to Section 666.108 of the Ordinance Code and the Tourist Development Plan. This fund contains the Development, Contingency, Equestrian Grant, and Convention Grants accounts of the Plan. The Contingency account is to be used to fund unforeseen opportunities of major significance to tourism in the City and does not require further City Council approval. The Development account is to be used for the purpose of acquiring, constructing, extending, enlarging, remodeling, or improving publicly owned convention centers, coliseums (e.g., arena), or auditoriums (e.g., performing arts center) and aquariums or museums that are publicly owned and operated or owned and operated by a not for profit organization and open to the public and requires further City Council approval for appropriation. The Convention Grant account is to be used for convention grant awards and does not require further City Council approval.

**REVENUE:**

1. Miscellaneous Revenue

- The proposed budget includes \$36,000 for miscellaneous revenue. This amount represents sponsorship and donation revenue remitted to the TDC. See recommendation #4.

2. Investment Pool/Interest Earnings

- The proposed budget includes investment pool earnings of \$289,000. See recommendation #5.

3. Transfers From Other Funds

- The proposed budget does not include a transfer from other funds. See recommendation #3.

**EXPENDITURES:**

1. Other Operating Expenses

- The proposed budget of \$325,000 includes \$75,000 for Convention Grants and \$250,000 for the Development account as approved by TDC. See recommendation #6.

2. Contingencies

- The proposed budget does not include funding for the Contingency account. See recommendation #7.

**SERVICE LEVEL CHANGES:**

None.

**CAPITAL OUTLAY CARRYFORWARD:**

None.

**EMPLOYEE CAP CHANGES:**

There are no authorized positions or part-time hours in this fund.

**Duval County Tourist Development Council  
FY 2021/22 Budget**

<b>REVENUE</b>	<b>FY 21/22 Proposed Budget</b>	<b>FY 21/22 Recommended Budget</b>	<b>Recommendation</b>
Tourist Development Taxes	\$ 7,225,000	\$ 7,225,000	
Transfer from Fund Balance	814,723	367,600	(1)
Interest Earnings	14,213	14,213	
<b>Total Revenue</b>	<b>\$ 8,053,936</b>	<b>\$ 7,606,813</b>	
<b>EXPENDITURES</b>			
<b>Plan Components</b>			
(1) Destination Services	\$ 644,756	\$ 562,056	(2)
(2) Marketing	2,757,447	2,699,497	(2)
(3) Convention/Group Attraction			
Convention Sales	2,484,418	2,375,068	(2)
Convention Grants	-0-	75,000	(6)
Total Convention	2,484,418	2,450,068	
(4) Planning and Research	42,500	42,500	
(5) Event Grants	1,000,000	1,000,000	
(6) Development Account	-0-	250,000	(7)
(7) Contingency Account	-0-	250,000	(7)
(8) Promotion of the Equestrian Center	-0-	17,505	(6)
Remaining to be spent in accordance with any Tourist Development Plan Component (i.e., 1-8 listed above)	901,937	112,309	(2)
<b>Total Plan Components</b>	<b>\$ 7,831,058</b>	<b>\$ 7,383,935</b>	
Administration	222,878	222,878	
<b>Total Expenditures</b>	<b>\$ 8,053,936</b>	<b>\$ 7,606,813</b>	

**Recommendations:**

We recommend the following adjustments be made in order to reconcile the proposed budget with the TDC approved budget:

1. Decrease Transfer from Fund Balance in the Tourist Development Fund by \$447,123 to \$367,600.
2. Decrease Trust Fund Authorized Expenditures in the Tourist Development Fund by a total of \$1,039,628, consisting of the following adjustments to plan components: decrease of \$82,700 in Destination Services, decrease of \$57,950 in Marketing, decrease of \$109,350 in Convention Sales, and a decrease of \$789,628 in Unallocated/Remaining to be spent.
3. Increase Transfers to Other Funds in the Tourist Development Fund by \$592,505 and the transfer into the TDC Special Revenue Fund by a corresponding amount to budget the revenue and expenditures approved by TDC.
4. Decrease Miscellaneous Revenue in the Tourist Development Special Revenue Fund to zero as these dollars are self-appropriated as they are received for Tourist Development activities. This revenue is not a component of the TDC operating budget shown in the schedule above.
5. Decrease Investment Pool/Interest Earnings in the Tourist Development Special Revenue Fund to zero to agree with the TDC approved budget. This revenue is not a component of the TDC operating budget shown in the schedule above.
6. Decrease Trust Fund Authorized Expenditures in the Tourist Development Special Revenue Fund by \$232,495 to \$92,505 to include funding of \$17,505 for promotion of the Equestrian Center in accordance with the minimum funding requirement per Ordinance Code Section 666.108 and funding of \$75,000 for Convention grants.
7. Increase Contingencies in the Tourist Development Special Revenue Fund to \$500,000 to include \$250,000 for the Development plan component and \$250,000 for the Contingency plan component to agree with the TDC approved budget.
8. We recommend that Schedule W of the Budget Ordinance be revised to reflect the changes shown on the following page.

The changes above have no impact on Special Council Contingency.

# Duval County Tourist Development Council FY 21/22 Budget

## REVENUE

Tourist Development Taxes	\$ 7,225,000
Transfer from Fund Balance	367,600
Interest Earnings	14,213
<b>Total Revenue</b>	<b>\$ 7,606,813</b>

## EXPENDITURES

### Plan Components

(1) Destination Services	\$ 562,056
(2) Marketing	2,699,497
(3) Convention/Group Attraction and Services	
Convention Sales	2,375,068
Convention Grants	75,000
Total Convention	2,450,068
(4) Planning and Research	42,500
(5) Event Grants	1,000,000
(6) Development Account	250,000
(7) Contingency Account	250,000
(8) Promotion of the Equestrian Center	17,505
Remaining to be spent in accordance with any Tourist Development Plan Component (i.e., 1-8 listed above)	112,309
<b>Total Plan Components</b>	<b>\$ 7,383,935</b>
Administration	222,878
<b>Total Expenditures</b>	<b>\$ 7,606,813</b>

Revised Schedule W

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
OFFICE OF GENERAL COUNSEL  
GENERAL FUND/GENERAL SERVICES DISTRICT (FUND 00111)**

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**PROPOSED BUDGET BOOK – Page # 111**

**BACKGROUND:**

The General Fund/General Services District portion of the Office of General Counsel consists of the Duval Legislative Delegation and funds set aside for legal settlements.

**EXPENDITURES:**

1. Salaries:

- The decrease of \$7,049 is a result of a new hire at the Delegation Coordinator position at a lower salary level than the previous Delegation Coordinator.

2. Employer Provided Benefits:

- The increase of \$6,703 is mainly due to the increase in Group Hospitalization Insurance of \$6,709 due to health plan election changes by the new hire.

3. Other Operating Expenditures:

- This amount is mainly made up of the \$100,000 for small judgements and settlements under \$50,000.

**SERVICE LEVEL CHANGES:**

There are no significant service level changes.

**EMPLOYEE CAP CHANGES:**

None.

**RECOMMENDATION:**

None.



**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
OFFICE OF GENERAL COUNSEL (FUND 55101)**

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**PROPOSED BUDGET BOOK - Page # 112**

**BACKGROUND:**

This internal service fund accumulates and allocates the cost of the Office of the General Counsel and recovers its costs via charges to its users/customers which include the City, school board, independent authorities, constitutional offices, and boards/commissions of the government.

**REVENUE:**

1. Internal Service Revenue:
  - The increase of \$148,892 is the result of an overall increase in operating expenses.
2. Miscellaneous Revenue:
  - The \$15,000 represents charges for copies in litigation cases and for various public records requests.
3. Investment Pool/Interest Earnings:
  - The \$1,985 in investment pool earnings is the projected earnings in FY 2021/22.
4. Transfers from Fund Balance:
  - This amount represents a transfer from Fund Balance of \$689,029, which is the amount of the remaining pension reform contingency in this fund.

**EXPENDITURES:**

1. Salaries:
  - The net decrease of \$28,857 is driven by a decrease in permanent and probationary salaries due to employee turnover within the department.
2. Pension Costs:
  - The increase of \$141,409 is mainly due to an increase in the required contribution to the defined benefit plan.
3. Employer Provided Benefits:
  - The decrease of \$17,002 is mainly due to a decrease in group hospitalization insurance due to employee turnover and changes in employee elections.
4. Professional and Contractual Services:
  - The decrease of \$250,000 is due to the removal of funds that were approved for the current year to fund ancillary legal fees related to specific cases and trials.
5. Other Operating Expenses:
  - The decrease of \$18,852 is driven by decreases of \$10,000 in court reporters and \$5,585 in employee training expenses, both to better align the budget with actual costs.

**COUNCIL AUDITOR'S OFFICE  
COMMENTS AND RECOMMENDATIONS  
MAYOR'S PROPOSED FY 2021/22 BUDGET  
OFFICE OF GENERAL COUNSEL (FUND 55101)**

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**PROPOSED BUDGET BOOK - Page # 112**

6. Contingencies:

- The proposed contingency amount of \$689,029 is part of the overall pension reform reserves.

**SERVICE LEVEL CHANGES:**

None.

**EMPLOYEE CAP CHANGES:**

None.

**FOOD AND BEVERAGES EXPENDITURES:**

2,500	Staff and visitor funding for Office of General Counsel mediations, settlement negotiations, and other meetings.	The OGC finds benefit to having settlement and arbitration meetings at City Hall, access to staff, documents and personnel. In order to facilitate these day long, week long meetings, it is customary to provide light refreshments in order to continue to work and maintain the pace needed to resolve these matters

**RECOMMENDATION:**

None.